

Inventory Management

Passport Business Solutions TM

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Understanding Inventory Management

This chapter contains the following topics:

Product Description
Key Words and Concepts

PRODUCT DESCRIPTION

Inventory Management is the foundation upon which other PBS Manufacturing manufacturing and distribution packages are built. If your company is a manufacturer, you will probably also need to install Product Definition & Costing which allows you to define bills of material. This will enable you to use the Shop Order Material Requirements Explosion program in Inventory Management.

If you are a job shop manufacturer that builds all products and buys all purchased materials according to firm customer orders, the PBS Manufacturing Inventory Management, Product Definition & Costing, and Purchase Order Processing packages may provide you with sufficient materials planning capability. If a significant part of your material purchases or your scheduled production depends on a forecast, you may also need additional planning features provided by the Master Scheduling & MRP package.

There are many functions in Inventory Management which may be performed here or in other modules, depending on which modules are installed. Most of these functions may be run from either location while others must be done in the appropriate module. The software will let you know if you're attempting to run a function in the wrong place.

Use the following to learn more about the Inventory Management module:

Physical Inventory

See [Traditional Physical Inventory Method](#) and the [Freezing Inventory Method](#).

Entering and Maintaining Item Master Records

Item Masters may be entered and maintained using the I/M Item Masters Enter program. Pay careful attention to the information you enter here as it will be used by all other applications in the system.

For detailed information on how each field is used, see [Item Masters](#).

There is a time saving method that can be used in PBS Manufacturing called the Item Quick Add Method. This is turned on and off in I/M *Control information*. This method allows you to establish defaults for certain Item Master Fields and skips over less important ones all together during data entry resulting in faster entry of Item Master Records.

Item Masters may also be copied. You may wish to do this when creating a new item that is similar to an existing one. The copy program is also found on the I/M Item Master menu. Once you've copied the old item to the new, you can modify the new record to reflect any product differences.

Master Information

There is master information available in the Inventory Management module. Not all are required to function, but if used properly, they can dramatically increase the flexibility of the system. See the [Introduction to Master Information](#).

Shop Orders

See [Entering and Maintaining Shop Orders](#).

Functions

Major functions of PBS Manufacturing Inventory Management include:

- Maintenance of item material control, cost, and sales information about your products and about any component parts or subassemblies that you need to make those products.
- Tracking purchase orders and shop orders for the items you buy or make.
- Calculation and allocation of component material requirements for shop orders.
- Processing transactions that immediately update item inventory and order balances for one or more warehouses.
- Optional tracking of inventory by location within warehouse, and/or by Lot or Serial Number.
- Reporting of inventory availability by item or by shop order, required ordering actions, open purchase commitments, open shop orders, and inventory cost valuation.
- Optional conversion of inventory transactions to General Ledger transactions which update inventory and cost account balances.

Integration

The functions in Inventory Management are integrated with one another and with other PBS Manufacturing packages. This is accomplished by using common data files that are accessed by many programs.

Therefore, you will maintain some information in Inventory Management that is used by other PBS applications. For example, the product cost and selling price information maintained in Inventory Management is used by the Customer Order Processing programs. Conversely, other packages update Inventory Management data. For example, invoice transactions in Customer Order Processing can update on hand and allocated quantity balances reported by Inventory Management.

Integration also means that a single transaction can simultaneously update multiple records. An inventory receipt transaction, for example, updates the on hand and on order quantity balances in the item inventory record, and also the received and order balances in an open order record for that item. The transaction itself is stored in a history file, and may subsequently be automatically distributed to general ledger accounts.

In summary, integration provides you with a very efficient method of managing the large amount of data required to properly control inventories and production.

Other Features

- The Inventory Management data may be stored in an SQL database where you may generate reports of your data.

- I/M data may be used with ODBC (Open DataBase Connectivity) for producing spreadsheets in MS Excel, Database connections with MS Access and integration with other ODBC compliant applications. Passport provides ODBC through a product called XDBC. Please contact your PBS provider for instructions on acquiring XDBC. If you already have XDBC, refer to the documentation provided with the product for setup instructions.
- Has help (highlights of functions) built into the software.

KEY WORDS AND CONCEPTS

To understand how to use Inventory Management, you should understand some key concepts and words that are used in this module that relate to *Inventory Control*.

Inventory

Inventory consists of goods purchased and held for resale to customers. It can also include items that will be used internally in the business, on jobs, or in the manufacturing process.

Inventory is quite simply the collective total of all merchandise on-hand for sale to customers in the ordinary course of business.

Inventory Control

The control of inventory includes being able to regulate or know what goes into inventory and what goes out of inventory. This includes knowing the value of what is in inventory at any time. The inventory management application is often abbreviated as I/M or IM.

Item

An item is a clearly identifiable product, material, or commodity that can be stocked, sold, or used. Inventory Control maintains a file of inventory items. Each item is identified by a unique number and a description. Other information maintained for an item includes cost, price, cost category, quantity on hand, sales data and reorder level.

Perpetual Inventory

Perpetual inventory is an inventory system that shows each change in the amount on-hand as it occurs. It is called perpetual because you perpetually (or continually) know the amount of each inventory item on hand.

Accounting

Accounting is the collection, categorization and presentation of financial records.

General Ledger

General Ledger is the area of accounting where the records from other areas of accounting are brought together for classification and summarization, thereby creating a picture of the overall condition of the company's finances.

As used here, general means pertaining to many areas. Ledger means a book where accounting records are kept. (This term evolved from pre-computer times when accounting records were kept exclusively by hand in large books called ledgers.) General Ledger is often abbreviated G/L or GL.

General Ledger Account

A general ledger account is a specific category under which all financial activity of a certain kind is classified. For example, you might have a general ledger account called telephone expenses, under which you categorize your telephone bills.

General ledger account is often abbreviated G/L account. Accountants are experts at defining the various G/L accounts (financial activity categories) needed by a business. Part of this definition process involves assigning an account number to each G/L account.

Independent businesses usually use a 3 or 4 digit account number. For example, you may have a G/L account called 100 Cash in the bank, and one called 200 Sales of Product A, and one called 210 Sales of Product B. Typically, an independent business will have a hundred or more G/L accounts. In accounting modules, each time any financial activity occurs in any area of accounting, the dollar amount of the activity is recorded under the appropriate G/L account numbers.

Cost Center

A cost center is a distinct area within your company for which sales and/or expenses (and sometimes costs) can be calculated separately from the total sales and expenses of the whole company.

In the Passport Business Solutions software, the main G/L account number is from 4 to 8 digits long. If you choose to use cost centers (they are optional in PBS software), you get a sub-account (up to 8 digits) added onto the G/L account number.

For example, your office supplies G/L account is numbered 4200, and you want to track office supply expenses independently for each of your three major departments (Dept. A, Dept. B, and Dept. C). Rather than use a different main account number for each department (such as 4201, 4202 and 4203), you could append -001, -002 and -003 to the 4200 main account number as follows:

4200-001 Office supplies, Dept. A

4200-002 Office supplies, Dept. B

4200-003 Office supplies, Dept. C

Then, whenever you're allocating office supply expenses to G/L accounts, you would use the above 7-digit numbers.

Cost centers also apply to sales. A typical use for tracking sales by cost center is for a company that has several sales offices. By making each sales office a cost center, you can separately track the sales performance of each office.

Data Organization

The information you enter into your computer is stored on your disk. In order for computer programs to be able to locate specific pieces of data (within large masses of data) and to be able to process it logically, data must be organized in some predictable way.

PBS software organizes your data for you automatically as it stores it on your disk.

There are four terms you should understand about the way the data is organized:

Character

A character is any letter, number, or other symbol you can type on your computer keyboard.

Field

A field (sometimes called a data field) is one or more characters representing a single piece of data. For example, a name, a date, or a dollar amount are all fields.

Record

A record is a group of one or more related fields. For example, the fields representing a customer's name, address, and account balance might be grouped together into a record called the customer record. A record in a data file is often referred to as an entry.

Data File

A data file is a group of one or more related records. A data file is often referred to simply as a file.

The Item file in Inventory Control is an example of a data file. Such a file is made up of many records, each of which contains the description, prices, etc., for one item.

Each file is kept separate from the other files on the disk.

There are other types of files in addition to data files. For example, programs are stored on the disk as program files. However, file in this User documentation means data file, unless specifically stated otherwise.

Purging Files

As used here, purge means to remove unnecessary items.

Any other items' serial number records, and those that fall outside of the cut-off dates specified for the purge, remain in the Inventory Control Serial file.

Transactions

As used in accounting, transaction means a business event involving money and/or goods and/or services. For example, a transaction occurs each time you gas up your car -- you are paying money in exchange for gasoline (goods). Or another example: you give a television set (goods) to your neighbor in exchange for the use of his lake cottage (services).

Computer software deals primarily with business events that have already taken place. Therefore, in PBS, software transaction means the record of a completed business event involving money and/or goods and/or services.

The records of sales made and payments received are examples of transactions from the area of accounting called accounts receivable. The records of your purchases and the payments you make for such purchases are transactions from the accounting area called accounts payable.

The records of quantities of goods received and sold are transactions from the accounting area called inventory control.

Post

To post means to take transactions from a temporary file and move them to a permanent file (where other transactions probably already exist). For example, in Accounts Receivable, sales are initially

entered into a temporary transaction file. After sales have been entered and edited, they are posted to the more permanent A/R Open Item file.

Often, during transaction posting, information in other data files is also updated. For example, when sales are posted, the account balance and historical sales figures in the Customer file are also updated.

Function

As used here, function means one or more programs that accomplish a specific task. Each selection on a menu for a Passport module is a function. When you select a function from a menu, one or more programs automatically execute, thereby allowing you to accomplish the task you selected.

Integrated

When a set of accounting modules is integrated, any information generated in one area that is needed in another area is automatically supplied to that other area. You don't have to enter it twice.

PBS software is fully integrated. When Inventory Control is used with other modules, data recorded in other modules can be transferred automatically to I/C and vice versa.

Inventory Control is integrated with these other modules:

- **General Ledger** distributions are generated as items are put into or taken out of inventory. These can be automatically transferred to G/L if you use General Ledger.
- **Customer Orders** automatically updates item quantities in I/M for all orders processed.
- **Product Purchasing** quantity on order will display in I/M.

Alphanumeric

When the documentation refers to an alphanumeric entry, this means that the entry can be letters of the alphabet, numerals (numbers), special symbols (*, &, \$, etc.) or any combination of all three kinds. In contrast, if an entry is specified as numeric, only numbers can be used.

Cost, Price and Margin

An item's price is what a customer would pay to buy that item from you. An item's cost is how much you spent to acquire that item for your inventory. The difference between the two is the margin, or gross cost, that you make on a sale of that item.

Serialized Items

A serialized item is a specific unit of merchandise with a unique serial number. Only one serial number is allowed for each serialized item received. Receipts of serialized items are made as for any item, with the addition of entering serial numbers when appropriate.

Serialized inventory allows you to capture and track detailed information on individual serial numbers

Lot-controlled Items

A lot-controlled item is an item whose quantities are tracked within unique lot numbers. Lot numbers are specified during the normal receiving process. On-hand quantities can be viewed by lot, and sales

of full or partial lots are recorded and tracked by lot number.

Multi-company

Multi-company refers to the capability to do accounting functions for multiple companies with the same set of software. Accounting functions can be done for more than one company on Passport modules by selecting the Multi-company option.

MRP

MRP means Material Requirements Planning and sometimes Manufacturing Resource Planning.

Material Requirements Planning is a type of application software system used to schedule and monitor the use of components and other materials in a manufacturing operation.

Manufacturing Resource Planning, a type of application software system used to schedule and monitor the full range of resources required for a manufacturing operation. (Sometimes called MRP II.)

Help

At any time while running a PBS module, you can press certain keys for Help.

Graphical Mode

Help is accessible from the graphical screens using the <Ctrl>+<F1> keys. The full chapter is available.

Character Mode

You can press the <F8> for Help. A brief explanation of the particular function you are using then appears on your screen.

Look-ups

Look-ups refer to a list of available entries for a particular field. There are two kinds of lookups: Data Lookup and Date Lookup.

Data Lookup

Many fields allow you to press a designated key <F8> to show all available data on file. For instance, when entering an invoice you may press this key at the Account number field to bring up a list of all G/L accounts on file. Selecting an entry from this list is often easier and faster than remembering the account number or stepping through all possible entries until the right one is reached.

Date Lookup

The date lookup provides a point and click window for finding and entering date fields.

In Graphical mode the date lookup is available via the <F4> key. In Character mode (Windows only) you may access the date lookup via the <F7> key.

Note

Depending on where you press <F8>, this function will return a Look-up window or context sensitive Help. If a Look-up window is returned, pressing <F8> a second time will display Help for the field if available.

Password Protection

A password is a unique code you assign to each individual using your Passport Business Solutions system. Each potential user must enter a valid password prior to being allowed to use a protected function.

File Recovery Procedure

This function provides the capacity to recover corrupted data files. You can also use it to convert important data files to a format that can be easily interfaced to common data base and word processing modules.

Printers

You can easily configure your PBS software to work with any of the most popular printers. Additionally, instructions are given to allow you to configure the software to use virtually any other printer.

Upgrading from Earlier Versions

We have included the necessary functions and instructions to allow you to upgrade from earlier Classic versions.

See the PBS Installation and Release notes for more information on upgrading.

Getting Started

This chapter contains the following topics:

[Getting Started with Inventory Management](#)

[Setting Up Inventory Management](#)

[Passport Support](#)

GETTING STARTED WITH INVENTORY MANAGEMENT

It is assumed at this point that you have installed the programs for this module on your computer according to the *PBS Administration* documentation. If you have not done so, refer to that documentation and install the Passport Business Solutions software on your computer.

It is also assumed that you have familiarized yourself with the main features of this module by reading the [Understanding Inventory Management](#) chapter. If you have not done so, read that chapter and then return to this chapter.

This chapter describes the Inventory Management data files and briefly explains the order in which to set them up for regular use.

Inventory Management Data Files

In order to use Inventory Management, you first enter into the computer some information describing your inventory system and how you want the software to handle inventory transactions.

Data Files/Tables

There are several different data files/tables that you must enter before you can begin using the module on a regular basis.

Listed below is a brief description of these:

Company information

This is used to record information about your company, such as the name and address, as well as some system information such as the printer(s) you are using.

Valid G/L Accounts

This contains a list of all your general ledger accounts used in I/M. Any time you use a G/L account number I/M will check this data to see if the number is valid.

I/M Control information

This contains controls that defines the way you handle your inventory and, as a result, changes or controls some of the features of this and related modules. For example, I/M Control information tells I/M which inventory valuation method you want to use and if your company uses the defaults used for many fields.

Warehouses

You will use this file only if you are using the multi-warehouse feature of the I/M module. This file contains the names and addresses of your different warehouses.

Item Masters

This identifies and describes the items you keep in your inventory. You give each item an identifying number, a description, prices, and so on.

Certain entries in the Item Masters, such as an item's price code or commission code, are only useful if you are also using Accounts Receivable or Customer Orders.

Item Types

Item Type is a user defined classification code used for selecting or sorting Item Master records for output to various Inventory Management lists created by other programs. It is often desirable to group, or sequence items on a code other than Item Number or Item Description for reporting and analysis purposes.

SETTING UP INVENTORY MANAGEMENT

The remaining chapters explain, in detail, the functions available in Inventory Management. The instructions describe how to select each program from a menu, what the program does, and how to enter required data. The steps below briefly describe how to set up your Inventory Management system.

The first Inventory Management functions described are presented in the order in which you may use them when first installing the system - these are the procedures required to set up some of the files used by other programs in this package. The remaining functions are presented in the order in which they appear on the Inventory Management menu.

PBS System Setup

You must first install the Inventory Management software and other related modules following the directions in the PBS Installation Guide. Your PBS Manufacturing representative will probably assist you with these procedures.

Before you start setting up I/M you must set up some PBS system data.

Step	Description
1	Study the <i>System User</i> documentation for information on the general features of PBS.
2	Run the Inventory Control software according to the instructions in the Using Inventory Management chapter.
3	Modify the information in the company controls that was set up during installation of the I/M module so that it relates to your company, using <i>Company information</i> on the CTL menu. Refer to the <i>Company Information</i> chapter in the <i>PBS Administration</i> documentation.
4	If you are using sub accounts, enter them in <i>Cost centers / Sub accounts</i> found under the CTL menu. Enter your valid G/L accounts, using Valid G/L accounts. Refer to the <i>Valid G/L Accounts</i> chapter in the <i>System User</i> documentation. If you are also using General Ledger, enter your Chart of Accounts first and then use the Setup valid G/L accounts selection in G/L to copy the Chart of Accounts to the Valid G/L Accounts.
5	If you will use taxable codes when setting up your items, enter your taxable codes, using Master information (Taxable codes). Refer to the <i>Tax Codes</i> chapter in the A/R User documentation.

Before you begin to enter data into your Inventory Management system, you should read the related chapters of this manual. You may practice by entering one or two sample records or

transactions in an application. Then delete any fictitious practice records or reverse the practice transactions applied to those records, before proceeding to enter real company data.

Set Up Inventory Management

You should set up data files in the following order before you proceed with the other Inventory Management functions.

1. Build the I/M Control Information.
2. Build the Item Types.
3. Build the Warehouses.
4. Build the Inventory Cost Categories.
5. Build the Product Categories.
6. Build the Item Masters.
7. If you stock some items in multiple warehouses, build the Branch Warehouse Items.
8. Build the Schedule Exception Dates.

From this point, there are many alternative approaches to implementing the remaining Inventory Management functions. An installation plan and timetable tailored to your company will vary according to your previous systems and record-keeping procedures and the availability of personnel to assist in the conversion effort.

Changing To Multiple Stock Location Control

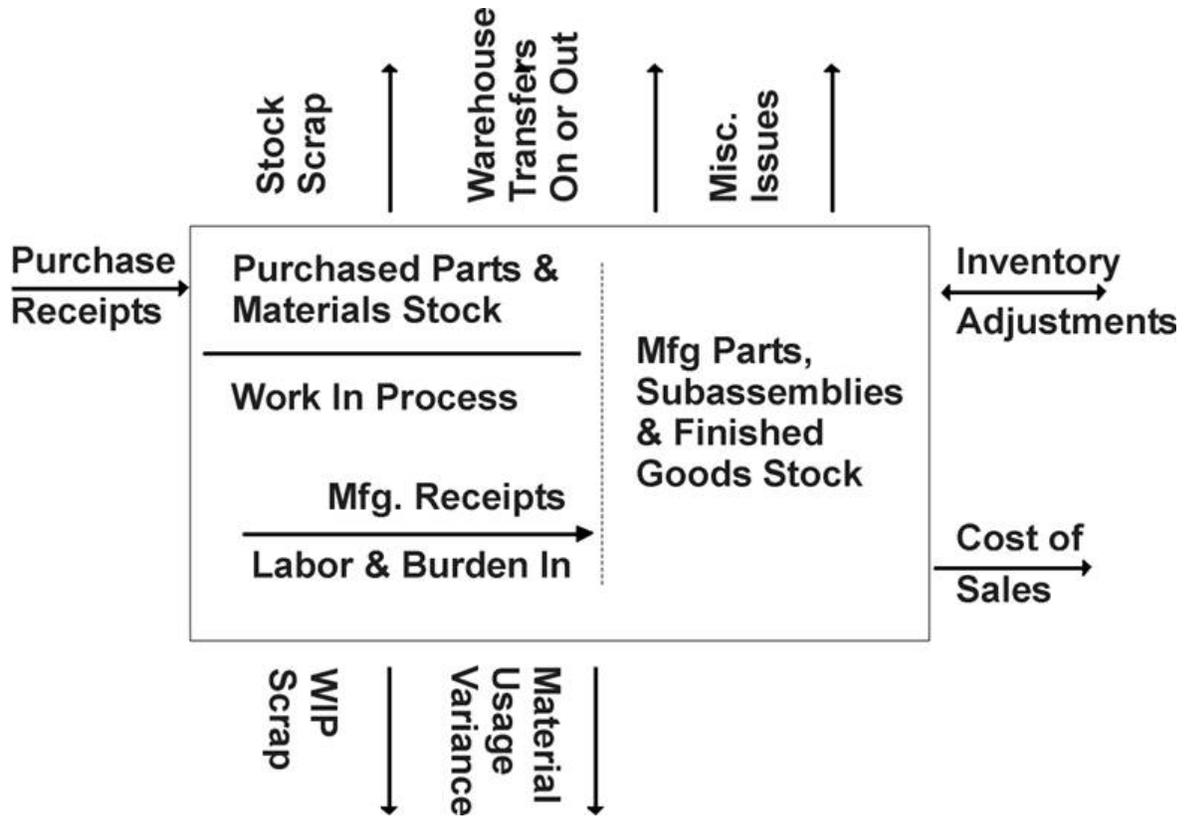
When you first set up the I/M Control information, you have the option of selecting the Multiple Stock Location Method of tracking on hand inventories within each warehouse.

If you do not specify Multiple Stock Locations when you first start using the package but wish to change to Multiple Stock Locations at a later date, you must perform the following special set up tasks:

1. Have your system administrator set "Allow protected changes ?" to Y in "System Information".
2. Use "I/M Control Information" to change the entry for "Use multiple stock locations within warehouse ?" to Y. When you try to make this change and the program tells you "Change not allowed", press F2 to override this message. You will then be allowed to change the entry if you have completed the first task described above.
3. Run the program "Initialize on hand detail" (see "Utility" on the I/M Menu).
This initialization program creates location On Hand Detail records for each Item Number that has a non-zero Quantity On Hand (at a Primary and/or Branch Warehouse). Each On Hand Detail record created by this program for an Item and Warehouse is assigned an "Undefined" Location Code and a quantity equal to the total On Hand balance for the Item and Warehouse.
4. Use the "Relocate items" program within the "Inventory transactions" selection on the I/M Menu to relocate Item quantities in the "Undefined" location to one or more specific Location Codes.

You don't have to put specific location codes in On Hand Detail records for all items; only for those items where you need to designate random or multiple storage locations. You can leave the Location as "Undefined" in the On Hand Detail File for items with fixed storage locations. For those fixed location items, you may put the fixed Location Code in the Item Master record.

MANUFACTURING FLOW CHART



PASSPORT SUPPORT

If you have problems with this software module, contact your authorized Passport partner.

For the name and location of a Passport partner near you, contact Passport Software, Inc. at 1-800-969-7900.

If you wish to inquire about support, directly from Passport, please call our End User Support Department at 1-800-969-7900, ext. 124.

You can contact your own dealer for training; however, if your dealer does not offer training, contact Passport at 1-800-969-7900 for assistance.

Using Inventory Management

This chapter contains the following topics:

Organization of this Documentation
Starting Inventory Management
Exiting Passport Business Solutions

ORGANIZATION OF THIS DOCUMENTATION

This documentation provides the information you need to use the Passport Business Solutions Inventory Management.

Organization

This chapter describes how to use and locate information in the Inventory Management User documentation. It also tells you how to start and exit Inventory Control.

Chapter 4, [Guide to Daily Operations](#), explains how you use Inventory Management to perform various daily, weekly, and periodic tasks.

Chapters 5 through 9 give instructions on how to enter the basic information (mentioned in the chapter titled [Getting Started](#)) that will tailor your module according to your needs and prepare you for daily operation.

Chapters 10 through 17 describe how to use Inventory Management on a daily basis, and how to view data and print the Inventory Management reports. You will probably use these chapters most frequently.

Chapters 18 through 20 describe selections that are used periodically, including such selections as closing an accounting period.

You can obtain additional information from the *System User* documentation. This documentation contains chapters that describe features common to all Passport Business Solutions accounting modules.

Topics covered in the *System User* documentation include the following:

- General rules
- Using Help and Lookups
- Switching companies
- Assigning menu selections to users
- Printing
- Using the mouse

STARTING INVENTORY MANAGEMENT

To start your Passport Business Solutions software, select one of the following options. If you are unsure how to proceed, please contact your PBS provider.

For Windows

Start -> Programs -> Passport Business Solutions -> PBS

For UNIX

Ensure you are logged in as a user authorized to use Passport software. Refer to the *PBS Administration* documentation for more information.

Type the following:

```
cd /usr/pbs
```

or replace “/usr/pbs” with the name of your Passport top-level directory.

Then type the following:

```
pbs
```

Then when the master menu appears, select the module you wish to use from the master menu.

Multiple Companies

If you have set up your software to process information for more than one company (see *Define Multiple Companies* in the *PBS Administration* documentation), you will be prompted to enter the Company-ID.

Entering Your Initials

You are prompted to enter your initials.

Entering Passwords

You will be prompted to enter your password. For security, the characters you type will not display on the screen. A user can reset his or her password during login to PBS.

For setting up users and passwords, refer to the *PBS Users* chapter in the *PBS Administration* documentation).

Using the Menu

A *menu* is a list of things from which something can be selected.

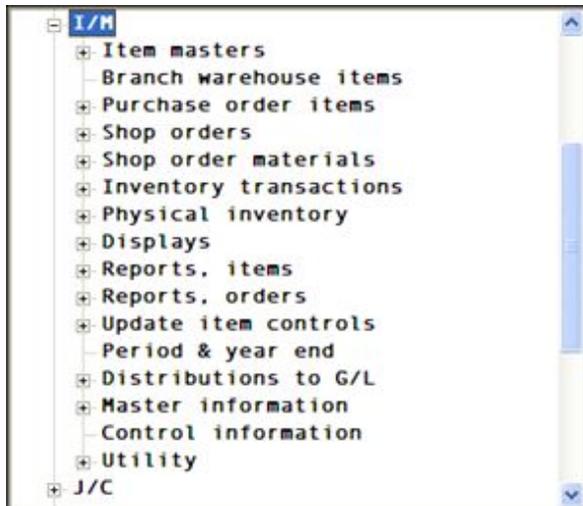
Selecting items from a menu on a computer is the way you tell your computer what you want to do.

The Windows version of Passport Business Solutions can have three different menu types. They are the Tree-view, Windows and Menu-bar types.

The SCO Open Server and Linux versions only use the Menu-bar.

Tree-View

Here is an example of the Tree-view menu.



The “+” corresponds to expandable menu sections. One click will open the menu selection for the application or the sub-menu of a particular menu entry. Clicking on the “-” closes the menu item. Viewing application menus will cause a vertical slider bar to display: and sometimes depending on size and proportions of the screen and associate font, the slider bar as well. These sliders are mouse enabled.

In addition to the mouse-based menu operation, you can use the keyboard to navigate the tree-view menu. The home, end, page-up, page-down and arrow keys provide a quick and easy method of maneuvering around the menu.

To select the menu program use the Enter key or click on the menu line with the mouse.

Menu Bar

The remainder of this section describes the functions of the Menu-bar menu. To navigate vertically within a module you have two choices. You may use the up and down arrow keys on your keyboard or you may type the first letter of a displayed menu item. If more than one menu item starts with the same letter, pressing the letter again will position your cursor over the next menu item starting with that letter.

The remainder of this section describes the functions of the Menu-bar. To navigate horizontally between individual modules use your keyboard’s left and right arrow keys. Up to ten modules and your Passport Business Solutions System Manager may be displayed on the menu bar. If you are using more than ten modules, a **More** function is added to the menu bar. To access your additional modules, highlight **More** and press your <Enter> key.

To select one of the functions shown above, use the arrow keys, or press the first letter of the function name, and then press <Enter>.

Exiting Passport Business Solutions

To exit a Passport Business Solutions module, press <Esc> from the main menu or click on the Exit button in Windows.

Always exit PBS before turning off your computer or when you are going to be away from your computer for a significant amount of time. Also, exiting PBS when away from your computer provides greater security to your PBS data.

Failure to exit PBS correctly could result in a loss or corruption of data.

Guide to Daily Operations

This chapter contains the following topics:

Inventory Management Checklists
Daily Operations Checklist
Periodic/Monthly

INVENTORY MANAGEMENT CHECKLISTS

The following checklists are provided as examples of how you might use Inventory Management to perform various daily and periodic tasks.

While we attempt to present the tasks in a logical order, you should adjust the checklist as necessary to meet your own needs. You may wish to consult with your PBS Manufacturing trainer for advice on organizing your own checklists to ensure the efficiency and security of your business operations.

Daily Operations Checklist

Use the following guidelines for performing daily Inventory Management tasks:

Each Day	Each Day as Needed
Enter, explode, and print shop paperwork for any stock Shop Orders.	
	If not using Master Scheduling and MRP periodically print and work the Inventory Stock Status report to determine which purchased or manufactured materials need to be ordered.
Perform any daily inventory transactions other than Purchase Order Receipts or Sales Order Invoicing/Credit Memos. This may include issuing material to shop orders, making occasional adjustments to inventory, receiving manufactured goods to stock or back flushing Shop Orders.	
Perform Daily Cycle Count (optional)	
	Close completed shop orders.
	Inquire about item's on-hand, allocation or on-order information using Displays, Inventory Availability. You may also review specific requirements or items on order and the Shop or Purchase Orders they are due in on.
	Update item list prices in the Item Masters, Enter. Special pricing and mass updates of list prices are managed through Customer Order Processing.
	If not using Shop floor Control, print Shop Order schedules using Reports, Orders, S.O. Schedule by Item, Due Date or Start Date.

Each Day	Each Day as Needed
	Review outstanding Purchase Commitments using the Reports, Orders, Purchase Commitments report.
	Review material requirements for specific shop orders using Reports, Orders, S.O. Material Requirements or S.O. Matl Availability.
	Review slow moving items using Reports, Items, Slow Moving Items.

Periodic/Monthly

Use the following guidelines for performing periodic Inventory Management tasks:

Each Period	Each Period as Needed
Physical Count:	
Use the Physical Inventory, Purge Count File program to purge your last physical counts.	
If using the Freeze Option, which allows you to freeze your inventory so you can begin transacting after your counts are done and before posting your counts, run the Physical Inventory, Freeze Inventory program.	
If you wish to run a list of all items to count, print the Physical Inventory Cycle Count Worksheet for all items.	
Count your inventory then enter the counts using the Physical Inventory, Enter Counts program.	
If using pre-numbered tags, and you require a count be entered for each tag number, use the Physical Inventory, Count Tags Audit List to highlight missing tags.	
You may print the Count Edit List to see any variances for any items counted. This will not list items that weren't counted. It is typically used more for cycle counting inventory as in a cycle count you only count select items and only those items require reconciliation.	
You may print the Costed Physical Report to see any variances for all items. This will include items	

Each Period	Each Period as Needed
counted and items not counted, as if you are performing a complete physical, even the items not counted will be adjusted.	
Reconcile your counts. Be sure to check any questionable variances prior to posting your counts. If you find a count is incorrect, use the Physical Inventory, Enter Counts to correct the count record.	
Print your final Costed Physical Report as a record of the adjustments to be made and retain physically or electronically (as a PDF) as long as you and your accountant deem necessary.	
Run Physical Inventory, Post Stockroom Counts to update all items counted.	
Run the Zero Selective On-hand to adjust all items not counted (only perform when doing a complete physical as all records not counted will be adjusted to zero).	
	Close Shop Orders if you aren't closing them as you complete them. Run Shop Orders, Close to perform this task. Shop Orders may be closed in mass using this program. If using Shop Floor Control, be sure to use the Shop Floor Control functions to perform this task.
	Enter and maintain Scheduled Exception Dates using Master Information, Schedule Exception Dates. This allows you to enter in dates you don't work throughout the year which aids in more accurate scheduling.
If integrating Inventory Management to the General Ledger, you must generate distributions and post them to the G/L using the program under Distributions to G/L	
Run Period & Year End to close out the month or year.	

Control Information

This chapter contains the following topics:

[Selecting Control Information](#)

SELECTING CONTROL INFORMATION

Control information for Inventory Management specifies what data maintenance options are used by other programs in the Inventory Management package. You enter these options just after you install the package and you may modify them later.

Select

Control information from the I/M menu.

Control Information First Screen

The following screen displays:

```
Control information, Serial # =PBS--MFG=

      1. Item quick add method used ?
      2. Item default unit of measure
      3. Item default primary warehouse
      4. Material inventory valuation method
      5. Default labor/burden cost method
      6. Item default labor hourly rate
      7. Item default burden hourly rate
      8. Item default labor work center #
      9. Item default price/cost ratio
     10. Item default qty/price breaks answer
     11. Item default apply discounts answer
     12. Item default taxable answer
     13. Item default forecast method

     14. Transaction document # usage code ?
     15. Always post last material costs ?
     16. Use item qty sold history by period ?
     17. Current period end date
```

1. Item quick add method used ?

When you first add Item Master records with the Item Masters function, you may not be ready to enter all of the information requested on the Item data entry screens. Selection of the "Quick Add" method causes an automatic fill of certain Item Master data fields with "default values" when you add records, so that you don't have to type in those fields. This gives you a faster method of initially entering Item Masters when you first set up your system. You may change the "Quick Add" default values on an exception basis when you add the Item Master records. You can also change these initial default values at a later time. Read the chapter on Item Masters for more detail on what Item Master data is automatically filled in under this method. If you decide to use the "Quick Add" option, answer Y to this question; otherwise answer N.

2. Item default unit of measure

Many of the Item Numbers in your system may have the same inventory Unit of Measure. To avoid typing in a Unit of Measure for every Item Number that you add, enter a default stock Unit of Measure here of up to 4 characters (e.g. EA or EACH). This default will then display when the cursor is at the stock Unit of Measure field in the Item Masters program. Then you can just press ENTER to confirm it, or you can change it for any item.

3. Item default primary warehouse

You must designate a Primary Warehouse code in each Item Master record. The inventory balances for an item's Primary Warehouse are stored in the Item Master. If you wish to maintain separate branch warehouse inventory balances for an item which is stored at other warehouse (or plant) sites, you will also establish Branch Warehouse Item records for that item. Enter a default Primary Warehouse Code here, up to 2 alphanumeric characters, or just press ENTER when at this field to set the default value to "Main" which displays when you enter spaces. The code you enter here will automatically display as the default Primary Warehouse Code in the Item Masters entry program. You may override this default when adding Item Masters, since different items may have different Primary Warehouses.

4. Material inventory valuation method

The Inventory Management and Purchase Order Processing modules will track the dollar value of your Purchased inventory items in one of two ways; by Average Cost or by Standard Cost.

If you select the Average Cost method, the value of Purchased materials inventory is automatically updated to the weighted average cost per unit (price paid by your company) for each Purchased item in inventory.

With the Standard Cost method, the "target" cost per unit of Purchased materials is set by the user and is only changed by entering a new Material Cost in the Item Master.

Enter the desired Material Valuation Method code: A = Average Cost, or S = Standard Cost.

This code also determines if Avg or Std is the preface displayed in the Material Cost field labels on the Item Masters screen.

5. Default labor/burden cost method

The Inventory Management and Product Definition & Costing modules provide four techniques for maintaining Manufactured item Labor and Burden costs. All Labor and Burden unit costs, are considered to be Standard unit costs.

The Labor/Burden Cost Method code entered here specifies the default method of maintaining those costs for Manufactured items. Enter one of the following single character codes as the default method to be displayed by the Item Masters entry program:

I = Item master rates:

This option allows you to enter the following factors in the Item Master for a manufactured item; Standard Hours per unit, Standard Labor Rate per hour, and/or Standard Burden Rate per hour. The Item Masters entry program then automatically extends the Standard Hours by these rates to calculate and post the Standard Labor Cost and Standard Burden Cost.

W = Work center rates:

This method can only be used if you have installed Product Definition & Costing and maintain Work Center records. It allows you to enter the following to the Item Master for a manufactured item; Standard Hours Per Unit and a valid Work Center Number. The Item Master Maintenance program

then automatically puts the Work Center's regular Labor Rate and Burden Rate Per Labor Hour into the Item Master record and extends the Standard Hours by these rates to calculate and post the Standard Labor Cost and Standard Burden Cost.

R = Routing file:

This method can be used if you have installed Product Definition & Costing. It automatically calculates Item Master labor and burden costs using both Routing File and Work Center File data maintained with that module. Selection of this method also means that labor and burden cost fields will be bypassed and zero filled by the Item Masters entry program, since these values will be updated by a Product Definition & Costing program.

U = User method:

This code tells the system that you use another method to determine the Standard Labor and Burden costs that you enter in your Item Masters. This option allows you to directly enter the labor and burden cost fields when you are adding Item Masters.

6. Item default labor rate

7. Item default burden rate

If the I (item master rates) code was selected as the default labor/burden cost method, you may enter the labor and/or burden rates to be used for most manufactured items here. Enter dollar per hour rates, up to three numeric digits and two decimal positions. These default rates will automatically display in the related fields on the item masters entry screen, and can be accepted or changed for specific item numbers.

8. Item default labor work center #

If the W (work center rates) code was selected as the default labor/burden cost method, you may enter the work center number to be used for most manufactured items here. Enter a work center number, up to 6 alphanumeric characters, that matches a record on the Work Center File that you maintain in Product Definition & Costing. This default will automatically display in the related field on the Item Masters entry screen, and can be accepted or changed for specific Item Numbers.

The next four fields are default entries displayed by the Item Masters entry program only if sales data is optionally entered for the item:

9. Item default price/cost ratio

If you want Item Masters entry program to automatically calculate Unit Price from Unit Cost by applying a Price/Cost Ratio entered in the Item Master record, enter the ratio applicable to most of your saleable items here, up to one numeric digit plus two decimals. Otherwise, just press ENTER to leave this default blank.

10. Item default qty/price breaks answer

If you have Quantity/Price Breaks for most of your saleable items enter Y here; otherwise enter N.

11. Item default apply discounts answer

If you apply price discounts by Customer or Customer Type to most of your saleable items, enter Y here; otherwise enter N.

12. Item default taxable answer

If most of your saleable items are taxable to customers or to some types of customers, enter Y here; otherwise enter N.

13. Item default forecast method

This code determines the sales quantity forecasting method, if any, applied to an item. The Statistical forecast option is a simple weighted average method (exponential smoothing) that is included in the Period End & Year End Closing application. Enter one of the following default codes that is applicable to most of your saleable items:

N = No forecast

S = Statistical

U = User forecast

14. Transaction document # usage code

This code determines whether the Inventory Transactions program will prompt you to optionally enter a transaction Document Number, and for what types of transactions you use a Document Number. The Document Number is a transaction form number or record number, such as a Receiver Number, that may be referenced in some transactions. Enter one of the following:

R = Receipts

A = All transactions

N = Not used

15. Always post last material costs ?

If you always want any non-zero unit cost that you enter for a purchased material Receipt Transaction to be automatically posted in the Item Master record's Last Material Cost field, answer Y. If you answer N to this question, the Inventory Transaction processing program will pause to ask you if you want to update the item Last Material Cost when you have completed entry of a purchased Receipt. You should answer N only if you experience wide fluctuations in item purchase costs based on quantity ordered, etc.; this will avoid automatic posting of a non-typical Last Material Cost (e.g. for an unusually small order quantity).

16. Use item qty sold history by period ?

Answer Y if you want the Period & Year End closing program to create period (e.g. monthly) sales quantity history records by Item Number; otherwise answer N.

17. Current period end date

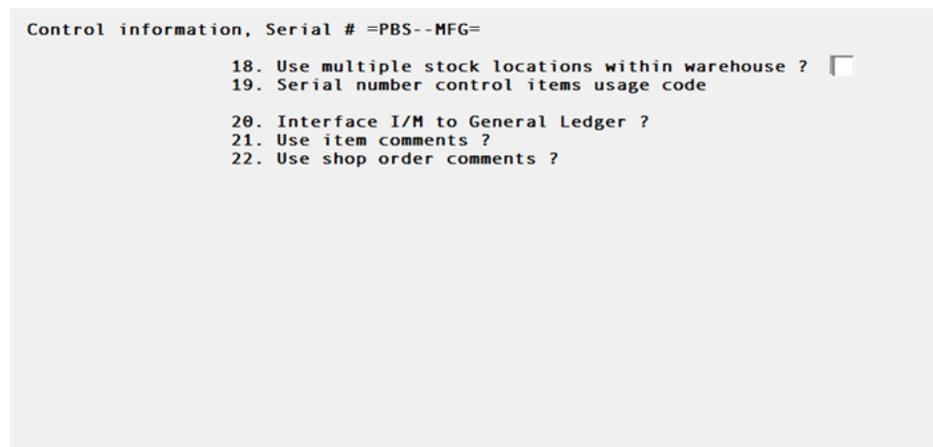
When you first setup I/M Control Information, enter the ending date of the current period (e.g. the current month). Thereafter, this date will normally be updated by running the Period & Year End function.

This date controls the updating of PTD and YTD fields in Item Masters. Data in transactions dated on or before this date are posted to PTD and YTD fields in related master records; data in transactions dated after this date are posted to Next Period accumulators in the master records until the current period is closed, at which time any accumulated Next Period values are automatically transferred to PTD and YTD values for the next period.

Field number to change ?

When you have finished making changes to the above entries press ENTER in response to "Field number to change ?", and the next screen of Control information will appear:

Control Information Second Screen



18. Use multiple stock locations within warehouse ?

Answer Y if you want to maintain detail on hand balances by stock location (i.e bin or storage area location codes) within warehouse. This is appropriate if you have a significant number of "randomly assigned" storage locations for stockroom items, or you have multiple storage locations for many items (same item stocked at several storage locations) within a plant or warehouse. Answer N if you want to only track item total on hand within each plant/warehouse.

If you mostly use fixed storage locations for items, with a few random overflow locations indicated at the item primary storage locations, you may not wish to select the option. Fixed storage location codes may be entered to Item Master records.

19. Serial number control items usage code

You are only allowed to specify this variable if you have the Lot/Serial Number Control option installed on your system. If you have installed that option, this code indicates when you will be requested to enter Serial Numbers on inventory transactions for items with Serial Number Control (A

= Always, S = Sales/credits only, or N = Not applicable). If you use Serial Number Control for some items, enter A if you wish to track both internal inventory and customer sales or credits by Serial Number. Enter S if you only wish to track customer sales and credits by Serial Number.

20. Interface I/M to General Ledger ?

Answer Y if you want to create General Ledger Transactions from your Inventory Transaction History with the Distributions to G/L function of this module; otherwise enter N.

21. Use item comments ?

Answer Y if you want to optionally enter extra comments for Item Masters. Up to 99 comment lines of 45 characters each may be entered if you select this feature. If you answer N to this question, the Enter Item Masters program will bypass the comments entry option.

22. Use shop order comments ?

Answer Y if you want to optionally enter extra comments for Shop Orders, which may then be printed on order picking lists. Up to 99 comment lines of 45 characters each may be entered if you select this feature. If you answer N to this question, the Enter Shop Orders program will bypass the comments entry option.

Field number to change ?

When you have finished changing entries on the second screen, press ENTER in response to "Field number to change ?". If you answered N, the program returns to the Inventory Management Menu. If you answered Y to the G/L interface question, a third screen will display like the following where you can enter the default G/L Distribution Account Numbers.

Control Information Third Screen

For Account Numbers requested on the third screen you may enter a Main Account Number and an optional Sub-account Number, up to the number of digits specified in System Information for your Main Account Size and Sub-account Size.

As you enter each account number, the account description will display from the Valid G/L Accounts File. However, if the account number is not on file, the program will ask if you wish to add it as a valid G/L account. If your response is Y, you will be prompted to enter the account description after which that account number and description is added to the Valid G/L Accounts. This is the third screen:

```
Control information, Serial # =PBS--MFG=
 23. Default inventory asset acct # 
 24. Inventory liability clearing acct #
 25. Default inventory adjustment acct #
 26. Default inventory scrap acct #
 27. Default matl usage variance acct #
 28. Default cost of sales acct #
 29. Default purch price variance acct #
 30. Default labor & burd clearing acct #
```

The accounts you enter are:

23. Default inventory asset acct #

This is the default balance sheet asset account for inventory.

24. Inventory liability clearing acct #

This is the account to which the estimated cost value of purchase receipt transactions will be posted, as an offset to the Inventory Asset Account charge amount. This must be the same clearing account to which the expense distribution of invoices for inventory items will be posted as an offset to Accounts Payable. The clearing account allows Inventory Management to keep track of inventory and Accounts Payable to keep track of liabilities.

25. Default inventory adjustment acct #

This is the expense account to which the cost value of inventory quantity adjustment transactions will be posted. Both negative (shrinkage) and positive (pickup) adjustments will be posted to this account.

26. Default inventory scrap acct #

The cost value of reported stock scrap and work-in-process scrap transactions will be posted to this expense account.

27. Default material usage variance acct #

Inventory Management allows you to track the quantity and cost value of component materials issued to a parent Shop Order. When the Shop Order is closed, the difference between the reported total cost of components used and the Standard cost of material for the parent item can be calculated and reported. These material usage cost variances may optionally be posted to this expense account.

28. Default cost of sales acct #

The cost value of sales transactions less the cost of credit memo returns is posted to this account.

29. Default purch price variance acct #

The PBS Manufacturing Product Purchasing module allows you to post the actual invoice costs of inventory purchases and to calculate purchase price variance amounts to be posted to this account. If you specify the Standard Cost method of material inventory valuation in this control file, the P/P package will determine price variances (from standard cost) of both material and outside processing purchases. If you use the Average Cost method of material inventory valuation, the P/P module will only calculate price variances of outside processing purchases.

