

# Solution-IV™ Accounting Inventory Control



*Version 8.81*

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# 1 Introduction

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This chapter explains how the manual is organized and how the manual should be used. It also provides you with an overall view of the Solution-IV Inventory Control features.

The Inventory Control and System Integration flowcharts show how your Inventory Control module operates and how it relates to the overall accounting system.

## Thoroughbred Solutions

Thoroughbred Software develops and internationally markets software products for small through Fortune 500 sized businesses. Thoroughbred products are true multi-user solutions and are installed at thousands of worldwide sites.

Solving everyday accounting problems has never been a simple task. Thoroughbred Solution-IV Accounting modules are 4GL-based providing the quality and versatility you need to bring your business accounting needs into and through the new millennium. Thoroughbred software is always at the forefront of our industry's rapidly changing technology. Thoroughbred Solution-IV Accounting sets the pace for 4GL-based applications and is a result of more than 25 years of application development and design experience. This product was built using one of the most powerful 4GL-application development environments available today – Thoroughbred OPENworkshop.

OPENworkshop provides a comprehensive set of productivity tools designed to be easy to understand and use. Solution-IV Accounting is built on top of this robust development platform, which provides the perfect foundation for construction of a feature rich solution to your accounting problems. The Thoroughbred OPENworkshop development environment makes it easy and practical to customize complex applications.

Thoroughbred Solution-IV Accounting is a completely integrated accounting solution. Each module provides a seamless integration and sharing of common data with each of the other modules.

## Inventory Control Features

Thoroughbred Solution-IV Inventory Control is designed to help you track and organize your inventory transactions and inventory turnover, thereby helping you to order more efficiently and reduce inventory carrying costs.

The following standard features are included in Thoroughbred Solution-IV Inventory Control:

- Tracking of Inventory issues (sales), returns, receipts, adjustments, and warehouse-to-warehouse transfers.
- Management of stocked items for sale. Inventory Control tracks your inventory transactions for stocked, non-stocked, and "kit" type items, and projects future usage trends.
- Organization of your inventory movement, sales, and profitability information into reports that categorize items that are moving, dead stock, items in surplus, critical items, items to reorder, and more. This on-line analysis of your inventory can help lower on-hand quantities and inventory carrying costs, and still maintain a high level of service to your customers.
- Customization of the package to best meet your needs without the need for program changes. It features parameters which allow you to make choices such as whether or not to post to General Ledger, how many periods are to be used for usage projections, and whether or not you utilize by multiple warehouses.

- Item sales analysis history is as current as the last update, allowing you to quickly determine on-hand item quantities and item purchasing requirements.

Other standard features include:

- The item code or part number can be up to 22 characters long, divided into as many as four segments.
- Assign each item to a product line for purposes of classification and posting to General Ledger. Accounts such as sales, cost of sales, returns, inventory, and purchases can be assigned by product line, and they can be overridden on an item-by-item basis. Further, you can choose to post each product line to General Ledger by warehouse.
- Define price breaks by customer or by a combination of customer and item. For each customer/item price break you may set as many as 10 price-break levels. Assign a customer a user-defined level, or base the level on quantity or dollar volume.
- Stock inventory in as many warehouses as your business requires. If you use Solution-IV Order Processing, select the warehouse from which to ship, and ship goods for a single order from multiple warehouses.
- Inquiry options allow you quick access to critical statistics, such as an item's on-hand quantity by warehouse, name of the vendor from whom you usually purchase it, and list price information.
- Designate an item as a "kit" or component-list type item; meaning one item may be comprised of a group of items. On-hand quantities may be tracked for the components or the entire kit.
- Maintain two kinds of comments for each item. The first, for internal use, is available to the Order Processing entry operator; the second, which may include additional information about the item, is printed on the order.
- Inventory Control includes a full physical count system, making it easy to print count sheets, and enter actual counts. Counts may be made according to a selected cycle by item, bin location, product line, or vendor.
- Change item prices by product line, item, or vendor, and you can enter the effective date of the change, and print price lists using existing or new prices.
- Choose from unit cost, average cost, LIFO, FIFO, lot or serialized costing methods for any or all items.
- Maintain purchase, sales, and valuation units of measure for each item. Unit of measure conversions can be defined system-wide, but can be overridden by item or product line. You can also define as many as five separate sales units of measure for each item, and assign a different list price for each.
- Track sales, cost of sales, gross profit, and quantity sold by item.
- Define multiple suppliers, along with their prices, for each item. You can keep purchase history for each vendor; this information is also used by the Solution-IV Purchase Order system.

- Define an unlimited number of alternate items. These are selected in Solution-IV Order Processing when a primary item is out of stock.
- Inventory quantities are committed as soon as orders are entered when integrated with Solution-IV Order Processing.

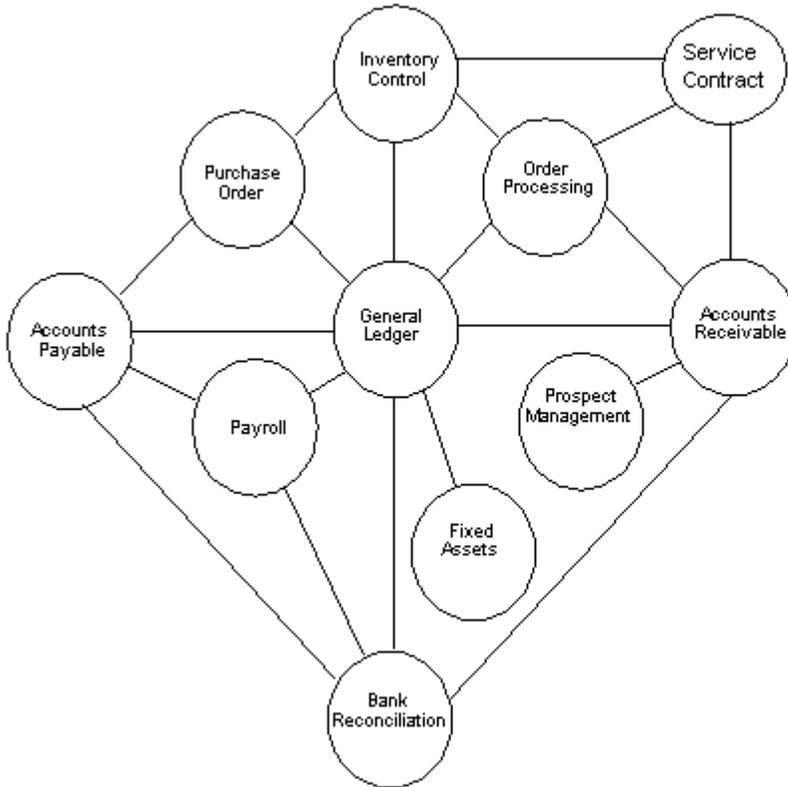
Solution-IV Inventory Control can also produce a wide variety of management reports, including:

- ◆ Transaction Register
- ◆ Item Masterfile Listing
- ◆ Labels
- ◆ Price Lists
- ◆ Vendor Listing
- ◆ Requirements Report
- ◆ Status Report
- ◆ Turnover Report
- ◆ Shortage Report
- ◆ Overstock Report
- ◆ Reorder Report
- ◆ Valuation Report
- ◆ No Activity Report
- ◆ Discontinued Item Report
- ◆ Kit Component Report
- ◆ Alternate Item Report
- ◆ Matrix Item Report
- ◆ Inventory Sales Analysis
- ◆ Component Sales Analysis
- ◆ ABC Analysis Report
- ◆ Transaction Detail Report
- ◆ Transaction Summary Report
- ◆ Inventory Recall Report
- ◆ EOQ Reorder Point Report
- ◆ Item Alternate Lookup Report

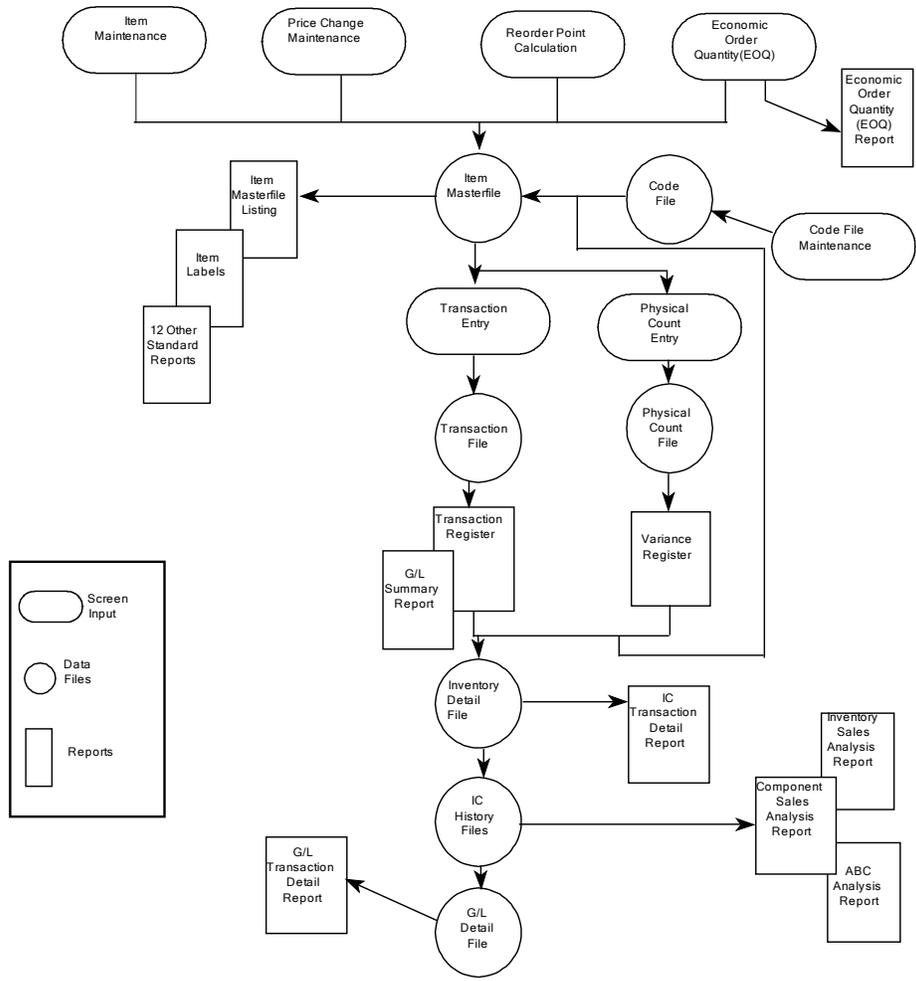
## Thoroughbred Solution-IV Accounting Flowchart

This System Integration flowchart diagrams how the various Solution-IV Accounting modules relate to one another.

The Solution-IV Inventory Control flowchart on the next page shows how the various components of the Inventory Control module are related.



# Solution-IV Inventory Control Flowchart



## How to Make the Greatest use of this Manual

### **Introduction**

With this manual we have created reference material that is easy to read, yet contains all of the information you need to set up and run the Thoroughbred Solution-IV Inventory Control system.

This manual will introduce you to the capabilities of the Solution-IV Inventory Control, give you ideas to help you get started with the initial setup, provide complete processing instructions, and also serve as a reference guide once you are up and running.

### **Suggested Steps**

In order to make the greatest use of this manual and to provide the easiest transition to your new system, we suggest you complete the following before actually entering your own data into the system.

- **Know how your computer works.** Users who are familiar with the functions of their computer will have an easier time using the system.
- **Read, or at least browse, the entire manual.** Become familiar with the options and capabilities before starting to use the software.
- **Install the system.** Make sure both the programs and demonstration data have been installed on your computer so you can begin looking at the system.
- **Use the demonstration data.** Demonstration data has been provided to allow you to get a look and feel of the operations of the system and reports without using your company's information.
- **Begin using the system.** Use this manual to begin entering and/or converting your information into the Solution-IV Accounting system.
- **Keep the manual handy.** Once you are up and running, you will find the manual helpful as a reference guide. A complete Table of Contents has been provided for your assistance.

## How this Manual is Organized

This manual has been organized to take you through normal Inventory Control activity.

### **Chapter 1**

**Introduction** – Explains how the manual is organized and how it should be used. It also provides you with an overall view of the Solution-IV Inventory Control features. The Inventory Control and System Integration flowcharts show how your Inventory Control module operates and how it relates to the overall accounting system.

### **Chapter 2**

**Inventory Control Menus** – Describes the options available on the Inventory Control Main Menu, Item Maintenance Menu, Code File Maintenance Menu, Physical Inventory Menu and Monthly Reports Menu.

### **Chapter 3**

**Inventory Control Setup** – Explains how to get started with your Inventory Control system. This chapter contains all of the options on the Code File Maintenance Menu.

### **Chapter 4**

**Item Maintenance** – Describes the options that are available from the Item Maintenance Menu, including: Item Code and Description, Cost, Commission, UOM, Warehouse, Account, Vendor, and Components Maintenance, Matrix Records, and Open Order, Tier, and Usage History Inquiry.

### **Chapter 5**

**Transaction Processing** – Describes the options that are available during usual day-to-day processing. These include Adjustments, Issues, Receipts, Returns, and Transfers with the accompanying registers and updates.

### **Chapter 6**

**Physical Inventory Menu** – This chapter discusses all functions required to complete a physical count, including selection, worksheets, count entry, and update.

### **Chapter 7**

**Inventory Control Reports** – Describes how to execute the Solution-IV Inventory Control Reports. These include the standard reports, such as the Price List, Vendor List, Requirements, Status, Turnover, Shortage, Overstock, Reorder, Valuation, Discontinued Item, Kit/Component, and Alternate Item Reports, as well as analysis reports, such as Inventory Sales, Component Sales, ABC, Transaction Detail, Inventory Recall, and Economic Order Point Reports.

### **Chapter 8**

**Period End Processing** – Describes what happens during the Period End Update and the Status Change Update.

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# 2 Inventory Control Menus

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Thoroughbred Solution-IV Inventory Control uses options that can be selected from the following menus:

- Inventory Control Main Menu
- Item Maintenance Menu
- Code File Maintenance Menu
- Matrix Information Menu
- Reports Menu
- Physical Inventory Menu

This section gives an overview of each of the individual menu options. A detailed explanation of how to use each option appears in later chapters.

## Inventory Control Main Menu

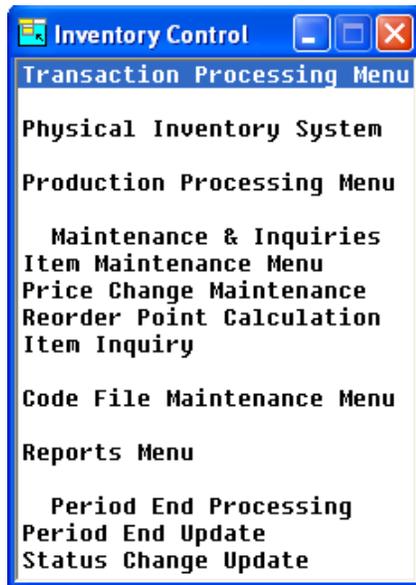
### **Introduction**

The Thoroughbred Solution-IV Inventory Control system is designed to help you track inventory transactions and inventory turnover, thereby helping you to order more efficiently and reduce inventory carrying costs.

Inventory Control tracks inventory issues (sales), returns, receipts, adjustments, and warehouse-to-warehouse transfers. Item sales analysis history is as current as the last update, allowing you to determine, easily and quickly, on-hand item quantities and item purchasing requirements.

### **How to Execute**

From the Solution-IV Accounting System Master Menu, select **Inventory Control**.



## Transaction Processing

### **Transaction Processing Menu**

The Transaction Processing Menu contains functions that allow you to manage your Inventory. This includes receipts, issues, transfers and others.

## Physical Inventory

### **Physical Inventory Menu**

The Physical Inventory Menu contains all of the functions required to complete a physical count including selection, worksheets, count entry, and update.

## Production Processing

### ***Production Processing Menu***

The Production Menu contains all the functions required to complete a production process including setting up Bills of Material, Machine codes, Production entry and worksheets, etc.

## Masterfile Maintenance

### ***Item Maintenance***

This option is used to maintain detailed records for each of your inventory items. For more information, see the Item Maintenance Menu section of this chapter.

### ***Price Change Maintenance***

This option allows you to change the prices, by either a fixed amount or a percentage, for a range of items, product lines, or primary vendors.

### ***Reorder Point Calculation***

This option calculates the reorder point, Economic Order Quantity (EOQ), minimum quantity on-hand, and maximum quantity on-hand.

### ***Item Inquiry***

This option allows quick viewing access to information about an item. This information includes quantity and pricing by warehouse, open sales and purchase orders, standard price breaks, and the inventory tiers, if applicable.

## Code File Maintenance

### ***Code File Maintenance Menu***

The Code File Maintenance Menu contains the access to IC Parameters Maintenance and the various code files, such as class codes, price breaks, product codes, sales promotion codes, warehouse codes, and the unit of measure conversion table. From the Code File Maintenance Menu you can access the Matrix Information Menu.

## Reports

### ***Item Masterfile Listing***

This is a listing of the item information as found in Item Maintenance. You may choose from a variety of sort and print options - from the bare minimum of information (item code and description) to the entire item Masterfile.

### ***Item Label Printing***

This function is used to print labels using information from the item Masterfile. If necessary, changes may be made to the labels using Thoroughbred Report-IV.

The labels may be sorted by item code, warehouse, or bin location.

### ***Reports Menu***

This option gives you access to the menu that contains the monthly reports. These reports are discussed later in this chapter.

## Period End Processing

### ***Period End Update***

This function should be run at the end of each accounting period after all transactions have been entered for the period and after, or in conjunction with, all monthly reports. Be sure to run it before any entries are made for the following period.

The Period End Update does the following:

- Removes zero balance tiers from the tier file.
- Removes superseded items from the item Masterfile.
- Zeros-out all month-to-date buckets throughout the inventory system, such as in the item Masterfile.
- Recalculates the ABC analysis figures and writes them to the item Masterfile.
- If running year-end, the period end update will also transfer the year-to-date buckets to last year's buckets and zero out all year-to-date buckets.
- If desired, period end will also clear data from the historical files using the dates entered.

### ***Status Change Update***

This function takes all of the Masterfile entries that you have marked to change or delete, verifies that the changes/deletions are valid, and then performs the changes/deletions. A report is printed before the update is performed, allowing you to decide whether or not to continue with the update.

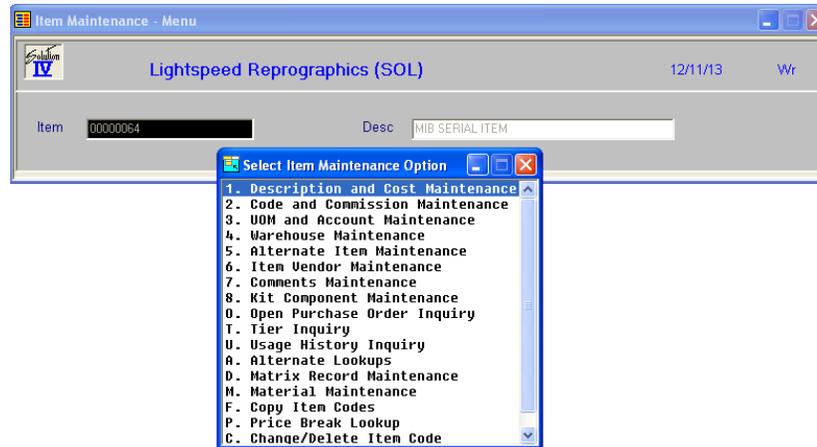
## Item Maintenance Menu

### Introduction

From this menu you may maintain detailed records for each of your inventory items. Descriptive non-inventory items that you wish to see on orders and invoices are also maintained here. These non-inventory items may or may not be items that you sell. This information includes descriptions, costing method, units of measure, comments, and sales history.

### How to Execute

From the Inventory Control Main Menu, select **Item Maintenance Menu**.



## Item Maintenance Options

### Description & Cost Maintenance

This option allows you to maintain the item description, costing method, unit of measure, weight, etc.

### Code & Commission Maintenance

This option allows you to maintain the various codes and standard commission information.

### UOM & Account Maintenance

This option contains sales conversion information for each of your sales units of measure as well as overriding General Ledger accounts.

### Warehouse Maintenance

This option allows you to maintain any number of warehouses where this item resides along with costs and quantities.

### Alternate Item Maintenance

This option allows you to maintain any number of alternate items for this item along with a description of how the alternate might be used.

### Item Vendor Maintenance

This option allows you to maintain vendor information including part number, date of last purchase, and quantity price breaks for any number of vendors.

**Comments Maintenance**

This option allows you to maintain two types of text in a free form format: regular comments and internal comments.

**Kit Component Maintenance**

This option allows you to enter the items making up this 'kit,' if applicable.

**Open Purchase Order Inquiry**

This option allows you to see the open purchase orders for this item.

**Tier Inquiry**

This option allows you to look at the tier file, if the item is either FIFO or LIFO.

**Usage History Inquiry**

This option allows you to see the past history for this item.

**Alternate Lookups**

This option allows you to maintain records that would show this item in various other manners.

**Matrix Record Maintenance**

This option allows you to maintain records that are defined by a matrix.

**Material Maintenance**

This option allows you to maintain the contents of a bill of material item.

**Copy Item Codes**

This option allows you to copy an item as a new item.

**Price Break Lookup**

This option allows you to view price break records that are associated with this item.

**Change/Delete Item Code**

This option allows you to change this item to another code, delete the item, inactivate or reactivate it using the standard status conventions. Changes and deletions do not take effect until the Status Change Update is run.

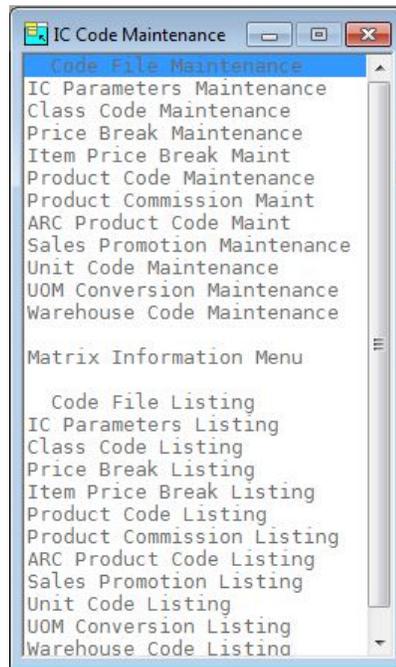
## Code File Maintenance Menu

### **Introduction**

This menu gives you access to the parameters and code files. These codes must be set up before entering anything else in the system, since Item Maintenance and Transaction Entry use these code files.

### **How to Execute**

From the Inventory Control Main Menu, select **Code File Maintenance Menu**.



## System Parameters

### **IC Parameters Maintenance**

This option allows you to customize the Inventory Control package to meet the specific needs of your company. Here you will be able to define how your item codes will be displayed, the number of periods in your inventory year, your method of ABC calculation, matrix options, etc.

### **IC Parameters Listing**

This report shows what was entered in IC Parameters Maintenance.

## Code File Maintenance

### **Class Code Maintenance**

Class codes are basically file-verified sort options. Class codes are used to help classify your inventory items. You may enter up to four class codes for each item. They may be used for things such as color, catalog number, etc. Many reports may be printed in class code order. Class codes are also used to define Item Price Breaks.

**Price Break Maintenance**

Price Break Maintenance is where you set up and maintain a virtually unlimited number of item price breaks/customer price-breaks for item quantity/price-breaks. Each code may have up to ten different price-break levels.

Price breaks can be created using the following types: actual price, a discount percentage, a discount amount, a markup percentage, or a markup amount. They can also be based on either unit quantity or total dollar amount.

**Item Price Break Maintenance**

Item Price Break Maintenance is where you setup and maintain a specific quantity price break for a specific item code. Each code may have up to ten different price break levels.

Price breaks can be created using the following types: actual price, a discount percentage, a discount amount, a markup percentage, or a markup amount. They can also be based on either unit quantity or total dollar amount.

**Product Code Maintenance**

Product codes are one of the main ways of grouping items, as well as where you set up defaults, for the items falling into that product code. These defaults include such things as units of measure, costing method, commissions, and General Ledger accounts.

Product codes should be set up for each of the different types of items that you sell, such as bicycles, tricycles, and accessories.

**Product Commission Maintenance**

Product Commission Maintenance is where you setup and maintain a specific commission rate by product line for a range of markdown percentages.

**ARC Product Code Maintenance**

ARC Product Codes are assigned by ARC and may be maintained using this option.

**Sales Promotion Maintenance**

This function may be used to create a file of sales promotions. Each sales promotion may have different date, item, and product code ranges, and be based on certain minimum quantities.

A priority may be given when setting up a sales promotion, determining which price takes priority (promotion price, contract price, or the lower of the two).

**Unit Code Maintenance**

This function allows you to define your various units of measure, such as "EACH", "CASE", etc.

**UOM Conversion Maintenance**

This function allows you to maintain a table of units of measure and their conversion factors. You will use the UOM Conversion Table if you purchase, store, or sell items using different units of measure (purchase by the case, sell by the "each", and store by the six-pack).

**Warehouse Code Maintenance**

Warehouse codes contain general information about each warehouse, such as its name and address, as well as the General Ledger location and department to post to (if posting by warehouse).

## Matrix Information Menu

### **Matrix Code Maintenance**

Matrix codes contain general information about standard vectors used to establish apparel items.

The matrix code may be up to 6 characters, with a 35 character description.

### **Color Code Maintenance**

Color Codes are used for order entry of non-stock matrix items.

A color code may be up to 20 characters, with a 35 character description.

### **Size Code Maintenance**

Size codes are used for order entry of non-stock matrix items.

A size code may be up to 5 characters, with a 35 character description.

### **Item Matrix Record Create**

This option allows you to create multiple matrix records for given items. Based upon matrix code definitions, item matrix records may be established quickly and efficiently.

### **Matrix Code Listing**

This report is a listing of the entries made in Matrix Code Maintenance.

### **Color Code Listing**

This report is a listing of the entries made in Color Code Maintenance.

### **Size Code Listing**

This report is a listing of the entries made in Size Code Maintenance.

## Code File Listings

### **Class Code Listing**

This report is a listing of the entries made in Class Code Maintenance.

### **Price Break Listing**

This report is a listing of the entries made in Price Break Maintenance.

### **Item Price Break Listing**

This report is a listing of the entries made in Item Price Break Maintenance.

### **Product Code Listing**

This report is a listing of the entries made in Product Code Maintenance.

### **Product Commission Listing**

This report is a listing of the entries made in Product Commission Maintenance.

### **ARC Product Code Listing**

This report is a listing of the entries made in ARC Product Code Maintenance.

### **Sales Promotion Listing**

This report is a listing of the sales promotions currently in Sales Promotion Maintenance.

***Unit Code Listing***

This report is a listing of the unit codes currently in Unit Code Maintenance.

***UOM Conversion Listing***

This report is a listing of the entries made in UOM Conversion Maintenance.

***Warehouse Code Listing***

This report is a listing of the entries made in Warehouse Code Maintenance.

## Reports Menu

### **Introduction**

This menu gives you access to the monthly reports.

All of the reports on this menu may be printed at any time. In fact, you will probably be printing some reports far more than once per month. All reports are current as of the last update.

### **How to Execute**

From the Inventory Control Main Menu, select **Reports Menu**.



## Standard Reports

### **Item Masterfile Listing**

This is a listing of the item information as found in Item Maintenance. You may choose from a variety of sort and print options.

### **Item Label Printing**

This function is used to print labels using information from the item masterfile. If necessary, changes may be made to the labels using Report-IV. The labels may be sorted by item code, warehouse, or bin location.

### **Price List**

This report shows each item and the various sales units of measure and their associated prices. There are several sort options as well as the ability to print price levels and cost information.

**Vendor Listing**

This report shows the primary and alternate suppliers for each item. It may be printed by vendor or by item. If desired, the vendor's price breaks may be shown on the report as well.

**Requirements Report**

This report shows quantity on-hand, committed in order processing, and on open purchase orders. This report may be very useful for making purchasing decisions.

**Status Report**

This report shows each item's current status in terms of quantities on-hand, committed, available, on purchase order, reorder point, and estimated usage along with the dates of last order, issue, receipt, and return.

**Turnover Report**

This report shows the usage patterns for each item. They may be sorted by item code, alternate sort, product code, primary vendor, warehouse/bin location, class code, or UPC code.

**Shortage Report**

This report shows items that have less on-hand than the minimums set up in the inventory Masterfile. They may be sorted by item code, alternate sort, product code, primary vendor, warehouse/bin location, class code, or UPC code.

**Overstock Report**

This report shows items that have more on-hand than the maximums set up in the inventory Masterfile. It may be sorted by item code, alternate sort, product code, primary vendor, warehouse /bin location, class code, or UPC code.

**Reorder Report**

This report shows all items below the reorder point. It shows the current quantity on-hand, committed, on-order, reorder point, and average usages.

**Valuation Report**

This report shows the book (valuation) value of the inventory by item. This report will be useful for any insurance adjuster or other auditor trying to determine the true value of your inventory.

**No Activity Report**

This report shows all items in inventory that have not had any sales activity since a given date.

**Discontinued Item Report**

This report shows all items in your inventory that you have marked as being discontinued.

**Kit Component Report**

This report shows all items in inventory that are really kits and the components that make up the kit. They may be sorted by item code (the kit itself) or individual components.

**Alternate Item Report**

This report shows all items with alternate items and the valid alternate items. You may choose to print the comment about the alternate, if desired.

**Matrix Item Report**

This report shows all items with matrices defined.

## Analysis Reports

### ***Inventory Sales Analysis***

This report prints an Inventory Sales Summary by item, showing sales, cost of sales, units sold, gross profit, and the profit percentage. It provides a simple picture of how much of each item you are selling.

### ***Component Sales Analysis***

This report shows an Inventory Sales Summary, using the components of a kit rather than the kit itself.

Sales information for both kits and components cannot be shown on the same report because the sales figures would be doubled up. Instead, you have the option of seeing the sales analysis by kit or component.

### ***ABC Analysis Report***

This report shows your items ranked by the ABC percentages as defined in your IC Parameters. The report recalculates the items falling into the ABC rankings, as they may change from day to day.

### ***Transaction Detail Report***

This report shows all the inventory transactions that have occurred between the dates selected. You may choose to see a range of items or transaction types within the selected date range.

### ***Transaction Summary Report***

This report shows all the inventory transactions that have occurred during the dates selected summarized by month. You may choose to see a range of items, warehouses and products or transaction types within the selected date range.

### ***Inventory Recall Report***

This report begins by asking which item is to be recalled, and then asks for specific lot/serial numbers. The report shows who purchased the specified items, when, and for how much.

### ***EOQ Reorder Point Report***

The objective of inventory decisions is usually to minimize the total relevant costs of purchasing and holding inventory. The two central decisions that must be faced in designing an inventory control system are:

- ◆ How much should we buy at a time?
- ◆ When should we buy?

This report helps to answer the above questions by showing what the current economic order quantities (EOQ) and reorder points are, what the new (calculated) EOQ and reorder points are, and the option of updating the new values to the permanent inventory Masterfile.

### ***Item Alternate Lookup Rpt***

This report shows all items in inventory and the alternate lookup sorts associated with them. It may be sorted by item code or the alternate lookup code.

## Physical Inventory Menu

### **Introduction**

This menu gives access to the physical inventory system. You will need access to the functions on this menu whenever you do an actual physical count of your inventory, usually monthly or quarterly.

### **How to Execute**

From the Inventory Control Main Menu, select **Physical Inventory System**.



### **Physical Count Selection**

Physical Count Selection selects inventory items to be counted and builds a temporary work file from which the Physical Count Worksheets may be printed.

You may select your count using ranges of warehouses, product codes, items, and/or vendors.

The frozen inventory count will be saved. You may adjust the on-hand quantity to include any invoices entered and updated to the system between the times that the inventory is frozen and the actual counts are entered.

### **Physical Count Worksheets**

This option prints the counting worksheets using the items selected during Physical Count Selection. The worksheets may be printed in either item code or bin number order.

### **Physical Count Entry**

Physical Count Entry allows you to enter the quantities from the actual physical count. By pressing the **Down Arrow** key at the first field, the next item code (in the same order as the worksheets) will be pulled up automatically.

### **Variance Report & Update**

The Variance Report shows the perpetual (computerized) quantity-on-hand, as well as the quantities from the two physical counts and the variance in both quantity and dollar amounts.

When the initial and verified counts are the same, the physical count may be updated to the permanent inventory and General Ledger files.

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# 3 Inventory Control Setup

---

This chapter explains how to design and set up your Inventory Control system. It also explains how to perform code file maintenance.

