SHSI Series V

Accounting Systems

Inventory Management

Version 2.0

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1 Welcome to Series 5 Inventory Management

The Series 5 Inventory Management system is one segment of a fully integrated set of Financial Applications. It provides a rich set of reporting and inquiry functions to manage your company's Inventory.

The Inventory Management system may be run stand-alone, on in conjunction with the Series 5 Customer Order Processing and General Ledger systems.

This help is designed both as a course in using the Series 5 Inventory Management and as an ongoing reference while you are working with the program.

Getting started – new users

- Study the Introduction 9 and Quick Start Tutorials sections to familiarize yourself with the basics of the application.
- Check out all the links in the **Help** tab – plenty of help is available!

Getting started – users upgrading from prior revisions

- See the History of Enhancements 12 for a quick summary of the major changes and where to find the functions you are looking for.
- Even if you are an experienced Inventory Management user, please run through the Introduction 9 and Quick Start Tutorials sections quickly to get up to speed with what has changed in the latest version of the program.

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Part

II

2 Introduction

The topics in this section provide some basic information about the Inventory Management system, what it is for and what you can do with it.

2.1 Product Overview

The Inventory Management system basically provides for the maintenance and control of you company's inventory stocks. It defines your inventory items and tracks the quantity of goods that are available from multiple warehouse locations. It has functions for forecasting inventory usage, processing receiving's and transfers, and managing physical count processing. It is the system that offers the following functions:

- ☐ **Maintains Inventory Master Records**
- ☐ **Maintains Inventory Location Records for multiple Warehouses**
- ☐ **Entry and Posting of Inventory Receiving**
- ☐ **Handles Physical Count Processing Functions**
- ☐ **Prints Purchasing Advise Reports**
- ☐ **Generates Inventory Usage Forecasts**
- ☐ **Keeps an Inventory Quantity-on-Hand Audit**
- ☐ **Defines Inventory Revenue and Costing G/L Accounts**
- ☐ **Provides Month-End and Year-End Processing Functions**

The Inventory Management system handles the Inventory for a single company, but for an unlimited number of locations. If you have more than one company, then you need only to set up additional Series 5 company systems, one for each. Each I/M company may be interfaced into it's own G/L, or into a corporate G/L system.

The Inventory Management system may be used in conjunction with the Series 5 Customer Order Processing providing inventory for sale.

2.2 Inventory Management Features

A brief summary of some of the major features of the Series 5 Inventory Management system!

Multiple Warehouse Stocking Locations

The Series 5 Inventory Management system provides for the tracking of inventory quantity for either single or multiple warehouses. Quantity-on-Hand, Unit Costs, YTD/PTD/LYR and Last Date counts, and forecasting controls are maintained for each location for each item on file.

Matrix Inventory Support

The Inventory Management system provides support for Matrix Set defined Inventory Items. These are items that are available in assorted variations such as color, material, style or size. Some features of the implementation of Matrix Inventory are as follows:

- Variations of inventory items are defined by a Matrix Set. A given Matrix set may be applied to more than one inventory item
- For each Matrix Set, you may define up to 3 Dimensions. In other words have three different kinds of variant attributes per item. For example blue jeans have a waist size, a inseam length and a style. These each would be be called a Dimension.
- For each Dimension you may define up to 35 attributes. For blue jeans you might have 10 different waist sizes, and these are Attributes.
- The Inventory Item and it's Matrix set variations are defined used a 20 character Inventory Item Code. Each Dimension of the Item Code is made up of up to 3 characters. So for example you might have an item that has 3 dimensions and they would be coded as JEANS:32W:29I:RLX for blue jeans with a 32 inch waist, 29 inch inseam, relax fit.
- When a Matrix Set is assigned to an Inventory Item, all variations are automatically created as separate Inventory/Location records. Quantity-on-Hand, Quantity-on-Order, Quantity-Committed, and Forecasting Controls, and Statistics are kept separately for each item.
- The Inventory Receiving and Physical Count Processing operations offer a matrix grid display screen from which associated Quantity fields may be edited directly on the matrix.

Inventory Items Lookup

Every inventory item is assigned a unique Item Code. As an option, you may choose to use either a 12 or 20 character code as either numeric or alpha-numeric. Each item also has four 60 character description lines available. Whenever an Inventory Item needs to be entered into a screen, there is a "Lookup" function that may by invoked. Inventory may be displayed, sorted by Item Code, Description, UPC Code, Supplier, Product Category, Product Family, Cross Selling Code, or individual keywords derived from the item Description fields.

Inventory Usage Forecasting

The system provides a Usage Forecasting module. The forecasting application makes an intrinsic forecast predicting the usage of an item in the next period by examining past sales trends. Based on the item’s usage history, an exponential smoothing is used to calculate the next period’s expected usage.

Checking Out or Issuing Inventory

The system provides for the ability to check-out inventory to your employees, recording the individual, what it's used for, where it will be used, and when it must be returned. An Inventory To-Be-Returned report may be generated. Also, inventory may be issued to be used in repairing or maintaining any machines used by your business, or used by employees. In this case you may also record who the individual is, what it is used for, where it will be used, and when it must be replaced, if applicable. An Inventory To-Be-Replaced report may be generated.

Bill-of-Materials

The Inventory Management system provides for the definition of BOMP Products. This Product is made up of Components. Both the Product and the Components are actually Inventory Items that are stocked by the I/M system. BOMP Products, as an Inventory Item, may be sold through the Customer Order Processing system. Depending on the Stock Status Code set up for the Inventory Item, if a BOMP Product is sold, it may or may not be exploded into it’s components, when printed on the Picking Tickets.

Physical Count Processing

The Inventory Management system provides a method for managing the tedious task of performing a Physical Inventory Count of stock on hand. You may choose to make it as simple as just having a Cycle Count Worksheet printed, divide it up among the warehouse personnel, and having them go count product on the shelf. You may also decide on a more formal approach, where Inventory Tags Transaction records are generated along with a printed Tag that may be attached to the bin locations; Then two sets of teams go through the warehouse to perform two independent counts, and their results are entered into the system for comparison. In either case, these functions offer attempts to make the process more controlled.

User Defined Inventory Attributes

The Inventory Management system allows you to define your own "Inventory Attributes" codes. These are informational type fields about your inventory that you may like to define, depending on the type of your business. Once defined, you can enter those codes that are valid for the particular code. There is also a Code "Lookup" utility, and you can define multiple values for any type of code to each inventory item. Most of the reporting functions that are inventory driven in all of the Series 5 systems provide for selection filters based on the Item Attribute codes.

User Defined G/L Account # ie., 9999-99-9999999 - 999

The G/L Account number is divided into two parts. The Main Account #, and the Profit Center. The Main Account can have up to 18 digits and can be segmented into up to four segments. The Profit Center may be 3, 4 or 5 digits in size. You get to define the size as required.

Spreadsheet Import / Export Capabilities

The Series 5 provides for the loading or dumping of data from or to your favorite spreadsheet. Data can be read or written directly to Microsoft's Excel, or tab-delimited text files.

Import / Export is offered for the following transactions, master records or analysis:

Input:
- **Inventory Master Data**
- **Receipt Transactions**
- **Check-Out, Issues and Check-Ins**
- **Physical Count Tag Totals**

Output:
- **Inventory Master Data**
- **Physical Count Tags**

Interface with Series 5 Purchase Order Processing System

The Inventory Management's Purchasing Advise report offers the option to automatically generate PO System Requisitions, with the items building either "Request for Quotes" or "Candidate POs". These are in effect RFQ that are ready to be emailed to suppliers or POs that are ready to be approved by a manager to be issued. A number of different RFQ and PO creation options are available when the post function is chosen.

Using the Series 5 Inventory Management can be fun

Don't believe it? Give it a try.

2.3 History of Enhancements

Over the lifespan of the Inventory Management system a number of major enhancements and minor fixes have been applied. Following is a brief summary.

New and Different – Enhancements and Fixes in I/M

For 2013

⊟ Import Function Introduced for Usage Recipient Codes Maintenance

Those individuals designated as Usage Recipients for inventory items that are "Checked Out", are maintained in the Usage Recipient Codes Maintenance routine. A new Import function has been introduced that allows you to load Usage Recipients to be loaded from spreadsheet, CSV or tab-delimited files. *(Nov-18-2013)*

Import Function for Inventory Maintenance

When importing Inventory fields, entering "%UPDT%" in column 1 is used to signal that a specific fields are to be updated. *(The field to be updated is specified in column 2; and all subsequent rows of information contain the Inventory Item Code, the Location Code and the value that is moved into the selected field).* There are a number of different fields for which this update process is implemented for. This function has been enhanced to now offer the ability to have the Quantity Sold, Quantity Issued and/or Quantity Lost fields to be updated for either the Inventory Master records and/or the Inventory Location records. Instead of moving the provided value to the specified field, the Quantity provided is added to the specified fields. The new field identifiers are ADDQTYSOLD, ADDQTYISSUED and ADDQTYLOST. *(May-09-2013)*

Product Category Codes

The properties associated to Product Categories has been revised. Formerly, a Profit Center was assigned to each Product Category. Now instead, for each Product Category a Department Code is assigned. The Profit Center is now derived from the Department. It will be necessary to ensure that for each Profit Center that was used in the Product Categories, a new Department is established, and the new Department Code must be assigned. *(Mar-1-2013)*

Purchasing Advice Post Option to Automatically Generate Purchase Orders and RFQs

The Purchasing Advise report has been enhanced to interface with the Series 5 Purchasing System. The Post now provides the option to automatically generate Requisitions, with the items building either "Request for Quotes" or "Candidate POs". These are in effect RFQ that are ready to be emailed to suppliers or POs that are ready to be approved by a manager to be issued. A number of different RFQ and PO creation options are available when the post function is chosen. *(Feb-23-2013)*

Purchasing Advice Processing/Report

The Purchasing Advise report has been enhanced. When an Inventory Item is selected to be purchased, now a Purchasing Advice Transaction record is recorded. These records are presented in a Series 5 grid screen, and may be displayed by a variety of different sorting and grouping options.

These records may also be edited, allowing the Quantity-To-Order, and Unit Price amounts to be changed. For systems that utilize the Series 5 Purchasing system, fields are offered letting you choose to have a PO or a Requisition automatically generated when the Purchasing Advice Transactions are posted. Assorted information about the Inventory Item is also displayed to assist in deciding the quantity to purchase.

A Post function now must be executed to have the Purchasing Advice Transactions posted. This process either causes POs and/or Requisitions to be generated, or to just have the Item Reorder Status updated. *(Feb-23-2013)*

New Import Function for Inventory Maintenance

A new function has been introduced to Inventory Maintenance. You may now Import

Inventory Item Master record, and Inventory Location records to the system from either an Excel spreadsheet, a CSV file, or a Tab-Delimited file. This function is useful to do bulk revisions to the Inventory Master records, or for importing Inventory information from other systems when first using the Series 5 Inventory Management system.

It may also be used to update specific fields for Inventory Items already on file. *(Feb-06-2013)*

Inventory Primary & Secondary Supplier's Part Number; Manufacturer and Manufacturer Part Number

The Inventory Master properties record has been enhanced to now offer these new fields. When these items are selected to be included in a Purchase Order, if the given supplier matches the Primary or Secondary Supplier, their respective Part Number are automatically inserted *(Feb-01-2013)*

Inventory Quantity Checked-Out and Checked-In

The Inventory Master properties record has been enhanced to maintain Period-to-Date, Year-to-Date, and Last-Year totals for the Quantity of Inventory Items that have been Checked Out and Checked In. As well, the Quantity-On-Hand Update functions and Inquiry have been revised to include Checked-Out and Checked-In activity. *(Feb-01-2013)*

For 2012

Inventory Items Checked-Out; and Inventory Items Issued History Inquire

New Inquiry functions have been introduced. These include an Inquiry to view those historic Checked Out Inventory Transactions, and an Inquiry to view those historic Issued Inventory Transactions. Historic Items may be displayed grouped and sorted by Inventory Item, Usage Recipient, Usage, Usage Location or Replacement/Due-Back Dates.

Associated these inquiry function, there is a Checked-Out Items Report, and an Issued Items Report. These list those items that are due to be Checked In, or due to be Replaced. *(Dec-20-2012)*

Inventory Check-Out and Check-In Transactions

The Operation function to record the Receipt, Transfer or Issuing of inventory has been enhance. The system now provides for a transaction that will record when an Inventory Item is "Checked Out" for use. It is assumed that that item would eventually be "Checked In" again. New fields associated to the Checked-Out transaction include the following:

- Serial Number
- Memo
- Date to be Returned
- Cost of Inventory Checked Out Account
- Usage Recipient
- Usage Code
- Usage Location

The "Inventory Issue" transaction has also been enhanced to provide for the entry of these new fields. However, these items will never be checked in again, but a field is provided to enter a date recording when the Issue Item is to be replaced. *(Dec-10-2012)*

Item Usage, Usage Recipient and Usage Location Codes Maintenance

New codes have been introduced into the Series 5 Inventory system. These include a Usage Code, a Usage Recipient Code, and a Usage Location Code. These codes are used to provide information to the new Inventory Check-Out function, and the existing Inventory Issue function. With the introduction of these codes, and the enhancement to Check-Out or Issue Inventory Items, the Inventory system may now be used to track how inventory is used. It also provides for the scheduling of when Issued Inventory items should be replaced; (as in the case when components of different machinery should be replaced for preventive maintenance purposes).