30. Default labor & burd clearing acct #

When you interface I/M transactions to the G/L, you have the option of including Labor & Burden costs.

This is the account to which the standard labor and burden cost value of manufactured item receipt transactions will be posted, as an offset to the Inventory Asset Account charge amount. You should also clear (debit) any actual direct labor and burden costs to this account. The balance of this account at the end of an accounting period will then be the total labor and burden variance for the period.

The I/M Accounts By Warehouse function in this package provides an option to define additional Inventory Asset and Expense Accounts for each Warehouse. The default accounts entered here are used if corresponding Account Numbers for a Warehouse are not specified in the I/M Accounts By Warehouse File.

If you use PBS Manufacturing Customer Order Processing, the Maintain Sales Accounts function of that package provides another option to define Cost of Sales Accounts by item Product Code within Warehouse.

Field number to change ?

Make any changes or select the <Enter> key to save the record.

Master Information

This chapter contains the following topics:

Introduction to Master Information
Item Types
Warehouses
Inventory Cost Categories
Product Categories
I/M Accounts by Warehouse
Schedule Exception Dates

INTRODUCTION TO MASTER INFORMATION

Master information includes functions that allow you to further define your Inventory Management system. Each selection is explained fully in this chapter. Here is a brief description of each:

Item Types

Item Types are used as an optional sorting code in almost every report involving inventory. Proper use of these can help you review your database in much smaller, more logical segments.

These codes can be used as a Commodity Code classification for purchased items. For manufactured items, you may wish to use the Item Type Codes to categorize final assemblies, subassemblies, and fabricated piece parts, or to establish other manufactured item groupings that are logical for engineering, production, and inventory management purposes. See [Item Types](#)

Inventory Cost Categories

Inventory Cost Categories are intended to identify broad classes of items for inventory valuation purposes. Categories like Finished Goods, Raw Materials, and Fabricated Components may each be separately costed and reported in your system. See [Inventory Cost Categories](#)

Product Categories

Product Category Codes are intended to provide meaningful groupings of saleable items for sales analysis reporting, price discounts, and salesman's commissions in the PBS Manufacturing Customer Order Processing module. See [Product Categories](#)

I/M Accounts by Warehouse

This is only necessary if you are using the Interface to General Ledger option in I/M. It allows you to establish general ledger accounts for each independent warehouse maintained in PBS Manufacturing. If you choose to use the same accounts for all warehouses, you won't be required to enter these fields. See [I/M Accounts by Warehouse](#)

Warehouses

If you wish to store materials in more than one warehouse in PBS Manufacturing, you must establish a warehouse code for each warehouse other than the main warehouse. If you use only one warehouse, you may optionally use this program to describe the single locations (address...). See [Warehouses](#)

ITEM TYPES

Item Type is a user defined classification code used for selecting or sorting Item Master records for output to various Inventory Management lists created by other programs. It is often desirable to group, or sequence items on a code other than Item Number or Item Description for reporting and analysis purposes.

Before defining the codes with this function, you should think about how you will want to extract output information by various Item groups to be identified by Item Type. For example, you may wish to use the Item Type Code as a Commodity Code classification for Purchased items. For Manufactured items, you may wish to use Item Type Code to categorize final assemblies, subassemblies, and fabricated piece parts, or to establish other Manufactured item groupings that are logical for engineering, production, and inventory management purposes. You don't have to enter an Item Type Code to every Item Master record, but you will probably find it desirable to do so for reporting purposes.

In defining your Item Type codes, you should also be aware of some other codes entered to Item Masters and their use in the system:

Inventory Cost Category codes are intended to identify broader categories of items for inventory valuation purposes. The on hand inventory values for major Inventory Cost categories such as Finished Goods, Raw Materials, Fabricated Components, etc. may be separately reported and costed by the Inventory Management module.

Product Category codes are intended to provide meaningful groupings of saleable items for the purpose of sales analysis and for defining price discount and salesman commission rates in the Customer Order Processing package.

Planner/Buyer codes allow sorting report information by responsible individual when using the Master Scheduling & MRP or Purchasing modules.

Use this function to identify all Item Types that can be referred to in the Item Masters entry program. Any time an Item Type code is used in an Item Master record, the code entered is validated against Item Types. Thus, an Item Type code must first be put into this file before it can be applied to an Item Master.

Select

Item types from the *Master information* menu.

A screen like the following displays:

Master information (Item types)

* 1. Item type code

2. Description

<F1> = Next record, <F2> = Previous record, <F5> = Print

The fields you enter are:

1. Item type code

Entry Format: Up to 4 alphanumeric characters.

If the code matches a record on file, the description will display.

2. Description

Entry Format: Up to 25 alphanumeric characters.

Item Types List

Press

<F5> from *Field number to change?* to print a report of all Item types on file.

WAREHOUSES

If you store or manufacture inventory items at multiple warehouse (or plant) sites, you must identify each of those locations with a Warehouse Code. This enables Inventory Management to track and report inventory balances and dollar values by warehouse location.

In all PBS Manufacturing modules, enter spaces in the Warehouse entry field to default to "Main".

If you have only one warehouse location, you may optionally use this function to describe that single location. For a single warehouse operation, always use the default Primary Warehouse of Main (enter space in Warehouse Code) in I/M Control Information and Item Masters entry. You may also use the Main default for one warehouse if you use multiple warehouses.

Use this function to identify all Warehouse Codes that can be referred to in other I/M files including Item Masters, Branch Warehouse Items, Purchase Order Items, Shop Orders, and Shop Order Materials. Any time a Warehouse is entered to one of those files, the code is validated to the Warehouses File. A Warehouse Code must first be put into this file before it can be entered to another file. One exception is the code for Main (spaces), which may be used even if it is not in Warehouses.

The fields you enter are:

1. Warehouse code

Entry Format: Up to 2 alphanumeric characters, or Blank = Main.

If the code matches a record on file, the description will display.

2. Description

Entry Format: Up to 15 alphanumeric characters.

3. - 6. Addresses

Entry Format: Up to 30 alphanumeric characters.

Warehouses List

Press

<F5> from *Field number to change?* to print a report of all Warehouses on file.

INVENTORY COST CATEGORIES

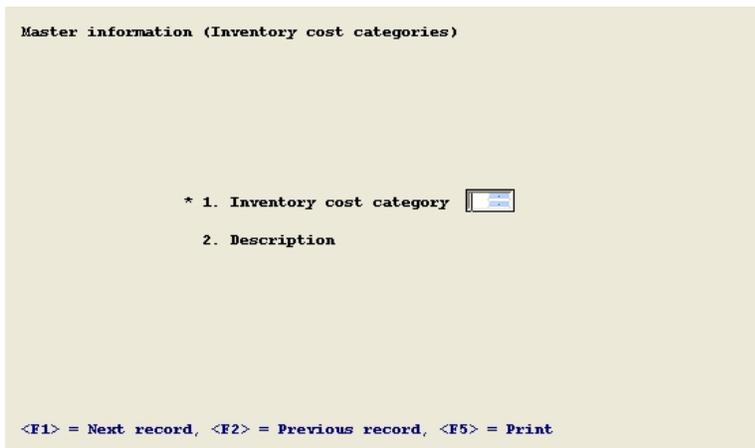
Inventory Cost Category Codes are intended to identify broad classes of items for inventory valuation purposes. Such major Inventory Cost Categories as Finished Goods, Raw Materials, Fabricated Components, etc. may each be separately costed and reported in your system. You don't have to enter an Inventory Cost Category Code to every Item Master record, but you will probably find it desirable to do so for reporting purposes.

Use this function to identify all Inventory Cost Categories that can be referred to in the Item Masters entry program. Any time an Inventory Cost Category is used in the Item Master File, the code entered is validated against the Inventory Cost Category File. Thus, an Inventory Cost Category must first be put into this file before it can be entered to an Item Master record.

Select

Inventory cost categories from the *Master information* menu.

A screen like the following displays:



The fields you enter are:

1. Inventory cost category

Entry Format: One alphanumeric character.

If this entry matches a record on file, the description will display.

2. Description

Entry Format: Up to 25 alphanumeric characters.

Inventory Cost Categories List

Press

<F5> from *Field number to change?* to print a report of all Inventory cost categories on file.

PRODUCT CATEGORIES

Product Category Codes are intended to provide meaningful groupings of saleable items for sales analysis reports, price discounts, and salesman's commissions in the PBS Manufacturing Customer Order Processing module. Price discount percents and commission percents may be defined by Customer Type and Product Category in Customer Order Processing. You don't have to enter a Product Category Code to a saleable product's Item Master record, but you will may find it useful for these purposes.

Use this function to identify all Product Categories that can be referred to in the Item Masters entry program. Any time a Product Category is entered to an Item Master record, the code entered is validated to the Product Category File. Thus, a Product Category must first be put into this file before it can be entered to an Item Master.

Select

Product Categories from the *Master information* menu.

A screen like the following displays:

```
Master information (Product categories)

* 1. Product category 
2. Description

<F1> = Next record, <F2> = Previous record, <F5> = Print
```

The fields you enter are:

1. Product category

Entry Format: Up to 5 alphanumeric characters.

If this entry matches a code on file, the description will display.

2. Description

Entry Format: Up to 25 alphanumeric characters.

Product Categories List

Press

<F5> from *Field number to change?* to print a report of all Product categories on file.

I/M ACCOUNTS BY WAREHOUSE

If the answer is Y to "Interface I/M with G/L ?" in I/M Control Information and you use multiple Warehouse or Plant locations, you may optionally use this function to define Inventory Asset and Expense Accounts for each location.

When you use the Distributions To G/L function, the default accounts in the I/M Control information are used if Warehouse Accounts are not found in I/M Accounts By Warehouses.

The Maintain Sales Accounts function of the PBS Manufacturing Customer Order Processing package provides another option to define Cost of Sales Accounts by item Product Code within Warehouse. If a Warehouse Cost Of Sales Account is not found in C/O Sales Accounts By Warehouses, the Distributions To G/L function will try to find it in I/M Accounts By Warehouses, and if not found there, it will default to the Cost of Sales Account in I/M Control Information.

Select

Product Categories from the *Master information* menu.

A screen like the following displays:

```
Master information (I/M accounts by warehouse)
*1. Warehouse code      
   Default profit center #
2. Inv asset acct
3. Inv liability clear acct
4. Inv adjustment acct
5. Inv scrap acct
6. Matl usage variance acct
7. Cost of sales acct
8. Purch price variance acct
9. Labor & burden clear acct
<F1> = Next record, <F2> = Previous record, <F5> = Print
```

The fields you enter are:

1. Warehouse

Entry Format: Up to 2 alphanumeric characters, or Blank = Main.

Validation: When adding a record, any code other than "Main" must match a record on the Warehouse Codes File and the warehouse description is displayed.

If this entry matches a Warehouse Accounts record already on file, the remaining fields are displayed.

Default Profit Center

Entry Format: Up to the number of digits (numeric) that are specified in the Sub-account Size field in System Information.

Comments: If you enter a Profit Center (i.e. Sub-account) here, the subsequent Account Number entries will conveniently default to the corresponding Main Account Numbers that you put in I/M Control Information, appended by this suffix.

If the Company information entry for Sub-account Size is zero this field will be bypassed and you will not be allowed to change it.

For the Warehouse Account Numbers requested you may enter a Main Account Number and an optional Sub-account Number, up to the number of digits specified in Company information for Main Account Size and Sub-account Size. When adding a record, you may press <F1> if you wish to override the displayed default Account Numbers or press ENTER to accept the default.

As you enter each account number, the account description will display from Valid G/L Accounts. However, if the account number is not on file the program asks if you wish to add it as a valid G/L account. If your response is Y, you will be prompted to enter the account description, after which that account number and description are added to your Valid G/L Accounts.

The accounts requested are:

2. Inv asset acct

This is the default balance sheet asset account for inventory.

3. Inv liability clear acct

This is the account to which the estimated cost value of purchase receipt transactions will be posted, as an offset to the Inventory Asset Account charge amount. This must be the same clearing account to which the expense distribution of invoices for inventory items will be posted in Accounts Payable. Use of the clearing account allows Inventory Management to keep track of inventory and Accounts Payable to keep track of liabilities.

4. Inv adjustment acct

This is the expense account to which the cost value of inventory quantity adjustment transactions will be posted. Both negative (shrinkage) and positive (pickup) adjustments will be posted to this account.

5. Inv scrap acct

The cost value of reported stock scrap and work-in-process scrap transactions will be posted to this expense account.

6. Matl usage variance acct

Inventory Management allows you to track the quantity and cost value of component materials issued to a parent Shop Order. When the Shop Order is closed, the difference between the reported total cost of components used and the Standard cost of material for the parent item can be

calculated and reported. These material usage cost variances can optionally be posted to this expense account.

7. Cost of sales acct #

The cost value of sales transactions less the cost of credit memo returns is posted to this account.

If you use PBS Manufacturing Customer Order Processing, the Sales Accounts function of that package provides an additional option to define Cost of Sales accounts by item Product Code within Warehouse.

8. Default purch price variance acct #

The PBS Manufacturing Purchase Order Processing package allows you to post the actual invoice costs of inventory purchases and to calculate purchase price variance amounts to be posted to this account. If you specify the Standard Cost method of material inventory valuation in this control file, the P/O package will determine price variances (from standard cost) of both material and outside processing purchases. If you use the Average Cost method of material inventory valuation, the P/O package will only calculate price variances of outside processing purchases.

9. Default labor & burd clearing acct #

When you interface I/M transactions to the G/L, you have the option of including Labor & Burden costs.

This is the account to which the standard labor and burden cost value of manufactured item receipt transactions will be posted, as an offset to the Inventory Asset Account charge amount. You should also clear (debit) any actual direct labor and burden costs to this account. The balance of this account at the end of an accounting period will then be the total labor and burden variance for the period.

I/M Accounts by Warehouse List

Press

<F5> from *Field number to change?* to print a report of all I/M Accounts by Warehouse on file.

SCHEDULE EXCEPTION DATES

Use this menu to schedule the exception dates.

Select

Schedule exception dates from the *Master information* menu.

Screenshot of the 'Schedule exception dates (Enter)' menu for XYZ Company. The menu displays two numbered items:

1. Starting exception date
2. Ending exception date

The fields you enter are:

1. Starting exception date

Enter the starting exception date.

2. Ending exception date

Enter the ending exception date.

Any dates between this range of dates are included as an exception date.

Item Masters

This chapter contains the following topics:

Introduction to Item Masters
Item Numbers and Descriptions
Entering Item Masters
Copy Item Master

INTRODUCTION TO ITEM MASTERS

Item Masters contains a record for each item (part) number that you assign to finished products, or to component parts and sub assemblies used to make finished products. The information entered here is required by many other functions in Inventory Management and in other PBS Manufacturing packages. For example, Item Master records must be on file before you can transact or report Inventory Management data for the items and before you can add Product Structure (bill of material) records that reference those Item Numbers.

Item Numbers and Descriptions

PBS Manufacturing programs allow up to 15 alphanumeric characters for the Item (Part) Number identifier. All numeric Item Numbers, with no alpha characters and no special characters and no spaces between numbers, are entered in left justified format but are internally right justified for sorting purposes; such numeric values will also be internally converted to left justified format for output displays and reports. All alphanumeric Item Numbers are internally left justified and will sort accordingly.

A convenient option to select an item by description, by skipping the Item Number entry, is provided by many programs that require you to identify an item for the purpose of finding its record. If you don't remember the Item Number but you know the first part of its description, use this option to enter any portion of the first 30 characters of Item Description. The program will then display the first Item Master record on file that matches your partial description entry. If that is not the Item Master you are looking for, you may press <F1> to display the next record on file in description sequence until you find the record you want.

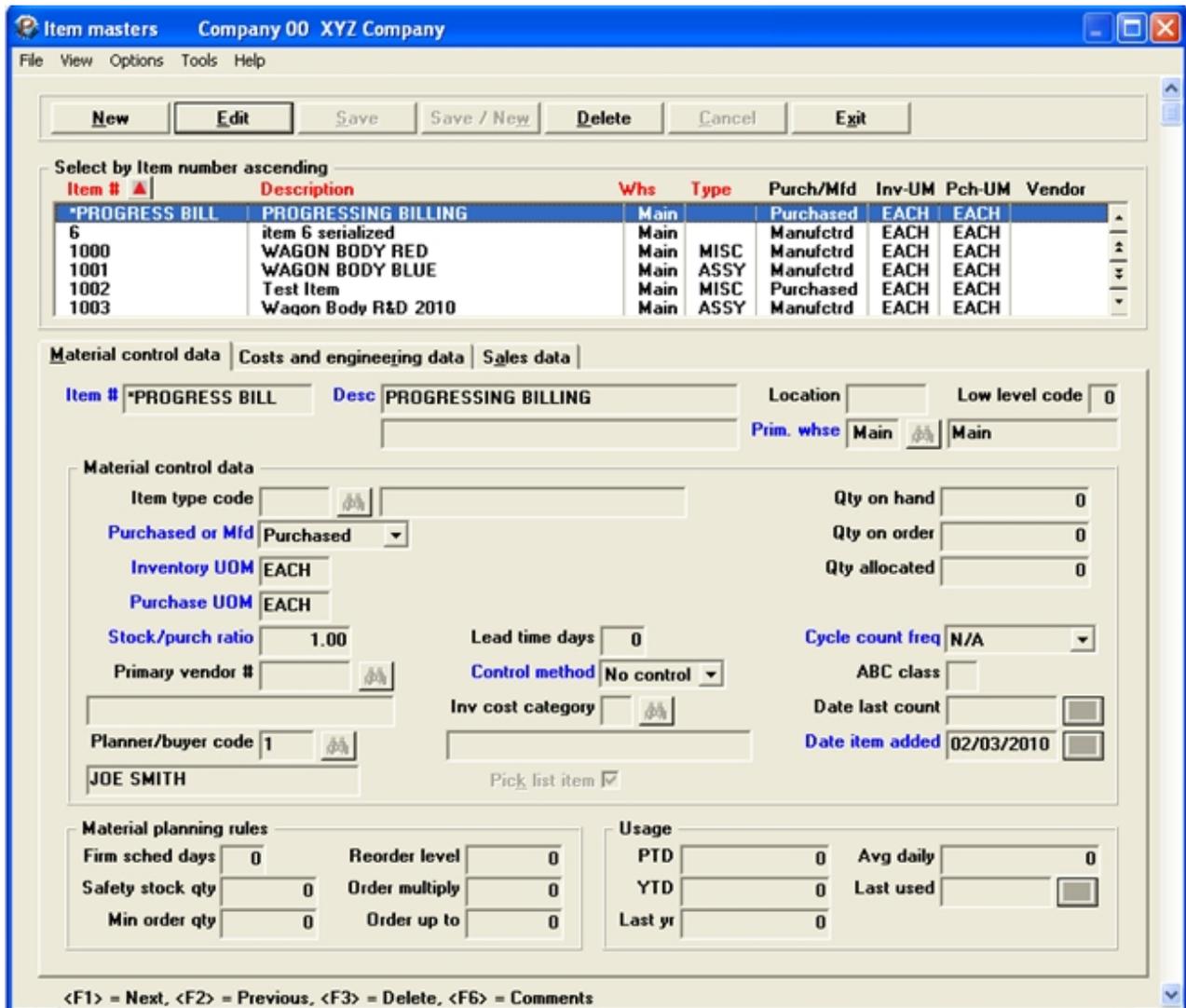
You should be aware of this *lookup by description* feature, and of several Item listings which may be sequenced by description, when you format your Item Master description entries.

Entering Item Masters

Select

Enter from the *Item masters* menu.

The following screen displays:



If *Item quick add method used ?* is Y in I/M Control information, when adding a record the entry of many data items will automatically be bypassed and record default values for those data fields will be displayed.

Item Masters List Box

The list box displays up to 6 item master records at a time. You may sort the records by item number, description, warehouse number or type, all in ascending or descending order. Only column names in red may be sorted. Click on the column name or the arrow to the right of the column name to change the sort or use the View options.

To locate an item master record, start typing the number, description, warehouse number or type, depending on which sort field is selected. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate an item. The <F1> and <SF1> function the same as the up/down arrow keys.

Items that display in the list box are available for changes or deletion. The fields for the selected item display in the lower part of the screen and other tabs.

When an item is found, you may select the <Enter> key or Edit button to start editing.

Item Masters Buttons

There is a row of buttons on all three screens you will have some or most of the following options:

Button	Keyboard	Button description
New	Alt+n	For entering a new item.
Edit	Alt+e	For editing an existing item. This option is only available if there are previously entered items.
Save	Alt+s	To save a new item or the changes made to an edited item.
Save/New	Alt+w	To save a new item or the changes made to an edited entry and start a new item.
Delete	Alt+d	To delete an existing item.
Cancel	Alt+c	To cancel adding or editing an existing item.
Line items	Alt+l	To access the line items screen for an existing item.
Exit	Alt+x	To exit the screen.

Options Menu Selections

Most of the menu selections are the same on every screen. However, there are some on the *Options* menu that are unique to the menu on this screen. These include:

Main	Sub selection	Information
Sales order entry		See the <i>Sales Order</i> chapter in the Customer Orders documentation
Purchase order entry		See the <i>Purchase Orders</i> chapter in the Product Purchasing documentation
Product definition	Enter and Maintain product structures	See the <i>Product Structures</i> chapter in the <i>Product Definition</i> documentation.
Product definition	Copy product structure	See the <i>Product Structures</i> chapter in the <i>Product Definition</i> documentation.

Main	Sub selection	Information
Product definition	Enter and Maintain routing	See the <i>Routings</i> chapter in the Product Definition documentation.
Product definition	Copy routing	See the <i>Routings</i> chapter in the Product Definition documentation.
Product definition	Update item labor and burden	See the <i>Update Costs</i> chapter of the <i>Product Definition</i> documentation
Product definition	Total cost rollup	See the <i>Update Costs</i> chapter of the <i>Product Definition</i> documentation
Displays	Inventory availability	See Inventory Availability
Displays	Shop order material availability	See S.O. Material Availability
Shop orders	Enter	See the Entering Shop Orders section in the <i>Shop orders</i> chapter.
Shop orders	Explode material	See the Explode section in the <i>Shop orders</i> chapter.
Shop orders	Print pick list	See the Print Pick List section in the <i>Shop orders</i> chapter.
Shop orders	Release routing operations	See the <i>Release Routing Operations</i> chapter of the <i>Shop Floor Control</i> documentation
Shop orders	Print S.O. routing	See the <i>Print S.O. Routing</i> chapter in the <i>Manufacturing Jobs</i> documentation
Shop orders	Close	See the Close section in the <i>Shop orders</i> chapter.
Item comments <F6>		See Master Comments

Item Masters Tab 1

The fields you enter for Tab 1 are:

Item #

Entry Format: Up to 15 alphanumeric characters, or blank to find by description.

If this entry matches an item on file, the remaining Screen 1 data for that item displays.

Comments: You may enter spaces if you wish to search for an Item Number by entering any portion of the first 30 characters of Item Description.

Any Item Number that has a first character of "*" is considered a "special" item in Customer Order Processing, for which you will be prompted to type in a variable description at the time of Order Entry. You may want to set up one or more such item numbers for special products that are not stocked and do not need more specific identification for sales history.

Desc

Entry Format: Enter 1 or 2 lines of description, up to 30 alphanumeric characters each.

Location

Entry Format: Up to 5 alphanumeric characters.

Default: Space (Automatic entry for Quick Add).

Comments: Designates a general or specific location, within the Primary Warehouse, where the item is stored.

Prim. whse

Entry Format: Up to 2 alphanumeric characters or spaces for Main.

Default: Primary Warehouse in I/M Control Information.

Validation: Entry other than space must match a warehouse entered in [Warehouses](#). The warehouse description is then displayed.

Comments: Inventory balances for the Primary Warehouse are stored in the Item Master record. If you operate multiple warehouses or plants, the primary inventory site usually supplies the item to other branch warehouses. The designation of "primary" and "branch(es)" may be different for different items. Other applications create Branch Warehouse Item records used to store and report branch inventory balances.

Material control data

Item type code

Entry Format: Up to 4 alphanumeric characters, or spaces.

Validation: Entry other than space must match a code on the Item Types file. The description is then displayed.

Comments: See the use of [Item Types](#) in the *Master Information* chapter.

Purchased or Mfd

Entry Format: Pull down list box with the choices of Purchased, Manufactured, Transient or Super bill.

Comments: A Transient item is a subassembly or parts kit component of a parent bill of material that is not allocated when exploding its parent Shop Orders. The "Explode shop orders" function will "blow through" this item and allocate the Transient's components to its parent order.

When you use the "Receive/issue components" program to receive the Transient's parent, similar "blow through" logic is used to issue components.

Super Bill items may be used to identify top level groupings of subassemblies or parts for Master Scheduling & MRP planning purposes only, and are typically coded as "Not controlled".

Inventory UOM

Entry Format: Up to 4 alphanumeric characters.

Default: The Unit of Measure from I/M Control Information.

Comments: This is the item's stock Unit of Measure in which all of its Inventory Management quantities are stated in the Item Master.

Purchase UOM

Entry Format: Up to 4 alphanumeric characters.

Default: The Stock Unit of Measure just entered above. (Automatic entry for Quick Add.)

Comment: Purchase order quantities for the item will be expressed in this unit of measure.

Stock/purch ratio

Entry Format: Up to 4 numeric digits plus 3 decimals.

Default: 1.000 (Automatic entry for Quick Add).

Comments: This field can only be entered if the item is Purchased and the Purchase Unit of Measure is not the same as the Stock Unit of Measure. This ratio is used to convert order quantities stated in the Purchase Unit of Measure to quantities in the Stock Unit of Measure. An example is 100.000 LB/CW where CW (hundred weight) is the Purchase Unit of Measure.

Primary vendor #

Entry Format: Up to 6 alphanumeric characters.

Default: Space (Automatic entry for Quick Add).

Validation: If you have installed Accounts Payable or Purchase Order Processing and this entry is not space, it is validated to the Vendor File and the Vendor Name matching the Vendor Number entry is displayed on line 24. If you have not installed A/P or P/O, any entry is accepted by the program.

Planner/buyer code

Entry Format: Up to 3 alphanumeric characters.

Default: Spaces (Automatic entry for Quick Add).

Comments: Used for sorting information by Purchase Order Processing and Master Scheduling & MRP packages.

Lead time days

Entry Format: Up to 3 numeric digits. Zero is allowed.

Comments: The lead time is the total number of manufacturing days required to replace the part in inventory. For purchased items, this should include any time that may be required for incoming material inspection. Lead time days exclude non-working weekends and holidays.

Control method

Entry Format: Blank = Regular, N = No control, L = Lot #, or S = Serial #.

Default: Regular (Automatic entry for Quick Add).

Regular means item On Hand, On Order and Allocated quantities may be tracked by Warehouse. N means only On Order quantities may be tracked. L or S options are available only if Lot/Serial Control features are installed, which allow tracking item On Hand by Lot or Serial Number.

Inv cost category

Entry Format: 1 alphanumeric character.

Default: Space (Automatic entry for Quick Add).

Validation: Entry other than space must match a category on the Inventory Cost Category file. The category description is then displayed.

Comments: See the *Master Information* chapter on the uses of [Inventory Cost Categories](#).

Pick list item

Entry Format: Check box, checked is yes and unchecked is no.

Default: Y (Automatic entry for Quick Add.)

Comments: Y means the item, if a component part, will be printed on Shop Order picking lists; N means it will be excluded from such lists.

Cycle count freq

Entry Format: Drop down list box with the choices of Annually, Monthly, Quarterly, Semi-annually or N/A. N/A means Not applicable.

Comments: Used by the Physical Inventory application to select items for cycle counts.

ABC class

Entry Format: 1 alphanumeric character.

Default: Space (Automatic entry for Quick Add).

Comments: This is the item value classification that may be determined by using the ABC Analysis report. This code may be used to determine other item control values in Update Item Control Factors.

Date last count

Entry Format: 6 numeric digits in MMDDYY format.

Default: Zero (Automatic entry for Quick Add).

Comments: Automatically updated by other applications when a Primary Warehouse physical count or inventory adjustment is posted for the item. See [Post Stockroom Counts](#)

Date item added

Entry Format: 6 numeric digits in MMDDYY format.

Default: System Date (Automatic entry for Quick Add).

Comments: Indicates when the item was initially added to the file. Is used to identify relatively new items for exclusion from obsolete and slow moving inventory reports.

The following values identify total item usage for production and/or sales in all warehouse locations.

Material Planning Rules

Firm sched days

Entry Format: Up to 3 numeric digits.

Default: Zero (Automatic entry for Quick Add).

Comments: Indicates the number of future schedule days over which the orders scheduled for the item should not normally be changed.

Safety stock qty

Entry Format: Up to 6 numeric digits.

Default: Zero (Automatic entry for Quick Add.)

Comments: Can be user entered or calculated by other applications. Used by Master Scheduling & MRP package and by another Inventory Management program that updates Reorder Levels.

Min order qty

Entry Format: Up to 6 numeric digits.

Default: Zero (Automatic entry for Quick Add.)

Comments: The Minimum quantity that should be ordered when an order is placed for the item.

Reorder level

Entry Format: Up to 7 numeric digits.

Default: Zero (Automatic entry for Quick Add.)

Comments: For items controlled by the Order Point method (Min/Max), this is the Min control level. To control an item by this method, you must enter some initial value in the Reorder Level Quantity field; to exclude it from this type of control, enter zero to that field. This value may be periodically recalculated by the Update Item Control Factors function.

Order multiply

Entry Format: Up to 6 numeric digits.

Default: Zero (Automatic entry for Quick Add.)

Comments: Specifies that all order quantities should be a multiple of this number.

Order up to

Entry Format: Up to 7 numeric digits.

Default: Zero (Automatic entry for Quick Add.)

Comments: For items controlled by the Order Point method (Min/Max), this is the Max control level. This value may be periodically recalculated by the Update Item Control Factors function. This is also used as the "Maximum" order quantity by Master Scheduling & MRP programs.

Low level code

This is from is from Bills of Material and is displayed on the upper part of Screen 1. This value is always set to zero when an item is first added, and can only be changed by the Product Definition & Costing application.

Qty on hand

Qty on order

Qty allocated

Comments: These Primary Warehouse balance fields are only displayed by this function. They are zero-filled when adding a record and cannot be changed with this program. They are updated by transaction processing programs.

Usage

PTD

YTD

Last yr

Entry Format: Up to 8 numeric digits plus 3 decimals. Negative values are allowed to indicate returns exceed issues for the time period.

Default: Zero (Automatic entry for Quick Add).

Avg daily

Entry Format: Up to 6 numeric digits plus 3 decimals.

Default: Zero (Automatic entry for Quick Add).

Comments: You may use an option in the Period & Year End program to automatically update this average daily usage value.

Last used

Entry Format: 6 numeric digits in MMDDYY format.

Default: Zeros, displayed as spaces. (Automatic entry for Quick Add.)

The following fields on the first tab are updated by other programs in the Inventory Management application and are protected from change:

Date last count

Date item added

PTD

YTD

Last yr

Last used

To change these fields by exception, "Allow protected changes ?" must be set to Y in System Information. Then when the "Change not allowed" message appears for these fields, press the <F2> key and you will be allowed to enter a new value.

You will not be allowed to delete an Item Master record if there is a related Branch Warehouse record on file for that item, or there is a Product Structure record on file for that item, or there is a Routing on file for that item, or the item has a Primary Warehouse inventory balance.

Master Comments

If I/M Control Information indicates you use Item Master Comments, you may press <F6> at "Field number to change ?" to enter:

1.-99. Comments

Entry Format: Up to 99 lines of 45 alphanumeric characters each, in groups of 10 lines per screen.

Comments: If the answer is "N" to "Use item comments" in I/M Control Information, you will not be prompted to add comments.

If you do use comments, when you are adding or changing comments, press <F1> to put spaces in a comment field and in subsequent fields in the same group of 10. To delete all comments for a group of 10, press <F1> when the cursor is at the top comment field.

Other programs allow you to copy Item Master comments to Shop Order Comments, or to Purchase Order Line Comments.

Item Masters Tab 2

A screen similar to the following displays:

The screenshot shows a software interface with three tabs: 'Material control data', 'Costs and engineering data' (selected), and 'Sales data'. The 'Costs and engineering data' tab is divided into four main sections:

- Labor & burden cost factors:** Includes a dropdown for 'Labor/burden method' (set to 'None'), a 'Work center #' field with a search icon, and input fields for 'Standard labor hours', 'Per qty', 'Standard labor rate', and 'Standard burden rate'.
- Engineering data:** Includes input fields for 'Eng document number', 'Eng document date' (with a calendar icon), 'Eng revision', 'Eng group code', 'Routing document #', 'Routing revision', and 'Routing document date' (with a calendar icon).
- Unit costs at this level:** Includes input fields for 'Average material cost', 'Standard outside cost', 'Standard labor cost', 'Standard burden cost', and 'Last material cost', all showing a value of '.00'. It also has a 'Date last material cost' field with a calendar icon.
- Total unit costs:** Includes input fields for 'Total material cost', 'Total outside cost', 'Total labor cost', and 'Total burden cost', all showing a value of '.00'. It also has a 'Total unit cost' field showing '.00' and a 'Date total cost update' field with a calendar icon showing '05/03/2010'.

The fields are arranged in four boxes on the second tab:

- Labor and burden cost factors
- Unit costs at this level
- Engineering data
- Total unit costs

Starting with the first box, the data you enter for tab 2 are:

Labor and burden cost factors

Labor/burden method

Entry Format: drop down list box.

Default: Manufactured item - Default Labor/Burden Method in I/M Control Information.

Validation: Entry must be one of the following: Item master rates, Work center rates, Routing file, User method or None.

Comments: This field is bypassed for Purchased items. See the I/M Control Information regarding how this code is used to determine the Labor and Burden cost calculations for a manufactured item. You must have Product Definition & Costing installed to use codes *Work center rates* or *Routing file*.

Work center

Entry Format: Up to 6 alphanumeric characters.

Default: If [Labor/burden method](#) is *Work center rates*, Default Labor/Burden Work Center Number from I/M Control Information.

Validation: Entry must match a record on Work Center File.

Comments: This field is bypassed for Purchased items or if the Labor/burden method is *Item master rates*, *Routing file*, or *User method*.

Standard labor hours

Entry Format: Up to 3 numeric digits plus 3 decimals.

Comments: This field is bypassed for Purchased items, or if the Labor/burden method is *User method* or *Routing file*.

Per qty

Entry Format: Up to 4 numeric digits.

Default: 1

Comments: This field is only entered when Std Labor Hours is entered. It indicates the production quantity for which Standard Labor Hours has been entered and is divided into those hours to calculate the hours per unit of production.

Standard labor rate

Entry Format: Up to 3 numeric digits plus 2 decimals.

Default: If [Labor/burden method](#) is I, Default Labor Rate, from I/M Control Information.

If the Labor/burden method is *Work center rates* the Work Center Regular Labor Rate.

Comments: This field is bypassed for Purchased items or if the Labor/Burden Method is *User method* or *Routing file*.

Standard burden rate

Entry Format: Up to 3 numeric digits plus 2 decimals.

Default: If [Labor/burden method](#) is *Item master rates*, Default Burden Rate from I/M Control information. If the Labor/burden method is *Work center rates*, the Work Center Regular Burden Rate.

Comments: This field is bypassed for Purchased items or if the Labor/Burden Method is *User method* or *Routing file*. This rate is a dollar rate per hour, not a percentage.

Unit costs at this level

The next four fields are the costs directly incurred in purchasing or manufacturing the item, excluding costs of any lower level component items in the item's Bill of Material.

Average material cost

If you are using Standard cost, per the [4. Material inventory valuation method](#) field in *Control information*, the label for this field is *Standard material cost*.

Entry Format: Up to 6 numeric digits plus 4 decimals, or zero.

Comments: Bypassed for Manufactured items. If Material Valuation Method is "A" in I/M Control Information, this average cost field is updated for Purchased items by Inventory Transactions, or by *Receipts & returns* from P/O Processing.

Standard outside cost

Entry Format: Up to 6 numeric digits plus 4 decimals, or zero.

Comments: This is the cost of any processing operations performed by outside vendors.

Standard labor cost

Entry Format: Up to 6 numeric digits plus 4 decimals, or zero.

Comments: This field is bypassed for Purchased items or if the [Labor/burden method](#) is *Routing file* or *User method*. If the Labor/Burden Method is *Item master rates* or *Work center rates* this field is automatically calculated from the Standard Labor Hours and Labor Rate and displayed.

Standard burden cost

Entry Format: Up to 6 numeric digits plus 4 decimals, or zero.

Comments: This field is bypassed for Purchased items or if the [Labor/burden method](#) is *Routing file* or *User method*. If the Labor/Burden Method is *Item master rates* or *Work center rates* this field is automatically calculated from the Standard Labor Hours and Burden Rate and displayed.

Last material cost

Entry Format: Up to 6 numeric digits plus 4 decimals, or zero.

Comments: This field is bypassed for Manufactured items. It is automatically updated for Purchased items by the Inventory Transactions, or by *Receipts & Returns* from P/O Processing.

Date last material cost

Entry Format: 6 numeric digits in MMDDYY format.

Default: System Date

Comments: This field is bypassed for Manufactured items. It is updated for Purchased items by Inventory Transactions, or by *Receipts & Returns* from P/O Processing.

Engineering data

Engineering data fields on tab 2 are:

Eng document number

Entry Format: Up to 10 alphanumeric characters.

Default: Space (Automatic entry for Quick Add).

Eng document date

Entry Format: 6 numeric digits entered in MMDDYY format.

Default: Space (Automatic entry for Quick Add.)

Eng revision

Entry Format: Up to 2 alphanumeric characters.

Default: Space (Automatic entry for Quick Add).

Eng group code

Entry Format: Up to 12 alphanumeric characters.

Default: Space (Automatic entry for Quick Add).

Routing document #

Entry Format: Up to 10 alphanumeric characters.

Default: Space (Automatic entry for Quick Add).

Routing revision

Entry Format: Up to 2 alphanumeric characters.

Default: Space (Automatic entry for Quick Add).

Routing document date

Entry Format: 6 numeric digits entered in MMDDYY format.

Default: Zero (Automatic entry for Quick Add.)

Total unit costs

These fields contain the *Total unit costs* for the item, including the costs of components at all lower levels in the item's bill of material.

Total material cost

Total outside cost

Total labor cost

Total burden cost

Entry Format: Up to 7 numeric digits plus 4 decimals for each field.

Comments: These fields are calculated and displayed but may be changed when adding the item. These costs may be automatically recalculated for manufactured items, using programs in the Product Definition and Costing package.

Total unit cost

This field is automatically recalculated and displayed whenever one of these four unit costs elements is changed.

Date total cost update

Entry Format: 6 numeric digits entered in MMDDYY format.

Default: System Date

Comments: This field is automatically displayed but may be changed with "Field number to change ?" when adding the item. It is also automatically updated whenever Total Unit Cost changes.

The following fields on tab 2 are updated by other programs in the Inventory Management package and are protected from change in this program:

Total material cost

Total outside cost

Total labor cost

Total burden cost

Date total cost update

To change these fields by exception, "Allow protected changes ?" must be set to Y in System Information. When the "Change not allowed" message appears in for these fields, press the <F2> Key and you will be allowed to enter new values.

Item Masters Tab 3

Tab 3 only applies if the item is sold.

A screen similar to the following displays:

Material control data	Costs and engineering data	Sales data
Sales data <input checked="" type="checkbox"/> Is this item sold <input checked="" type="checkbox"/> Stocked Product category PGBIL Progress Billing		
Pricing Price/cost ratio 1.00 Price .00 Price unit of meas EACH Stock/price ratio 1.00 Qty price breaks <input checked="" type="checkbox"/> Special sale price <input type="checkbox"/> Apply discounts <input checked="" type="checkbox"/> Taxable <input checked="" type="checkbox"/>		Total unit cost Total unit cost .00 EACH
Quantities sold Date last sold <input type="text"/> <input type="button" value="..."/> Total qty sold PTD 0 Total qty sold YTD 0 Total qty sold last year 0 Est avg daily sales 0 Sales forecast method User forecast		Sales shipping data Shipping weight/unit .000 User code <input type="text"/>
		Total sales/cost Total sales PTD .00 Total sales YTD .00 Total sales last year .00 Total cost PTD .00 Total cost YTD .00 Total cost last year .00

Sales data

The sales data you enter are:

Is this item sold

Entry Format: Check box, checked is yes and unchecked is no.

Default: N

Comments: If you answer N, the third screen of Item Sales Data will not be displayed after you have completed Screen 2. When you are first adding records for saleable items, you may answer N here to initially bypass the entry of Sales Data. You may later change this entry to Y.

Stocked

Entry Format: Check box, checked is yes and unchecked is no.

Comment: Answer Y if the saleable item is usually stocked. Answer N if the item is normally only made or purchased upon receipt of customer order.

Product category

Entry Format: Up to 5 alphanumeric characters, or space.

Validation: Entry other than space must match a category on the Product Category file.

See the *Master Information* chapter on the uses of [Product Categories](#).

Pricing

Price/cost ratio

Entry Format: Up to 1 numeric digits plus 2 decimals, or space.

Default: Default Price/Cost Ratio from I/M Control Information (Automatic entry for Quick Add.)

Comments: If you enter a non-zero value, the item Price will automatically be calculated from Total Unit Cost, this ratio, and the Stock/Price Ratio.

Price

Entry Format: Up to 7 numeric digits plus 4 decimals.

Comments: This base selling price value is only entered if the Price/Cost Ratio is zero.

Otherwise it is calculated as:

Total unit cost X Price/cost ratio X Stk/price ratio

Price unit of meas

Entry Format: Up to 4 alphanumeric characters.

Default: Item Unit of Measure (Stock UM)

Stock/price ratio

Entry Format: Up to 4 numeric digits plus 3 decimals.

Default: 1.000 - Only when the Price Unit of Measure equals the Item Unit of Measure.

Comments: This is the ratio of Inventory Units per Selling Price Unit. If the Price Unit of Measure is BX (box) and there are 24 EA item inventory units in a box, this ratio is 24.000 EA/BX.

Qty price breaks

Entry Format: Check box, checked is yes and unchecked is no.

Default: Default Qty/Price Breaks Code from I/M Control Information (Automatic entry for Quick Add.)

Comments: Indicates whether item quantity and price break logic will be used by the Customer Order Processing package for pricing this item.

Apply discounts

Entry Format: Check box, checked is yes and unchecked is no.

Default: Default Apply Discounts Code from I/M Control Information (Automatic entry for Quick Add).

Comments: Indicates whether customer discounts will be applied to the base Price for this item by the Customer Order Processing package.

Special sale price

Entry Format: Check box, checked is yes and unchecked is no.

Default: Unchecked (Automatic entry for Quick Add).

Comments: Indicates whether the Customer Order Processing System will apply special sale prices maintained in a Sale Price File to this item.

Taxable

Entry Format: Check box, checked is yes and unchecked is no.

Default: Default Taxable Code from I/M Control Information (Automatic entry for Quick Add.)

Comments: Indicates whether the Customer Order Processing System will apply Sales Tax to this item if the customer is taxable.

Quantities sold

Values in the remaining fields are for item sales at all warehouses:

Date last sold

Entry Format: 6 numeric digits in MMDDYY format.

Default: Zero. (Automatic entry for Quick Add.)

Total qty sold PTD

Total qty sold YTD

Total qty sold last yr

Entry Format: Up to 8 numeric digits plus 3 decimals, negative entry allowed.

Default: Zero. (Automatic entry for Quick Add.)

Est avg daily sales

Entry Format: Up to 6 numeric digits plus 3 decimals.

Default: Zero. (Automatic entry for Quick Add.)

Comments: If Sales Forecast Method S is selected for the item, this quantity is automatically updated by the Period & Year End programs.

Sales forecast method

Entry Format: Drop down list box with the choices of No forecast , Statistical, or User forecast

Default: Default Forecast Method from I/M Control Information (Automatic entry for Quick Add.)

Sales shipping data

Shipping weight/unit

Entry Format: Up to 4 numeric digits plus 3 decimals, or zero.

Comments: This is the shipping weight per stock unit of measure, used to optionally calculate estimated shipping weights in Customer Order Processing.

User code

Entry Format: Up to 3 alphanumeric characters, or space.

Comments: Use this for any special code you wish to assign to sellable items, for sorting with a report writer, etc. It is not used by other programs in the standard PBS Manufacturing packages, except as a printed or displayed sales data field.

Total sales/costs

Total sales PTD

Total sales YTD

Total sales last year

Total cost PTD

Total cost YTD

Total cost last year

Entry Format: Up to 8 numeric digits plus 2 decimals, with negative entry allowed to indicate credits.

Default: Zero (Automatic entry for Quick Add.)

The following fields on tab 3 are updated by other programs in the Inventory Management System or Customer Order Processing System and are protected from change in this program:

Total qty sold PTD

Total qty sold YTD

Total qty sold last yr

Total sales PTD

Total sales YTD

Total sales last year

Total cost PTD

Total cost YTD

Total cost last year

To change these fields by exception, *Allow protected changes ?* must be set to Y in System Information. Then when the *Change not allowed* message appears for these fields, press the <F2> Key and you will be allowed to enter new values.

COPY ITEM MASTER

Use this program to quickly create a new Item master record by copying an existing Item master, replacing the item number and item description. Also, this program automatically sets all quantity balances and historical statistics to zero in created new Item masters.