In this section we provide several setup ideas that should help you to decide what information you need to gather and how you should enter it into your new system.

You will want to modify these ideas to fit your company's needs.

# IC Parameters Maintenance

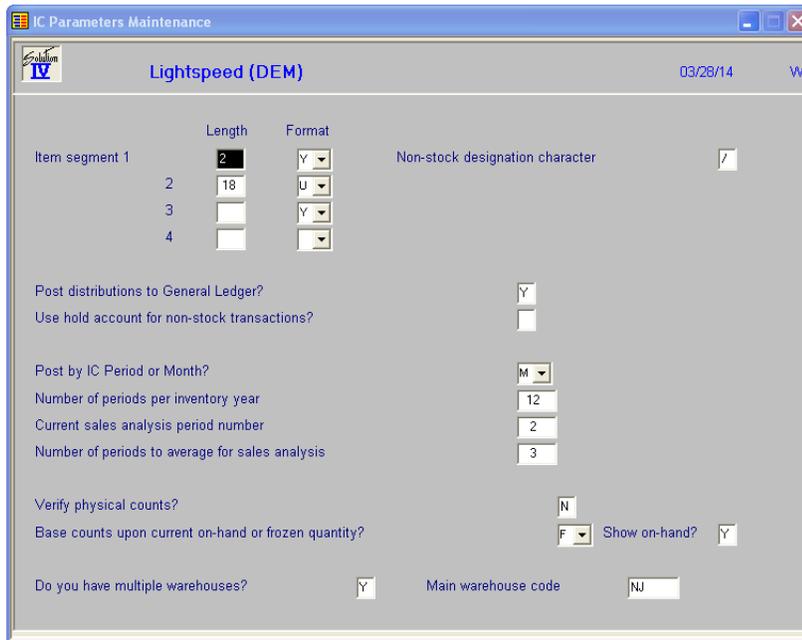
## Introduction

The parameters allow you to customize the Inventory Control package to meet the specific needs of your company. Here you will be able to define how your item codes will be displayed, the number of periods in your inventory year, your method of ABC calculation, etc.

**Note:** You must start here when setting up your Inventory Control system.

## How to Execute

From the Code File Maintenance Menu, select **IC Parameters Maintenance**.



## Description of Fields

### Segments 1 - 4

The Inventory Control item codes may contain from one to 22 alphanumeric characters (including dashes, if used). These characters may be divided into as many as four segments and each segment may be formatted (made uppercase and zero-filled).

**IMPORTANT:** The dashes separating the segments count as characters; if you want four segments you will be able to have only 19 characters plus three dashes for the item.

Example:

Segment	1	2	3	4	<u>It will look like this:</u>
	22	0	0	0	XXXXXXXXXXXXXXXXXXXXXXX
	5	5	5	4	XXXXX-XXXXX-XXXXX-XXXXX
	4	2	1	0	XXXX-XX-X
	4	0	0	0	XXXX

**Format**

On each inventory item segment, you may designate the segment to be formatted or not.

- Y** Format the segment, meaning the following:
- 1) Make uppercase, always.
  - 2) If numeric, right-justify and zero fill.
  - 3) If not numeric, left-justify and fill with spaces.

**N** Do not format the segment, meaning display and store it exactly as entered.

**Non-stock designation character**

Enter the special character you wish to use in Order Processing to indicate that an item is not stocked in inventory. Items so designated need not be entered in Item Maintenance, and will not have inventory information updated during the Sales Journal Update.

Examples: \* / : ^

**Post distributions to General Ledger?**

You have the option of posting to General Ledger or not. You may not want to if you are entering your opening balances or if you have a separate General Ledger system.

- Y** Posts to General Ledger during the Inventory Transaction and Physical Count updates.
- N** Does not post to General Ledger during updates.

**Use hold account for non-stock transactions?**

Solution-IV processing posts non-stock items against the cost of goods sold account. If you choose to use the non-stock hold account the postings are as follows:

Purchase Order Receipts post nothing to General Ledger

Purchase Order Invoicing posts a credit to Accounts Payable and a debit to the non-stock hold account

Order Processing Invoicing posts a debit to Accounts receivable and a credit to sales. A debit will also be made to the cost of sales account and accredit will be made to the non-stock hold account

- Y** Process non-stock item transactions using the non-stock hold account
- N** Do not use the non-stock hold account

**Post by IC Period or Month?**

You have the option of posting transactions for sales and analysis using either the Inventory period or the Month of transaction.

- I** IC Period – Use the “Current sales analysis period number” (below). This means that transactions will be posted to the next month only after IC Period End Processing has been run.
- M** Month of transaction. Use the month of the transaction that is being posted.  
*Example:* An invoice dated 11/15/14 would be posted into sales analysis period 11 of 2014.

**Number of Periods per inventory year**

Enter the number of periods to be used in tracking inventory sales analysis. You can have either 12 or 13 periods for sales analysis purposes.

**Current sales analysis period number**

Enter the month number of the date when the last Inventory Control Period End Update was run. The system will automatically update this, and will keep your Sales Analysis data more accurate by preventing you from running Period End more than once each month.

*Example:* If you are on a calendar year and you have completed period end for June, enter a **6**.

**Number of periods to average for sales analysis**

Enter the number of prior periods to average when calculating the estimated usage for your inventory items.

**Verify Physical Counts?**

You have the option of verifying your physical counts in Inventory Control. If you do verify physical counts, both counts must match before you will be allowed to update the physical counts to the permanent Inventory Control files.

- Y**        Verify physical counts (requires two physical count entries which must match before running the update).
- N**        Do not verify physical counts (requires only one physical count entry before running the update).

**Base Counts upon Current on-hand or Frozen Quantity?**

You have the option of basing the variance quantity calculated during the Physical Count Update on either the current on-hand quantity in the inventory Masterfile or on the on-hand quantity, which was saved when the physical count selection was made (frozen quantity).

- C**        Base count variance on current on-hand quantity.
- F**        Base count variance on frozen on-hand quantity.

**Do you have multiple warehouses?**

Do you stock inventory in multiple warehouses?

- Y**        Inventory is stocked in multiple warehouses.
- N**        Inventory is stocked in only one warehouse.

**Main Warehouse**

You will need to enter a valid warehouse code to be used as the default on all orders; it may be overridden on an order-by-order basis. If you are entering the parameters for the first time, press **F3** to go to Warehouse Maintenance and add your primary warehouse. Press **F4** from Warehouse Maintenance to return to this field, and then add the primary warehouse here. If you are maintaining your parameters, the primary warehouse may be changed to any valid warehouse code.

When you have filled in all of these fields, the following screen will be displayed:

IC Parameters Maintenance - 2

Lightspeed (DEM) 03/28/14

Method used for calculating ABC categories: D

Percentage in 'A' category: 25,000

Percentage in 'B' category: 35,000

Percentage in 'C' category: 40,000

Carrying cost: 30.00

Setup cost: 10.00

Access to regular comments in Item Inquiry: I

Access to internal comments in Item Inquiry: I

Access to purchase comments in Item Inquiry: C

Minimum percentage for shortage reporting: 100.00

Maximum percentage for overage reporting: 100.00

Automatically add new vendors to Item Maintenance - Vendor file?

Automatically assign transfer number? N Next transfer: 5

### ABC Method

You can specify the method used to calculate ABC codes for ABC Analysis of your inventory.

- D** Use dollars sold as the basis for calculating the ABC code.
- Q** Use on-hand quantity for calculating the ABC code.
- U** Use units sold for calculating the ABC code.

### A-B-C Percentages

You may specify the percentages of your total inventory to be used for each ABC Analysis category. Default values are: the top 10% of your items are 'A' items; the next 25% are 'B' category; the bottom 65% are 'C' category. These percentages must add up to 100%.

### Carrying Cost %

Enter the carrying cost, which represents the cost of carrying one unit of a given item in stock for one year. This cost will be used when calculating the Economic Order Quantity (EOQ) for an item during the Period End Update.

### Setup Cost

Enter the setup cost, which represents the cost per purchase order for ordering a given item. This cost will be used when calculating the Economic Order Quantity (EOQ) for an item during the Period End Update.

### Display Item Comments in Inquiry?

The Item Inquiry option normally does not allow any information to be modified. Exceptions to this rule are the regular items and internal comments. Options are as follows:

- C** Let operator both read and change comments.
- I** Let operator read (inquire) the comments, but not change them.
- N** Do not let operator have access to the comments.

### Minimum Percentage for Shortage Reporting

Enter the percentage of the minimum quantity on-hand that an item's stock level must fall to before it is considered to be under-stocked.

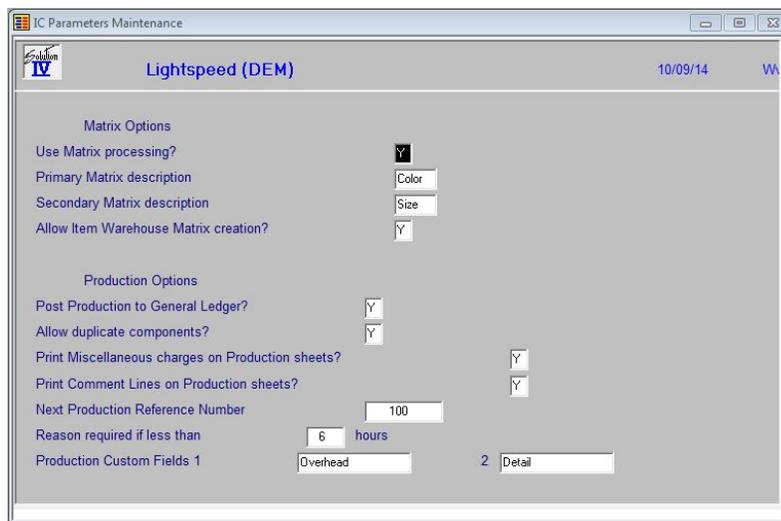
*Example:* Enter 100% if you wish to report an item as under-stocked if the quantity on-hand falls just below the minimum quantity on-hand. Enter 110% if you wish to report an item as under-stocked if the quantity on-hand falls to within 10% of the minimum quantity on-hand.

### Maximum Percentage for Overage Reporting

Enter the percentage of the maximum quantity on-hand that an item's stock level must reach before it would be considered as over-stocked.

*Example:* Enter 100% if you wish to report an item as overstocked if the quantity on-hand is just over the maximum quantity on-hand. Enter 110% if you wish to report an item as overstocked if the quantity on-hand is over 10% over the maximum quantity on-hand.

When you have filled in all of these fields, the following screen will be displayed:



The screenshot shows a software window titled "IC Parameters Maintenance" for "Lightspeed (DEM)" on "10/09/14". The window contains two main sections: "Matrix Options" and "Production Options".

- Matrix Options:**
  - Use Matrix processing?
  - Primary Matrix description: Color
  - Secondary Matrix description: Size
  - Allow Item Warehouse Matrix creation?
- Production Options:**
  - Post Production to General Ledger?
  - Allow duplicate components?
  - Print Miscellaneous charges on Production sheets?
  - Print Comment Lines on Production sheets?
  - Next Production Reference Number: 100
  - Reason required if less than: 6 hours
  - Production Custom Fields 1: Overhead
  - Production Custom Fields 2: Detail

### Use Matrix processing?

You have the option of using the matrix processing options throughout the system.

**Y** Matrix processing will be open for use.

**N** No matrix processing will be allowed.

### Primary Matrix description

Enter up to 5 characters for the description of the primary vector of the matrix definitions found in Item Code Maintenance.

### Secondary Matrix description

Enter up to 5 characters for the description of the secondary vector of the matrix definitions found in Item Code Maintenance.

**Allow Item Warehouse Matrix creation?**

You have the option of allowing for the creation of matrix records for items during OP Order/Invoice Entry and PO Purchase Order Entry.

- Y** Allows the operator to create missing item matrix records during OP and PO processing.
- N** Does not allow the operator to create missing item matrix records.

**Production Options:****Post Production to General Ledger?**

You have the option of posting the production of items to General Ledger as follows:

- Y** Posts production to General Ledger (relieving the component items from inventory and adding the finished goods). This will normally be the case.
- N** Does not post production to General Ledger. This is not the usual case but may be used when first setting up the Bill of Materials Production system.

**Allow Duplicate Components?**

When creating a bill of materials for an item, you have the option of allowing a single component item to be entered more than once as follows:

- Y** Allows a component item to be used more than once on a given bill of materials.
- N** Does not allow you to duplicate a component item on the bill of materials.

**Print Miscellaneous charges on Production sheets?**

You have the option of printing miscellaneous charge codes associated with the bill of materials on the production sheet as follows:

- Y** Prints the miscellaneous charge codes on the Production sheets.
- N** Only includes actual component inventory items on the Production sheet.

**Print Comment Lines on Production sheets?**

You have the option of printing comment lines on the Production Sheets as follows:

- Y** Prints any no-charge comment lines associated with the bill of materials on the Production sheets.
- N** Does not print the comment lines on the Production sheets.

**Next Production Reference Number**

During Production Register and Update a reference number is applied to the transaction. Enter the starting system generated reference number you wish to use here.

**Reason Required in less than xxx hours**

During the Production Entry process the user will enter the number of hours that a production run uses. If the total number of hours for the run is less than the number of hours specified here, a reason will need to be entered. If this number is set to zero then a reason will not be required

**Production Custom Fields 1****Production Custom Fields 2**

You have the option of keeping custom data when entering bill of material information. These fields will be the description that will be used for your custom designed fields. If you leave the description blank then data will not be accessible in bill of material maintenance.

**Exit the Screen**

Return through the fields, you will be prompted to update the record or automatically returned to the IC Code File Maintenance Menu if no changes were made.

## IC Parameters Listing

**Introduction**

This report shows what was entered in IC Parameters Maintenance.

**How to Execute**

From the Code File Maintenance Menu, select **IC Parameters Listing**.

**Report**

After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

## Class Code Maintenance

**Introduction**

Class codes are basically file-verified sort options. Class codes are used to help classify your inventory items. You can enter up to four class codes for each item. They may be used for things such as color and catalog number. Class codes are also used to define the item price classes used in Price Break Maintenance. Many reports can be printed in class code order.

**How to Execute**

From the Code File Maintenance Menu, select **Class Code Maintenance**.

The screenshot shows a software window titled "Class Code Maintenance". At the top, it displays "Lightspeed Reprographics (DEM)" and the date "12/05/07" with the user initials "TE". The main area of the window contains a form with three fields: "Class Code" with the value "10-110", "Description" with the value "Blueline Prints", and "Status" which is a dropdown menu.

**Description of Fields****Class Code**

Enter up to six alphanumeric characters for the class code.

**Description**

Enter up to 35 alphanumeric characters to describe the class code.

**Status**

The status field is used to hold the current status of every Masterfile record as follows:

- **Active**           Field is blank. This record may be used anywhere, anytime. This is the normal case.
  
- I - Inactive**       This record may be used by those records already using it, but may not be added to new records.
  
- D - Deleted**       This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.
  
- C - Changed**       This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

**Exit the Screen**

When you are finished, press **F4** from the class code field to return to the Code File Maintenance Menu.

## Class Code Listing

**Introduction**

This report lists the class codes as they were entered in Class Code Maintenance. You should print the Class Code Listing whenever you make any additions or changes to the class codes to check for accuracy. You should then file the listing as part of your permanent records.

**How to Execute**

From the Code File Maintenance Menu, select **Class Code Listing**.

**Report**

After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

## Price Break Maintenance

### Introduction

Price Break Maintenance is where you set up and maintain a virtually unlimited number of item price class/customer price classes for quantity price breaks. Each price-break can have up to ten different levels.

Price breaks can be created using the following types: actual price, discount percentage, discount amount, markup percentage, or markup amount. They can also be based on either unit quantity or total dollar amount.

### How to Execute

From the Code File Maintenance Menu, select **Price Break Maintenance**.

Price Break Table	Level	Quantity-Amount	Disc-Markup-Amt
	0	2.0000	5.0000
	1	10.0000	10.0000
	2	9999999.9999	.0000
	3	.0000	.0000
	4	.0000	.0000
	5	.0000	.0000
	6	.0000	.0000
	7	.0000	.0000
	8	.0000	.0000
	9	.0000	.0000

### Description of Fields

#### Item Price Class

Enter up to six characters for the item price class. This code must be a valid class code as entered in Class Code Maintenance. Leave the item price class blank if you wish to set up a single price-break for each customer price class or if you want a single price break for the entire inventory.

You may set up price breaks based on number of units sold or dollar volume sold. Also, the price may be based on a cost markup, price discount, or flat rate.

**Customer Price Class**

Enter the customer price class to which this price break applies. Leave the customer price class blank if you wish to set up a single price break regardless of the customer price class, or if you want a single price break for the entire inventory. Price Break Classes are maintained using AR Class Code Maintenance.

You may set up price breaks based on number of units sold or dollar volume sold. Also, the price maybe based on a cost markup, price discount, or flat rate.

**Description**

Enter up to 35 characters for the description of this particular price-break code.

**Method**

Enter the method to be used for determining the type for this price code from the following list:

- A** Discount amount
- C** Cost markup percentage
- D** Discount percentage
- M** Cost markup amount
- P** Actual price
- L** Layered pricing
- G** Grid Pricing
- F** First Pricing
- B** Block pricing
- R** Range pricing

**Type**

Enter the type of quantity price break for this price break from the following list:

- A** Based on dollar amount ordered
- Q** Based on quantity ordered
- S** Based on set quantity
- C** Based on copy quantity
- O** Based on number of originals

**Quantity-Amount**

Enter the quantity or dollar amount at which each price break level occurs. Enter up to ten price-break levels.

**Disc-Markup-Amt**

Enter the discount percentage, discount amount, cost markup percentage, cost markup amount, or actual price for each price-break level.

**Exit the Screen**

When you are finished, press **F4** from the item price class field to return to the Code File Maintenance Menu.

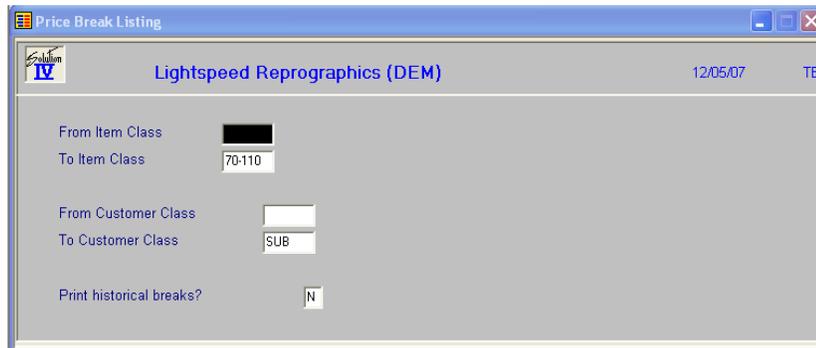
## Price Break Listing

### Introduction

This report lists the price-breaks as they were entered in Price Break Maintenance. You should print the price break listing whenever you make any additions or changes to the price-breaks, to check for accuracy. Then file the listing as part of your permanent records.

### How to Execute

From the Code File Maintenance Menu, select **Price Break Listing**.



The screenshot shows a window titled "Price Break Listing" from the "Lightspeed Reprographics (DEM)" application. The window contains a form with the following fields and values:

- From Item Class: [blacked out]
- To Item Class: 70-110
- From Customer Class: [blacked out]
- To Customer Class: SUB
- Print historical breaks?: N

### Description of Fields

#### From Item Class

#### To Item Class

If you are printing this report for a range of item classes, enter the starting and ending class code.

#### From Customer Class

#### To Customer Class

If you are printing this report for a range of customer classes, enter the starting and ending class codes.

#### Print historical breaks?

**Y** Print the price break records that have been saved in the Price Break History file.

**N** Only print the current price break records.

### Report

After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

## Item Price Break Maintenance

### Introduction

Item Price Break Maintenance is where you setup and maintain a specific quantity price break for a specific item code. Each code may have up to ten different price break levels.

Price breaks can be created using the following types: actual price, a discount percentage, a discount amount, a markup percentage, or a markup amount. They can also be based on either unit quantity or total dollar amount.

### How to Execute

From the Code File Maintenance Menu, select **Item Price Break Maint.**

Level	Quantity-Amt	Disc-Markup-Amt
0	.0000	.0000
1	.0000	.0000
2	.0000	.0000
3	.0000	.0000
4	.0000	.0000
5	.0000	.0000
6	.0000	.0000
7	.0000	.0000
8	.0000	.0000
9	.0000	.0000

### Description of Fields

#### Item Code

Enter up to 22 characters representing the Inventory Control item code.

The Item code is used throughout the Inventory Control and Order Processing systems to designate each of your inventory items. You must set up a unique code for every item in your inventory. If you track items by color as well, each color will need a unique item code.

#### Price Break Description

Enter up to 35 characters for the description of this particular price break code.

**Price Break Method**

Enter the method to be used for determining the type for this price break code from the following list:

- A Discount amount
- C Cost markup percentage
- D Discount percentage
- M Cost markup amount
- P Actual price
- L Layered pricing
- G Grid Pricing
- F First Pricing
- B Block pricing
- R Range pricing

**Type**

Enter the type of quantity price break for this price break code from the following list:

- A Based on dollar amount ordered
- Q Based on quantity ordered
- S Based on set quantity
- C Based on copy quantity per original
- O Based on number of originals

**Quantity-Amount**

Enter the quantity or dollar amount at which each price break level occurs. Enter up to 10 price break levels.

**Disc-Markup-Amt**

Enter the discount percentage, discount amount, cost markup percentage, cost markup amount, or actual price for each price-break level. You may enter up to 10 price break levels.

**Exit the Screen**

When you are finished, press **F4** from the item price class field to return to the Code File Maintenance Menu.

## Item Price Break Listing

### Introduction

This report is a listing of the entries made in Price Break Maintenance.

### How to Execute

From the Code File Maintenance Menu, select **Item Price Break Listing**.

The screenshot shows a software window titled "Price Break Listing". The window content includes a logo on the left, the text "Lightspeed Reprographics (DEM)" in the center, and the date "07/09/09" on the right. Below these are several input fields: "From Item Class" with the value "10-110", "To Item Class" with "70-110", "From Customer Class" which is empty, "To Customer Class" with "SUB", and a checkbox labeled "Print historical breaks?" with the value "N".

### Description of Fields

#### From Item Class

#### To Item Class

If you are printing this report for a range of item classes, enter the starting and ending class code.

#### From Customer Class

#### To Customer Class

If you are printing this report for a range of customer classes, enter the starting and ending class codes.

#### Print historical breaks?

**Y** Print the price break records that have been saved in the Price Break History file.

**N** Only print the current price break records.

### Report

After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

## Product Code Maintenance

### Introduction

Product codes are one way of grouping your items, as well as where you set up defaults for the items falling into that product code. These defaults include such things as units of measure, costing method, commissions, and General Ledger accounts.

Product codes should be set up for each of the different types of items that you sell, such as bicycles, tricycles, and accessories.

### How to Execute

From the Code File Maintenance Menu, select **Product Code Maintenance**.

The screenshot shows the 'Product Code Maintenance' window for 'Lightspeed (DEM)'. The window title is 'Product Code Maintenance' and it includes a logo for 'Lightspeed IV'. The main content area is divided into several sections:

- Product Code:** 000010, **Desc:** Blue/Blackline
- Costing method:** U (dropdown), **Are items using this product code:** Commissionable? Y (checkbox), Method: S (dropdown)
- Item price class:** (empty field), **Add'l amount:** .00 (text field)
- Override description?:** N (dropdown), **Rate or amount:** .000 (text field)
- Product code status:** (dropdown), **Discountable?:** N (checkbox), **Taxable?:** Y (checkbox)
- Minimum line price:** .00 (text field)
- Valuation UOM:** SQFT, **Purchase UOM:** SQFT, **Sales UOM:** SQFT
- Post the following by warehouse?:**
  - Inventory? Y (checkbox)
  - Cost of Sales? Y (checkbox)
  - Sales? Y (checkbox)
  - Returns? Y (checkbox)
  - Adjustments? Y (checkbox)
  - Purchases? Y (checkbox)
  - Non-stock Hold? (checkbox)
- General Ledger Accounts:**
  - Inventory: 130-01-00
  - Cost of Sales: 500-01-10
  - Sales: 400-01-10
  - Returns: 450-01-10
  - Adjustments: 135-01-00
  - Purchases: 240-01-00
  - Non-stock Hold: (empty field)

### Description of Fields

#### Product Code

Enter up to six alphanumeric characters for the product code. You should set up a different product code for each general type of item you sell—especially if you want them to post to different General Ledger Accounts.

#### Description

Enter up to 35 characters to describe this product code.

**Costing Method**

Enter the letter from the following list representing the cost method you wish to use for this product code. This field can be overridden on an item-by-item basis.

- A**        Weighted Average Cost
- U**        Unit Cost
- F**        First In, First Out (FIFO)
- L**        Last In, First Out (LIFO)
- T**        Lot Number
- S**        Serial Number

**Item Price Class**

Enter up to six characters for the item price class. The item price class and customer price class are used to create price breaks used by the Price Break Calculation. See Price Break.

**Override Description?**

You can change the description on a line-by- line basis in Order Processing as follows:

- Y**        Allows you to change the description of items using this product code in Order Entry.
- N**        Does not allow you to change the description.

**Product Code Status**

The status field is used to hold the current status of every Masterfile record as follows:

- Active**        Field is blank. This record may be used anywhere, anytime. This is the normal case.
- I - Inactive**    This record may be used by those records already using it, but may not be added to new records.
- D - Deleted**    This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.
- C - Changed**    This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

**Minimum Line Price**

If this product is to be priced with a minimum charge amount, enter the minimum charge amount here. Any order or invoice line that is tied to this product will be charged at least this minimum amount.

**Valuation UOM**

Enter up to four characters representing the standard unit of measure for this product code in terms of how the product is tracked for inventory valuation (book) purposes. This field can be overridden on an item-by-item basis.

*Examples:* EACH, BOX, CASE, LBS

When you purchase a product for inventory stock, the *purchase* unit of measure will be translated into the *valuation* unit of measure for recording the on-hand quantity. Similarly, when the product is sold, the *sales* unit of measure will be translated to the *valuation* unit of measure for the purpose of reducing inventory quantities.

#### **Purchase UOM**

Enter up to four characters representing the standard unit of measure for this product code in terms of how the product is normally purchased from your vendor. This field can be overridden on an item-by-item basis.

#### **Sales UOM**

Enter up to four characters representing the standard unit of measure for this product code in terms of how the item is normally sold to your customers. Up to five sales unit of measures may be entered with a different sales price for each unit of measure. These fields may be overridden on an item-by-item basis.

#### **Commissionable?**

You have the option of making some product codes subject to commissions or not as follows:

- Y** Will calculate a sales representative's commission on items in this product code. The default commission rate is in the sales representative's file but can be overridden in Order Entry.
- N** Will not calculate a commission on the sale of items using this product code.

However you respond the commissionable flag may be overridden on an item-by-item basis in Item Maintenance and on a line-by-line basis in Order Entry.

#### **Method**

Enter the commission method to be used for this item in this product code when it is sold in Order Processing from the following list. This field can be overridden on an item-by-item basis.

- A** Actual amount
- C** % cost
- G** % gross profit
- N** No commission
- P** % price
- S** Standard sales representative commission rate (default)
- T** Table

#### **Add'l Amount**

Optionally, you may add a flat amount to the commission for items using this product code. Enter the amount you wish to add (to whichever method you choose) in this field. This field can be overridden on an item-by-item basis.

#### **Rate or Amount**

If the commission method is C, G, or P, enter the percentage of cost, gross profit, or price, which should be used in calculating the commission for items using this product code. If the commission method is A, enter the actual amount of the commission. This field can be overridden on an item-by-item basis.

**Discountable?**

You can make some product codes subject to discounts or not as follows:

**Y** Will calculate a trade discount on items using this product code. The default trade discount rate is in the customer file, but may be overridden in Order Processing.

**N** Will not calculate a trade discount on items using this product code.

However you respond, the discountable flag may be overridden on an item-by-item basis in Item Maintenance and on a line-by-line basis in Order Entry.

**Taxable?**

You can make some product codes subject to sales tax or not as follows:

**Y** Will calculate sales tax on items using this product code. It is important to note that if the customer has a resale number, sales tax will not be calculated on the entire order, regardless of this flag.

**N** Will not calculate sales tax on items using this product code. A good example of a non-taxable item code would be labor.

However you respond, the taxable flag may be overridden on an item-by-item basis in Item Maintenance and on a line-by-line basis in Order Entry.

**Inventory**

Enter the General Ledger inventory account code to which you wish to post when you sell items using this product code. When items in this product code are sold, this account will be posted as a credit in the amount of the cost of the item being sold. When items are received, this account will be debited.

**Cost of Sales**

Enter the General Ledger cost of sales account code to which you wish to post when you sell items using this product code. When items in this product code are sold, this account will be posted as a debit in the amount of the cost of the item being sold. This account can be overridden on an item-by-item basis.

**Sales**

Enter the General Ledger sales account code to which you wish to post when you sell items using this product code. When items in this product code are sold, this account will be posted as a credit in the amount of the sales price of the item being sold. This account can be overridden on an item-by-item basis.

**Returns**

Enter the General Ledger returns account code to which you wish to post when an item using this product code is returned to inventory. When items in this product code are returned, this account will be posted as a debit in the amount of the sales price of the item being returned. This account can be overridden on an item-by-item basis.

**Adjustments**

Enter the General Ledger adjustments account code to which you wish to post when either the cost or on-hand quantity of an item using this product code is adjusted. When items using this product code are adjusted, this account will be posted as either a debit or credit in the amount of the cost of the item being adjusted.

**Purchases**

Enter the General Ledger purchases account code to which you wish to post when an item using this product code is received into inventory. When items using this product code are received, this account will be posted as a credit in the amount of the cost of the item being purchased.

**Non-stock Hold**

When a non-stock item is received through Purchase Order processing the valuation is applied to the cost of goods sold account instead of inventory like a stock item.

If you have chosen via IC Parameter Maintenance to use the non-stock hold account the PO Receipts will be posted against the Non-stock Hold Account. When the sale is made in Order Processing the valuation will be moved from this hold account to the cost of goods sold account.

**Post Inventory/Cost of Sales/Sales>Returns/Adjustments/Purchases/Non-stock Hold/etc by Warehouse?**

Within a given product code, you have the option of posting transactions to the appropriate General Ledger accounts on a warehouse-by-warehouse basis. This option allows you to have multiple inventory, cost of sales, sales, returns, adjustments, and/or purchase accounts in the General Ledger - as many as one for each product code/warehouse combination, if you so choose.

- Y** Posts to General Ledger by warehouse. You will specify the department and/or location to which to post in Warehouse Maintenance.
- N** Posts to the specific accounts entered above.
- P** Use the department from the warehouse and the location from the customer posting code. This option is available for Cost of Sales and Sales.

**Exit the Screen**

When you are finished, press **F4** from the product code field to return to the Code File Maintenance Menu.

<b>Product Code Listing</b>
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**Introduction**

This report lists the product codes as they were entered in Product Code Maintenance. Print the Product Code Listing whenever you make any additions or changes to the product codes to check for accuracy and then file the listing as part of your permanent records.

**How to Execute**

From the Code File Maintenance Menu, select **Product Code Listing**.

**Report**

After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

## Product Commission Maintenance

### Introduction

Product Commission Maintenance is where you setup and maintain a specific commission rate by product line for a range of markdown percentages.

#### Example:

If you want to give different commission rates based upon the markdown from list price of 1-10% rate=4%, 11-20% rate=3%, 21-30% rate=2% your table would look as follows:

<u>Line</u>	<u>From</u>	<u>To</u>	<u>Rate</u>
1	1	10	4
2	11	20	3
3	21	30	2

### How to Execute

From the IC Code File Maintenance Menu, select **Product Commission Maint.**

### Description of Fields

#### Customer Code

Enter up to 10 alphanumeric characters for the customer code. The customer code will be used throughout the system when referring to a particular customer.

#### Product Code

Enter up to 6 alphanumeric characters for the product code. The product code or product line code is a file verified sort option used in item maintenance as a means of classifying your items.

The product code also provides defaults for many of the item code fields as well as the standard General Ledger accounts. Several reports may be printed by product code.

**Note:** If you use the non-stock items as defined in the Parameters, you will need to create product code NSTK for these items.

Is the displayed information correct? Yes No Lines Delete

Select Lines.