New Codes Maintenance routines are provided as needed. *(Dec-10-2012)*

For 2011

New Feature to Attach Supporting Documents to Inventory Master Items

You may now attach a variety of different documents to Master Inventory records. Up to 15 separate documents may be selected, and attached and viewed from the Inventory Item Maintenance functions. The different types of documents support are as follows:

- PDF
- Bitmap (*.BMP files)
- JPEG
- TIFF
- ASCII Text (*.TXT files)
- MS Word 2003 documents
- MS Word 2007 documents
- MS Excel 2003 documents
- MS Excel 2007 documents
- ASCII Text (*.txt files)

(Apr-14-2011)

Inventory Receipts, Transfer & Issue Transaction Entry

The Operation function to record the Receipt, Transfer or Issuing of inventory has been enhanced to handle those Inventory items that have been defined with a Matrix Set. When a Matrix Set Item is selected for a transaction, a Matrix Entry screen will be displayed utilizing a grid. On this grid screen, Quantities and Cost information associated to applicable transactions may quickly be entered for sets of items having the same attribute variations. (ie. You may assign a value to be applied to a given row, column, or the entire matrix). When a non-zero Quantity is recorded, an associated Receiving Transaction(s) are automatically added. When a Zero Quantity is record, the associated Receiving Transaction(s) are automatically deleted. The displayed Matrix screen handles up to a 3-dimensional Matrix Set definition. For those Matrix Sets with more than 1 dimension, you may choose to display different Attribute sets on any of the three possible dimension axis. *(Feb-24-2011)*

Stock Status Report

The Stock Status Report function has been enhanced to provide support for the new Inventory Matrix Sets. When an item that has been flagged has having a Matrix Set assigned to it is listed in the report, information for each Matrix Item Variant is printed. *(Feb-24-2011)*

Generic Item Select Filters Screen

In any Inventory Management or Customer Order Processing reporting function, an Item Select Filters screen is presented. This has been enhanced to now include the new Matrix Set Code as a selection filter. *(Feb-24-2011)*

Stock Status Inquiry

The Stock Status Inquiry function has been enhanced to provide support for the new Inventory Matrix Sets. When an item that has been flagged has having a Matrix Set assigned to it is selected for display, information for each Matrix Item Variant is displayed. *(Feb-24-2011)*

Matrix Set Codes Maintenance

A new function selection has been introduced to the Inventory Management System's Codes Maintenance drop-down menu. This is the Matrix Set Codes Maintenance. It is used to define the properties associated to the new Inventory Matrix Set feature. *(Feb-24-2011)*

Matrix Dimension Codes Maintenance

A new function selection has been introduced to the Inventory Management System's Codes Maintenance drop-down menu. This is the Matrix Dimension Codes Maintenance. It is used to define a particular Dimension, or variant of inventory that it is available for. For example, the colour of items may be defined as a Dimension to a Matrix Set. In this case then up to 35 different colors could be set up. *(Feb-24-2011)*

Inventory Item Master Code Maintenance

The Inventory Management system has been enhanced to provide support for Matrix Set defined Inventory Items. These are items that have variations in color or size, for example clothing. Some features of the implementation of Matrix Inventory are as follows:

- Variations of inventory items are defined by a Matrix Set. A given Matrix set may be applied to more than one inventory item
- For each Matrix Set, you may define up to 3 Dimensions. In other words have three different kinds of variant attributes per item. For example blue jeans have a waist size, a inseam length and a style. These each would be be called a Dimension.
- For each Dimension you may define up to 35 attributes. For blue jeans you might have 10 different waist sizes, and these are Attributes.
- The Inventory Item and it's Matrix set variations are defined using a 23 character Inventory Item Code. Each Dimension of the Item Code is made up of up to 3 characters. So for example you might have an item that has 3 dimensions and they would be coded as JEANS:32W:29I:RLX for blue jeans with a 32 inch waist, 29 inch inseam, relax fit.

- When a Matrix Set is assigned to an Inventory Item, all variations are automatically created as separate Inventory/Location records. Quantity-on-Hand, Quantity-on-Order, Quantity-Committed, and Forecasting Controls, and Statistics are kept separately for each item.
- Properties associated to sub-member items of a Matrix Set Item may be editing using a matrix grid display screen, offering alternative display options. Quantities may be edited directly on the matrix.

The Inventory Item Master Maintenance routine has been revised to support the Inventory Matrix Sets. *(Feb-24-2011)*

For 2010

Inventory Item Maintenance

The Item Master record has been revised to include two new fields. These are the Distribution Channel Code, and the ReOrder Manager.

> **Upgrade Program Must be Executed**
>
> Existing users must have an Upgrade program executed to have applicable data records rebuilt accordingly. After installing the update, you must select **User Functions** from the menu on the Series 5 Main Menu screen, and select the **Upgrade I/M** function, and specifically choose to upgrade the Inventory Master file.

(Nov-03-2010)

Inventory Item Maintenance

When the Inventory Management system is used in association with the Series 5 Purchase Order Processing system, each Inventory Item may now have a set of default "Extra Costs" defined. When that item is ordered and received in the PO system, these Extra Costs will be used in computing the Landed Cost of the Item. *(Oct-18-2010)*

For 2009

Functions Exporting to Excel Spreadsheets

For those functions that export data to Excel spreadsheets, the following enhancements have been made:

- When titles are output, they will be formatted as bold in 14-point
- When legends are output, they will be formatted as bold in 12-point
- When headers are output, they will be formatted as bold and italic
- Dollar amount data column will be formatted for "Currency", (where $ signs will be displayed with 2 decimal places)

The following applications have been revised accordingly, where applicable *(Dec-15-2009)* :

- Inventory Item Maintenance – Properties Export
- Physical Count Processing – Export functions – (with new default filenames of **PhysicalCntOut**)

Sales Analysis By Category Report

When generating this report for a specific range of Inventory Items, the program looped continuously until canceled. The report had successfully been created, but did not actually exit. The problem has been fixed. *(Jan-26-2009)*

On-Line Help

The Inventory Management system now has On-Line Help. You can access these help files from the application's screens or menu bars. *(Aug-2008)*

New and Different – Enhancements and Fixes in all Series 5 Systems

For 2014

Support for Office 365

The printing routines, and the import/export routines have been enhanced to provide support for MS Word and MS Excel in Office 365. *(Oct-01-2014)*

Series 5 User Logon Profile Maintenance

A new property has been introduced to the Series 5 Logon User's profile. You may now specify the Default Import/Export File type for each user. When Importing or Exporting data the selected default will now be automatically set. The Import/Export routines has been revised to use the specified default. *(Mar-26-2014)*

For 2013

Generating Documents and Reports as MS Word Documents

When output is generated as an MS Word Document, an entry in the runtime configuration file is used to define the output orientation, font name, font size, and where applicable, a Template. The system has been enhanced to now provide for 40 character font names and template filenames. (Increased from 25 characters) *(July-03-2013)*

Attach Supporting Documents function

The ability to attach documents to different Series 5 Transactions Master Code records has been enhanced. You may now attach an HTML file or a link to a Web Page. Also, when displaying JPEG or Bit-Map files, the Microsoft Office Picture Viewer Utility will be employed.

Also, when adding a new attachment, the system will default the path to a folder that should exist in the directory designated to be the "Temporary" directory associated to each Company System. You should create a directory named "Attachments" in that directory, (if it's not already there).   *(Jun-27-2013)*

⊟ Series 5 Outlook Email Reading

Series 5 applications may now make use of a new routine that provides the ability to read email from MS Outlook.   Currently used by the A/P and O/P Manager Approval functions, emails are read that were sent from designated approval managers. The internal driver used to read emails using calls to Microsoft Office Outlook. The following capabilities associated to reading emails are now possible:

- Emails are read from program selected in-boxes
- Filters may be set to read only emails from selected Senders or emails with a specified character string within the Subject line
- Up to 3 attachments may be read and passed to the S5 application
- Sub-folders withing a designated In-Box may be created by the system
- Emails may be deleted or moved to different sub-folders

(May-26-2013)

For 2012

⊟ Series 5 Import/Export Functions

When importing or exporting data fields from/to MS Excel, after the process has been completed, the EXCEL.EXE process was not being terminated, (due to a problem with Windows, or there is some secret function to do so). The problem has been fixed. Now, when Excel is launched from Series 5, it's Process Id is detected, and once the import/export is completed, the process is "Killed" using a system call using the TASKKILL DOS command.   *(Nov-12-2012)*

⊟ Series 5 Import/Export Functions

When importing or exporting data fields from MS Excel, tab-delimited, or CSV data files, the system will now handle text fields up to 200 characters in length.   *(Sept-18-2012)*

⊟ Series 5 Launching Microsoft Calendar

The Series 5 Applications make calls to the Microsoft Calendar routine to display a calendar, and accept the operator's selection of a date. In order to make use of this feature, the Microsoft Calendar must be registered on all client computers executing Series 5. MSCAL.OCX may be found in **\ms\ocx** on the AcuGT, (Extend 9.xx), installation CD for Windows. If you cannot locate it on the release CD, a copy is included in the Series 5 release directory in **S5\UTIL** .   *(June 25-2012)*

This is accomplished by executing the following command from the designated DOS Command Prompt:

REGSVR32.EXE S5\UTIL\MSCAL.OCX

where:

For System	*From Directory*	*Comments*
Windows Server 2003 & 2008 - 64 bit	C:\Windows \SysWOW64	Right click on the Command Prompt and select "Run as Administrator"
Windows XP and 7	C:\Windows \System32	Right click on the Command Prompt and select "Run as Administrator"
earlier Windows	C:\Windows\System	

⊟ Reports and Forms generated as MS Word Documents

All reports and forms that are generated as MS Word Documents may now have an assorted formatting properties applied to the text that is generated. The following formatting capabilities may be applied:

- "Formatting Regions", defined as ranges of lines, for a page may be formatted with a particular font type and size and be set as Bold, Italic, Underlined, Shaded, or as Reverse Video. Up to 5 different regions may be defined and activated under program control as the page is being populated with text.
- "Tab Sets" may be defined consisting of up to 10 tab settings per line. The types of tabs include Left-Tab, Right-Tab, Center-Tab, and Decimal-Aligned-Tab. Up to 20 different Tab Sets may be defined and activated under program control as the page is being populated with text. As the line of reporting text is output, the tabs are inserted and any preceding spaces are removed. (This basically now allows the use of variable pitch fonts, when outputting columns of data, ensuring proper alignment).
- Individual words or sub-strings, within a print line, may now be output as Bold, Italic, Underlined, Shaded, or as Reverse Video. On a given page, up to 50 sub-strings may be formatted in this manner. On a given line, up to 6 sub-strings may be formatted in this manner.
- Single, (thick or thin), and Double Lines may now be inserted at any position within a page. As the page is being populated with text, the lines are defined to the printing routines with position and sizing set under program control. Up to 40 line may be output per page.

These types of formatting controls could be implemented for Invoices, Purchase Orders, Customer Statements, A/P Checks or Customer Quotes. In order to take advantage of these features, the appropriate applications' program must be programmatically customized. Contact Sentinel Hill Software Inc., for more information. further details. *(Apr-24-2012)   HS5_Enhancements_to_ALL_Systems-2011-2013.xml*

⊟ All Series 5 Applications offering Export Functions

When entering export selection options, if the operator was to click on the "About Exporting" information tab, an error was being reported that the "File did not exits".

This problem has been fixed. Now you may freely select any filtering or output options tab when they are presented without any problems. *(March-09-2012)*

Using Windows' Logon Usernames

New functionality has been introduced to the Series 5 Main menu Signon process. You may now define to have the Series 5 system use the client's Windows Logon Code as the User Code for signing in to Series 5. If set, when Series 5 is launched, the Windows Signon Code will be used. The User-Logon screen will be presented, but only the Password field may be displayed for keyboard entry. ***(If the given Series 5 User Logon profile had a blank password entered, then the User-Logon screen will not be presented at all. Control will be transferred directly to the Main Menu screen.)***

For systems that are set to use the Windows User Logon code, user's will ONLY be able to log in to Series 5 using the Windows Logon Code. The function to **"Repeat User's Logon"**, found under the Main Menu's File drop-down menu will be disabled. **Note however, if a user has their System Management Access set to Full, they will still be able to "Repeat User's Logon", and sign on as a different user.**

For systems that do not wish to use the Windows logon, the default will still be set to that defined by the PC Client user's **SHSI_USER_NAME** environment variable. (Feb-28-2012)

Bitmapped Images in Series 5

All Series 5 applications that load bitmapped images have been revised to expect the image filenames to be in upper case. *(Feb-28-2012)*

Upper Case Bitmap Files

On UNIX systems, please make sure that all bitmap files in the bin/images folder have uppercase file names.