Select

Copy item master from the *Item masters* menu.

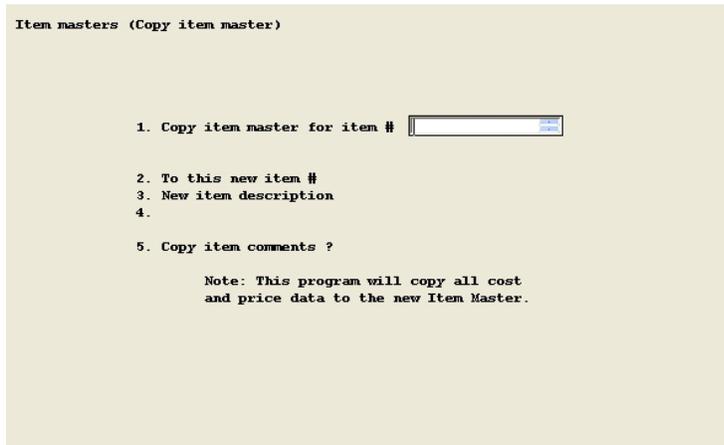
The following screen displays:



The screenshot shows a window titled "Item masters (Copy item master)" with a menu bar containing "File", "Options", "Tools", and "Help". The main area is titled "Copy item master" and contains the following fields and options:

- "Copy item master for item no" with a text input field and a selection icon.
- "To this new item no" with a text input field.
- "New item description" with a text input field.
- "Copy item comments" with an unchecked checkbox.
- "Change data after copied" with an unchecked checkbox.
- A note: "Note: This program will copy all cost and price data to the new item master."
- "OK" and "Cancel" buttons at the bottom.

Character Mode



The fields you enter are:

Copy item master for item no

Entry Format: Up to 15 alphanumeric characters

Default: None for first entry; otherwise, previous valid Item Number entry displays as default for next entry.

Validation: Must match an Item Master record, in which case its Description is displayed.

To this new item no

Entry Format: Up to 15 alphanumeric characters.

Validation: Must not already be in Item Masters.

New item description

Entry Format: 1 or 2 lines of up to 30 alphanumeric characters each.

Copy item comments

Entry Format: Check box.

Comments: This option only appears if I/M *Control information* indicates item comments are used.

Change data after copied

Check this box to automatically access the Items entry program to modify other data fields in the new Item Master record. If you do so, you will be returned to this screen when you exit Enter Items.

With character mode, after all entries are made, the program displays *Item master copied - change data in new item master ?*. Answer Y to automatically access the Enter Items program to modify other data fields in the new Item Master. If you do so, you will be returned to this screen when you exit Enter Items.

OK or Cancel

Select OK to copy the item master record. Select Cancel to return to the menu without copying.

Branch Warehouse Items

This chapter contains the following topics:

[Introduction to Branch Warehouse Items](#)

[Entering Branch Warehouse Items](#)

INTRODUCTION TO BRANCH WAREHOUSE ITEMS

Branch Warehouse Item records hold inventory information about any item stored, sold or made at one or more branch locations that are not the Primary Warehouse for the item.

Use this function to identify Branch Warehouse Items, to establish branch Min/Max control levels and cycle count frequencies, and to review item usage and inventory balances at branch sites.

You may also use other programs to create Branch Warehouse Item records. With the Inventory Transactions function, you may create such a new record by transferring item inventory to a valid branch warehouse for which there was no previous record of that Item Number. You may similarly create a Branch Warehouse Item record in Physical Inventory Processing by entering an item Physical Count transaction for a valid branch location that had no previous record for that item.

ENTERING BRANCH WAREHOUSE ITEMS

Select

Branch warehouse items from the I/M menu.

The following screen displays:

Branch warehouse items Company 00 PBS 12.04 Clean

File View Print Options Tools Help

New Edit Save Save / New Delete Cancel Exit

Select branch items by item number ascending

Item number	Description	Primary	Branch whse	Branch description	Location	Sup	Cycle Count	Uom
1000	WAGON BODY RED	Main	1D	Distribution 1		No	N/A	EACH
MLRW-2	WAGONS	Main	1D	Distribution 1		No	N/A	EACH
MLRW-2	WAGONS	Main	Q	Q WAREHOUSE		No	N/A	EACH
MLRW-3	BLUE WAGON	Main	Q	Q WAREHOUSE		No	N/A	EACH
OP	OUTSIDE PROCESS EXAMPLE	Main	1D	Distribution 1		Yes	N/A	EACH
OP	OUTSIDE PROCESS EXAMPLE	Main	MC	VM Machining		No	N/A	EACH

General

Branch warehouse

Item number: 1000 Description: WAGON BODY RED Branch whse: 1D Distribution 1

Primary whse: Main

Stockroom location: Reorder level: Order up to: UOM: EACH

Cycle count freq: N/A Supply from primary:

Inventory status information

Quantity on hand: 10

Quantity on order: 0

Quantity allocated: 0

Date last count: Date last usage:

Usage information

Warehouse quantity used ptd: 0

Warehouse quantity used ytd: 0

Estimated average daily use: 0

Warehouse quantity sold ptd: 0

<F1> = next record, <SF1> = previous record, <F3> = delete Capture screenshot

Character Mode

```

Branch warehouse items
* 1. Item #  XYZ Company
      Primary warehouse           UM:
* 2. Branch warehouse
3. Stockroom location
  Qty on hand
  Qty on order
  Qty allocated
4. Reorder level
5. Order up to qty
6. Cycle count freq
7. Date last count
8. Date last usage
9. Whse qty used PTD
10. Whse qty used YTD
11. Est avg daily use
12. Whse qty sold PTD
13. Supply from primary ?
<F1> = Next record, <F2> = Previous record, Blank = look up by desc
    
```

Enter the following fields:

Item number

Entry Format: Up to 15 alphanumeric characters.

Validation: Entry must match an Item Number on the Item Master File. The Item Description, Item Primary Warehouse and its description, and the Item Unit of Measure then display from the Item Master.

Branch warehouse

Entry Format: Up to 2 alphanumeric characters, or space for Main.

Validation: Entry cannot equal the Primary Warehouse, and if not Main it must match a Warehouse on the Warehouses File. The Warehouse Description is then displayed.

Stockroom location

Entry Format: Up to 5 alphanumeric characters, or space.

Comments: Designates a general or specific location, within the Branch Warehouse, where the item is stored.

Qty on hand,

Qty on order,

Qty allocated

Comments: These Branch Warehouse balance fields are only displayed by this program. They are zero filled when you add a record, and cannot be changed with this function. They are updated by other transaction processing programs.

Reorder Level

Order up to qty

Entry Format: Up to 7 numeric digits, or zero.

Comments: For items controlled by the Order Point method (Min/Max), these are the Min and Max control levels for the branch location. To control an item by this method, you must enter some initial value in the Reorder Level quantity field; to exclude it from this type of control, enter zero to that field. These values may be periodically recalculated by the Update Item Control Factors function.

Cycle count freq

Entry Format: 1 alphanumeric character.

Validation: Entry must be one of the following:

Character	Graphical
A	Annually
M	Monthly
Q	Quarterly
S	Semi-Annually
Space	N/A (Not applicable)

Comments: Used by the Physical Inventory function to select items for cycle counts.

When you add a record, Fields 7 through 12 are zero filled and bypassed. You may use "Field number to change ?" to modify those zero values.

Date last count

Date last usage

Entry Format: 6 numeric digits entered in MMDDYY format, or space.

Comments: Automatically updated by other programs when related item inventory transactions are posted.

Warehouse quantity used ptd

Warehouse quantity used ytd

Entry Format: Up to 8 numeric digits plus 3 decimals, with optional minus sign, or zero.

Estimated average daily use

Entry Format: Up to 6 numeric digits plus 3 decimals, or zero.

Warehouse quantity sold ptd

Entry Format: Up to 8 numeric digits plus 3 decimals, with optional minus sign, or zero.

Supply from primary

Entry Format: Y or N. (Default = Y).

Comments: Y means the item inventory is always replenished at the branch by transfers from the Primary Warehouse, and that Purchase or Shop Orders for the item cannot be setup for receiving against such orders at this branch. A N answer allows orders to be entered for the item with this branch designated as the ordering (i.e. receiving) warehouse.

Protected Fields

The following fields, updated by other functions in Inventory Management and Customer Order Processing, are protected from change in this program:

Date last count

Date last usage

Warehouse quantity used ptd

Warehouse quantity used ytd

Warehouse quantity sold ptd

To change these fields by exception, "Allow protected changes ?" must be set to Y in System Information. When the "Change not allowed" message appears for these fields, press the <F2> key and you will be allowed to enter a new value.

Purchase Order Items

This chapter contains the following topics:

[Introduction to Purchase Order Items](#)

[Entering Purchase Order Items](#)

INTRODUCTION TO PURCHASE ORDER ITEMS

Use this function to maintain and track Purchase Order detail for inventory items, if you have not yet installed the complete PBS Manufacturing Product Purchasing module. If you have already installed and set up PBS Manufacturing Product Purchasing, a message will tell you to use that package if you select this function from the Inventory Management menu.

Maintenance of order quantities in Purchase Order Items also automatically updates the Quantity On Order in Item Master and Branch Warehouse Item inventory records. The "Inventory transactions" function updates quantity received and balance due information in Purchase Order Item records and in item inventory records. These Inventory Management programs allow you to maintain and track essential purchase order information before you automate other purchasing functions.

Entry of split delivery quantities and dates for a single Line Item on the same Purchase Order Number, and use of blanket Purchase Order Numbers with multiple Releases are optional features provided by these programs. If Releases are used, each Line Item on one P.O. Release may also have split delivery quantities and dates for one or more warehouses.

ENTERING PURCHASE ORDER ITEMS

Select

Enter from the *Purchase order items* menu.

The following screen displays:

```

Purchase order items (Enter)

* 1. P.O. #            Rls
* 2. Line #
* 3. Our item #
  4. Vendor item #
  5. Description
  6.
  7. For warehouse
  8. Vendor #
  9. Purchase UM
 10. Stock/purch ratio
 11. Qty ordered
 12. Qty received
 13. Due date
 14. Promise date
 15. Outside process ?
 16. Unit cost (price)
 17. Receiving open/closed

<F1> = Next record, <F2> = Previous record
    
```

Enter the following information:

1. P.O.

Entry Format: Up to 6 numeric digits.

Default: When adding P.O. Items, the displayed default is your previous entry if it is not your first entry.

Rls

Entry Format: Up to 2 numeric digits, or space.

Default: When adding P.O. Items, the displayed default is your previous entry if it is not the first entry and the P.O. Number also matches the previous record.

Comments: Use of Release Number is optional, permitting "blanket" P.O. Numbers with multiple releases.

2. Line

Entry Format: Press ENTER for a new Line Number, or enter up to 3 numeric digits to add another schedule (Quantity and Due Date) to a Line Number that is already on file for this P.O.

Press <F1> to get the next Line record on file for this P.O., or enter the Line Number you want.

Comments: The Line Number determines the sequence in which P.O. Items are listed when you display or print P.O. Items in P.O. Number sequence.

3. Our item

Entry Format: Up to 15 alphanumeric characters.

When adding a record, this must match a record on the Item Master File.

Comments: Press ENTER to select by description to search for an Item Number by entering any portion of the first 30 characters of its description.

4. Vendor item

Entry Format: Up to 20 alphanumeric characters, or space.

Comments: This optional entry is used to specify the vendor's Item Number, if it is known and is different from your Item Number.

5-6. Description

Entry Format: Up to 30 alphanumeric characters for each line.

Default: The Item Master description fields are automatically entered when you first add a P.O. Item. You may later modify that description.

7. For warehouse

Entry Format: Up to 2 alphanumeric characters, or default.

Default: The item's Primary Warehouse code is displayed as the default entry (Blank = Main).

8. Vendor

Entry Format: Up to 6 alphanumeric characters or spaces.

Comments: For reference only. Not matched to a Vendor File by this program.

9. Purchase UM

Entry Format: Up to 4 alphanumeric characters, or default.

Default: The Purchase Unit of Measure from the Item Master record is displayed as the default entry. The item's Stock Unit of Measure is also displayed by the program, to the right of this entry. These two units may be the same or different.

10. Stock/purch ratio

Entry Format: Up to 4 numeric digits plus 3 decimals.

Default: If the P.O. item's purchase and stock units of measure are identical, this ratio defaults to 1.000, the entry is bypassed, and the value cannot be changed.

If the Purchase Unit for the P.O. differs from the Stock Unit but matches the Item Master Purchase Unit of Measure, the ratio from the Item Master record is displayed as the default entry.

If you entered a Purchase Unit of Measure different than the Stock Unit of Measure and different than the Item Master Purchase Unit of Measure, you must enter this ratio.

11. Qty ordered

Entry Format: Up to 8 numeric digits, without a minus sign.

Comments: The Purchase Unit of Measure displays to the right of this entry. Make sure that quantity entered is in the Purchase UM. If Stock Units differ from Purchase Units, the equivalent stock quantity ordered is automatically calculated and displayed to the right of P.O. quantity ordered.

Qty received

This field is only displayed, since it can only be updated by the "Inventory transactions" function. When adding a record, the program initializes this value to zero.

12. Due date

Entry Format: 6 numeric digits in MMDDYY format.

Validation: Together with P.O. Number, RIs Number, Line Number, and Warehouse, this entry cannot match another P.O. Item record on file.

Entry cannot match a date on the Schedule Exception Dates File.

13. Promise date

Entry Format: 6 numeric digits in MMDDYY format.

Default: Space (ENTER) to indicate no vendor promise. Press <F1> to default this entry to the Due Date.

14. Outside process ?

Entry Format: Y or N. N default is displayed by the program.

Comments: Answer Y if the P.O. Item and its Unit Cost are for outside vendor processing of material already owned by your company. Answer N if the P.O. Item represents initial material procurement, rather than outside processing.

15. Unit cost (price)

Entry Format: Up to 6 numeric digits plus 4 decimals.

Comments: Cost (vendor price) must be entered in the Purchase Unit of Measure. If Stock Units differ from Purchase Units, the equivalent stock unit cost is automatically calculated and displayed to the right of the purchase unit cost entry.

16. Shop order

Entry Format: Up to 6 alphanumeric characters, or space to bypass entry.

Validation: If a Shop Order Number is entered, it must match a Shop Order record already on file.

Comment: Optional entry, allowing identification of a specific shop order for which material or processing is ordered.

Enter the following additional shop order identifiers only if you entered a Shop Order Number:

Rls #

Entry Format: Up to 2 numeric digits, or default of space.

Validation: Shop Order Number and Rls Number must match a Shop Order record already on file.

Comments: Use of Release Numbers is optional, allowing Shop Order Numbers with multiple releases for different due dates.

Item # (Shop order item to be made)

Entry Format: Up to 15 alphanumeric characters.

Validation: The combination of Shop Order Number, Rls Number, and the shop order's Item Number must match a Shop Order record on file.

Press <F1> to search the program to consecutively display Item Numbers from Shop Order records matching the Shop Order Number and Rls Number entries.

17. Receiving open/closed

Entry Format: O or C , for Open or Closed.

Comments: Automatically set to O when adding a record. If value is C, closed date is displayed.

P.O. Item receiving status will most often be changed from Open to Closed by entry of a receipt in "Inventory transactions". However, this program may be optionally used to close or re-open a P.O. Item.

If any receipt or return to vendor transactions have been posted to the P.O. Item, then Last Received Date and Last Return Date are displayed by the program.

If you are adding P.O. items, the program asks "Another schedule for same P.O. and item ?". If you answer Y, you will only have to enter quantity and date for the next scheduled delivery of the item. If you accept the N default, you are returned to the P.O. Number entry position. If you are changing a P.O. Line Number already on file, you may press <F2> to add another schedule for the same item.

PURGE CLOSED

If you are using Product Purchasing then the message *Use Purchase Order Processing for this function* displays and you will not be allowed to access this program.

This program allows you to delete all closed P.O. Items on file that were closed on or before a date that you specify. This enables you to retain closed P.O. history on file for a period of time which you determine to be appropriate. No open P.O. items will be deleted by the program, which prompts you with:

1. Delete all P.O. items with closed date thru _____

Enter a date in MMDDYY format.

2. Print purge list ?

Answer Y to print a list of the purged P.O. Items, or answer N to purge only with no listing.

3. Purge list sequence

Enter I for Item Number or P for P.O. Number. If you answered N to the preceding question, this entry defaults to "Not applicable".

If you requested the purge list, it is printed. Then the program asks " OK to purge file ?". If records are purged, a count of deleted records is displayed.

Shop Orders

This chapter contains the following topics:

Introduction to Shop Orders	
Entering and Maintaining Shop Orders	
Entering Shop Orders	
Explode	
Print Pick List	
Shop Order Traveler	
Close	
Purge Closed	

INTRODUCTION TO SHOP ORDERS

Use this function to maintain Shop Order records, explode Shop Order quantities into component material requirements and allocations, print component picking lists for Shop Orders, and analyze material usage when orders are closed. The maintenance of order quantities in the Shop Order File also automatically updates the Quantity On Order in Item Master and in Branch Warehouse Item inventory records. The "Inventory transactions" function automatically updates quantity received and balance due information in Shop Order records and in the item inventory records.

To use the "Explode" shop orders program on this menu, you must first install PBS Manufacturing Product Definition & Costing and define bills of material in the Product Structure File. If your bills of material are very simple, you may optionally use the "Shop order materials" file maintenance function to define component material requirements for each parent order added, instead of using the explosion program.

ENTERING AND MAINTAINING SHOP ORDERS

Shop orders are the orders you place to produce materials you manufacture in your plant. These are sometimes referred to as Production Orders or Work Orders.

A shop order record is a very simple record. It contains very basic information on the product to be manufactured. Shop orders may be entered in several different places in PBS Manufacturing depending on how your business operates and which modules are being used. These areas include Shop Floor Control, Inventory Management, and Manufacturing Job Costing.

Shop orders may be automatically created when entering sales order line items. This is a wonderful feature in a make to order environment. This option may be turned on or off in C/O Control Information. If using this option, you will be asked if you wish to create a shop order when entering a sales order line item. Answering Y will automatically create a shop order to produce the inventory for the sales order. The sales order and the shop order will share the same order number for easy reference. Additionally, the sales order and customer name will be referenced on many of the shop order related reports.

Shop orders may be manually entered in many places including I/M, S/F, and M/J. Each contains a shop orders menu which will allow you to enter shop orders. All of the entry programs write back to the same set of data so you may use which ever one you wish.

There are other functions related to shop orders such as Explode, Release and Close. Which functions you use will be determined on how you plan to use the system and which modules you have installed.

Explode

This program "explodes" your bill of material for the item being manufactured into a "Shop Order Bill Of Material". This is a list of components necessary to complete the ordered quantity. This is accomplished by multiplying the quantity required (according to the Bill Of Material) by the quantity of the parent required by the order. There are two types of explosions Single and Multi Level. A single level explosion simply creates the shop order bill for the top level parts required by the item being manufactured. A multi level explosion will go much deeper. It will explode the top level requirements for an item just like the single level. However, when it encounters a manufactured component at that level, it will check inventory to see if there is any material available to net against the requirement. If not, it will automatically create a shop order for the balance, and explode the requirements for the new order. It will continue this process for an item until it no longer finds any manufactured components.

Release

This program releases the routing operations for the item being manufactured. The process is very similar to the Explode function, however, it works with the product routing instead of the Bill of Material and only works on a single level basis. This is only a function of Shop Floor Control and will be found in this module's shop order menu. This function imposes load on your production floor. These operations are then scheduled by the Shop Floor Control scheduling function.

Close

This function closes an order and summarizes detail information for historical purposes. If you are running Shop Floor Control it's recommended you perform this function there. Additionally, if Manufacturing Job Cost is installed and you created a Job Master for this order, several additional reports containing summary and detail information on the job will be available.

Reporting Production & Labor on Shop Orders

If you are running the Shop Floor Control or Manufacturing Job Costing modules you have the ability to report production and labor on a job by job basis. The jobs are reported on by routing operation. Each operation represents a step in the process of manufacturing the product.

The setup of the routing will determine how each operation is reported on. Some may wish to report only quantities complete, others want only hours, still others require both. Carefully review the routing setup and learn the various options you have for easing the reporting functions.

If using the Shop Floor Control and Manufacturing Job Cost modules, you will find great flexibility in scheduling and reporting of production. The programs used are S/F Production and Labor Enter, or M/J Employee Labor Enter. You should use the S/F module for reporting production and labor if it's installed.

ENTERING SHOP ORDERS

The combination of Shop Order Number, an optional Release Number, and Item Number establishes a unique Shop Order record. You thereby have the alternative of using the same Shop Order and Release Number for different, but related, manufactured items (for example, a "make to order" product and its manufactured components). You may also setup several Release Numbers, with different Due Dates, for the same Shop Order Number and manufactured Item Number.

Select

Enter from the Shop orders menu.

The following screen displays:

Shop orders (Enter) Company 00 XYZ Company

File View Options Tools Help

New Edit Save Save / New Delete Cancel Exit

Select shop order by descending S.O. #

Current date is later than SO closing date. Please close ASAP!

S.O. #	RI: #	Item #	Description	Whse	Status
10		2000	WHEELS, WHITE 6"	Main	Material issued
10		2100	WHEEL HALVES FOR ASSEMBLY	Main	Exploded
10		3000	RED WAGON AXLE	Main	Closed
10		4000	REAR AXLE BRACKETS	Main	Exploded
10		5000	FRONT AXLE HOUSING	Main	Exploded
10		6000	PULL HANDLE ASSEMBLY BLACK	Main	Exploded

General

Shop order # 10 Release #

Item # 2000

Description WHEELS, WHITE 6"

Warehouse Main Main

Sales order #

Quantity ordered 8 EACH

Quantity received 1

Lead time days

Due date 01/24/2011

Start date 01/24/2011

Shop order status: Material issued

Opns released

<F1> = next S.O. #, <F3> = delete S.O. #, <F6> = Comments

Shop Orders List Box

The list box displays up to 6 shop orders at a time. You may sort the records by shop order number or item number, both in ascending or descending order. Only column names in red may be sorted.

Click on the column name or the arrow to the right of the column name to change the sort or use the View options.

To locate a shop order, start typing the shop order number or item number, depending on which sort field is selected. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate an item. The <F1> and <SF1> function the same as the up/down arrow keys.

Shop orders that display in the list box are available for changes or deletion. The fields for the selected shop order display in the lower part of the screen.

When a shop order is found, you may select the <Enter> key or Edit button to start editing.

Shop Orders Buttons

There is a row of buttons on the screen where you will have some or most of the following options:

Button	Keyboard	Button description
New	Alt+n	For entering a new shop order.
Edit	Alt+e	For editing an existing shop order. This option is only available if there are previously entered shop orders.
Save	Alt+s	To save a new shop order or the changes made to an edited shop order.
Save/New	Alt+w	To save a new shop order or the changes made to an edited entry and start a new shop order.
Delete	Alt+d	To delete an existing shop order.
Cancel	Alt+c	To cancel adding or editing an existing shop order.
Line items	Alt+l	To access the line items screen for an existing shop order.
Exit	Alt+x	To exit the screen.

Enter the following information:

Shop order

Entry Format: Up to 6 alphanumeric characters.

Release

Entry Format: Up to 2 numeric digits, or default of space.

Comments: Use of Release Numbers is optional, allowing Shop Order Numbers with multiple releases for different due dates.

Item

Entry Format: Up to 15 alphanumeric characters.

Validation: The Item Number must match a record in Item Master.

Comments: Enter spaces to select by description if you wish to search for an Item Number by entering any portion of the first 30 characters of its Description.

Press <F1> to consecutively display Parent Item Numbers for the Shop Order Number and Release Number you have entered.

Description

Entry Format: Up to 30 alphanumeric characters for each line.

Default: The Item Master description fields are automatically entered when you first add a Shop Order. You may later modify that description from "Field number to change?".

Warehouse

Entry Format: Up to 2 alphanumeric characters, or default.

Default: The item's Primary Warehouse code is displayed as the default entry.

When entering fields to display a record, the Warehouse code in the first Shop Order record matching your Shop Order Number, Release Number, and Item Number entries is displayed as the default.

If this entry together with Shop Order Number, Release Number, and Item Number matches a Shop Order record already, the remaining data fields will display.

Sales order

Entry Format: Up to 6 numeric digits, or spaces.

Comments: For reference. Not matched to Customer Orders by this program.

Quantity ordered

Entry Format: Up to 8 numeric digits, without a minus sign.

Comments: The item's Inventory Unit Of Measure displays to the right of this entry.

Quantity received

This field is displayed only, since it can only be updated by "Inventory transactions". The program initializes this value to zero when a record is added.

Lead time days

Entry Format: Up to 3 numeric digits without a minus sign.

Default: The displayed default is Lead Time Days from the Item Master record.

Due date

Entry Format: 6 numeric digits, in MMDDYY format.

Validation: Must not match a date entered with Schedule Exception Dates. See [Schedule Exception Dates](#) entry and [Schedule Exception Dates](#) display.

Comments: If you change the Due Date of a Shop Order, the program asks "Reschedule other items with same S.O. # and Rls # by same number of days?". Answer Y or N.

If you change the Start Date, or another entry that causes a new Start Date to be calculated, the program asks "OK to change date of S.O. material reqts?". Answer Y or N.

For jobs comprised of multiple Shop Orders, these rescheduling options may be used to make consistent changes to Due Dates and Material Requirements dates for all related Shop Orders.

Start date

Entry Format: 6 numeric digits, in MMDDYY format.

Default: The displayed default is automatically calculated from Lead Time Days and Due Date, using Schedule Exception Dates to exclude exception dates.

Validation: This entry must not match a date in Schedule Exception Dates.

Shop order status:

Comments: Order Status is displayed. This code is automatically set to O (Open) and is updated by other applications; it cannot be modified in Enter Shop Orders. Status codes are:

Order Status	Explanation
Open	Open Added to Shop Order File, but not exploded.
Exploded	Exploded Shop Order Material Requirement records for components are on file for the Shop Order. Status is changed to E by the Explode Shop Orders program, or by the "Shop order materials" maintenance function.
Material Issued	Issued Some or all required components are issued to the Shop Order. Status is changed to I by the Process Inventory Transactions function.
Closed	Closed Shop Order has been closed by the Close Shop Orders program and its record can no longer be modified by using Enter Shop Orders.

When you add an order, if Manufacturing Job Costing is installed and a Job Master Matching the Shop Order Number is not on file, the program asks: **Add job cost master ?** Answer Y if you want to add the cost master which allows reporting of order costs when you close the order; otherwise, answer N.

If order Start Date is changed and Shop Order Material records are on file, the program asks if you want to accordingly change required dates for Shop Order Materials.

You are only allowed to delete a Shop Order with an Order Status of *Open* or *Closed*. If the Order Status is *Exploded* or *Material Issued*, you must first use Close Shop Order to close the order and

remove related Material Requirement records before you can delete the order record. You may also use Purge Closed Shop Orders to delete all Shop Order records that were closed on or before a date that you specify.

Shop Order Comments

If I/M Control Information indicates you use Shop Order Comments, press F6 at "Field number to change?" to enter:

S.O. comments

Entry Format: Up to 99 lines of 45 alphanumeric characters each, in groups of 10 lines per screen.

Comments: If the answer is "N" to "Use shop order comments" in I/M Control Information, you will not be prompted to add S.O. comments.

If you do use comments, when you are adding or changing comments, press <F1> to put spaces in a comment field and in subsequent fields in the same group of 10. To delete all comments for a group of 10, press <F1> when the cursor is at the top comment field.

You may also press <F2> at the first comment field to copy the Item Master comments, if any.

Other programs allow you to print Shop Order Comments on Pick Lists or Shop Order Routings.

EXPLODE

This program explodes Shop Orders into Shop Order Material Requirements records, using Product Structures (bills of material) maintained in Product Definition & Costing. This process also may increase the Quantity Allocated in Item Master or Branch Warehouse Item records for the components.

Shop Order Material Requirement records are the detail of a component item's total Quantity Allocated at a Warehouse, and are subsequently used to record actual issue quantity vs. required (planned usage) quantity for each controlled component used in making the parent item.

The program provides a multiple level explosion option which automatically creates Shop Orders as well as Material Requirements records for lower level manufactured components. Component orders are created only if available Quantity On Hand does not cover the new requirement; when created, they are assigned the same Shop Order and Release Numbers as the parent order being exploded.

When you select this program a message informs you that:

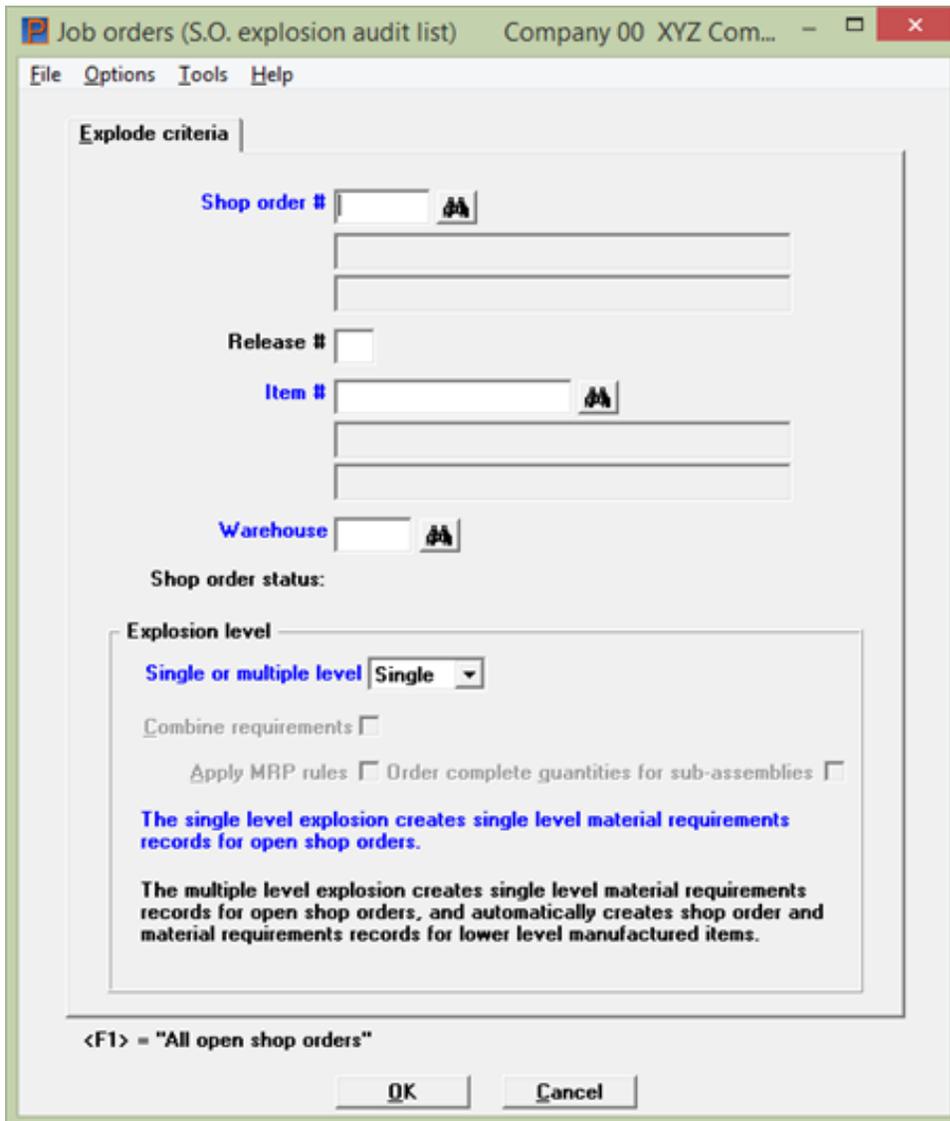
The single level explosion creates single level material requirement records for open shop orders.

The multiple level explosion creates single level material requirements records for open shop orders and automatically creates shop order and material requirements records for lower level manufactured items.

Select

Explode from the *Shop orders* menu.

The following screen displays:



Enter the following information:

Shop order #

Entry Format: Up to 6 alphanumeric characters, or

<F1> = "All open shop orders" for a warehouse.

If you use the "All open shop orders" option, the entries for Release Number and Item Number are automatically bypassed.

Release #

Entry Format: Up to 2 numeric digits, or default of space.

Validation: Shop Order Number and Release Number must match a Shop Order record already on file.

Item

Entry Format: Up to 15 alphanumeric characters, or press <F1> to consecutively display Item Numbers with the Shop Order Number and Release Number you have entered.

Comments: The combination of Shop Order Number, Release Number, and Item Number must match a Shop Order record on file.

Warehouse

Entry Format: Up to 2 alphanumeric characters, or default.

Default: Warehouse code in the first Shop Order record on file matching your Shop Order Number, Release Number, and Item Number entries is displayed as the default.

Comments: At this point, if you have requested explosion of a specific Shop Order, the program checks to see that Order Status is Open for the order matching your entries. If current Order Status is not Open, the program informs you that the order cannot be exploded and returns you to the Shop Order Number entry position.

Single or multiple level

Entry Format: Drop down list box with the choices of *Single* Level Explosion, or *Multiple* Level Explosion.

Component Effective Dates and Component Fit Times in Product Structure records are used in determining what components are required and the component requirement due dates. Due dates in component Material Requirement records are set equal to the Start Date of the parent order plus any Component Fit Time Days in the component's Product Structure record.

This explosion will "blow through" any component coded as a Transient (Purch/Mfg code in the component Item Master). The components of the Transient are allocated directly to the exploded parent order, and will appear on the parent order pick list.

The Shop Order Explosion Audit List will automatically print when the explosion is completed after which the program returns you to the Shop Order Number entry position.

This report verifies the explosion of the Shop Orders you have selected and lists any exceptions such as "Bill of material not found - Order not exploded".

The audit list for a multiple level explosion will also show any automatically created Shop Orders for manufactured components, or may inform you "Inventory applied - Order not Required" for the lower level manufactured item. If a parent Shop Order is made at a branch warehouse and its manufactured component is supplied by the primary warehouse, "Supplied by primary warehouse - Order not created" will appear for that component on a multiple level explosion audit list.

Another possible exception message on the Explosion Audit List also pertains to the automatic creation of component Shop Orders in a multiple level explosion. The explosion program cannot create a component Shop Order with an identifier (Shop Order Number, Release Number, Item

Number, and Warehouse) that matches a Shop Order record already on file. In this situation a message "Duplicate record on file- Order not created" is listed with the required additional order quantity for the manufactured component item.

The duplicate Shop Order condition can occur if a manufactured component appears more than once in the indented bill of the parent item being exploded through multiple levels. To remedy this situation, you may wish to close the first Shop order created for the manufactured component and then add a shop order for the total requirement quantity.

Combine requirements

When running the explosion it combines requirements for manufactured items.

Apply MRP rules

Safety stock is included when applying MRP rules. It also accounts for quantities already on order on other shop orders in the system. It looks at the overall availability of inventory, what's in stock, what's on order, and what's allocated, and takes these into account first, before it applies your MRP rules defined in the item master in determining the overall quantity you need to order.

Order complete quantities for sub-assemblies

This option is only available when Master Scheduling & MRP is licensed and you want to apply MRP rules. Otherwise, leave it unchecked (set it to "N") which is disabled.

A report is generated that shows the details.

PRINT PICK LIST

Use this program to print a stock picking list of component materials or parts required to make a Shop Order. The source of information for the pick list is Shop Order Material Requirements records created by the Shop Order explosion, or with the "Shop order materials" file maintenance function.

Any component with Pick List Item ? = N in its Item Master record when its Shop Order Material Requirement record was created will be excluded from the Shop Order Pick List.

Select

Print pick list from the *Shop orders* menu.

The following screen displays:

Shop orders (Print pick list) Company 00 XYZ Company

File Options Tools Help

Pick list criteria

Shop order # [] [Search] Release # []

Ending Shop order # [] [Search]

Item # [] [Search]

Warehouse [] [Search]

Shop order status:

Sequence by primary stock locaion

List FIFO/On-hand detail for items

Print shop order comments

<F5> = Range of Shop Orders

OK Cancel

Enter the following information:

Shop order

Entry Format: Up to 6 alphanumeric characters.

Release

Entry Format: Up to 2 numeric digits, or default of space.

Validation: Shop Order Number and Release Number must match a Shop Order record already on file.

Item #

Entry Format: Up to 15 alphanumeric characters, or press <F1> if you wish the program to consecutively display Item Numbers with the Shop Order Number and Release Number you have entered.

Or, press <F2> to print pick lists for "All" manufactured items to be made on the Shop Order Number and Release Number entered.

Comments: If you entered a specific Item Number, the combination of Shop Order Number, Release Number, and Item Number must match a Shop Order record on file.

Warehouse

Entry Format: Up to 2 alphanumeric characters, or default.

Default: Warehouse code in the first Shop Order record on file matching your Shop Order Number, Release Number, and Item Number entries is displayed as the default entry.

Shop order status

If you did not default to "All" in the Item Number entry, the status of the selected order is automatically displayed here.

Sequence by primary stockroom location

Entry Format: Check box, checked is yes and unchecked is no. The default is checked.

Comments: A checked box sequences listed components by the Stock Location Codes in their Item Master records, then by Component Item Number. Unchecked sequences the list by Component Item Number.

If Lot/Serial Number Control options are installed, you enter:

List FIFO/On-hand detail for lot control items

Entry Format: Check box, checked is yes and unchecked is no.

Comments: If you check the box, on hand detail of components with the Lot # Control Method is listed in FIFO (First In, First Out) sequence of Date Received.

Print shop order comments

Entry Format: Check box, checked is yes and unchecked is no.

Default displayed is Checked if S.O. comments option is selected in I/M Control Information.

SHOP ORDER TRAVELER

This is an altered version of the Shop Order Pick List which is a list of items required to manufacture the product being made on a shop order.

The information provided on the Pick List includes basic Shop Order information, a list of components and the total quantities required, as well as shop order comments.

The Shop Order Traveler contains all of the same information, and optionally may contain a great deal more information including:

1. Item comments
2. Sales order comments
3. And may even include bar codes for key fields (requires a PCL compliant laser printer to use this feature)
4. Additional information at the top of the form

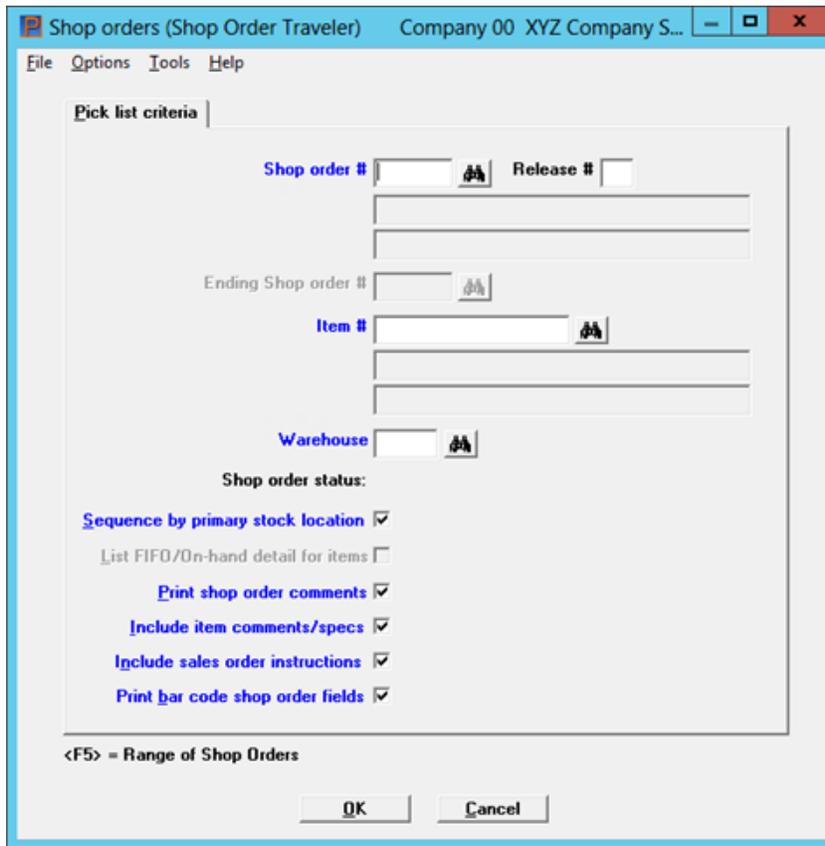
The Shop Order Traveler will allow you to print a single document for one order, or will optionally allow you to print all documents for a range of orders. When a range is selected, a document will print for all Shop Orders with a status of Exploded (orders that have yet to be exploded, or have been closed, will not print using a range). Closed Shop Orders will not print.

How to Use

Select

Shop order traveler from the *Shop orders* menu.

The following screen displays:



Character Mode

The primary difference between Graphical Mode and Character Mode, other than appearance, is items 4-9 are Y/N questions in Classic view while in the GUI view they are represented as check boxes. A checked box is the equivalent of entering Y in the Classic view. With that in mind, we will approach this from the GUI perspective noting any differences for the Classic view.

Enter the following:

Shop order

Select which Shop Order you wish to print a pick list for. Note, there are multiple options for achieving this:

1. Enter Shop Order number, release number, item, and the warehouse it's being produced in, for the order you are planning on producing. NOTE: If there is no release (or a release 0 is indicated), you may leave Release # blank. Also, if you use only Main warehouse, leave warehouse blank as well.
2. Use the lookup for Shop Order number and select the order you wish to print a Traveler for. In Graphical mode and Character mode you can press <F8> while on the *Shop order #* field to invoke the lookup. In Graphical mode you may click on the Binoculars as well.
3. If you wish to print Shop Order Travelers for a range of orders, while on the Shop Order Number field, press the <F5> button and you will then be prompted for a range of orders. The selection criteria changes a bit. You will no longer be prompted for item as the assumption is you will be

printing on a range of the high level Shop Order numbers. If you have a "job" that contains many Shop Orders sharing the same number, this technique will allow you to use the same starting and ending Shop Order number to print all of the Travelers for all exploded orders within the "job":

Sequence by primary stock location

If you wish to have your materials list print in the order by primary location (entered in Item Masters), you may do so by checking off this box or indicating Y in character mode. If you don't check this box, or indicate N, your materials list will print in order by item number.

List FIFO/On-hand detail for items

For lot or serialized items, the on-hand detail information (which lot or serial numbers are in stock) may optionally be printed below the item on the materials list. This can be useful for deciding which lot or serialized item you should be picking from. It will list these in First In First Out Order if you choose to list them. This means your earliest receive lot or serial number will be listed first.

Print shop order comments

If you enter comments on your Shop Orders (you may enter up to 99 lines on each), you may opt to include those on this document. If you choose to do so, they will print at the bottom of the document below the materials list.

Include item comments/specs

If you wish to include the notes/comments you have defined for the item being produced, you may do so by checking this box or indicating Y in Classic view. This will result in a section appearing on your report called "Item Master Specs".

With this selection, you will find ALL of the comments available for the item. This may be up to 99 lines of data allowing you to create detailed specifications for any item you produce.

NOTE: This selection will only appear if comments are available.

Include sales order instructions

5. If you wish to include the notes/comments you have defined for the Sales Order line that this Shop Order was produced from (assumes you are creating orders from Sales Order Lines), you may do so by checking this box or indicating Y in Character Mode. This will result in a section appearing on your report called "Sales Order Instructions". In this section, you will find ALL of the comments available for the Sales Order line item. This may be up to 99 lines of data allowing you to create detailed specifications or special instructions that production may need to see for this customer's order.

NOTE: This section will only appear if comments are available.

Print bar code shop order fields

If you wish to include bar codes on key fields, allowing you to scan information into your system and reduce the risk for data entry errors, you may do so by checking this final box or indicating Y in the Character mode. Assuming you have bar code scanners available on some or all of the computers you perform inventory transactions on, you can opt to scan Shop Order Number, Release, and Item from your document. This can speed up data entry and reduce errors.

NOTE: This option limits which printers you may use; they must be company defined printers, and they must be a PCL5 or later compliant laser printer.

OK or Cancel

Once you have entered your information, and confirmed/selected your options, you can press OK to print your document(s) or Cancel not to print and return to the menu.

Press Enter at "Field number to change" in Character mode.

You will then be provided with your valid printer options. Again, if no bar codes are included all valid printers are available. If bar codes have been selected, you will only see company defined printers listed, Windows Printers will not be an option.

CLOSE

A Shop Order that has related component Material Requirements records on file must be closed before the Shop Order record can be deleted. The Close Shop Orders program:

- Provides an option to automatically issue remaining component material requirements for the order. This feature automatically creates and posts issue transactions for previously unissued component requirement balances. When you select this option, you are given additional alternatives to issue balances of "Controlled items on pick list" and/or "Controlled items not on pick list". This feature should only be used for components where such estimation of actual usage is reasonably accurate.
- Optionally prints a Shop Order Material Usage Variance Analysis indicating actual vs. required (planned) issue quantities for each controlled component and the total materials usage cost variance for the order.
- Optionally creates Material Usage Variance History records, used to report total material usage variances by parent item.
- Adjusts Quantity On Order for the item ordered and Quantity Allocated for components, if there are remaining balances for the Shop Order at the time that it is closed. These adjustments are made to related Item Master or Branch Warehouse Item records.
- Deletes Shop Order Material Requirements records for the order.
- Changes Order Status code to **C** (Closed) in Shop Order record.