The screenshot displays two overlapping windows from a software application. The top window, titled 'Product Commissions - Header', shows the company name 'Lightspeed Reprographics (DEM)', the date '10/19/10', and the user 'Wh'. Below this, there are input fields for 'Customer Code' (360DEGR), 'Product Code' (000010), and two text boxes containing '360 Degree Printing' and 'Blue/Blackline'. The bottom window, titled 'Product Commissions - Detail', shows the same company and date information. It features a table with one line selected, indicated by a black background on the line number '1'.

**Line**

**Enter** If the line exists, **Enter** modifies it. If the line is blank, **Enter** adds one.

**Line #** Goes to that line. If you enter a line that is greater than the total number of lines, it goes to the last line.

**Up arrow** Goes to the next line above.

**Down arrow** Goes to the next line below.

**Page-up** Goes to the previous screen.

**Page-down** Goes to the next screen.

**Line Delete** Deletes that line and moves all lines below up.

**Line Insert** Inserts a line at that spot and moves all lines below down.

**Markdown Percentage (From)**

Enter the starting percentage of markdown from the list price for this special commission rate line.

**Markdown Percentage (To)**

Enter the ending percentage of markdown from the list price for this special commission rate line.

**Commission Rate**

Enter the special commission rate to be used for this product when the price falls within the assigned percentage markdown.

**Exit the Screen**

Press **F4** to return to the Code File Maintenance Menu.

## Product Commission Listing

### **Introduction**

This report is a listing of the entries made in Product Commission Maintenance.

### **How to Execute**

From the IC Code File Maintenance Menu, select **Product Commission Listing**.

### **Report**

After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

## ARC Product Code Maintenance

### **Introduction**

ARC Product Codes are assigned by ARC and may be maintained using this option.

### **How to Execute**

From the IC Code File Maintenance Menu, select **ARC Product Code Maint.**

### **Description of Fields**

#### **Item Code**

Enter up to 22 characters representing the Inventory Control item code. The item code is used throughout the Inventory Control and Order Processing systems to designate each of your inventory items. You must set up a unique code for every item in your inventory. If you track items by color as well, each color will need a unique item code.

#### **ARC Member Product**

Enter up to 10 alphanumeric characters for the ARC Member product code.

#### **Save Changes?**

**Y**      Update record

**N**      Don't update record

### **Exit the Screen**

Press **F4** to return to the Code File Maintenance Menu.

## ARC Product Code Listing

### **Introduction**

This report is a listing of the entries made in ARC Product Code Maintenance.

### **How to Execute**

From the Code File Maintenance Menu, select **ARC Product Code Listing**.

### **Report**

After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

## Sales Promotion Maintenance

### Introduction

This function is used to create a file of sales promotions. Each sales promotion may have different date, item, and product code ranges, and is based on certain minimum quantities or dollar amounts.

A priority may be given when setting up a sales promotion, determining which price takes priority (promotion price, contract price, or the lower of the two).

### How to Execute

From the Code File Maintenance Menu, select **Sales Promotion Maintenance**.

	Month to Date	Year to Date	Last Year
Sales	0.0000	0.0000	1,428,2400
Cost of sales	0.0000	0.0000	341.5600
Number of invoices	0	0	58

### Description of Fields

#### Promo Code

Enter up to six alphanumeric characters for the sales code. The sales promotion code represents a promotion for a group of items that runs for a limited time period.

*Example:*

JULY 4 Independence Weekend Specials.

#### Description

Enter up to 35 alphanumeric characters to describe the sales promotion.

#### From Date

#### To Date

Enter the first and last dates on which this sales promotion is in effect. This sales promotion will not apply to orders outside this date range.

#### From Item Code

#### To Item Code

Enter the starting and ending item codes to which this sales promotion applies. This sales promotion will not apply to items outside of this range.

**From Product Code  
To Product Code**

Enter the starting and ending product line codes to which this sales promotion applies. This sales promotion will not apply to product codes outside of this range.

**Promotion Type**

Enter the letter representing the type of sales promotion from the following list:

- A** Discount amount off regular price.
- C** Markup percentage over cost.
- D** Discount percentage off regular price.
- M** Markup amount over cost.
- P** Actual price.

**Price-Amount-Perc**

Based on the promotion type for this sales promotion, enter either the actual price, the discount amount, cost markup amount, discount percentage, or cost markup percentage.

**Minimum Qty**

Enter the minimum number of units that must be purchased for this sales promotion to apply. Enter zero if there is no minimum.

**Minimum Amt**

Enter the minimum dollar amount that must be purchased for this sales promotion to apply. Enter zero if there is no minimum.

**Pricing priority**

If both a sales promotion and a customer contract price are in effect for a particular item, the pricing priority indicates which price takes priority.

Enter the priority of this sales promotion as it relates to contract pricing from the following list:

- C** Customer contract price takes priority.
- L** The lesser of the contract price and sales promotion takes priority.
- S** Sales promotion price takes priority.

**Last Used**

Last used date is the date this sales promotion was last used on an order. It is automatically updated by the system.

**Status**

The status field is used to hold the current status of every Masterfile record as follows:

- Active** Field is blank. This record may be used anywhere, anytime. This is the normal case.
- I - Inactive** This record may be used by those records already using it, but may not be added to new records.
- D - Deleted** This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.
- C - Changed** This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

**Exit the Screen**

When you are finished, press **F4** from the sales code field to return to the Code File Maintenance Menu.

## Sales Promotion Listing

**Introduction**

This report lists the sales promotion codes as they were entered in Sales Promotion Maintenance. You should print the Sales Promotion Listing whenever you make any additions or changes to the sales promotions to check for accuracy and then file the listing as part of your permanent records.

**How to Execute**

From the Code File Maintenance Menu, select **Sales Promotion Listing**.

**Reports**

After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

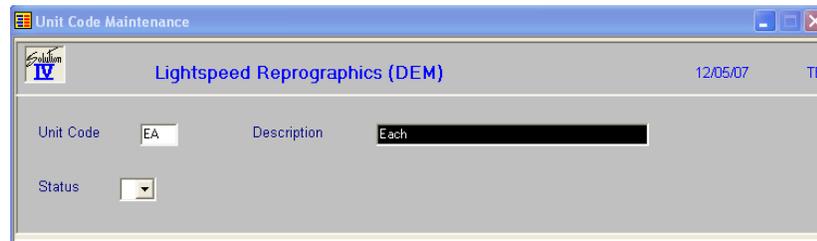
## Unit Code Maintenance

### Introduction

This function allows you to maintain the various units of measure you will be using in your business. It is used to validate the valuation unit of measure in Item Maintenance and the unit of measure conversion entries in UOM Conversion Maintenance.

### How to Execute

From the Code File Maintenance Menu, select **Unit Code Maintenance**.



### Description of Fields

#### Unit Code

Enter up to six alphanumeric characters for the unit code.

#### Description

Enter up to 35 alphanumeric characters to describe the unit code.

#### Status

The status field is used to hold the current status of every Masterfile record as follows:

- **Active**            Field is blank. This record may be used anywhere, anytime. This is the normal case.
- I - Inactive**        This record may be used by those records already using it, but may not be added to new records.
- D - Deleted**        This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.
- C - Changed**        This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

### Exit the Screen

When you are finished, press **F4** from the unit code field to return to the Code File Maintenance Menu.

## Unit Code Listing

### Introduction

This report is a listing of the unit of measure codes entered in Unit Code Maintenance. It contains all of your valid unit codes.

### How to Execute

From the Code File Maintenance Menu, select **Unit Code Listing**.

### Report

After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

## UOM Conversion Maintenance

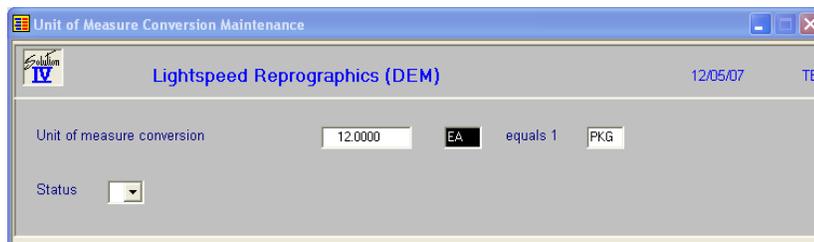
### Introduction

This function allows you to maintain a table of units of measure and their conversion factors. Use the UOM Conversion Table if you purchase, store, and sell items using different units of measure (purchase by the case, sell by the each, and store by the six-pack).

*Example:* To convert cans to six-packs, enter **6.0000 cans equals 1 6PAK**.

### How to Execute

From the Code File Maintenance Menu, select **UOM Conversion Maintenance**.



### Description of Fields

#### Conversion Factor

To convert from one unit of measure to another, you must specify the amount or conversion factor to multiply or divide the quantity by.

*Example:* Using the example started in the introduction, you would enter **6**.

#### "Convert from" Unit of Measure

Enter up to four alphanumeric characters for the unit of measure you are converting from.

*Example:* Using the above example, you would enter **CANS**.

#### "Convert to" Unit of Measure

Enter up to four alphanumeric characters for the unit of measure you are converting to.

*Example:* Using the above example, you would enter **6PAK**.

Using the unit of measure conversion table, the unit of measure in which you are selling an item will be automatically converted to your valuation or “stocking” unit of measure during an item sale. The unit of measure in which you are purchasing an item will be automatically converted to your valuation unit of measure during an inventory receipt or purchase order transaction.

### **Status**

The status field is used to hold the current status of every Masterfile record as follows:

- Active**           Field is blank. This record may be used anywhere, anytime. This is the normal case.
- I - Inactive**       This record may be used by those records already using it, but may not be added to new records.
- D - Deleted**       This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.
- C - Changed**       This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

### **Exit the Screen**

When you are finished, press **F4** from the conversion factor field to return to the Code File Maintenance Menu.

## **UOM Conversion Listing**

### **Introduction**

This report lists the UOM conversions as they were entered in UOM Conversion Maintenance. You should print the UOM conversion listing whenever you make any additions or changes to the UOM conversions to check for accuracy. You should then file the listing as part of your permanent records.

### **How to Execute**

From the Code File Maintenance Menu, select **UOM Conversion Listing**.

### **Report**

After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

## Warehouse Code Maintenance

### Introduction

Warehouse codes contain general information about each warehouse, such as name and address, as well as the General Ledger location and department to post to, if posting by warehouse.

### How to Execute

From the Code File Maintenance Menu, select **Warehouse Code Maintenance**.

### Description of Fields

#### Warehouse Code

Enter up to six alphanumeric characters for the warehouse code. The warehouse code is used to break down your inventory into multiple warehouses or locations.

If you have multiple warehouses, you may need to set up separate warehouses for insurance purposes, even if the location of your inventory does not matter to you. Check with your accountant or insurance agent if you are not sure if this applies to you.

Many reports show warehouse-by-warehouse detail for each item and inventory valuation reports may be done by warehouse as well.

#### Description

Enter up to 35 alphanumeric characters to describe the warehouse.

#### Address 1 & 2

Enter up to two lines of 35 characters each, for the address of this warehouse. Do not enter the city, state, or ZIP code here.

#### City

Enter up to 25 characters for the city where this warehouse is located.

#### State

Enter the two-character state abbreviation for the state in which this warehouse is located.

**ZIP Code**

Enter up to ten characters for the ZIP code for the location of this warehouse.

*Example:* 08875-6712

**Country**

Enter the two-character country code for the country in which this warehouse is located. If this warehouse is in the same country as your main offices, leave this field blank.

**Contact**

Enter up to 20 characters for the name of the contact person at this warehouse.

**Phone**

Enter the phone number for this warehouse location.

**Extension**

Enter up to five characters for the phone number extension of your contact at this warehouse location.

**Telex**

Enter up to 18 characters for the telex number for this warehouse location.

**FAX**

Enter up to 18 characters for the FAX number for this warehouse location.

**GL Location**

The location code is used to segment your General Ledger by location, division or profit center for the purpose of producing separate Income Statements. Enter the location code for this warehouse, if applicable. The length of this field is based on the size of the segment as designated in General Ledger Parameter Maintenance.

**GL Department**

The department code is used to segment your General Ledger by department, division or profit center for the purpose of producing separate Income Statements. Enter the department code for this warehouse, if applicable. The length of this field is based on the size of the segment as designated in General Ledger Parameter Maintenance.

**Default Printers**

Enter the default printers for picking sheets, shipping labels, COD tags and packing slips for this warehouse.

**Status**

The status field is used to hold the current status of every Masterfile record as follows:

- Active** Field is blank. This record may be used anywhere, anytime. This is the normal case.
- I - Inactive** This record may be used by those records already using it, but may not be added to new records.
- D - Deleted** This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.
- C - Changed** This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

**Exit the Screen**

When you are finished, press **F4** from the warehouse code field to return to the Code File Maintenance Menu.

## Warehouse Code Listing

**Introduction**

This report lists the warehouse codes as they were entered in Warehouse Code Maintenance. You should print the Warehouse Code Listing whenever you make any additions or changes to the warehouse codes to check for accuracy. You should then file the listing as part of your permanent records.

**How to Execute**

From the Code File Maintenance Menu, select **Warehouse Code Listing**.

**Report**

After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

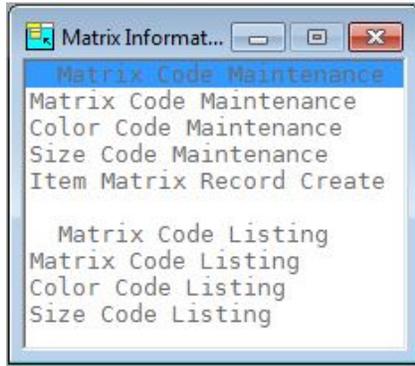
## Matrix Information Menu

### Introduction

The Matrix Information Menu contains the access to IC Matrix information and the various code files, such as color code, size codes, and matrix creation.

### How to Execute

From the Code File Maintenance Menu, select **Matrix Information Menu**:



## Matrix Code Maintenance

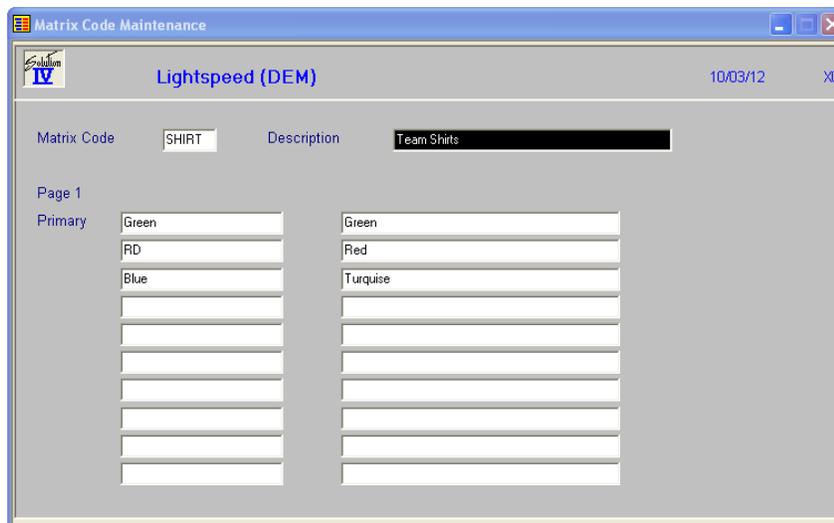
### Introduction

Matrix codes contain general information about standard vectors used to establish apparel items.

The matrix code may be up to 6 characters, with a 35 character description.

### How to Execute

From the Matrix Information Menu, select **Matrix Code Maintenance**:



**Description of Fields****Matrix Code**

Enter up to 6 alphanumeric characters for the matrix code. The matrix code is a file verified option used in item maintenance as a means of quickly defining matrix items.

**Description**

Enter up to 35 alphanumeric characters to describe the matrix code.

**Primary**

Enter up to 20 alphanumeric characters to describe the color option for this matrix. You are allowed to enter up to 20 different colors.

**Note:** A second screen will display allowing you to add up to 20 Primary rows for this Matrix followed by two screens allowing you to add up to 20 Secondary rows. When you are finished entering data into any particular screen, press **Page Down** then press the **Enter** key to move to the next screen.

**Secondary**

Enter up to 5 alphanumeric characters to describe the size option for this matrix. You are allowed to enter up to 20 different sizes.

**Exit the Screen**

When you are finished entering Matrix Codes, press **F4** to exit the screen.

**Matrix Code Listing****Introduction**

This report is a listing of the entries made in Matrix Code Maintenance.

**How to Execute**

From the Matrix Information Menu, select **Matrix Code Listing**.

**Report**

After selecting a printed or displayed copy, you will be returned automatically to the Matrix Information Menu.

## Color Code Maintenance

### Introduction

Color codes are used for order entry of non-stock matrix items.

A color code may be up to 20 characters, with a 35 character description.

### How to Execute

From the Matrix Information Menu, select **Color Code Maintenance**.

### Description of Fields

#### Color Code

Enter up to 5 alphanumeric characters for the color code. The color code is a file verified code that is used during order entry.

#### Description

Enter up to 35 alphanumeric characters to describe the color code.

#### Status

The status field is used to hold the current status of every Masterfile record as follows:

- **Active**           Field is blank. This record may be used anywhere, anytime. This is the normal case.
- I - Inactive**       This record may be used by those records already using it, but may not be added to new records.
- D - Deleted**       This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.

### Exit the Screen

When you are finished, press **F4** to return to the Matrix Information Menu.

## Color Code Listing

### Introduction

This report is a listing of the entries made in Color Code Maintenance.

### How to Execute

From the Matrix Information Menu, select **Color Code Listing**.

### Report

After selecting a printed or displayed copy, you will be returned automatically to the Matrix Information Menu.

## Size Code Maintenance

### Introduction

Size codes are used for order entry of non-stock matrix items.

A size code may be up to 5 characters, with a 35 character description.

### How to Execute

From the Matrix Information Menu, select **Size Code Maintenance**.

The screenshot shows a window titled "Size Code File" with a standard Windows-style title bar. The window content includes a header area with a logo on the left, the text "Lightspeed (DEM)" in the center, and a date "12/18/14" on the right. Below the header is a form with three main fields: "Size Code" containing the value "12", "Description" containing the text "Twelve", and "Status" which is an unchecked checkbox.

### Description of Fields

#### Size Code

Enter up to 5 alphanumeric characters for the size code. The size code is a file verified code that is used during order entry.

#### Description

Enter up to 35 alphanumeric characters to describe the size code.

#### Status

The status field is used to hold the current status of every Masterfile record as follows:

- **Active**            Field is blank. This record may be used anywhere, anytime. This is the normal case.
- I - Inactive**        This record may be used by those records already using it, but may not be added to new records.

**D - Deleted** This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.

**C - Changed** This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

***Exit the Screen***

When you are finished, press **F4** to return to the Matrix Information Menu.

## Size Code Listing

***Introduction***

This report is a listing of the entries made in Size Code Maintenance.

***How to Execute***

From the Matrix Information Menu, select **Size Code Listing**.

***Report***

After selecting a printed or displayed copy, you will be returned automatically to the Matrix Information Menu.

## Item Matrix Record Create

### Introduction

This option allows you to create multiple matrix records for given items. Based upon matrix code definitions item matrix records may be established quickly and efficiently.

### How to Execute

From the Matrix Information Menu, select **Item Matrix Record Create**.

### Description of Fields

#### Item Code

Enter up to 22 characters representing the Inventory Control item code. The item code is used throughout the Inventory Control and Order Processing systems to designate each of your inventory items. You must set up a unique code for every item in your inventory.

#### Matrix Code

Enter up to 6 alphanumeric characters for the matrix code. The matrix code is a file verified option used in item maintenance as a means of quickly defining matrix items.

#### From Whse

#### To Whse

If you are printing this report for a range of warehouses, enter the starting and ending warehouse code.

#### Create Matrix records?

**Yes** Creates the matrix.

**No** Returns to the Item Matrix Record Create screen.

### Exit the Screen

When you are finished, press **F4** to return to the Matrix Information Menu.

---

# 4 Item Maintenance

---

Item Maintenance is where you maintain constant information about each item in your inventory.

This chapter describes the options that are available from the Item Maintenance Menu. Item Maintenance options include:

- Description & Cost Maintenance
- Code & Commission Maintenance
- UOM & Account Maintenance
- Warehouse Maintenance
- Alternate Item Maintenance
- Item Vendor Maintenance
- Comments Maintenance
- Kit Component Maintenance
- Open Purchase Order/Inquiry
- Tier Inquiry
- Usage History Inquiry
- Alternate Lookups
- Matrix Record Maintenance
- Material Maintenance
- Copy Item Code
- Price Break Lookup
- Change/Delete Item Code

This chapter also details how to use:

- Price Change Maintenance
- Reorder Point Calculation
- Item Inquiry

## How to Design Item Codes

The item code is used throughout the Inventory Control and Order Processing systems to designate each of your inventory items. You must set up a unique code for every item in your inventory. If you track items by color as well, each color will also need a unique item code.

It is important to devise a system for consistently naming your items.

The Solution-IV Inventory Control module allows you to assign up to 22 alphanumeric characters for each item code. The item code can be formatted into multiple segments if desired. The length of each segment and whether or not the segment is formatted is entered in Inventory Control Parameter Maintenance. The dashes separate the segments of the item code and are optional entries. If they are not entered, the system will automatically insert them.

Segments in the item code which are designated to be formatted will be formatted based on the following:

- 1) Empty segments will be zero filled.
- 2) Numeric segments will be right justified, zero filled.
- 3) Alphanumeric segments will be left justified, space filled.

*Example:* If item codes are set up to look like: xxx-xxx-xxx and all three segments are formatted,

101	would be displayed as 101-000-000
101AB	would be displayed as 101-AB -000
101a b	would be displayed as 101-A -B
101001001	would be displayed as 101-001-001

Since item codes are used to identify all inventory transactions, it is important that you use a consistent method of numbering. Items also appear alphabetically by item code when printing reports in Inventory Control. Use numbers, letters or a combination of both. You should not use special characters such as " ~ " and " ^ ".

The following is a list of three suggested types of numbering methods:

### Numbers Only

The numbers-only method is the fastest method when using the numeric keypad. It is best suited for companies with large numbers of items or those that are using a number such as the UPC code for the item code.

If you use the numbers-only method, it is important to predetermine the length and format of the item code in the parameters. Otherwise, you might end up with an item code that looks like "000000000000000000001010". If you format a segment, the system will automatically add zeros to the front to keep items in numerical order. Otherwise, the items would print as 1, 10, 100, 101, ..., 11, 110, 111, ..., 12, ..., 2, 20, 200, etc.

### Numbers and Letters

This combination method allows item codes to be assigned easily, especially if multiple segments are used. It is a good idea to assign a meaning to each segment.

*Example:* TYPE - BRAND - SIZE - COLOR or IDS - SCH - 26 - BLU

If you use at least 3 characters for each segment, it will be easy to design item codes that are relatively easy to enter and have a meaningful code as well.

### Letters Only

A method using letters-only, when used in combination with item code segments, is the same as the numbers and letters method described above. If you choose not to have segments, however, the letters-only approach allows simple identification of the item using the code, because the code will merely be an abbreviation of the item description.

This method is practical only if you have a small number of items, because the more items you have, the harder it is to assign a unique item code. It is also easy to begin to assign longer item codes that are difficult both to enter and remember.

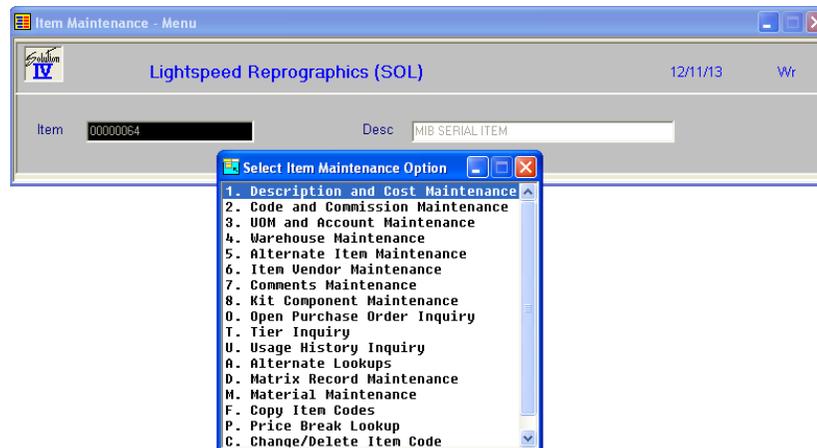
## Item Maintenance

### Introduction

Item Maintenance is where all aspects of the item are maintained.

### How to Execute

From the Inventory Control Main Menu, select **Item Maintenance Menu**.



### Description of Fields

To perform any of the functions on the Item Maintenance Menu, you must first enter an item code.

### Item

Enter up to 22 alphanumeric characters representing the item code you wish to maintain. To add a new item, enter the new item code. You will then receive the following prompt:

**Record not found in master file. Add this record? Yes No**

Press **Enter** and the system will automatically take you to Description and Cost Maintenance.

One item code has been reserved as follows:

**DEFAULT** Enter the item code DEFAULT only in Item Maintenance. If you create item DEFAULT, any new items you add will default to the information entered for item DEFAULT. This is very useful if you are entering groups of similar items. DEFAULT can be maintained in Item Maintenance like any other item.

**Enter Selection**

# Enter the option number as shown.

**F4** Returns to item code.

**Exit the Screen**

When you are done, press **F4** from the item code to return to the Inventory Control Main Menu.

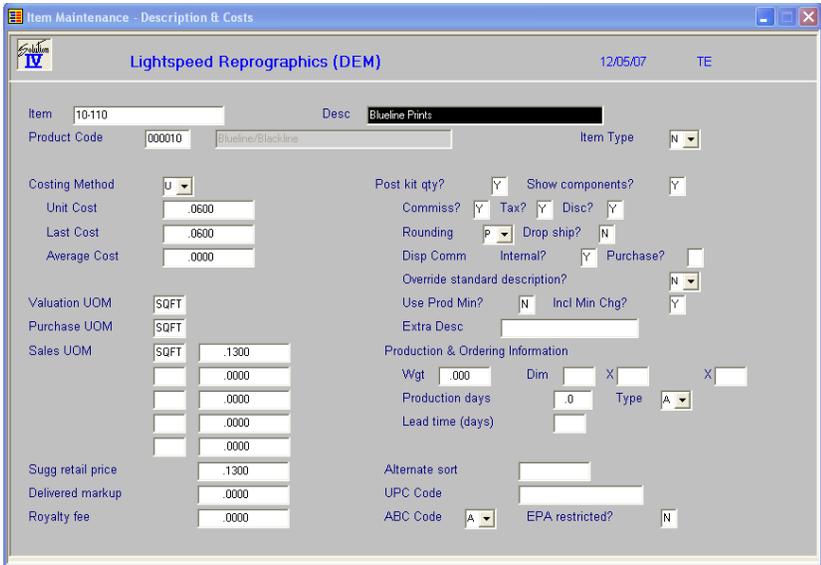
**Description and Cost Maintenance**

**Introduction**

This option allows you to override the item code description and constant information, such as the stock safety level, whether or not the item is taxable, discountable or eligible for a commission. The cost method and price information for the item is entered here as well.

**How to Execute**

From the Item Maintenance Menu, select **1. Description and Cost Maintenance**.



**Description of Fields**

**Desc**

Enter up to 35 characters to describe the inventory item code.

**Product Code**

Enter up to six alphanumeric characters for the product code. Once you enter the product code, the item screen will default to the answers entered in Product Code Maintenance. These defaults may be overridden on an item-by-item basis.

**Item Type**

Enter the letter from the following list representing the type of item you are setting up.

- S** Standard inventory item.
- C** Consignment item.
- D** Descriptive line only.
- K** Kit (component list) item.
- N** Non-stocked inventory item.
- P** Priced message line.
- T** Sales tax only line.
- M** Bill of Material item

**Costing Method**

Enter the letter from the following list representing the cost method you wish to use for this item.

- A** Weighted Average Cost
- U** Unit Cost
- F** First In, First Out (FIFO)
- L** Last In, First Out (LIFO)
- T** Lot Number
- S** Serial Number

**Unit Cost**

If the unit cost method of costing is being used for this item, enter the unit cost for this item code. Otherwise, this field may be left blank.

**Last Cost**

The last cost will be updated automatically by the system through Inventory Control during the Receipts update. The last cost represents the last price paid for this item during Inventory Receipts Entry.

**Average Cost**

The average cost will be updated automatically by the system through Inventory Control during the Receipts update. The average cost represents the weighted average cost for on-hand stock of this item.

The weighted average is calculated using the following formula:

$$\text{New Avg.} = \frac{(\text{Qty-on-hand} \times \text{Average-cost}) + (\text{Qty-received} \times \text{Cost})}{(\text{Qty-on-hand} + \text{Qty-received})}$$

**Valuation UOM**

Enter up to four characters representing the unit of measure for this item code in terms of how the item is tracked for inventory valuation purposes.

*Examples:* EACH, BOX, CASE, LBS

When the item is purchased from your vendors, the purchase unit of measure will be translated into the valuation unit of measure for recording the on-hand quantity. Similarly, when the item is sold, the sales unit of measure will be translated to the valuation unit of measure for the purpose of reducing inventory quantities.

#### **Purchase UOM**

Enter up to four characters representing the unit of measure for this item code in terms of how the item is normally purchased from your vendor.

#### **Sales UOM**

Enter up to four characters representing the unit of measure for this item code in terms of how the item is normally sold to your customers. Up to five sales units of measures may be entered with a different sales price for each unit of measure.

#### **Sales Unit of Measure List Price**

Enter the list price for the item when the item is sold in the corresponding unit of measure.

#### **Sugg. Retail Price**

Enter the suggested retail price for this item. This price is not actually used in determining pricing for an item. It is a price for reference only. The list price field determines the price of the item.

#### **Delivered markup**

The delivery charge per unit code charged when the item is delivered versus pickup.

#### **Royalty fee**

Royalty fee per unit code collected for this item.

#### **Post Kit Quantities?**

- Y** Tracks on-hand quantities of the kit itself. The kit, not the components, is updated during the Order Processing Sales Journal Update.
- N** Tracks on-hand quantities of the components. The components, not the kit, are updated during the Order Processing Sales Journal Update.

#### **Show components?**

- Y** Displays the list of components for kit items on orders, packing lists, and invoices in Order Processing.
- N** Shows only the kit level description in Order Processing.

#### **Commissionable?**

- Y** Calculates a sales representative's commission on this item. The default commission rate is in the sales representative file but may be overridden in Order Processing.
- N** This item is not normally subject to commissions.

#### **Taxable?**

- Y** Calculates sales tax on this item. It is important to note that if the customer has a resale number, sales tax will not be calculated on the entire order, regardless of this flag.
- N** Will not calculate sales tax on this item. A good example of a non-taxable item code would be labor.

**Discountable?**

- Y** Calculates a trade discount on this item. The default trade discount rate is in the customer file, but may be overridden in Order Processing.
- N** This item is not usually subject to trade discounts.

**Rounding**

Round square foot calculations?

- P** Use OP Parameter
- Y** Round square foot calculations
- N** Do not round square foot calculations
- H** Round to the nearest half square foot

**Drop Ship?**

- Y** This item is usually shipped from the supplier directly to the customer.
- N** This item is normally shipped from one of your own warehouses.

**Display Internal Comment?**

- Y** The internal comment text field for this item will be displayed when this item is ordered or invoiced in Order Processing.
- N** The internal comment will not be displayed in Order Processing.

**Display Purchase Comment?**

- Y** The purchase comment text field for this item will be displayed when this item is ordered or invoiced in Order Processing.
- N** The purchase comment will not be displayed in Order Processing.

**Override Standard Description?**

- Y** Allows you to change the description of the item code on a line-by-line basis in Order Processing. This is especially useful on 'D – type' items.
- N** Does not allow you to change the description.

**Use Prod Min?**

This flag is used to indicate whether or not a product minimum charge will be applied for this item in order and invoice entry.

- Y** The product minimum charge will be applied.
- N** The product minimum charge will not be applied.

**Incl Min Chg?**

This flag is used to indicate whether or not this item is to be included when calculating the minimum charge for an invoice.

- Y** The item will be included.
- N** The item will not be included.

**Extra Desc**

Enter up to 35 characters for more description for the inventory item code.

**Weight**

Enter the weight of this item in terms of the valuation unit of measure. When the item is sold, the total weight will be calculated for the order and will be used in automatically estimating the freight charge.

**Item Dimensions**

Enter the physical length, width, and height dimensions for this item. This field is for reference only.

**Production Days**

Enter the number of days it takes to produce, manufacture, or build this item. This field is used in Order Processing to compute an estimated ship date based on the products ordered.

In the next field (type), you may designate whether the number of days entered here is an absolute number of days or if additional days will be added to the end of the production cycle.