Series 5 File Error Handling Routine

The logic used to report serious file I/O errors has been enhanced to correctly identify the full folder path for any sequential text files that might be generated. Previously in some cases, the error message displayed incorrectly showed the path that was assigned as the Data Files Directory assigned to the Company System. This problem has been fixed. *(Jan-30-2012)*

Series 5 Directory/Folder Selection "Browse" Feature

For any application that requires entry or selection of a directory path, a "Browse" push button is presented. The operator could click this button, and the Windows Folder browse dialogue window would be presented. Previously, only descendants of the user's default working folder are shown. The system has been revised to now display only those folders which are descendants of the root directory of the Directory Path field associated to the "Browse" button. So now, if you were to enter C:\ in the Directory Path, when the "Browse" button is clicked, you would be able to browse any directory on your computer's "C" drive. Setting the Directory Path blank, or to something other that a drive letter designation, would result in only being able to browse descendants of the user's default working directory. *(Jan-18-2012)*

"Series 5 File Error Handling Routine

The logic used to report serious file I/O errors has been enhanced to identify errors associated to the use of AcuServer. Previously, 9D-104 errors were reported as an "AcuServer Connection Failure". Now, all 9D-XX errors are identified, and the applicable message displayed. *(Jan-10-2012)*

Reports and Forms generated as MS Word Documents

All reports and forms that are generated as MS Word Documents are now created protected as "Read-Only" documents. A password may be used to un-lock them. Refer to the applicable documentation for further details. *(Jan-10-2012)*

For 2011

Series 5 Import/Export Routine

The generic routine to handle importing and exporting of data, (to spreadsheet or character delimited files), has been enhanced to provide for CSV files that do not have/ allow quotes around character strings. *(Dec-12-2011)*

"CALLEREQ" Program

The CALLEREQ program has been revised to call either the W/M's E-Request Service routine or the new P/I's On-Demand Billing Service routine. It no longer resides as a program belonging to the W/M system, rather, it has been moved into the S/M, (System's Management) directory and library. Please ensure the correct compile script files are installed. *(Nov-11-2011)*

Interfacing with MS Office Excel and Word

The logic provided to launch MS Excel or MS Word has been expanded to handle the case where MS Office was installed in **C:\Program Files (x86)\Microsoft Office \Office**. (Previously the system only looked in in **C:\Program Files\Microsoft Office \Office** . *(Oct-03-2011)*

Series 5 Email Generation

A number of different application functions offer the ability to automatically generate and send emails. This includes the emailing of invoices, purchase orders, statements, customer quotes, reports and other messages.
The internal driver used to send emails has been enhanced to generated and send emails using calls to Microsoft Office Outlook, (rather than to the MAPI library). As a result, the following capabilities associated to sending emails are now possible:

- Emails may be sent as Plain Text, Rich Text, or as HTML
- Emails may be generated when executing as either a thin-client of FAT client
- Emails may now be sent with copies going to Cc users and Bcc
- The text message associated to emails are now loaded from user created/ maintained data files, rather than being coded from within the application

software. These text files may be either plain ASCII text, or HTML files and contain up to 8192 characters. Except for specific types of emails, these files MUST BE LOCATED in the directory named **Email-Templates** located in each Company System's designated reports directory.

- Provides support for 120 character email addresses, and 140 character subject line

(Sept-20-2011)

Importing $ Numeric Cells from Spreadsheet

A problem has been identified and fixed when importing $ formatted columns of data from spreadsheet. If any headings were specified, and they exceeded 22 characters in length, the number being input and recorded was ZERO. The problem has been fixed. *(July-25-2011)*

Generating Reports as MS Word Documents

The Series 5 printing routines had the ability to generate output as an MS Word document. This function has been enhanced to provide support for Office 2010 Word utility. Now, when presented with the print options screen, and the operator chooses to "Save To Disk", they may choose to output as an Office 2007/2010 or Office 2003 Word document. The system will automatically append either the .DOCX or the .DOC extension, and generate the document using the correct file format. *(June-14-2011)*

Import/Export Functions

The import and export function has been enhanced to provide support for Office 2010 EXCEL utility. Now, when presented with the import/export options screen, the operator may select to load from, or output to, either an Excel 2007/2010 Workbook, or an Excel 97-2003 Workbook. The system will automatically append either the .XLSX or the .XLS extension, and read or write the spreadsheet using the correct file format. *(June-14-2011)*

Generic Search Function

In all Series Series 5 applications where a grid screen is presented for the entry of transactions, or the maintenance of master codes, a "Search" function is provided. This function has been enhanced in the cases where the operator has chosen to search for a given record where a Date is chosen as the search criteria. Now the following literal label is displayed, "mm/dd/yy", indicating the desired format that the date should be entered as. As well, the date entered may now be as "***mmddyy***", "***mmddyyyy***", "***mm/dd/yy***", or "***mm/dd/yyyy***", depending on the mood of the operator. *(May-02-2011)*

New Feature to Attach Supporting Documents to assorted Master Code Records and Transactions

You may now attach a variety of different documents to assorted Master Code records, and Transactions. Up to 15 separate documents may be selected, and attached and viewed from the applicable functions in assorted Series 5 systems. These documents may also be viewed where applicable. The different types of documents supported are as follows:

- PDF
- Bitmap (*.BMP files)
- JPEG
- TIFF
- ASCII Text (*.TXT files)
- MS Word 2003 documents
- MS Word 2007 documents
- MS Excel 2003 documents
- MS Excel 2007 documents
- ASCII Text (*.txt files)

(Apr-14-2011)

Printing to Windows Spooler

The Series 5 provides for the definition of Printer Queues. As a property to each Series 5 Printer Queue, you may define a "Captured Printer". When a report is generated and a given Series 5 Printer Queue is chosen that has a "Captured Printer", the report prints directly to the associated network printer. If the Printer Queue does not have a "Captured Printer" defined, then a Windows "Printer Select" dialogue box window is displayed. Previously, the the Series 5 system made a call to have the "Printer Select" window displayed which was an older style, compatible with older versions of Windows. Now a new call is made displaying a modern Windows XP/7 "Printer Select" Window. *(Feb-09-2011)*

System Captured Windows Maintenance

The Series 5 provides for the definition of Printer Queues. As a property to each Series 5 Printer Queue, you may define a "Captured Printer". When a report is generated and a given Series 5 Printer Queue is chosen that has a "Captured Printer", the report prints directly to the associated network printer. The routine used to capture a Windows printer was not working correctly under Windows 7. This problem has been fixed. *(Feb-09-2011)*

For 2010

Default Reporting Output Destination

In all Series 5 applications that generate reports that might normally be printed, a Print Options screen is presented. From this screen, the operator may choose to have the output directed to a printer; to be "Archived", to be just displayed to the screen to "Browse"; or output as an MS Word or PDF file. The default output has been changed to be just displayed to the screen to be "Browsed". (Previously it was defaulted to be output to a printer).

Additionally, should you desire to set the default output, you may do so by inserting a variable in the runtime Configuration file. The variable SHSI_RPT_DESTINATION with a single numeric argument, will provide the default target for generated reports, where you would set the argument as follows:

1 - To the Printer
2 - Archived
3 - Both the Printer
17 - To Disk as an MS Word 2003 document
26 - To Disk as an MS Word 2007 document
35 - To Disk as a PDF document

and Archived
4 - To be just
Browsed

Note that if the applicable application already determined the target output, these defaults will NOT be used. *(Oct-13-2010)*

Data File "Properties" function

In all Series 5 applications that maintain master codes records, or provide for the entry or inquiry of transaction or history records, under File on the menu bar, the Properties function will display information about the related files. This function has been enhanced to now display 12 numeric digits for both the files size, and the number of records in the file. Also, now the version of the Vision file is displayed, along with the number of volumes that are used to hold the data and the index keys for the associated file(s). *(Sept-01-2010)*

Using the Mouse Wheel to navigate Series 5 Grid Screens

In all Series 5 applications that use a paged grid screen, (those showing rows of master codes and/or transaction records similar to a spreadsheet), the operator may now navigate forwards and backwards through the records using the Mouse Wheel. If the Ctrl-Key is also pressed while twirling the mouse, 4 rows of data are skipped instead of just 1. (If when you spin the mouse too fast, and a "Stack Overflow" error occurs, in the runtimes Configuration file, add the variable PERFORM_STACK 384 and it should work OK) Note that this new feature is only available for systems with at least AcuGT Rev 8.1.3 *(July 27-2010)*

MS Excel System Error Recovery

The Series 5 family of applications offers the ability to import to, and export from, an MS Excel Workbook document. System error that could be generated while outputting to and/or inputting from, MS Excel documents were causing Series 5 applications to terminate with a not too friendly error message. The errors that were particularly annoying were as follows:

- When importing from an Excel document with a filename, selected from the application, that did not actually exist, (and the operator had forgotten to "Browse" to choose the particular file).
- When a user attempted to generate output as an MS Excel document, but they did not have MS Excel installed, or it was installed in a location other than the default, a fatal error occurred.

The import/export routines have been enhanced to now capture any system errors that were being generated from MS Excel. A reasonably friendly error message will now be displayed, and the particular application will continue processing. (In most cases, the import/export will just be abandoned). *(May-31-2010)*

Compiling with INTEL Native mode

A problem has been discovered when compiling with the Intel native mode. This option must be removed from the S5_GCBL.BAT compiler macro that can be found in the S5

\util directory. (Basically replace the **set NATIVE=--intel** command with **set NATIVE=** command. *(May-21-2010)*

⊟ Generating Standard Forms as MS Word Documents

The Series 5 generates a number of different forms. For example, A/P Checks, Invoices, Picking Tickets, Statements and Purchase Orders. Variables within the runtime configuration file may be set up that are used to indicate how the forms are to be generated and/or printed. Arguments to these variables indicated whether the form was printed, archived, and/or saved as MS Word documents. The 2nd argument, used to define the output, may now have the following values:

- WORD2003
- PRINT&WORD2003
- ARCHIVE&WORD2003
- WORD2007
- PRINT&WORD2007
- ARCHIVE&WORD2007

Existing arguments associated to WORD will be interpreted as WORD2003.

The applications that generated these forms have been enhanced to now recognize arguments that indicate the forms are to be generated as Office 2007 Word or Office 2003 Word documents. *(May-21-2010)*

⊟ MS Word System Error Recovery

The Series 5 printing routines had the ability to generate output as an MS Word document. System error that could be generated while outputting to and/or automatic printing of MS Word documents were causing Series 5 applications to terminate with a not too friendly error message. The errors that were particularly annoying were as follows:

- When outputting to an MS Word document that had a template defined, and the given template file was not set up for that user, a fatal error occurred.
- When outputting to an MS Word document that was supposed to be automatically printed, but the given network printer was either offline, or that segment of the network was not active, a fatal error occurred.
- When a user attempted to generate output as an MS Word document, but they did not have MS Word installed, or it was installed in a location other than the default, a fatal error occurred.