Select

Close from the *Shop orders* menu.

The following screen displays:

Insert Screen.

Enter the following information:

* **Close date** Press ENTER for default System Date displayed, or enter another date in MMDDYY format.

1. Shop order

Entry Format: Up to 6 alphanumeric characters, or <F1> = "All completed orders".

Comments: "All completed orders" means all orders for which Quantity Received is not less than Quantity Ordered.

Rls

Entry Format: Up to 2 numeric digits, or default of space.

Validation: Shop Order Number and Release Number must match a Shop Order record already on file.

2. Item

Entry Format: Up to 15 alphanumeric characters, or press <F1> to consecutively display Item Numbers with the Shop Order Number and Release Number you have entered.

Or, press ENTER to default to closing orders for "All" manufactured items made on the Shop Order Number and Release Number that you entered.

Comments: If you entered a specific Item Number, the combination of Shop Order Number, Release Number, and Item Number must match a Shop Order on file.

3. Warehouse

Entry Format: Up to 2 alphanumeric characters.

Default: Warehouse code in the first Shop Order record on file matching your Shop Order Number, Release Number, and Item Number entries is displayed as the default entry, if you did not select "All completed orders" for Shop Order Number.

At this point, if you did not default to "All" for Shop Order Number or Item Number and a Shop Order on file matches your entries, the following order information is displayed:

Sales Order # Due Date

Qty Ordered Start Date

Qty Received Order Status

If the displayed Order Status is already C (Closed), the program will return you to the Shop Order Number entry position; otherwise, you are prompted to enter:

4. Issue remaining component material requirements ?

Entry Format: Y or N. Default displayed is N.

Comment: This option is not available when you select "All completed orders" for Shop Order Number.

5. Print shop order material usage analysis ?

Entry Format: Y or N.

6. Post shop order material usage variance ?

Entry Format: Y to post to Material Usage Variance History File, or N. Defaults to answer in Field 5.

If you answered Y to "Issue remaining component material requirements ?", you are next taken to the "Issue All Materials To a Shop Order" program and requested to enter:

5. Issue controlled items on pick list ?

6. Issue controlled items not on pick list ?

7. Round up fractional requirement qtys ? (to a whole number)

Answer Y or N to these questions. The program will ask "Are you sure ?".

If you answered Y to "Print shop order material usage analysis ?", that report is printed.

If you did not elect to close "All completed orders" the program asks then asks "OK to close shop order ?". Answer Y to start order close processing or answer N to bypass order closing.

If you elected to close "All completed orders" for the requested Warehouse, the program closes orders for which the Quantity Ordered has been Received and prints the Completed Orders Closed List.

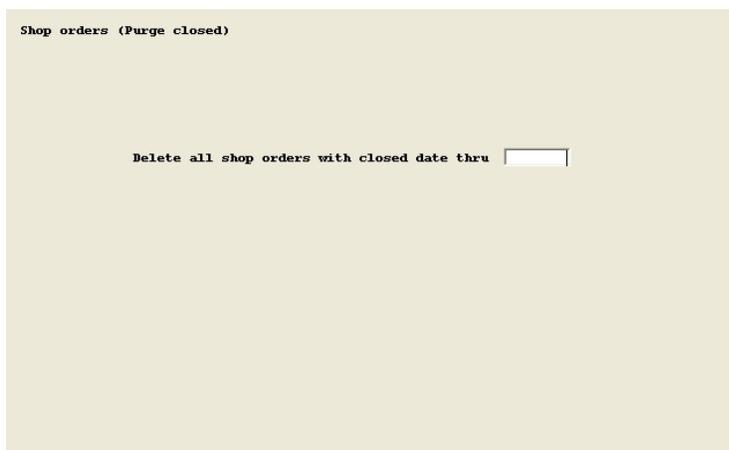
PURGE CLOSED

This program allows you to delete all closed Shop Orders on file that were closed on or before a date that you specify. This enables you to retain closed Shop Order History on file for a period of time which you determine to be appropriate.

Select

Purge closed from the *Shop orders* menu.

The following screen displays:



Shop orders (Purge closed)

Delete all shop orders with closed date thru

No open Shop Order Items will be deleted by the program, which prompts you with:

Delete all shop orders with closed date thru _____

Enter a date in MMDDYY format. You will then be asked "Are you sure?". A Y response will result in the deletion of the selected records.

Shop Order Materials

This chapter contains the following topics:

[Introduction to Shop Order Materials](#)

[Entering Shop Order Materials](#)

[Delete All Requirements For a S.O.](#)

INTRODUCTION TO SHOP ORDER MATERIALS

Shop Order Material Requirements are the detail of a component item's total Quantity Allocated at a Warehouse. These "pegged" requirement records, identified to specific parent item Shop Orders, are also used to record actual issue quantity vs. required (planned usage) quantity for each controlled component.

If your bills of material are very simple, you may use this function to define component material requirements for each parent order added in the "Shop orders" function, instead of using the "Explode" shop orders program to create these records with a computer bill of material.

If you use the "Explode" shop orders program, you may wish to use this function to adjust exploded Shop Order Material Requirements for subsequent bill of material revisions or for minor component changes related to a specific Shop Order. If no material has been issued to an exploded Shop Order, you may also delete all related Material Requirements with a single transaction and then re-explode the order using an updated bill of material.

ENTERING SHOP ORDER MATERIALS

Maintaining Shop Order Material Requirements also updates other files as follows:

- Addition of a Material Requirement record increases Quantity Allocated in the component Item Master or Branch Warehouse Item record by the Component Quantity Required. Change of Component Quantity Required in a Material Requirement record adjusts item Quantity Allocated. Deletion of a Material Requirement record decreases item Quantity Allocated.
- Addition of a Material Requirement record changes the Order Status code in the parent Shop Order record to E (Exploded), if Order Status was O (Open) before the Material Requirement was added. Deletion of all Material Requirement records for a Shop Order changes the Order Status code to O (Open) in the parent Shop Order record.

The combination of Shop Order Number, Release Number, Parent Item Number on the order, and Component Item Number establishes a unique Shop Order Material Requirement record.

Select

Enter from the *Shop order Materials* menu.

The following screen displays:

```
Shop order materials (Enter)
* 1. Shop order #  ls #
* 2. Parent item #

* 3. Warehouse
   Parent qty ordered           Order due date
                                Order start date

* 4. Component item #

5. Component qty per
6. Scrap allowance pct
7. Component due date
   Component qty reqd
   WIP qty scrapped
   Qty issued
   Issued date
   Returned date
   Pick list item ?
   Control method
<F1> = Next record, <F1> = Previous record
```

Enter the following information:

1. Shop order

Entry Format: Up to 6 alphanumeric characters.

Rls

Entry Format: Up to 2 numeric digits, or default of space.

Validation: The combination of Shop Order Number and Release Number must match a Shop Order record on file.

2. Parent item

Entry Format: Up to 15 alphanumeric characters, or press <F1> to consecutively display Item Numbers with the Shop Order Number and Release Number you have entered, until you answer Y to "Right item # ?"

Validation: The combination of Shop Order Number, Release Number, and Parent Item Number must match a Shop Order record on file.

3. Warehouse

Entry Format: Up to 2 alphanumeric characters, or default.

Default: The Warehouse code in the first Shop Order record on file matching your Shop Order Number, Release Number, and Item Number entries is displayed as the default.

Validation: This entry together with Shop Order Number, Release Number, and Parent Item Number must match a Shop Order record on file.

At this point, the program will tell you if the parent Shop Order you have identified is closed, in which case you are returned to the Shop Order Number entry position. If the Shop Order is not closed the following data is displayed from the Parent Shop Order record:

Parent Qty Ordered Order Due Date

Order Start Date

4. Component item

Entry Format: Up to 15 alphanumeric characters.

Validation: Must match an Item Master on file.

When the combination of Shop Order Number, Release Number, Parent Item Number, and Component Item Number matches a record on file, then the remaining fields are displayed.

Comments: Enter spaces to select by description to search for an Item Number by entering any portion of the first 30 characters of its Description.

Press <F1> to consecutively display Item Numbers with the Shop Order Number and Release Number you have entered, until you answer Y to the "Right item # ?" question.

5. Component qty per

Entry Format: Up to 3 numeric digits, plus 4 decimals.

Comments: If Product Definition & Costing is installed and the P/D Control Information entry is Y for "Use option to define product structure component qty per 1000 parent units ?", you are prompted to enter a parent quantity code (M for 1000 or space for 1 parent units) just before you enter the "Component quantity per" value.

Comments: The program will multiply this quantity by the Parent Order Quantity to calculate Component Quantity Required. If you entered a parent quantity code of "M", the Parent Order Quantity is divided by 1000 in this calculation.

6. Scrap allowance pct

Entry Format: Up to 3 numeric digits plus 1 decimal, or zero.

Comments: The calculated value of Component Quantity Required will be automatically inflated by this percentage.

7. Component due date

Entry Format: 6 numeric digits, in MMDDYY format, or default.

Default: Displayed default is Start Date of the parent Shop Order.

Validation: Must not match a date on the Schedule Exception Dates File.

After these entries the following additional data is automatically displayed from the Material Requirement record:

Component qty reqd Automatically calculated by the program as:

Parent Qty Ordered x Component Qty Per
x (Scrap Allowance Pct / 100)

WIP qty scrapped Set to zero when adding a record.

Qty issued Set to zero when adding a record.

Issued date Set to spaces when adding a record.

Returned date Set to spaces when adding a record.

Pick list item ? Set to Item Master value when adding a record.

Controlled item ? Set to Item Master value when adding a record.

Except for indirect change to Component Qty Reqd by changing its calculation factors, you are not allowed to change the unnumbered fields which are updated by other Inventory Management programs.

You are not allowed to remove a Material Requirement record with a non-zero Qty Issued value. You must first return issued material to stock in Process Inventory Transactions before the delete is allowed in this application.

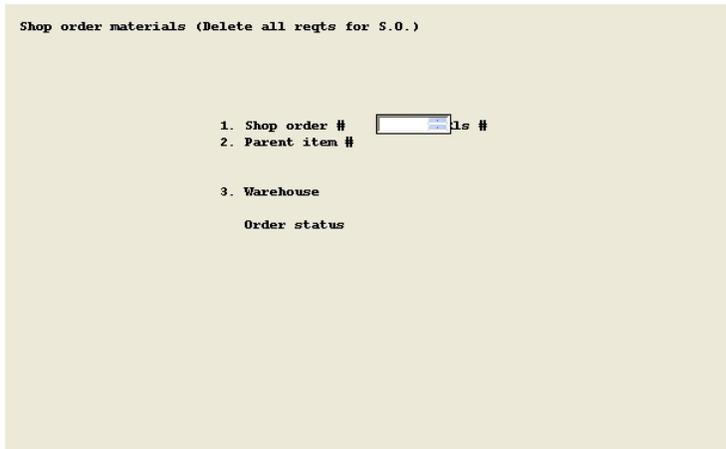
DELETE ALL REQUIREMENTS FOR A S.O.

Use this application to remove all Material Requirements records for a parent Shop Order that has a current Order Status Code of **E** (Exploded).

Select

Delete all requirements for a S.O. from the Shop order Materials menu.

The following screen displays:



Shop order materials (Delete all reqts for S.O.)

1. Shop order # Rls #

2. Parent item #

3. Warehouse

Order status

Enter the following information:

1. Shop order # and Rls #
2. Parent item #
3. Warehouse

After entering the above fields, the Order Status displays.

If the Order Status is not E (Exploded), a message will inform you that "Delete not allowed for this order status". Otherwise, your are asked "**Are you sure ?**" Answer Y to delete all Material Requirements for the order.

You may also automatically delete Shop Order Material Requirements for orders with a status of E (Exploded) or I (Issued) by closing the parent Shop Order in Close Shop Orders.

Inventory Transactions

This chapter contains the following topics:

Introduction to Inventory Transactions
Entering Inventory Transactions
Issue S.O. Materials
Return S.O. Materials
Receive/Issue Components
Relocate Items
Change Lot/Serial Number Data

INTRODUCTION TO INVENTORY TRANSACTIONS

Use this function to enter inventory transactions that will simultaneously update various Inventory Management files including the Item Master and Branch Warehouse Item inventory records, open Purchase Order Item records, open Shop Order records, and Shop Order Material Requirements records. Various quantity control balances are immediately updated as transactions are entered.

Although posting of records occurs "on-line" during the entry process, a history record is automatically created for each transaction. Programs to selectively display or print Inventory Transaction History audit lists are included. Correcting transaction entry procedures are also available to allow correction of previous entry errors.

A program to automatically issue all required component materials for a Shop Order with a single transaction is provided as a convenience for shops assembling products with a relatively large number of components. A similar program allows all component materials previously issued to a Shop Order to be returned to stock with a single transaction. Another program allows you to simultaneously receive a parent quantity and automatically issue all components in the single level bill of material for that parent. The "Receive/issue components" function may be run for specific shop orders, or for other parent items for which Shop Orders are not used.

If you use Multiple Stock Locations, another program on this menu allows you to Relocate Items from one location to another location within the same Warehouse/Plant facility. If Lot/Serial Number Control options are installed, another program allows you to modify Lot or Serial Number data in the On Hand Detail File.

ENTERING INVENTORY TRANSACTIONS

This program posts each transaction to related files immediately after you complete entries of all requested data fields and press ENTER in response to "Field number to change?". Files are updated and a transaction history record is written at that time.

Normally all transaction quantities will be entered as positive values without a minus sign; the Transaction Type code determines whether the quantity is added to or subtracted from record balances. However, minus quantity entries are allowed to signify a correction to a previous erroneous transaction that has been posted.

For example, an Issue transaction with a minus quantity can be processed to reverse a previous Issue transaction that was erroneously entered for a wrong Shop Order Number. While a Return To Stock transaction could be used to reverse the previous transaction, an Issue with minus quantity more clearly indicates the intent of the correcting transaction and causes it to be identified as a correction on Inventory Transaction History lists.

Select

Enter from the *Inventory transactions* menu.

The following screen displays:

```

Inventory transactions (Enter)
Trx date 9/23/10 User id RH
1. Trx type  Document #
2. Item #
3. Warehouse
4. Order type
5. Order #
6. Qty
7. Est unit cost
Whse qty on hand Before After
<F1> to display type codes
    
```

Each time that you select Enter Inventory Transactions from the Process Inventory Transactions menu, an initial screen will prompt you to enter:

1. Your initials

Entry Format: Up to 3 alphanumeric characters.

2. Transaction date

Entry Format: 6 numeric digits in MMDDYY format.

Default: System Date.

The above values will be written to all Inventory Transaction History records created from your subsequent entries.

The data you enter for Screen 2 are:

1. Trx type (Transaction Type)

Entry Format: Up to 2 alphanumeric characters.

Validation: R (Receipt), I (Issue), A (Adjustment), T (Transfer), RS (Return To Stock), RV (Return To Vendor), SS (Stock Scrap), WS (WIP Scrap), S (Sale), C (Credit Memo).

Comments: Press <F1> to display all valid Transaction Type Codes on the screen.

If PBS Manufacturing Customer Order Processing is installed, you are not allowed to enter Sales or Credit Memo transactions in this program.

Document

Entry Format: Up to 7 alphanumeric characters, or space.

Comments: This entry may be bypassed by the program. The value of Transaction Document Number Usage Code in I/M Control Information and the Transaction Type entry determines whether you are prompted to make this entry.

2. Item

Entry Format: Up to 15 alphanumeric characters.

Validation: Must match a record on Item Master File.

Comments: Enter spaces if you wish to search for an Item Number by entering any portion of the first 30 characters of its description.

3. Warehouse

Entry Format: Up to 2 alphanumeric characters.

Default: Previous transaction value, if not first entry.

Validation: If entry is not "Main", it must match a record on the Warehouses File.

Comment: If Trx Type = T (Transfer), two Warehouse Code entries are requested; "Warehouse to" and "Warehouse from".

If "Warehouse to" is not the item's Primary Warehouse and there is not a matching Branch Warehouse Item record on file, the program will ask if you wish to add a new Branch Warehouse Item record for the transferred item.

If "Warehouse from" is not the Primary Warehouse and there is not a matching Branch Warehouse Item record on file for the Item Number, you will be requested to re-enter "Warehouse from".

4. Order Type

Entry Format: **P** or **S** or **C** or **M**.

Default: **P** if Receipt and Item Purch/Mfg Code = **P**

S if Receipt and Item Purch/Mfg Code = **M**

S if Issue or Return To Stock and Item not sold.

C if Issue or Return To Stock and Item is sold.

Validation: Entry must equal **P** (Purchase Order) or **S** (Shop Order) for Receipt transactions, and must equal **S** (Shop Order) or **C** (Customer Order) or **M** (Miscellaneous Issue) for Issue and Return To Stock transactions.

Comments: Purchase Order transactions are allowed here only if PBS Manufacturing P/O is not installed. This entry is bypassed and a default value or space is displayed.

Entry of Order Type = **C** is not allowed if PBS Manufacturing Customer Order Processing is installed. Use the Update Order Shipping Status function in the C/O package to process Issues or Returns To Stock for Customer Orders.

Entry of Order Type = **M** (Miscellaneous Issue) is only allowed if Trx Type = **I** Issue, or **RS** (Return To Stock). If Order Type = **M**, you also enter:

Acct #

Entry Format: Up to the number of digits for Main Account Number, and Sub-account Number, that is specified for Account Number sizes in your System File.

Validation: Must match a record on the Accounts File, in which case its description is displayed and you are asked to confirm the entry.

Comments: This is the account to which the Miscellaneous Issue (or Return to Stock) will be charged in the I/M Distribution to General Ledger. It may be a non-inventory expense account.

5. Order #

Entry Format: Up to 6 alphanumeric characters.

Default: "Misc" (see Validation below).

Validation: If Trx Type = **R** (Receipt) or **RV** (Return To Vendor) and the "Misc" default is not used, this entry and Item Number must match a record on the P.O. Item File if Order Type = **P**, or match a record on the Shop Order File if Order Type = **S**.

If Trx Type = **I** (Issue) or **RS** (Return To Stock) and "Misc" default is not used and Order Type = **S**, this entry and Item Number must match a record on the Shop Order Material Requirements File. If Order Type = **C** and you have PBS Manufacturing Customer Order Processing installed, a message tells you to use that package to enter the transaction; if the PBS Manufacturing C/O package is not installed, you may enter any Customer Sales Order Number except spaces.

If Trx Type = **WS** (Work-In-Process Scrap) and the Misc default is not used, this entry and Item Number must match a record on the Shop Order Material Requirements File.

If the Order Number is on file but has been Closed, a message will inform you of this condition and you will be prompted to reenter the number.

Comments: If Trx Type = **A** (Adjustment) or **T** (Transfer) or **SS** (Stock Scrap) or if Order Type = **M** (Misc. Issue) this entry is bypassed.

A Shop Order Release Number entry is requested only if Order Type = S and Order Number is not the "Misc" default.

A Purchase Order Release Number entry is requested only if Order Type = P and Order Number is not the "Misc" default.

5. Rls # (Follows entry of Shop Order or Purchase Order Number)

Entry Format: Up to 2 numeric characters

Default: Zeros, displayed back as spaces.

Validation: If Trx Type = **R** (Receipt) and Order Type = **S**, this entry and Order Number and Item Number must match a record on the Shop Order File.

If Trx Type = **RS** (Return To Stock) or = **I** (Issue) or = **WS** (Work-In-Process Scrap), this entry, Order Number and Item Number must match a Shop Order Material Requirement on file.

6. Qty

Entry Format: Up to 6 numeric digits plus 3 decimals, or 8 numeric digits, and an optional minus sign. If Trx Type = **T** (Transfer) a negative Quantity is not allowed.

Validation: If Trx Type = **R** (Receipt) and Order Number is not "Misc", you are warned if the quantity exceeds the balance to be received on the order but are given the option to proceed with that quantity. A negative quantity which exceeds the order's received to-date quantity is not allowed.

If Trx Type = **RV** (Return To Vendor) and Order Number is not "Misc", a quantity which exceeds the order's received to-date quantity is not allowed. You are warned if a negative RV quantity exceeds the balance to be received on the order, but are given the option to proceed with that quantity.

If Trx Type = **I** (Issue) and Order Number is not "Misc", you are warned if the quantity exceeds the balance to be issued for the order, but are allowed to proceed. A negative quantity that exceeds the item's issued to-date quantity less WIP scrap quantity for the order is not allowed.

If Trx Type = **RS** (Return To Stock) and Order Number is not "Misc", a quantity that exceeds the item's issued to-date quantity less its WIP scrap quantity for the order is not allowed. You are warned if a negative quantity exceeds the balance to be issued for the order, but are given the option to proceed.

If Trx Type = **WS** (WIP Scrap) and Order Number is not "Misc", a quantity exceeding the item's issued to-date quantity for the order is not allowed. A negative quantity exceeding the WIP Scrap to-date quantity for the order is not allowed.

Comments: The assumed quantity Unit of Measure displayed is the item's Stock Unit of Measure, except for Purchase Order Receipt (**R**) or Return to Vendor(**RV**) transactions where the item's

Purchase Unit of Measure is used. A quantity entered in the Purchase Unit of Measure is also automatically displayed in its Stock Unit of Measure quantity, to the right of the entered quantity, if the two Units of Measure differ.

If Trx Type = **A** (Adjustment), a zero quantity is allowed to permit the transaction to update the Item Master or Branch Warehouse Item record's Date of Last Cycle Count if the count matches the record quantity.

Trx Type **WS** (WIP Scrap) does not update On Hand balance. The WS quantity only posts to Shop Order Requirement and Inventory Transaction History records.

7. Est unit cost

Entry Format: Up to 6 whole number digits plus 4 decimals.

Default: If Order Type = P and Order Number is not "Misc", the Unit Cost in the P.O. Item record is displayed as the default value.

Comments: This entry is only requested if Trx Type = **R** (Receipt) and Order Type = P or Trx Type = **RV** (Return To Vendor).

Otherwise, the entry is bypassed and the item's Total Average or Standard Unit Cost is displayed as the Estimated Unit Cost assigned to the transaction.

Unit Cost entries are made in the item's Purchase Unit of Measure. If this differs from its Inventory Stock Unit of Measure, the Unit Cost is also automatically displayed to the right of this entry in the Stock Unit of Measure amount.

Before you complete the transaction, various BEFORE and AFTER values (including Quantity On Hand) will display on the lower part of the screen to assist you in further validation of your entries. A negative On Hand quantity in the AFTER column does not necessarily mean that the transaction being processed is in error, since this could have been caused by a previous transaction error.

If the Average Cost method of material valuation is selected in the I/M Control File, a non-zero Unit Cost entry for Trx Type = **R** or **RV** on a Purchased item will update the Average Cost values in the Item Master record. The BEFORE and AFTER values of Item Total Average Cost are displayed on the lower part of the screen after the Estimated Unit Cost entry is made.

The new Item Average Material Cost (and resultant Total Average Unit Cost) are recalculated as follows for Trx Types = R or RC, where all variables are first converted by the program to the Stock Unit of Measure:

$$\begin{aligned} & (\text{ON HAND QTY BEFORE} \times \text{AVG MATERIAL COST BEFORE}) \\ & + (\text{TRANSACTION QTY} \times \text{TRANSACTION UNIT COST}) \\ & / \text{ON HAND QTY AFTER} \end{aligned}$$

where the On Hand quantities in this formula are totals summed for all warehouses in which the item is stocked.

The above calculation is changed when Avg Material Cost Before is zero or the On Hand Qty Before is not greater than zero, in which case the new Item Average Material Cost is set to the value of the Estimated Unit cost if the transaction Quantity is positive.

Also, if the cost averaging calculation results in a negative cost due to a negative Transaction Quantity or the Transaction Unit Cost is zero, Item Average costs are not updated.

For Trx Type = **RV**, the cost averaging calculation is changed to:

$$\begin{aligned} & (\text{ON HAND QTY BEFORE} \times \text{AVG MATERIAL COST BEFORE}) \\ & - (\text{TRANSACTION QTY} \times \text{TRANSACTION UNIT COST}) \\ & / \text{ON HAND QTY AFTER} \end{aligned}$$

where the On Hand quantities in this formula are totals summed for all warehouses in which the item is stocked.

The above calculation is changed when Avg Material Cost Before is zero or the On Hand Qty Before is not greater than zero, in which case Item Average costs are not updated.

If this averaging calculation results in a negative cost or the Estimated Unit Cost is zero, Item Average costs are not updated.

If "Always post last material costs ?" is Y in the I/M Control File, a non-zero Estimated Unit Cost entry for Purchase Order Receipt transaction will update the Last Material Cost in the Item Master record if the Transaction Quantity is a positive value. If that I/M Control File answer to that question is N and Estimated Unit Cost is a non-zero value, the program will ask you if you wish to update Last Material Cost when transaction is posted.

If you use Multiple Stock Locations within warehouse, or the Lot # Control Method is used for the item, or Serial # Control is used for all of the item's transactions, you must distribute the transaction quantity among locations and/or Lot or Serial Numbers. The detail quantity distribution screen is explained in the next section of this chapter.

If you have just completed a Receipt transaction, the program asks "Immediate issue of this receipt ?" If you answer Y, the program automatically displays I as the next Trx Type, displays the same Item Number, and prompts you to enter the "issued to" order identifiers and the issue quantity, displaying the previously entered receipt quantity as the default issue quantity. If you answer N to the "immediate issue" question, you are returned to the Trx Type entry position.

If you have just completed an Issue transaction which is not an "immediate issue" transaction described above, the program asks "Another issue for same order ?" If you answer Y, the program automatically displays I as the next Trx Type, prompts you to enter the next Item Number issued, automatically uses the previous transaction's order number identifiers, and prompts you to enter the issue quantity. If you answer N to the "another issue" question, you are returned to the Transaction Type entry position.

Multiple Stock Location or Lot/Serial Number Quantity Distribution

If you use Multiple Stock Locations, or if Lot # or Serial # control applies to the item inventory transaction, you are prompted to enter detail transaction quantity distributions on a subsequent

screen. The detail distribution entry screen displays the Item Number and Description, Transaction Type, total Transaction Quantity, and the Quantity (remaining) To Distribute. Existing on hand detail is also displayed at the bottom of this screen. You must enter detail quantity distributions (to locations and/or Lot or Serial Numbers) until Quantity To Distribute is zero. Then press ESC (or TAB) to exit this screen.

The detail quantity distribution data you enter are:

1. Detail qty

Entry Format: Up to 8 whole number digits plus 3 decimals, with an optional minus sign.

Default: For a Serial # control item, 1 is the default. Otherwise, remaining Quantity To Distribute is displayed as the default quantity. Press <F1> if you wish to change the default quantity.

Comments: Normally, you should enter distribution quantity with the same sign as the total Transaction Quantity that is displayed. Issue, Stock Scrap, or Sale quantity distributions will automatically subtract from on hand detail balances when entered as positive distributions. You may use an opposite sign, however, to reverse a previously entered quantity distribution.

Detail seq

Entry Format: Up to 2 numeric digits, matching the Sequence Number of an On Hand Detail line displayed below, or press ENTER to bypass. If there are more On Hand Detail records than can fit on the screen, press <F1> to display more detail.

Comment: Entering a number automatically assigns the Location and/or Lot or Serial # of an existing On Hand Detail record to this distribution

If Lot or Serial Number control applies to the item transaction, you enter:

2. Lot # (or Serial #)

Entry Format: Up to 15 alphanumeric characters, or Blank for "Undefined".

For receipts or returns of a Lot # Control item, the first part of the Lot Number automatically becomes the Order Number, followed by a Release Number if there is an Order Release Number, and a "*" character. You may append the automatically assigned portion of the Lot Number.

If Multiple Stock Locations are specified in I/M Control Information, you enter:

3. Location

Entry Format: Up to 5 alphanumeric characters, or Blank for "Undefined".

The last field for the distribution transaction is optional, but may be entered by using "Field number to change ?":

4. Reference

Entry Format: Up to 25 alphanumeric characters.

Comment: You may wish to enter a Vendor Name or Customer Name, depending on the transaction type.

When you are done modifying your entries, the program will post the detail quantity distribution. The program deducts the Detail Quantity from the Quantity to Distribute and updates the On Hand Detail records. The new balances are then redisplayed, and the cursor returns to the Detail Quantity position. When Quantity To Distribute has been reduced to zero, you may press ESC (or TAB) at the top entry position to exit the screen; otherwise, continue entering additional quantity distributions until Quantity To Distribute is zero.

ISSUE S.O. MATERIALS

This program allows you to issue all remaining component material requirements for a specific Shop Order with a single transaction.

Before this kind of transaction can be executed, you must have previously created Shop Order Material Requirements records by exploding the Shop Order with the "Shop orders" function.

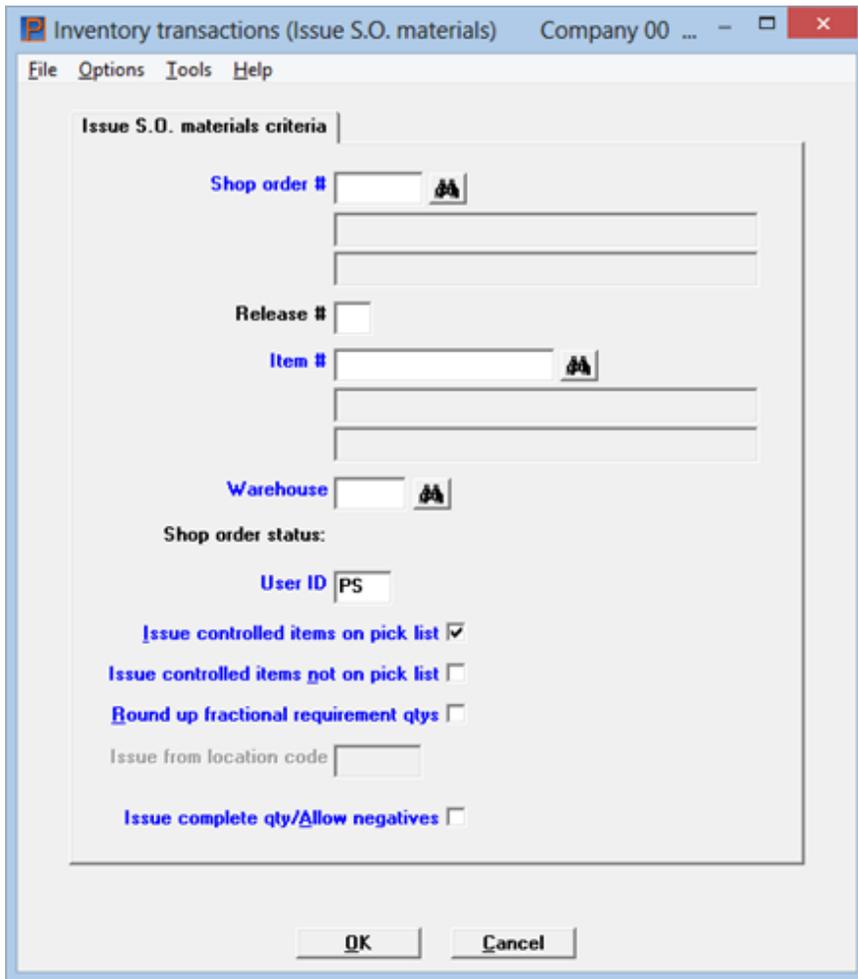
The "Explode" shop orders program uses the Product Structure File from the Product Definition & Costing package to create Shop Order Material Requirements records for components used in making the parent Item Number specified on the Shop Order record.

You may alternatively use the "Shop order materials" function to setup these material detail records which keep track of the Quantity Required, Quantity Issued, and WIP Scrap Quantity for each component used directly on the parent Shop Order, and then use this program to automatically issue component material requirement balances.

Select

Issue S.O. materials from the *Inventory transactions* menu.

The following screen displays:



Enter the following fields:

Shop Order #

Entry Format: Up to 6 alphanumeric characters.

Release #

Entry Format: Up to 2 numeric characters, or space.

Item #

Entry Format: Up to 15 alphanumeric characters.

Comments: Press <F1> if you want the program to find and display Item Numbers from Shop Order records that match your Shop Order Number and Release Number entry until you confirm that the order for the correct Item Number has been found.

Warehouse

Entry Format: Press ENTER to confirm the Warehouse displayed from the first Shop Order record on file that matches the preceding entries. If you enter another Warehouse Code, the program will search for another Shop Order that matches the Shop Order Number, Release Number and Warehouse entered.

After each of the above entries, the program will check for a matching Shop Order on file. If a matching order is not found or if the order you have designated does not have a displayed status of **E** (Exploded) or **I** (some components Issued), a message explaining that condition will display and you will be returned to the Shop Order Number entry position; otherwise you enter:

User ID

Entry Format: Up to 3 alphanumeric characters.

Comments: Enter your initials which will be put in the Inventory Transaction History records for all issue transactions created by this program.

Issue controlled items on pick list

Entry Format: Y or N.

Comments: A Y answer will cause Shop Order Material Requirement balances for controlled component items with a Pick List Code = Y to be issued.

Issue controlled items not on pick list

Entry Format: Y or N.

Comments: A Y answer will cause Shop Order Material Requirement balances for controlled component items with a Pick List Code = N to be issued.

Round up fractional requirement quantities

Entry Format: Y or N. Default is N.

Comments: A Y answer will cause the program to round up any fractional component Material Requirement balances to the whole numbers in computing the issue quantity; otherwise fractional issue quantities will be created.

If Multiple Stock Locations are specified in I/M Control Information, you enter:

Issue from location code

Entry Format: Up to 5 alphanumeric characters, or Blank for "Undefined".

Comments: When using this program, all components will be issued from the single location specified in this field. You may use the "Relocate items" program on the menu for "Inventory transactions" to initially relocate all components to this single location staging or kitting area, before you execute this transaction.

This program automatically posts issue transactions in quantities that satisfy remaining material requirements for the shop order, but not exceeding the component on hand balances.

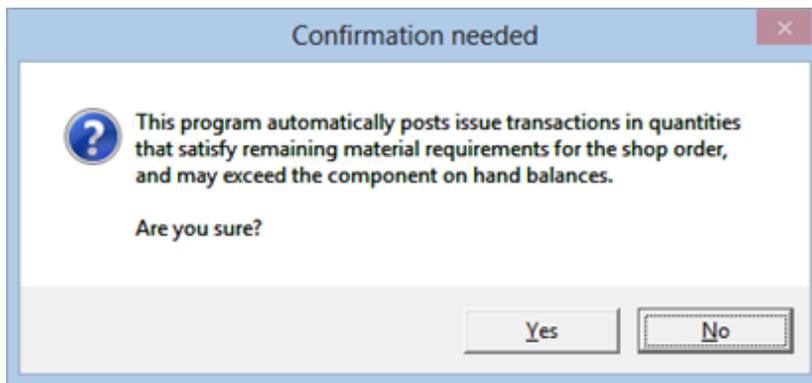
Issue complete qty/Allow negatives

Inventory can be a negative quantity when substituting items from the parent item bill of materials with a item from another similar bill of material. This allows you to issue a negative inventory quantity and replace those items that are on the main work order with the substituted items.

OK or Cancel

Select OK to continue or Cancel to return to the menu without issuing shop order materials.

Selecting OK displays this message:



Selecting No allows you to return to the Issue S.O. materials screen where you may change your requirements.

Selecting Yes causes the program to automatically generate and post Issue transactions for each of the Shop Order's components. Quantity Issued for each component is calculated from its Shop Order Material Requirement as follows:

Quantity Required

- Quantity Issued To-Date

A component issue transaction will not be created if:

- the component requirement balance calculates to a zero or negative quantity
- or, the component is coded as not controlled
- or, the component On Hand balance is not greater than zero.

Also, if the component On Hand balance exceeds zero but is less than the requirement balance, the component On Hand quantity will be automatically issued rather than the calculated requirement balance. Therefore, this program will not create negative On Hand balances for components. These Issue transactions automatically update the Quantity Issued on component Shop Order Material Requirements records, as well as the component Item On Hand and Committed quantity balances, and Inventory Transaction History records are written to the history file.

If Lot # or Serial # control applies to a component item, the automatic issue processing is temporarily interrupted for you to enter Lot or Serial Number quantity distribution for the component issue

transaction. The Quantity Distribution entry screen is described in a preceding section of this chapter. The Location entry on the distribution screen is automatic because the "Issue from location code" was previously entered, or is "Undefined" if Multiple Stock Locations are not used.

At the conclusion of the automatic issues processing, a message will inform you of the number of component Issue transactions that have been posted for the Shop Order. The program then asks:

Process next item for same Shop Order # and Rls # ?

If you have used the same Shop Order Number and Release Number for several related parent items, you may answer Y to this question to issue all components for another of those parents. If you answer Y, the previously entered Shop Order Number and Release Number is also used for the next transaction and the cursor returns to the (parent) Item Number entry position. If you answer N, the cursor returns to the Shop Order Number entry position.

RETURN S.O. MATERIALS

This program allows you to Return To Stock all component materials that were previously issued to a specific Shop Order, using a single transaction to return all components. Its primary purpose is to provide a convenient method of reversing multiple component Issue transactions posted in error against the wrong Shop Order.

The program requests you to enter Shop Order, Release Number, Item Number, Warehouse, and User ID in the same manner as explained for the Issue All Materials To A Shop Order program. If the Shop Order identifiers entered do not match an order on file, a message informs you of this condition and you are returned to the Shop Order Number entry position; otherwise, the order Status, Qty Ordered and Qty Received are displayed.

If Multiple Stock Locations are specified in I/M Control Information, you also enter Return To Location Code. When using this program, all components will be returned to the single location specified in this field. You may use the "Relocate items" program on the menu for "Inventory transactions" to subsequently relocate components from this single location to other locations.

If the Shop Order Status is not I (components Issued) or the Shop Order Parent Quantity Received to-date is not zero, you are not allowed to continue the transaction. If a parent Shop Order has been partially completed and received, the system does not know how many components have actually been used up and how many are left to return to stock. You may alternatively use the Inventory Transactions "Enter" program to return individual component quantities to stock, if they are not consumed on the Shop Order.

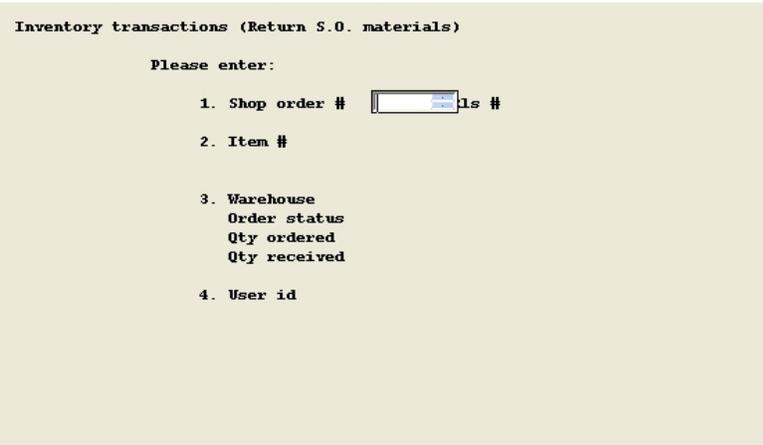
If the Shop Order has passed the above validation tests, the following message and question are displayed:

This program automatically posts return-to-stock transactions for all component materials issued to the shop order. The return quantity for each component will be calculated as the total quantity issued less the WIP scrap quantity.

Select

Return S.O. materials from the *Inventory transactions* menu.

The following screen displays:



Enter the following fields:

Are you sure ?

A N answer will cancel your request and return you to the Shop Order Number entry position. A Y response causes the program to calculate the Quantity Returned to stock for each component as:

- Quantity Issued to-date
- WIP Scrap Quantity to-date

If the above calculation results in a zero or negative quantity, a Return To Stock transaction is not created for that component. These transactions automatically update the component Shop Order Material Requirements records Quantity Issued, as well as the component Item On Hand and Committed quantity balances, and Inventory Transaction History records are written.

If Lot # or Serial # control applies to a component item, the automatic returns processing is temporarily interrupted for you to enter Lot or Serial Number quantity distribution for the component stock return transaction. The Quantity Distribution entry screen is described in a preceding section of this chapter. The Location entry on the distribution screen is automatic because the "Return to from location code" was previously entered, or is "Undefined" if Multiple Stock Locations are not used.

At the conclusion of this internal processing, a message will inform you of the number of component Return To Stock transactions that have been posted for the designated Shop Order.

RECEIVE/ISSUE COMPONENTS

This program allows you to simultaneously receive a parent quantity and automatically issue all components in the single level bill of material for that parent. The function may be run for specific Shop Orders, or for parent items without Shop Orders.

If you specify that the receipt is for a Shop Order, you must have previously created Shop Order Material Requirements records by exploding the Shop Order in the Maintain & Explode Shop Orders function. The Explode Shop Orders program uses the Bill of Material (Product Structure) File from the Product Definition & Costing package to create Shop Order Material Requirements records for components used in making the parent item. Shop Order Material Requirements may be modified after the initial explosion, or can be initially created, by using Maintain Shop Order Material Requirements. This program uses those requirements records to calculate component issue quantities when you receive a parent for a specific Shop Order.

If you receive a parent without a Shop Order, by entering "None" in the Shop Order field, the parent's single level Bill Of Material and the Transaction Date are used to determine effective component items and quantities to be automatically issued. If there are any components coded as Transients (in Purch/Mfg code of the component Item Master) in the parent Bill of Material, the program will "blow through" the Transients and issue the Transient's components.

The Component Quantity Per and any Scrap Allowance percentage in the Shop Order Material Requirements records, or in the Bill of Material records, are used to convert the parent quantity received to component issue quantities.

Another option allows you to enter the actual component issue quantities, after displaying component issue requirements calculated from Shop Order Material Requirements or Bill Of Material records.

Select

Receive/issue components from the *Inventory transactions* menu.

An initial screen will prompt you to enter:

1. Your initials

Entry Format: Up to 3 alphanumeric characters.

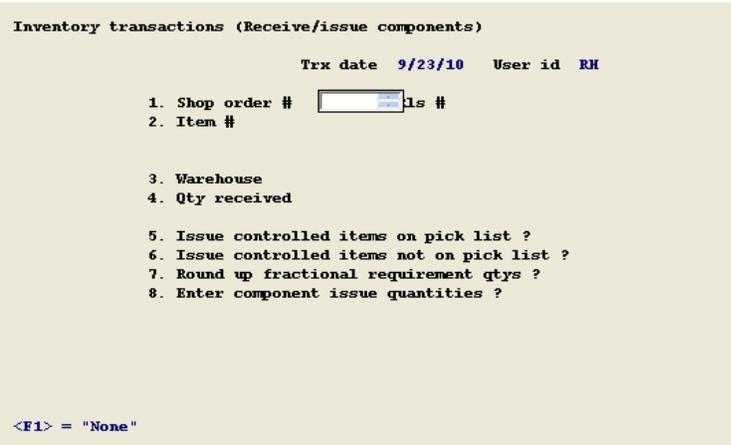
2. Transaction date

Entry Format: 6 numeric digits in MMDDYY format.

Default: System Date.

Your initials and the date will be written to all Inventory Transaction History records created from subsequent entries.

The following screen displays:



The data you enter for Screen 2 are:

1. Shop Order

Entry Format: Up to 6 alphanumeric characters.

Default: Enter spaces for "None" if you are posting a receipt of a parent with no Shop Order, in which case entry of Release Number will be bypassed.

Rls

Entry Format: Up to 2 numeric characters, or space.

2. Item

Entry Format: Up to 15 alphanumeric characters.

Comments: If you entered a Shop Order Number, you may press <F1> to find and display Item Numbers from Shop Order records that match your Shop Order Number and Release Number entry until you find the order for the correct Item Number.

Validation: If you did not enter a Shop Order Number, the program checks for a matching Item Master and matching Product Structure (Bill Of Material) record on file.

3. Warehouse

Entry Format: Press ENTER to confirm the Warehouse displayed. If you entered a Shop Order Number, the code is displayed from the first Shop Order on file that matches the preceding entries; otherwise, the Primary Warehouse in the Item Master is displayed. You may enter another Warehouse Code, up to 2 alphanumeric characters or spaces for "Main". If you entered a Shop Order Number, the program will search for another Shop Order that matches the Shop Order Number, Release Number and Warehouse entered.

Validation: If the Warehouse is not the Primary Warehouse, the combination of the Item Number and Warehouse must match a Branch Warehouse Item record.

If you entered a Shop Order Number, the program will check for a matching Shop Order on file after each of these entries. If a matching order is not found or if the order you have designated does not

have a displayed STATUS of E (Exploded) or I (some components Issued), a message explaining that condition displays.

Otherwise, you enter:

4. Quantity received

Entry Format: Up to 8 whole digits, or up to six whole digits plus 3 decimals, and an optional minus sign.

Validation: If you entered a Shop Order Number, the program will warn you if this transaction will cause the total quantity received to-date to exceed the quantity ordered.

Comments: A negative quantity may be entered to reverse previously posted parent receipt and component issue transactions that were entered in error.

The program then displays the Warehouse Quantity On Hand for the parent item Before and After this receipt. If a Shop Order Number was entered, the parent Quantity Ordered and the Before and After values of parent Quantity Received are displayed for the order.