**Type**

The production type may be as follows:

- A**           The number of production days is an absolute number of days.
- +**           The number of production days is incremental, meaning that additional days are required regardless of the other products ordered.

The estimated ship date in Order Processing will be calculated based on the item with the longest "actual" number of production days plus all of the incremental days from the other items.

**Lead Time**

Enter the number of days it takes to receive this item from your vendor after placing an order. The lead-time is used during the Reorder Point Calculation to determine the quantity to order for this particular item.

**Alternate Sort**

Enter up to ten characters representing an alternate sort method for your inventory file. When printing reports or looking up an item code with **F2**, the items may be displayed in alternate sort alphabetical sequence.

**UPC Code**

Enter the Universal Product Code (UPC) for this item. Like the alternate sort field, this field can be used to look up an item based on the UPC code for this item.

**Item ABC Code**

Enter A, B, or C representing the category into which this item falls for ABC analysis. You may enter it, if desired, from your other records or let the system update it automatically during the Period End Update.

**EPA Restricted?**

If you sell items that may be restricted by the Environmental Protection Agency (EPA), such as chemicals for agriculture, you may wish to utilize this field. The flag is for reference only and does not affect the operation of the system.

- Y**           This is an EPA restricted item.
- N**           This item is not restricted.

**Exit the Screen**

When you are done, press **F4** from the item code to return to the Item Maintenance Menu, or press **F8** to select another screen.

## Code and Commission Maintenance

### Introduction

The primary vendor, item price class, default warehouse, and class codes for the item are entered here, as well as the override commission information for this item, if applicable.

### How to Execute

From the Item Maintenance Menu, select **2. Code and Commission Maintenance**.

The screenshot shows a software window titled "Item Maintenance - Codes & Commissions" for "Lightspeed (DEM)". The window contains the following fields and values:

- Item: CE-MENT
- Desc: Cement
- Superseded by: [Redacted]
- Alias: 005010 006006
- Primary Vendor: [Redacted]
- Default Warehouse: [Redacted]
- Item Price Class: [Redacted]
- Minimum line price: .00
- Allow price chg?:
- Date created: 12/12/13
- Discontinued?: N
- Class Code 1: [Redacted]
- Class Code 2: [Redacted]
- Class Code 3: [Redacted]
- Class Code 4: [Redacted]
- Commission Method: S
- Add Amount: .00
- Rate or Amount: .000

### Description of Fields

#### Superseded by

Enter the item code representing the item, which has superseded (replaced) this item in inventory. Whenever this item is sold, the item code entered here, which supersedes this item, will be substituted automatically on the order. This is useful if you revise your inventory item codes and customers are still ordering from old price lists and catalogs.

#### Alias

You have the ability to name an alias for this item code. Enter the alias in the standard item code format.

#### Primary Vendor

Enter the ten-character Accounts Payable vendor code from which you usually purchase this item.

#### Default Warehouse

Enter up to six alphanumeric characters for the main warehouse where this item is stored.

#### Item Price Class

Enter up to six characters for the item price class. This price class is used by the price break calculation. See Price Break Maintenance in this manual.

**Minimum Line Price**

If this item is to be priced with a minimum charge amount, enter the minimum charge amount here. Any order or invoice line that is tied to this item will be charted at least this minimum amount. This overrides any minimum set up in the product code.

**Allow price chg?**

You have the option of designating this item's price as changeable in order/invoice entry without the price change password to be input.

**Y** Allow price change without password.

**N** Require the password.

**Date created**

This field contains the date your item was entered into the system.

**Discontinued?**

**Y** The item has been discontinued.

**N** The item has not been discontinued

**Note:** Marking an item as discontinued does not prevent normal processing from occurring with relation to this item.

**Class Code 1-4**

Enter up to six alphanumeric characters for the class code. The class code is a file verified sort option used as a means of classifying your items. Several reports may be printed by class code.

**Commission Method**

Enter the type of commission paid on this item. You will enter the actual dollar amount or percentage in the next field, if applicable.

**A** A fixed amount.

**C** Commission is a percentage of the cost of the item.

**G** Commission is a percentage of the gross profit on the item.

**N** No commission on this item.

**P** Commission is a percentage of the sales price of the item less any trade discounts.

**S** Use the commission method and rate from the sales representative's file.

**Add Amount**

Optionally, you may add a flat dollar amount to the regular commission for this item. Enter the dollar amount you wish to add (to whichever method you choose).

**Rate or Amount**

Enter the percentage or dollar amount of the commission on this item.

*Example:* 10.00% or \$10.00

**Exit the Screen**

When you are done, press **F4** from the item code to return to the Item Maintenance Menu, or press **F8** to select another screen.

## UOM and Account Maintenance

### Introduction

The override unit of measure conversions for this item as well as the override General Ledger sales, cost of sales, and returns accounts are entered for this item here, if required.

### How to Execute

From the Item Maintenance Menu, select **3. UOM and Account Maintenance**.

Overriding Conversion of Valuation to UOM		
.0000	SQFT equals 1	SQFT
.0000		
.0000		
.0000		
.0000		
.0000	SQFT equals 1	SQFT

Overriding General Ledger Accounts		
Sales Account		
Cost Account		
Returns Account		

### Description of Fields

#### UOM

The units of measures are displayed as entered on the first Item Maintenance screen. You will only need to enter conversions here if the conversion is different than what was entered in UOM Conversion Maintenance on the Code File Maintenance Menu.

#### Price

The list price for this unit of measure is also brought from the first Item Maintenance Screen.

#### Sales/Cost/Returns Accounts

Enter the General Ledger sales, cost of sales, and returns accounts for this item if they are different than what is assigned to the product code for this item. If this item is to use the General Ledger accounts defined in Product Code Maintenance, leave these fields blank.

### Exit the Screen

When you are done, press **F4** from the item code to return to the Item Maintenance Menu, or press **F8** to select another screen.

## Warehouse Maintenance

### Introduction

This option allows you to define from which warehouses this item will be sold. It also allows maintenance of the reorder method for this item and the standard order quantities and EOQ. In addition, it displays some sales information in terms of receipts, issues, returns, adjustments, and transfers for each warehouse.

### How to Execute

From the Item Maintenance Menu, select **4. Warehouse Maintenance**.

The screenshot shows the 'Item Maintenance - Warehouse' window for 'Lightspeed Reprographics (DEM)'. The window title is 'Item Maintenance - Warehouse'. The main area contains the following fields and data:

Field	Value
Item	10-110
Desc	Blueprint Prints
Warehouse	[Redacted]
Bin location	[Redacted]
Primary Vendor	[Redacted]
Reorder method	[Redacted]
Reorder point	.0000
Recalculate?	E/C
EOQ	.0000
Recalculate?	E/C
Minimum order	.0000
Standard order	.0000
Minimum on-hand	.0000
Maximum on-hand	.0000
Safety Stock	.0000
Average cost	.0000
Premium markup	.0000
Count cycle	Last
Current Period Quantities	
Beginning Balance	.0000
Received	.0000
Issued	.0000
Returned	.0000
PO Returns	.0000
Adjustments	.0000
Transferred In	.0000
Out	.0000
Current on-hand balance	.0000
Qty committed from OP	.0000
Qty backordered in OP	.0000
On purchase order	.0000
Date expected	[Redacted]

### Description of Fields

#### Warehouse

Enter up to six alphanumeric characters for the warehouse code.

#### Bin location

Enter the bin number (also called bin location) where this item belongs in this warehouse. The Physical Count Sheets may be printed in bin number sequence.

#### Primary Vendor

Enter the primary supplier for this item. The primary vendor is used in Order Processing when printing reorder reports as well as in Purchase Order Processing to designate the "vendor of choice" for this particular item.

#### Reorder method

Enter the reorder method used for this item/warehouse from the following list:

- E** Economic order quantity (EOQ).
- M** Order to minimum on-hand level.
- S** Standard order quantity.
- Q** Order minimum order quantity.
- X** Order to maximum on-hand level.

**Reorder point**

This field contains the reorder point or quantity on-hand level at which this item should be reordered. Once it is determined that this item should be reordered, the reorder method is checked to determine how much to order.

You may enter the reorder point quantity from your other records as you enter the item, or wait until the system automatically inserts the amount from the next Reorder Point Calculation Update.

**Recalculate?**

- Y** Automatically recalculates the reorder point during the Reorder Point Calculation.  
**N** Leaves the reorder point as entered manually.

**Ent or Calc (E/C)**

- C** Indicates that the reorder point was calculated by the system.  
**E** Indicates that the reorder point was entered manually.

**EOQ**

This field contains the Economic Order Quantity (EOQ) for this item. One of the reorder methods is to order the EOQ amount.

You may enter the EOQ from your other records as you enter the item, or wait until the system automatically inserts the quantity from the next Reorder Point Calculation Update.

**Recalculate?**

- Y** Automatically recalculates the EOQ during the Reorder Point Calculation.  
**N** Leaves the EOQ as entered manually.

**Ent or Calc (E/C)**

- C** Indicates that the EOQ was calculated by the system.  
**E** Indicates that the EOQ was entered manually.

**Minimum order**

If the reorder method is `Q', enter the minimum order quantity.

**Standard order**

If the reorder method is `S', enter the standard order quantity.

**Minimum on-hand**

Enter the minimum quantity you wish to have on-hand. If `M' is used for the reorder method, this field will also be used for the reorder quantity.

**Maximum on-hand**

Enter the maximum quantity you wish to have on-hand. If `X' is used for the reorder method, this field will also be used for the reorder quantity.

**Safety stock**

Enter the minimum quantity you wish to have on-hand at any given time. The safety stock level is used during the Reorder Point Calculation to determine the quantity to order for this particular item.

**Average cost**

This field contains the average cost of items in this warehouse. If you have only one warehouse, it will be the same as the average cost for the entire item.

**Premium markup**

This amount will be added to the final price when the item is selected from this warehouse.

**Count cycle**

Items may be set up on various physical count cycles to divide a large inventory into groups for physical counting purposes. The physical count cycle can be any one or two character code. During Physical Count Selection, select a range of physical count cycles from inventory and only those items will be selected.

**Last**

This field contains the date this item was most recently counted through the Physical Count System in Inventory Control. You may enter the date from your other records as you enter the item, or wait until the system automatically inserts the date from the next Inventory Control Physical Count Update.

**Beginning Balance**

This field contains the beginning quantity on-hand of this item for the month in this warehouse. Enter the quantity from your other records as you enter the item, or wait until the system automatically inserts the beginning balance during the next Inventory Control Period End Update.

The following fields are automatically filled in during the Inventory Control Transaction, Order Processing Sales Journal, and Purchase Order Updates. If desired, however, you can enter the required values from your other records when you add the item.

**Date of Last Receipt**

This field contains the date this item was most recently received into this warehouse.

**Received**

This field contains the quantity of this item received during the month into this warehouse.

**Date Last Issued**

This field contains the date this item was most recently issued (sold) from this warehouse.

**Issued**

This field contains the quantity issued of this item during the month from this warehouse.

**Date of Last Return**

This field contains the date this item was most recently returned into this warehouse.

**Returned**

This field contains the quantity of this item returned during the month into this warehouse.

**Date of PO Return**

This field contains the date this item was most recently returned to the vendor from this warehouse using Solution-IV Purchase Order Processing.

**PO Returns**

This field contains the quantity of the item most recently returned to the vendor from this warehouse using Solution-IV Purchase Order Processing.

**Date of Last Adjustment**

This field contains the date this item was most recently adjusted in inventory in this warehouse - either a cost adjustment or a quantity on-hand adjustment.

**Adjustments**

This field contains the quantity of this item adjusted during the month for this warehouse.

**Date of Last Transfer (In)**

This field contains the date this item was most recently transferred into this warehouse from another warehouse.

**Transferred In**

This field contains the quantity of this item transferred into this warehouse during the month.

**Date of Last Transfer (Out)**

This field contains the date this item was most recently transferred from this warehouse to another warehouse.

**Transferred Out**

This field contains the quantity of this item transferred out of this warehouse during the month.

**Current on-hand balance**

This field contains the ending balance or quantity on-hand for this item/warehouse.

**Qty committed from OP**

This field contains the quantity committed to all open orders for this item/warehouse. It is automatically updated during Order Entry in Order Processing.

**Qty backordered in OP**

This field contains the current quantity on backorder by your customers for all open orders for this item/warehouse. It is automatically updated during the Sales Journal Update in Order Processing.

**On purchase order**

This field contains the current quantity on open purchase order from your vendors for this item/warehouse. It is automatically updated by Purchase Order Processing.

**Date expected**

This field contains the date on which you expect to receive shipment from your vendor of more stock for this item. It is automatically updated by Purchase Order Processing.

***Exit the Screen***

When you are done, press **F4** from the item code to return to the Item Maintenance Menu, or press **F8** to select another screen.

## Alternate Item Maintenance

### Introduction

This option allows entry of alternate items that can be sold if this item is out of stock.

### How to Execute

From the Item Maintenance Menu, select **5. Alternate Item Maintenance**.

### Description of Fields

#### Alternate

Enter the alternate item code representing the item to sell if the primary item is out of stock. If an item is out of stock, you can view the available alternate items in Order Entry.

#### Desc

The description of the alternate item will automatically be displayed in this field.

#### Use alternate item description?

**Y** The description of the alternate item is issued when this item is sold in Order Processing.

**N** The description of the primary item is used when this item is sold.

#### Purpose

Enter the purpose of this alternate. This is a free-format text field, which may contain a lengthy description of the similarities and differences of the primary item and it's alternate. It is displayed in Order Entry.

### Exit the Screen

When you are done, press **F4** from the item code to return to the Item Maintenance Menu, or press **F8** to select another screen.

## Item Vendor Maintenance

### Introduction

This option allows maintenance of the vendors from which this item is purchased, as well as the price breaks available from the vendor. It also shows when the item was last purchased from this vendor, in addition to the cost and quantity purchased.

### How to Execute

From the Item Maintenance Menu, select **6. Item Vendor Maintenance**.

Level	Quantity	Price
0	.0000	.0000
1	9999999 9999	.0000
2	.0000	.0000
3	.0000	.0000
4	.0000	.0000
5	.0000	.0000
6	.0000	.0000
7	.0000	.0000
8	.0000	.0000
9	.0000	.0000

### Description of Fields

#### Vendor

Enter the ten-character Accounts Payable vendor code for the vendor from which you purchased this item.

#### Part Number

Enter the vendor's part number for this item code. This field is used during Inventory and Purchase Order reporting.

#### Days Lead Time

Enter the number of days it normally takes for the vendor to deliver this item. This field defaults to the lead-time entered on the first Item Maintenance Screen.

#### UPC Code

Enter the Universal Product Code (UPC) for this item.

#### Quantity

If you receive a quantity discount price break from this vendor for the item, enter the quantity (up to ten quantity levels) at which you receive each of your price breaks. In the price field, enter the price of the item from the vendor at each quantity break point.

#### Price

Enter the price corresponding to the quantity entered in the previous field.

**Last Date**

Enter the date this item was last purchased from this vendor. Enter the date from your other records as you enter the item, or wait until the system automatically inserts the date during the next Inventory Control Transaction Update.

**Last Cost**

Enter the cost of this item when it was last purchased from this vendor. Enter the cost from your other records as you enter the item, or wait until the system automatically inserts the cost during the next Inventory Control Transaction Update.

**Quantity (Last Purchased )**

Enter the quantity of this item last purchased from this vendor. You can enter the quantity from your other records as you enter the item, or wait until the system automatically inserts the quantity during the next Inventory Control Transaction Update.

**Item Reference**

Enter the reference for this item, this vendor. This field will be used as a notification in the PO system.

**Other cost 1**

**Other cost 2**

**Other cost 3**

You have the option of entering for informational purposes only, other costs for this item – this vendor.

***Exit the Screen***

When you are done, press **F4** from the item code to return to the Item Maintenance Menu, or press **F8** to select another screen.

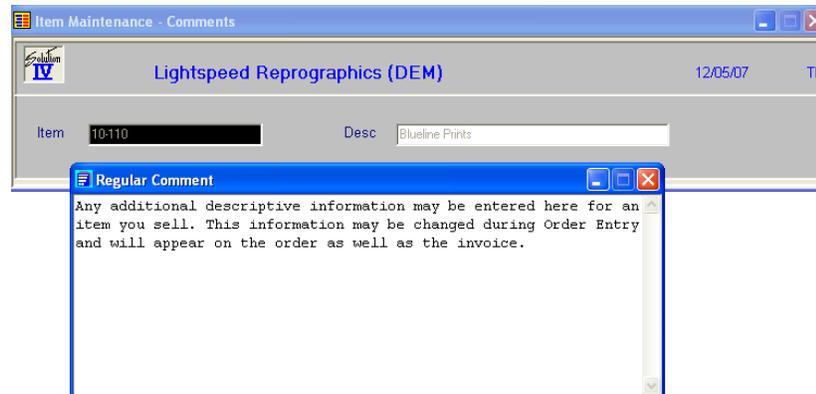
## Comments Maintenance

### Introduction

Two sets of comments may be maintained for each item. The first, or regular comment is displayed on the order and the invoice in Order Processing and may be changed on a line-by-line basis. The second comment is an internal comment, which may be used for making internal notations regarding the item. The internal comment can optionally be displayed during Order Entry when the item is sold.

### How to Execute

From the Item Maintenance Menu, select **7. Comments Maintenance**.



### Description of Fields

When you select Comments Maintenance from the menu, you will receive the following prompt:

#### Maintain: Regular Comment Internal Comment?

**R or Enter**

Allows you to maintain the text for the regular customer comment. This text will appear on orders, invoices, etc.

**I**

Allows you to maintain the text for internal comment.

### Exit the Screen

When you are done, press **F4** from the item code to return to the Item Maintenance Menu, or press **F8** to select another screen.

## Kit Component Maintenance

### Introduction

If you have designated an item as a kit-type, this option allows you to maintain the components of the kit as well as how many of each component goes into the kit.

### How to Execute

From the Item Maintenance Menu, select **8. Kit Component Maintenance**.

The screenshot shows a software window titled "Item Maintenance - Kit Components". The window header includes the application name "Lightspeed Reprographics (DEM)", the date "12/05/07", and the user "TE". The main area contains several input fields: "Item" with values "75-KPK" and "75-KP8", "Desc" with values "Kit - Printer/Scanner" and "Rip 8000", and "Component Quantity" with the value "1".

### Description of Fields

#### Item

Enter up to 22 characters representing the Inventory Control item code.

The item code is used throughout the Inventory Control and Order Processing systems to designate each of your inventory items. You must set up a unique code for every item in your inventory. If you track items by color, each color will need a unique item code.

#### Component

Enter a valid item code for one of the components of this item. Even if the components are not sold separately, they must be defined in the system as item codes.

#### Component Quantity

Enter the quantity of this component part that goes into this particular kit. The default is **1**.

### Exit the Screen

When you are done, press **F4** from the item code to return to the Item Maintenance Menu, or press **F8** to select another screen.



## Tier Inquiry

### Introduction

This option shows the LIFO/FIFO costing tiers for those items on a LIFO or FIFO cost method and lot and serial number information for items with costing methods T or S.

### How to Execute

From the Item Maintenance Menu, select **T. Tier Inquiry**.

Whse Code	Lot/Serial # or Pricing layer	Quantity	Cost
CA	1	4.0000	25.0000
NJ	1	216.0000-	25.0000

### Description of Fields

The information shown on the inquiry view cannot be modified here. If more information exists than can be displayed on one screen, use the **Up Arrow**, **Down Arrow**, **Page Up** and **Page Down** to scroll through all the screens, as desired.

### Exit the Screen

When you are done, press **F4** from the view to return to the Item Maintenance Menu.

## Usage History Inquiry

### Introduction

This option shows the sales analysis summary for this item including how much was sold each month, the average and estimated usage for the item, as well as the stock safety level, lead time, and production time.

### How to Execute

From the Item Maintenance Menu, select **U. Usage History Inquiry**.

The screenshot shows the 'Usage History Inquiry' window for item 71-836150, 'Bond 36' x 150'. The window title is 'Item Maintenance - Usage Inquiry'. The data is as follows:

Per	Quantity	Amount	Avg Usage	Amount
1	21.0000	661.50	15.6700	
2	20.0000	630.00	Est Usage	188.0000
3	22.0000	693.00	On Hand	212.0000
4	21.0000	661.50	On Order	4.0000
5	23.0000	724.50	Committed	221.0000
6	21.0000	661.50	Safe Level	0.0000
7	22.0000	693.00	Last Vendor	
8	23.0000	724.50	Last Whse	NJ
9	20.0000	630.00	Lead Time	0
10	23.0000	724.50	Production Time	0.0
11	4.0000	126.00	Received	06/23/07
12	.0000	.00	Returned	
13	.0000	.00	Trans In	
			Out	
			Phys Cnt	
Total	220.0000	6930.00	Issue	11/06/07
			Adjust	
			Order	
			PO	08/20/07
			PO Rtrn	

### Description of Fields

This screen shows the usage history in dollars and units for each month, various quantity fields, along with significant dates. The information shown on this screen cannot be modified.

### Exit the Screen

When you are done, press **Enter** at the prompt to return to the Item Maintenance Menu.

## Alternate Lookups

### Introduction

This option allows you to maintain records that would show this item in various other manners.

### How to Execute

From the Item Maintenance Menu, select **A. Alternate Lookups**.

The screenshot shows a software window titled "Item Maintenance - Alternate Lookup Code". The window header includes the application name "Lightspeed Reprographics (DEM)", the date "12/05/07", and the user "TE". The main area contains three input fields: "Item" with the value "10-110", "Desc" with the value "Blue-line Prints", and "Alternate Lookup" with the value "10-110".

### Description of Fields

#### Item

Enter up to 22 characters representing the Inventory Control item code. Press **F2** for a lookup of item codes.

#### Alternate Lookup

Enter the alternate lookup for this item. Press **F2** for a lookup of item codes. The system will prompt:

#### Add this Record?

**Y** Adds the record.

**N** Returns you to the item code field.

### Exit the Screen

Press **F4** to return to the Item Maintenance Menu.

## Price Break Lookup

### Introduction

This option allows you to view price break records that are associated with this item.

### How to Execute

From the Item Maintenance Menu, select **P. Price Break Lookup**.



Press **F2** to display detail:



Press **Enter** to return to the Price Break Lookup.

### Exit the Screen

From the Price Break Lookup press **F4** to return to the Item Maintenance Options.

## Matrix Record Maintenance

### Introduction

This option allows you to maintain records that are defined by a matrix.

### How to Execute

From the Item Maintenance Menu, select **D. Matrix Record Maintenance**.

### Description of Fields

#### Item

Enter up to 22 characters representing the Inventory Control item code or press **F2** to select an item.

#### Desc

A description of the item will display.

#### Color

Enter up to 20 alphanumeric characters to describe the color option for this matrix. You are allowed to enter up to 20 different colors.

#### Size

Enter up to 5 alphanumeric characters to describe the size option for this matrix. You are allowed to enter up to 20 different sizes.

#### Whse

Enter up to 6 alphanumeric characters for the warehouse code. The warehouse code is used to breakdown your inventory into multiple warehouse locations.

#### Color Description

Enter up to 35 alphanumeric characters to describe the color.

#### Size Description

Enter up to 35 alphanumeric characters to describe the size.

#### Quantity on hand

This field contains the quantity on hand for this item, this matrix.

**Quantity committed**

This field contains the quantity committed for this item, this matrix.

**Quantity on Backorder**

This field contains the quantity on back order for this item, this matrix.

**Quantity on PO**

This field contains the quantity on PO for this item, this matrix.

**Expected Date**

This field contains the expected PO receipt date for this item, this matrix.

**Add this Record?**

**Y** Adds the record.

**N** Returns you to the item code field.

**Exit the Screen**

Press **F4** to return to the Item Maintenance Menu.

## Material Maintenance

**Introduction**

This option allows you to maintain the contents of a bill of material item.

**How to Execute**

From the Item Maintenance Menu, select **M. Material Maintenance**.

Field	Value
Item Code	CE-MENT
Description	Cement
Standard Batch Size	50
Total Line Lbs	.0000
Yield	.0000
Overhead	
Date Last Used	
Detail	
Maximum Lot Size	5
Std Prod Item	N
Print details?	Y
Color Machine	

**Note:** For more information please see the Bill of Materials section of this manual.

## Copy Item Codes

### Introduction

This option allows you to copy an item as a new item.

### How to Execute

From the Item Maintenance Menu, select **F. Copy Item Codes**.

### Description of Fields

#### From Item Code

The Item Code you wish to copy information from when creating a new item.

#### To Item Code

Enter up to 22 characters representing the new item code. Also enter up to 35 characters describing the new item code.

#### Proceed with the copy? (Y/N)

### Exit the Screen

Press **F4** to return to the Item Maintenance Menu.

## Change or Delete Item Code

### Introduction

Use this function for the same purpose as the status field on the code files. The Solution-IV Inventory Control package uses the status to eliminate the problems caused by some systems when deleting items that have current activity. It also allows you to change item codes or to mark an item as inactive (allowing no further invoices to be posted).

### How to Execute

From the Item Maintenance Menu, select **C. Change/Delete Item Code**.

### Description of Fields

Do you want to D C I R

Enter one of the following: **D**, **C**, **I**, or **R**.

**Delete**

Delete this record? Yes No

**Y** Marks the item for deletion. During the Status Change Update, the item is deleted only if it has had no activity this year and has zero units on hand.

**N** Does not mark this item for deletion and returns the cursor to the item code field.

<p><b>Note:</b> While the deletion does not actually occur until the Status Change Update is performed, an item with a status of <b>D</b> cannot have any new activity entered for it.</p>
--

**Change****Enter the item code to change to:**

Enter the new item code. This item code may or may not already exist in the file. If it **does not exist**, all references to the old item code are changed to the new item code. If the new item code **already exists**, the information for the old code is combined with the new. These changes take effect during the Status Change Update.

**Inactivate**

The item is marked with a status of **I** that indicates that you no longer want to sell this item. No new orders for this item will be permitted.

**Re-activate**

The reactivate option can be used to remove the inactive status from the item at any time, and the delete or change status only before the Status Change Update has been performed.

**Exit the Screen**

After you have modified the status for an item, the cursor returns to the item code field.

## Price Change Maintenance

### Introduction

This option allows you to change the prices, by either a fixed amount or a percentage, for a range of items, product lines, or primary vendors.

### How to Execute

From the Inventory Control Main Menu, select **Price Change Maintenance**.

### Description of Fields

#### From Item Code

#### To Item Code

Enter the starting and ending item codes to which this price change applies, or press **Enter** twice to select all item codes. The price change will affect only items inside this from/to range.

#### Product Pick?

There are two ways to delineate which products to process. You may select products to process from a view or you may enter a range of products. The view gives you the ability to select as many products as needed.

**Y** Pick products to process from a view.

**N** Enter a range of products to process.

#### From Product Code

#### To Product Code

Enter the starting and ending product codes to which this price change applies, or press **Enter** twice to select all product codes. The price change will only affect items in product codes inside this from/to range.

**From Primary Vendor  
To Primary Vendor**

Enter the starting and ending vendor codes to which this price change applies, or press **Enter** twice to select all vendor codes. The price change will affect only vendors inside this from/to range.

**UOM Pick?**

There are two ways to select the Units of measure to process. You may select UOMs to process from a view or you may enter up to five specific UOMs. The view gives you the ability to select as many UOMs as needed.

**Y** Pick UOMs to process from a view.

**N** Enter up to five UOMs to process.

**Sales unit of measure to change**

Enter the sales unit of measure to which this price change applies. Only the price for this unit of measure will be changed.

**Change effective as of**

Enter the date on which this price change takes effect.

**Change by percentage, amount or new price**

You can change prices by a percentage or an amount as follows:

**P** Change prices by a percentage amount.

**A** Change prices by a dollar amount.

**N** Change prices to this new price amount.

**Percentage or amount to change by**

Enter the percentage or dollar amount, depending on what was answered above, by which to change prices.

**Round to nearest**

Enter the amount to which prices should be rounded.

*Examples:* .01 rounds prices to the nearest penny; 1.00 rounds prices to the nearest dollar.

**Valid ending numbers on price amount**

Enter the valid ending numbers for the price amount. The ending digit, which will be checked depending on, the rounding selected.

*Examples:* If you rounded to the nearest dollar, and you enter 05 here, if the new price calculated to \$12.27, it would be updated as \$10.00. If you rounded the same quantity to the nearest penny the new price would be \$12.25.

**From Date**

**To Date**

Enter the effective starting and ending price change dates to print on the report, or for the update to affect if update is selected. Press **Enter** twice to select all dates.

**Price Change Update**

When you are finished with the questions on the screen the system prompts:

**Do you want to continue with the update? Yes No**

**Y** Updates the pricing file as indicated.

**N** Returns to the first field on the screen.

The screenshot shows a software window titled "Price Change Maintenance -2" with a sub-header "Lightspeed (DEM)" and a date "10/09/14". The window contains several sections with checkboxes and input fields:

- Change Inventory?** with a checked checkbox
- Update Suggested List Price?** with an unchecked checkbox
- Change Contracts?** with an unchecked checkbox  and **Contract Pick?** with an unchecked checkbox . Below these are two input fields: "From Customer Code" containing "0000000101" and "To Customer Code" containing "DEFAULT".
- Change Price Breaks?** with an unchecked checkbox . Below are two input fields: "From Item Class Code" (empty) and "To Item Class Code" containing "SFBW".
- Below the previous section are two more input fields: "From Customer Class Code" (empty) and "To Customer Class Code" containing "SUB".
- Change Item Price Breaks?** with an unchecked checkbox

**Change Inventory?**

You have the option of including Inventory Item Code changes when this price change is processed.

**Y** Include inventory items in the processing.

**N** Do not process inventory items.

**Update Suggested List Price?**

You have the option of updating the Item Masterfile Suggested List Price by the selected criteria.

**Y** Updates the suggested list price.

**N** Do not update the suggested list price.

**Change Contracts?**

You have the option of including contract changes when this price change is processed.

**Y** Include contracts in the processing.

**N** Do not process contracts.

**Contract Pick?**

There are two ways to delineate which contracts to process. You may select contracts to process from a view or you may enter a range of customers. The view gives you the ability to select as many contracts as needed.

**Y** Pick contracts to process from a view.

**N** Enter a range of customers to process.

**From Customer Code  
To Customer Code**

Enter the starting and ending customer code for which this price change applies. The price change will only affect contracts with a customer code inside this From/To Customer Code range.

**Change Price Breaks?**

You have the option of including IC Price Break change when this price change is processed. This will only include breaks that are 'Price' based.

**Y**        Include price break records when processing.

**N**        Do not process price breaks.

**From Item Class Code  
To Item Class Code**

Enter the starting and ending IC class code for which this price change applies. The price change will only affect price breaks with an IC Class Code inside this From/To Class Code range.

**From Customer Class Code  
To Customer Class Code**

Enter the starting and ending AR Class code for which this price change applies. The price change will only affect price breaks with an AR Class Code inside this From/To Customer Class Code range.

**Change Item Price Breaks?**

You have the option of including IC Price Break changes when this price change is processed.

**Y**        Include item price break records when processing.

**N**        Do not process item price breaks.

***Exit the Screen***

If you updated the pricing changes, when the update is finished, you will be returned to the Inventory Control Main Menu. If you choose not to run the update, press **F4** at any field to return to the Inventory Control Main Menu.

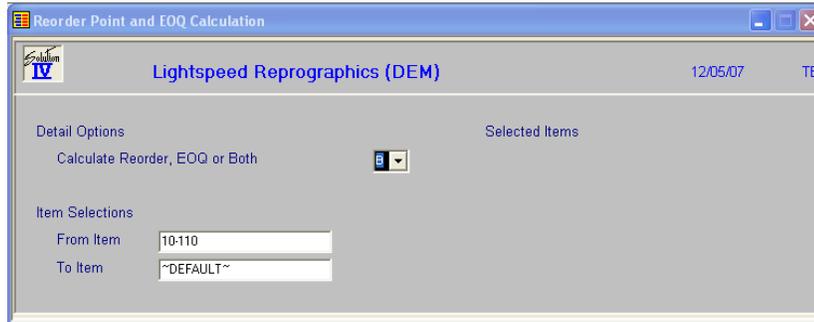
## Reorder Point Calculation

### Introduction

This option calculates the reorder point, economic order quantity (EOQ), minimum quantity on-hand, and maximum quantity on-hand.

### How to Execute

From the Inventory Control Main Menu, select **Reorder Point Calculation**.



### Description of Fields

#### Calculate Reorder, EOQ, or Both

- R** Recalculates the reorder point only.
- E** Recalculates the economic order quantity only.
- B** Re-calculates reorder point and EOQ, plus minimum and maximum quantities on-hand.