The printing routines have been enhanced to now capture any system errors that were being generated from MS Word. A reasonably friendly error message will now be displayed, and the particular application will continue processing. (In most cases, the generation of the report will just be abandoned). *(May-21-2010)*

⊟ Generating Reports as MS Word Documents

The Series 5 printing routines had the ability to generate output as an MS Word document. This function has been enhanced to provide support for Office 2007 Word utility. Now, when presented with the print options screen, and the operator chooses to "Save To Disk", they may choose to output as an Office 2007 or Office 2003 Word document. The system will automatically append either the .DOCX or the .DOC extension, and generate the document using the correct file format. For users that have Office 2007 installed, the default File Type will be the Office 2007 Word, but they may choose either Office formats. For users that do not have Office 2007 installed, the default File Type will be the Office 2003 Word, and they will not be able to choose Word 2007 or the PDF formats. *(May-20-2010)*

Automatic Sending of Emails

The Series 5 system has the capability of automatically sending emails. Emails are sent by making a call to a MAPI.Library, which in turn sends the email using Microsoft Outlook. If the receiver's email address is prefixed with "**LN:**" or "**Ln:**", (indicating that they are Lotus Notes users), then instead of using MAPI, a DOS command call is made using the command line defined by the runtime configuration variable "**DOS_MAIL_CMD**", to actually send the email.   Within this command line, there are pseudo variables, that would be replaced with the Subject, Receivers Name and Address and the path to an Attachment. This capability has been enhanced to now provide for sending the email with 2 attachments. The new pseudo variable **%ATTACHMENT2%** will be replaced with the full path to a 2nd attachment, if applicable. *(May-03-2010)*

Import/Export Functions

The import and export function has been enhanced to provide support for Office 2007 EXCEL utility. Now, when presented with the import/export options screen, the operator may select to load from, or output to, either an Excel 2007 Workbook, or an Excel 97-2003 Workbook. The system will automatically append either the .XLSX or the .XLS extension, and read or write the spreadsheet using the correct file format. For users that have Office 2007 installed, the default File Type will be the Excel 2007 Workbook, but they may choose either Excel format. For users that do not have Office 2007 installed, the default File Type will be the Excel 97-2003 Workbook, and they will not be able to choose Excel 2007. *(May-03-2010)*

Import/Export Functions

When the import/export screen is presented and a particular directory and file is selected for processing, if the operator clicks on the Back push-button, (to go back and change an option of prior screens), upon re-displaying the import/export screen, the originally selected file/directory was being reset to the program's default. This problem has been fixed.   *(Mar-24-2010)*

Generating Sub-Documents as MS Word or PDF Files

The Series 5 printing routines had the ability to generate a sub-document as an MS Word document. (A sub-document might be a single Invoice or Customer Statement, generated with a unique filename). This functionality has been enhanced to have the sub-document generated as either an MS Word document, or a PDF document. These sub-documents may be generated at the same time, totally independent from, their normal "printed" versions. When generated as Word documents or PDF documents, MS Word Templates may be used to define the properties of the resulting document with watermarks and headers and footers.   *(Mar-15-2010)*

Import functions from Excel Spreadsheets

The Series 5 import function offers the option to input from an Excel spreadsheet. In any application that loaded data in this manner, it was difficult to determine when all valid rows of data had been loaded. The Excel import function has been enhanced so that it will correctly stop once valid rows of data have been loaded. (Previously, the system would attempt to load up to 65,436 rows of data and when executing any given Import function it would appear as if the system has hanging). *(Mar-03-2010)*

⊟ Printing of Report as PDF Documents

All reports and forms that are generated from the Series 5 applications may now be saved as PDF documents. This option is available only to users that have Microsoft's Office 2007 installed on their systems. When the Print Options screen is presented, click the **Save To** check box, and select **PDF Document** from the associated **Save As** drop list. *(Feb-23-2010)*

⊟ Browsing to Select Files and/or Directories Functions

All routines that offer the functionality to click a "Browse" button to present the operator with a window from which a directory, or a file, can be selected have been revised. Under Windows 7, the clicking of the "Browse" caused a "nested input of events" syndrome to occur. In effect, repeatedly displaying the browse window. The logic for these routines have been revised to avoid this problem. *(Jan-28-2010)*

⊟ Encryption/Decryption Function

The subroutine has been revised to now handle 8 digit numeric seeds. This was done to accommodate the A/R system that now has 8 digit documents numbers. All existing encrypted fields will still be able to be decrypted. *(Jan-24-2010)*

For 2009

⊟ Printing of Reports in Series 5

The Series 5 printing function has been enhanced to offer the option of printing multiple copies of reports, forms, invoices, orders, etc. A new entry field has been added to the print options sub-screen labeled **# of Copies.** You may select to have up to 9 copies printed. These copies printed will be automatically collated.

> **Multiple Copies**
>
> The ability to have the system print multiple copies is a a feature that is provided as a function of the Windows operating system, and the driver for your printer. If either does not support multiple copies, then setting a value other than 1, will have no effect.
>
> This feature is available only to users executing on Windows system, either directly, or as thin clients.

As well, fields on the Print Options sub-screen have been reorganized slightly to accommodate the new field. (Fields and display prompts associated to outputting reports to a Print Queue are now enclosed within a frame.

Where applicable, in all Series 5 applications, the size of display windows and/or tab sub-screens have been adjusted accordingly. *(Dec-22-2009)*

Export functions to Office 2007 Excel Spreadsheets

The Series 5 import/export function offers the option to output/input to an Excel spreadsheet. Office 2003 Excel had allowed for 65,500 rows, and Office 2007 Excel allows for 1,000,000 rows. When exporting data, the Series 5 system would automatically start outputting to a 2nd worksheet when 65,500 rows were reached. The system will now switch to a 2nd worksheet depending on which version is being used.

As well, the Spreadsheet I/O routines have been enhanced to support up to 999,999 rows of data. *(Dec-16-2009)*

Exporting to Excel Spreadsheets functions

The logic used to export to Excel spreadsheets has been enhanced. In the assorted Series 5 applications, those functions that offer functions to export to an Excel spreadsheet have the ability to perform the following:

- Create multiple worksheets
- Select a specific worksheet to be populated
- Format titles, legends and headers in larger fonts, as bold, and/or as italic
- Have data columns justified left, center or right
- Have a data column formatted for "Currency", (where $ signs will be displayed with 2 decimal places)
    - ❑ For Office 2003 Excel negative numbers are displayed with parenthesis around them
    - ❑ For Office 2007 Excel negative numbers are displayed in red with parenthesis around them

Where applicable, in most of the Series 5 applications, these new capabilities have been introduced. *(Dec-10-2009)*

Import and Export functions to Excel Spreadsheets

The Series 5 import/export function offers the option to output/input to an Excel spreadsheet. If the user selected to launch Excel after exporting data, the system incorrectly assumed Office 2003 was installed, and it's Excel utility was being executed. If you only have Office 2003, then this would not have been a problem. The system now correctly detects the version of Excel to launch. *(Nov-11-2009)*

Selecting Dates from Lookup Calendars

When executing under Windows VISTA, dates were not properly being returned. The year was loaded incorrectly as year ZERO which resolved to a date falling in the year 2000. The problem has been fixed. *(Oct-28-2009)*

Automatic Disabling of User who Fail to Correctly Logon

As a new security feature, as an option, you may select to have users that fail to correctly log in to Series 5 after a specified number of times, automatically disabled from logging in again. Before they can use the Series 5 system again, the System's

Manager, or Series 5 Gatekeeper must modify their Logon Properties record. This option may be selected with a new field found on System Control Options screen. *(Oct-22-2009)*

User Logon Passwords

Passwords now must contain at least one numeric digit, and one alpha character, and be at least 8 characters in length. *(Oct-22-2009)*

Import and Export functions to Excel Spreadsheets

The Series 5 import/export function offers the option to output/input to an Excel spreadsheet. If that output/input option is selected, and Excel is not installed on the user's workstation, a message will now be displayed. Previously, the system assumed it was installed, and when it attempted to call Excel to build/read the spreadsheet, the program would bomb out with an error. This will no longer happen. *(June-02-2009)*

Outputting Reports and Invoices as MS Word Documents

Any Series 5 generated reports, invoices, statements, etc, may be output as an MS Word document. For any MS Word documents that are generated, a Template may also be specified, (as defined in a Series 5 Configuration file variable). These templates must be installed on each users workstation in the ***C:\Documents and Settings\<PC UserName>\Application Data\Microsoft\Templates*** folder. For users with Office 2007 these templates need an extension of **.DOTX**. For earlier versions of MS Office, the templates need an extension of **.DOT**. The system has been enhanced so that if from the Series 5 Print Options screen, MS Word output is chosen, it will test for the occurrence of the designated template file for the particular type of output being generated. If the template cannot be located, an error message is displayed. Previously, if when generating the output, the MS Word utility could not find the template, the system displayed an evil looking message, and would abort. *(June-02-2009)*

Main Menu User Logon

When a user fails to logon after 5 attempts of entering their User Code and Password, the system exits. Now, as well, an entry will be recorded in the User Access Log file. *(April-04-2009)*

Encryption/Decryption Function

A new subroutine has been developed that provides the functionality to encrypt and decrypt data fields. The algorithm used is based on a Vigenere Cipher. This would be considered a "strong" encryption. The subroutine is made available to any Series 5 application that requires encryption of any given data record field. *(March-11-2009)*

Series 5 Grid Management Screens

In any of the Maintenance or Transaction Inquiry routines that listed items in a grid whereby a given item, such as a Customer Code or a G/L Account, could be selected. If there were no item on file to be listed, sometimes transactions for the next item on file were being displayed, but the entry field was not being updated. This problem has been fixed. Also, now a message will be displayed indicating that no records were found for the item entered, but the next highest item's items were being displayed.

(Feb-03-2009)

For 2008

Using AcuGT Rev 8.1

With the recent release of Rev 8.1 of AcuGT, we have discovered that the INTEL native mode, on certain occasions cause Memory Access errors. The batch file used to compile programs **S5\util\s5_gcbl.bat** must be edited to have the variable NATIVE set to nothing. *(Nov-15-2008)*

User Logon Passwords

The Series 5 system now requires all passwords to be made up of at least 8 non-space characters, at lease one of which must be a numeric digit. Also, if a users password has expired, they will be offered the opportunity to assign a new password, after entering the old password. The rules for password entry will apply. *(Oct-7-2008)*

Import and Export and User Interface Applications

An error occurred when exporting to an Excel spreadsheet if the 1st character the output string was a "+", "=", or "-" character. In this case, Excel expected a valid formula. If this was not the case, a terminating error was displayed. The problem has been fixed. Now the Series 5 software will automatically insert a single quote"'" character in front of the string before inserting to the cell. *(Oct-7-2008)*

User Access Maintenance

The Series 5 User Access maintenance routine has been enhanced to simplify the steps to establish new users and give/deny access rights. (*Sept-24-2008)*

- The Enable and Enable-Like functions have been simplified. In each case, you now just highlight the "Red" head that is to be given access rights, and click the Enable or Enable-Like push button, (or right click, and select the desired function from the pop-up menu.

- For the Enable-Like function, a drop-down list will be presented, from which you can select the user that already has access rights, whose rights are assigned to the new user.

- The Copy function has been simplified. If you highlight a "Green" head user that is already enabled, and select Copy from the Edit menu's drop-down menu, you will be able to select one of the users that has no access rights in drop-down list that is presented. (The Copy is basically the reverse of the Enable-Like function)

- For "Green" head users that are already enabled, when right-clicked, the pop-up menu has 2 new functions - "Set All Items to Full Access" - "Set All Items to No Access". These will make it easier to set up and maintain the users' access rights.

- A pop-up window will now be displayed, when any given menu-item in the tree is right-clicked. You will be able to set the access to either "No Access", or to "Full Access" directly, without having to edit the properties sub-screen.

User Access Maintenance

The Series 5 User Access has been enhanced to support up to 250 Logon Users. Formerly was limited to 100 users. *(Sept-10-2008)*

Print Manager and Browser

The Series 5 reporting and printing routines have been enhanced to handle filenames of up to 30 characters long. The UPGRADSM utility must be executed to have the Report-Manager file's records rebuilt to accommodate the larger field. *(Aug-25-2008)*

Import and Export and User Interface Applications

In all applications that offer the opportunity to load from or read a text based interface file where a **BROWSE** button had been provided, you will now be able to select files that have a "—" or a SPACE in the filename or the directory path. *(Aug-25-2008)*

Import/Export Functions

The import and export function has been enhanced to provide support for Office 2007 EXCEL utility. The system will identify Office 2007 utilities by seeing if Excel.EXE can be found in the clients's C:\Program Files\Microsoft Office\Office12 folder. For exporting, the files will be created with the ***.XLSX*** extension; and if selected to be launched, Office 2007 Excel will now correctly be executed. *(Aug-25-2008)*

On-Line Help

The Series 5 systems now have On-Line Help. You can access these help files from the application. In all functions that offer a menu bar, clicking Help will display a drop-down menu offering General Help, Help on the particular function, and Help about Grids. For menu items that don't have a menu bar, if help is available, a help icon may be clicked to display Help about the particular screen. (Note that help may not actually be available in all cases where offered in the drop down menus) *(Aug-10-2008)*

Broadcast Messages

The Series 5 Broadcast messages have been increased in size. You may now specify 3 lines of 80 character lines of message text to be displayed. The files used to hold these messages have been renamed to be EMERGENCY.DAT and BROADCASTS.DAT. *(Aug-10-2008)*

Application User Access Analysis Export

A new function has been introduced to each applications' User Access Maintenance function. You may now Export to a spreadsheet an analysis table of users access rights. Each row of the table is a menu item, and each column is a Logon User. It provides a quick snapshot of which users have access to any particular function.

(July-15-2008)

⊟ **User Access Logging**

As an option, your systems manager can turn on the option to log user access to all the systems' menu items. *(June-15-2008)*

2.4 Getting Help

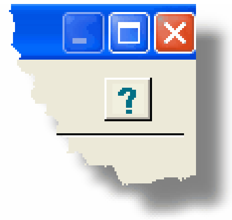
There are a number of different sources of help in Series 5. In addition to this help file you can also access the Power Point tutorials and Sentinel Hill Software support.

To get started, your main source of information should be this help file. We have designed it to provide all the information you will need for using and learning the Inventory Management.

Before contacting support, please make sure that you really can't find the information you need here. Thanks!

Displaying the help

- The quickest way to display the help is to press **shift-F1**. If context-sensitive help is available it will be displayed automatically.
- Most screens will have a **Help** button that displays relevant information when clicked.



- On the Series 5 main menu screen, and each application menu screen on the menu-bar click **Help** then **On-Line** Help .