5. Issue controlled items on pick list ?

Entry Format: Y or N.

Comments: A Y answer will cause controlled component items with a Pick List Code = Y to be issued.

6. Issue controlled items not on pick list ?

Entry Format: Y or N.

Comments: A Y answer will cause controlled component items with a Pick List Code = N to be issued.

7. Round up fractional requirement quantities ?

Entry Format: Y or N. Press ENTER to accept N default.

Comments: A Y answer will cause the program to round up any calculated fractional component issue quantities to whole numbers; otherwise, fractional issue quantities will be created.

8. Enter component issue quantities ?

Entry Format: Y or N.

Comments: If you answer Y, the program will prompt you to enter actual component issue quantities after you complete the entries on this screen.

If Multiple Stock Locations are specified in I/M Control Information, you enter:

9. Issue from location code

Entry Format: Up to 5 alphanumeric characters, or Blank for "Undefined".

Comments: When using this program, all components will be issued from the single location specified in this field. You may use the "Relocate items" program on the menu for "Inventory transactions" to

initially relocate all components to this single location staging or kitting area, before you execute this transaction.

If you answered N to "**Enter component issue quantities ?**", the program asks "**Are you sure ?**". Answer Y to complete the parent receipt and the calculated component issue transactions.

If Lot # or Serial # control applies to the parent item, or you use Multiple Stock Locations, you are prompted to enter detail quantity distributions for the parent receipt. The Quantity Distribution entry screen is described in a preceding section of this chapter.

If Lot # or Serial # control applies to a component item, the automatic issue processing is temporarily interrupted for you to enter Lot or Serial Number quantity distribution for the component issue transaction. The Quantity Distribution entry screen is described in a preceding section of this chapter. The Location entry on the distribution screen is automatic because the "Issue from location code" was previously entered, or is "Undefined" if Multiple Stock Locations are not used.

If you answered Y to "**Enter component issue quantities ?**", the component items to be issued display on the next screen. Default component issue quantities, calculated from the parent Quantity Received, are displayed in the "**Qty reqd**" column. You are prompted to enter the actual quantity issued for each component as follows:

Qty issued

Entry Format: Up to 8 whole digits, or up to six whole digits plus 3 decimals, and an optional minus sign.

Press <F1> to default the entry to the quantity displayed in the adjacent "**Qty reqd**" column.

If you enter zero, the program will ask if you are sure of your entry.

If there are more components than can be entered on one screen, another screen will display until you have entered issues for all components. The program then asks "Are you sure ?". Answer Y to complete the parent receipt and component issue transactions.

A message will tell you how many components were issued, after which you are returned to the Shop Order Number entry position.

Receipt and issue transactions are posted to the Inventory Transaction History File, and the corresponding item On Hand inventory quantities are updated. If a Shop Order Number was entered, the Shop Order record, Shop Order Material Requirement records and component Allocated quantities are also updated.

RELOCATE ITEMS

If I/M Control Information indicates Multiple Stock Locations are used, you may use this program to move item On Hand Detail balances to another location within the same plant or warehouse.

Select

Relocate items from the *Inventory transactions* menu.

The following screen displays:

```
Inventory transactions (Relocate items)

                Warehouse 

* 1. Item #
* 2. Lot #
* 3. Location
  4. To location
  5. Qty moved

      Location    OH-before    OH-after
From
To
```

Enter the following fields:

Warehouse

Entry Format: Up to 2 alphanumeric characters, or spaces for "Main".

1. Item

Entry Format: Up to 15 alphanumeric characters, or enter spaces to lookup the Item Number by entering a portion of its description.

2. Lot # (or Serial #)

Entry Format: Up to 15 alphanumeric characters, or Blank for "Undefined", or press <F1> to display the next On Hand Detail record for the item.

Comment: You only make this entry if the Lot # or Serial # control method is defined in the Item Master. Otherwise, this field is bypassed and displayed as "Undefined".

3. Location

Entry Format: Up to 5 alphanumeric characters, or Blank for "Undefined", or press <F1> to display the next On Hand Detail record for the item.

Comment: This is the location from which you are moving the item On Hand quantity.

4. To location

Entry Format: Up to 5 alphanumeric characters, or Blank for "Undefined".

Comment: This is the location to which you are moving the item On Hand quantity.

5. Qty moved

Entry Format: Up to 8 numeric digits plus 3 decimals, and an optional minus sign.

The program displays the On Hand "before" and "after" quantities for both locations.

CHANGE LOT/SERIAL NUMBER DATA

If the Lot/Serial Control features are installed on your system, you may use this program to make corrections to Lot or Serial Number data in the On Hand Detail records for an item.

If you use Multiple Stock Locations, you cannot change the stock Location of a Lot or Serial Number with this program; you may use the "Relocate items" program for that purpose. You also cannot change Quantity On Hand with this program, but you can use this program to split the detail Quantity On Hand into multiple Lot Numbers or Serial Numbers.

Select

Relocate items from the *Inventory transactions* menu.

The following screen displays:

```
Inventory transactions (Change lot/serial # data)
                               Warehouse [ ]
* 1. Item #
* 2. Lot #
   3. 1st recvd date
   4. Vendor #
   5. Reference
   6. Purch unit cost
```

Enter the following fields:

Warehouse

Entry Format: Up to 2 alphanumeric characters, or spaces for "Main".

1. Item

Entry Format: Up to 15 alphanumeric characters, or enter spaces to lookup the Item Number by entering a portion of its description.

Validation: The Control Method in the Item Master must be Lot or Serial Number.

2. Lot # (or Serial #)

Entry Format: Up to 15 alphanumeric characters, or Blank for "Undefined", or press <F1> to display the next On Hand Detail record for the item.

Validation: Must match On Hand Detail record on file for the Item Number.

The Quantity On Hand, Location, and the following changeable fields are displayed from the On Hand Detail record:

3. 1st recvd date

Entry Format: 6 numeric digits in MMDDYY format, or spaces for "None".

4. Vendor #

Entry Format: Up to 6 alphanumeric characters, or spaces for "None". If A/P or P/O is installed, the Vendor Name is displayed from the Vendor File.

Comment: Should be "None" if not a purchased item.

5. Reference

Entry Format: Up to 25 alphanumeric characters, or spaces for "None". If A/P or P/O is installed and the preceding field matches a record on the Vendor File, you may press <F1> to automatically enter Vendor Name to this field.

6. Purch unit cost

Entry Format: Up to 6 numeric digits plus 4 decimals, or zero.

Comment: Should be zero if not a purchased item.

Use "Field number to change ?" to modify fields 2 through 6, or press <F2> at this position if you want to split the quantity. If you press F2, you are prompted to enter:

7. Lot # (or Serial #) Entry format is the same as for Field 2.

8. Qty split off

Entry Format: Up to 8 numeric digits plus 3 decimals.

Comment: After you make this entry the updated "Original quantity balance" is displayed.

9. 1st recvd date Entry format is the same as for Field 3.

10. Vendor # Entry format is the same as for Field 4.

11. Reference Entry format is the same as for Field 5.

12. Purch unit cost Entry format is the same as for Field 6.

Data corrections made to On Hand Detail records with this program are not reflected on the Lot/Serial Number History File. Lot/Serial Number History consists only of detail inventory transaction history for Lot or Serial Number control items.

Physical Inventory

This chapter contains the following topics:

Introduction to Physical Inventory
Traditional Physical Inventory Method
Freezing Inventory Method
Enter Counts
Freeze Inventory
Count Edit List
Count Tags Audit List
Post Stockroom Counts
Costed Physical Report
Purge Count File
Zero Selective On-Hand
Cycle Count Worksheet

INTRODUCTION TO PHYSICAL INVENTORY

In this function you may enter, edit, post and cost physical counts of On Hand inventory quantities. Unlike the "Inventory transactions" function, these programs do not post transactions on-line as they are entered. Before posting counts to the Item records, you may run edit lists to verify count transaction entries and to account for all physical inventory Tag Numbers issued. The Physical Count Edit List also highlights counted items which are missing cost information in Item Masters.

After you review the Physical Count Edit List and Physical Count Tag Audit List to verify transactions, the stockroom counts may be posted to Item inventory records before you proceed with inventory costing functions. This allows timely posting of updated On Hand balances and resumption of inventory transaction processing after the physical counting and entry activities are completed.

Since posting Physical Counts does not automatically remove those transactions from the system, you have more time to research missing costs, update those costs on the Item Master File, and run a final Costed Physical Inventory Report. This report uses the "frozen" Physical Count Transaction File as the source of On Hand quantities and the Item Master File as the source of unit costs.

The entry, posting and reporting functions may be done on a location by location basis if you have multiple warehouses (or plants). After you post all stockroom counts and print satisfactory Costed Physical Inventory reports for all locations, you may use the Purge Count File program to remove Physical Count Transactions.

In addition to Stockroom counts, you may also enter and cost Work-In-Process counts of component materials and of finished manufactured parts, subassemblies or assemblies on the shop floor. Physical Count Transactions coded as WIP are not posted to Item records by the post program. WIP counts are reported as separate categories on the Count Edit List and the Costed Physical Report.

After you have posted counts for a "100 % Physical Inventory", you may use the Zero Selective On Hand Balances program to zero stockroom On Hand balances for items that were not counted and posted during the current Physical Inventory processing. This approach avoids the need to zero all inventory balances before counts are posted and allows use of other Inventory Management programs while the physical inventory is being processed.

Use the Cycle Count Worksheet program to select and list items to be cycle counted, if you use that method of verifying record balances.

TRADITIONAL PHYSICAL INVENTORY METHOD

At some point, most companies must take a physical inventory. This entails several steps including counting materials, entering counts into the system, reconciling the count variances, and finally posting the new counts to inventory.

Using the traditional physical inventory method it is important to note that **you can not process transactions in PBS Manufacturing after the counts have been taken until you post the physical inventory. Any transactions performed at this time will be lost when the posting occurs.** This includes posting invoices in C/O. Remember, when you post invoices in C/O, you are relieving inventory of the items being shipped. You may, however, select items for billing and can even print the invoices. All items selected and printed will be posted at the first posting after your physical inventory is complete.

If you prefer to continue doing business during the physical inventory see the Freezing inventory method in the next section.

It's important each step is done carefully:

- Before you begin it's recommended you catch up any outstanding inventory transactions in the system. Doing so will make the reconciliation process much easier and can help you achieve more meaningful results.
- Next, you must count your inventory. This information may be collected however you wish. Some use multi-part tags, others use pads and mark counted items with stickers, some even use bar code devices programmed to output data in a certain format and import this into PBS Manufacturing. You can also print a list of all inventory items using the [Cycle Count Worksheet](#).
- Once the data is collected it must be entered into PBS Manufacturing using the I/M, Physical Inventory, [Enter Counts](#) program. If using a third party program, you must import your data instead of manually keying it in.
- You may now begin running the various reports you wish to use for reconciling your counts. You may wish to print the [Count Tags Audit List](#), a report which can help you find missing tags if preprinted tags are used. You may also choose to run the [Count Edit List](#), and should run the [Costed Physical Report](#).
- We generally recommend reconciling your highest variances found on the costed physical report. Very often items are counted incorrectly, there may be outstanding issues, or a variety of other minor issues which can be corrected prior to posting your counts. Reconciling larger variances will help you avoid double adjusting to correct these mistakes (i.e. adjusting at the posting of the physical and again when the error is caught at a later time). If you find bad counts, go back into the program where you entered the original counts, find the count record that's wrong, and change it to the correct quantity.

- Once you've reconciled your counts and printed your final Costed Physical Report, you are ready to post your physical inventory using [Post Stockroom Counts](#). This will update your on-hand inventory based on your counts. After the posting is complete you should run the [Zero Selective On-Hand](#) program. This program will zero all items not counted in this inventory as it assumes if it wasn't counted, you don't have it.
- This completes the process of taking a physical inventory in PBS Manufacturing.

Cycle counting is the process of taking a physical inventory on a small, randomly selected batch of items. You may run the cycle counting report from the Physical Inventory menu. The same basic steps you used for taking the physical inventory will be used for cycle counting.

Cycle count frequency may be set in the Item Master record. This is used to help determine which items should be printed on the cycle count worksheet each day. If you didn't set this up when you initially established your Item Master records, you can use the automated utilities for establishing this information. These are found in the I/M module under Update Item Controls. If you have established ABC classification codes in your items, you can simply run the Cycle Count Frequency program. This will allow you to set count frequency based on the item's classification. If not, you can run the ABC Class program and set your ABC classifications automatically as well.

It's important to note that cycle counting is a wonderful tool for gaining better control over your inventory accuracy. It enables you to micro manage inventory and, unlike a physical inventory, all variances may be reconciled. Take the time to do this. Track down the root of an error. Before long you will begin seeing a pattern of problems. You can then start to deal with the problem(s). Sometimes you will find a problem employee who must be re-trained or dealt with in another manner. You may also find inefficient material reporting processes that may be changed. In any event, you not only increase the short-term accuracy of your inventory but you may also be able to increase plant efficiency. Some companies have even been able to eliminate the need for taking a physical inventory by using cycle counting methods.

FREEZING INVENTORY METHOD

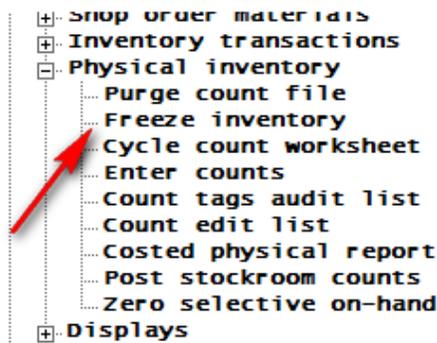
With this program you may freeze your physical inventory at the time you are ready to start your counts. You do this by taking a snapshot of your inventory at the time you are ready to start your physical inventory, thereby allowing you to begin transacting once you are done with your counts. This powerful capability will allow you to essentially pick up with business as usual once you have completed doing your counts.

First, let's define Physical Inventory. This is when you count ALL items you have, compare the counts to your existing records, verify any discrepancies are indeed discrepancies, and then you update your records with the new counts thereby adjusting your present inventory values up or down.

Traditionally in PBS Manufacturing, you had to shut down all transactions from the time you start counting until the time you have completed the reconciliation process and posted the counts. This new option allows you to start transacting far sooner in the process.

Getting Started

In the I/M module, under the Physical Inventory menu selection, you will find access to the Freeze inventory program:



This program adds a critical, though simple, step to the physical inventory process. Typically, the steps to perform inventory using this function are as follows (each will be covered in more detail later in this document):

1. Make sure you have stopped physically moving materials, and complete any outstanding transactions in the system.
2. Purge count file – This will clear out the records from your prior physical inventory.
3. Freeze inventory – This is the new step that will allow you to take a snapshot of the inventory as it sits the day you start counting. NOTE: Step 1 must be completed before you perform this step!
4. Cycle count worksheet – If you wish to print the worksheet to take your counts you may do so using this program now. It's not required and many companies don't use this report to take counts.
5. Count your inventory.

6. Enter counts – This is where you will enter your counts either as they are being done or once the actual counting is complete. The timing is up to you but this MUST be completed before you continue.
7. Run one or more of the following reports:
8. Reconcile your counts! This is a very important step in the process. Take the report of your choice and select the larger variances and make certain the counts are correct before you continue. If you find a count was either entered incorrectly, or the count was recorded incorrectly, return to step 6 and modify the count(s) as needed. Re-run your report to make sure everything is in line.
9. Post stockroom counts – When and ONLY when you are satisfied that the counts are as correct as they are going to be, post your counts.
10. Zero selective on-hand – This is the last step in the physical count process, where any items not counted in this physical inventory are automatically adjusted to zero. This means you only have to enter counts for items you have and there's no need to enter 0 counts.

Purge Count File

Now that you have discontinued material movement, and completed any inventory transactions that needed to occur in PBS, it's time to prepare your system for counting. This will begin with purging your count files.

```
Physical inventory (Purge count file)

This program clears out the physical count
transaction file. All required physical
inventory reports should be printed and all
stockroom counts should be posted before
running the program.

(This program also clears out the Freeze
inventory file.)
(This program also clears out the Freeze on-hand
inventory file.)

Are you sure ? 
```

This program is quite simple, it explains what it's about to do and confirms you wish to continue with the process. As the program indicates, the process will remove all prior inventory counts that may still be on file in preparation for entering your new counts. Notice it also now clears out two other key files we introduce in the new Inventory Freeze option; Freeze Inventory and Freeze On-hand Detail files will also be cleared out.

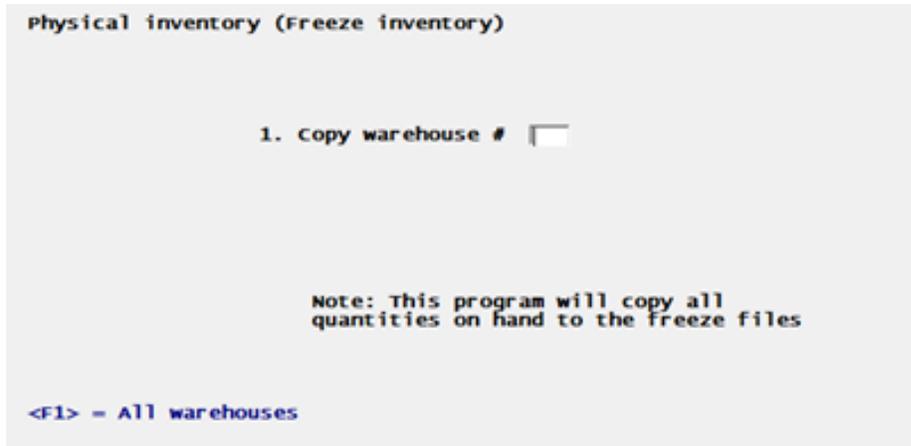
Note

It's important this program only be run when you are ready to clear out both your counts AND your frozen records. If you have already frozen your inventory, and have begun transacting against that inventory, DO NOT run this program again during this physical inventory.

Simply answer Y and press enter and these files will be cleared out and are now ready to accept data for your physical inventory. The program will notify you when it's completed.

Freeze Inventory

The next step is to freeze your inventory. There are very few options involved and it's quite a simple process:



If you only use a single warehouse, you can specify that warehouse here. If you use multiple and plan to count some or all of them, use the <F1> option.

This process creates records in the two new files, the Inventory Freeze and the On-hand Detail Freeze files. The first is a snapshot of your inventory as it exists in the item master file as well as in your branch warehouse records. The item, and its current quantity on-hand are stored for comparison later when we are ready to post. It's this file that allows you to continue performing MOST (more later) transactions.

Similarly, the On-hand Detail Freeze file contains a snapshot of all of the details behind your inventory at the time of the freeze. More specifically, this will have data for items that use lot or serial number control, and if you use multiple location storage, the data that tells you where your inventory is being stored.

Together, these files will allow you to begin performing most transactions once you've finished counting your inventory.

```
Physical inventory (Freeze inventory)

1. Copy warehouse # "All"
      27,358 Record count
      Finished. Press <Enter> 
```

Note: This program will copy all quantities on hand to the Freeze files

Cycle Count Worksheet

Not all companies will use this step though it can certainly be helpful for those that wish to do so. The cycle count worksheet is a document intended for use specifically for cycle counting. This is where you would count a limited number of items on a daily basis, verify and post their counts, as opposed to counting all of your inventory. It's specifically designed to only pull a limited number of items.

Historically, many companies have purchased pre-printed count tags from their printer. These are generally multi-part forms and have a single tag for all items in your item database. In the event you aren't doing this, and would like a convenient list of items with a space for your count information, you may opt to use the cycle count worksheet.

We have placed in a special by-pass option in here that will allow you to print a list of all of your items regardless of cycle count status. When you first enter the program you will be provided this option:

```
This selection will allow targeting items!
specific items may be selected dis-regarding cycle count status!
Do you want to make a specific selection ? 
```

Simply answer Y and press Enter if you wish to print the list for all items. You will then be presented with the following options and we recommend using them as follows assuming we're counting everything:

```
Physical inventory (cycle count worksheet)

Please enter:
  1. Warehouse      Main
  2. Starting item #  "All"
  3. Ending item #
  4. Maximum # printed on each page  16
  5. Sequence by primary stock locn ? Y
  Items will be selected regardless of cycle count
  status. This is for selective counting.

Field number to change ? 
```

Repeat this for each warehouse you plan to count.

The report will look something like the one below. The counter can note total quantity and to the right, any location or lot/serial number data as appropriate:

CYCLE COUNT WORKSHEET						
Warehse:Main Item Numbers:"All"			TO	#/page:16 By:Locn		
Prim	Item-#	Description	Last-count	UM	Qty-counted	
Locn						
	*INSTALLATION	Installation charges	None	HR		_____
			Freq:		By:	_____
	*PROGRESS BILL	PROGRESSING BILLING	None	EACH		_____
			Freq:		By:	_____
	2	Alignment Washers	None	EACH		_____
			Freq:		By:	_____
	3	Thrust Wear Washer	None	EACH		_____
			Freq:		By:	_____
	6	item 6 serialized	1/29/13	EACH		_____
			Freq:		By:	_____

Let the counting begin!

It's our recommendation that no transactions occur until your counting is completed. At that time, the users can be allowed to begin transacting again.

Note

DO NOT perform ADJUSTMENT transactions during the freeze period. You will be correcting something that's about to be corrected and will create inaccurate inventory numbers once the physical inventory is completed and posted. In addition, for users who use the multi location storage feature, we recommend not relocating items in the system during this time. This can cause issues within the on-hand detail records that may need to be corrected after the fact. There is an exceptions report to help identify issues like this which will be covered later in this document.

Enter Counts

This can occur as the counting continues or can be done once the counting is complete. To minimize the amount of time it takes to complete their physical inventory, many companies begin entering counts as they are being done.

The count entry differs from site to site depending on the options you use:

```

Physical inventory (Enter counts)
* 1. Warehouse           Main
* 2. Stockroom or WIP   Stockroom
* 3. Item #              MLRW-2
                        WAGONS
                        this is fep test
* 4. Count tag #        1
5. Quantity counted     4      EACH
6. Lot #                undefined
7. Location code        1DAC
8. Counter initials    IAN
9. Count date           1/24/14
10. Count posted ?     N

Field number to change ? 
    
```

Everyone will enter warehouse, whether this is a stockroom or Work In Process count, item, tag number, quantity counted, initials and count date. If you use multiple location storage you will be prompted for the location code (field #7 above). If an item is lot or serial controlled, you will be prompted for lot or serial number as appropriate. There will be at least one count record for each lot or serial number counted.

Tip: If you have multiple users entering counts, and don't have tag numbers, start each user with a different tag number and it will increment automatically for you by pressing Enter. For instance, user one will start at 1 and user two may start at 5000. This provides user 1 4999 potential tag numbers to enter.

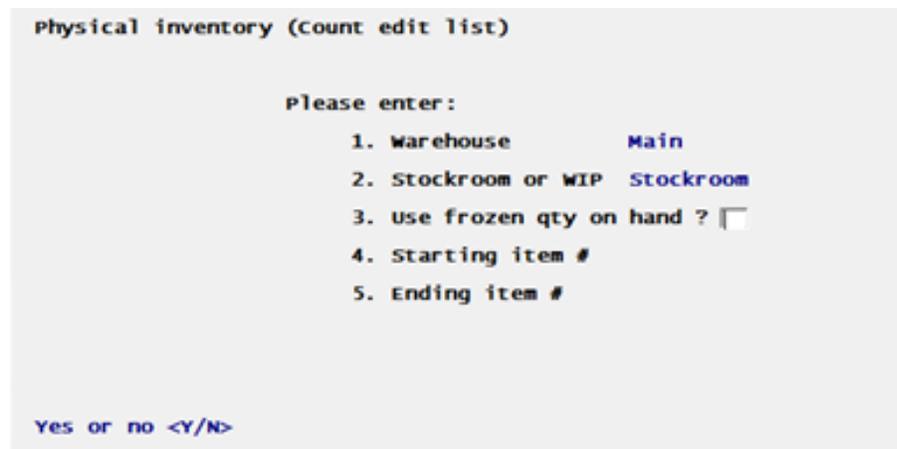
Tip: Use the Breakout tools to set defaults for fields that are going to be the same every time. For instance, if counter initials isn't important for you, or will remain consistent for a large run of counts, set Breakout to default this for you. Do the same with fields like count date, and even Stockroom/WIP. This can save your data entry folks hundreds if not thousands of keystrokes during the entry period making them more efficient.

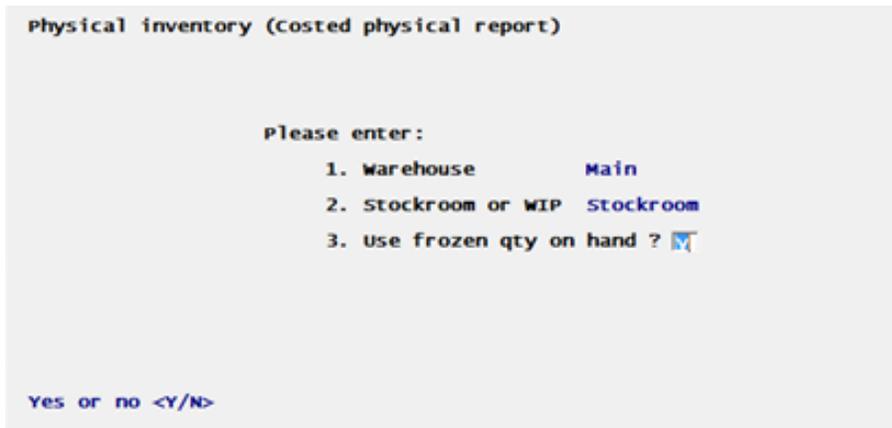
Tip: We recommend you only enter items with counts. In other words, don't enter a 0 count. This will often reduce the number of entries dramatically and can speed up the process. 0 counts will be handled by this process.

Run Your Reports

Now that your counts are entered, it's time to run some reports. There are three different reports you may opt to run. Remember, you can run these to PDF and only print off pages you need to physically hand to someone for verification:

1. **Count tags audit list** – this report is great for companies using pre-printed tags that were pre-assigned a tag number. If you want to ensure all tags are accounted for, you can run this report and it will highlight missing tag numbers. If you are only entering items with actual counts, as recommended above, this report is probably not necessary. This report does not use nor need the freeze files.
2. **Count tag edit list** – This report will give you a reconciliation report for only those items you have counted (excellent for cycle counting) and it provides details like location, lot or serial numbers counted. It can be used to reconcile those counts. It highlights each count, location, lot or serial number where appropriate, and will show you your variances. This report DOES provide the option if comparing your counts to the frozen records or not (first image below). If you have frozen your inventory, and more importantly, have begun transacting inventory again, it's important you answer yes here. Your counts will be compared with the frozen records as opposed to your actual moving inventory values in the item master and on-hand detail files.
3. **Costed physical report** – This report will also provide you with an excellent reconciliation report. One of the primary differences between the edit list and this report is this one will provide you with a look at all items, whether you counted them or not. The other is it doesn't show the level of detail the count tag edit list does. It provides total counts, not location, lot or serial number data. This is the better report when taking a complete physical inventory as it will also highlight items you haven't counted where there is inventory showing in stock. These items will be adjusted in the final step of this process so it's important to reconcile both counted items as well as items not found. This also uses the option to view the frozen quantities (second image below) and it's important to do so if you have frozen your inventory and have begun performing inventory transactions.





Reconcile

Now that you've counted your inventory and entered those counts, it's time to reconcile your counts! What we mean by this is you can review your report(s) of choice above and seek out higher dollar or quantity variances and make sure these are indeed variances before posting your physical inventory.

This is the process that makes the freeze option necessary as it can take up to several days in some cases to get done. Things you should be looking for on larger variances:

1. Compare the total count quantity to the tags/report the counts came from. Verify this isn't simply a data entry error.
2. Assuming the data was entered correctly, go and re-count that particular item and verify the counter didn't write down the quantity incorrectly or perhaps overlooked inventory.
3. If the counter appears to be correct, you may want to review the open allocations and make sure this isn't a missed transaction which could be easily corrected (adjust the count accordingly and then perform the appropriate issue).

If a count is incorrect, return to the [Enter Counts](#) function, bring up the record and correct it.

Once you are done reconciling, we do recommend you print the Costed Physical Inventory report and store it as a PDF file on your server as a record you can return back to in the future. You may also wish to do the same with your Count Edit List. If your accountants want to understand why an adjustment was made, these will be helpful in seeing the reasons.

Post

The hard part is done! Once you've reconciled your inventory and printed off your final reports it's time to post your counts.

The posting process will perform a series of Adjustment transactions to your inventory based on the counts you took. If you froze your inventory, it's important to indicate you want to base these counts on the frozen values. Also beginning in v12.03, you have the option to post your inventory using "today's date" or the count date entered in the records. The reason you may choose to do the

latter is this will allow you to post the transactions in the prior period where you may wish to have the adjustment land in the accounting.

```
Physical inventory (Post stockroom counts)

Please enter:
1. Starting warehouse "All"
2. Ending warehouse
3. Your initials     IAN
4. Date to use for transactions ? Today's
5. use frozen qty on hand ?      Y

Field number to change ? 
```

Depending on a number of factors, including number of items, network speed, options used in the inventory system, this may take a few moments or may take some time to post. Let this process run to completion. We do recommend posting when nobody else is in the manufacturing system. It's not required but can speed up the process.

When using the freeze option, and lot/serial control and/or multi location storage, there may be times where the details of the transaction can't be completely determined by the program. For instance, if inventory is relocated and subsequently issued, we may not have a perfect match for the record any longer. A miscount on a lot or serialized item that is later issued from stock could lead to a problem like this. To handle these exceptions, we will create an on-hand detail record with an undefined location and lot or serial number as appropriate. These exceptions will appear on the exceptions report you will be asked to print (PDF is a valid option).

The report will show an individual record for each instance. Each record will include the item, description, "Counted", "Difference" and "Recorded".

- Counted – actually represents the count of the on-hand detail transaction as it exists at the time of the post. If this is 0, that means no matching record exists (likely issued from stock) and an undefined record will be created to provide balanced details for your item's actual on-hand quantity.
- Difference – This is the "variation" we are dealing with from the actual quantity on-hand, to the on-hand detail.
- Recorded – This is the quantity that's recorded in the new on-hand detail record we've created if no matching transaction existed or the on-hand detail record we updated if one was found.

If you check the item you see, and view the on-hand detail report or display for it, you will find the new undefined record. If it's a location issue, simply verify the location it should appear in and use the IM, Inventory Transactions, Relocate tool to relocate this quantity. If there's a lot/serial number situation, you need to verify the quantity on the shelf and adjust accordingly.

Most instances we've seen with lot or serial numbers has been a situation where there was a miscount in the physical inventory and the lot or serial number have since been issued from stock. Simply perform an adjustment to correct this circumstance. If you follow the above transactional recommendations, the number of records on this report should be minimal and take only a little time to correct.

Zero Selective On-Hand

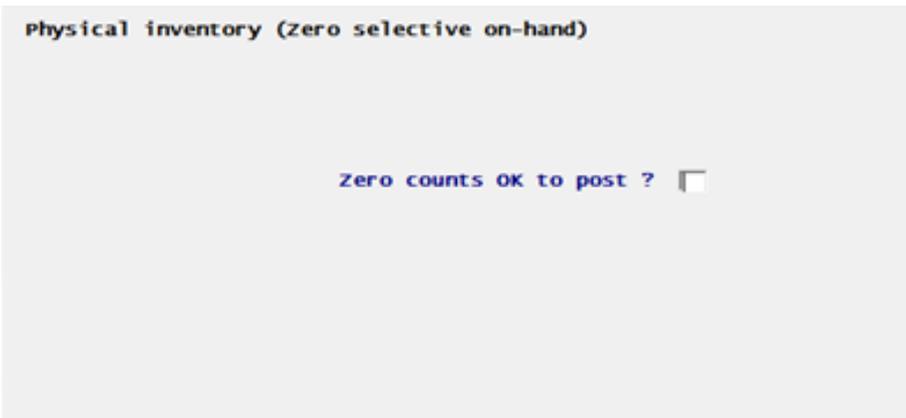
This last step is only done when taking a complete physical inventory! In this case, adjustments have been made to all items we entered counts for, where they varied from the original count. Even if an adjustment wasn't made, we've updated the item master's date of last count for each and every one of those same items. We now need to adjust out any items that the computer showed in stock but we didn't find/count.

Simply use the program as shown below (accounting for warehouse and appropriate date of course), to tell the program to zero out those items not counted. The correct value for field #5, the date, will be the day prior to your count date. In other words, anything not counted after that date will be zeroed out using adjustment transactions. The freeze files will be used to compare items that may be new to the system, or received after the physical was taken, allowing you to still adjust items accordingly.

```
Physical inventory (zero selective on-hand)

Please enter:
1. Starting warehouse      "All"
2. Ending warehouse
3. Starting item type      "All"
4. Ending item type
5. Zero warehouse on hand
   qty if item's date of
   last count is before    12/31/13
6. Your initials          [ian]
```

Again, it's best to run this program when no other users are in the manufacturing modules though not required. You will be provided the option to run a report. This report will show you all of the adjustments the program is about to make. You may want to review this list quickly before completing the process. Again, it's always a good idea to display this to screen as a PDF file and save it with the rest of your physical inventory reports to refer back to in the future. You will be provided with an opportunity to back out once you've run the report (or existed out of the PDF report):



Once you indicate Y and press enter, the program will complete it's processing and complete the physical inventory process!

ENTER COUNTS

Select

Enter counts from the *Physical inventory* menu.

The following screen displays:

```
Physical inventory (Enter counts)

* 1. Warehouse
* 2. Stockroom or WIP
* 3. Item #
* 4. Count tag #
5. Quantity counted
6. Lot #
7. Location code
8. Counter initials
9. Count date
10. Count posted ?

<F1> = Next record, <F2> = Previous record
```

Enter the following fields:

1. Warehouse

Entry Format: Up to 2 alphanumeric characters, or space for "Main".

Default: Previous transaction value, if not first entry.

Validation: If entry is not "Main", it must match a record on the Warehouses File.

2. Stockroom or WIP

Entry Format: **S**= Stockroom or **W**= Work-In-Process.

Default: Previous transaction value, if not first entry.

Comments: **S** (Stockroom) counts will later be posted to Item inventory records;

W (WIP) counts will not be posted as On Hand inventory, but may be costed on the "Costed physical report". "Stockroom" inventory may include "floor stock" that has not yet been issued to WIP.

3. Item

Entry Format: Up to 15 alphanumeric characters.

Validation: Must match an Item Master record.

Comments: Enter spaces to select by description to search for an Item Number by entering any portion of the first 30 characters of its description.

4. Count tag

Entry Format: Up to 6 numeric digits.

Default: Previous transaction value plus one, if not first entry.

Validation: Cannot duplicate another Tag Number on the current Physical Count Transaction File.

Comments: If you don't use pre-numbered Tags for recording physical counts, you may enter any starting value for the first tag number, and accept the default for subsequent tag numbers. However, you must always enter a unique number that does not duplicate a Tag Number already in the Physical Count Transaction File.

5. Quantity counted

Entry Format: Up to 8 numeric digits plus 3 decimals, without a minus sign, or zero.

Comments: The item's Inventory Unit of Measure displays to the right of this entry. Make sure that the quantity entered is in this UM.

A zero quantity entry may be necessary to clear an invalid non-zero quantity from an Item inventory record, or simply to update the Date of Last Count in the Item Master if a Cycle Count verifies a zero record balance.

6. Lot # (or Serial #)

Entry Format: Up to 15 alphanumeric characters, or Blank for "Undefined".

Comments: This field is only entered for Stockroom counts if the item's Control Method is Lot or Serial #; otherwise, the entry is bypassed and "Undefined" is displayed.

When you enter Lot or Serial Number for a Purchased item, you are also prompted to enter:

Vend # Vendor Number, up to 6 alphanumeric characters or Blank for "Undefined".

Reference Up to 25 alphanumeric characters, or Blank for "None". You may want Vendor Name in this field.

7. Location code

Entry Format: Up to 5 alphanumeric characters, or Blank for "Undefined".

Comments: This field is only entered for Stockroom counts if I/M Control Information indicates that Multiple Stock Locations are used; otherwise, the entry is bypassed and "Undefined" is displayed.

8. Counter initials

Entry Format: Up to 3 alphanumeric characters.

Default: Previous transaction value, if not first entry.

9. Count date

Entry Format: 6 numeric digits in MMDDYY format.

Default: System Date if first transaction. Previous transaction value, if not first entry.

After a stockroom count transaction is posted by the Post Stockroom Physical Counts program, you are not allowed to change or delete the record unless you change the Count Posted field back to N, or until you delete the entire transaction file by using Purge Physical Count File. You may change Count Posted as follows:

10. Count posted ?

Entry Format: Y or N.

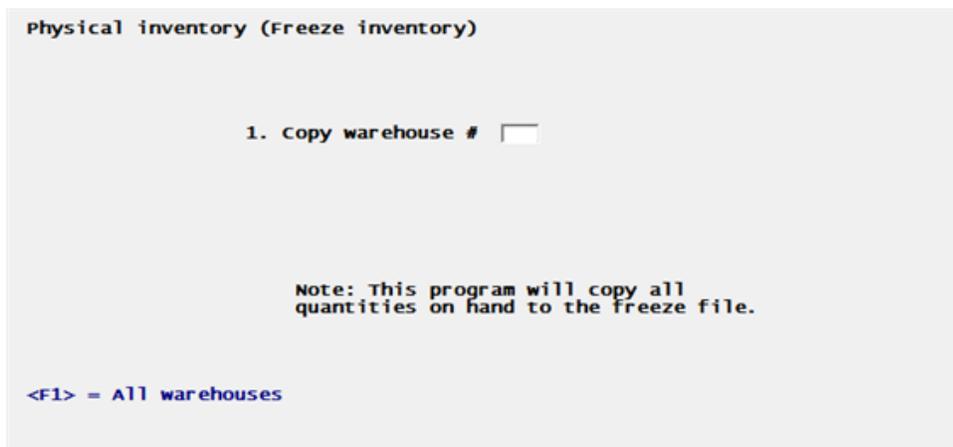
Validation: Entry must be Y or N. Program does not allow change from original record value of N to Y, but record value of Y may be changed back to N. An accidental change to N may be reversed back to Y, if done before the record is rewritten.

FREEZE INVENTORY

Use this selection to “freeze” the inventory when it’s time to take a physical inventory. This will allow you more time for reconciling the inventory while not holding up daily transactions.

The Freeze file is a snapshot of the current inventory totals. This program writes records to the Freeze file. It copies in the Warehouse, Item and Quantity on-hand data to this file for each item and/or branch record.

When running *Post stockroom counts* you have the option of using the frozen quantity on hand.



Enter the following field:

1. Copy warehouse

Select <F1> for all warehouses or enter a specific warehouse.

The reconciliation reports and posting use the quantity on-hand in the freeze file. This includes:

Count Edit List

Costed Physical Report

Post Stockroom Counts

The posting program uses the variance quantity (count qty netted against frozen qty = adjustment qty).

COUNT EDIT LIST

A separate list, with totals, is printed for each Warehouse and Stockroom or WIP category. Count transactions on each list are sequenced by Item Number and Tag Number, and the total count by Item Number is also printed. For Stockroom counts, the variance of each Item's total count from its inventory record quantity and the costed value of the count variance are also listed. A "Posted" code (Y or N) printed for each Stockroom count transaction indicates whether that transaction has been posted to the Item inventory record.

Select

Count edit list from the *Physical inventory* menu.

The following screen displays:

```
Physical inventory (Count edit list)

Please enter:

1. Warehouse
2. Stockroom or WIP
3. Starting item #
4. Ending item #

<F1> = "All"
```

Enter the following fields:

1. Warehouse

Entry Format: Up to 2 alphanumeric characters, or <F1> for "All"

2. Stockroom or WIP

Entry Format: **S** or **W**, or <F1> for "All"

3. Starting item

Entry Format: Up to 15 alphanumeric characters, or <F1> for "All"

4. Ending item

Entry Format: Up to 15 alphanumeric characters, or spaces for Starting.

Totals printed for each Warehouse Stockroom or WIP category are:

- Total counts listed Number of count transactions.
- Total items listed Number of items on list.

- Total items - no cost Number of items where cost not found on Item Master file record at the time of printing.
- Total items - no item master Number of items where Item Master record not on file at the time of printing. This indicates Item Masters were deleted subsequent to entry of the count transactions.
- Total variance amount Printed only on Stockroom Category lists, as the total dollar value of all costed quantity variances.

COUNT TAGS AUDIT LIST

The program will list all records from Physical Count Transactions that are within the designated Tag Number range, in Tag Number sequence. This report also identifies missing Tags within that block of numbers by a "Break in tag sequence" message, including any missing numbers at the beginning or end of a specific Tag Number range.

Select

Count tags audit list from the *Physical inventory* menu.

The following screen displays:

```
Physical inventory (Count tags audit list)

Please enter:

1. Starting tag # 
2. Ending tag #
3. Print extended costs ?

<F1> = "All"
```

Enter the following fields:

1. Starting tag

Entry Format: Up to 6 numeric characters, or <F1> for "All" tags starting with lowest Tag Number in the Physical Count Transaction File.

Comments: If you are auditing a specific block of tags that was issued for inventory, you should type in a number for both Starting and Ending entries to allow the program to identify missing tags numbers at the beginning or end of the block.

2. Ending tag

Entry Format: Up to 6 numeric characters, or spaces for Starting

POST STOCKROOM COUNTS

You may post Stockroom counts to Item inventory records, as soon as you are satisfied with the accuracy of the count transaction quantities that appear on the edit list. Since posting does not remove Count Transactions, you may do this before all Item cost data discrepancies are resolved to obtain accurately costed counts.

This program allows you to select the Warehouses for which you wish to post Stockroom (S) counts to the On Hand balances in Item inventory records. Transactions containing a WIP (W) category code will not be posted.

On Hand balances in the Item Master or Branch Warehouse Item records are adjusted by the Stockroom count quantity variance for the Item Number in that Warehouse. Date of Last Count in related Item records is always updated by this process, even if a zero adjustment resulted from posting the Item count. Adjustment transactions created by this program are automatically written to Inventory Transaction History. If you use Multiple Stock Locations for all items or you use the Lot or Serial Number Control Method for some items, On Hand Detail records are updated by the Stockroom physical count records for those items.

Count transactions posted by this program are coded as *Posted* so they cannot easily be changed or re-posted by this application. All Count Transactions must be purged before you can use this function to subsequently adjust the On Hand balance of a posted Item and you do not want to purge this data until you have completed all Physical Inventory costing functions. However, during the period where posted Physical Count Transactions are still on file, you may alternatively use the "Inventory transactions" function to enter and post more Adjustment transactions for any Item Number.

Select

Post stockroom counts from the *Physical inventory* menu.

The following screen displays:

Physical inventory (Post stockroom counts)

Please enter:

1. Starting warehouse
2. Ending warehouse
3. Your initials
4. Use count or posting date ?

<F1> = "R11"

Enter the following fields:

1. Starting warehouse

Entry Format: Up to 2 alphanumeric characters, space for "Main", or <F1> for "All" warehouses.

2. Ending warehouse

Entry Format: Up to 2 alphanumeric characters, or space to default to Starting

3. Your initials

Entry Format: Up to 3 alphanumeric characters. This is a required field. It is not validated against an actual login user ID.

4. Date to use for transactions ?

Your entry here determines the physical count date that is written to the files. Enter C for the count date or T for today's date. The default is today's date.

5. Use frozen quantity on hand ?

Enter Y or N. See the [Freeze Inventory](#) section.

COSTED PHYSICAL REPORT

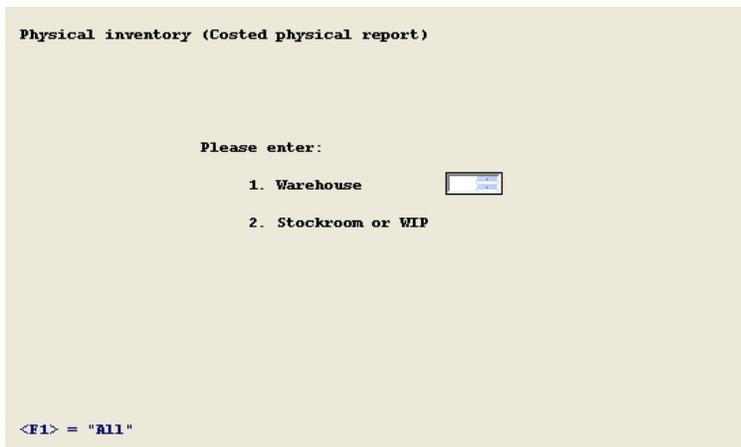
After you have verified count quantities and the unit cost data for items appearing on the Physical Count Edit List, you may wish to run this report.

This report costs the item On Hand count totals within the Warehouse and Stockroom or WIP category, and the Stockroom count variances from the computer item records. Warehouse Category Totals, Warehouse Totals, and Grand Totals of the extended cost values are printed.

Select

Costed physical report from the *Physical inventory* menu.

The following screen displays:



Enter the following fields:

1. Warehouse

Entry Format: Up to 2 alphanumeric characters, or spaces for "Main", or <F1> for "All".