#### From Item

#### To Item

Enter the range of items for which you wish to run the calculation, or press **Enter** twice to select all items.

### Exit the Screen

When you have answered the above, the message: **Now Processing: <item code>** will appear on the screen. When the calculation is finished you will be returned to the Inventory Control Main Menu.

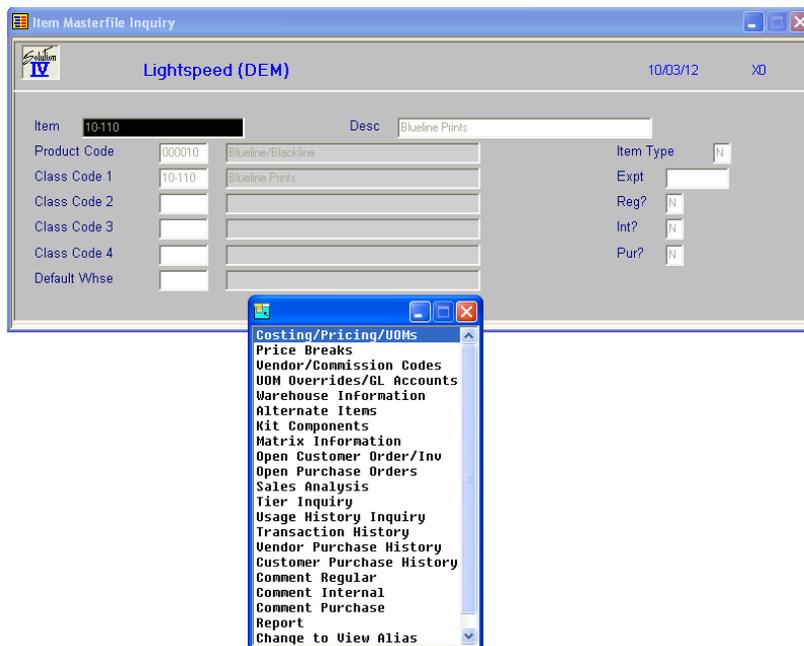
## Item Inquiry

### Introduction

This option allows quick access to viewing information about an item. This information includes quantity and pricing by warehouse, open sales and purchase orders, standard price breaks, and the inventory tiers, if applicable.

### How to Execute

From the Inventory Control Main Menu, select **Item Inquiry**.



### Description of Fields

#### Item

Enter the code for the item you wish to display. After entering the item code, the Item Inquiry menu will display.

### From the Item Inquiry Menu

#### Costing/Pricing/UOMs

This option displays a summary of this item's masterfile information, including costing, pricing, units of measure and various flags.

#### Price Breaks

This option displays information for this item, this price class on the price break file.

#### Vendor/Commission Codes

This option displays the default information for this item as well as any commission override information.

#### UOM Overrides/GL Accounts

This option displays the unit of measure and General Ledger account override information for this item.

**Warehouse Information**

This option displays a view of warehouses that this item has records for. The following details may be accessed from the Warehouse view by pressing **Enter**:

**Warehouse Detail Data**

This option displays the detail data for the item warehouse record selected from the Warehouse Information view.

**Committed Order Detail**

This option displays a detailed view of the open orders that have this item.

**On PO Detail**

This Option displays a detailed view of the purchase orders for this item.

**Usage History Inquiry**

This option displays information for this item, this warehouse, on the usage history.

**Alternate Items**

This option displays a view of alternate items available for this item.

**Kit Components**

This option displays a view of the components used for this item.

**Matrix Information**

This option displays a view of matrix records for this item.

**Open Customer Order/Inv**

This option displays a view of orders and invoices for this item.

**Open Purchase Order**

This option displays a view of open purchase orders for this item.

**Tier Inquiry**

This option displays a view of tiers for this item.

**Usage History Inquiry**

This option displays information for this item on the usage history.

**Transaction History**

This option displays a view of the transactions that have been processed for this item.

**Vendor Purchase History**

This option displays a view of the purchase history for this item in vendor code sequence.

**Customer Purchase History**

This option displays a view of the purchase history for this item in customer code sequence.

**Comment Regular**

This option displays the regular comment for this item.

**Comment Internal**

This option displays the internal comment for this item.

**Comment Purchase**

This option displays the purchase comment for this item.

**Report**

This option produces a report of all of the information for this item.

**Change to View Alias**

If the item under inquiry has an alias assigned to it you may use this option to change your inquiry to this item's alias.

***Exit the Screen***

When you are finished with an item, press **F4** to select another item. When you are finished, press **F4** from the item code to return to the Inventory Control Main Menu.

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# 5 Transaction Processing

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This chapter explains how to perform the following:

- Adjustment Entry
- Unit Adjustment Select
- Unit Adjustment Entry
- Issue Entry
- Receipt Entry
- Returns Entry
- Kit Creation
- Transfer Entry
- Transfer Tickets
- Open Transfer Report
- Transaction Register and Update

You will be spending the bulk of your time in this section of the manual because this is the core of the Solution-IV Inventory Control system.

**Note:** The transaction processing functions use a "batch" or "holding" file. This means that when you enter an adjustment, issue, receipt, return, or transfer into transaction entry, it is only in the transaction entry file. You then have the opportunity to print the register and verify that everything you entered is correct. If you do not update the transactions, you can return to the entry function and make any necessary changes.

The permanent files are modified only when you run the Transaction Update. After the update is run, you must make any necessary changes using Adjustment Entry.

## Adjustment Entry

### Introduction

Adjustment Entry allows you to make changes to (adjust) inventory transactions that have already been entered and updated.

Examples of adjustments include such things as correcting quantities or costs.

### How to Execute

From the Transaction Processing Menu, select **Adjustment Entry**.

The screenshot shows a software window titled "C Transaction Entry" for "Lightspeed Reprographics (DEM)". The window contains the following fields and values:

- Warehouse: NJ, New Jersey
- Reference: Unit Adj
- Date: 12/05/07
- Location: (empty)
- Department: (empty)
- To Warehouse: (empty)
- Vendor Code: (empty)
- Always post by codes?: (checkbox, unchecked)
- Last Operator: (empty)
- Comment: (empty)
- Total: 1.00

### Description of Fields

#### Warehouse

Enter the warehouse code representing the warehouse that stores the items you need to adjust.

#### Reference

Enter up to 15 alphanumeric characters for the reference number for this batch of transactions. You may want to use the same reference number as the original transaction.

#### Date

Enter the date of this transaction.

#### Comment

Enter a comment for this transaction.

The system prompts:

**Is the displayed information correct? Yes No Lines Delete**

Select **Lines**.

The screenshot displays two overlapping windows from the 'IC Transaction Entry' application. The top window, titled 'Lightspeed Reprographics (DEM)', shows a 'Transaction Entry Adjustments' form with fields for Warehouse (NJ), Reference (ADJ101), Date (12/10/07), and Location. The bottom window, titled 'IC Transaction Entry - Lines', shows a table of transaction lines. The first line is for 'Lithium Batteries' with a quantity of 100.0000, UOM of PKG, Price of 14.0000, and Extension of 1400.00.

Line Item Code	Quantity	UOM	Description	Price	Cost	Extension	Pack	Rcpt
1	2L-76B		Lithium Batteries					
	100.0000	PKG		14.0000		1400.00		

**Line Enter** If the line exists, **Enter** modifies it. If the line is blank, **Enter** adds one.

**Line #** Goes to that line. If you enter a line that is greater than the total number of lines, it goes to the last line.

**Up arrow** Goes to the next line above.

**Down arrow** Goes to the next line below.

**Page-up** Goes to the previous screen.

**Page-down** Goes to the next screen.

**Line Delete** Deletes that line and moves all lines below up.

**Line Insert** Inserts a line at that spot and moves all lines below down.

#### Item Code

Enter up to 22 alphanumeric characters representing the item you wish to adjust.

#### Lot/Serial

If this item has either a lot or serialized costing method, enter the lot number or serial number. If it is not one of these types, this field will be skipped.

#### Quantity

Enter the quantity by which you want to adjust this item.

*Example:* If you originally entered 50 and it should have been 500, enter 450.

#### UOM

Enter the unit of measure that applies to this transaction.

#### Cost

Enter the amount per unit by which you are adjusting this item.

*Example:* If the cost was originally entered as \$5.00 and should have been \$50.00, enter \$45.00.

**Extension**

This field contains the extension of cost times quantity. It cannot be overridden.

**Changing An Adjustment Still In The Transaction Entry File**

One of the best features of a batch oriented entry file is that you have the opportunity to correct the “mistakes” before they become a permanent part of your records.

To correct an adjustment before you have run the Transaction Update, enter the warehouse and reference. You will then see the following prompt:

**Is the information correct: Yes No Lines Delete**

- Y** Saves the adjustment as shown on the screen.  
**N** Allows you to change the date of the transaction.  
**L** Allows you to modify the lines on this transaction.  
**D** Deletes this adjustment from the transaction entry file.

**Exit the Screen**

When you are finished entering adjustments, press **F4** from the warehouse code to return to the Transaction Processing Menu.

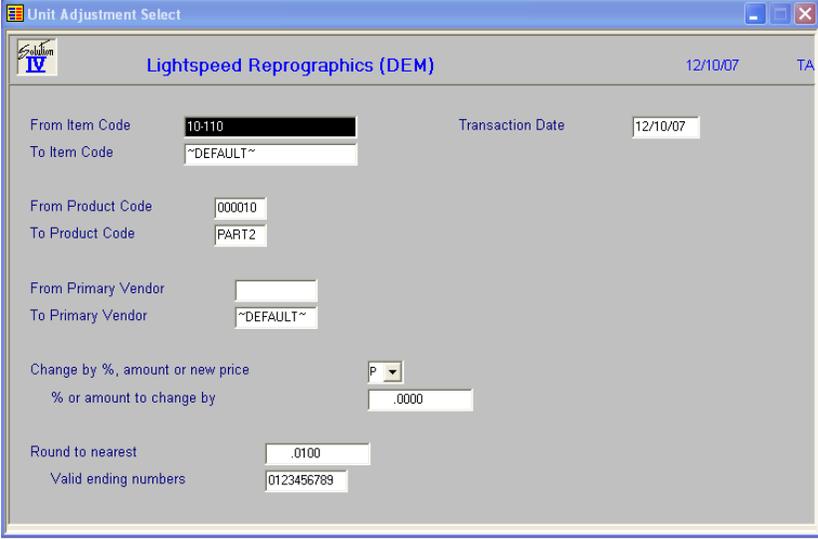
## Unit Adjustment Selection

**Description**

Unit Adjustment Selection allows you to change the unit cost of items that are using the unit costing method, by either a fixed amount or a percentage, for a range of items, product lines, or primary vendors. This will create an adjustment entry in the transaction file that can then be maintained through adjustment entry. This adjustment will be strictly for unit costing method items and should be done with extreme care.

**How to Execute**

From the Transaction Processing Menu, select **Unit Adjustment Selection**.



The screenshot shows the 'Unit Adjustment Select' window for 'Lightspeed Reprographics (DEM)'. The window title is 'Unit Adjustment Select'. The main area contains the following fields and values:

- From Item Code: 10-110
- To Item Code: ~DEFAULT~
- Transaction Date: 12/10/07
- From Product Code: 000010
- To Product Code: PART2
- From Primary Vendor: (empty)
- To Primary Vendor: ~DEFAULT~
- Change by %, amount or new price: P (dropdown)
- % or amount to change by: .0000
- Round to nearest: .0100
- Valid ending numbers: 0123456789

**Description of Fields****From Item Code****To Item Code**

Enter the starting and ending item code for which this adjustment applies. The adjustment will only affect items inside this From/To Item Code range.

**From Product Code****To Product Code**

Enter the starting and ending product code for which this adjustment applies. The adjustment will only affect items in product codes inside this From/To Product Code range.

**From Primary Vendor****To Primary Vendor**

Enter the starting and ending vendor code for which this adjustment applies. The adjustment will only affect items with a primary vendor code inside the From/To Vendor Code range.

**Change by %, amount or new price**

You have the option of adjusting by a percentage or an amount. Enter the appropriate option from the following:

**P** Change cost by a percentage amount

**A** Change cost by a dollar amount

**N** Change cost to this actual new price amount

**% or amount to change by**

Enter the percentage or dollar amount, depending on what selection was made above, by which to change adjustments.

**Round to nearest**

Enter the amount to which prices should be rounded. For example, .01 - Rounds prices to the nearest penny and 1.00 - Rounds prices to the nearest dollar.

**Valid ending numbers**

Enter the valid ending numbers for the adjustment cost. The ending digit which will be checked depending on the rounding selected. For example, if prices are rounded to the nearest dollar, the dollars column will be checked.

**Exit the Screen**

When you are finished entering unit cost adjustments, press **F4** to return to the Transaction Processing Menu.

## Unit Adjustment Entry

### Description

Unit Adjustment Entry allows you to make changes to inventory transactions that have already been entered and updated. These adjustments are strictly for unit cost method items.

### How to Execute

From the Transaction Processing Menu, select **Unit Adjustment Entry**.

The screenshot shows a software window titled "C Transaction Entry" for "Lightspeed Reprographics (DEM)". The window contains several input fields and a "Total" field. The "Warehouse" field is set to "NJ" with a dropdown menu showing "New Jersey". The "Reference" field contains "Unit Adj" and the "Date" field contains "12/05/07". The "Total" field at the bottom right shows "1.00". Other fields include "Location", "Department", "To Warehouse", "Vendor Code", "Always post by codes?", and "Last Operator".

### Description of Fields

#### Warehouse

Enter up to 6 alphanumeric characters for the warehouse code. The warehouse code is used to breakdown your inventory into multiple warehouses or locations.

#### Reference

Enter up to 15 alphanumeric characters for the reference number for this batch of transactions.

#### Date

Enter the date of this transaction.

#### Location

The location code is used to segment your General Ledger by location, division or profit center for the purpose of producing separate Income Statements.

Enter the location code whose size will change based on the size of the segment as designated in General Ledger Parameter Maintenance.

#### Department

The Department code is used to segment your General Ledger by department, division or profit center for the purpose of producing separate Income Statements.

Enter the department code whose size will change based on the size of the segment as designated in General Ledger Parameter Maintenance.

**Always post by codes?**

You have the option of applying the location and department to every item in this transaction or only those items that have a product code that indicates that posting will be done by warehouse.

**Y** Always apply this location and/or department.

**N** Apply this location and/or department only if the product code for this item indicates that postings are done by warehouse.

**Comment**

Enter a comment for this transaction.

The system prompts:

**Is the displayed information correct? Yes No Lines Delete**

Select **Lines**.

The screenshot displays two overlapping windows from the IC Transaction Entry application. The top window, titled 'IC Transaction Entry', shows the main transaction details for 'Lightspeed Reprographics (DEM)' dated 12/10/07. It includes fields for Warehouse (NJ), Location, Reference (Unit Adj), Date (12/05/07), Department, and To Warehouse. A checkbox for 'Always post by codes?' is visible. The bottom window, titled 'IC Transaction Entry - Lines', shows a table of transaction lines. The table has columns for Line Item Code, Quantity, UOM, Price, Cost, Pack, and Rcpt. The first line is highlighted with a black background and contains the following data: Line Item Code 1, Quantity 2.0000, UOM PKG, Price 5000, Cost 5000, Pack 1.00, and Rcpt.

Line Item Code	Quantity	UOM	Price	Cost	Pack	Rcpt
1	2.0000	PKG	5000	5000	1.00	

**Exit the Screen**

When you are finished entering unit cost adjustments, press **F4** to return to the Transaction Processing Menu.

## Issue Entry

### Introduction

Issue Entry is used for recording items issued or sold from inventory if you are not using the Solution-IV Order Processing Module.

### How to Execute

From the Transaction Processing Menu, select **Issue Entry**.

### Description of Fields

#### Warehouse

Enter the warehouse code representing the warehouse from which the items in this transaction were issued.

#### Reference

Enter up to 15 alphanumeric characters for the reference number for this batch of transactions. The invoice number is a good reference number.

#### Date

Enter the date of this transaction.

#### Location

The location code is used to segment your General Ledger by location, division or profit center for the purpose of producing separate Income Statements.

Enter the location code whose size will change based on the size of the segment as designated in General Ledger Parameter Maintenance.

#### Department

The Department code is used to segment your General Ledger by department, division or profit center for the purpose of producing separate Income Statements.

Enter the department code whose size will change based on the size of the segment as designated in General Ledger Parameter Maintenance.

**Always post by codes?**

You have the option of applying the location and department to every item in this transaction or only those items that have a product code that indicates that posting will be done by warehouse.

**Y** Always apply this location and/or department.

**N** Apply this location and/or department only if the product code for this item indicates that postings are done by warehouse.

**Comment**

Enter a comment for this transaction.

The system prompts:

**Is the displayed information correct? Yes No Lines Delete**

Select **Lines**.

The screenshot displays two windows from the IC Transaction Entry system. The top window, titled 'IC Transaction Entry', shows the main transaction details for 'Lightspeed Reprographics (DEM)' on 12/10/07. It includes fields for Warehouse (NJ), Location (01), Reference (ISS102), Date (12/05/07), Department (01), and a Total of 3,000.00. The 'Always post by codes?' field is set to 'N'. The bottom window, titled 'IC Transaction Entry - Lines', shows a table of transaction lines.

Line	Item Code	Quantity	UOM	Description	Price	Cost	Extension	Pack	Rcpt
1	2L-76B			Lithium Batteries					
		200.0000	EA		15.0000		3000.00		
2									

**Line**

**Enter** If the line exists, Enter modifies it. If the line is blank, Enter adds one.

**Line #** Goes to that line. If you enter a line that is greater than the total number of lines, it goes to the last line.

**Up arrow** Goes to the next line above.

**Down arrow** Goes to the next line below.

**Page-up** Goes to the previous screen.

**Page-down** Goes to the next screen.

**Line Delete** Deletes that line and moves all lines below up.

**Line Insert** Inserts a line at that spot and moves all lines below down.

**Item Code**

Enter up to 22 alphanumeric characters representing the item issued.

**Lot/Serial**

If this item has either a lot or serialized costing method, enter the lot number or serial number. If it is not one of these types, this field will be skipped.

**Quantity**

Enter the number of units of this item issued on this transaction.

**UOM**

Enter the unit of measure that applies. This field defaults to the standard sales unit of measure.

**Price**

Enter the price at which these were issued or sold. The price defaults to the standard list price for this item.

**Extension**

This field contains the quantity multiplied by the price. It cannot be overridden.

***Changing an Issue Still in the Transaction Entry file***

One of the best features of a batch oriented entry file is that you have the opportunity to correct the "mistakes" before they become a permanent part of you records.

To correct an issue before you have run the Transaction Update, enter the warehouse and reference. You will then see the following prompt:

**Is the information correct: Y N L D**

- Y** Saves the issue as shown on the screen.
- N** Allows you to change the date of the transaction.
- L** Allows you to modify the lines on this transaction.
- D** Deletes this issue from the transaction entry file.

***Exit the Screen***

When you are finished entering issues, press **F4** from the warehouse code to return to the Transaction Processing Menu.

## Receipt Entry

### Introduction

Receipt Entry is used to record items received into inventory if you are not using the Solution-IV Purchase Order system.

### How to Execute

From the Transaction Processing Menu, select **Receipt Entry**.

The screenshot shows a software window titled "IC Transaction Entry" for "Lightspeed Reprographics (DEM)". The window contains the following fields and values:

- Warehouse: NJ (with a dropdown arrow and "New Jersey" below it)
- Reference: RECT02
- Date: 12/05/07
- To Warehouse: (empty)
- Vendor Code: 000000123 (with a dropdown arrow and "123 Party Supply Outlet" below it)
- Location: (empty)
- Department: (empty)
- Always post by codes?: (checkbox, unchecked)
- Last Operator: JOY
- Comment: (empty)
- Total: 12,269.00

### Description of Fields

#### Warehouse Code

Enter the warehouse code representing the warehouse into which you received these items.

#### Reference

Enter up to 15 alphanumeric characters for the reference number for this batch of transactions. You can use your purchase order number or the bill of coding number for the reference number.

#### Date

Enter the date of this transaction.

#### Vendor Code

Enter the vendor code representing the vendor from whom you purchased the items in this transaction. If you are not tracking by vendor, you may leave this field blank.

#### Comment

Enter a comment for this transaction.

The system prompts:

**Is the displayed information correct? Yes No Lines Delete**

Select **Lines**.

Line Item Code	Quantity	UOM	Description	Price	Cost	Extension	Pack	Rcpt
1	50.0000	EA	Lithium Batteries		245.3800	12269.00		

**Line**

**Enter** If the line exists, **Enter** modifies it. If the line is blank, **Enter** adds one.

**Line #**

Goes to that line. If you enter a line that is greater than the total number of lines, it goes to the last line.

**Up arrow**

Goes to the next line above.

**Down arrow**

Goes to the next line below.

**Page-up**

Goes to the previous screen.

**Page-down**

Goes to the next screen.

**Line Delete**

Deletes that line and moves all lines below up.

**Line Insert**

Inserts a line at that spot and moves all lines below down.

**Item Code**

Enter up to 22 alphanumeric characters representing the item received into inventory.

**Lot/Serial**

If this item has either a lot or serialized costing method, enter the lot number or serial number. If it is not one of these types, this field will be skipped.

**Quantity**

Enter the quantity of this item received into inventory. Enter the number of units based on the units of measure entered in the next field.

**UOM**

Enter the unit of measure that applies to this transaction. This field defaults to the standard purchase unit of measure for this item.

**Cost**

Enter the cost at which these items were purchased.

**Extension**

This field contains the extension of quantity multiplied by the cost. It cannot be overridden.

**Changing a Receipt Still in the Transaction Entry File**

One of the best features of a batch oriented entry file is that you have the opportunity to correct the "mistakes" before they become a permanent part of your records.

To correct a receipt before you have run the Transaction Update, enter the warehouse and the reference. You will then see the following prompt:

**Is the information correct: Yes No Lines Delete**

- Y** Saves the receipt as shown on the screen.
- N** Allows you to change the date of the transaction and the vendor.
- L** Allows you to modify the lines on this transaction.
- D** Deletes this receipt from the transaction entry file.

**Exit the Screen**

When you are finished entering receipts, press **F4** from the warehouse code to return to the Transaction Processing Menu.

## Returns Entry

**Introduction**

Returns Entry is used to record the return of items to inventory that were previously issued or sold. If you are using Solution-IV Order Processing and issue a RMA and credit memo, you do not need to do this function, as the return will be processed automatically.

**How to Execute**

From the Transaction Processing Menu, select **Returns Entry**.

The screenshot shows a software window titled "IC Transaction Entry" for "Lightspeed Reprographics (DEM)". The window contains the following fields and values:

Warehouse	NJ	New Jersey	Location	01
Reference	RET102	Date	12/05/07	Department
To Warehouse		Always post by codes?	N	Last Operator
Vendor Code			JOY	
Comment		Total	3,750.00	

**Description of Fields****Warehouse Code**

Enter the warehouse code representing the warehouse to which the items were returned.

**Reference**

Enter up to 15 alphanumeric characters for the reference number for this batch of transactions. You may use the RMA or credit memo number as the reference.

**Date**

Enter the date of this transaction.

**Location**

The location code is used to segment your General Ledger by location, division or profit center for the purpose of producing separate Income Statements.

Enter the location code whose size will change based on the size of the segment as designated in General Ledger Parameter Maintenance.

**Department**

The Department code is used to segment your General Ledger by department, division or profit center for the purpose of producing separate Income Statements.

Enter the department code whose size will change based on the size of the segment as designated in General Ledger Parameter Maintenance.

**Always post by codes?**

You have the option of applying the location and department to every item in this transaction or only those items that have a product code that indicates that posting will be done by warehouse.

**Y** Always apply this location and/or department.

**N** Apply this location and/or department only if the product code for this item indicates that postings are done by warehouse.

**Comment**

Enter a comment for this transaction.

The system prompts:

**Is the displayed information correct? Yes No Lines Delete**

Select **Lines**.

The screenshot displays two windows from the IC Transaction Entry application. The top window, titled "IC Transaction Entry", shows the following details for a transaction at "Lightspeed Reprographics (DEM)" on 12/10/07:

- Warehouse: NJ (New Jersey)
- Reference: RET102
- Date: 12/05/07
- Location: 01
- Department: (empty)
- Always post by codes?: N
- Last Operator: JOY
- Total: 3,750.00

The bottom window, titled "IC Transaction Entry - Lines", displays a table of transaction lines:

Line	Item Code	Quantity	UOM	Description	Price	Cost	Extension	Pack	Rcpt
1	2L-768	250.0000	EA	Lithium Batteries	15.0000		3750.00		

<b>Line</b>	
<b>Enter</b>	If the line exists, <b>Enter</b> modifies it. If the line is blank, <b>Enter</b> adds one.
<b>Line #</b>	Goes to that line. If you enter a line that is greater than the total number of lines, it goes to the last line.
<b>Up arrow</b>	Goes to the next line above.
<b>Down arrow</b>	Goes to the next line below.
<b>Page-up</b>	Goes to the previous screen.
<b>Page-down</b>	Goes to the next screen.
<b>Line Delete</b>	Deletes that line and moves all lines below up.
<b>Line Insert</b>	Inserts a line at that spot and moves all lines below down.

**Item Code**

Enter up to 22 alphanumeric characters representing the item returned to inventory.

**Lot/Serial**

If this item has either a lot or serialized costing method, enter the lot number or serial number. If it is not one of these types, this field will be skipped.

**Quantity**

Enter the number of units of this item returned to inventory. Enter the number of units as a positive number for a normal return.

**UOM**

Enter the unit of measure that applies to this transaction.

**Price**

Enter the price at which this item was originally issued or sold.

**Extension**

This field contains the extension of quantity multiplied by the price. It cannot be overridden.

***Changing a Return Still in the Transaction Entry File***

One of the best features of a batch oriented entry file is that you have the opportunity to correct mistakes before they become a permanent part of your records.

To correct a return before you have run the Transaction Update, enter the warehouse and the reference. You will then see the following prompt:

**Is the information correct: Yes No Lines Delete**

- Y** Saves the return as shown on the screen.
- N** Allows you to change the date of the transaction.
- L** Allows you to modify the lines on this transaction.
- D** Deletes this return from the transaction entry file.

***Exit the Screen***

When you are finished entering receipts, press **F4** from the warehouse code to return to the Transaction Processing Menu

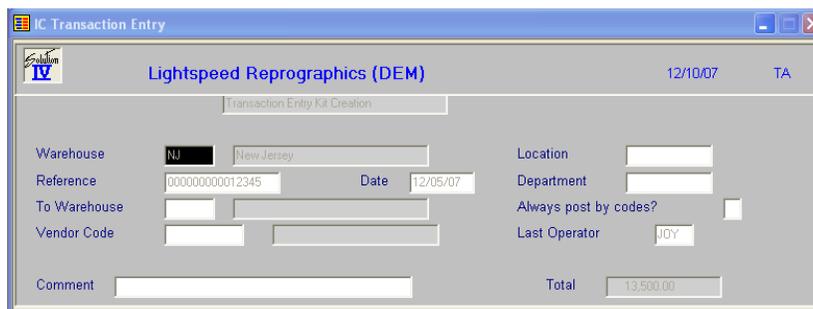
## Kit Creation

### Introduction

Kit Creation is used to record created kit items into inventory and to reduce the components that make up the kit items.

### How to Execute

From the Transaction Processing Menu, select **Kit Creation**.



### Description of Fields

#### Warehouse Code

Enter up to 6 alphanumeric characters for the warehouse code. The warehouse code is used to breakdown your inventory into multiple warehouses or locations.

#### Reference

Enter up to 15 alphanumeric characters for the reference number for this batch of transactions.

#### Date

Enter the date for this batch of transactions.

#### Vendor Code

Enter the vendor code representing the vendor from whom you purchased the items in this transaction. If you are not tracking by vendor, you may leave this field blank.

#### Comment

Enter a comment for this transaction.

The system prompts:

**Is the displayed information correct? Yes No Lines Delete**

Select **Lines**.

The screenshot displays two windows from the IC Transaction Entry application. The top window, titled "IC Transaction Entry", shows the "Transaction Entry Kit Creation" screen for "Lightspeed Reprographics (DEM)" on 12/10/07. It includes fields for Warehouse (NJ), Reference (00000000012345), Date (12/05/07), Location, Department, To Warehouse, Vendor Code, Always post by codes?, Last Operator (JOY), Comment, and Total (13,500.00). The bottom window, titled "IC Transaction Entry - Lines", shows a table of transaction lines with columns for Line Item Code, Quantity, UOM, Description, Price, Cost, Extension, Pack, and Rcpt. The first line is visible with Line Item Code 1, Quantity 3.0000, UOM EA, and Description Kit - Printer/Scanner.

**Line Enter** If the line exists, **Enter** modifies it. If the line is blank, **Enter** adds one.

**Line #** Goes to that line. If you enter a line that is greater than the total number of lines, it goes to the last line.

**Up arrow** Goes to the next line above.

**Down arrow** Goes to the next line below.

**Page-up** Goes to the previous screen.

**Page-down** Goes to the next screen.

**Line Delete** Deletes that line and moves all lines below up.

**Line Insert** Inserts a line at that spot and moves all lines below down.

**Item Code**  
Enter up to 22 alphanumeric characters representing the item received into inventory.

**Lot/Serial**  
If this item has either a lot or serialized costing method, enter the lot number or serial number. If it is not one of these types, this field will be skipped.

**Quantity**  
Enter the quantity of this item received into inventory. Enter the number of units based on the units of measure entered in the next field.

**UOM**  
Enter the unit of measure that applies to this transaction. This field defaults to the standard purchase unit of measure for this item.

**Cost**

Enter the cost at which these items were purchased.

**Extension**

This field contains the extension of quantity multiplied by the cost. It cannot be overridden.

**Changing a Receipt Still in the Transaction Entry File**

One of the best features of a batch oriented entry file is that you have the opportunity to correct the "mistakes" before they become a permanent part of your records.

To correct a receipt before you have run the Transaction Update, enter the warehouse and the reference. You will then see the following prompt:

**Is the information correct: Yes No Lines Delete**

**Y** Saves the receipt as shown on the screen.

**N** Allows you to change the date of the transaction and the vendor.

**L** Allows you to modify the lines on this transaction.

**D** Deletes this kit from the transaction entry file.

The Components screen will display:

The screenshot displays three overlapping windows from the 'IC Transaction Entry' software. The top window, titled 'IC Transaction Entry', shows a form for 'Transaction Entry Kit Creation' for 'Lightspeed Reprographics (DEM)' on 12/10/07. Fields include Warehouse (NJ), Reference (00000000012345), Date (12/05/07), and Last Operator (JOY). The middle window, 'IC Transaction Entry - Lines', is a table with columns: Line Item Code, Quantity, UOM, Price, Cost, Extension, Pack, and Rcpt. It shows one line item with code 75-KPK, quantity 3.0000, and UOM EA. The bottom window, 'IC Transaction Entry - Components', shows a detailed table of components for the kit.

Line Item Code	Quantity	UOM	Price	Cost	Extension	Pack	Rcpt
1	3.0000	EA					

Line Item Code	Description	Price	Cost	Extension	Pack	Rcpt
1	75-KP8	Kit 8000		3.0000	EA	
2	75-KPS	Kit Scanner		3.0000	EA	

**Exit the Screen**

When you are finished entering kits, press **F4** from the warehouse code to return to the Transaction Processing Menu.

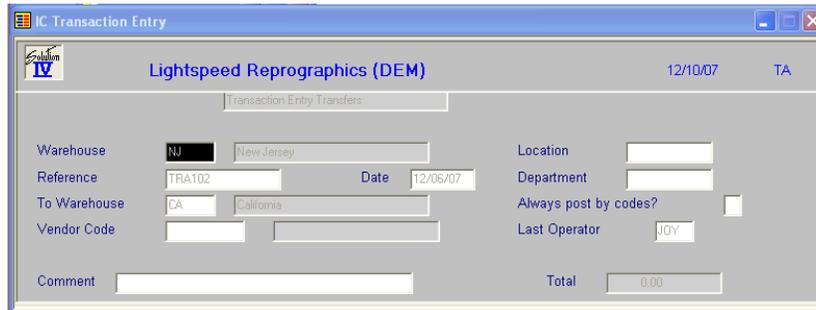
## Transfer Entry

### Introduction

Transfer Entry is used to record transfers of items between warehouses.

### How to Execute

From the Transaction Processing Menu, select **Transfer Entry**.