Contacting Sentinel Hill Software support

- Direct email support is available from the Sentinel Hill Software team at support@sentinel-hill.com. You can send an email to this address automatically by clicking on the **support@sentinel-hill.com** graphic on the Licensing tab screen displayed after clicking Help / About on each systems' menu.
- If you have a Support Contract, you may contact Sentinel Hill support center directly at 1-800-663-8354.

Summary of Fixes and Enhancements

- For each application, a detailed history of the changes that have been made is available from our website at Series 5 Fixes and Enhancements.

Getting a printed user manual

You can download formatted PDF versions of the documentation for each application from our website with the following links:

Accounts Payable	Miscellaneous Invoicing
Accounts Receivable	Fixed Assets
Customer Order Processing	Web Access Management
Inventory Management	Series 5 Systems Manager
Purchase Order Processing	Professional Invoicing

Part III

3 The Basic User Interface

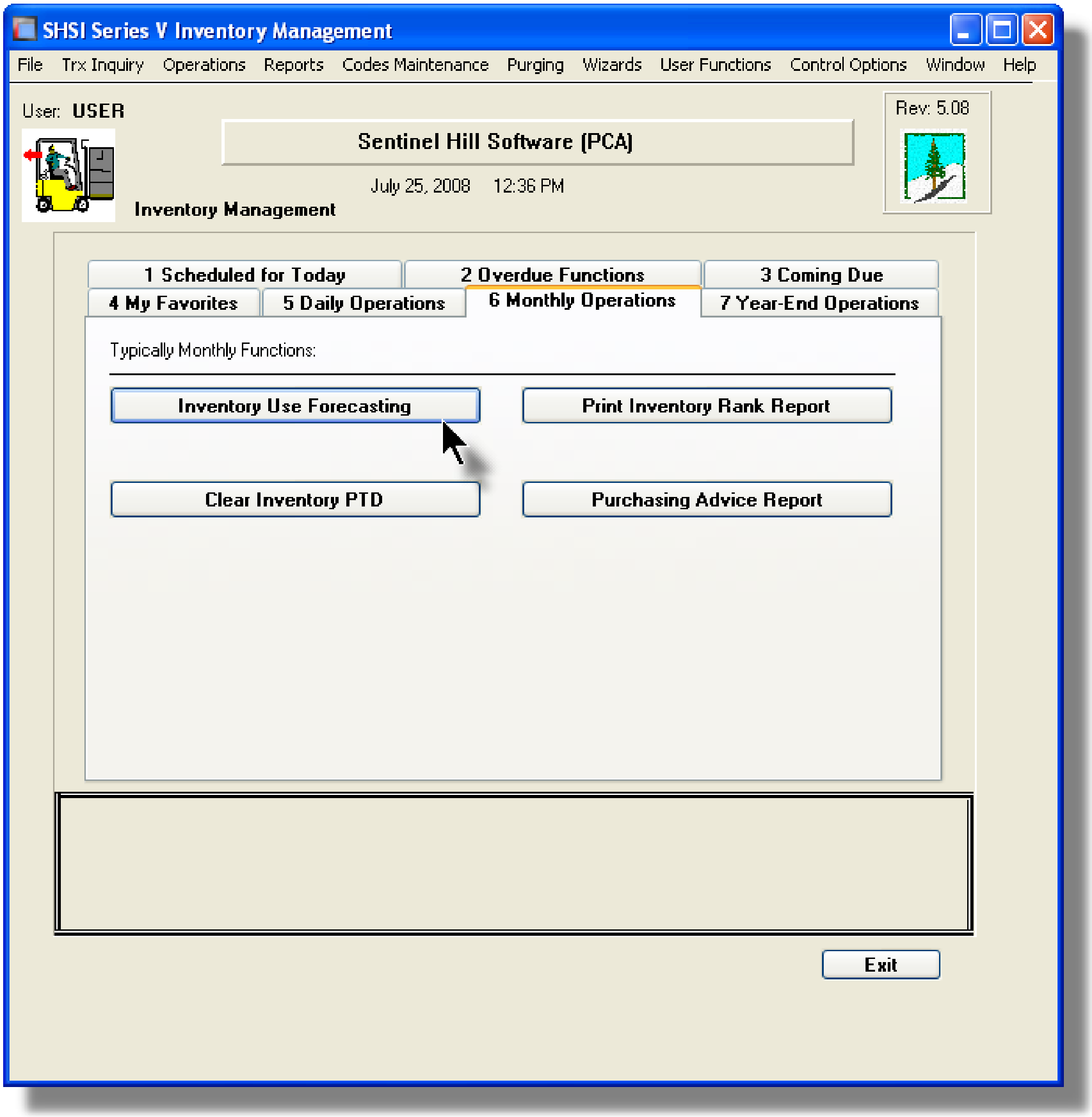
Throughout the Series 5 system applications, there are a number of basic common types of screens to provide a consistent operation. These are discussed in this chapter and it's related sub-topics.

3.1 Inventory Management Application Menu

Each Application has a primary menu screen. These menu programs all operator in the same manner, and basically offer the same types of functions.

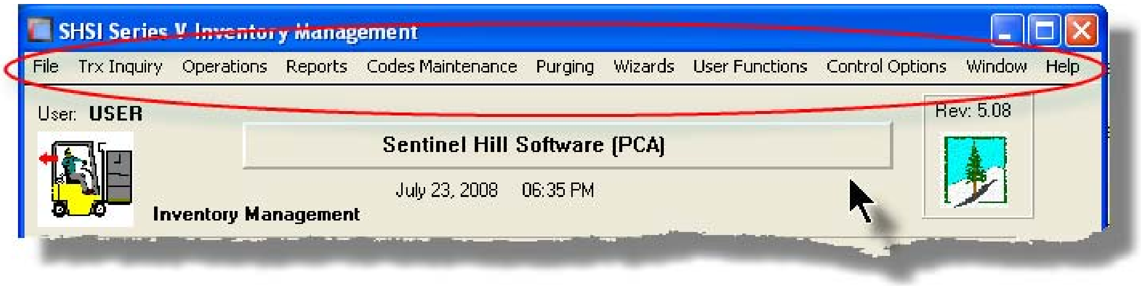
The instructions below explain the features available and how to customize some of the sub-screens. For detailed instruction on the actual application, refer to the related topics in the Inventory Management Menu Functions 150 and The I/M Menu 150 chapters.

Here is the I/M menu that will be used to identify the different functions available.



Applications' Menu Bar

All functions available to a given user may be accessed from the menu bar at the top of the screen. Menu items are grouped according to the type of functions for each application.



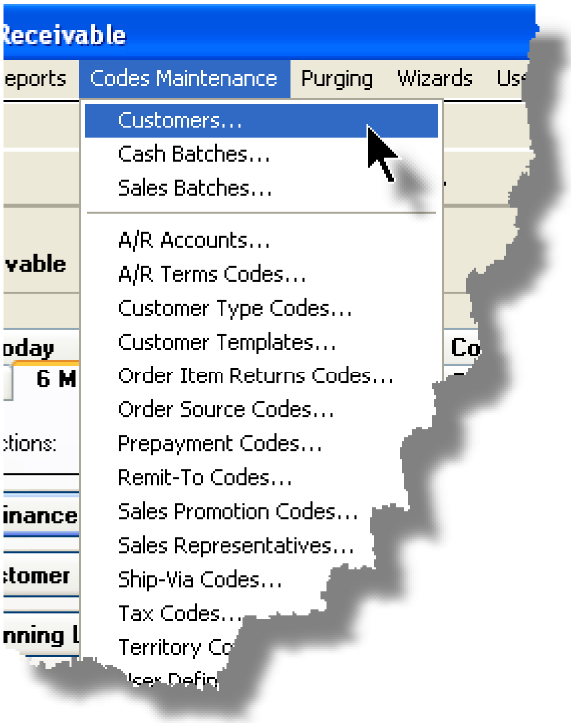
Applications' Menu Bar

The following menu bar groups of functions are defined:

Menu Bar Group	**Types of Application Functions**
File	For the Reports Manager, Batch Job Processor, and other File Management functions
Trx Inquiry	For functions that offer screen Inquiry of current or archived data, or interactive analysis
Operations	For Sales Transaction Entry, Cash Receipts Entry, Invoicing, Printing Customer Statements or Dunning Letters, Purging the Receivables and other typically daily, monthly or annual functions
Reports	For the generations of reports
Code Maintenance	Maintenance functions for defining and updating master code files
Purging	Functions that Purge History files
Wizards	For setting up and/or launching user defined Wizards
User Functions	For launching user created programs or other Window's Utilities
Control Options	For defining preferences for the operation of the Inventory Management system; and for defining User Access rights to each menu item
Window	Functions to manage the simultaneous execution of up to 9 of the applications' functions
Help	Displays licensing information, launches Help, or executes a Monitor displaying users currently using the system

For example, to select the Customer Codes Maintenance function:

1. Click Codes Maintenance in the menu bar.

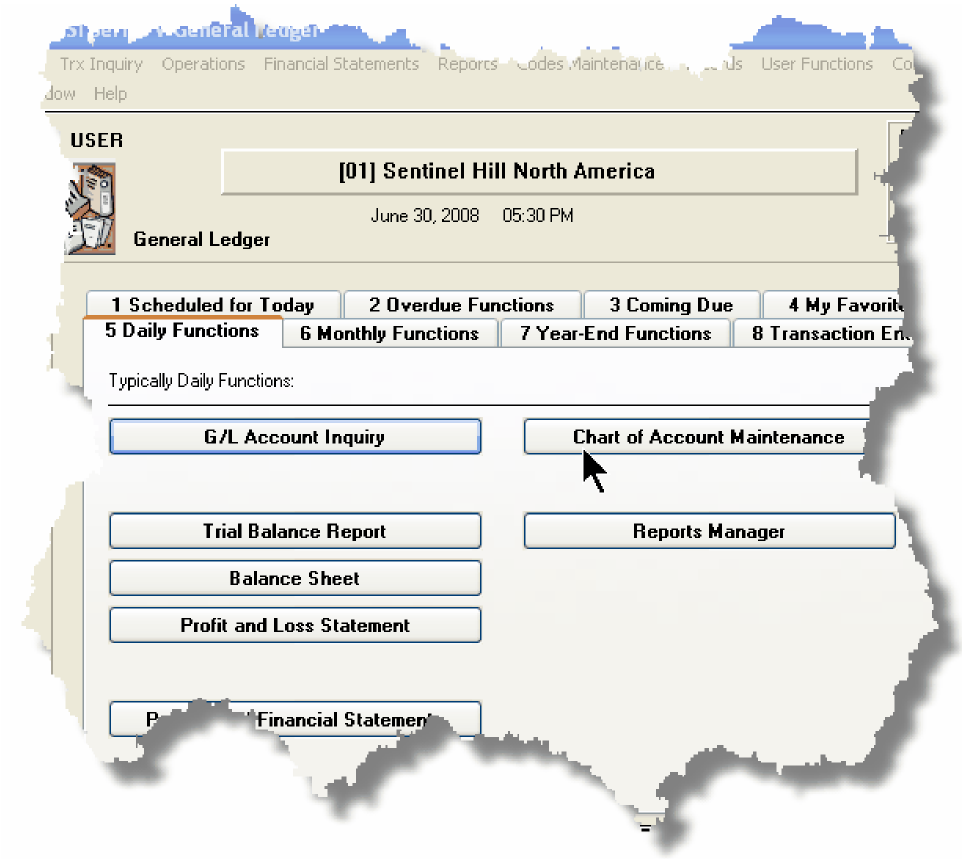


2. Select **Customers...** from the drop-down menu and the Customer Codes Maintenance screen will be displayed**.**

Daily Operations - Monthly Operations, Year-End Operations and Transaction Entry tabbed sub-screens

Tabbed sub-menus are provide on the application menus that offer common types of functions. Each of the applications menus offer tabbed sub-screens that have those functions that would be typically invoked a certain times, or to enter Transactions.

For example, those menu functions in the G/L system that might be executed on a daily basis:



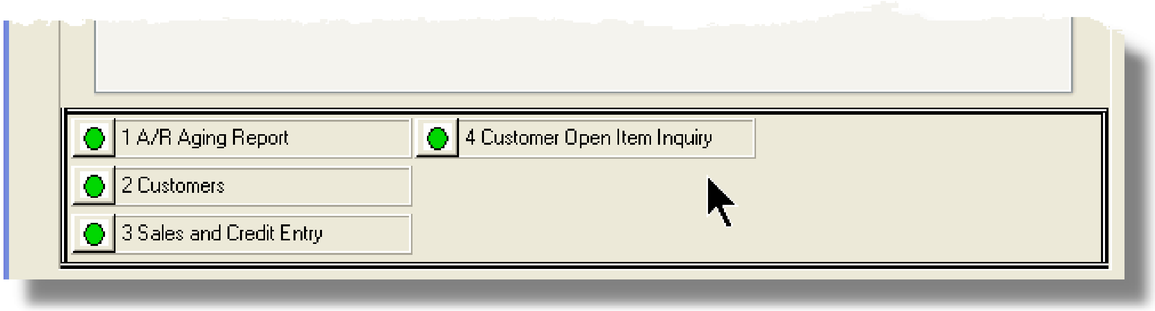
1. Click on the applications' **Daily Functions** tab.
2. Click on the desired function push button.