2. Stockroom or WIP

Entry Format: S or W, or <F1> for "All" categories.

PURGE COUNT FILE

Use this program to clear out Count Transactions.

Select

Purge count file from the *Physical inventory* menu.

A message will remind you to complete all Process Physical Inventory functions before purging this file and asks "Are you sure?". Answer Y to clear out the file; answer N to escape from this function.

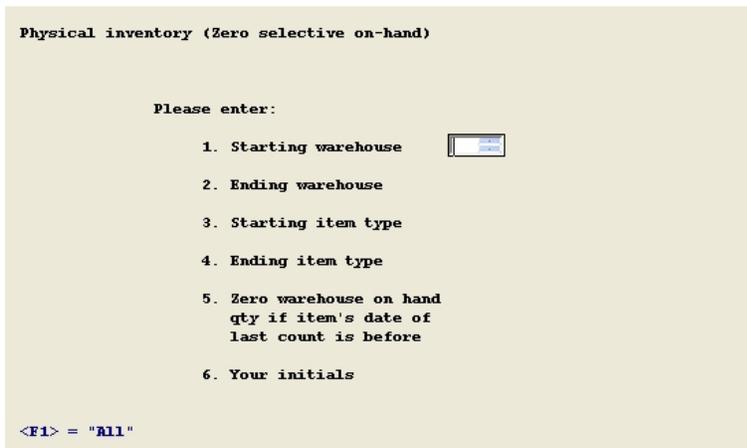
ZERO SELECTIVE ON-HAND

It is a good idea to backup your data files before you run this program. It zeros stockroom On Hand balances for any items that were not posted during the processing of a complete physical inventory, providing that you input a correct cutoff date.

Select

Zero selective on-hand from the *Physical inventory* menu.

The following screen displays:



Enter the following fields:

1. Starting warehouse

Entry Format: Up to 2 alphanumeric characters, or spaces for "Main", or <F1> for "All".

2. Ending warehouse

Entry Format: Up to 2 alphanumeric characters, or space to default to Starting.

3. Starting item type code

Entry Format: Up to 4 alphanumeric characters or space, or <F1> for "All".

4. Ending item type code

Entry Format: Up to 4 alphanumeric characters, or spaces for Starting.

Zero warehouse on hand

if item's date of last

count is before

Entry Format: 6 numeric digits in MMDDYY format.

Comment: Make sure you enter a date prior to the physical count dates that have been posted to the Item records.

Following a processing delay, the program will automatically print a list of any zero count transactions that it has created according to your entered specifications; at this point these automatically generated transactions are not posted. You may review this list before you respond to the program's next question; "Zero counts OK to post ?" If you answer Y, the zero counts on the list will be posted to the Inventory records. If you answer N, the process will be terminated without posting the zero counts.

CYCLE COUNT WORKSHEET

This program selects items for cycle counting and prints Cycle Count Worksheets. To make an item eligible for this selection and listing, you must have previously entered a Cycle Count Frequency code of M, Q, S, or A (Monthly, Quarterly, Semiannually, or Annually) in the Item Master record or in related Branch Warehouse Item records. This Cycle Count Frequency and the Date of Last Count in the record are analyzed to determine if the item is due to be cycle counted. Those two fields in the Item Master record control item cycle count selection at its Primary Warehouse, and similar fields in Branch Warehouse Item records control cycle count selection at the branch.

The program selects items due to be cycle counted for the Warehouse you specified and then prints the worksheet. If there are not as many items due to be cycle counted as you requested, a lesser number of items will be listed.

Select

Cycle count worksheet from the *Physical inventory* menu.

The following screen displays:

```
Physical inventory (Cycle count worksheet)

Please enter:

1. Warehouse      [ ]
2. Number of items to select
3. Maximum # printed on each page
4. Sequence by primary stock locn ?

Items will be selected according to their designated
cycle count frequency and date last counted.
```

Enter the following fields:

1. Warehouse

Entry Format: Up to 2 alphanumeric characters, or spaces for "Main".

2. Number of items to select

Entry Format: Up to 3 numeric digits, or <F1> for "All required counts".

Comments: You would not normally use the <F1> key default until you have been operating a cycle counting procedure for some period of time. You may then occasionally use this "All required counts" option to determine how well you are keeping up with your intended count frequencies; the total number of items printed on the resultant worksheet list will indicate how current or how far behind schedule you may be in performing cycle counts.

3. Maximum no. printed on each page

Entry Format: Accept the default of 19 items per page, or enter any whole number less than 19 and greater than zero.

Comments: If you normally split the physical counting work among several people and wish to assign less than 19 items per person, use this entry to specify a lesser number of items to be printed on each worksheet page.

4. Sequence by primary stock locn ?

Entry Format: Y or N. Default is Y.

Comments: Y sequences the worksheet list of items by Primary Stockroom Location code in the Item Master or in the Branch Warehouse Item record; N sequences this list by Item Number. Note that Multiple Stock Locations, if used, will not be listed for an item; just the primary stock location for the item and warehouse.

Displays

This chapter contains the following topics:

<u>Item Reference List</u>
<u>Item Masters</u>
<u>Branch Warehouse Items</u>
<u>Item Material Control Data</u>
<u>Inventory Availability</u>
<u>On Hand Detail</u>
<u>Inventory History</u>
<u>Lot Track</u>
<u>Lot/Serial Number History</u>
<u>Purchase Order Items</u>
<u>Purchase Commitments</u>
<u>Shop Orders</u>
<u>S.O. Material Requirements</u>
<u>S.O. Material Availability</u>
<u>Period Quantity Sold History</u>

ITEM REFERENCE LIST

This program displays a quick reference list of Item Master records in either Item Number, Description or Type sequence. After you select the desired Sequence (I or D or T), you will be prompted to enter the Starting and Ending values for the range of Item Numbers or Item Descriptions or Item Type Codes. Press <F1> at the Starting entry for "All".

Select

Item reference list from the *Displays* menu.

A screen list the following displays:

```
Displays (Item reference list)
Starting item type 
Ending item type 

Item #      Description      Type P/M UM   Pur  Prim Eng
                               UM   whse rev

<F1> = "All"
```

Data listed includes:

Item

Item Number.

Description

Item Description.

Type

Item Type Code.

P/M

Purchased, Manufactured, Transient, or Super Bill

UM

Inventory Unit of Measure.

Pur UM

Purchase Unit of Measure.

Prim whse

Primary Warehouse Code.

Eng rev

Engineering Revision Level.

ITEM MASTERS

This program displays partial information or all information in a selected Item Master record.

Select

Item masters from the *Displays* menu.

A screen similar to the following will display:

Displays (Item masters) Company 00 PBS 12.04 Clean

File View Print Options Tools Help

New Edit Save Save / New Delete Cancel Exit

Select by Item number ascending

Item # ▲	Description	Whs	Type	Purch/Mfd	Inv-UM	Pch-UM	Vendor
2000	WHEELS, WHITE 6"	Main	MISC	Manufctrd	EACH	EACH	
2100	WHEEL HALVES FOR ASSEMBLY	Main	ASSY	Manufctrd	EACH	EACH	
3000	RED WAGON AXLE	Main	ASSY	Manufctrd	EACH	EACH	
4000	REAR AXLE BRACKETS	Main	ASSY	Manufctrd	EACH	EACH	
5000	FRONT AXLE HOUSING	Main	ASSY	Manufctrd	EACH	EACH	
6000	PULL HANDLE ASSEMBLY BLACK	Main	ASSY	Manufctrd	EACH	EACH	

Material control data | Costs and engineering data | Sales data

Item # 6000 Desc PULL HANDLE ASSEMBLY BLACK Location Low level code 2
 Prim. whse Main Main

Material control data

Item type code ASSY ASSEMBLIES Qty on hand 0
 Purchased or Mfd Manufactured Qty on order 122
 Inventory UOM EACH Qty allocated 23
 Purchase UOM EACH
 Stock/purch ratio 1.00 Lead time days 1 Cycle count freq N/A
 Primary vendor # Control method Regular ABC class
 Planner/buyer code Inv cost category Date last count 01/29/2013
 Date item added 11/20/2009
 Pick list item

Material planning rules

Firm sched days 0 Reorder level 0
 Safety stock qty 0 Order multiply 0
 Min order qty 0 Order up to 0

Usage

PTD 16 Avg daily 0
 YTD 16 Last used 03/18/2016
 Last yr 0

Capture screenshot.
 <F1> = Next, <F2> = Previous, <F6> = Comments

Item Masters List Box

Item Masters data may be sorted by Item #, Description, Warehouse or Type.

The data for the Item masters display screen is divided into three tabs:

- Material control data
- Costs and engineering data
- Sales data

Character Mode



Enter the Item Number , enter spaces at Item Number to search for the item by entering any portion of the first 30 characters of its description.

Material Control information for the Item Number is displayed after which the program will ask "Display item cost data ?". Answer Y to view the second screen of information about the item.

If you display the second screen of data for the item and if the answer to "Is this item sold ?" is Y, the program will next ask "Display sales data ?". If the item is not sold or you do not elect to view item sales data, the program returns you to the Item Number entry position on the first screen.

If the third screen of item sales data is displayed, the program subsequently returns you to the Item Number entry position on the first screen.

BRANCH WAREHOUSE ITEMS

This program displays a list of Branch Warehouse Item records in Item Number, or in Branch Warehouse and Item Number, sequence.

Select

Branch warehouse items from the *Displays* menu.

A screen similar to the following will display:



```
Displays (Branch warehouse items)
List sequence ? |
```

I = Item # W = Warehouse

Enter the following fields:

After you select the desired Sequence (**I** or **W**), you will then be prompted to enter the Starting and Ending range. Press <F1> at the Starting entry for "All".

Data listed includes:

Item #

Primary warehouse

Item description

Branch warehouse

Stock location

Reorder level

Order up to quantity

Count frequency

Estimated average daily usage

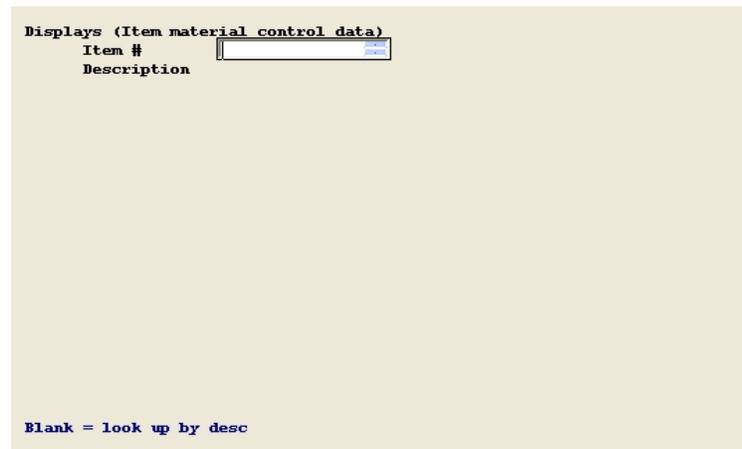
ITEM MATERIAL CONTROL DATA

This program displays all Material Control information in a selected Item Master record.

Select

Item material control data from the *Displays* menu.

A screen similar to the following will display:



```
Displays (Item material control data)
Item # 
Description

Blank = look up by desc
```

Enter the following fields:

Enter the Item Number, or enter spaces to select by description to search for an Item Number by entering any portion of the first 30 characters of its description.

INVENTORY AVAILABILITY

Use this program to display the inventory availability status of selected items. Inventory summary data displayed for a requested item includes the On Hand, Allocated, On Order and Available, and Reorder Level quantities for each warehouse where the item is stocked or manufactured.

Quantity Available is defined as On Hand less Allocated plus On Order. The item Allocated, On Order, and Available balances are shown in two ways; the Lead Time quantities and the Total quantities.

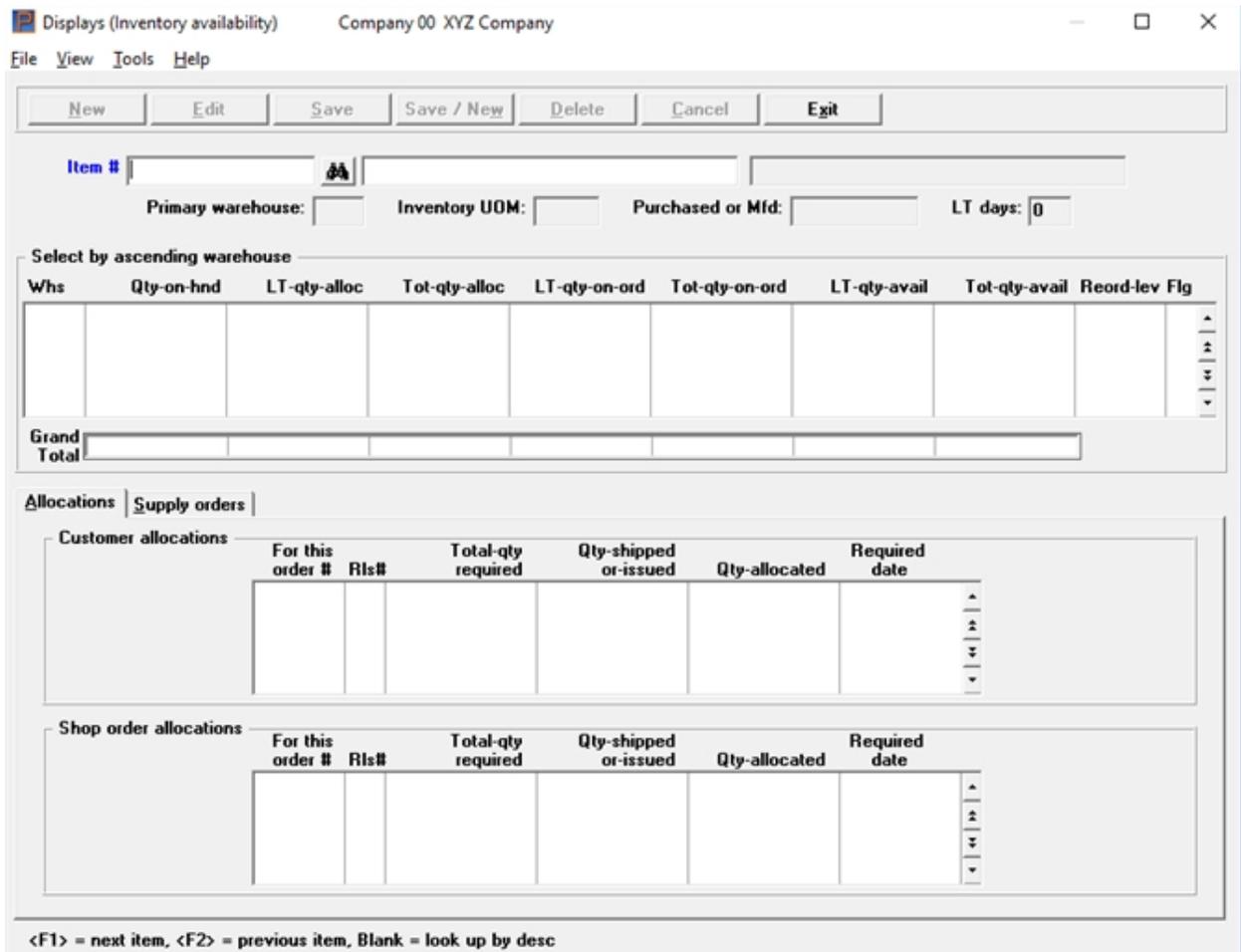
Lead Time quantities are most important since they indicate the short term inventory supply vs. demand status. The total Allocated, On Order, and Available figures are also shown, but may include some Allocations (customer orders or shop order material requirements) or some supply Orders (purchase orders or shop orders) that are dated beyond the current date plus the item's replenishment lead time. For example, assume a saleable item has a two week replenishment lead time. A customer order Allocation for that item which is scheduled to ship four weeks from today would be excluded from the Lead Time Quantity Allocated, but included in Total Quantity Allocated.

You may optionally ask the program to also display a detail list of Allocations or of supply Orders for the item.

Select

Inventory availability from the *Displays* menu.

A screen similar to the following displays:



Enter the following field:

Item #

Enter the Item Number, or press <F1> for the next Item Number on file, or enter spaces to select by description to search for an Item Number by entering any portion of the first 30 characters of its description. Select <F2> for the previous item.

If a matching item master record is found the program displays the item's Description, Primary Warehouse, Inventory Unit of Measure, Purchased or Manufactured code, and Lead Time Days. All subsequent balances listed are in the Stock Unit of Measure.

Warehouse List Box

Inventory status data displayed for the item's Primary Warehouse, and each of its Branch Warehouses, are:

Whse

Primary or Branch Warehouse Code.

Qty on hand

Inventory quantity on hand, in a stocking area.

LT qty alloc

Quantity allocated, for Customer Orders and/or for Shop Order Material Requirements, that is scheduled within the item's Lead Time.

Tot qty alloc

Total quantity allocated for Customer Orders and / or for Shop Order Material Requirements, including quantities that are due beyond the item Lead Time.

LT qty on order

Supply quantity on order, as open Purchase Orders and/or Shop Orders, that is scheduled for receipt within the item's Lead Time.

Tot qty on order

Total supply quantity on order, as open Purchase Orders and/or Shop Orders, including quantities that are due beyond the item Lead Time.

LT qty available

The availability of the item through its Lead Time, calculated as (Quantity On Hand - LT Quantity Allocated + LT Quantity On Order).

Tot qty available

The total availability of the item, calculated as (Quantity On Hand - Total Quantity Allocated + Total Quantity On Order).

Reorder level

The reorder level quantity of the item at the designated warehouse.

Flag

An asterisk (*) will appear in this column if the Lead Time Quantity Available is not above the Reorder Level, indicating the need to schedule or reschedule the item's supply or demand orders.

If more than one warehouse is listed for the item, grand total quantities for all warehouses are also displayed. After the item availability summary information is displayed, press <F1> if you want to view detail of the item allocations or orders.

Allocations tab

This tab has two list boxes; one for *Customer allocations* and the other for *Shop order allocations*. The columns are the same for both list boxes. Beneath each quantity field is a Grand Total for each. The columns include:

For this order #

Customer order number.

Rls #

Release number.

Total qty required

Customer order quantity or shop order material requirement quantity.

Qty shipped or issued

Portion of the total requirement that has been satisfied or completed.

Qty allocated

The requirement balance; Total Quantity Required minus Quantity Shipped or Issued.

Required date

Schedule date for shipment or issue of the allocation.

Supply orders tab

The following data is listed for each detail open supply order on file:

Ord type

Purch (Purchase order) or Shop (Shop order).

Order #

Order number.

Rls #

Release number.

Qty ordered

Total quantity ordered.

Qty received

Portion of the total order that has been received.

Qty on order

The supply order balance; Quantity Ordered minus Quantity Received.

Due date

Schedule date for receipt of the on order quantity.

ON HAND DETAIL

If you use multiple stock locations or you have installed and used item Lot / Serial control features, this program displays item on hand detail records. The details include the location and / or lot or serial number information of the item's total quantity on hand at a warehouse or plant site.

Select

On hand detail from the *Displays* menu.

A screen similar to the following will display:

New Edit Save Save / New Delete Cancel Exit

Item lookup

Item number Warehouse Main

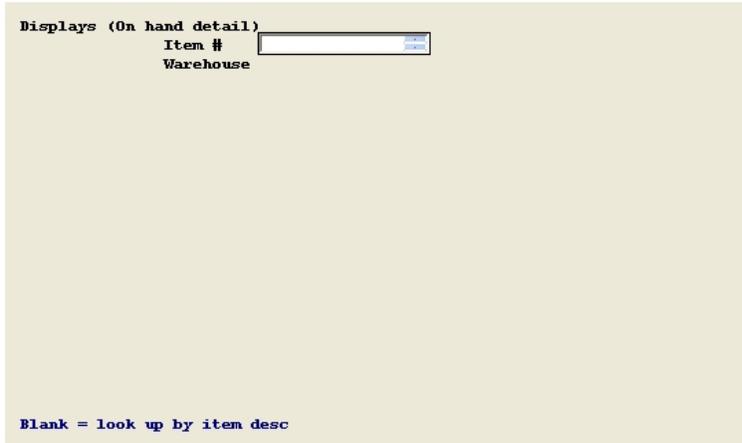
FIFO sequence UM

Select by ascending FIFO

Serial number	Locn	Quantity on-hand	First received	Vendor	Material cost	Reference
---------------	------	------------------	----------------	--------	---------------	-----------

<F1> = next item, <SF1> = previous item, blank = lookup by description

Character Mode



Enter the following fields:

Item number

Enter up to 15 alphanumeric characters or use the lookup to find the item. Alternatively, with the item number field blank, select the <Enter> key to look up the item by entering a portion of its description.

Warehouse

Enter up to 2 alphanumeric characters.

FIFO sequence

Defaults to checked. When checked the list box default sort is by First received. When not checked, the default sort is by Serial number or Lot number.

On Hand Detail List Box

The records may be sorted in either as ascending or descending order by either Serial number, Location, First used or Vendor. Information displayed from the item's on hand detail records includes:

Lot number (or Serial number)

Displays as n/a if not a lot or serial item, or if unspecified when transacted.

Locn

Location code within warehouse. Displays as n/a if multiple Stock Locations are not used or if unspecified when transacted.

Quantity on hand

Quantity on hand.

First received

First received date for this Lot (or Serial) Number and/or Location Code.

Vendor

Vendor number.

Material cost

Purchase unit cost.

Reference

Reference. In some cases it may be the customer name.

INVENTORY HISTORY

This program displays inventory transaction history by Item Number with Date and Time for a specific Warehouse, or by Warehouse with Date and Time for all Items.

Select

Inventory history from the *Displays* menu.

A screen similar to the following displays:

Displays (Inventory history) Company 00 XYZ Company

File View Options Tools Help

New Edit Save Save / New Delete Cancel Exit

Filter

List by

Item number Warehouse and time

Item number [] [] UOM []

Warehouse [] Main Start date Earliest

Select by ascending date

Date	Tran time	Item no	Tran type	Transaction quantity	Uom	Order no	Rel #	Cost	ID

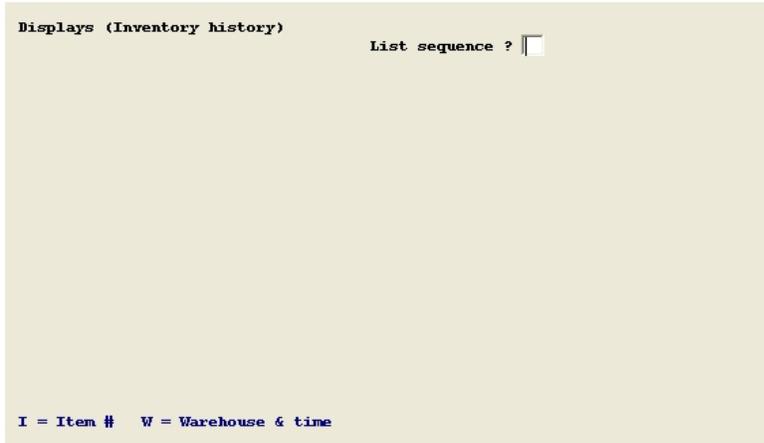
To warehouse [] PO quantity [] Qty before []

New avg cost [] Purch UOM [] Qty after []

COG acct no [] Doc # []

<F1> = next item, <SF1> = previous item, blank = lookup by description

Character Mode



Enter the following fields:

List by

For a sequence select a radio button of either *Item number* or *Warehouse and time*.

Using character mode enter the desired sequence (I= Item # or W = Warehouse & Time).

If you select *Warehouse and time* skip to the *Warehouse* field. If you select *Item number* as the sequence, you are prompted to enter:

Item number and description

Enter up to 15 alphanumeric characters or use the lookup to find the item. You may also use <F1> to search for the next Item number or <SF1> for a previous Item number.

Alternatively, with the item number field blank, use the <Enter> key to move the cursor to the Item description field and enter the item description or any portion thereof.

Warehouse

Enter up to 2 alphanumeric characters. When a transfer type transaction, this is the from warehouse.

Start date

6 numeric digits entered in a MMDDYY format. Select <F1> for earliest.

Inventory History List Box

Transactions may be sorted by Date in ascending or descending order. If matching records are found, the historical transactions are listed on the screen. The transaction data includes:

Date

The field displays in a MM/DD/CCYY format.

Per user entry.

Tran time

The system time the transaction was posted in hours, minutes and seconds (HH:MM:SS format).

Item no

This is the item number. This column will display more than one item only if the inquiry *List by* is *Warehouse and time*. If the *List by* is *Item number* the same item displays for all records.

Tran type

Inventory transaction type per user entry. This may be adjustment, issue, receipt, credit memo, sale, transfer or returned to stock.

Transaction quantity

The quantity in the Item's Stock Unit of Measure.

UOM

The item's Stock Unit of Measure.

Order no

Displayed if pertinent to the Transaction type. Order type prefix also displays. The types are:

- S = Shop order
- C = Customer order
- P = Purchase order

Rel #

Release number (if a non-zero value) displays.

Cost

In the Item's Stock Unit of Measure. This is the estimated actual unit cost entered for R (Receipt) or RV (Return To Vendor) transactions pertaining to Purchase Orders. For other Transaction Types, it is the item's Total Average Unit Cost or Total Standard Unit Cost.

ID

User initials per transaction entry.

Other fields

Some additional fields display beneath the list box which correspond to the record selected in the list box. These include:

To warehouse

If the Transaction type is a (Transfer). For the *from* warehouse, see [Warehouse](#).

New avg cost

In the Item's Stock Unit of Measure.

If the transaction represents a purchase Receipt or Return To Vendor of outside processing work, the words "Outside cost" are displayed here to indicate that the above Estimated Unit Cost is an Outside cost, rather than Material Cost.

COG acct no

Only displayed for order type of M (Miscellaneous).

PO quantity

Only displayed if quantity entered was in a Purchase UOM differing from the Stock UOM.

Purchase UOM

Only displayed if quantity entered was in a purchase UOM differing from the stock UOM.

Doc #

Transaction document number, if entered.

Qty before

Qty after

Before and after values in the stock UOM.

LOT TRACK

Use this selection to view lot history information including customer, order number, quantity sold and date sold.

Select

Lot track from the *Displays* menu.

A screen similar to the following will appear:

The screenshot shows a software window titled "Displays (Lot track)" for "Company 00 XYZ Company". It features a menu bar (File, Print, Tools, Help) and a toolbar with buttons for New, Edit, Save, Save / New, Delete, Cancel, and Exit. Below the toolbar are input fields for Warehouse (with a "Main" dropdown), Item #, and Lot. The main area contains two tables:

Where used				
Item	Lot number	Order #	Qty-on-hand	
				▲
				▲
				▼
				▼

Sold to					
Sold to customer	Item sold	Lot number	Order #	Qty-sold	Sold date

Warehouse

Enter a specific warehouse

Item

Enter the item number or use the lookup. Select <Enter> to lookup the item by description.

(Item description)

Locate the item by description. Enter the item description or use the Lookup.

Lot #

Enter a Lot Number of up to 15 alphanumeric characters. You may also use the lookup.

List boxes

After you have selected the fields, if there is any information for the item and lot entered, then the *Where used* and *Sold to* list boxes will fill in with data.

Exit

Select the Exit button or Alt+x to exit the screen.

LOT/SERIAL NUMBER HISTORY

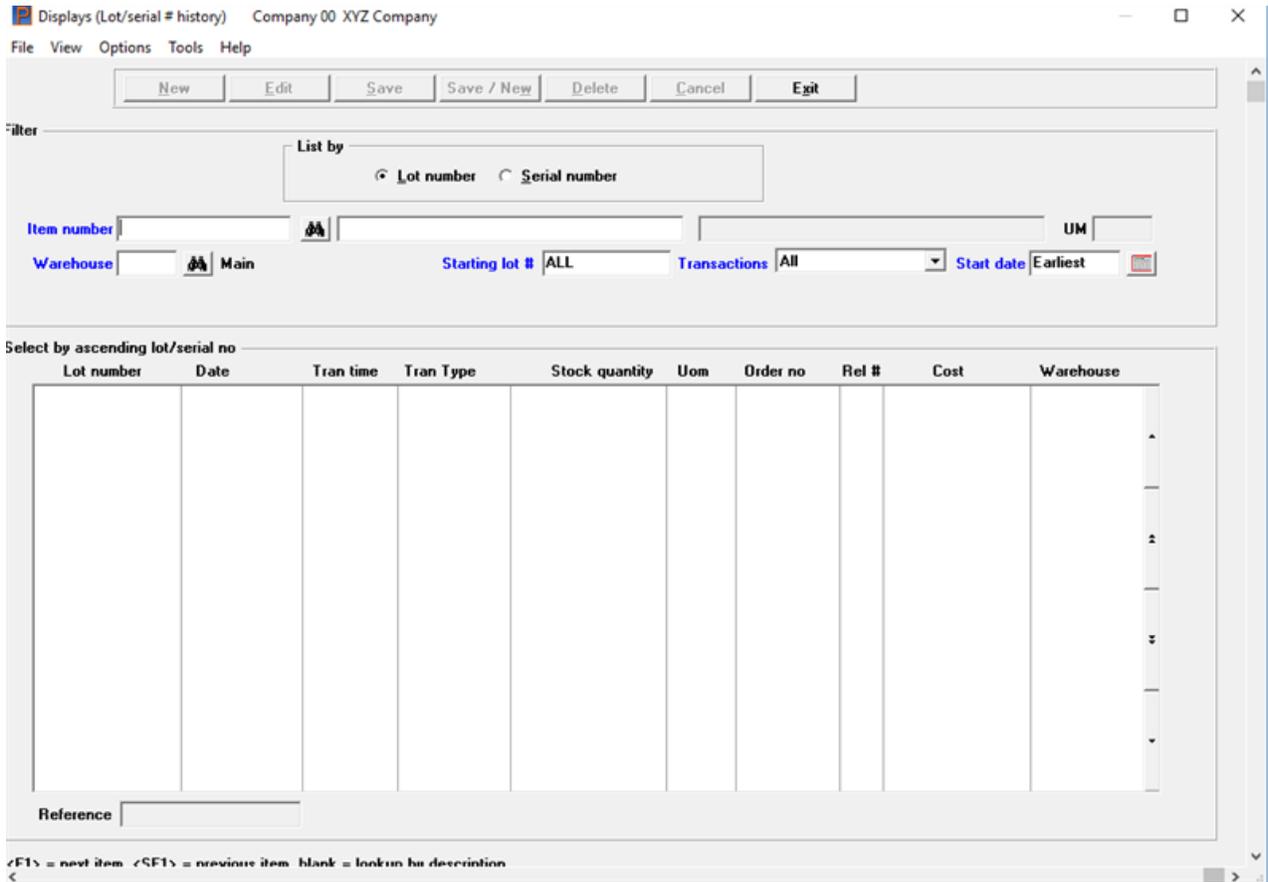
If you have installed the Lot / Serial Control features, you may use this program to display transaction history by Lot or Serial Number for items and transaction types that you request.

If you wish to trace the usage of a particular Lot or Serial Number for a purchased material to its end product use, you may have to perform a series of retrievals. For example, first find the Issue transactions for the material item to determine which parent Shop Orders used the material Lot (or Serial) Number. If that manufactured parent item is Lot controlled, its Lot Number will start with the Shop Order Number used to produce it. You can then find the Issue or Shipments history for that parent Lot Number. If a parent is controlled by Serial Number, you will have to analyze Receipt transactions for the parent Serial Numbers to find the Shop Order used to make each serialized unit; then determine the material Lot or Serial Number(s) issued to that Shop Order. Similarly, you can trace an end product Lot or Serial Number back to purchased material lots if all component items in the product's bill of material path are Lot controlled.

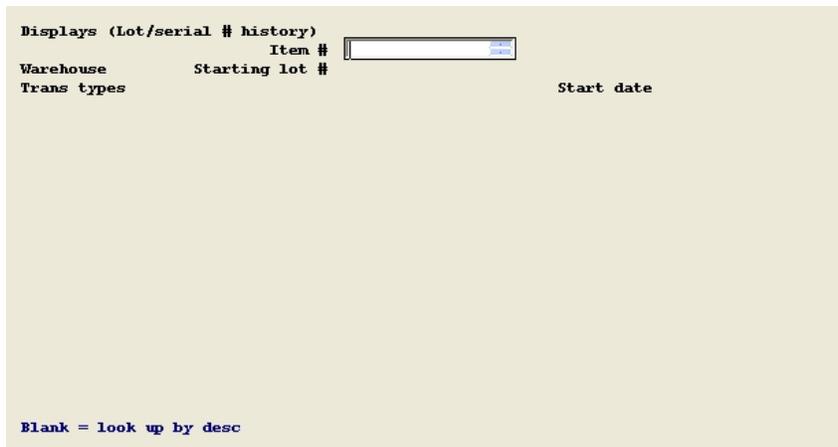
Select

Lot/serial number history from the *Displays* menu.

A screen similar to the following will display:



Character Mode



Enter the following fields:

List by

For a list by sequence, select a radio button of either *Lot number* or *Serial number*.

Using character mode enter the desired sequence of either L for Lot # or S for Serial #.

Item number

Enter up to 15 alphanumeric characters. Select <F1> for the next item of <SF1> for the previous item. You may also select <F8> or click on the lookup button to find the item via a lookup.

Alternatively, select the <Enter> key to move the to adjacent description field. From there you may search for the item by entering any portion of the first 30 characters of its description.

Warehouse

Hit <F1> for "All" warehouses or enter a specific warehouse code. The default is "All".

Starting lot # or Starting serial

If the *List by* is *Lot number*, enter the starting lot number or select <F1> for "All" lot numbers. Up to 15 alphanumeric in length.

If the *List by* is *Serial number*, enter the starting serial number or select <F1> for "All" serial numbers.

Transactions

Using the drop down list, select the transaction types, The options include:

- <F1> = "All"
- R = Receipts
- I = Issues / transfers / returns
- S = Shipments / credits

Start date

Select <F1> for "Earliest" or enter a starting transaction date in MMDDYY format.

Customer

This field can be entered only if *Shipments/credits* is selected for the *Transactions* field.

Enter up to 12 alphanumeric characters or hit <F1> for "All" customers.

Alternatively, select the <Enter> key to move to the customer name field where you may search for the customer by name by entering any portion of the customer's name in an adjacent field.

Lot and Serial List Box

After entering the fields above, item inventory transaction history, within the selected range is displayed by Lot or Serial Number. Data may be sorted by Lot number *or* Serial number, Date, Transaction type, Order number or Warehouse.

Lot number or Serial number

Depending on the selection for the *List by* field, either the lot numbers or serial numbers display.

Date

Date of the transaction.

Tran time

Time of the transaction.

Tran type

This is the type of transaction. It is either a Receipt, Sale, Issue, Transfer, Return, Shipment or Credit.

Stock quantity

Quantity.

UOM

Unit of measure.

Order no

Order number.

Rel #

Release number.

Cost

Item cost.

Warehouse

Warehouse.

Reference

Reference. The customer name displays when an Issue or Sale transaction type.

PURCHASE ORDER ITEMS

Use this program to display a list of Purchase Order Items.

Select

Purchase order items from the *Displays* menu.

A screen similar to the following will display:

Displays (Purchase order items) Company 00 XYZ Company

File View Options Tools Help

New Edit Save Save / New Delete Cancel Exit

Filter

List by

Item number Purchase order number Shop order number for

Item number UM

Include closed purchase order items

Select by ascending item #

P.O. #	Rel #	Line #	Whse	Item no	Item description	Vendor	Qty ordered	Qty received	Due date	Closed

Description Promise date For shop order #

Vendor name Unit cost For shop item #

Vendor item Purch UOM Outside operation

Capture screenshot.

<F1> = next item, <SF1> = previous item, blank = lookup by description, <F2> = all



You are prompted to select the list sequence and range as follows:

List by

I for Item Number, or **P** for Purchase Order Number, or
S for Shop Order Number.

Include closed P.O. items ?

Y or N.

Item number

If **I** sequence was requested.

<F1> = "All", or enter spaces to select by description to search for an Item Number by entering any portion of the first 30 characters of its Description.

Purchase order number and Release

If **P** sequence was requested.

<F1> = "All", or enter a specific P.O. Number, enter the Release #, if any.

Shop order number and Release

If **S** sequence was requested.

Shop item number

You must enter a specific S.O. Number, space or a numeric value for RIs Number, and the shop order Item Number. Press <F1> to search for the shop order Item Number.

Information displayed from each record is:

P.O.-#

Purchase Order Number.

Rel #

Release Number, if not spaces.

Line #

Line Number.

Whse

Warehouse.

Item no

Our Item Number.

Item description

Item Description.

Vendor-item-#

Vendor's Item Number.

Vendor

Vendor Number.

OP

OP in this column means Outside Processing.

Qty ordered

Quantity Ordered, in Purchase Unit of Measure.

Qty received

Quantity Received, in Purchase Unit of Measure.

O/C

Receiving **O**= Open or **C** = Closed status code.

Due-date

Requested delivery date.

Promised

Promise date, if not spaces.

For S.O. #

S.O. Number, RIs Number, and S.O. Item Number are displayed only if Shop Order is specified in the P.O. Item record.

PURCHASE COMMITMENTS

This program displays the total dollar commitment amount of open Purchase Order Items, for a specific warehouse or "All" warehouses and for a range of due dates that you specify.

Select

Purchase commitments from the *Displays* menu.

A screen similar to the following will display:

```
Displays (Purchase commitments)

Please enter:

1. Warehouse
2. Starting due date
3. Ending due date

<F1> = "All"
```

Enter the following fields:

Warehouse

Enter a specific Warehouse Code, or <F1> = "All".

Starting date

Enter in MMDDYY format, or <F1> = "Earliest".

After you make your entries, a "Processing occurring - please wait" message is displayed. After this processing is completed the following information is displayed for the requested range of P.O. Items:

Total commitment amount in dollars

Number of **total P.O. items in range**

Number of **P.O. items with no unit cost**

A non-zero value for P.O. Items with no Unit Cost indicates that the Total Commitment Amount displayed is probably understated.

SCHEDULE EXCEPTION DATES

Use this selection to display the list of exception dates entered in the *Schedule exception dates* menu under *Master information*.

See [Schedule Exception Dates](#).

Select

Schedule exception dates from the *Displays* menu.

The exception dates display on the screen.

SHOP ORDERS

Use this program to display a list of Shop Orders by Item Number or by Shop Order Number.

Select

Shop orders from the *Displays* menu.

A screen similar to the following will display:



Enter the following fields:

List Sequence ?

I = Item Number, or **S** = Shop Order Number.

Include closed orders ?

Y or N.

Item

If **I** sequence was requested.

<F1> = "All", or enter spaces to select by description to search for an Item Number by entering any portion of the first 30 characters of its Description.

S.O. # and RIs

If **S** sequence was requested.

<F1> = "All", or enter S.O. Number.

If you enter a specific S.O. Number, enter a Release Number, if any.

Information displayed from each record is:

SO-#

Shop Order Number.

Rls

Release Number, if any.

Whse

Warehouse.

Item-#

Item Number.

Description

Item Description.

Sales-ord

Sales Order Number, if any.

Qty-ord

Quantity Ordered, in Inventory Unit of Measure.

Qty-rec

Quantity Received to date.

UM

Inventory Unit Of Measure.

ST

Status code: **O** = Open, **E** = Exploded, **C** = Closed, **I** = Components Issued

Due-date

Order due date.

Start-date

Order start date.

S.O. MATERIAL REQUIREMENTS

Use this program to display the issue status of component material requirements for parent Shop Orders. You may request a screen listing of all requirements for a specific Component Item Number, which may originate from several parent orders. You may alternatively request a list of all component requirements for a specific parent Shop Order.

Select

S.O. material requirements from the *Displays* menu.

A screen similar to the following will display:



Enter the following fields:

List Sequence

I to list all requirements for a specified component Item Number, or

S to list all components required for a specified Shop Order.

Component item

If **I** was entered above, you are prompted to enter a specific component Item Number.

Enter spaces to select by description and search for an Item Number by entering any portion of the first 30 characters of its description.

S.O. # and Rls

If **S** was entered above, you are prompted to enter S.O. Number, Release Number, and Item Number.

After you enter a specific S.O. Number, you are requested to enter Release Number.

Item #

Enter the Shop Order parent Item Number, or press <F1> to search. If you use <F1>, the program will display the Item Number from the first Shop Order on file that matches the S.O. Number and Release Number you entered and ask "Right Item #?". If your answer is N, the program looks for a another matching Shop Order for a different Item Number. A Y answer means the Item Number entry is completed.

Whse

The default is either the Primary Warehouse for the requested Component Item or the Warehouse in the Shop Order record, depending on the List Sequence selected.

Information listed from Shop Order Material Requirements records is:

SO # & Rls #

Parent Shop Order identification, only displayed

Parent item #

When listing all requirements for a specified Component Item Number.

Comp item #

Component Item Number, only displayed when listing all records for a specific Shop Order.

Qty-per

Component quantity per parent.

SA-pct

Component Scrap Allowance Percent, if not zero.

Qty-reqd

Component total Quantity Required for the parent Shop Order.

WIP-scrap

Component Quantity Scrapped on the parent order.

Qty-issued

Component Quantity Issued to the parent order.

Reqt-bal

Quantity Required minus Quantity Issued.

Due-date

Due date of the component requirement quantity.

PL

Y or N, indicating if component item is printed on Pick Lists.

C

Item Control Method (N = No control, R = Regular control, L = Lot # control, S = Serial # control). If not controlled, issues will not be reported.

S.O. MATERIAL AVAILABILITY

This program displays the inventory availability status of component material items required for a specified Shop Order, or for a "Pending order" Item Number and quantity that you request.

For an existing Shop Order, you may optionally elect to display only those requirements with shortages, or only those components for which there is insufficient on hand inventory to cover the unissued component requirement.

You may also display time-phased allocation and supply order detail for selected components.

Select

S.O. material availability from the *Displays* menu.

A screen similar to the following will display:

Enter the following fields:

Shop order

Enter an existing Shop Order Number, or <F1> = a "Pending order".

Rls #

Enter a specific Release Number, if any. Entry is bypassed for a "Pending order".

Item #

Enter the parent Item Number. If you are inquiring about an existing Shop Order Number press <F1> to search, or press <F2> for "All" parent items to be made on that order.

If you use <F1>, the program displays the parent Item Number from the first matching Shop Order on file and asks "Right item?". Answer Y or N, or press <F1> again to find the next parent Item, if any, for the same S.O. Number and Release Number.

Warehouse

Enter a valid Warehouse code.

If you are inquiring about an existing Shop Order, enter:

Shortages only

Checked is Yes or unchecked is No. A checked answer will restrict the component material requirements displayed to those items for which On Hand inventory does not cover the requirement for the specified Shop Order. This test does not consider requirements of other Shop Orders that require the same component.

If you leave it unchecked to the above question, the program asks:

Unissued components only

Checked is Yes or unchecked is No. A checked answer will restrict the components displayed to items with unissued requirement balances.

For a "Pending order" you enter:

Order quantity

Parent order quantity to explode.

Drill down

This allow up you to drill into the lower level requirements. This allows you to drill down to the lowest available level; up to thirty levels.

Drill up

After selecting Drill down, this allows you to move up to higher levels.

Show detail

After selecting this button, the information listed for each component requirement is:

Seq-#

A sequence number, assigned by this program, to each component item listed.

Comp-item-#

Component Item Number.

Description

Component Item Description.

SO-reqt-bal

Shop Order Requirement Balance. This is the total component Quantity Required less the Quantity Issued for an existing Shop Order, or the extended bill of material quantity for a "Pending order".

UM

Component Inventory Unit of Measure.

Total-required

Warehouse Total Required Quantity for the component, for all orders including this Shop Order or this "Pending order".

Qty-on-hand

Component Quantity On Hand at Warehouse.

Qty-on-order

Component Quantity On Order at Warehouse.

For an existing order, the following displays in the right column:

Ord-on-hand-short

Shop Order Requirement Balance less Quantity On Hand, if a positive value.

Tot-on-hand-short

Total Required less Quantity On Hand, if a positive value.

For a "Pending order", the following displays in the right column:

Tot-avail-short

Total Required less Quantity On Hand less Quantity On Order, if a positive value.

For all calculated shortage values displayed, negative On Hand balances are treated as zero values for those calculations.

If there are more components than can be displayed on one screen, the program asks if you want to "Display more?".

A prompt at the bottom of the screen indicates that you may use <F2> to "Display component detail". If you then press <F2>, you are prompted to enter the "Seq #" for a component displayed on this screen. Time-phased on hand availability information, reflecting both detail demand allocations and supply orders, are displayed for that component in a screen "window".

The component detail window includes the Component Item Number, Description, Lead Time Days, and current Quantity On Hand followed by a detail list of the component's time-phased allocations and open supply orders in Due Date sequence. The component "Running OH balance" displayed for each detail line indicates how the current On Hand balance for the component will be changed by each demand allocation or supply order. Allocations reduce the Running On Hand Balance and supply orders increase that value.

For a "Pending order", the component Pending Quantity and Available Shortage values are also displayed at the end of the windowed detail list.

PERIOD QUANTITY SOLD HISTORY

This inquiry allows you to display sales quantity history by Item Number, Warehouse, and Period. This history is created by the "Close period" program, if "Use item qty sold history by period ?" is Y in I/M Control Information.