The screenshot shows a software window titled "IC Transaction Entry" for "Lightspeed Reprographics (DEM)". The window contains the following fields and values:

- Warehouse: NJ (dropdown), New Jersey (text)
- Reference: TRA102
- Date: 12/06/07
- To Warehouse: CA (dropdown), California (text)
- Vendor Code: (empty)
- Location: (empty)
- Department: (empty)
- Always post by codes?:
- Last Operator: JOY
- Comment: (empty)
- Total: 0.00

### Description of Fields

#### Warehouse

Enter the warehouse code representing the warehouse from which you are transferring.

#### Reference

Enter up to 15 alphanumeric characters for the reference number for this batch of transactions. If you have not done so already, you should have pre-numbered transfer slips so you can maintain control over your transfers between warehouses.

#### Date

Enter the date of the transfer.

#### To Warehouse

Enter the code representing the warehouse to which you are transferring.

#### Comment

Enter a comment for this transaction.

The system prompts:

**Is the displayed information correct? Yes No Lines Delete**

Select **Lines**.

**Line**

**Enter** If the line exists, **Enter** modifies it. If the line is blank, **Enter** adds one.

**Line #** Goes to that line. If you enter a line that is greater than the total number of lines, it goes to the last line.

**Up arrow** Goes to the next line above.

**Down arrow** Goes to the next line below.

**Page-up** Goes to the previous screen.

**Page-down** Goes to the next screen.

**Line Delete** Deletes that line and moves all lines below up.

**Line Insert** Inserts a line at that spot and moves all lines below down.

**Item Code**

Enter up to 22 alphanumeric characters representing the item being transferred.

**Lot/Serial**

If this item has either a lot or serialized costing method, enter the lot number or serial number. If it is not one of these types, this field will be skipped.

**Quantity**

Enter the quantity of this item being transferred.

**UOM**

Enter the unit of measure associated with the quantity transferred.

**Changing a Transfer Still in the Transaction Entry File**

One of the best features of a batch oriented entry file is that you have the opportunity to correct the "mistakes" before they become a permanent part of your records.

To correct a transfer before you have run the Transaction Update, enter the "from" warehouse and the reference. You will see the following prompt:

**Is the information correct: Yes No Lines Delete**

- Y** Saves the transfer as shown on the screen.
- N** Allows you to change the date and "to" warehouse.
- L** Allows you to modify the lines on this transaction.
- D** Deletes this transfer from the transaction entry file.

**Exit the Screen**

When you are finished entering transfers, press **F4** from the warehouse code to return to the Transaction Processing Menu.

## Transfer Tickets

**Introduction**

Transfer Tickets prints tickets for transfer management.

**How to Execute**

From the Transaction Processing Menu, select **Transfer Tickets**.

**Description of Fields****Starting Date****Ending Date**

If you are printing this report for a range of dates, enter the starting and ending date.

**From Warehouse****To Warehouse**

If you are printing this report for a range of warehouses, enter the starting and ending warehouse code.

**Exit the Screen**

When you are finished entering receipts, press **F4** from the warehouse code to return to the Transaction Processing Menu

## Open Transfer Report

**Introduction**

The Open Transfer Report shows transfers that have not been completed.

**How to Execute**

From the Transaction Processing Menu, select **Open Transfer Report**.

**Reports**

Select a printed or displayed copy. When the reports are finished, you will be returned automatically to the Transaction Processing Menu.

## Transaction Register and Update

### **Introduction**

The Transaction Register is an audit report that details the adjustments, issues, receipts, returns, and transfers in the current batch. The report gives you the opportunity to check the accuracy of the information entered into the transaction entry functions prior to posting to the permanent Inventory and General Ledger files.

**Note:** The Transaction Register is an audit report and must be kept with your permanent accounting records.

### **How to Execute**

From the Transaction Processing Menu, select **Transaction Register & Update**.

### **Description of Fields**

#### **Enter Posting Date**

Enter the date you wish to use for posting the transactions to General Ledger. This date is very important because it controls the period in which these transactions appear.

*Example:* If today is 4/3/14 and you are still entering transactions for March, be sure the posting date is 3/31/14.

**Note:** Because the General Ledger uses the posting date, not the transaction date when posting, be sure your transaction batches are separated by month.

A Date Range screen will display with the following fields:

#### **From Date**

#### **To Date**

If you are printing this report for a range of dates, enter the starting and ending dates.

#### **Type**

Enter the transaction types that you wish to update. If you wish to update all transaction types, leave the field blank. Enter all transactions types you wish to update without any spaces or punctuation.

*Example:* RCIS or IS

<b>AD</b>	Adjustments
<b>CK</b>	Create Kit
<b>IS</b>	Issues
<b>RC</b>	Receipts
<b>RT</b>	Returns
<b>TR</b>	Transfers

**From Warehouse  
To Warehouse**

If you are printing this report for a range of warehouses, enter the starting and ending warehouse codes.

You will then see several screens displayed with the message, **Scanning Transactions** followed by the prompt:

**Do you want a printed copy? Yes No**

**Y** Prints a hard copy of the Transaction Register.

**N** Displays the Transaction Register on the screen. You cannot update if you display the register on the screen.

If the Transaction Register was printed to the printer, the system prompts:

**Do you want to continue with the update? Yes No**

**Y** Updates the batch to the permanent files and then clears the transaction file.

**N** Returns to the Inventory Control Main Menu. You can make any necessary corrections using the appropriate Transaction Entry function, then reprint the register.

**Reports**

After selecting a printed or displayed copy, the system prompts **Do you want to continue the update?** When the update is finished, you will be returned automatically to the Transaction Processing Menu.

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# 6 Physical Inventory

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This chapter describes the options that are available from the Physical Inventory Menu. They include:

- Count Selection
- Count Worksheets
- Count Entry
- Variance Report and Update

## Count Selection

### Introduction

Physical Count Selection selects inventory items to be counted and builds a temporary work-file from which the Physical Count Worksheets may be printed.

The frozen inventory count will be saved so that any invoices that are entered and updated to the system between the time when the inventory is frozen and when the actual counts are entered may optionally be included in the adjustment made to on-hand quantity.

### How to Execute

From the Physical Inventory System Menu, select **Count Selection**.

### Count Selection Processing

**Physical Count:** New Merge

**New** Clears any previous count selections that were started but never updated.

**Merge** Combines this selection with any prior ones.

### Description of Fields

The Physical Inventory Count Selection process builds the physical count sheet-printing file based on the ranges, which you may specify on this screen. Only items, which match the ranges specified here, will be included on the Physical Count Sheets.

#### From Warehouse

#### To Warehouse

Enter the first and last warehouse codes in the range you wish to count, or press **Enter** to select all warehouses.

#### From Product

#### To Product

Enter the first and last product code in the range you wish to count, or press **Enter** to select all product codes.

**From Item****To Item**

Enter the first and last item code in the range you wish to count, or press **Enter** to select all items.

**From Vendor****To Vendor**

Enter the first and last vendor code in the range of primary vendors you wish to count or press **Enter** to select all vendors.

**From ABC Code****To ABC Code**

Enter the starting and ending Item ABC code you wish to count.

**Use Class Code Number?**

Enter class code 1, 2, 3, or 4.

**From Class****To Class**

Enter up to 6 alphanumeric characters for the class code. The class code is a file verified sort option used in item maintenance as a means of classifying your item. Several reports can be printed by class code.

**Selected Cycles**

Do you want to count only items with a selected physical count cycle?

**Y** Allows you to select up to five individual count cycles.

**N** Allows you to enter a range of physical count cycles.

If you answer **N**, the system prompts:

**From Cycle****To Cycle**

Enter the first and last physical count cycle you wish to count, or press **Enter** twice to select all physical count cycles.

**Count Selection Processing**

After answering the above questions the system prompts:

Count Sequence: **Bin Number** **item code**

**Bin Number** Prints the count worksheets in bin number order. You will also enter the count in this order.

**Item Code** Prints the count worksheets in item code order.

**Exit the Screen**

The Physical Count Selection will now take place. When it is finished you will be returned to the Physical Inventory Menu.

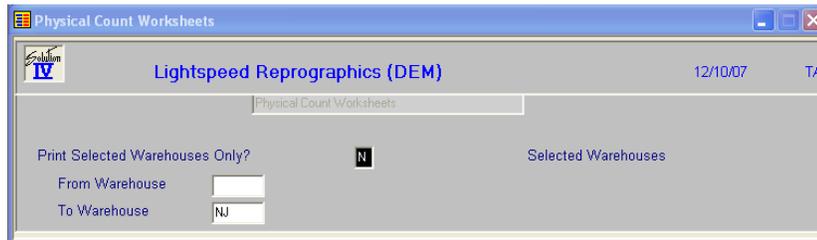
## Count Worksheets

### Introduction

This option prints the counting worksheets using the items selected during Physical Count Selection. The worksheets are printed in the order the selection was done.

### How to Execute

From the Physical Inventory System Menu, select **Count Worksheets**.



### Description of Fields

#### Print Selected Warehouses Only?

You have the option of printing a range of selected warehouses.

**Y** Displays a view and allows you to print count sheets for selected warehouses.

**N** Allows you to enter a range of warehouses.

If you enter **N**, the system prompts:

#### From Warehouse

#### To Warehouse

Enter the first and last warehouse codes in the range you wish to print, or press **Enter** twice to print Count Sheets for all warehouses.

### Reports

Select a printed or displayed copy. When the reports are finished, you will be returned automatically to the Physical Inventory System Menu.

## Count Entry

### Introduction

Physical Count Entry allows you to enter the quantities from the actual physical count. By pressing the **Down Arrow** key at the first field, the next item number (in the same order as the worksheets) will be displayed automatically.

If you have items in multiple bins, it is not necessary to manually add the various quantities together. You may enter the quantities individually, separated by commas.

*Example:* If you enter 10, 3, 14, 22, the system will display a total count of 49.

### How to Execute

From the Physical Inventory System Menu, select **Count Entry**.

### Description of Fields

If you stated in Inventory Control Parameters that you wish to verify physical counts, you will receive the following prompt:

**Physical Count: Primary Verify**

**P or Enter** Allows you to enter the initial or primary counts.

**V** Allows you to enter verified count.

#### Warehouse Code

If you are entering items directly from the count sheets, in the order that they appear on the count sheets, press **Down Arrow** to retrieve the next item. You will then skip to the lot/serial number field, if applicable or the appropriate count list.

If you are entering a specific item/bin, out of order from the count sheets, enter the appropriate six-character warehouse code.

#### Bin Number

If you selected the physical count in bin number sequence, enter the bin number for which you wish to enter the count.

#### Item Code

If you selected the physical count in item code sequence, enter the item code for which you wish to enter the count.

**Lot/Serial**

If this item has either a lot or serialized costing method, enter the lot number or serial number for this item.

**Initial Count**

Enter the actual initial physical count from your Physical Count Sheets. You may enter multiple numbers (like counts from multiple bins) separated by commas and the system will calculate the total for you.

*Example:* Entering 100.57, 12, 42.1 displays 154.67

**Verified Count**

If you are entering the verified physical counts, enter the verified physical count from your Physical Count Sheets. You may enter multiple numbers separated by commas and the system will calculate the total for you.

*Example* Entering 100.57, 12, 42.1 displays 154.67

***Exit the Screen***

When you are finished entering the counts, press **F4** at the warehouse code to return to the Physical Inventory Menu.

## Variance Report and Update

### Introduction

The Variance Report is an audit report detailing the physical count(s) just entered. It shows both the initial and verified counts along with the calculated (perpetual) on-hand quantities. The variance is shown in both quantity and dollar amounts.

After verifying that the information listed on the register is correct, and if the initial and verified counts are the same, you can update the counts to the permanent Inventory and General Ledger files.

**Note:** The Variance Report is an audit report and must be kept with your permanent accounting records.

### How to Execute

From the Physical Inventory System Menu, select **Variance Report & Update**.

### Description of Fields

#### Print Selected Warehouses Only?

If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report.

- Y** Displays a view and allows you to select individual records to print on the report.
- N** Allows you to enter a range of records to print.

#### From Warehouse

#### To Warehouse

If you are printing this report for a range of warehouses, enter the starting and ending warehouse codes.

The system will prompt:

#### Are the report selection options correct?

If the report selections are correct select Yes, a screen will display allowing you to enter the posting date.

#### Enter Posting Date

Enter the date you wish to use for posting the adjustments to General Ledger. This date is very important since it controls the General Ledger period in which the adjustments will appear. Make sure the date is at least in the proper month.

*Example* If today is 4/3/14 and you are entering the count for 3/31/14, be sure the posting date is 3/31/14.

**Do you want a printed copy? Yes No**

- Y** Prints the Variance Report to the printer.
- N** Displays the Variance Report on the screen. You cannot update if you display the report on the screen.

If you choose to enter verified counts, the system prompts:

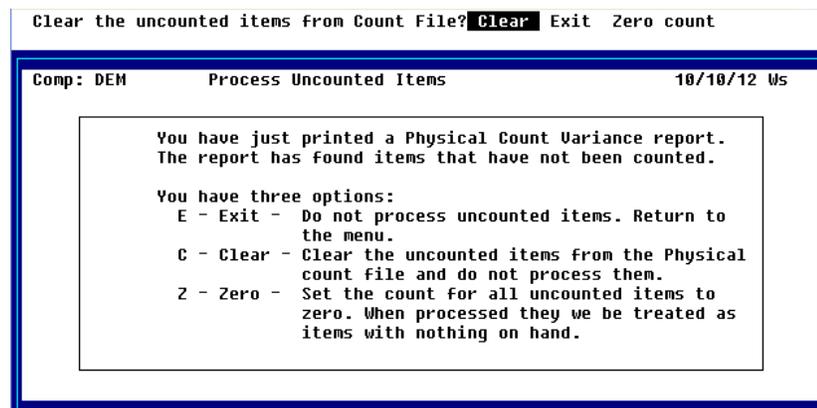
**Physical Count: Primary Verified**

- P** Prints the initial count figures only. When the report is finished, you will be returned automatically to the Physical Inventory Menu and you will not be allowed to update.
- V** Prints both the primary and verified counts on the report. If the counts are both the same, you will continue to the update question.

**Enter the transaction number**

Enter the transaction number for posting to General Ledger. This number should be unique.

If there uncounted items the following message will display. Select from the options:



If the following conditions are met:

- Report printed to the printer
- All counts were entered
- The primary and verified counts are the same system prompts

**Do you want to continue with the update? Yes No**

- Y** Updates this count selection batch to the permanent files, and then clears the count selection file.
- N** Returns to the Physical Inventory Menu. You may make any necessary corrections to any of the counts and reprint the Variance Report.

**Update Not Allowed**

If you receive the message **Update not allowed**, press **Enter** to continue. One of the following conditions may exist with your count:

1. Initial count does not match the verified count.

Check the Variance Report for any differences (an \* will appear in the far right column of the report). Make the appropriate corrections before reprinting the register.

2. The count was not entered for one or more items/bins.

Check the Variance Report for the following message:

\*\* Count not entered \*\*

Make the necessary corrections and reprint the Variance Report.

**Reports**

Select a printed or displayed copy. When the report and update are finished, you will be returned automatically to the Physical Inventory System Menu.

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# 7 Production Processing Menu

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This chapter describes the options that are available from the Production Processing Menu. They include:

- Production Planning
- Production Sheet Printing
- Production Entry
- Production Register & Update
- Unit Cost Adjustment
- Production Code Maintenance
- Production Reports

## Production Planning

### Introduction

This option provides the user with the ability to plan production runs by bill of material item. From this file, production sheets may be printed. The bill of material item must exist in the item masterfile and must be defined as an "M", material type item.

### How to Execute

From the Production Processing Menu, select **Production Planning**.

The screenshot shows a software window titled "Production Planning" for "Lightspeed Reprographics (SOL)". The interface includes a header with the date "12/12/13" and user initials "Wr". The main area contains several data entry fields:

- Item Code: MAT
- Warehouse: NJ
- Machine: MIXER
- Batch Size Planned: 100
- Yield Planned: 100.0000
- Batches Planned: 1
- UOM: EA
- Color Machine Code: (empty)
- Need by Date: 11/12/13
- Assigned Shift: 1
- Special Notes: Be sure to clean mixer when complete

### Description of Fields

#### Item Code

Enter up to 22 characters representing the Inventory Control item code.

The item code is used throughout the Inventory Control and order Processing systems to designate each of your inventory items. You must set up a unique code for every item in your inventory. If you track items by color as well, each color will need a unique item code.

#### Warehouse

Enter up to 6 alphanumeric characters for the warehouse code. The warehouse code is used to breakdown your inventory into multiple warehouse locations.

#### Machine

Enter up to 6 alphanumeric characters for the machine code. The machine code is a file verified code that is used during production processing.

#### Batch Size Planned

Enter the size of the batch you plan for this production run for the bill of material item.

#### Batches Planned

Enter number of batches you plan for this production run for this bill of material item.

**Yield Planned**

Enter the expected yield you plan for this production run for this bill of material item.

**UOM**

This field displays the valuation unit of measure for this bill of material item.

**Custom Field 1**

**Custom Field 2**

Enter up to 20 alphanumeric characters for the custom information to which this bill is related.

**Color Machine Code**

Enter the color machine code for this bill of material item.

**Need by Date**

Enter the date this production run is required. Press Enter for today's date.

**Assigned Shift**

Enter the shift code representing when this machine will be used as follows:

- 1 Day
- 2 Swing
- 3 Night

**Special Notes**

Enter any special notes that pertain to this production run for this bill of material item.

***Exit the Screen***

Press **F4** to return to the Production Processing Menu.

## Production Sheet Printing

### Introduction

This option provides printouts of the production bill of material items that have been entered in Production Planning

### How to Execute

From the Production Processing Menu, select **Production Sheet Printing**.

The screenshot shows a window titled "Production Sheet Printing" for "Lightspeed Reprographics (SOL)". The window contains the following fields:

- Date Ranges:** From Date: 010112, To Date: 12/31/13
- Print Selected Items Only?:** N
- From Item:** MAT
- To Item:** MAT3
- From Warehouse:** (empty)
- To Warehouse:** TX
- From Machine:** CUTTE
- To Machine:** MIXER
- Shift:** A

### Description of Fields

#### From Date

#### To Date

If you are printing this report for a range of dates, enter the starting and ending dates.

#### Print Selected Items Only?

If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report as follows:

**Y** Displays a view and allows you to select individual records to print on the report.

**N** Allows you to enter a range of records to print.

#### From Item

#### To Item

If you are printing this report for a range of items, enter the starting and ending item codes.

#### From Warehouse

#### To Warehouse

If you are printing this report for a range of warehouses, enter the starting and ending warehouse codes.

**From Machine  
To Machine**

If you are printing this report for a range of machines, enter the starting and ending machine codes.

**Shift**

Enter the shift that is to be reported on this report.

- A All shifts
- 1 Day
- 2 Swing
- 3 Night

The system prompts:

**Are the Report Selection Options Correct?**

If the Report Selection Options are not correct, select No and make the necessary changes.

**Report**

After selecting a printed or displayed copy, you will be returned automatically to the Production Processing Menu.

## Production Entry

**Introduction**

This option allows the user to enter items that have actually been produced. The production and will be assigned to a warehouse, a machine, a date and a particular work shift.

**How to Execute**

From the Production Processing Menu, select **Production Entry**.

The screenshot shows a software window titled "Production Header Entry" for "Lightspeed Reprographics (SOL)". The window includes a header with the date "12/11/13" and the user "Wr". The main form area contains the following fields:

- Warehouse:** A text box containing "NJ" and a dropdown menu showing "New Jersey Warehouse".
- Machine:** A text box containing "MIXER" and a dropdown menu showing "Mixer".
- Date:** A text box containing "11/05/13".
- Shift:** A dropdown menu with "2" selected.
- Number of equipment/product changes:** A text box containing "3".
- Comment:** Four stacked text boxes for entering a comment.

**Description of Fields**

**Warehouse**

Enter up to 6 alphanumeric characters for the warehouse code. The warehouse code is used to breakdown your inventory into multiple warehouse locations.

**Machine**

Enter up to 6 alphanumeric characters for the machine code. The machine code is a file verified code that is used during production processing.

**Date**

Enter the date this machine was used. Press **Enter** for today's date.

**Shift**

Enter the shift code representing when this machine was used as follows:

- 1 Day
- 2 Swing
- 3 Night

**Number of equipment/product changes**

Enter the number of equipment and/or product changes made on this machine during the shift.

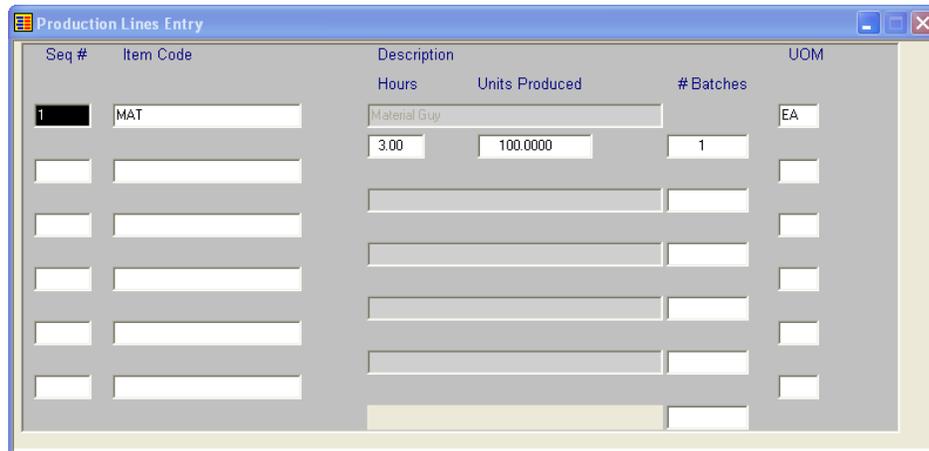
**Comment**

Enter up to 5 lines of 35 characters each to explain anything that happened to this machine during the shift – especially if the hours used is less than what has been specified in parameter Maintenance.

The system prompts:

**Is the displayed information correct? Yes No Lines Delete**

Select **Lines**.



**Line**

**Enter** If the line exists, **Enter** modifies it. If the line is blank, **Enter** adds one.

**Line #** Goes to that line. If you enter a line that is greater than the total number of lines, it goes to the last line.

**Up arrow** Goes to the next line above.

**Down arrow** Goes to the next line below.

- Page-up** Goes to the previous screen.
- Page-down** Goes to the next screen.
- Line Delete** Deletes that line and moves all lines below up.
- Line Insert** Inserts a line at that spot and moves all lines below down.

**Item Code**

Enter up to 22 alphanumeric characters representing the item you wish to adjust.

**Hours**

Enter the number of hours used to make this bill of material item on this machine.

**Units Produced**

Enter the number of units produced of this bill of material item.

**# Batches**

Enter the number of batches of this bill of material item that were produced.

**Is the information correct: Yes No Header Summary Delete**

- Y** Saves the receipt as shown on the screen.
- N** Allows you to edit the detail information.
- H** Allows you to edit the header information for this production run.
- S** Allows you to edit the summary information.
- D** Deletes this production run from the entry file.

Select **Summary**.

The screenshot shows a software window titled "Production Header Entry". The window has a blue title bar and standard Windows window controls. The main content area is grey and contains the following information:

- Logo: A small logo with the text "IV" and "solution" above it.
- Company Name: "Lightspeed Reprographics (SOL)" in blue text.
- Date: "12/12/13" in blue text.
- Location: "Wz" in blue text.
- Warehouse: "NJ" in a text box.
- Machine: "MIXER" in a text box.
- Date: "11/05/13" in a text box.
- Shift: "2" in a dropdown menu.
- Total Hours: "3.00" in a text box.
- Reason: "BROKE" in a text box.
- Reason Description: "Required Machine Broken" in a text box.

**Reason**

Enter up to 6 alphanumeric characters for the production reason code. The reason code is a file verified code that may be used during production processing.

**Exit the Screen**

When you are finished entering production information, press **F4** from the warehouse code to return to the Transaction Processing Menu.

## Production Register & Update

### Introduction

This option posts the entries made in Production Entry to the Inventory Control files and the General Ledger files.

### How to Execute

From the Production Processing Menu, select **Production Register & Update**.

The image contains two screenshots of a software application. The top screenshot is titled 'Enter Posting Date Screen' and shows a window for 'Lightspeed Reprographics (SOL)' with the date '12/12/13' displayed. Below the window title, there is a 'Production Register' label and an 'Enter Posting Date' button with the date '12/12/13' entered. The bottom screenshot is titled 'Date Range' and shows the same window with 'From Date' set to '12/01/13' and 'To Date' set to '12/11/13'.

### Description of Fields

#### Enter Posting Date

The posting date is the exact date you want the entry posted to in the general Ledger. If the posting date is in a closed period, you will be forced to enter a new posting date or exit the update procedure and go to General Ledger Parameter Maintenance and re-open the prior period.

#### From Date

#### To Date

If you are printing this report for a range of dates, enter the starting and ending dates.

#### Do you want a printed copy? Yes No

**Y** Prints a hard copy of the Production Register.

**N** Displays the Production Register on the screen. You cannot update if you display the register on the screen.

If the Production Register was printed to the printer, the system prompts:

#### Do you want to continue with the update? Yes No

**Y** Updates the batch to the permanent files and then clears the production entry file.

**N** Returns to the Production Processing Menu. You can make any necessary corrections using the appropriate Production Entry function, then reprint the register.

### Reports

After selecting a printed or displayed copy, the system prompts **Do you want to continue the update?** When the update is finished, you will be returned automatically to the Production Processing Menu.

## Unit Cost Adjustment Menu

### Introduction

The Unit Cost Adjustment Menu contains access to the various processes that correct any components or bill of material items that have a Unit costing method.

### How to Execute

From the Production Processing Menu, select **Unit Cost Adjustment Menu**.



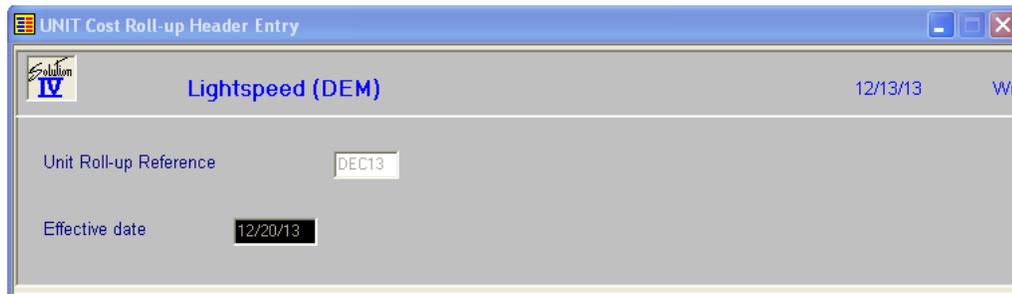
## Cost Roll-up Entry

### Introduction

Cost Roll-up adjusts unit cost bill of material items based on adjusted costs of their components. In this entry process you will enter the components that have new costs.

### How to Execute

From the Unit Cost Adjustment Menu, select **Cost Roll-up Entry**.



### Description of Fields

#### Unit Roll-up Reference

Enter the reference you will be using for this Unit Roll-up process.

#### Effective Date

Enter the date that this particular unit cost roll-up will take place. When updating, the date range entered will be compared against this date.

The system prompts:

**Is the displayed information correct? Yes No Lines Delete**

Select **Lines**.

Seq #	Item Code	Original Cost	New Cost
1	10-110	Blueline Prints	.0300
2			

**Seq #**

**Enter** If the line exists, **Enter** modifies it. If the line is blank, **Enter** adds one.

**Line #** Goes to that line. If you enter a line that is greater than the total number of lines, it goes to the last line.

**Up arrow** Goes to the next line above.

**Down arrow** Goes to the next line below.

**Page-up** Goes to the previous screen.

**Page-down** Goes to the next screen.

**Line Delete** Deletes that line and moves all lines below up.

**Line Insert** Inserts a line at that spot and moves all lines below down.

**Item Code**

Enter up to 22 characters representing the Inventory Control item code. The item code is used throughout the Inventory Control and Order Processing systems to designate each of your inventory items. You must set up a unique code for every item in your inventory. If you track items by color as well, each color will need a unique item code.

**New Cost**

Enter the new cost for this item.

The System Prompts:

**Is the displayed information correct? Yes No Header Delete**

Select **Yes**.

**Exit the Screen**

Press **F4** to return to the Unit Cost Adjustment Menu.

## Cost Roll-up Register & Update

### Introduction

This register and update processes entries made in Cost Roll-up Entry. Bill of material items that are unit cost will be adjusted if the component is part of that item's definition.

### How to Execute

From the Unit Cost Adjustment Menu, select **Cost Roll-up Register & Update**.

### Enter Posting Date

The posting date is the exact date you want the entry posted to the General Ledger. If the posting date is in a closed period, you will be forced to enter a new posting date or exit the update procedure and go to General Ledger Parameter Maintenance and re-open the prior period.

The system prompts:

**Is the displayed information correct? Yes No**

Select **Yes**.

### From Date

### To Date

If you are printing this report for a range of dates, enter the starting and ending dates.

The system prompts:

**Do you want a printed copy (Y/N)? YES NO CANCEL HELP**

### Report

After selecting a printed or displayed copy, you will be returned automatically to the Unit Cost Adjustment Menu.

## Bill of Material Cost Rpt.

### Introduction

This process will scan each unit cost bill of material item's definition and determine if there is a cost difference based upon the current costs of the components. When finished, you have the option of updating the unit cost for these bill of material items.

### How to Execute

From the Unit Cost Adjustment Menu, select **Bill of Material Cost Rpt.**



### Print Selected Items Only?

If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report as follows:

- Y** Displays a view and allows you to select individual records to print on the report.
- N** Allows you to enter a range of records to print.

### From Item

### To Item

If you are printing this report for a range of items, enter the starting and ending item codes.

The system prompts:

**Are the report selection options correct? Yes No Save**

Select **Yes**.

**Do you want a printed copy (Y/N)? YES NO CANCEL HELP**

### Report

After selecting a printed or displayed copy, you will be returned automatically to the Unit Cost Adjustment Menu.

## Production Code Maintenance Menu

### Introduction

The Production Maintenance Menu contains the access to the various code files that are used in Production Processing including Bill of materials, Machine Codes, etc.

### How to Execute

From the Production Processing Menu, select **Production Code Maint Menu**.



## Bill of Materials Maintenance

### Introduction

This option provides the user with the ability to define a bill of material to be used for producing this item for inventory. The user may assign various items and miscellaneous charges that make up the bill of material item. The bill of material item must exist in the item masterfile and must be defined as an "M", material, type item.

### How to Execute

From the Production Code Maintenance Menu, select **Bill of Materials Maint**.

Select **Lines**.

Line	Material	Description	UOM	Qty/Chg
1	SA-ND	Sand	EA	10.0000
2	DY-E	Dye	EA	4.0000
3	/SETUP	Setup Charge	EA	2.0000

### Line

**Enter** If the line exists, **Enter** modifies it. If the line is blank, **Enter** adds one.

**Line #** Goes to that line. If you enter a line that is greater than the total number of lines, it goes to the last line.

**Up arrow** Goes to the next line above.

**Down arrow** Goes to the next line below.

**Page-up** Goes to the previous screen.

**Page-down** Goes to the next screen.

**Line Delete** Deletes that line and moves all lines below up.

**Line Insert** Inserts a line at that spot and moves all lines below down.

### Material

This is the section where you enter the mix or "recipe" for the finished goods item entered above. Enter the Item Code which is a component of the finished good. It could be a raw material or finished good. Press **F2** for a list of items. Or enter a / followed by the Miscellaneous Charge Code that also needs to be included as part of this build. Press / **F2** for a list of charge codes.

### Description

Displays the description for that Charge Code.

### UOM

Displays the UOM for that Charge Code.

### Qty/Chg

If the detail line is a component item, enter the quantity of this item required to create one (1) bill of material Item.

If the detail line is a miscellaneous charge code, enter the charge that will be applied against one (1) bill of material item

After all lines are entered press **F4**, the system will prompt: **Is the displayed information Correct?** Answer **Yes** and press **F4** again to return to the Production Code Maintenance Menu.