3.1.1 Multi-Threaded Windows

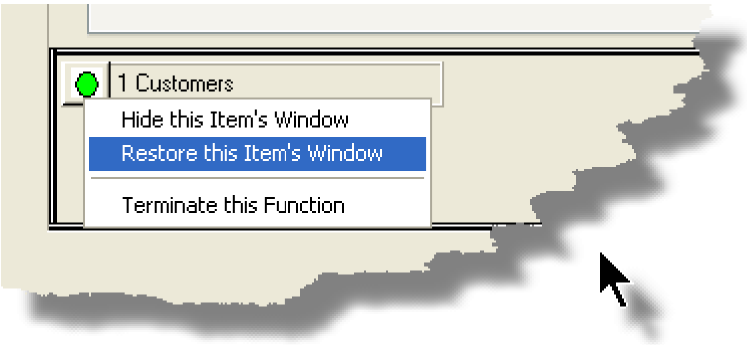
The applications menus provide the ability to select and execute up to 9 functions all at the same time. Each executes in their own window independent of one another.

Execute multiple functions from the Applications' menu simultaneously

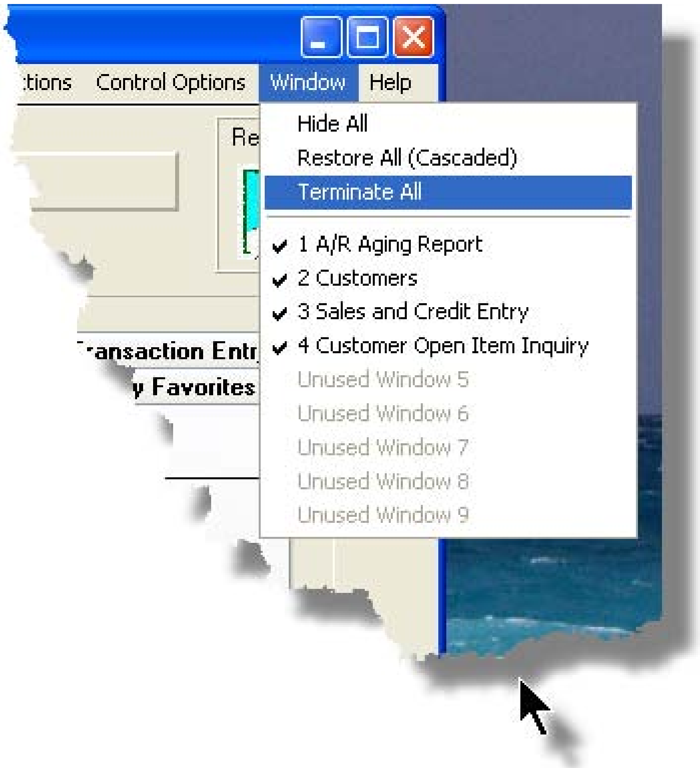
- The functions that have been launched are displayed in the frame at the bottom on the application menu



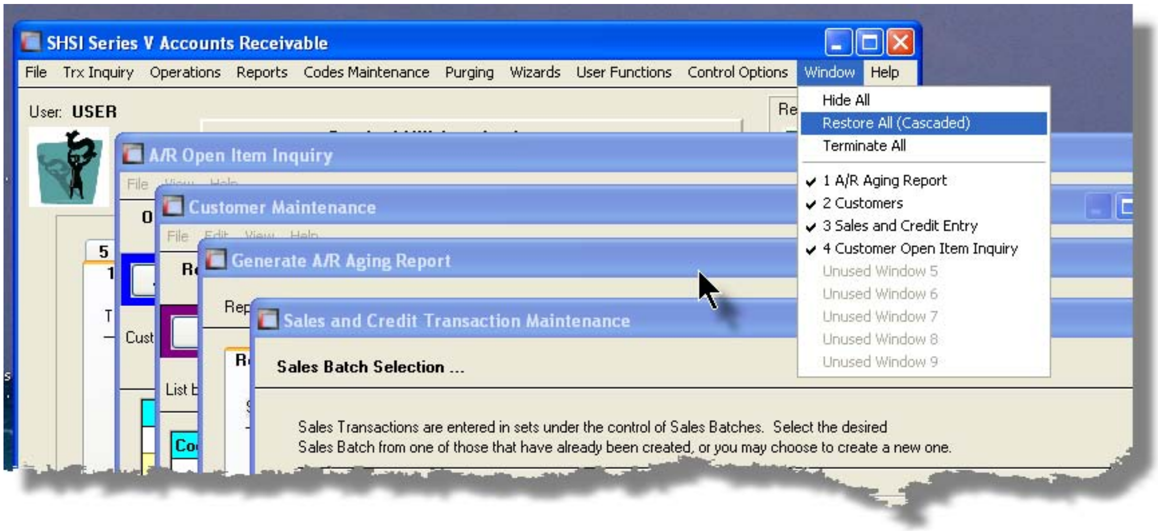
- If you right click the icon associated to an executing function, a drop-down menu will appear from which you can hide or restore it's screen, or terminate the function.



- The functions that have been launched are visible as items under the menu bar's **Window** sub-menu



- You may terminate, hide or cascade the executing functions windows by selecting the appropriate function from the menu bar's **Window** sub-menu



Sales Transactions are entered in sets under the control of Sales Batches. Select the desired Sales Batch from one of those that have already been created, or you may choose to create a new one.

- You may hide, or redisplay a particular executing function by clicking on it's entry in the menu bar's Window sub-menu

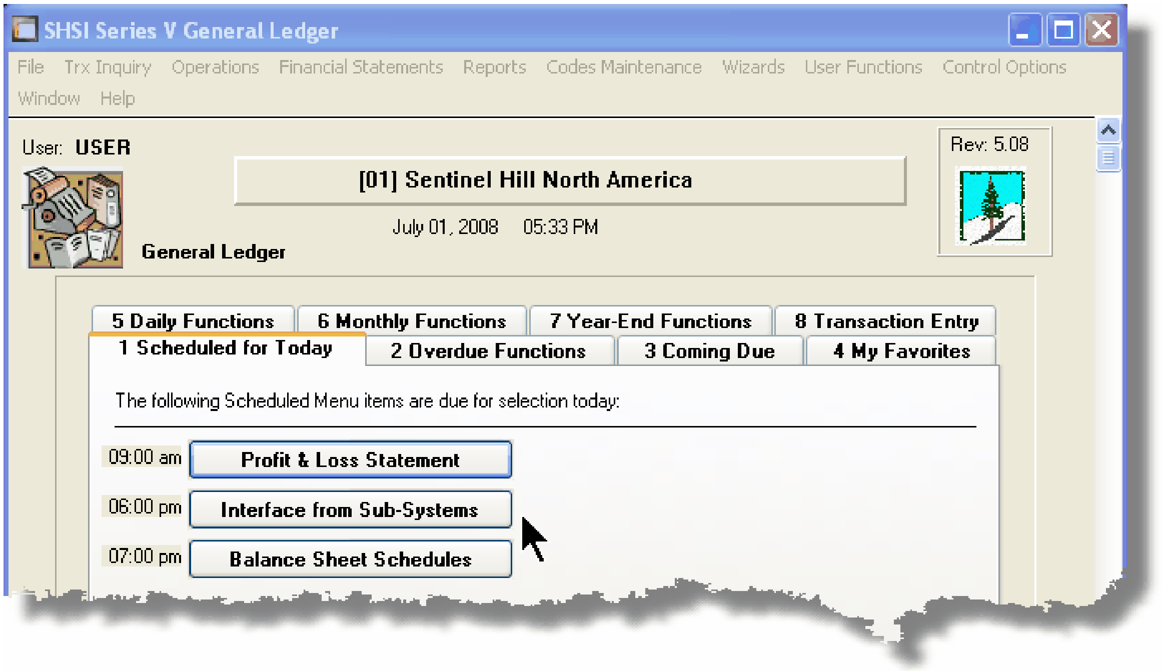
3.1.2 Scheduled Menu Functions

The Series 5 Menus offers the ability to define certain functions to be scheduled for particular times of the day at specified intervals. Tabbed sub-screens display those functions that have been scheduled and are **Overdue**, **Due for Today**, or **Coming Due**. The operator must click the push button in the sub-screen to select these functions to have them executed. Once the function is finished, the operator will be prompted to reschedule the job.

Refer to the section on Users Scheduled Menu Functions 136 under the User Access Management 128 Chapter for the steps to set up the Scheduled functions.

Scheduled Menu Sub-Screen Examples

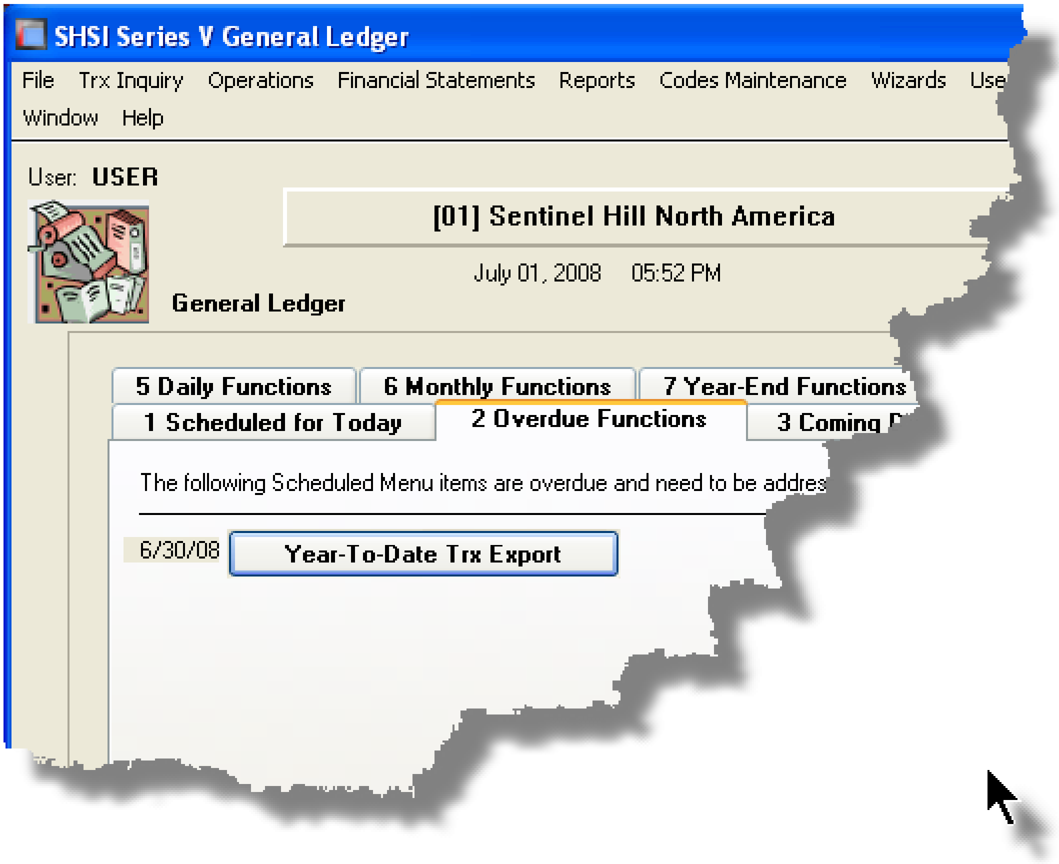
- For menu functions that are scheduled to be launched today:



The following Scheduled Menu items are due for selection today:

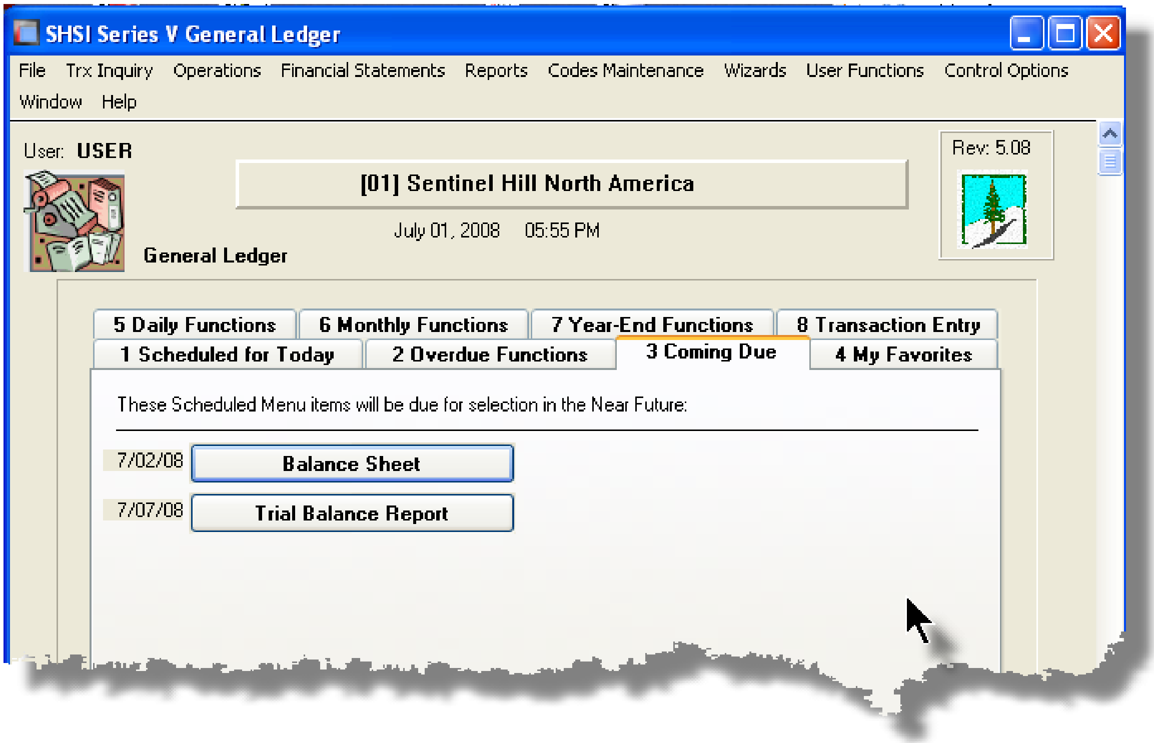
09:00 am Profit & Loss Statement
06:00 pm Interface from Sub-Systems
07:00 pm Balance Sheet Schedules

- For menu functions that are scheduled, but were not launched on the day they were due. They are Overdue:



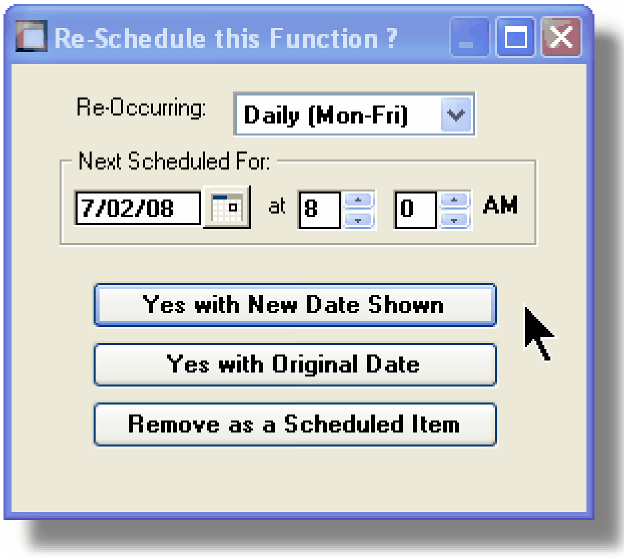
The following Scheduled Menu items are overdue and need to be addres

- For menu functions that are scheduled, but for a date in the future:



Rescheduling Scheduled Functions

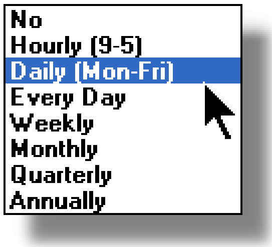
Once a scheduled menu item's process has completed, a screen is presented to the operator offering to have the menu item rescheduled.



Re-Occurring: Daily (Mon-Fri)

Next Scheduled For: 7/02/08 at 8 0 AM

1. The fields will default so the function will be scheduled as defined.
2. You may have the item rescheduled using one of the following intervals:



3. Click on the applicable push button as required.

3.2 Grid Processing Screens

The Series 5 applications have been developed around the concept that the operator should be able to navigate easily through the master codes data sets or batches of transactions that are being worked with. To accomplish this, the assorted accounting systems have made use of a graphical control known as a grid.

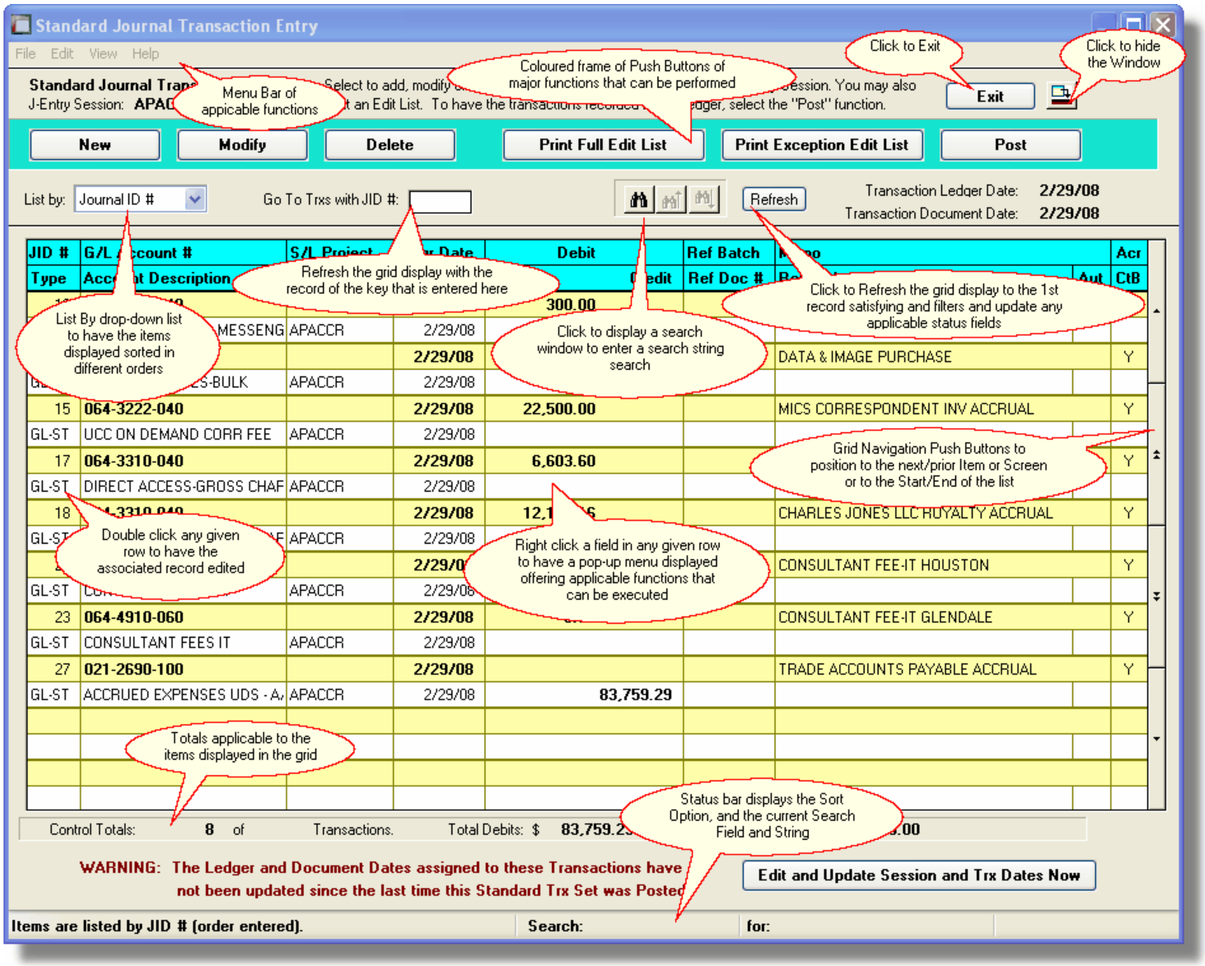
The grid control is basically a table that provides the operator with a list of the data records being worked with, and controls to navigate through the associated file. Individual fields may be edited, pop-up menus may be displayed for related functions, and the cursor up/down and Page up/down keys may be used to move around rows and columns of data.

The screens that display these grids also offer a number of functions that the operator can manage or manipulate the particular records' information. These are fairly consistent throughout the Series 5 accounting systems.

Grid screens are typically developed for the following types of menu functions:

- ☐ Master Code Maintenance routines
- ☐ Transaction Entry routines
- ☐ Data Inquiry routines
- ☐ Operations that require the operator to perform some type of function to easily set or edit properties of a specific type of data record

Here is an example of a grid based screen that offers most of the controls typical of a Transaction Entry function. *(In this case there are 2 rows in information for each data item being displayed)*.


Standard Journal Transaction Entry
File Edit View Help
Exit
New
Modify
Delete
Print Full Edit List
Print Exception Edit List
Post
Refresh
Edit and Update Session and Trx Dates Now

Standard Journal Tran
J-Entry Session: APAC

Select to add, modify
t an Edit List. To have the transactions recorded
ession. You may also
edger, select the "Post" function.

List by: Journal ID #

Go To Trxs with JID #:

Transaction Ledger Date: 2/29/08
Transaction Document Date: 2/29/08

JID # Type	G/L ccount # Acc t Description	S/L Project	r Date	Debit edit	Ref Batch Ref Doc #	o Re	Aut	Acr CtB
				300.00				
	MESSENG	APACCR	2/29/08					
			2/29/08			DATA & IMAGE PURCHASE		Y
	ES-BULK	APACCR	2/29/08					
15	064-3222-040		2/29/08	22,500.00		MICS CORRESPONDENT INV ACCRUAL		Y
GL-ST	UCC ON DEMAND CORR FEE	APACCR	2/29/08					
17	064-3310-040		2/29/08	6,603.60				Y
GL-ST	DIRECT ACCESS-GROSS CHAF	APACCR	2/29/08					
18			2/29/08	12,1 6		CHARLES JONES LLC ROYALTY ACCRUAL		Y
GL-ST		APACCR	2/29/08					
			2/29/0			CONSULTANT FEE-IT HOUSTON		Y
GL-ST		APACCR	2/29/08					
23	064-4910-060		2/29/08			CONSULTANT FEE-IT GLENDALE		Y
GL-ST	CONSULTANT FEES IT	APACCR	2/29/08					
27	021-2690-100		2/29/08			TRADE ACCOUNTS PAYABLE ACCRUAL		Y
GL-ST	ACCRUED EXPENSES UDS - A,	APACCR	2/29/08	83,759.29				

Control Totals: 8 of Transactions. Total Debits: $ 83,759.2 .00

WARNING: The Ledger and Document Dates assigned to these Transactions have not been updated since the last time this Standard Trx Set was Posted

Items are listed by JID # (order entered). Search: for:

Click to Exit

Click to hide the Window

Coloured frame of Push Buttons of major functions that can be performed

Menu Bar of appicable functions

Refresh the grid display with the record of the key that is entered here

List By drop-down list to have the items displayed sorted in different orders

Click to display a search window to enter a search string search

Click to Refresh the grid display to the 1st record satisfying and filters and update any applicable status fields

Grid Navigation Push Buttons to position to the next/prior Item or Screen or to the Start/End of the list

Double click any given row to have the associated record edited

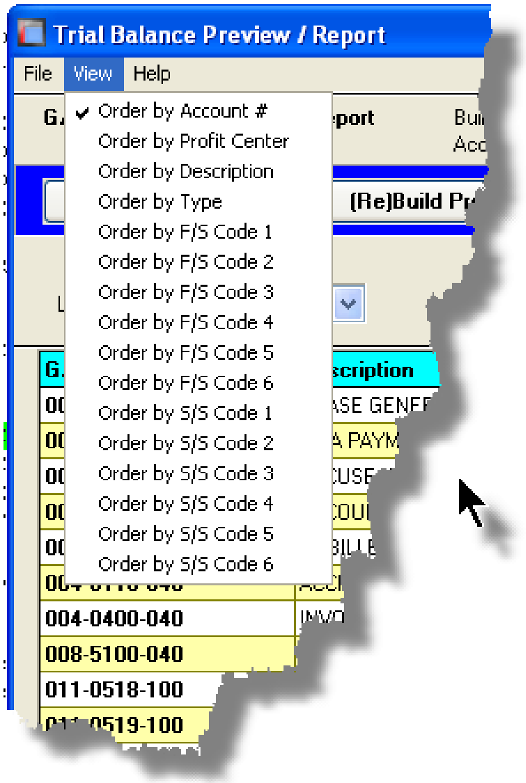
Right click a field in any given row to have a pop-up menu displayed offering applicable functions that can be executed