Select

Period quantity sold history from the *Displays* menu.

A screen similar to the following will display:

Displays (Period quantity sold history) Company 00 XYZ Company

File View Options Tools Help

New Edit Save Save / New Delete Cancel Exit

Filter

Item number UM

Warehouse Main Start date Earliest

Select by ascending date

Period end	Warehouse	Primary/branch	Quantity sold

<F1> = next item <SF1> = previous item blank = lookun by description

Character Mode

Displays (Period quantity sold history)

Item #	<input type="text"/>	Warehouse
		Start date

Blank = look up by desc

Enter the following fields:

Item number

Up to 15 alphanumeric characters, or use <F1> to search for the Item Number by entering its description or any portion thereof.

Warehouse

Enter up to 2 alphanumeric characters, or <F1> for "All".

Start date

Enter in MMDDYY format, or press <F1> for "Earliest".

The following information is displayed:

Period-end

Ending date of the period.

Whse

Warehouse Code.

P or B

Indicates Primary or Branch Warehouse.

Qty-sold

Sales quantity for the warehouse and period.

Period-total

Total item sales quantity for all warehouses in the period; displays only when more than one warehouse listed for the Item Number and period.

Reports, Items

This chapter contains the following topics:

Items Reference List
Item Masters
Branch Warehouse Items
Inventory Stock Status
On Hand Detail
Costed Inventory Status
Item ABC Analysis
Slow Moving Items
Inventory History
Costed Inventory Transactions
Lot/Serial Number History
Period Quantity Sold History
Material Usage Variances

ITEMS REFERENCE LIST

Use this program to print a reference list of Item Master records in a sequence and range that you specify. This list includes the Item Numbers, their descriptions, and selective codes from the Item Master records.

Select

Items reference list from the *Reports, items* menu.

The following screen displays:

```
Reports, items (Item reference list)

Please enter:
  1. Report sequence
  2. Starting item
  3. Ending item

I = Item #  D = Description  T = Type
```

Enter the information as follows:

1. Report sequence

I (Item No.), or D (Description), or T (Type)

2. Starting Item

Requested entry is based on Sequence.

or Item desc <F1> = "All"

or Item type

3. Ending Item

Requested entry is based on Sequence.

or Item desc Blank = Starting value.

or Item type

ITEM MASTERS

This report lists all data or selective Item Master File data for a range of Item Master records that you request.

Select

Item masters from the *Reports, items* menu.

The following screen displays:

```
Reports, items (Item masters)

Please enter:

1. Report sequence  
2. Starting item
3. Ending item
4. Include matl control data ?
5. Include engineering data ?
6. Include cost data ?
7. Include sales data ?
8. Include item comments ?

I = Item #   D = Description   T = Type
```

Enter the information as follows:

1. Report sequence

I (Item No.), or D (Description), or T (Type).

2. Starting item

Requested entry is based on Sequence.

or item desc <F1> = "All"

or item type

3. Ending item

Requested entry is based on Sequence.

or item desc Blank = Starting value.

or item type

4. Include material control data ?

Y or N.

5. Include engineering data ?

Y or N.

6. Include cost data ?

Y or N.

7. Include sales data ?

Y or N.

BRANCH WAREHOUSE ITEMS

These program prints a list of Branch Warehouse Item records in Item Number, or in Branch Warehouse and Item Number, sequence.

Select

Branch warehouse items from the *Reports, items* menu.

The following screen displays:

```
Reports, items (Branch warehouse items)

Please enter:
  1. Report sequence
  2. Starting
  3. Ending

I = Item #  W = Warehouse
```

Enter the information as follows:

1. Report sequence

I (Item #), or W (Warehouse)

2. Starting item

Requested entry is based on Sequence.

or Starting warehouse

<F1> = "All"

3. Ending item

Requested entry is based on Sequence.

or Ending Warehouse

Blank = Starting value.

INVENTORY STOCK STATUS

Use this report to print inventory status information about a range of items that you designate. The report also prints "Reorder" or "Expedite" messages for items that have a "Lead Time Available Inventory" that is not above the Reorder level.

"Lead Time Available Inventory" quantity is calculated as:

$$\text{Quantity On Hand} + \text{Lead Time On Order} - \text{Lead Time Allocated}$$

Lead Time On Order is total open order quantity due within the item's lead time and Lead Time Allocated is the total detailed requirements quantity due within the item's lead time.

Each item's Total Allocated, including requirements dated beyond the item lead time horizon and Total Available quantities are also printed.

Select

Inventory stock status from the *Reports, items* menu.

The following screen displays:

The screenshot shows a software window titled "Reports, items (Inventory stock status) Company 00 XYZ Company". The window has a menu bar with "File", "Options", "Tools", and "Help". The main area is titled "Report criteria" and contains the following fields and options:

- Report Sequence:** A dropdown menu set to "Item type and item number".
- Starting item type:** A text box containing "All" and a selection icon.
- Ending item type:** A text box and a selection icon.
- Include items with zero balance:** An unchecked checkbox.
- Starting item number:** A text box containing "All" and a selection icon.
- Ending item number:** A text box and a selection icon.
- Include branches:** An unchecked checkbox.
- Page break on item type:** An unchecked checkbox.
- Print reorder & order exceptions only:** A checked checkbox.
- Base on item available for all warehouses:** An unchecked checkbox.
- Print item source last purchase data:** A checked checkbox.
- Look ahead days added to item lead times:** A numeric input field containing "0".

At the bottom of the dialog are "OK" and "Cancel" buttons.

Character Mode

```
Reports, items (Inventory stock status)

Please enter:

1. Report sequence 
2. Starting
3. Ending
4. Include items with zero balances ?

T = Item type & item #, W = Warehouse & item #
```

Enter the information as follows:

Report sequence

Enter a sequence of either T (Item type, then Item number) or W (Warehouse, then Item number).

Starting Item type or Starting warehouse

Requested entry is based on the chosen Report sequence.

Using graphical the starting value is "All". Using character it is *blank*.

<F1> = "All"; if F1 is selected the Ending field is skipped. Blank = Undefined (Item type sequence).

Ending Item type or Ending warehouse

Requested entry is based on the selected Report sequence.

Include items with zero balance

Checked or unchecked (Y or N).

N will exclude items with zero values in On Hand and On Order and Allocated quantities.

Include branches

This field is not available if you selected *Warehouse and item number* for the *Report sequence* field.

Checked or not checked (Yes or No).

Page break on item type

This field is not available if you selected *Warehouse and item number* for the *Report sequence* field.

Checked or not checked (Y or N).

Print reorder & expedite exceptions only

Checked or not checked (Y or N).

A checked box causes the program to only list those items with a Lead Time Available Inventory that does not exceed the Reorder Level. If you checked this box and selected the *Item type and item number* report sequence, the program will also ask:

Based on item available for all warehouses

This field is not available if you selected *Warehouse and item number* for the *Report sequence* field. It is also not available if you did not check the *Print reorder & order exceptions only* field.

Checked or not checked (Y or N).

Answer Y if you want the item exception test to be based on the item's total Lead Time Available vs. total of Reorder Levels for all warehouse locations. If you answer Y to this second question about exceptions, you should also answer Y to "Include Branches ?" to enable printing of exception item warehouse detail and total availability data.

Print item source last purchase data

This field is only available if you selected the *Item type and item number* Report sequence and checked the *Print reorder & order exceptions only* field.

Checked or not checked (Y or N).

When selected, if an item has an Item Source record defined in the Product Purchasing module and there were prior purchases made for this item, your last purchase information will appear below the item on the report.

Look ahead days added to item lead times

Enter 1 numeric digit.

"Look ahead days" increases the action message time horizon beyond item lead time. If you don't run this report every day, you should enter the reporting frequency in work days.

OK or Cancel

Select OK to display the printers and print the report or Cancel to not print and return to the menu.

ON HAND DETAIL

If you use Multiple Stock Locations, or you have installed and used item Lot/Serial Control features, this program allows you to print a report of On Hand Detail records. The report lists item Location and/or Lot or Serial Number detail in Item Number or Location Code sequence. You specify the report sequence, range of Item Numbers or stock Location codes, and the Warehouse/Plant code. If you select Item Number as the main report sequence, you also have the option of listing On Hand Detail in FIFO sequence (by First Received Date) within Item number.

Select

On hand detail from the *Reports, items* menu.

The following screen displays:

```
Reports, items (On hand detail)

Please enter:

1. Report sequence █
2. Warehouse
3. Starting
4. Ending

I = Item #  L = Location
```

Enter the information as follows:

1. Report sequence

I = Item #, or L = Location code.

2. Warehouse

Blank for "Main".

For Item Number sequence:

3. Starting item

<F1> = "All"

4. Ending item

Blank = Starting value.

For Location Code sequence:

3. Starting locn

<F1> = "All".

4. Ending locn

Blank = Starting value.

For Item Number sequence, you are also asked:

5. FIFO sequence within item ?

Y or N. A Y answer will sequence On Hand Detail records by "First received date" within Item Number.

COSTED INVENTORY STATUS

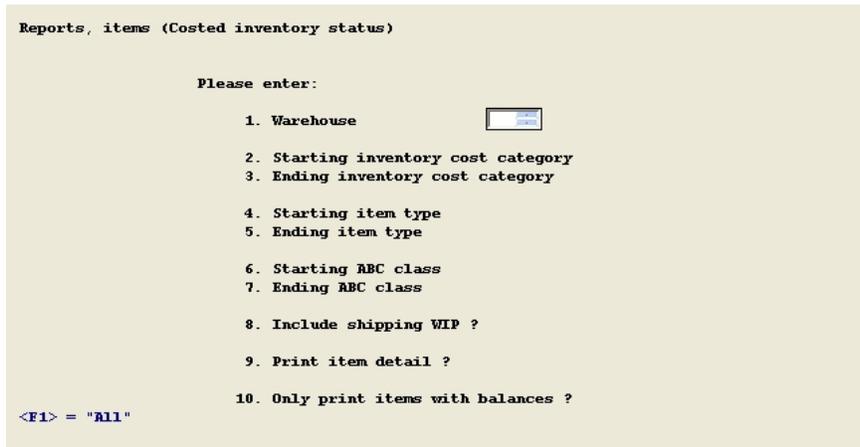
Use this program to list and summarize the costed value of on hand inventory for a Warehouse, Inventory Cost Category range, and Item Type range that you designate.

The report is sequenced by Inventory Cost Category, then Item Type, and then Item Number, and prints cost value totals for each Item Type and Cost Category as well as a grand total. The program also provides options to print only these totals without Item Number detail. Another option is to include or exclude items with zero quantity on hand.

Select

Costed inventory status from the *Reports, items* menu.

The following screen displays:



Enter the information as follows:

1. Warehouse

<F1> = "All"

2. Starting inventory cost category

<F1> = "All", Blank = Undefined

3. Ending inventory cost category

Blank = Starting value.

4. Starting item type

<F1> = "All", Blank = Undefined

5. Ending item type

Blank = Starting value.

6. Starting ABC class

<F1> = "All", Blank = Undefined

7. Ending ABC class

Blank = Starting value.

8. Include shipping WIP ?

Y or N. This entry is allowed only if C/O is installed.

9. Print item detail ?

Y or N. A N response causes program to print only Item Type, Cost Category, and Grand totals.

10. Only print items with on hand balance ?

Y or N. Not asked if preceding entry is N.

11. Include the values for negative items ?

Y or N. If set to Y this shows net negative values against the positive values. If set to N, then all negative valued inventory is printed as \$0.00.

ITEM ABC ANALYSIS

Use this program to determine "ABC classifications" for inventory items based on the cost dollar value of item usage. Usage value analysis will usually indicate that a relatively small number of items account for a high percentage of the dollarized usage. The very high dollar usage items are usually assigned an "A" classification. Those with a high to medium value of usage are classified as "B", and the remaining items are classified as "C". You may also elect to leave some items unclassified, such as test parts, prototypes, or those with extremely erratic usage.

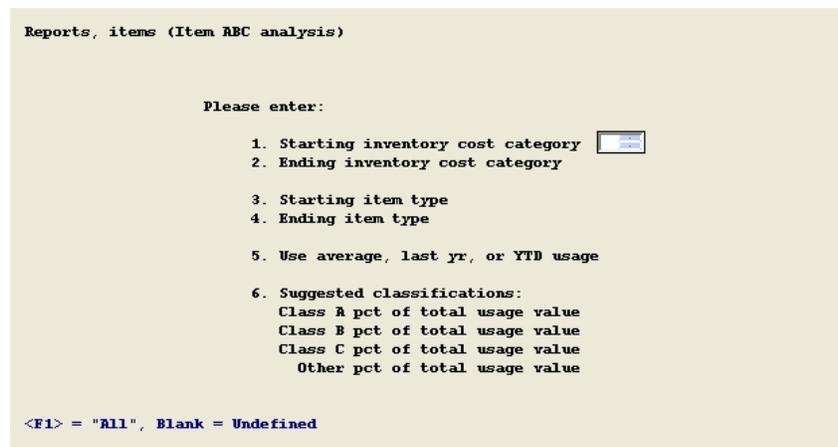
ABC classification is a method of determining what degree of control should be applied to specific items. For example, physical cycle counts should be performed more frequently for class "A" items than for "B" or "C" items.

Running the report from this menu does not update ABC Class in the item records, but allows you to assign some trial classifications for a selected group of items. Use the Update Item Factors application if you wish to classify items using this report and then post the assigned ABC Class codes to Items.

Select

Item ABC analysis from the *Reports, items* menu.

The following screen displays:



Enter the information as follows:

1. Starting inventory cost category

<F1> = "All", Blank = Undefined

2. Ending inventory cost category

Blank = Starting value.

3. Starting item type

<F1> = "All", Blank = Undefined

4. Ending item type

Blank = Starting value.

5. Use average, last yr or YTD usage

A = Average, L = Last yr, or Y = YTD.

6. Suggested classifications:

Class A pct of total usage value

Enter a percent for each class,

Class B pct of total usage value

up to 2 whole numbers and two decimals.

Class C pct of total usage value

The total of all percents must = 100.00.

Other pct of total usage value

Typical trial usage percents are A = 70.00, B = 20.00, C = 10.00. This is not the percent of items, but the percent of total dollar usage for items to be assigned the designated ABC Class. The percent of items within each class will be shown on the report.

SLOW MOVING ITEMS

Use this report to identify costed on hand inventory of slow moving items, based on a "Date of Last Usage" that you specify. You may optionally request that items with a total days supply (Quantity On Hand / Average Daily Usage) exceeding a designated number of days also be included on the report.

To exclude relatively new items that have little or no usage, you are asked to specify an Item Master "Date Item Added" cutoff. Items added to the file after this cutoff date are automatically excluded from the list; other items will be included if they fall within your specified "slow moving" criteria.

Select

Slow moving items from the *Reports, items* menu.

The following screen displays:

```
Reports, items (Slow moving items)

Please enter:

1. Starting inventory cost category 
2. Ending inventory cost category
3. Starting item type
4. Ending item type
5. Date item added is before
6. Date of last usage is before
7. Or, total days on hand exceeds

<F1> = "All", Blank = Undefined
```

Enter the information as follows:

1. Starting inventory cost category

<F1> = "All", Blank = Undefined

2. Ending inventory cost category

Blank = Starting value.

3. Starting item type

<F1> = "All", Blank = Undefined

4. Ending item type

Blank = Starting value.

5. Date item added is before

Enter in MMDDYY format.

6. Date of last usage is before

Enter in MMDDYY format.

7. Or, total days on hand exceeds

<F1> for "Not applicable", or enter up to 3 numeric digits.

INVENTORY HISTORY

Transaction data printed on this list is similar to information presented by the Display Inventory Transaction History program. G/L Posted Code is also included on this report. The G/L Posted Code (Y = Yes, N= No) indicates whether the transaction has been posted by the "I/M distributions to G/L" function.

Select

Inventory history from the *Reports, items* menu.

The following screen displays:

```
Reports, items (Inventory history)

Please enter

1. List sequence      
2. Starting item #
3. Ending item #
4. Warehouse
5. Starting date
6. Ending date

I = Item #   W = Warehouse & time
```

Enter the information as follows:

1. List sequence

I (Item #) or W (Warehouse & Time).

2. Starting item

<F1> = "All"

Comments: If List Sequence = **W**, Item Number range entries are bypassed and automatically defaulted to "All" by the program.

3. Ending item

Blank = Starting value

4. Warehouse

Enter spaces for "Main".

5. Starting date

6 numeric digits in MMDDYY format.

6. Ending date

6 numeric digits in MMDDYY format.

Blank = Starting value.

COSTED INVENTORY TRANSACTIONS

This report lists and summarizes the dollar value of inventory transactions in the Inventory Transaction History File, by Transaction Type for a Warehouse and date range that you request.

The program allows you to request all Inventory Transaction Types or a specific Transaction Type to include on the report. If you request only Receipt Transactions, you are given a further option to include only costed Purchase Order receipts. Such a daily or weekly listing of costed purchase receipts only would be useful to companies that are closely monitoring inventory dollar levels.

The report also highlights any uncosted Inventory Transactions appearing on the list.

Select

Costed inventory transactions from the *Reports, items* menu.

The following screen displays:

```
Reports, items (Costed inventory trans)

Please enter:

1. Warehouse
2. Starting date
3. Ending date
4. Transaction type
```

Enter the information as follows:

1. Warehouse

Enter the warehouse or locate the warehouse using the <F8> lookup.

2. Starting date

Enter in MMDDYY format.

3. Ending date

Blank = Starting value

4. Transaction type

<F1> = "All", or enter a valid Transaction Type code.

Purchase orders only ?

Y or N. Only asked if Transaction Type entry is **R** (Receipt).

LOT TRACK

Use this selection to view lot history information including customer, order number, quantity sold and date sold.

Select

Lot track report from the *Reports, items* menu.

The following screen displays:

The screenshot shows a software window titled "Reports, items (Lot track report)" for "Company 00 XYZ Company". The window contains a "Lot track criteria" dialog box with the following fields and controls:

- Warehouse:** A text input field with a small icon to its right.
- Item #:** A text input field with a small icon to its right.
- Lot #:** A text input field with a small icon to its right.
- Below the fields, the text "<F1> = \"All\"" is displayed.
- At the bottom of the dialog are "OK" and "Cancel" buttons.

Warehouse

Enter the warehouse or locate the warehouse using the <F8> lookup. You may also select <F1> for "All" warehouses.

Item

Enter the item number or use the <F8> lookup to locate it from a list of items.

Lot

Enter the lot number or use the <F8> lookup to locate it from a list of lot numbers.

OK or Cancel

Select OK to print the report or Cancel to return to the menu without printing.

LOT/SERIAL NUMBER HISTORY

If the Lot/Serial Control features are installed on your system, you may use this program to list inventory transaction detail by Item, Transaction Type, and Lot or Serial Number.

If you wish to trace the usage of a particular Lot or Serial Number for a purchased material to its end product use, you may have to request a series of reports. For example, first find the Issue transactions for the material item to determine which parent Shop Orders used the material Lot (or Serial) Number. If that manufactured parent item is Lot controlled, its Lot Number will start with the Shop Order Number used to produce it. You can then find the Issue or Shipments history for that parent Lot Number. If a parent is controlled by Serial Number, you will have to analyze Receipt transactions for the parent Serial Numbers to find the Shop Order used to make each serialized unit; then determine the material Lot or Serial Number(s) issued to that Shop Order. Similarly, you can trace an end product Lot or Serial Number back to purchased material lots if all component items in the product's bill of material path are Lot controlled.

Select

Lot/serial # history from the *Reports, items* menu.

The following screen displays:

```
Reports, items (Lot/serial # history)
Please enter
1. Transaction types 
2. Starting item #
3. Ending item #
4. Lot or serial hist
5. Starting serial #
6. Ending serial #
7. Warehouse
8. Starting date
9. Ending date

R = Receipts/vend retns  I = Issues/xfers/retns  S = Shipments/credits
<F1> = "All"
```

Enter the information as follows:

1. Transaction types

<F1> = "All", or

I = Issues/transfers/returns to stock, or R = Receipts/vendor returns, or S = Shipments/credits.

2. Starting item

<F1> = "All".

3. Ending item

Blank = Starting value.

4. Lot or serial hist

L = Lot, or S = Serial.

5. Starting lot #, or

<F1> = "All".

Starting serial #

6. Ending lot #, or

Blank = Starting value.

Ending serial #

7. Warehouse

<F1> = "All"

8. Starting date

Enter in MMDDYY format, or <F1> = "Earliest".

9. Ending date

Enter in MMDDYY format, or <F1> = "Latest", or Blank = Starting value.

If you request Shipments/Credits for Transaction Types, you also are prompted to enter:

10. Cust #

<F1> = "All", or enter spaces if you wish to search for the customer by name by typing any portion of the customer name in an adjacent field.

PERIOD QUANTITY SOLD HISTORY

Use this program to print item sales quantity history by period.

Select

Lot/serial # history from the *Reports, items* menu.

The following screen displays:

```
Reports, items (Period quantity sold history)

Please enter:
1. Warehouse
2. Starting date
3. Starting item #
4. Ending item #

<F1> = "All"
```

Enter the information as follows:

1. Warehouse

<F1> = "All"

2. Starting date

6 numeric digits in MMDDYY format, or <F1> = "Earliest".

3. Starting item

<F1> = "All"

4. Ending item

Blank = Starting value

MATERIAL USAGE VARIANCES

This report lists summary information on Shop Order material usage variances by parent item and order, for a requested range of Item Numbers and order close dates. You also have the option to recalculate the standard unit cost value of the parent's components based on current values in the parent Item Master.

The standard unit cost value of the parent's components is calculated by subtracting the parent's "Unit costs at this level" from the parent "Total unit cost", where "Total unit cost" is the sum of "Unit costs at this level" plus component unit costs.

Select

Material usage variances from the *Reports, items* menu.

The following screen displays:

```
Reports, items (Material usage variances)

Please enter:

1. Warehouse
2. Starting parent item #
3. Ending parent item #
4. Starting order close date
5. Ending order close date
6. Recalculate standard cost ?

<F1> = "All"
```

Enter the information as follows:

1. Warehouse

<F1> = "All".

2. Starting parent item

<F1> = "All".

3. Ending parent item

Blank = Starting value.

4. Starting order close date

Enter in MMDDYY format, or <F1> = "Earliest".

5. Ending order close date

Enter in MMDDYY format, or <F1> = "Latest", or Blank = Starting value.

6. Recalculate standard cost ?

Y or N.

Reports, Orders

This chapter contains the following topic:

<u>Purchase Order Items</u>
<u>Purchase Commitments</u>
<u>Shop Orders List</u>
<u>S.O. Material Requirements</u>
<u>S.O. Material Availability</u>
<u>S.O. Schedule By Item</u>
<u>S.O. Schedule By Date</u>
<u>Costed S.O. Material WIP</u>

PURCHASE ORDER ITEMS

Use this program to print a list of Purchase Order Items in Item Number, or P.O Number, or Shop Order Number sequence, for a specified range of numbers. You may optionally include closed P.O. Items on the list.

Select

Purchase order items from the *Reports, orders* menu.

The following screen displays:

```
Reports, orders (Purchase order items)

Please enter:

1. Report sequence 
2. Starting
3. Ending
4. Starting warehouse
5. Ending warehouse
6. Include closed P.O. items ?

I = Item #   P = Purchase order #   S = Shop order # for
```

Enter the information as follows:

1. Report sequence

I = Item Number, or **P** = P.O. Number, or **S** = Shop Order Number.

For Item Number sequence:

2. Starting item

Up to 15 alphanumeric characters, or <F1> = "All".

3. Ending item

Blank = Starting value.

or, for P.O. sequence:

2. Starting P.O.

Up to 6 numeric digits, or <F1> = "All".

RIs

Up to 2 numeric digits or space.

3. Ending P.O. #

Blank = Starting value.

Rls #

or, for Shop Order sequence:

2. Starting S.O. #

Up to 6 alphanumeric characters, or <F1> = "All".

Rls

Up to 2 numeric digits .

3. Ending S.O. #, Rls

Blank = Starting value.

4. Starting warehouse

Up to 2 alphanumeric characters, or

<F1> = "All".

5. Ending warehouse

Blank = Starting value.

6. Include closed P.O. items ?

Y or N.

PURCHASE COMMITMENTS

This report lists and summarizes the total purchase commitment dollar value of open P.O. Items for a Warehouse, Date range, and Item Type range that you specify.

You are given the option of listing the P.O. Items in Due Date or in Item Type Code sequence. If you select the Item Type Sequence, commitment totals by Item Type are also printed.

The report also highlights any uncosted P.O. Items included in the list.

Select

Purchase commitments from the *Reports, orders* menu.

The following screen displays:

```
Reports, orders (Purchase commitments)

Please enter:
1. Report sequence 
2. Warehouse
3. Starting due date
4. Ending due date
5. Starting
6. Ending

D = Date  T = Item type  V = Vendor #
```

Enter the information as follows:

1. Report sequence

D (Due Date), **T** (Item Type), or **V** (Vendor #)

2. Warehouse

<F1> = "All"

3. Starting due date

<F1> = "Earliest", or enter another date in MMDDYY format.

4. Ending due date

<F1> for "Latest", or enter another date in MMDDYY format.

If report sequence is by Item Type:

5. Starting item type

<F1> = "All", Blank = Undefined

6. Ending item type

Blank = Starting value.

If report sequence is by Vendor #:

5. Starting vendor #

<F1> = "All"

6. Ending vendor #

Blank = Starting value.

SHOP ORDERS LIST

Use this program to print a list of Shop Orders in Item Number or Shop Order Number sequence, for a specified range of Item Numbers or S.O. Numbers. You may optionally include closed Shop Orders on the list.

Select

Shop order list from the *Reports, orders* menu.

The following screen displays:

```
Reports, orders (Shop orders list)

Please enter:

1. Report sequence 
2. Starting
3. Ending
4. Starting warehouse
5. Ending warehouse
6. Include closed orders ?

I = Item # S = Shop order #
```

Enter the information as follows:

1. Report sequence

I (Item Number) or **S** (S.O. Number).

2. Starting item

Requested entry is based on Sequence.

or <F1> = "All".

Starting S.O.

Rls #

3. Ending item

Requested entry is based on Sequence.

or Blank = Starting value.

Ending S.O.

Rls #

4. Starting warehouse

Up to 2 alphanumeric characters, or <F1> = "All",

5. Ending warehouse

Blank = Starting value.

6. Include closed orders? Y or N.

S.O. MATERIAL REQUIREMENTS

Use this program to print a list of shop order material requirements in Component Item Number or in Shop Order Number sequence. Component total requirements and unissued requirement balances are listed for each using parent Shop Order. Warehouse total unissued balances by Component Item Number, for all using Shop Orders, are also printed when the report is run in Item Number sequence.

Select

S.O. material requirements from the *Reports, orders* menu.

The following screen displays:

```
Reports, orders (S.O. material reqts)

Please enter:

1. Report sequence 
2. Starting
3. Ending

4. Starting warehouse
5. Ending warehouse

I = Component item #   S = Shop order #
```

Enter the information as follows:

1. Report sequence

I (Component Item Number), or **S** (S.O. Number).

2. Starting item

Requested entry is based on Sequence.

or

Starting S.O. #

Rls #

3. Ending item

Requested entry is based on Sequence.

or Blank = Starting value.

Ending S.O. #

Rls #

4. Starting warehouse

Up to 2 alphanumeric characters, or <F1> = "All".

5. Ending warehouse

Blank = Starting value.

The following entries are requested only if Sequence is I.

6. Starting S.O. #

Up to 6 alphanumeric characters, or <F1> = "All".

Rls #

Up to 2 numeric digits.

7. Ending S.O. #

Blank = Starting value.

Rls #

S.O. MATERIAL AVAILABILITY

This report prints the inventory availability of all component material items required for a specified Shop Order. It includes calculated On Hand and On Order shortages for each component. Component shortage quantities for the specified parent Shop Order, and total shortages for all parent orders using the component at the warehouse are printed for each component.

Selection of an option to "List shortage components only" causes only those items that are in a warehouse total shortage condition to be printed. Another option allows each listed component's balances at other warehouses to be printed.

Select

S.O. material availability from the *Reports, orders* menu.

The following screen displays:

The screenshot shows a terminal-style interface with the following text:

```
Reports, orders (S.O. matl availability)

Please enter:

1. Shop order #  Rls #
2. Item #

3. Warehouse

   Order status

4. List shortage components only ?
5. List balances at other warehouses ?
```

Enter the information as follows:

1. Shop order

Up to 6 alphanumeric characters.

Rls

Up to 2 numeric digits.

2. Item

Up to 15 alphanumeric characters for the Parent Item Number, or <F1> = search for the Parent Item Number, or <F2> = "All" parents made on the Shop Order

3. Warehouse

Default displayed is Warehouse for first Shop Order on file matching the preceding entries.

4. List shortage components only ?

Y or N.

If you answer N to the above question, the program will ask:

List unissued components only

Y or N.

5. List balances at other warehouses ?

Y or N.

S.O. SCHEDULE BY ITEM

Use this program to print a list of Shop Orders in Item Number and Due Date sequence, for specified ranges of Item Numbers, Warehouses, Due Dates, and Item Types. You may optionally select only orders with a balance due for this report. Conversely, you may elect to only list Completed Orders (no balance due) that have not yet been Closed. This report always excludes Closed Orders, and does not sequence the orders by Warehouse when the range includes orders for more than one Warehouse.

Select

S.O. schedule by item from the *Reports, orders* menu.

The following screen displays:

```
Reports, orders (S.O. schedule by item)

Please enter:

1. Starting item # 
2. Ending item #
3. Starting warehouse
4. Ending warehouse
5. Starting due date
6. Ending due date
7. Starting item type
8. Ending item type
9. Print orders with balance due ?
10. Print completed orders not closed ?
11. Print sales order information ?

<F1> = "All"
```

Enter the information as follows:

1. Starting item

Up to 15 alphanumeric characters, or <F1> = "All".

2. Ending item

Blank = Starting value.

3. Starting warehouse

Up to 2 alphanumeric characters, or <F1> = "All".

4. Ending warehouse

Blank = Starting value.

5. Starting due date

Up to 6 numeric digits in MMDDYY format, or <F1> = "Earliest"

6. Ending due date

Blank = Starting value, or <F1> = "Latest".

7. Starting item type

Up to 4 alphanumeric characters, or <F1> = "All", or Blank = "Undefined".

8. Ending item type

Blank = Starting value.

9. Print orders with balance due ?

Y or N.

10. Print completed orders not closed ?

Y or N.

The following is asked if PBS Manufacturing Customer Order Processing is used:

11. Print sales order information ?

Y or N.

S.O. SCHEDULE BY DATE

Use this program to print a list of Shop Orders in Due Date and Shop Order Number sequence, or Start Date and Shop Order Number sequence for specified ranges of Dates, Warehouses, Shop Order Numbers, and Item Types. You may optionally select only orders with a balance due for this report. Conversely, you may elect to only list Completed Orders (no balance due) that have not yet been Closed. This report always excludes Closed Orders, and does not sequence the orders by Warehouse when the range includes orders for more than one Warehouse. If you have implemented PBS Manufacturing Customer Order Processing, you may include printing of Customer P.O Numbers and Customer Names for Shop Orders that are referenced to open Sales Orders.

Select

S.O. schedule by date from the *Reports, orders* menu.

The following screen displays:

```
Reports, orders (S.O. schedule by date)

Please enter:

1. Starting due date 
2. Ending due date

3. Starting warehouse
4. Ending warehouse

5. Starting S.O. #
6. Ending S.O. #

7. Starting item type
8. Ending item type

9. Print orders with balance due ?
10. Print completed orders not closed ?
11. Print sales order information ?

<F1> = "Earliest"
```

Enter the information as follows:

1. Starting due date

Up to 6 numeric digits in MMDDYY format, or <F1> = "Earliest"

2. Ending due date

Blank = Starting value, or <F1> = "Latest".

3. Starting warehouse

Up to 2 alphanumeric characters, or <F1> = "All".

4. Ending warehouse

Blank = Starting value.

5. Starting S.O.

Up to 6 alphanumeric characters, or <F1> = "All".

Rls #

Up to 2 numeric digits.

6. Ending S.O. #

Blank = Starting value.

Rls #

7. Starting item type

Up to 4 alphanumeric characters, or <F1> = "All", or Blank = "Undefined".

8. Ending item type

Blank = Starting value.

9. Print orders with balance due ?

Y or N.

10. Print completed orders not closed ?

Y or N.

The following is asked if PBS Manufacturing Customer Order Processing is used:

11. Print sales order information ?

Y or N.

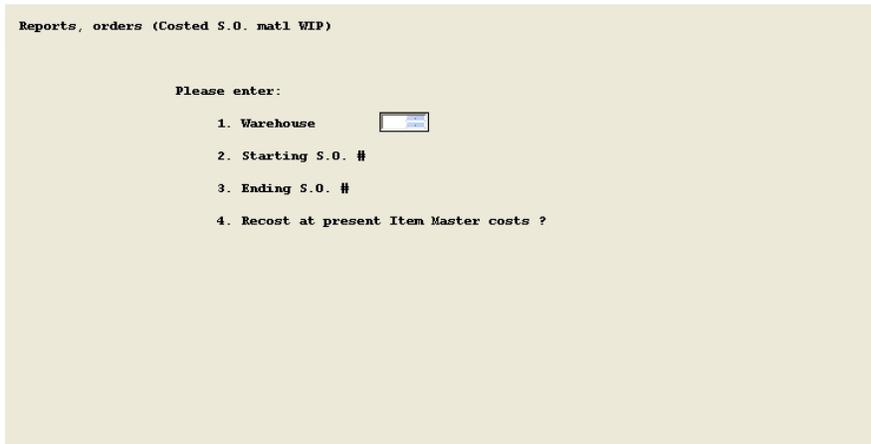
COSTED S.O. MATERIAL WIP

This report lists detail and summary cost information about component materials work-in-process for open Shop Orders. The component quantities issued to a Shop Order are adjusted by the assumed usage on the parent item quantity received to-date, if any.

Select

Costed S.O. material WIP from the *Reports, orders* menu.

The following screen displays:



```
Reports, orders (Costed S.O. matl WIP)

Please enter:
1. Warehouse
2. Starting S.O. #
3. Ending S.O. #
4. Recost at present Item Master costs ?
```

Enter the information as follows:

1. Warehouse

Up to 2 alphanumeric characters.

2. Starting S.O.

Up to 6 alphanumeric characters, or <F1> = "All".

Rls

Up to 2 numeric digits.

3. Ending S.O.

Blank = Starting value.

Rls

4. Recost at present Item Master costs ?

Y or N, the default is N.

If you answer N to this question, the components in-process are costed at their Item Master costs, as if they were issued.

Update Item Controls

This chapter contains the following topic:

Introduction to Update Item Controls
ABC Class
Cycle Count Frequency
Safety Stock Quantity
Order Quantities
Reorder/Order-up-to Levels

INTRODUCTION TO UPDATE ITEM CONTROLS

These programs automatically recalculate Item Master data which is used to control item cycle counting and ordering. These utilities which "mass update" a selected range of items, using logical rules, are useful for companies with a relatively large number of inventory items to control.

Item ABC classifications may be updated in this application. Other programs update Cycle Count Frequency, Safety Stock Quantity, and Minimum and Multiple Order Quantity based on ABC Class. Another program recalculates Reorder Level and Order Up To Quantity based on item Lead Time, Safety Stock, and desired maximum inventory levels by ABC Class.

The *days supply by ABC Class* rules provided by this application are not the only acceptable methods of determining item safety stocks and order quantities. Other more sophisticated theories could be applied. Yet the more simplified *days supply* rules, have proven to be practical and effective in controlling inventory levels in many companies.

Each time you use a program that recalculates item control factors, an audit report of the calculated values is printed before you are given the option to update the Item Master File with the new values. This allows simulation runs without file updating.

ABC CLASS

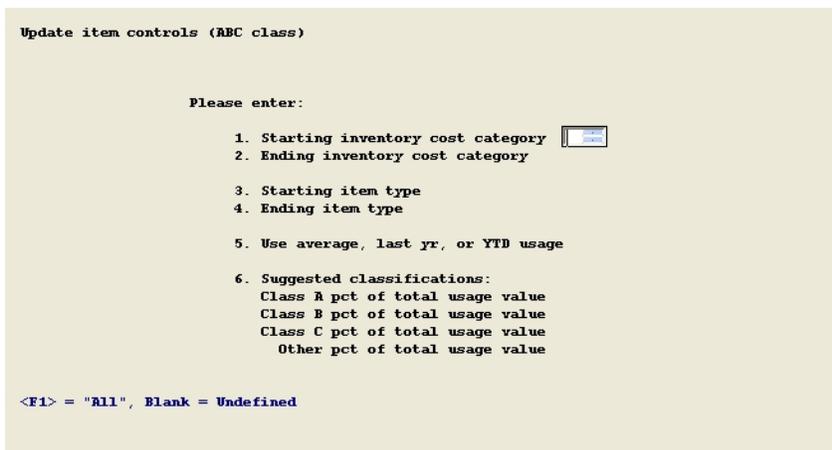
Use this program to determine and update "ABC classifications" for inventory items based on the cost dollar value of item usage. Usage value analysis will usually indicate that a relatively small number of items account for a high percentage of the dollarized usage. The very high dollar usage items are usually assigned an "A" classification. Those with a high to medium value of usage are classified as "B", and the remaining items are classified as "C". You may also elect to leave some items unclassified, such as test parts, prototypes, or those with extremely erratic usage.

ABC classification is a method of determining what degree of control should be applied to specific items. For example, physical cycle counts should be performed more frequently for class "A" items than for "B" or "C" items. Safety Stock and Order Quantities should be planned to be a lower number of "days supply" for "A" items than for "B" or "C" items.

Select

ABC class from the *Update item controls* menu.

The following screen displays:



Enter the following fields:

1. Starting inventory cost category

<F1> = "All"

2. Ending inventory cost category

Blank = Starting value.

3. Starting item type

<F1> = "All".

4. Ending item type

Blank = Starting value.

5. Use average, last yr or YTD usage

A = Average, L = Last yr, or Y = YTD.

6. Suggested classifications:

Enter a percent for each

Class A pct of total usage value

class, up to 2 whole numbers

Class B pct of total usage value

and two decimals. The total

Class C pct of total usage value

of all percents must

Other pct of total usage value

= 100.00.

Typical trial usage percents are A = 70.00, B = 20.00, C = 10.00. This is not the percent of items, but the percent of total dollar usage for items to be assigned the designated ABC Class. The percent of items within each class will be shown on the report. When reviewing initial report detail data, you may find more logical ABC break points than were provided by your trial percentages. You will be given the opportunity to change your specifications and rerun the report before updating the Item File.

The list shows both the current and newly suggested classifications for the selected range of items. After printing the report, the program asks:

Post suggested ABC classifications to item master file ?

Answer Y to post the new suggested values. Answer N if you want to revise your item range or ABC percentages and then rerun the report, or if you want to exit without updating the file.

If you post computer calculated values for all items on the report, you can still use Item Master Maintenance to subsequently change the ABC Class of selected items in the item range. That selective item change approach is also available for values calculated and posted by other item update programs.

CYCLE COUNT FREQUENCY

Use this program to establish and update Cycle Count Frequency based on "ABC Class" of inventory items. Physical cycle counts should be performed more frequently for class "A" items than for "B" or "C", and more frequently for class "B" than for class "C" or unclassified items.

The report printed after you enter your item range and count frequency parameters summarizes the total number of items assigned to each count frequency. From this summary information, you can determine the total number of annual or daily counts to be performed for the item range.

The list shows the assigned count frequencies for the selected range of items.

The report also summarizes the total number of items assigned to each count frequency, from which you can determine the total number of annual or daily counts to be performed for the item range.

Select

Cycle count frequency from the *Update item controls* menu.

The following screen displays:

```
Update item controls (Cycle count frequency)

Please enter:

1. Warehouse
2. Starting inv cost category
3. Ending inv cost category
4. Starting item type
5. Ending item type

Count frequency by ABC class:
6. Class A count frequency
7. Class B count frequency
8. Class C count frequency
9. Other count frequency
```

Enter the following fields:

1. Warehouse

Up to 2 alphanumeric characters.

2. Starting inventory cost category

<F1> = "All"

3. Ending inventory cost category

Blank = Starting value.

4. Starting item type

<F1> = "All"

5. Ending item type

Blank = Starting value.

Count freq by ABC class:

Enter a code for each class:

7. Class B count frequency

S = Semiannually, A = Annually,

6. Class A count frequency

M = Monthly, Q= Quarterly,

8. Class C count frequency

or Space = Not Applicable.

9. Other count frequency

After printing the report, the program asks:

Post cycle count frequencies to item records ?

Answer Y to post the reported count frequencies. Answer N if you want to revise your item range or count frequencies by ABC Class and then rerun the report, or if you want to exit without updating the file.

SAFETY STOCK QUANTITY

Safety Stock Quantity in Item Master records may optionally be used in calculating and updating item Reorder Levels with this function, or in determining item master schedule requirements in the PBS Manufacturing Master Scheduling and MRP system.

This program calculates, reports, and optionally updates primary warehouse Safety Stock Quantity for a range of items. The "days supply by ABC Class" calculation method is used. Computations are based on the number of days supply you designate for each ABC Class, each item's ABC Class Code which determines the number of days supply applied in its calculation, and the item's total Average Daily Sales or Usage rate for all warehouse locations.

You have the option of selecting item total Average Daily Sales or total Average Daily Usage (which may exceed sales rate) to calculate:

Safety Stock Quantity = Safety Stock Days

x Ave. Daily Sales (or Usage)

If you sell or use some items in multiple warehouses, this calculation assumes that safety stock for those items will be maintained at the primary warehouse location but not at branches, since the total average rate for all locations is used.

The number of days supply of safety stock should generally be less for class "A" items than for "B" or "C" items, and less for class "B" than for class "C" items.

Select

Safety stock quantity from the *Update item controls* menu.

The following screen displays:

```
Update item controls (Safety stock quantity)

Please enter:

  1. Primary warehouse
  2. Starting inv cost category
  3. Ending inv cost category

  4. Starting item type
  5. Ending item type

  6. Include only items sold and stocked ?
  7. Use total avg daily sales or usage

  Safety stock days supply by ABC class:
  8. Class A safety stock days supply
  9. Class B safety stock days supply
 10. Class C safety stock days supply
 11. Other safety stock days supply
```

Enter the following fields:

1. Primary warehouse

Up to 2 alphanumeric characters.

2. Starting inventory cost category

<F1> = "All"

3. Ending inventory cost category

Blank = Starting value.

4. Starting item type

<F1> = "All"

5. Ending item type

Blank = Starting value.

6. Include only items sold and stocked ?

Y or N.

7. Use total avg daily sales or usage

S = Sales, U = Usage.

Safety stock days supply by ABC class:

8. Class A safety stock days supply

9. Class B safety stock days supply

For each class: Enter up to

10. Class C safety stock days supply

3 numeric digits or zero, or

11. Other safety stock days supply

Press <F1> to skip updating.

The report includes the cost value of each item's safety stock quantity and the total safety stock investment cost of all items on the list.

After printing the report, the program asks:

Post safety stock quantities to item master file ?

Answer Y to post the reported safety stock quantities. Answer N if you want to revise your item range or calculation parameters and then rerun the report, or if you want to exit without updating the file.

ORDER QUANTITIES

Minimum Order Quantities may define economic run sizes for manufactured items, or purchased part quantity/price break levels.

Multiple Order Quantities are order quantity rounding factors. For example, an Order Multiple Quantity of 50 established for some manufactured parts may be related to standard container sizes used. A Multiple Order Quantity of 3 could be defined for a material stocked in feet but purchased in yards, since all Item Master quantities are defined in the Inventory Unit of Measure.

This program calculates, reports, and optionally updates primary warehouse Minimum Order Quantity and/or Multiple Order Quantity for a range of items.

The "days supply by ABC Class" calculation method is used to calculate Minimum Order Quantities. Computations are based on the number of days supply you designate for each ABC Class, each item's ABC Class Code which determines the number of days supply applied in its calculation, and the item's Average Daily Usage.

You are given the option of using item total Average Daily Usage for all warehouses, or the primary warehouse Average Daily Usage for computing Minimum Order Quantities. Another option allows adjustment of the calculated Minimum to the item Multiple, if any. The number of days supply specified for Minimum Order Quantities should generally be less for class "A" items than for "B" or "C" items, and less for class "B" than for class "C" items.

Multiple Order Quantities may be specified in this program as fixed multiples by ABC Class for the selected range of items. If you used other rules to determine some Multiple Order Quantities that you previously entered in Item Master Maintenance, those multiples can also be used by this program to adjust calculated Minimum Order Quantities to a multiple.

Select

Order quantities from the *Update item controls* menu.

The following screen displays:

```
Update item controls (Order quantities)

Please enter:

  1. Primary warehouse
  2. Starting inv cost category
  3. Ending inv cost category
  4. Starting item type
  5. Ending item type

  6. Update minimum order qty ?      Update multiple ?
  7. Adjust min for multiple ?
  8. Use total avg or whse avg daily usage

  Minimum days supply and multiple qty by ABC class:
      Min-days  Mult-qty
  9. Class A
 10. Class B
 11. Class C
 12. Other
```

Enter the following fields:

1. Primary warehouse

Up to 2 alphanumeric characters.