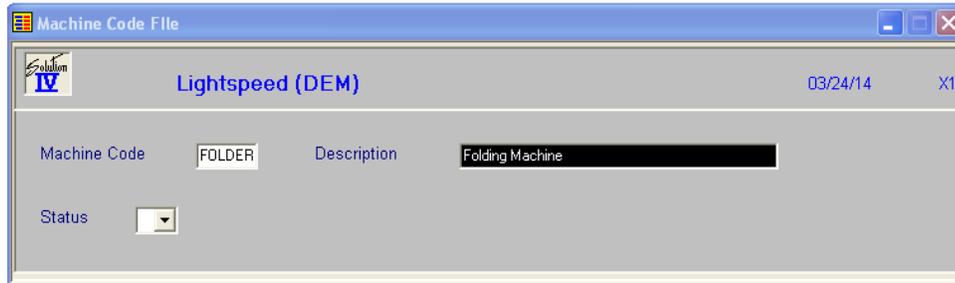
## Machine Code Maintenance

### Introduction

Machine codes are used for production processing. Machine codes are used to help keep track of processing time in your shop when producing bill of material items.

### How to Execute

From the Production Code Maintenance Menu, select **Machine Code Maintenance**.



### Description of Fields

#### Machine Code

Enter up to 6 alphanumeric characters for the machine code. The machine code is a file verified code that is used during production processing.

#### Description

Enter up to 35 alphanumeric characters to describe the machine code.

#### Status

The status field is used to hold the current status of every masterfile record in the Inventory Control module.

The status may be set as follows:

- **Active**      This record may be used anywhere, anytime.
- I – Inactive**      This record may be used by those records already using it, but may not be added to new records.
- D – Deleted**      This record is scheduled for deletion. In order to delete a customer, they must not have any open invoices. In order to delete a code field record, it must not be in use anywhere.
- C – Changed**      This record is scheduled to be changed to either a new code or combined with an existing code. If changing anything with history associated with it, the history will be transferred as well. NEWKEY contains the code to be changed to.

### Exit the Screen

When you are finished, press **F4** to return to the Production Code Maintenance Menu.

## Miscellaneous Charge Maintenance

### Introduction

Miscellaneous charge is used when defining a bill of material item. Miscellaneous charges may include such things as setup costs, labor, and other charges that are incurred when creating bill of material items.

A miscellaneous charge may be up to 6 characters, with a 35 character description.

### How to Execute

From the Production Code Maintenance Menu, select **Miscellaneous Charge Maint.**

The screenshot shows a software window titled "Miscellaneous Charge Code Maintenance" with a "Lightspeed (DEM)" logo and the date "03/24/14". The form contains the following fields:

Charge Code	SETUP	Description	Setup Charge
Chargeable?	Y		
Misc Charge Account	500-00-00	Cost of sales	
Post by Warehouse?	N		
Setup Charge?	Y		
Unit of Measure	EA		
Standard Unit Cost	2.0000		
Status	▼		

### Description of Fields

#### Charge Code

Enter up to 6 alphanumeric characters for the miscellaneous charge code. The miscellaneous charge code is a file verified code that is used during bill of material definition.

#### Description

Enter up to 35 alphanumeric characters to describe the miscellaneous charge code.

#### Chargeable?

You have the option of indicating whether or not a miscellaneous charge code has a cost associated with it as follows:

- Y** This is a chargeable item (i.e. pallet charges, overhead, etc.).
- N** This is a comment only code.

#### Misc Charge Account

Enter the General Ledger Account Code that will hold the posted amount when this miscellaneous charge is processed.

**Post by Warehouse?**

You have the option of substituting in the warehouse location into the appropriate segment of the General Ledger account code as follows:

- Y** Will substitute in the appropriate warehouse code into the location segment of the General Ledger Account code during posting.
- N** Will post to the exact account listed above.

**Setup Charge?**

This field determines whether this charge code will be charged once per production run or will be multiplied by the number of units created as follows:

- Y** This is a setup charge only and as such will be charged just once per production run.
- N** This charge is essentially a component of the finished good and as such will be multiplied by the number of finished goods created.

**Unit of Measure**

Enter up to 4 alphanumeric characters for the Unit of Measure for this Charge Code (i.e. EACH, M/HR, LB, etc.).

**Standard Unit Cost**

Enter the standard unit cost applied to this Charge Code. This cost will be added to the combined cost of the finished good and inventory components.

For Charge Codes defined as setup charge types, this amount will be added once for the batch produced; for non-setup charge types, this amount is multiplied by the number of bill items produced.

**Status**

The status field is used to hold the current status of every masterfile record in the Inventory Control module.

The status may be set as follows:

- Active** This record may be used anywhere, anytime.
- I – Inactive** This record may be used by those records already using it, but may not be added to new records.
- D – Deleted** This record is scheduled for deletion. In order to delete a customer, they must not have any open invoices. In order to delete a code field record, it must not be in use anywhere.
- C – Changed** This record is scheduled to be changed to either a new code or combined with an existing code. If changing anything with history associated with it, the history will be transferred as well. NEWKEY contains the code to be changed to.

**Exit the Screen**

When you are finished, press **F4** to return to the Production Code Maintenance Menu.

## Production Reason Code Maintenance

### Introduction

Production reason codes are used during production entry to define the reasons that a production process was not fully fulfilled.

A production reason code may be up to 6 characters, with a 35 character description.

### How to Execute

From the Production Code Maintenance Menu, select **Production Reason Code Maint.**

### Description of Fields

#### Prod Reason Code

Enter up to 6 alphanumeric characters for the production reason code. The reason code is a file verified code that may be used during production processing.

#### Description

Enter up to 35 alphanumeric characters to describe the production reason code.

#### Status

The status field is used to hold the current status of every masterfile record in the Inventory Control module.

The status may be set as follows:

- **Active**      This record may be used anywhere, anytime.
- I – Inactive**      This record may be used by those records already using it, but may not be added to new records.
- D – Deleted**      This record is scheduled for deletion. In order to delete a customer, they must not have any open invoices. In order to delete a code field record, it must not be in use anywhere.
- C – Changed**      This record is scheduled to be changed to either a new code or combined with an existing code. If changing anything with history associated with it, the history will be transferred as well. NEWKEY contains the code to be changed to.

### Exit the Screen

When you are finished, press **F4** to return to the Production Code Maintenance Menu.

## Bill of Materials Listing

### Introduction

This report is a listing of the entries made in Bill of Materials Maintenance.

### How to Execute

From the Production Code Maintenance Menu, select **Bill of Materials Listing**.

### Description of Fields

#### Print Selected Items Only?

If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report as follows:

- Y** Displays a view and allows you to select individual records to print on the report.
- N** Allows you to enter a range of records to print.

#### From Item

#### To Item

If you are printing this report for a range of items, enter the starting and ending item code.

#### Print header detail or summary?

You have the option of printing as much information as you want for each bill of material.

- S** Summary – Primary information only.
- D** Detail – Show component information too.

#### Print page break between items?

You have the choice of whether or not to print each bill of material item on a new page.

- Y** New page per item.
- N** Do not print a new page for each item.

#### Print indented detail?

You have the choice of whether or not to indent each level of component used to define each bill of material item.

- Y** Indent for each level.
- N** Do not indent.

The system prompts:

**Are the Report Selection Options Correct?**

If the Report Selection Options are not correct, select No and make the necessary changes.

**Report**

After selecting a printed or displayed copy, you will be returned automatically to the Production Code Maintenance Menu.

## Machine Code Listing

**Introduction**

This report is a listing of the entries made in Machine Code Maintenance.

**How to Execute**

From the Production Code Maintenance Menu, select **Machine Code Listing**.

**Report**

After selecting a printed or displayed copy, you will be returned automatically to the Production Code Maintenance Menu.

## Miscellaneous Code Listing

**Introduction**

This report is a listing of the entries made in Miscellaneous Charge Maintenance.

**How to Execute**

From the Production Code Maintenance Menu, select **Miscellaneous Code Listing**.

**Report**

After selecting a printed or displayed copy, you will be returned automatically to the Production Code Maintenance Menu.

## Production Reason Code Listing

**Introduction**

This report is a listing of the entries made in Production Reason Code Maintenance.

**How to Execute**

From the Production Code Maintenance Menu, select **Production Reason Code List**.

**Report**

After selecting a printed or displayed copy, you will be returned automatically to the Production Code Maintenance Menu.

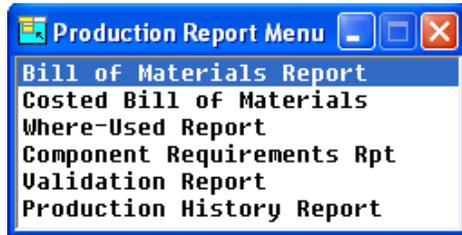
## Production Report Menu

### Introduction

The Production Reports menu contains the access to the various reports that are used in Production Processing including Bill of Materials, Where-used, Component Requirements and others.

### How to Execute

From the Production Processing Menu, select **Production Report Menu**:



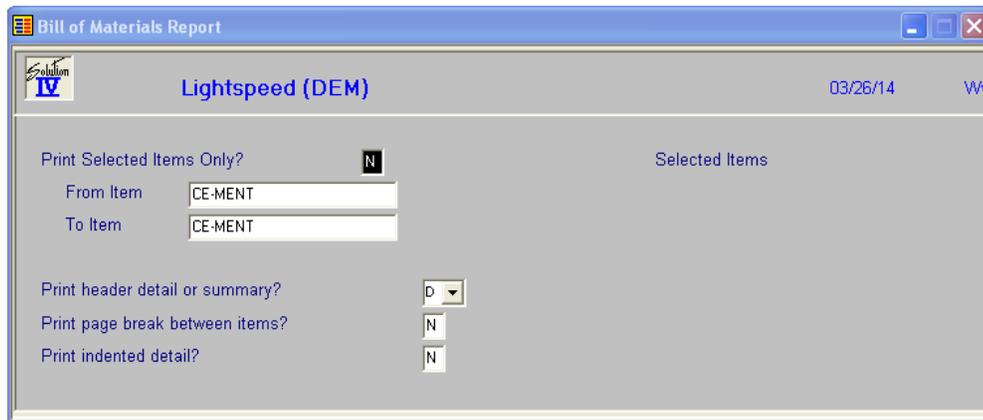
## Bill of Materials Report

### Introduction

This report shows the formula for each bill of material. You have the option of showing single or multi-level information on the report.

### How to Execute

From the Production Report Menu, select Bill of materials Report.



### Description of Fields

#### Print Selected Items Only?

If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report as follows:

- Y** Displays a view and allows you to select individual records to print on the report.
- N** Allows you to enter a range of records to print.

#### From Item

#### To Item

If you are printing this report for a range of items, enter the starting and ending item code.

**Print header detail or summary?**

You have the option of printing as much information as you want for each bill of material.

**S** Summary – Primary information only.

**D** Detail – Show component information too.

**Print page break between items?**

You have the choice of whether or not to print each bill of material item on a new page.

**Y** New page per item.

**N** Do not print a new page for each item.

**Print indented detail?**

You have the choice of whether or not to indent each level of component used to define each bill of material item.

**Y** Indent for each level.

**N** Do not indent.

The system prompts:

**Are the Report Selection Options Correct?**

If the Report Selection Options are not correct, select No and make the necessary changes.

**Report**

After selecting a printed or displayed copy, you will be returned automatically to the Production Code Maintenance Menu.

## Costed Bill of Materials

### Introduction

This report shows the formula for each bill of material with costing information for each component.

### How to Execute

From the Production Report Menu, select **Costed Bill of Materials**.

The screenshot shows a software window titled "Costed Bill of Materials Report". The window contains the following elements:

- Header: "Lightspeed (DEM)" and "03/26/14".
- Option: "Print Selected Items Only?" with a dropdown menu set to "N".
- Link: "Selected Items".
- Fields: "From Item" and "To Item", both containing the text "CE-MENT".
- Option: "Print page break between items?" with a dropdown menu set to "N".

### Description of Fields

#### Print Selected Only?

If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report as follows:

**Y** Displays a view and allows you to select individual records to print on the report.

**N** Allows you to enter a range of records to print.

#### From Item

#### To Item

If you are printing this report for a range of items, enter the starting and ending item code.

#### Print page break between items?

You have the choice of whether or not to print each bill of material item on a new page.

**Y** Yes – New page per item.

**N** No – Do not print a new page for each item.

#### Are the Report Selection Options Correct?

If the Report Selection Options are not correct, select No and make the necessary changes.

### Report

After selecting a printed or displayed copy, you will be returned automatically to the Production Report Menu.

## Where-Used Report

### Introduction

This report shows the formula for each bill of material with details pertaining to your warehouses.

### How to Execute

From the Production Report Menu, select **Where-Used Report**.

### Description of Fields

#### Print Selected Only?

If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report as follows:

- Y** Displays a view and allows you to select individual records to print on the report.
- N** Allows you to enter a range of records to print.

#### From Item

#### To Item

If you are printing this report for a range of items, enter the starting and ending item code.

#### Print Warehouse Detail?

You have the option of printing warehouse-by-warehouse detail or a line summary of all warehouses.

- Y** Prints warehouse-by-warehouse detail on this report.
- N** Prints a single line summarizing all warehouses.

#### From Warehouse

#### To Warehouse

If you are printing this report for a range of warehouses, enter the starting and ending warehouse code.

#### Are the Report Selection Options Correct?

If the Report Selection Options are not correct, select No and make the necessary changes.

### Report

After selecting a printed or displayed copy, you will be returned automatically to the Production Report Menu.

## Component Requirements Report

### Introduction

This option will provide the user with a view where they may enter the desired quantities of bill of material items that they want to produce. A report will then show that the requirements are to actually produce those bill of material items and what quantities are readily available or need to be ordered

### How to Execute

From the Production Report Menu, select **Component Requirements Rpt.**



### Description of Fields

#### For Warehouse

If you are printing this report for a specific warehouse, enter the warehouse code.

#### Are the Report Selection Options Correct?

If the Report Selection Options are not correct, select No and make the necessary changes.

### Report

After selecting a printed or displayed copy, you will be returned automatically to the Production Report Menu.

## Validation Report

### Introduction

This report shows the bill of material items that do not have a formula defined.

### How to Execute

From the Production Report Menu, select **Validation Report**.

The screenshot shows a software window titled "Bill of Materials Validation Report". The window has a blue header bar with the title and standard window controls. Below the header, there is a logo for "Evolution IV" on the left, the text "Lightspeed (DEM)" in the center, and the date "03/26/14" on the right. The main content area is light gray and contains a "Print Selected Items Only?" label with a radio button set to "N". To the right of this is a "Selected Items" button. Below these are two input fields: "From Item" and "To Item", both containing the text "CE-MENT".

### Description of Fields

#### Print Selected Items Only?

If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report as follows:

- Y** Displays a view and allows you to select individual records to print on the report.
- N** Allows you to enter a range of records to print.

#### From Item

#### To Item

If you are printing this report for a range of items, enter the starting and ending item code.

#### Are the Report Selection Options Correct?

If the Report Selection Options are not correct, select No and make the necessary changes.

### Report

After selecting a printed or displayed copy, you will be returned automatically to the Production Report Menu.

## Production History Report

### Introduction

This report shows all of the transactions from production processing that have occurred during the dates selected. You may choose to see a range of items, machines, or warehouses in the selected date range.

### How to Execute

From the Production Report Menu, select **Production History Report**.

The screenshot shows a software window titled "Production History Report" for "Lightspeed (DEM)". The window contains several input fields for filtering data. Under "Date Ranges", the "From Date" is 01/01/13 and the "To Date" is 12/31/14. Under "Selected Items", the "From Warehouse" is CA, "To Warehouse" is TX, "From Machine" is FOLDER, and "To Machine" is MIXER. There is also a "Print Selected Items Only?" checkbox which is checked, and "From Item" and "To Item" fields with "TX" entered in the "To Item" field.

### Description of Fields

#### From Date

#### To Date

If you are printing this report for a range of dates, enter the starting and ending dates.

#### From Warehouse

#### To Warehouse

If you are printing this report for a range of warehouses, enter the starting and ending warehouse codes.

#### From Machine

#### To Machine

If you are printing this report for a range of machines, enter the starting and ending machine codes.

#### Print Selected Items Only?

If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report as follows:

**Y** Displays a view and allows you to select individual records to print on the report.

**N** Allows you to enter a range of records to print.

**From Item**

**To Item**

If you are printing this report for a range of items, enter the starting and ending item codes.

**Are the Report Selection Options Correct?**

If the Report Selection Options are not correct, select No and make the necessary changes.

***Report***

After selecting a printed or displayed copy, you will be returned automatically to the Production Report Menu.

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# 8 Inventory Control Reports

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This chapter describes how to execute Solution-IV Inventory Control reports. They include:

## **Standard Reports**

- Item Masterfile Listing
- Item Label Printing
- Price List
- Vendor Listing
- Requirements Report
- Status Report
- Turnover Report
- Shortage Report
- Overstock Report
- Reorder Report
- Valuation Report
- No Activity Report
- Discontinued Item Report
- Kit / Component Report
- Alternate Item Report
- Matrix Item Report

## **Analysis Reports**

- Inventory Sales Analysis
- Component Sales Analysis
- ABC Analysis Report
- Transaction Detail Report
- Transaction Summary Report
- Inventory Recall Report
- EOQ Reorder Point Report
- Item Alternate Lookup Report

## Item Masterfile Listing

### Introduction

This is a listing of the item information as found in Item Maintenance. You can choose from a variety of "sort and print" options, selecting from the bare minimum of information (item code and description) to the entire item Masterfile.

### How to Execute

From the Inventory Control Reports Menu, select **Item Masterfile Listing**.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the order in which you wish to print this report.

- 1**      **Item Code:** Prints all, selected, or a range of item codes sorted in item code order.
- 2**      **Alternate Sort:** Prints all items falling into the selected range of alternate sorts in alternate sort/item code order.
- 3**      **Product:** Prints all items assigned to the selected range of products in product code/item code order.
- 4**      **Primary Vendor:** Prints all items assigned to the selected range of primary vendors in vendor code/item code order.
- 5**      **Default Warehouse:** Prints all items falling into the selected range of warehouses in default warehouse code/item code order.
- 6 - 9**    **Class Code 1 - 4:** Prints all items falling into the selected range of class codes in class code/item code order.
- 10**     **UPC Code:** Prints all items falling to the selected range of UPC codes in UPC code/item code order.

**Detail Options****Print Descriptive Information?**

- Y** Prints item descriptive information (fields found on first screen of Item Maintenance) on the report.
- N** Prints only the item code and description on the report.

**Print Code Information?**

- Y** Prints code information for each item on the report.
- N** Omits code information on the report.

**Print Regular Comments?**

- Y** Prints the inventory item regular comment on the report.
- N** Omits the regular comment on the report.

**Print Internal Comments?**

- Y** Prints the inventory item internal comment on the report.
- N** Omits the internal comment on the report.

**Print Purchase Comments?**

- Y** Prints the inventory item purchase comment on the report.
- N** Omits the purchase comment on the report.

**Print Only Consignment Items?**

- Y** Prints only those items flagged as being "on consignment".
- N** Prints all items within the selected list or range.

**Current, Inactive, Deleted, or All**

You may print this report for Current (active records, inactive records, records marked for deletion or all.

- C** Report only the current records.
- I** Report only the records marked as inactive.
- D** Report only on the records marked as deleted.
- A** Report on all records.

**Print Selected Items Only?**

If you selected to sort by item code, you have the option of printing individual items on the Masterfile listing.

**Y** Displays a view and allows you to select individual items to print on the report.

**N** Allows you to enter a range of items.

If you select **N** or select to print by a sort option other than item code, the system prompts:

**From Sort Option  
To Sort Option**

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print the entire range.

**Report**

After selecting a printed or displayed copy, you will be returned automatically to the Inventory Control Reports Menu.

## Item Label Printing

**Introduction**

This option is used to print labels using information from the item Masterfile. You may find the labels useful for labeling stock or bin locations.

**How to Execute**

From the Inventory Control Reports Menu, select **Item Label Printing**.

The screenshot shows a window titled "Label Selection" from the software "Lightspeed Reprographics (DEM)". The window has a header bar with the date "07/22/09" and a user icon. Below the header, there are two columns: "Sort Options" and "Selected Items". Under "Sort Options", there are two numbered options: "1) Item Code" and "2) Warehouse". Below these, there is a field labeled "Enter Sort Option" containing the number "1". There is a checkbox labeled "Print Selected Items Only?" which is checked. Below the checkbox, there are two input fields: "From Code" containing "10-110" and "To Code" containing "~DEFAULT~". At the bottom of the window, there are three dropdown menus: "Current, Inactive, Deleted or All" (set to "A"), "Standard or Laser?" (set to "S"), and "Print 1 or 2-up labels" (set to ":").

**Sort Options****Enter Sort Option**

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1** **Item Code:** Prints the selected range of items in item code order.
- 2** **Default Warehouse:** Prints all items in the selected range of warehouses in warehouse/bin location order.

**Detail Options****Print Selected Items Only?**

If you selected to sort by item code, you have the option of printing labels for individual items.

- Y** Displays a view and allows you to select individual items to print on the labels.
- N** Allows you to enter a range of items or warehouses to print.

If you entered **N**, or selected to sort in warehouse order, the system prompts:

**From Sort Option****To Sort Option**

Enter the first and last codes in the range that you wish to print or press **Enter** twice to print all codes.

**Current, Inactive, Deleted, or All**

You may print this report for Current (active records, inactive records, records marked for deletion or all.

- C** Report only the current records.
- I** Report only the records marked as inactive.
- D** Report only on the records marked as deleted.
- A** Report on all records.

**Standard or Laser?**

You have the option of printing these labels on a continuous feed printer or on a laser printer.

- S** Standard – Continuous form 1-1/2” by 4” labels
- L** Laser – Avery 5962 laser stock labels

**Print 1 or 2-up labels**

There are two different types of labels which may be printed.

- 1** Prints assuming you only have one column of labels.
- 2** Prints assuming you have two columns of labels as follows:
 

Item A	Item B
Item C	Item D

**Exit the Screen**

When the labels are finished, you will be automatically returned to the Inventory Control Reports Menu.

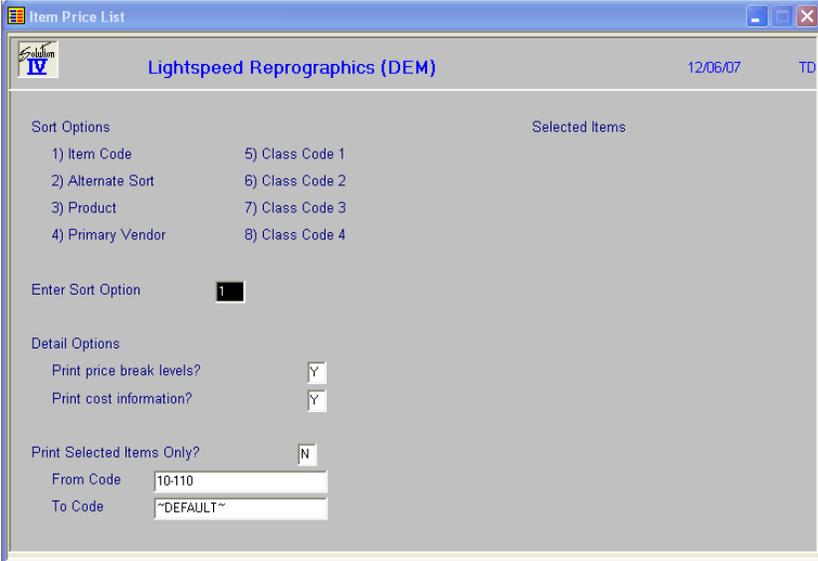
## Price List

### Introduction

This report shows each item and the various sales units of measure and their associated prices. There are several sort options as well as the ability to print price levels and cost information.

### How to Execute

From the Inventory Control Reports Menu, select **Price List**.



### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1**        **Item Code:** Prints all, selected, or a range of item codes sorted in item code order.
- 2**        **Alternate Sort:** Prints all items falling into the selected range of alternate sorts in alternate sort/item code order.
- 3**        **Product:** Prints all items assigned to the selected range of products in product code/item code order.
- 4**        **Primary Vendor:** Prints all items assigned to the selected range of primary vendors in vendor code/item code order.
- 5-8**      **Class Code 1-4:** Prints all items falling into the selected range or class codes in class code/item code order.

#### Print Price Break Levels?

- Y**        Prints the price break levels on this report.
- N**        Prints the report without price breaks.

#### Print Cost Information?

- Y**        Prints item cost information on the report.
- N**        Omits cost information from the report.

**Print Selected Items Only?**

If you selected to sort by item code, you have the option of printing the report for individual items.

**Y** Displays a view and allows you to select individual items to print on the report.

**N** Allows you to enter a range of items or warehouses to print.

If you entered **N**, or selected to sort in a sort option other than item code, the system prompts:

**From Sort Option****To Sort Option**

Enter the first and last codes in the range that you wish to print or press **Enter** twice to print all codes.

**Report**

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

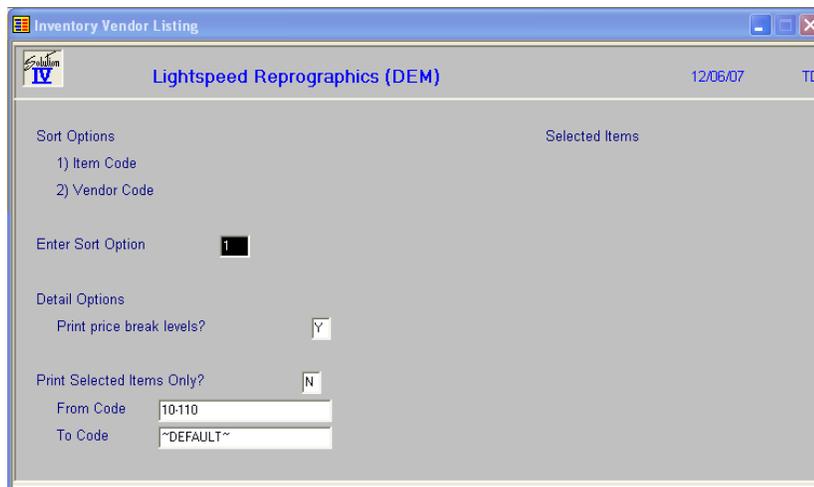
## Vendor Listing

**Introduction**

This report shows the primary and alternate suppliers for each item. It can be printed by vendor or by item. If desired, the vendor's price breaks can be shown on the report as well.

**How to Execute**

From the Inventory Control Reports Menu, select **Vendor Listing**.


**Sort Options****Enter Sort Option**

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1** **Item Code:** Prints all, selected, or a range of item codes sorted in item code order.
- 2** **Vendor Code:** Prints all items assigned to the selected range of primary vendors in vendor code/item code order.

**Detail Options****Print Price Break Levels?**

**Y** Prints the vendor's price break levels on this report.

**N** Prints the report without price breaks.

**Print Selected Items Only?**

If you selected to sort by item code, you have the option of printing individual items on the report.

**Y** Displays a view allowing you to select individual items to print on the report.

**N** Allows you to enter a range of items to print.

If you select **N**, or select to sort in vendor code order, the system prompts:

**From Sort Option****To Sort Option**

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print the entire range.

**Report**

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## Requirements Report

**Introduction**

This report shows: quantity on-hand, committed in order processing, and on open purchase order. This report is useful for making purchasing decisions.

**How to Execute**

From the Inventory Control Reports Menu, select **Requirements Report**.

**Sort Options****Enter Sort Option**

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1** **Item Code:** Prints all, selected, or a range of item codes sorted in item code order.
- 2** **Warehouse:** Prints all items in the selected range of warehouses in warehouse/bin location order.

**Detail Options**

**Print Selected Items Only?**

If you selected to sort by item code, you have the option of printing individual items on the report.

**Y** Displays a view and allows you to select individual items to print on the report.

**N** Allows you to enter a range of items.

If you select **N**, or select to sort by warehouse, the system prompts:

**From Sort Option**

**To Sort Option**

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print the entire range.

**Print which item types?**

**A** Print all item types.

**C** Print only consignment items.

**N** Print only non-stock items.

**R** Print all items that are not consignment or non-stock.

**Report**

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## Status Report

### Introduction

This report shows each item's current status in terms of quantities on-hand, committed, available, on purchase order, reorder point, and estimated usage, along with the dates of last order, issue, receipt, and return.

### How to Execute

From the Inventory Control Reports Menu, select **Status Report**.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1**      **Item Code:** Prints all, selected, or a range of item codes sorted in item code order.
- 2**      **Alternate Sort:** Prints all items falling into the selected range of alternate sorts in alternate sort/item code order.
- 3**      **Product:** Prints all items assigned to the selected range of products in product code/item code order.
- 4**      **Primary Vendor:** Prints all items assigned to the selected range of primary vendors in vendor code/item code order.
- 5**      **Default Warehouse:** Prints all items falling into the selected range of warehouses in default warehouse code/item code order.
- 6 - 9**    **Class Code 1 - 4:** Prints all items falling into the selected range of class codes in class code/item code order.
- 10**     **UPC Code:** Prints all items falling to the selected range of UPC codes in UPC code/item code order.

**Detail Options****Print warehouse detail?**

- Y** Prints warehouse-by-warehouse detail for each item on this report.  
**N** Prints a single line for each item summarizing all warehouses.

**Print which item types?**

- A** Print all item types.  
**C** Print only consignment items.  
**N** Print only non-stock items.  
**R** Print all items that are not consignment or non-stock.

**Print Selected Items Only?**

If you selected to sort by item code, you have the option of printing individual items on the report.

- Y** Displays a view and allows you to select individual items to print on the report.  
**N** Allows you to enter a range of items.

If you select **N**, or a sort option other than item code, the system prompts:

**From Sort Option****To Sort Option**

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print the entire range.

**Report**

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## Turnover Report

### Introduction

This report shows the usage patterns for each item.

### How to Execute

From the Inventory Control Reports Menu, select **Turnover Report**.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1**      **Item Code:** Prints all, selected, or a range of item codes sorted in item code order.
- 2**      **Alternate Sort:** Prints all items falling into the selected range of alternate sorts in alternate sort/item code order.
- 3**      **Product:** Prints all items assigned to the selected range of products in product code/item code order.
- 4**      **Primary Vendor:** Prints all items assigned to the selected range of primary vendors in vendor code/item code order.
- 5**      **Default Warehouse:** Prints all items falling into the selected range of warehouses in default warehouse code/item code order.
- 6 - 9**    **Class Code 1 - 4:** Prints all items falling into the selected range of class codes in class code/item code order.
- 10**     **UPC Code:** Prints all items falling to the selected range of UPC codes in UPC code/item code order.

**Detail Options**

**Print Warehouse Detail?**

- Y** Prints warehouse-by-warehouse detail on each item on this report.
- N** Prints a single line for each item summarizing all warehouses.

**Print which item types?**

- A** Print all item types.
- C** Print only consignment items.
- N** Print only non-stock items.
- R** Print all items that are not consignment or non-stock.

**Print Selected Items Only?**

If you selected to sort by item code, you have the option of printing individual items on the report.

- Y** Displays a view and allows you to select individual items to print on the report.
- N** Allows you to enter a range of items or warehouses to print.

If you entered **N**, or selected to sort in an order other than item code, the system prompts:

**From Sort Option**

**To Sort Option**

Enter the first and last codes in the range that you wish to print or press **Enter** twice to print all codes.

**Report**

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

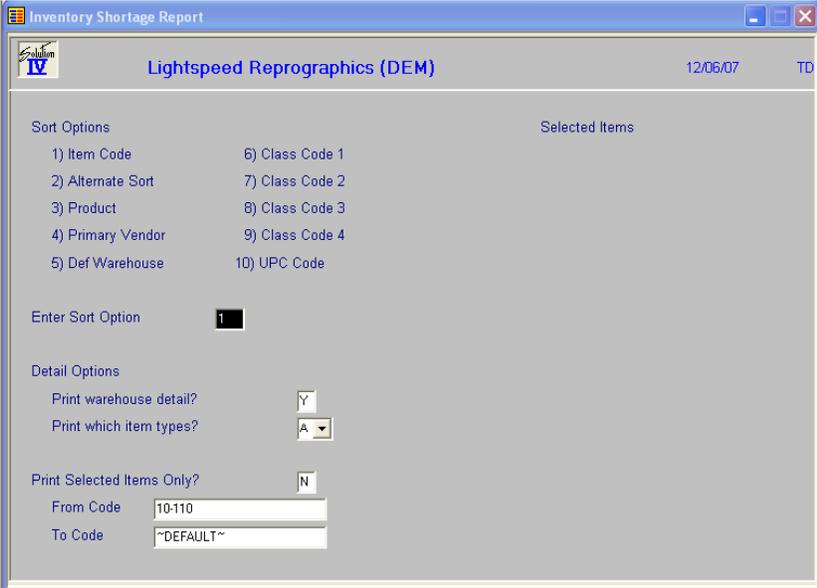
## Shortage Report

### Introduction

This report shows items that have less on-hand than the minimums set up in the inventory Masterfile.

### How to Execute

From the Inventory Control Reports Menu, select **Shortage Report**.



### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1**      **Item Code:** Prints all, selected, or a range of item codes sorted in item code order.
- 2**      **Alternate Sort:** Prints all items falling into the selected range of alternate sorts in alternate sort/item code order.
- 3**      **Product:** Prints all items assigned to the selected range of products in the product code/item code order.
- 4**      **Primary Vendor:** Prints all items assigned to the selected range of primary vendors in vendor code/item code order.
- 5**      **Default Warehouse:** Prints all items falling into the selected range of warehouses in default warehouse code/item code order.
- 6 - 9**    **Class Code 1 - 4:** Prints all items falling into the selected range of class codes in class code/item code order.
- 10**     **UPC Code:** Prints all items falling to the selected range of UPC codes in UPC code/item code order.

**Detail Options****Print Warehouse Detail?**

- Y** Prints warehouse-by-warehouse detail for each item on this report.  
**N** Prints a single line for each item summarizing all warehouses.

**Print which item types?**

- A** Print all item types.  
**C** Print only consignment items.  
**N** Print only non-stock items.  
**R** Print all items that are not consignment or non-stock.

**Print Selected Items Only?**

If you selected to sort by item code, you have the option of printing individual items on the report.

- Y** Displays a view and allows you to select individual items to print on the report.  
**N** Allows you to enter a range of items or warehouses to print.

If you entered **N**, or selected to sort in an order other than item code, the system prompts:

**From Sort Option****To Sort Option**

Enter the first and last codes in the range that you wish to print or press **Enter** twice to print all codes.

**Report**

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## Overstock Report

### Introduction

This report shows items that have more on-hand than the maximums set up in the item Masterfile.

### How to Execute

From the Inventory Control Reports Menu, select **Overstock Report**.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1**      **Item Code:** Prints all, selected, or a range of item codes sorted in item code order.
- 2**      **Alternate Sort:** Prints all items falling into the selected range of alternate sorts in alternate sort/item code order.
- 3**      **Product:** Prints all items assigned to the selected range of products in the product code/item code order.
- 4**      **Primary Vendor:** Prints all items assigned to the selected range of primary vendors in vendor code/item code order.
- 5**      **Default Warehouse:** Prints all items falling into the selected range of warehouses in default warehouse code/item code order.
- 6 - 9**    **Class Code 1 - 4:** Prints all items falling into the selected range of class codes in class code/item code order.
- 10**     **UPC Code:** Prints all items falling to the selected range of UPC codes in UPC code/item code order.

**Detail Options****Print Warehouse Detail?**

- Y** Prints warehouse-by-warehouse detail for each item on this report.  
**N** Prints a single line for each item summarizing all warehouses.

**Print which item types?**

- A** Print all item types.  
**C** Print only consignment items.  
**N** Print only non-stock items.  
**R** Print all items that are not consignment or non-stock.

**Print Selected Items Only?**

If you selected to sort by item code, you have the option of printing individual items on the report.

- Y** Displays a view and allows you to select individual items to print on the report.  
**N** Allows you to enter a range of items or warehouses to print.

If you entered **N**, or selected to sort in an order other than item code, the system prompts:

**From Sort Option****To Sort Option**

Enter the first and last codes in the range that you wish to print or press **Enter** twice to print all codes.

**Report**

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## Reorder Report

### Introduction

This report shows all items below the reorder point. It shows the current quantity on-hand, committed, on-order, reorder point, and average usage.

### How to Execute

From the Inventory Control Reports Menu, select **Reorder Report**.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1**      **Item Code:** Prints all, selected, or a range of item codes sorted in item code order.
- 2**      **Alternate Sort:** Prints all items falling into the selected range of alternate sorts in alternate sort/item code order.
- 3**      **Product:** Prints all items assigned to the selected range of products in the product code/item code order.
- 4**      **Primary Vendor:** Prints all items assigned to the selected range of primary vendors in vendor code/item code order.
- 5**      **Default Warehouse:** Prints all items falling into the selected range of warehouses in default warehouse code/item code order.
- 6 - 9**    **Class Code 1 - 4:** Prints all items falling into the selected range of class codes in class code/item code order.
- 10**     **UPC Code:** Prints all items falling to the selected range of UPC codes in UPC code/item code order.

**Detail Options**

**Only Items Below Reorder Point?**

**Y** Prints only items below the reorder point as entered in the item Masterfile.

**N** Prints items regardless of reorder point.

**Only Items Below Safety Level?**

**Y** Prints only items below the stock safety level as entered in the item Masterfile.

**N** Prints items regardless of stock safety level.

**Print Selected Items Only?**

If you selected to sort by item code, you have the option of printing individual items on the report.

**Y** Displays a view and allows you to select individual items to print on the report.

**N** Allows you to enter a range of items or warehouses to print.

If you entered **N**, or selected to sort in an order other than item code, the system prompts:

**From Sort Option**

**To Sort Option**

Enter the first and last codes in the range that you wish to print or press **Enter** twice to print all codes.

**Report**

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## Valuation Report

### Introduction

This report shows the book (valuation) value of the inventory by item. This report is very useful for insurance companies or any other auditor trying to determine the value of your inventory.

### How to Execute

From the Inventory Control Reports Menu, select **Valuation Report**.

The screenshot shows a software window titled "Inventory Valuation Report" for "Lightspeed Reprographics (SOL)". The window contains the following fields and options:

- Sort Options:**
  - 1) Item Code
  - 2) Warehouse
  - 3) Product (Whse-Prod)
- Enter Sort Option:** A text box containing the number "1".
- Export type:** A dropdown menu with "P" selected.
- Detail Options:**
  - Print warehouse detail? (Y)
  - Print items with zero on hand? (Y)
  - Print which item types? (A)
- Print Selected Items Only?** (N)
- From Code:** 00000010
- To Code:** ~DEFAULT~
- From Warehouse:** (empty)
- To Warehouse:** (empty)

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1**      **Item Code:** Prints all, selected, or a range of item codes sorted in item code order.
- 2**      **Warehouse:** Prints all items falling into the selected range of warehouses in default warehouse code/item code order.
- 3**      **Product (Whse-Prod):** Prints all, selected, or a range of products plus warehouse information in product code order.

#### Export type

If you have a printer assigned to export to Excel you have the option of exporting the report to an Excel Spreadsheet or printing it normally.

- P**      Print normally
- E**      Export to Excel

**Detail Options****Print Warehouse Detail?**

- Y** Prints warehouse-by-warehouse detail from each item on this report.  
**N** Prints a single line for each item summarizing all warehouses.

**Print item with zero on hand?**

- Y** Prints items with zero quantity on hand.  
**N** Do not print zero quantity items.

**Print which item types?**

- A** Print all item types.  
**C** Print only consignment items.  
**N** Print only non-stock items.  
**R** Print all items that are not consignment or non-stock.

**Print Selected Items Only?**

If you selected to sort by item code, you have the option of printing individual items on the report.

- Y** Displays a view and allows you to select individual items to print on the report.  
**N** Allows you to enter a range of items or warehouses to print.

If you entered **N**, or selected to sort in warehouse order, the system prompts:

**From Sort Option****To Sort Option**

Enter the first and last codes in the range that you wish to print or press **Enter** twice to print all codes.

**From Warehouse****To Warehouse**

If you are printing this report for a range of warehouses, enter the starting and ending warehouse codes.

**Report**

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## No Activity Report

### Introduction

This report shows all items in inventory that have not had any sales activity since a given date.

### How to Execute

From the Inventory Control Reports Menu, select **No Activity Report**.

### Sort Options

#### Enter Sort Option

Enter the appropriate sort sequence for this report.

- 1 Item Code:** Prints all, selected, or a range of item codes sorted in item code order.
- 2 Warehouse:** Prints all, selected, or a range of item codes sorted in warehouse code order.
- 3 Product (Whse-Prod):** Prints all, selected, or a range of item codes sorted in product code order.

### Detail Options

#### Print warehouse detail?

**Y** Prints warehouse-by warehouse detail on this report.

**N** Prints a single line summarizing all warehouses.

#### No Activity since date?

Enter the starting date for this report. Only items that have had no transactions since this date will appear on this report.

**Print Selected Items only?**

If you have chosen to print the report sorted in its primary sort option, you have the option of entering specific codes or a range of codes to include on the report.

**Y** Displays a view and allows you to select individual records to print on the report.

**N** Allows you to enter a range of records to print.

**From Code****To Code**

If you are printing this report for a range of items, enter the starting and ending item codes.

**From Warehouse****To Warehouse**

If you are printing this report for a range of warehouses, enter the starting and ending warehouse codes.

**Report**

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## Discontinued Item Report

**Introduction**

This report shows all items in your inventory that you have marked as being discontinued.

**How to Execute**

From the Inventory Control Reports Menu, select **Discontinued Item Report**.

**Sort Options****Enter Sort Option**

Enter the option number corresponding to the sort order for which you wish to print this report.

**1** **Item Code:** Prints all, selected, or a range of item codes sorted in item code order.

**2** **Alternate Sort:** Prints all items falling into the selected range of alternate sorts in alternate sort/item code order.

- 3**      **Product:** Prints all items assigned to the selected range of products in the product code/item code order.
- 4**      **Primary Vendor:** Prints all items assigned to the selected range of primary vendors in vendor code/item code order.
- 5**      **Default Warehouse:** Prints all items falling into the selected range of warehouses in default warehouse code/item code order.
- 6 - 9**    **Class Code 1 - 4:** Prints all items falling into the selected range of class codes in class code/item code order.
- 10**     **UPC Code:** Prints all items falling to the selected range of UPC codes in UPC code/item code order.

**Detail Options****Print Selected Items Only?**

If you selected to sort by item code, you have the option of printing individual items on the report.

**Y**      Displays a view and allows you to select individual items to print on the report.

**N**      Allows you to enter a range of items or warehouses to print.

If you entered **N**, or selected to sort in an order other than item, the system prompts:

**From Sort Option****To Sort Option**

Enter the first and last codes in the range that you wish to print or press **Enter** twice to print all codes.

**Report**

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## Kit Component Report

### Introduction

This report shows all items in inventory that are really kits and the components that make up the kit. They may be sorted by item code, (the kit itself) or the individual components.

### How to Execute

From the Inventory Control Reports Menu, select **Kit Component Report**.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1**      **Item Code:** Prints all, selected, or a range of kits, with the components listed below, in item code order.
- 2**      **Component:** Prints all, selected or a range of components, with the kits to which they belong, in component order.

### Detail Options

#### Print Selected Items Only?

Because the kits and components are both item codes, you have the option of printing individual kits or components on the report.

- Y**      Displays a view and allows you to select individual items to print on the report.
- N**      Allows you to enter a range of items or warehouses to print.

If you entered **N**, the system prompts:

#### From Sort Option

#### To Sort Option

Enter the first and last codes in the range that you wish to print or press **Enter** twice to print all codes.

### Report

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## Alternate Item Report

### Introduction

This report shows all items with alternate items and their valid alternate items. You can choose to print the comment about the alternate if desired.

### How to Execute

From the Inventory Control Reports Menu, select **Alternate Item Report**.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1**      **Item Code:** Prints all, selected, or a range of item codes sorted in item code order.
- 2**      **Alternate Sort:** Prints all items falling into the selected range of alternate sorts in alternate sort/item code order.
- 3**      **Product:** Prints all items assigned to the selected range of products in the product code/item code order.
- 4**      **Primary Vendor:** Prints all items assigned to the selected range of primary vendors in vendor code/item code order.
- 5**      **Default Warehouse:** Prints all items falling into the selected range of warehouses in default warehouse code/item code order.
- 6 - 9**    **Class Code 1 - 4:** Prints all items falling into the selected range of class codes in class code/item code order.
- 10**     **UPC Code:** Prints all items falling to the selected range of UPC codes in UPC code/item code order.

**Detail Options**

**Print Selected Items Only?**

If you selected to sort by item code, you have the option of printing individual items.

**Y** Displays a view and allows you to select individual items to print on the report.

**N** Allows you to enter a range of items or warehouses to print.

If you selected **N**, or selected to sort in an order other than item code, the system prompts:

**From Sort Option**

**To Sort Option**

Enter the first and last codes in the range that you wish to print or press **Enter** twice to print all codes.

**Report**

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## Matrix Item Report

### Introduction

This report shows all items with matrices defined.

### How to Execute

From the Inventory Control Reports Menu, select Matrix Item Report.

### Sort Options

#### Enter Sort Option

Enter the appropriate sort sequence for this report based on the sort sequence list on the screen.

#### Print Selected Items Only?

If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report as follows:

**Y** Displays a view and allows you to select individual records to print on the report

**N** Allows you to enter a range of reports to print.

#### From Code

#### To Code

If you are printing this report for a range of items, enter the starting and ending item code.

### Report

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## Inventory Sales Analysis

### Introduction

This report prints an inventory sales summary by item showing sales, cost of sales, units sold, gross profit, and the profit percentage. It provides a simple picture of how much of each item you are selling.

### How to Execute

From the Inventory Control Reports Menu, select **Inventory Sales Analysis**.

Inventory Sales Analysis Report  
Lightspeed Reprographics (DEM) 12/06/07 TD

Print sales?  Y Selected Items

Print cost of sales?  Y

Print quantities?  Y

Print gross profit?  Y

Print profit percentage?  Y

Print number of invoices?  Y

Print averages?  Y

Sort by Qty, Amt or Profit

Ascending or Descending

Print Selected Years Only?  N

From Year  To Year

Sel

Print Selected Items Only?  N

From Item

To Item

### Detail Options

#### Print Sales?

**Y** Prints dollar sales amounts on the report.

**N** Omits dollar sales amounts from the report.

#### Print Cost of Sales?

**Y** Prints item cost information on the report.

**N** Omits cost information from the report.

#### Print Quantities?

**Y** Prints unit quantities sold on the report.

**N** Omits unit quantities on the report.

#### Print Gross Profit?

**Y** Prints dollar gross profit amounts on the report.

**N** Omits dollars gross profit amounts from the report.

#### Print Profit Percentage?

**Y** Prints gross profit percentages on the report.

**N** Omits gross profit percentages from the report.

**Print number of invoices?**

- Y** Prints the number of invoices on which each item has appeared on the report.
- N** Does not print number of invoices.

**Print Averages?**

- Y** Prints averages per period based on number of invoices for quantities, sales and costs.
- N** Does not print averages.

**Sort by Qty Amount or Profit**

- Q** Sorts report by quantity sold.
- A** Sorts report based on dollar amount sold.
- P** Sorts report based on gross profit.
- N** Sorts the report in item code order.

**Ascending or Descending**

If you answer Q, A, or P above, select one of these options:

- A** Sorts report in ascending order.
- D** Sorts report in descending order.

**Print Selected Years Only?**

- Y** Allows you to select individual years for which to print sales analysis on this report.
- N** Allows you to enter a range of years to print.

If you select **N**, the system prompts:

**From Year  
To Year**

Enter the first and last years in the range that you wish to print, or press **Enter** twice to select all years for which you have information.

**Print Selected Items Only?**

- Y** Displays a view and allows you to select individual items to print on the report.
- N** Allows you to enter a range of items.

If you select **N**, the system prompts:

**From Item  
To Item**

Enter the first and last items in the range that you wish to print or press **Enter** twice to print all items.

**Report**

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## Component Sales Analysis

### Introduction

This report shows an Inventory Sales Summary, using the components of a kit as opposed to the kit itself.

We cannot show sales information of both kits and components on the same report, because the sales figures would be doubled up. Instead, we give you the option of seeing the sales analysis by kit or component.

### How to Execute

From the Inventory Control Reports Menu, select **Component Sales Analysis**.

### Detail Options

#### Print Component Quantities?

**Y** Prints unit quantities sold on the report.

**N** Omits unit quantities on the report.

#### Print Component Usage Ratio?

**Y** Prints percentage of this component in this kit versus this component in all kits.

**N** Does not print this percentage.

#### Print ratio vs. total sales?

**Y** Prints percentage of this component in this kit versus this component in all other kits plus all other direct sales of this item.

**N** Does not print this percentage.

#### Print Kits with no Sales?

**Y** Prints kits which have never been sold.

**N** Omits kits with no sales.

**Print Selected Years Only?**

**Y** Allows you to select individual years for which to print sales analysis on this report.

**N** Allows you to enter a range of years to print.

If you select **N**, the system prompts:

**From Year**

**To Year**

Enter the first and last years in the range that you wish to print, or press **Enter** twice to select all years for which you have information.

**Print Selected Items Only?**

**Y** Displays a view and allows you to select individual items to print on the report.

**N** Allows you to enter a range of items to print.

If you select **N**, the system prompts:

**From Item**

**To Item**

Enter the first and last items in the range that you wish to print or press **Enter** twice to print all items.

**Reports**

After selecting a printed or displayed copy, you will be returned automatically to the Inventory Control Reports Menu.

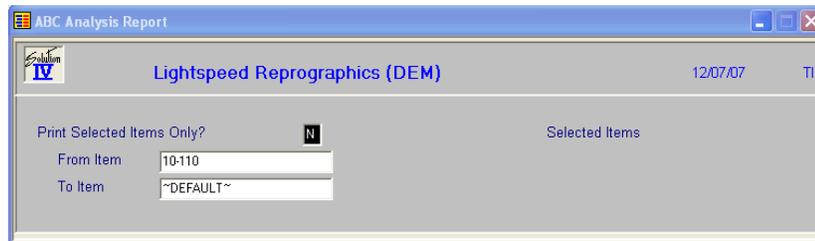
## ABC Analysis Report

### Introduction

This report shows items ranked by the ABC percentages as defined in your Inventory Control Parameters. The report always recalculates the items falling into the ABC ranking's, as they may change from day to day.

### How to Execute

From the Inventory Control Reports Menu, select **ABC Analysis Report**.



### Description of Fields

#### Print Selected Items Only?

**Y** Displays a view and allows you to select individual items to print on the report.

**N** Allows you to enter a range of items to print.

If you select **N**, the system prompts:

#### From Item

#### To Item

Enter the first and last codes in the range that you wish to print or press **Enter** twice to print all codes.

### Report

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## Transaction Detail Report

### Introduction

This report shows all of the inventory transactions for each item in the selected range.

### How to Execute

From the Inventory Control Reports Menu, select **Transaction Detail Report**.

### Sort Options

#### Enter Sort Option

Enter the appropriate sort sequence for this report based on the sort sequence list on the screen.

- 1 Item Code:** Prints all, selected, or a range of item codes sorted in item code order.
- 2 Warehouse:** Prints all, selected, or a range of item codes sorted in warehouse code order.
- 3 Product:** Prints all items assigned to the selected range of products in the product code/item code order.

### Description of Fields

#### From Date

#### To Date

Enter the first and last dates in the range that you wish to print or press **Enter** twice to print all dates.

#### Trans or Posting date

On this report, you have the option of printing the report based on the actual transaction date or the G/L posting date for the given date range.

- T** Prints the journal based upon the transaction date.
- P** Prints the journal based upon the posting date.

**Transaction Type**

Enter the transaction type you wish to see on the report from the following list:

<b>A</b>	All Transaction Types
<b>AD</b>	Adjustments
<b>CK</b>	Kit Creations
<b>IK</b>	Kit Issues
<b>MI</b>	BOM Component Usage
<b>MR</b>	BOM Production
<b>IS</b>	Issues (Using Inventory Transaction Entry)
<b>PC</b>	Physical Counts
<b>PI</b>	Purchase Order Invoices
<b>PE</b>	Period End
<b>PR</b>	Purchase Order Receipts
<b>PT</b>	Purchase Order Returns
<b>RC</b>	Receipts (Using Inventory Transaction Entry)
<b>RK</b>	Kit Returns
<b>RT</b>	Returns (Using Inventory Transaction Entry)
<b>SJ</b>	Sales Journal (Order Processing)
<b>SK</b>	Kit Sales (Order Processing)
<b>TR</b>	Transfers between warehouses
<b>UA</b>	Unit Cost Adjustments

**Print Selected Items Only?**

- Y** Displays a view allows you to select individual items to print on the report.  
**N** Allows you to enter a range of items to print.

If you select **N**, the system prompts:

**From Whse****To Whse**

Enter the first and last warehouse in the range that you wish to print or press **Enter** twice to print all warehouses.

**From Prod****To Prod**

Enter the first and last product codes in the range that you wish to print or press **Enter** twice to print all product codes.

**From Item****To Item**

Enter the first and last items in the range that you wish to print or press **Enter** twice to print all items.

**Report**

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## Transaction Summary Report

### Introduction

This report shows all the inventory transactions that have occurred during the dates selected summarized by month. You may choose to see a range of items, warehouses and products or transaction types within the selected date range.

### How to Execute

From the Inventory Reports Menu, select **Transaction Summary Report**.

### Sort Options

#### Enter Sort Option

Enter the appropriate sort sequence for this report based on the sort sequence list on the screen.

- 1        **Item Code:** Prints all, selected, or a range of item codes sorted in item code order.
- 2        **Warehouse:** Prints all, selected, or a range of item codes sorted in warehouse code order.
- 3        **Product:** Prints all items assigned to the selected range of products in the product code/item code order.

#### From Date

#### To Date

If you are printing this report for a range of dates, enter the starting and ending dates.

**Trans Type**

Input the transaction type to print on this report. Only one type allowed for summary report.

<b>A</b>	All Transaction Types
<b>AD</b>	Adjustments
<b>CK</b>	Kit Creations
<b>IK</b>	Kit Issues
<b>IS</b>	Issues (Using Inventory Transaction Entry)
<b>MI</b>	BOM Component Usage
<b>MR</b>	BOM Production
<b>PC</b>	Physical Counts
<b>PI</b>	Purchase Order Invoices
<b>PE</b>	Period End
<b>PR</b>	Purchase Order Receipts
<b>PT</b>	Purchase Order Returns
<b>RC</b>	Receipts (Using Inventory Transaction Entry)
<b>RK</b>	Kit Returns
<b>RT</b>	Returns (Using Inventory Transaction Entry)
<b>SJ</b>	Sales Journal (Order Processing)
<b>SK</b>	Kit Sales (Order Processing)
<b>TR</b>	Transfers between warehouses
<b>UA</b>	Transfers between warehouses

**Print Selected Items Only?**

If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or range of codes to include on this report.

- Y** Displays a view and allows you to select individual records to print on the report.
- N** Allows you to enter a range of records to print.

**From Item****To Item**

If you are printing this report for a range of items, enter the starting and ending item code.

**From Warehouse****To Warehouse**

If you are printing this report for a range of warehouses, enter the starting and ending warehouse code.

**From Product****To Product**

If you are printing this report for a range of products, enter the starting and ending product code.

**Report**

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## Inventory Recall Report

### Introduction

This report begins by asking which item is to be recalled, and then asks for specific lot/serial numbers. The report then shows what customers purchased the specified lot/serial number, when, and for how much.

### How to Execute

From the Inventory Control Reports Menu, select **Inventory Recall Report**.

### Description of Fields

#### Item Code

Enter up to 22 characters representing the Inventory Control item that you wish to recall.

#### Clear Recall File First?

You have the option of clearing the recall file and starting over or merging this selection with an existing selection.

**Y** Clear current recall file before building a new list.

**N** Retains existing recall file and merges new records.

#### Selected Lot/Serial Numbers

**Y** Allows you to select individual lot/serial numbers to recall.

**N** Allows you to enter a range of lot/serial numbers to recall.

If you select **N**, the system prompts:

#### From Lot/Serial Number

#### To Lot/Serial Number

Enter the first and last lot/serial numbers in the range that you wish to print, or press **Enter** twice to select all lot/serial numbers.

### Report

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## EOQ Order Point Report

### Introduction

The objective of inventory decisions is usually to minimize the total relevant costs of purchasing and holding inventory. The two central decisions that must be faced in designing an inventory control system are:

- 1) How much should we buy at one time?
- 2) When should we buy?

This report helps to answer the questions above by showing what the current economic order quantities (EOQ) and reorder points are, what the new (calculated) EOQ and reorder points are, and the option of updating the new values to the inventory Masterfile.

### How to Execute

From the Inventory Control Reports Menu, select **EOQ Order Point Report**.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1 **Item Code:** Prints all, selected, or a range of item codes sorted in item code order.
- 2 **Default Warehouse:** Prints all items in each of the selected warehouses in warehouse code/bin location order.

### Detail Options

#### Print Selected Items Only?

- Y** Displays a view and allows you to select individual items to print on the report.
- N** Allows you to enter a range of items.

If you select **N**, or to sort in warehouse order, the system prompts:

#### From Sort Option

#### To Sort Option

Enter the first and last codes in the range that you wish to print or press **Enter** twice to print all codes.

### Report

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## Item Alternate Lookup Report

### Introduction

This report shows all items in inventory and the alternate lookup sorts associated with them. It may be sorted by item code or the alternate lookup code.

### How to Execute

From the Inventory Reports Menu, select **Item Alternate Lookup Rpt.**

### Sort Options

#### Enter Sort Option

Many reports can be printed in various sort sequences. Enter the appropriate sort sequence for this report based on the sort sequence list on the screen.

- 1        **Item Code:** Prints all, selected, or a range of item codes sorted in item code order.
- 2        **Alternate:** Prints all item codes within the alternate range.

#### Print Selected Items Only?

If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report as follows:

- Y**        Displays a view and allows you to select individual records to print on the report.
- N**        Allows you to enter a range of records to print.

#### From Code

#### To Code

If you are printing this report for a range of items, enter the starting and ending item code.

### Report

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

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# 9 Period End Processing

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This chapter describes the options that are available during Period End Processing. They include:

- Period End Update
- Status Change Update

Each of these functions is usually executed only once each month, after all transactions have been entered for the current month and before any entries are made for the next month.

## Period End Update

### Introduction

This option should be run at the end of each accounting period after all transactions have been entered for the period and after, or in conjunction with, all monthly reports. Be sure to run it before any entries are made for the following period.

The period end update does the following:

- Removes zero balance tiers from the tier file.
- Removes superseded items from the item Masterfile.
- Zeros-out all month-to-date buckets throughout the inventory system, such as in the item Masterfile.
- Recalculates the ABC analysis figures and writes them to the item Masterfile.

If you are running year-end, the period end update will also transfer the year-to-date buckets to the last year buckets and zero-out all year-to-date buckets.

If you desire, period end will also clear data from the historical files using the dates entered.

### How to Execute

From the Inventory Control Main Menu, select **Period End Update**.



### Description of Fields

#### Have these reports been printed?

The following reports should be printed before processing period end because data will be cleared from these files:

- Inventory Valuation Report
- Inventory Sales Analysis Report
- Component Sales Analysis
- ABC Analysis Report
- Transaction Detail Report

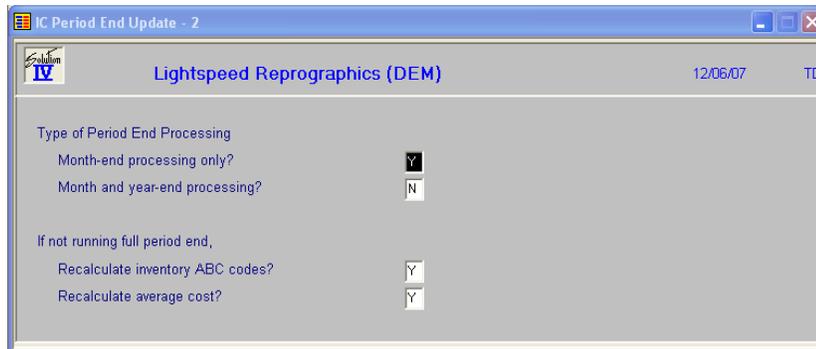
If you have printed your final copy of these reports, answer **Y**.

### Do you have a current backup?

It is **VERY IMPORTANT** that you make backups before processing period end. Even if you do not make other backups during the month, at least make them at this time.

If you have current backups, answer **Y**.

If you answer **Y** to both of the above questions, you will see the following screen. Otherwise you will be returned automatically to the Inventory Control Main Menu.



### Full month end processing?

Month end processing zeros out all month-to-date buckets throughout the Inventory Control system, such as in the item Masterfile, and item/warehouse file.

Be sure you have completed all inventory transactions for the month and that you have printed the required reports before running month end processing.

**Important:** Month end processing should be run before entering any transactions for the following month!

### Full year end and month end processing?

Year end does everything that month end does, plus:

- Clears all year-to-date buckets throughout the system including the item Masterfile and item/warehouse file.
- Rolls the year-to-date figures into the last year buckets.

You have the option of running your Inventory Control year on a calendar or on a fiscal year basis.

All the warnings that apply to month-end processing, apply to year-end processing as well.

**Recalculate Inventory ABC Codes?**

You have the option of recalculating the ABC codes in the Inventory Masterfile during the Period End Update.

**Y** Recalculates the ABC codes in the Inventory Masterfile.

**N** Retains the existing ABC codes.

**Recalculate average cost?**

You have the option of recalculating the average cost field in the Inventory Masterfile and the warehouse files during the Period End Update for LIFO, FIFO, Serial and Lot cost items.

**Y** Recalculate the average cost.

**N** Retains the existing average cost.

**Note:** This may be run independent of month or year-end processing.

***Exit the Screen***

When the period end update is finished, you will be returned to the Inventory Control Main Menu.

## Status Change Update

### Introduction

The status change Update takes all the item master file and code file entries that you have marked to change or delete, verifies their validity, and then affects the change. A report is printed prior to the update detailing the changes/deletes, before giving you the option of continuing the update or not.

**Important:** This is a powerful function, which may result in codes or items being deleted or irreversibly combined with others. Make sure you have current backups before continuing!

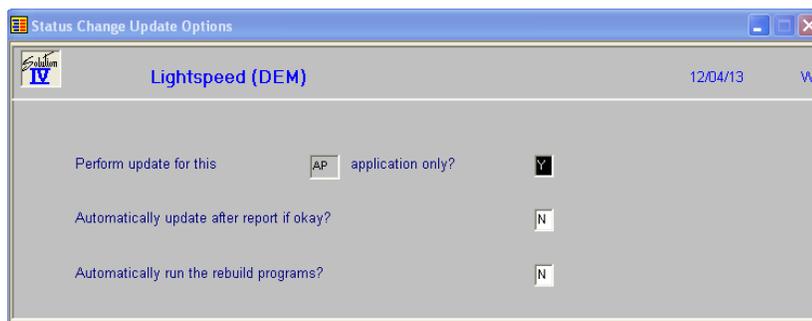
### Before You Start

Before you start the Status Change Update, you must do the following:

- Make a current backup for your own protection.
- Make sure the transaction entry and physical count files have been updated.
- Make sure no one else is using Solution-IV.

### How to Execute

From the Inventory Control Main Menu, select **Status Change Update**.



Option	Value	Selected
Perform update for this	AP application only?	Y
Automatically update after report if okay?	N	N
Automatically run the rebuild programs?	N	N

### Description of Fields

#### Perform update for this xx application only?

You have the option of performing the status change update process for just the module in which you have selected the process for or for all modules.

**Y** Perform the update for just this module.

**N** Perform the update for all modules.

#### Automatically update after report if okay?

You have the option of performing the status change update without having to respond to a prompt after the preprocess report has been run. The update will only run if the preprocess did not run into any significant problems.

**Y** Automatically continue with the update after the report is printed.

**N** Wait for the user to respond to the continue question.

**Automatically run the rebuild programs?**

You have the option of automatically running the analysis build programs for Order Processing and/or Purchase Order when applicable.

**Y** Automatically continue with the rebuild programs after the update is completed.

**N** Do not run the rebuild programs at this time.

**Procedures for Status Change**

1. Make sure the entry files are empty and that no one else is using the system (any company, any application).
2. The system builds a list of all records that are marked to be changed or deleted (status = C or D).
3. Once the list is built, the system checks all of the records to be deleted and insures that they are not being used elsewhere (except in the history files).

*Example:* If you are deleting product code ACCESS, ACCESS may not be used by any items in the item Masterfile, but may exist on records in the history file.

4. It then checks the records to be changed and insures that the "change to" is not going to be changed to something else or deleted.
5. A report is printed showing the changed deletions to be made and any conflicts found in steps three and four. If there are any conflicts, the remaining steps are skipped.

If there are no conflicts, the system prompts:

**Are you sure you want to continue the update?**

**Y** Computes the status changes as indicated on the report in the order below.

**N** Does not do the update and returns to the menu.

**6.** The requested changes are performed.

**7.** The requested deletes are performed.

**8.** The history files are marked if anything was changed. There are multiple flags in each record for each of the history files. Each flag corresponds to each element that could be changed (they are normally blank). If the element has been changed, the associated flag is set to 'C'.

**Exit the Screen**

When the Status Change Update is complete, you will be returned to the Inventory Control Main Menu.