2. Starting inventory cost category

<F1> = "All"

3. Ending inventory cost category

Blank = Starting value.

4. Starting item type

<F1> = "All"

5. Ending item type

Blank = Starting value.

6. Update minimum order quantity ?

Y or N.

Update multiple qty ?

Y or N.

7. Adjust minimum for multiple ?

Y or N.

8. Use total avg or whse avg daily usage

T = Total, W = Warehouse

Minimum days supply and multiple qty by ABC class:

Min-Days Mult-Qty

9. Class A

10. Class B

For each class:

11. Class C

Enter up to 3 numeric digits or zero for Min-Days.

12. Other

Enter up to 6 numeric digits or zero for Mult-Qty. <F1> = skip updating of either factor.

If you answered N to "Update minimum order qty ?", the questions in numbers 7 and 8 and the Min-Days entries are automatically bypassed by the program.

If you answered N to "Update multiple qty ?", the Mult-Qty entries are automatically bypassed by the program.

If you selected update of Minimum Order Quantity, the report includes the cost value of each item's Minimum Order Quantity and the total cost of all Minimum Order Quantities on the list.

Average inventory investment incurred by ordering minimum replenishment quantities may approximate 50 % of the total order quantity cost.

After printing the report, the program asks:

Post order quantity factors to item master file ?

Answer Y to post the reported order quantity factors. Answer N if you want to revise your item range or calculation parameters and then rerun the report, or if you want to exit without updating the file.

REORDER/ORDER-UP-TO LEVELS

A Reorder Level/Order Up To Quantity system of inventory replenishment may be appropriate for stocked finished goods, or for some component materials with low cost or a steady usage rate. This is often referred to as the "Min/Max" inventory control method, where the "Min" is the Reorder Level and the "Max" is the Order Up To Quantity. When the available inventory quantity On Hand and On Order is at or below the Reorder Level Quantity, a replenishment order may be released for an amount that increases the total available inventory to the Order Up To Quantity.

The "Min" or Reorder Level referred here is not the same as the Minimum Order Quantity factor updated by another program.

This program calculates, reports and optionally updates Reorder Level Quantity ("Min") and Order Up To Quantity ("Max") for a range of items, for a designated primary or branch warehouse.

Calculations are:

Reorder Level Qty = (Lead Time Days) x (Average Daily Usage)

+ Safety Stock Quantity

Order Up To Qty = Reorder Level + [Average Daily Usage

x ("Max" - "Min" Days)]

where you designate the ("Max" - "Min" Days) difference as days supply by ABC class.

The ("Max" - "Min" Days) difference multiplied by the daily usage rate approximates the expected replenishment order quantity if you use the Order Up To rule.

In addition to item Inventory Cost Category and Type range selection, this program provides other options:

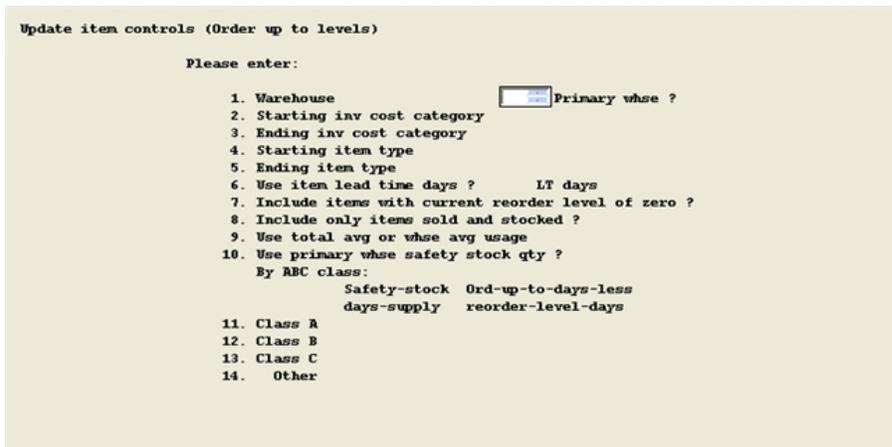
- You may update these factors for a specified primary warehouse or branch warehouse.
- If you are updating branch warehouse factors, you may optionally use Item Master Lead Time Days plus an added number of "primary to branch" Lead Time Days that you specify, or just use a fixed number of replenishment Lead Time Days that you specify for the branch item range. Item Master Lead Time Days are automatically used if you are updating a primary warehouse.
- You may include or exclude items with a current Reorder Level of zero. The exclusion option provides additional item selectivity within the designated warehouse item range.
- You may elect to only include items that are sold and stocked per the Item Master record, another item selection parameter.
- If you are updating primary warehouse factors, you may use item total Average Daily Usage for all warehouses, or just primary warehouse Average Daily Usage in the calculations. Branch warehouse daily usage is automatically used if you are updating a branch.

- If you are updating primary warehouse factors, you may use Safety Stock Quantity in the Item Master record, or a specified Safety Stock Days Supply by item ABC Class which is multiplied by the Average Daily Usage to compute Safety Stock Quantity. You are always requested to specify Safety Stock Days by ABC Class if you are updating a branch warehouse.

Select

Reorder/order-up to levels from the *Update item controls* menu.

The following screen displays:



Enter the following fields:

1. Warehouse

Up to 2 alphanumeric characters.

Primary warehouse ?

Y or N. N indicates a branch warehouse.

2. Starting inventory cost category

<F1> = "All"

3. Ending inventory cost category

Blank = Starting value.

4. Starting item type

<F1> = "All"

5. Ending item type

Blank = Starting value.

6. Use item lead time days ?

Y or N. If "Primary whse ?" = N, defaults to Y and is bypassed.

Lt days used (or added)

Enter up to 3 numeric characters or zero.

7. Include items with current reorder level of zero ?

Y or N.

8. Include only items sold and stocked ?

Y or N.

9. Use total avg or whse avg usage

T = Total, W = Warehouse. If "Primary whse ?" = N, defaults to W and bypassed.

10. Use primary whse safety stock qty ?

Y or N. If "Primary whse ?" = N, defaults to N and is bypassed.

By ABC class:

Safety-stock Ord-up-to-days-less

Days-supply Reorder-level-days

11. Class A

12. Class B

For each class:

13. Class C

Enter up to 3 numeric digits or zero

14. Other

in each column, or <F1> = skip updating.

If you are updating a primary warehouse and answered Y to "Use primary whse safety stock qty ?", the Safety Stock Days Supply entries automatically default to N/A (not applicable). Press ENTER to accept N/A for the ABC Class, or press <F1> to skip updating items in the ABC Class.

"Ord up to days less reorder level days" is the ("Max" - "Min" Days) difference in days supply.

The report includes each item's estimated Average Inventory Value calculated as:

$$\begin{aligned} \text{Ave. Inv. Value} &= [\text{Safety Stock Quantity} + \\ &0.5 (\text{Order Up To} - \text{Qty Reorder Level Qty})] \\ &\times \text{Item Unit Cost} \end{aligned}$$

The estimated Total Average Inventory Value for all items on the list is summed and printed at the end of the report.

After printing the report, the program asks:

Post reorder & order up to levels to item records ?

Answer Y to post the reported ordering levels. Answer N if you want to revise your item range or calculation parameters and then rerun the report, or if you want to exit without updating the file.

Period & Year end

This chapter contains the following topic:

[Introduction to Period & Year End](#)

[Running Period & Year End](#)

INTRODUCTION TO PERIOD & YEAR END

Use this function to close each period. You will probably do this at the end of each fiscal month, although you may use other time periods (e.g. quarter). The "Close period" program performs the following procedures:

- Resets Period-To-Date usage and sales statistics in Item Master and Branch Warehouse Item records.
- If you tell the program the period being closed is also your year end, resets the file Year-To-Date statistics after moving those numbers into Last Year values.
- Period-To-Date values and, at year end, Year-To-Date values are set to zeros, or to any amounts already accumulated for the Next Period. Transactions dated after the Current Period End Date are posted to Next Period accumulators in the master files, until you close the period.
- Resets the Current Period End Date in *I/M Control information*.
- Optionally updates Average Daily Usage and Average Daily Sales in Item Master and Branch Warehouse Item records, based on a weighted average (exponential smoothing) calculation that computes new averages from current period usage and sales quantities and the old averages.

If "Use item qty sold history by period ?" is Y in *I/M Control information*, the "Close period" program also updates that history.

RUNNING PERIOD & YEAR END

Select

Period & year end from the *I/M* menu.

The following screen displays:

```
Period & year end
Closing out the period ending on 6/30/07

This function clears out accumulated Period-To-Date values in
the Item Master & Branch Warehouse Item files and replaces them
with any values already accumulated for the new period.

Average daily usage for all items and average daily sales for
statistically forecast items may optionally be updated.

1. Update average daily usage & sales ? 
2. Number of production days in period
3. Number of selling days in period
4. Smoothing factor for new weighted
   average calculations
5. Is 6/30/07 also year end date ?
6. The ending date for the new period is
```

When you select this program the following prompt displays at the top of the screen:

Closing out the period ending on *MM/DD/YY*.

This function clears out accumulated Period-To-Date values in in the Item Master & Branch Warehouse Item files and replaces them with any values already accumulated for the new period.

Average daily usage for all items and average daily sales for statistically forecast items may optionally be updated.

MM/DD/YY is the "Current period end date" from *I/M Control information*.

Enter the following fields:

1. Update average daily usage & sales ?

Entry Format: Y or N. Default is Y.

Comments: If your answer is Y, the program will request you to enter fields 2 thru 4; otherwise those entries are bypassed.

2. Number of production days in period

Entry Format: Up to 2 numeric digits. Zero not allowed.

Comment: This number of days will be divided into each item's Total Usage PTD to calculate item Average Daily Usage Quantity for the period.

3. Number of selling days in period

Entry Format: Up to 2 numeric digits. Zero not allowed.

Comments: This number of days will be divided into item Total Quantity Sold PTD to calculate the item Average Daily Sales Quantity for the period.

4. Smoothing factor for new weighted average calculations

Entry Format: Press ENTER to accept default of 0.15, or press <F1> to enter another value. This two decimals value must be greater than zero and less than 1.00.

Comments: This factor is used to calculate new weighted daily usage and sales averages as follows, where a = smoothing factor:

$$\text{New Average} = a * (\text{Period Average}) + (1.00 - a) * (\text{Old Average})$$

If Old Average is zero, the calculation is modified to set New Average to the Period Average.

5. Is MM/DD/YY also your year end date ?

Entry Format: Y or N.

6. The ending date for the new period is

Entry Format: 6 numeric digits, in MMDDYY format.

Comments: This entry sets the new Current Period End Date in I/M *Control information*.

Distributions to G/L

This chapter contains the following topic:

Introduction to Generate Distributions
Running Generate Distributions
Print Edit Lists
Post To G/L General Journal
Outside Processing Costs - Special Instructions

INTRODUCTION TO GENERATE DISTRIBUTIONS

This function allows you to generate inventory account distribution transactions from inventory and variance transaction history, print summary and detail distribution edit lists, and post the I/M summary distributions to General Journal Transaction. The G/L package may then be used to complete the posting of those General Journal Transactions.

Default distribution accounts may be defined with I/M Control information. If you use multiple warehouses, you may specify distribution accounts by Warehouse with the I/M Accounts by warehouse function. If you use PBS Manufacturing Customer Order Processing, you may define Cost of Sales distribution accounts by Warehouse, Customer Type, and Product Category.

Summary of Inventory Costing Concepts and Methods

Except for the "average actual" costing option for purchased parts and materials, the I/M package provides a Standard Cost system of inventory accounting. The following diagram illustrates the overall cost flows in and out of the "four wall" inventory for a plant/warehouse facility.

Stock | Warehouse | Misc. |

Scrap | Transfers | Issues |

| In or Out | |

Purchase > Receipts

Inventory

<>

Adjustments

Cost of >

Sales

W.I.P. | Material |

Scrap | Usage |

| Variance |

Total warehouse inventory, represented by the large rectangle, is valued in the Inventory Asset Account. The diagram subdivides this total into several categories of on hand Stock and Work-In-Process. The I/M to G/L interface creates time period input and output dollar values for the "four wall" Inventory Asset Account, with offsetting account distributions.

The I/M to G/L interface function does not divide total warehouse inventory into categories for financial reporting purposes, but you can optionally do that as follows:

- Establish a "clean cutoff" for inventory transaction posting at the end of each accounting period, and run the Costed Stock Status for all categories of Stock inventory at that time. You may then resume inventory transaction processing for the new period before completing the I/M to G/L interface for the preceding period.
- Complete posting of I/M interface transactions to G/L accounts, using the I/M interface programs and the G/L General Journal.
- You may then determine the value of Work-In-Process by deducting warehouse total Stock dollars, listed on the period end Costed Stock Status, from the warehouse total inventory value in the Inventory Asset Account.

Following is a brief explanation of inventory input and output categories, depicted with the arrows on the preceding diagram.

Inventory Cost Inputs

Purchase Receipts, less Returns to Vendor

These are receipts of purchased materials, and outside processing services, transacted with the PBS Manufacturing I/M or P/O package. Returns to Vendor are treated as negative cost inputs, rather than outputs.

Inventory transaction history records extracted for this cost category have Order Type = P, and transaction Type = R or RV.

To be included as cost inputs to inventory, outside processing orders and receipts must be transacted with inventory Item Numbers. For more information on transacting outside processing with Item Numbers, see the special section at the end of this chapter.

If you specify the "Average Cost" method of material inventory valuation in the I/M Control File, "estimated actual unit cost" entered with the receipt transaction is used to cost material quantities received. If you specify the "Standard Cost" method to value material inventory, Item Master unit costs are used.

Item Master unit costs are used to cost outside process receipts.

Purchase receipts are debited to the Inventory Asset Account and credited to the Inventory Liability Clearing Account. Accounts Payables distributions for inventory items should be debited to the Inventory Liability Clearing Account when you enter invoices with the PBS Manufacturing P/O package or the A/P package.

Shop Order Receipts - Labor & Burden

These are the labor and burden costs recognized as added to manufactured items when they are transacted as manufactured item receipts with the I/M package.

Because different companies may have varying levels of detail shop floor reporting, the I/M package is designed to recognize labor and burden value added at the time of item completion, not before.

Inventory transaction history records extracted for this cost category have Order Type = S, and transaction Type = R. You may or may not identify these production receipts to Shop Order Numbers.

Item Master unit labor and burden costs "at this level" are used to cost shop order receipts.

Labor and burden costs received are debited to the Inventory Asset Account and credited to the Labor & Burden Clearing Account. Actual direct labor and direct burden costs should also be charged to the clearing account. Residual balances in the clearing account can then be distributed to period labor and burden variance.

Warehouse Transfers In

These are transfers of purchased or manufactured items in from other warehouses, transacted with the I/M package.

Inventory transaction history records extracted for this cost category have transaction Type = T, and have a positive quantity.

Item Master unit costs are used to cost warehouse transfers.

Transfers in are debited to the Inventory Asset Account. The warehouse from which the items were transferred will show a corresponding credit to its Inventory Asset Account, because for every "transfer in" there is a matching "transfer out" transaction.

Inventory Cost Outputs

Cost of Sales

These are shipments of products to customers, less customer returns for credit, transacted with the PBS Manufacturing C/O or I/M package. Credit returns are treated as negative cost outputs, rather than inputs.

Inventory transaction history records extracted for this cost category have Order Type = C, and transaction Type = S or C.

Item Master unit costs are used to cost sales.

Cost of sales values are credited to the Inventory Asset Account and debited to the Cost of Sales Account. Each warehouse may have multiple Cost of Sales Accounts, if specified by Customer Type and Product with the C/O package. If multiple Cost of Sales accounts are used, the proper account is assigned to the inventory transaction history record at the time of invoice posting.

Misc. Issues, less Misc. Returns To Stock

These are non-production issues (e.g. sales samples, testing samples) of inventory items, transacted with the I/M package. Misc. returns to stock are treated as negative cost outputs, rather than inputs.

Inventory transaction history records extracted for this cost category have Order Type = M, and transaction Type = I or RS.

Item Master unit costs are used to cost misc. issues and returns.

Misc. issues are credited to the Inventory Asset Account and debited to the account specified at the time of transaction entry.

Warehouse Transfers Out

These are transfers of purchased or manufactured items out to other warehouses, transacted with the I/M package.

Inventory transaction history records extracted for this cost category have transaction Type = T, and have a negative quantity.

Item Master unit costs are used to cost warehouse transfers.

Transfers out are credited to the Inventory Asset Account. The warehouse to which the items were transferred will show a corresponding debit to its Inventory Asset Account, because for every "transfer out" there is a matching "transfer in" transaction.

Outside Processing Material Usage (Not shown on diagram)

These are issues of your material at an outside processing vendor warehouse, generated with the P.O. package when you receive the processed items and elect to automatically explode issues of your component materials at the warehouse set up for that vendor.

Inventory transaction history records extracted for this cost category have Order Type = P, and transaction Type = I.

Item Master unit costs are used to cost outside processing issues.

Outside processing issues are credited to the Inventory Asset Account and debited to the Inventory Liability Clearing Account.

See the special section at the end of this chapter for more information about outside processing transactions.

Stock Scrap and Work-In-Process Scrap

These are scrap quantities of inventory items, transacted with the I/M package.

Inventory transaction history records extracted for this cost category have transaction Type = SS or WS.

Item Master unit costs are used to cost scrap.

Scrap is credited to the Inventory Asset Account and debited to the Inventory Scrap Account.

Other Plus or Minus Adjustments To Inventory

Inventory Adjustments

These are plus or minus adjustments required to correct inventory on hand balances, transacted with the I/M package.

Inventory transaction history records extracted for this cost category have transaction Type = A.

Item Master unit costs are used to cost adjustments.

Plus or minus adjustments are posted to the Inventory Asset Account and the Inventory Adjustments Account.

Material Usage Variance

These transactions are generated when you close Shop Orders with the I/M package, and you elect to post the order material usage variance to a history file.

Material usage variance is the difference between total extended costs of the actual component quantities used to build a parent order and the "standard cost of components" for the parent order quantity received. This variance results from a difference between actual component quantities used and the quantities specified in the bill of material. However, material usage variance totals may also include some "standards variance" due to changes to component standard costs, or to bill of material quantities, since the parent item was last recosted. Occurrence of "standards variance" elements within material usage variance totals is very likely if you use the "Average Cost" method for purchased materials.

Parent Item Master unit costs are used to calculate "parent standard unit cost of components". This is the parent's total unit cost less its unit costs "at this level". Total actual costs of components used are calculated when the components are issued to the Shop Order, and are accumulated until the order is closed.

Plus or minus material usage variances are posted to the Inventory Asset Account and the Material Usage Variance Account.

Purchase Price Variance (Not shown on diagram)

These transactions are generated when you post purchase order invoices for inventory items with the P/O package. Price Variance detail is posted to a history file by that package.

Purchase price variance is the difference between the actual cost of a purchased item and its standard cost. If you use the "Average Cost" valuation method for purchased materials, the P/O package will not create variance transactions for those items. Variances will be created for any outside processing received as inventory Item Numbers.

Item Master "Standard material cost at this level" or "Standard outside cost at this level" is used to calculate the standard cost value of inventory purchases. The actual cost value is input with the invoice transaction.

Since purchase price variance does not directly affect the Inventory Asset Account, it is not depicted on the preceding diagram. Related purchase receipts are posted to the Inventory Asset Account at standard cost.

Plus or minus purchase price variances are posted to the Inventory Liability Clearing Account and the Purchase Price Variance Account. This reduces differences between the actual Accounts Payable amounts and the I/M standard cost amounts posted to this clearing account for purchase receipts.

Interface Costing Options

When you generate the G/L interface transactions from the I/M history files, you select what Item Master cost elements will be used to cost the period transactions, and what types of variances you wish to include in the interface.

For example, if you only want to book changes to the material cost value of your total inventory, you can tell the interface generation program to exclude outside processing, labor, and burden costs. This may be the appropriate choice if you expense all outside processing, labor, and burden costs to the current accounting period.

The selection of which cost elements are to be used for General Ledger accounting of inventory should be determined with your accountant.

There is one limitation to the selection of cost elements. Material Usage Variance calculations will always use all cost elements. This is because total actual cost of components used for Shop Orders is an accumulated total dollar value, previously calculated using all cost elements for the components. If you select material usage variance for inclusion in your I/M to G/L interface, you should also select all cost elements maintained in your component Item Masters.

Transaction Recosting

Historical inventory and variance transactions used to generate G/L distributions are recosted at the time you run the "Generate distributions" function for a period. This means that the Item Master standard unit costs as of generation run time are used.

There are a few exceptions to this recosting procedure. If you use the "Average Cost" valuation method for purchased materials, purchased material receipts are not recosted. Also, the actual cost values from variance history records are not changed.

Recosting gives you the flexibility to select which costs elements to use for G/L purposes, although other cost elements excluded for the G/L may be maintained in Item Masters for other purposes such as product pricing.

Recosting also allows you time to get all Item Master costs up to date before you run the interface. For new items, the initial inventory transaction history records may show zero unit costs, because you had not posted standard costs to the Item Masters before entering transactions for those new items. However, if you enter Item Master costs before running the interface for the preceding period, the transactions will be properly costed for the G/L.

Recosting for the G/L interface, and selection of cost elements for the interface may result in G/L totals that differ from corresponding totals on other reports. For example, Cost of Sales totals appearing on C/O sales analysis summary reports for a period may differ from Cost of Sales totals generated for the interface for two reasons. First, Item Master standard costs may have been changed between the time that invoices were posted and the time that the interface was run. Secondly, all Item Master cost elements are used when costing invoices, and all cost elements may not be selected for G/L interface purposes. Also, when you run a Costed Inventory Transactions

listing with the I/M package, that program uses costs posted to the transaction history records at the time of transaction entry, which may differ from costs used for the interface.

Special Year End Procedures

If you only change most standard costs once a year, you should make a special effort to have current year standard costs for any new items transacted during the last fiscal period entered to Item Masters by the end of that period. You will need to run the interface for the last period before you post new standard costs to Item Masters. While the new standard costs will not be needed for the G/L interface until the end of the first fiscal period in the new year, they should be posted for other purposes, such as sales analysis data generation or gross margin commissions calculations, early in the first fiscal period of the new year.

Therefore, you must run the interface for the last period on a timely basis. Then post new standard costs to Item Masters before billing any orders for the first fiscal period of the new year.

To enable a quick update of standard costs, you may use PBS Manufacturing Product Definition & Costing to enter new standard costs for the next year to Estimated Cost fields in the Item Masters. These estimated costs (new standards) have no effect on costing until they are moved to Item standard cost fields with another P/D program, and therefore may be entered before the end of the current cost year. When you are ready to update Item Master standard costs, run the P/D program to post estimated costs to Item Master "standard costs at this level". Then use the P/D Update Product Costs function to quickly complete the update of all Item Master unit costs.

Summary of Important Data Maintenance Requirements

If you wish to include labor and burden costs in your G/L interface, you must maintain Item Master labor & burden unit costs "at this level" for manufactured items, not just labor and burden total unit costs. This may be accomplished by updating the unit costs "at this level" in the Item Masters and then using the P/D Update Product Costs function to calculate item total unit costs.

If you wish to automatically generate Purchase Price Variance data for the interface, you must use the P/O package to process A/P invoices for inventory items. You must also maintain purchase unit costs "at this level" in Item Masters for purchased items. Also, remember that the system will not generate material price variances if you use the "Average Cost" method for purchased materials.

If you wish to include Material Usage Variance data for the interface, you must select the option to "Post material usage variance" when you close shop orders. Also, you must have shop order components costs entered to the component Item Masters before you issue the components to the shop order. Cost of actual shop order issues is calculated at the time of issue and cannot be reconstructed by the interface programs.

If you wish to include outside processing receipts as inventory cost inputs, you must transact all outside processing receipts with inventory Item Numbers. See the special section at the end of this chapter for more information about outside processing.

Be sure you have accurately defined all required default distribution accounts with the I/M Control function and, if you use accounts by warehouse, with the I/M Accounts by warehouse function. If

you maintain Sales Accounts records with the C/O package, make sure that Cost of Sales accounts are accurate in those records.

Do not purge any inventory transaction history or variance history records on file until that history has been interfaced to the G/L, except for periods preceding your use of the G/L interface.

Assignment of Distribution Accounts To Transactions

Some distribution accounts are pre-assigned to inventory transaction history records before you run the interface generation program. "Miscellaneous issue" (non-production issues with Order Type = M) distribution accounts are required to be entered at the time you post the transaction with the I/M package. If you have defined Sales Accounts records with the C/O package, the Cost of Sales distribution accounts for any billed line items matching a Sales Account record (by Warehouse, Customer Type, and Product Category) are pre-assigned at the time of invoice posting.

Other transaction history, for which account numbers were not pre-assigned, are assigned distribution accounts by the "Generate distributions" function. The program first attempts to match the Warehouse Code in the history record to the I/M Accounts by Warehouse file. If no match is found, the default accounts defined with the I/M Control function are used. The specific default account assigned from either of these sources depends on the transaction type.

Any errors in pre-assigned distribution account numbers cannot be corrected with the I/M package. However, those errors can be corrected by using the G/L General Journal function after I/M distributions have been posted to the General Journal Transaction File, before final posting to the G/L.

Errors in distribution account numbers assigned by the I/M "Generate distributions" program, due to errors in accounts defined with the I/M Control or I/M Accounts by warehouse functions, can be corrected by modifying the account source record and then rerunning the "Generate distributions" program.

The "Generate distributions" program can be run multiple times for the same accounting period, before posting to the G/L. This allows correction of most errors (missing or invalid standard costs, invalid account numbers) noted on the distribution edit lists, before posting to the G/L General Journal Transaction File.

Running the Interface Programs

You must first run the generate program before you can print the edit lists. Then print the edit lists to review the distribution information for correctable data errors such as missing or invalid standard costs, or invalid default distribution accounts. You may then want to exit this menu and use other I/M programs to correct data. You may then return to this function to rerun the generate program and again print the edit lists.

When you are ready to post to the G/L package, run the post program which prints the I/M Distribution to G/L Summary, posts the summary distributions to the General Journal Transaction File, and clears out the I/M distribution work files.

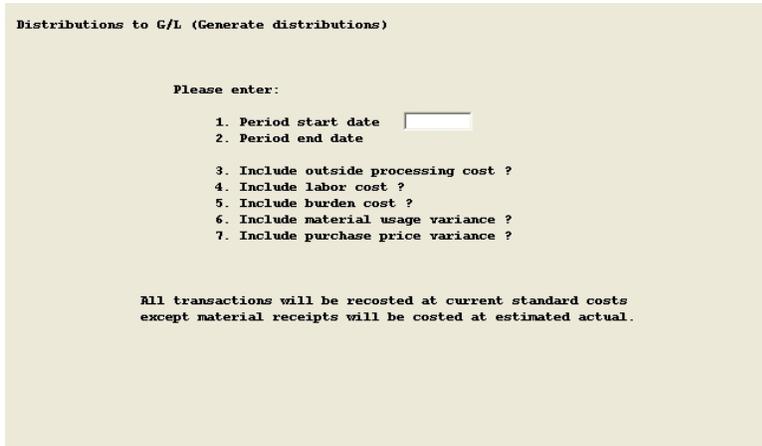
If you use PBS Accounting, you must then use the General Journal function of the G/L package where you may make further adjustments to the I/M distribution data and complete posting of the distributions to the General Ledger.

RUNNING GENERATE DISTRIBUTIONS

Select

Generate distributions from the *Distributions to G/L* menu.

The following screen displays:



```
Distributions to G/L (Generate distributions)

Please enter:

1. Period start date 
2. Period end date
3. Include outside processing cost ?
4. Include labor cost ?
5. Include burden cost ?
6. Include material usage variance ?
7. Include purchase price variance ?

All transactions will be recosted at current standard costs
except material receipts will be costed at estimated actual.
```

When you select this program, if there are unposted I/M distributions on file from a previous generate run, you are asked:

Unposted I/M distributions on file - OK to replace ?

Answer Y if you wish to proceed. The data you enter are:

1. Period start date

Enter in MMDDYY format.

2. Period end date

3. Include outside processing cost ?

Y or N.

4. Include labor cost ?

Y or N.

5. Include burden cost ?

Y or N.

6. Include material usage variance ?

Y or N.

7. Include purchase price variance ?

Y or N.

If you do not have the PBS Manufacturing Purchase Order Processing package installed, "Not applicable" will display to the right of the last question and that entry will be bypassed.

After all entries are made, a period of processing occurs, during which the I/M distribution work files are generated. A message informs you when this processing has been completed.

PRINT EDIT LISTS

This program allows you to print summary and detail edit lists about the distribution information created by the "Generate distributions" program.

Select

Print edit lists from the *Distributions to G/L* menu.

The fields you enter are:

1. Print distribution summary ?

Y or N.

2. Print transaction detail ?

Y or N.

If you answer Y to the second question, the program asks you to specify the following about the detail to be printed.

The following screen displays:

Insert Screen.

3. Only trans missing cost ?

Y or N. A Y answer will cause only those transactions with zero unit cost to be printed.

4. Detail for warehouse

<F1> = "All", Blank = Main, or up to 2 alphanumeric characters.

Detail to print:

5. Purchase receipts less rtns ?

Y or N.

6. S.O. receipts - labor ?

Y or N or Not applicable.

7. S.O. receipts - burden ?

Y or N or Not applicable.

8. Warehouse transfers in ?

Y or N.

9. Cost of sales ?

Y or N.

10. Misc issues less returns ?

Y or N.

11. Warehouse transfers out ?

Y or N.

12. Outside proc material usage ?

Y or N.

13. Scrap ?

Y or N.

14. Inventory adjustments ?

Y or N.

15. Material usage variance ?

Y or N or Not applicable.

16. Purchase price variance ?

Y or N or Not applicable.

Entries for fields 6, 7, 15, or 16 may be bypassed and displayed as "Not applicable" if the cost category was not selected for inclusion when the "Generate distributions" program was last run.

POST TO G/L GENERAL JOURNAL

Select

Post to G/L general journal from the *Distributions to G/L* menu.

The following screen displays:

Insert Screen.

When you select this program and there are unposted transactions on the General Journal File, a message will inform you about this condition. The G/J transactions on file must be first be posted or removed before you are allowed to post I/M distributions.

Otherwise, you are prompted to enter the Distribution Date for the General Journal Transactions to be created. The Period End Date, entered when the "Generate distributions" program was last run, displays as the default.

The program then asks "**Are you sure ?**". If you answer Y, the I/M Distribution to G/L Summary list is printed, the summary distributions are posted to the General Journal Transaction File, and the I/M distribution work files are cleared. You are then returned to the Inventory Management Menu.

If you use PBS Accounting, you may use the G/L package to complete the posting of General Journal Transactions to the General Ledger.

OUTSIDE PROCESSING COSTS - SPECIAL INSTRUCTIONS

There are two methods of setting up and using inventory Item Numbers to track and cost outside processing of your materials or parts by vendor/subcontractors.

The first method covers most outside processing situations, where your parts are sent to a processing vendor for assembly or for completion of a subcontracted operation such as heat treating, grinding, or finishing. This method requires creation of a special component Item Number, which represents the outside process and is structured as a component in the completed parent item's bill of material, as illustrated below:

This Level Unit Costs | Total Unit Costs

Material \$0 Outside 0 Labor 3

Burden 6

Material \$100

Outside 20

Labor 3

Burden 6

_____ | _____
 | | |

This Level Unit

Costs - Components

Material \$40 \$60 \$ 0 Outside 0 0 20

In this example, Item Number A-P (to indicate Item A-Processing) is established for the purpose of ordering and receiving the outside process for Item A. Although Item A-P is only set up for this purpose, it must be coded as a "Controlled item" to enable creation of allocated requirements and of inventory transaction history for the G/L interface. The "Pick list item ?" answer should be "N" in Item A-P's master record. Item A-P, representing the processed item, is not issued until received from the outside processing vendor, at which time it is immediately issued to the Shop Order for parent Item A. The correct cost entry in Item A-P's master record is \$20 standard outside unit cost at this level, which will also display in its total unit cost column on the Item screen.

Components C1 and C2 are received from material vendors. Then a Shop Order for parent Item A is entered and exploded, to allocate all components including the outside process. Next the Pick List components (Items C1 and C2) are issued to that Shop Order. If any in-house manufacturing operations must be done before sending items to the outside processor, they are completed first.

While Items C1 and C2 are shown as purchased items for this example, they could also be manufactured components of Item A.

Then a Purchase Order for Item A-P is opened, and the items are sent to the outside processor. When the processed items are returned by the vendor, they are received on the Purchase Order for Item A-P and immediately issued to the Shop Order for Item A. After any additional operations required for Item A are completed, Item A is received on its Shop Order.

With this method, you do not use inventory Transfer transactions to transfer component items to an outside vendor warehouse. The vendor's facility is treated as an extension of your own warehouse for inventory accounting purposes. Open P.O. listings for outside processor vendors can tell you what items are currently sent out for processing.

The inventory cost accounting effects of purchase transactions for this example are shown below. It is assumed for this example that just one unit of each Item Number is required and ordered, and there is no purchase price variance.

Inventory Asset Inventory Liab.

Account Clearing Account

Items C1, C2 received \$100 | | \$100

Item A-P received 20 | | 20

Items C1, C2 invoiced | \$100 |

Item A-P invoiced | 20 |

The second method of handling outside processing transactions involves two levels of purchased items in the bill of material (processed and unprocessed levels) as shown below:

This Level Unit Costs Total Unit Costs

Material \$0

Outside 0

Labor 3 Burden 6

Material \$200

Outside 20

Labor 3

Burden 6

This Level Unit Costs | Total Unit Costs

Material

Outside

Labor

Burden

Material \$100

Outside 20

Labor 0

Burden 0

_____ | _____

| |

This Level Unit

Costs - Components

Material \$40 \$60

Outside 0 0

This method requires that you use inventory Transfer transactions to transfer unprocessed materials to the outside vendor Warehouse, and then explode receipts of the processed items into component issues at the outside vendor.

To use this method, you must have PBS Manufacturing Purchase Order Processing installed. You should also use Master Scheduling & MRP to explode purchase requirements, because the Explode Shop Orders program will not explode component requirements beyond the first purchased item level (processed Item B).

When the Purchase Order for processed Item B is opened, inventory Transfer transactions are used to transfer the required quantities of Items C1 and C2 from your Main warehouse to the warehouse you set up for the processing vendor. That vendor's Warehouse Code should be on the Vendor Warehouse File maintained with the PBS Manufacturing P/O package. When Item B is received with the P/O package, you use the option to explode the quantity of Item B received into issues of component Items C1 and B1 at the outside vendor warehouse.

The inventory cost accounting effects of purchase transactions for the second method example are shown below. It is assumed for this example that just one unit of each Item Number is required and ordered, there is no purchase price variance, and there is a common Inventory Liability Clearing Account for both warehouses.

Inventory Asset Accounts Inventory Liab.

For Main For Vendor Clearing Acct

Items C1, C2 received \$100 | | | \$100

Items C1, C2 transfers | | |

from Main to Vendor | \$100 \$100 | |

Item B received \$120 | | | \$120

Items C1, C2 issues | | |

exploded from receipt | | \$100 \$100 |

Items C1, C2 invoiced ` | | \$100 |

Item B invoiced | | \$ 20 |

Utility

This appendix contains the following topics:

- [Purge Transaction History](#)
- [Purge Period Quantity Sold History](#)
- [Reset Item Balances](#)
- [Initialize On Hand Detail](#)

PURGE TRANSACTION HISTORY

Use this function to delete Inventory Transaction History and/or Material Usage Variance History records from history files. The program deletes history records that are dated through a cutoff date that you specify. You should backup your data files just before you run the program, in case you inadvertently delete some records that you later need to restore.

Select

Purge transaction history from the *Utility* menu.

The following screen displays:

```
Utility (Purge transaction history)

Please enter

1. Warehouse 
2. Purge inventory transaction history ?
3. Purge lot/serial # transaction history ?
4. Purge material usage variance history ?
5. Delete all transactions dated thru

<F1> = "All"
```

The fields you enter are:

1. Warehouse

Entry Format: Up to 2 alphanumeric characters, or enter space for Main, or press <F1> for "All" warehouses.

2. Purge inventory transaction history ?

Entry Format: Y or N.

3. Purge lot/serial # transaction history ?

Entry Format: Y or N.

Comment: You are only prompted to answer this question if you have installed the Lot/Serial Control features; otherwise, the answer is automatically entered as N.

4. Purge material usage variance history ?

Entry Format: Y or N.

Comment: This history is created if you use the option to post material usage variance when you close Shop Orders.

5. Delete all transactions dated thru

Entry Format: 6 numeric digits in MMDDYY format.

Comment: All history transactions dated on or before this date will be deleted when the file is purged.

The program will ask "**Are you sure ?**". Answer Y to proceed with the deletion of history records, or answer N if you wish to cancel the purge request and exit the program. If you answer Y, the program informs you when the purge processing is completed.

PURGE PERIOD QUANTITY SOLD HISTORY

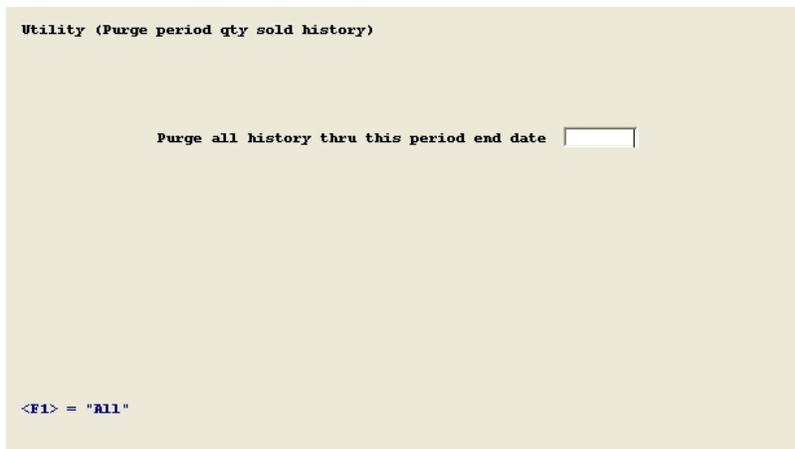
Use this program to purge (delete) all Period Quantity Sold History records with a Period End Date through a calendar date that you specify.

This purge program only applies to the Period Quantity Sold History. It does not affect the Detail Sales History File which is created by the Customer Order Processing module.

Select

Purge period qty sold history from the *Utility* menu.

The following screen displays:



```
Utility (Purge period qty sold history)

Purge all history thru this period end date 

<F1> = "All"
```

The fields you enter are:

Purge all history records thru this period end date _____

Enter the cutoff date as 6 numeric digits in MMDDYY format, or press <F1> to purge "All" Period Quantity Sold History.

The program will ask "**Are you sure ?**". Answer N if you wish to cancel this procedure and exit; otherwise answer Y to delete the records. When this processing is completed a message will inform you that "Selected quantity sold history deleted", or there was "No quantity sold history in this range" (through the cutoff date).

RESET ITEM BALANCES

You only need to use this program on an exception basis.

"Reset item balances" resets Quantity On Hand or Quantity On Order or Quantity Allocated summary balances in Item Master and Branch Warehouse Item records to the sum of the record balances in related detail files. On Order balances are summed from Purchase Order Items and Shop Orders. Allocated balances are summed from the Shop Order Material Requirements and Customer Order Line Items. On Hand balances are summed from the On Hand Details. If you do not use Multiple Stock Locations, On Hand balances are only reset for items with the Lot or Serial Number Control Method. You may need to run this program if:

- (1) You have restored the Item Master, Branch Warehouse Item Purchase Order Items, Shop Orders, Shop Order Material Requirements, Customer Order Line Items, or On Hand Details from a backup.
- (2) Or, you have selectively cleared out one or more of those files, using the Initialize utility.
- (3) Or, you know that you have lost some order or demand or on hand detail records due to an unusual hardware problem.

The program asks you to select which quantity balances to reset (1 = On hand, 2 = On order, or 3 = Allocated). After you select that option, the program displays a brief description of the balancing procedure and asks "**Are you sure ?**". Answer Y to start the processing or N to cancel your selection. When processing is completed an audit report automatically prints, listing any adjustments that were made to the On Hand or On Order or Allocated balances in the item records.

INITIALIZE ON HAND DETAIL

You only need to use this program on an exception basis.

This program is used to create initial On Hand Detail records if you have just switched to use of Multiple Stock Locations, or you have installed Lot/Serial Number Control options. It analyzes all items requiring On Hand Detail records to match non-zero Quantity On Hand balances in Item Master or Branch Warehouse Item records. If existing On Hand Detail records do not sum to the warehouse Quantity On Hand for an item, an On Hand Detail record for an "Undefined" Location and "Undefined" Lot or Serial Number is posted for the quantity difference. No other pre-existing On Hand Detail records are altered by this procedure, unless the Warehouse total On Hand is zero in which case the detail records are deleted. You may need to run this program if:

1. You begin using Multiple Stock Locations some time after you initially implemented Inventory Management, and you are already maintaining item On Hand balances.
2. Or, you install the Lot/Serial Control features after the initial module installation and you change some items with existing On Hand balances to Lot or Serial Number Control.
3. Or, you have selectively cleared out the On Hand Details, using the Initialize utility and you wish to re-establish Detail On Hand records.

After you run "Initialize on hand detail", you will need to use "Relocate items" or "Change lot/serial # data" programs on the menu for "Inventory transactions" to modify the "Undefined" location codes or "Undefined" Lot/serial Numbers in any detail records created by this initialization procedure.

The program displays a brief description of the procedure and asks "**Are you sure ?**". Answer Y to start the processing or N to exit. After processing is completed, the program prints an audit list of On Hand Detail record adjustments created.

Report Examples

This appendix contains Inventory Management report examples:

ITEM REFERENCE LIST BY ITEM NUMBER

Date 07/10/2014 Time 21:20:40

XYZ Company

Report #1001412 Page 0001

I T E M R E F E R E N C E L I S T B Y I T E M N O

Item # range: 1000 to 1000

Item-#	Description	Type	P/M	UM	Pur UM	Prim whse	Eng rev
1000	WAGON BODY RED	ASSY	M	EACH	EACH	Main	

1 items listed

-- End of report --

ITEM MASTER LIST

Date 07/28/2015 Time 20:33:50

Company 00

Report #0101019 Page 0001

I T E M M A S T E R L I S T

Item # range: 1000 to 1000

Include matl control data ? Y Engineering data ? Y Cost data ? Y Sales data ? Y

Item-#	Description	Type	P/M	UM
1000	WAGON BODY RED	ASSY	M	EACH
Material control data:				
	Purch unit of meas	EACH	Primary warehouse	Main
	Stock/purch ratio	1.000	Primary stock locn	B1S4
	Primary vendor #		Quantity on hand	696
	Planner/buyer code	1	Quantity on order	2,714
	Lead times days	1	Quantity allocated	3,406
	Control method	Regular	Reorder level qty	0
	Pick list item ?	Y	Order up to qty	0
	Safety stock qty	50	Cycle count freq	
	Order minimum qty	100	Date last count	9/06/13
	Order multiple qty	0	ABC class	
			Date item added	9/23/09
			Date last usage	6/23/15
			Total-usage qtys:	
			Pd-to-date	49
			Yr-to-date	49
			Last year	0
			Est avg-day	0
			Firm schedule days	
			Inv cost category	R
Engineering data:				
	Eng document #		Eng group code	
	Eng revision			Routing doc #
	Eng document date			Routing revision
				Routing doc date
Cost data:				
	Labor & burden cost factors:		Unit costs at this level:	
			Material	.00
	Labor/burden method	Routing	Outside	1.00
	Work center #		Labor	1.8750
	Std labor hours		Burden	2.3440
			Total	13.4641
	Std labor rate		Last material cost	.00
	Std burden hours		Date last matl cost	
			Date total cost updated	4/02/13
Sales data:				
	Product category	PART	Item sold ? Y	Stocked ? Y
	Date last sold	6/23/15	Price/cost ratio	2.50
			Selling price	134.6410
		Qty sold	Price unit of meas	CASE
		Sales amount	Stk/price ratio	4.000
	Total pd-to-date	32	1,339.13	430.81
	Total yr-to-date	32	1,339.13	430.81
	Total last year	0	100.00	.00
	Est avg per day	0		
	Forecast method	User forecast	Apply discounts ?	Y
	Ship weight/unit	.000 / CA	Spec sale price ?	N
			Taxable ?	Y
			User code	

1 items listed

-- End of report --

BRANCH WAREHOUSE ITEM LIST

Date 07/28/2015 Time 20:48:27

Company 00

Report #0101020 Page 0001

B R A N C H W A R E H O U S E I T E M L I S T

Item # range: 1000 to 1000

Item-#	Prim	Branch	Stock	Reord-lev	Qty-on-hand	Qty-allocated	Qty-used-PTD	Avg-day-use	Last-use
whse	Description	whse locn	Ord-up-to	Qty-on-order	Qty-sold-PTD	Qty-used-YTD	Count-freq	Last-cnt	
1000	WAGON BODY RED	1D		0	10	0	0	0	
	Main	UM: EACH		0	0	0	0	N/A	
									Supply from primary ? N

1 Warehouse items listed

-- End of report --

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