Totals applicable to the items displayed in the grid

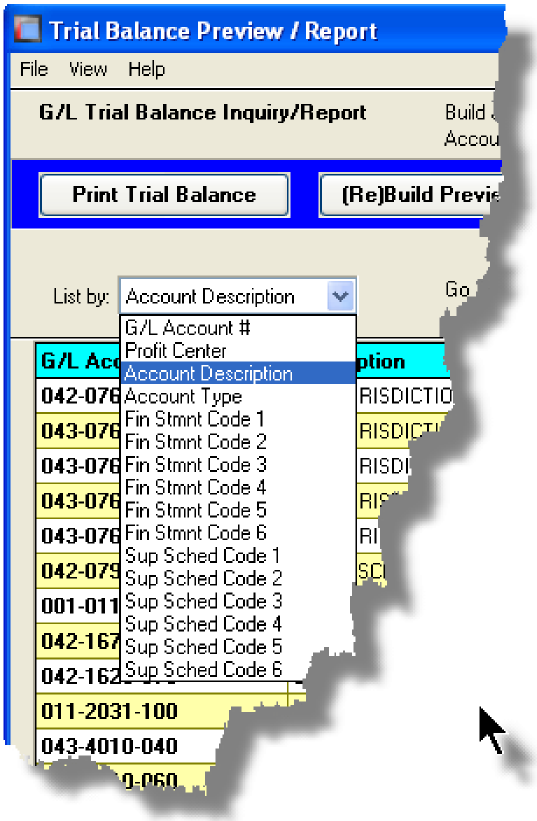
Status bar displays the Sort Option, and the current Search Field and String

List-By or View Options Menu

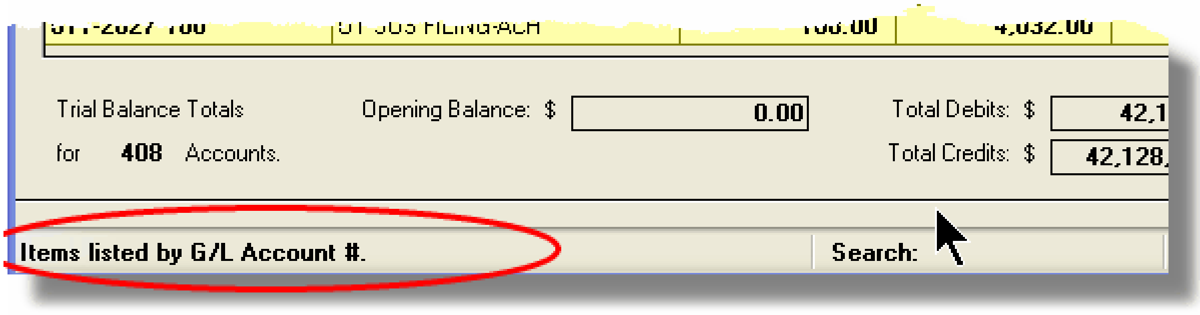
In those grid applications where the items may be displayed using different sort criteria, click on **View** in the menu-bar for a drop-down menu of selections; or make the selection from the **List-By** drop-down list.



or



A description of the sort order is displayed in the status bar at the bottom of the screen.



Opening Balance: $ 0.00

for 408 Accounts.

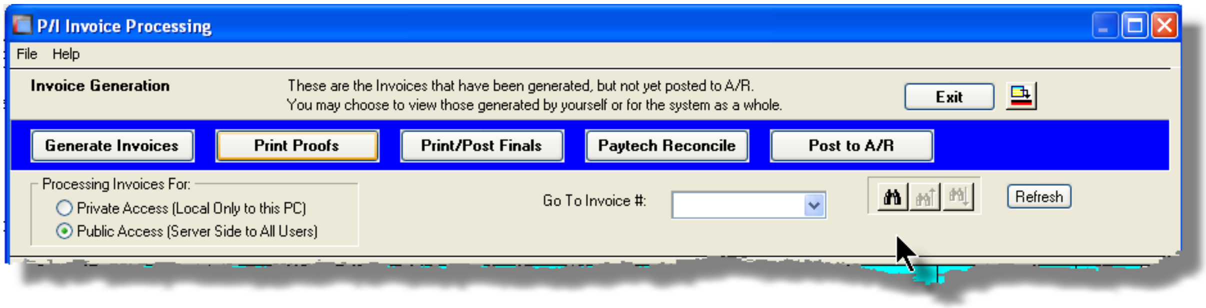
Total Debits: $ 42,1

Total Credits: $ 42,128,

Items listed by G/L Account #.

"Fast Button" Frame Tasks Push Buttons

In all the grid based screen functions, the major operations that could be performed are displayed as Push Buttons in a brightly colored frame. This is referred to as the "Fast Button" Frame.



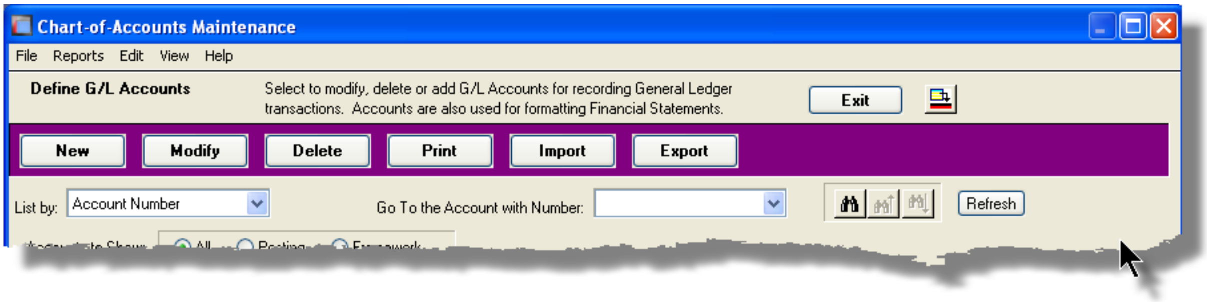
Invoice Generation

These are the Invoices that have been generated, but not yet posted to A/R.
You may choose to view those generated by yourself or for the system as a whole.

Processing Invoices For:
○ Private Access (Local Only to this PC)
● Public Access (Server Side to All Users)

Go To Invoice #:

Or for another example:



Define G/L Accounts

Select to modify, delete or add G/L Accounts for recording General Ledger transactions. Accounts are also used for formatting Financial Statements.

List by: Account Number

Go To the Account with Number:

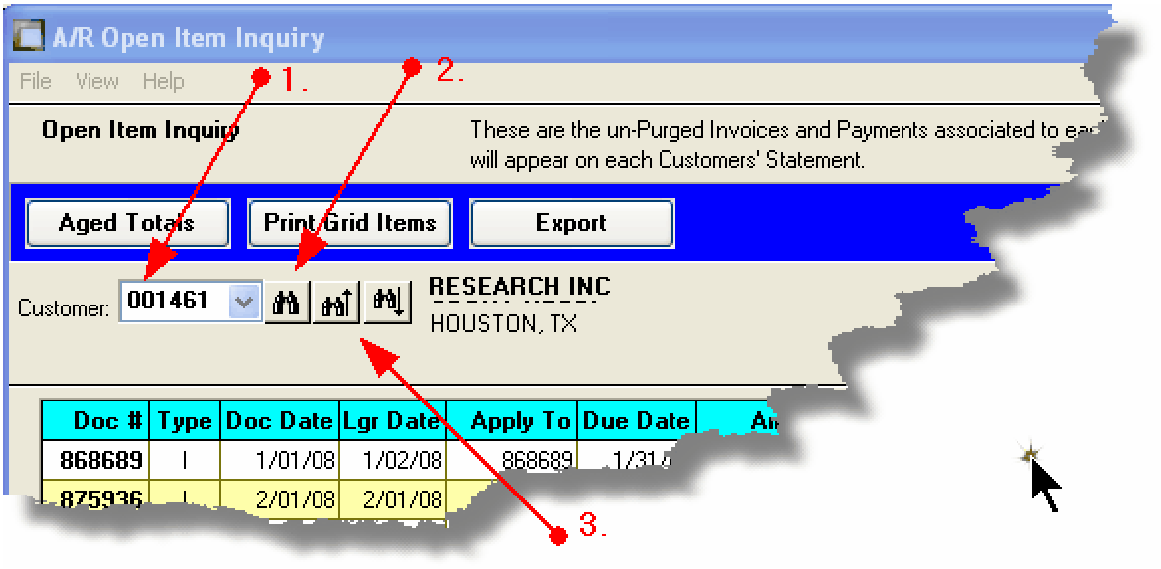
Note that different types of functions have different frame background colors.

🟦 - Blue	Active data Inquiry or Analysis
🟪 - Burgundy	Codes Maintenance
🟩 - Olive Green	Archived transaction Inquiry
🟦 - Aqua-Marine Green	Transaction Entry

Selecting to Display Items Associated to a Particular Code

In certain grid based applications, you will be able to display only those items associated to a particular master code. There is a field in which you can enter the desired code.

In the example, the screen displays all Open Items for a selected Customer.


A/R Open Item Inquiry
File View Help
Open Item Inquiry
These are the un-Purged Invoices and Payments associated to ea
will appear on each Customers' Statement.
Aged Totals
Print Grid Items
Export
Customer: 001461
RESEARCH INC
HOUSTON, TX
Doc # Type Doc Date Lgr Date Apply To Due Date Am
868689 I 1/01/08 1/02/08 868689 1/31/
875936 I 2/01/08 2/01/08
1.
2.
3.

In this example there are three ways that a given Customer may be selected:

1. Enter the Customer Code whose items are to be displayed in the grid.
2. Click on the icon to have the Customer "Lookup" window displayed and select the desired customer.
3. Click on the "Find Prior" or "Find Next" icons for the prior or next Customer Code on file with items to be displayed

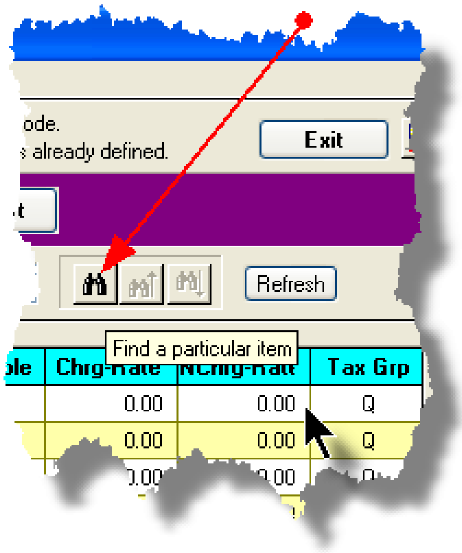
Processing Tip

When a grid application that offers a code to be selected is initially displayed, that field is is normally blank. If you wish to just display items for the 1st code on file, click on the "Find Next" icon push button and the system will do the rest.

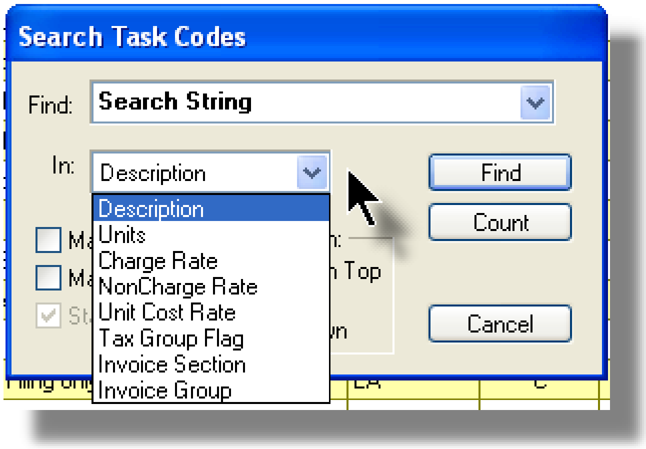
Search Function

In all the grid based screen functions, a Search function is provided.

1. Click on the Search icon.

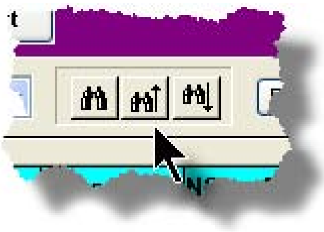


2. The Search window will be displayed. Enter the string or number to be searched in the **Find** field and select the particular field of the given record to be tested.

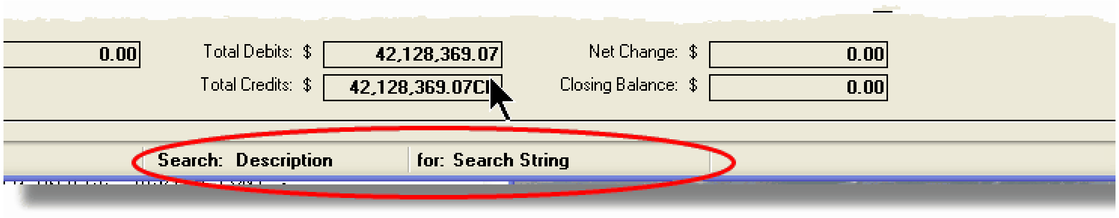


3. Set the searching options as desired and click on the **Find** push button. (If you rather just get a count of the # of records that satisfy the search, click on the **Count** push-button

4. If a record is found, then the grid will be refreshed with that item displayed. Also, the Search Backward/Forward icons will be enabled, and you could then search back or forward by clicking on the appropriate buttons.



5. The current search string, and name of the field tested is displayed in the status bar at the bottom of the screen.



0.00

Total Debits: $ 42,128,369.07

Total Credits: $ 42,128,369.07CR

Net Change: $ 0.00

Closing Balance: $ 0.00

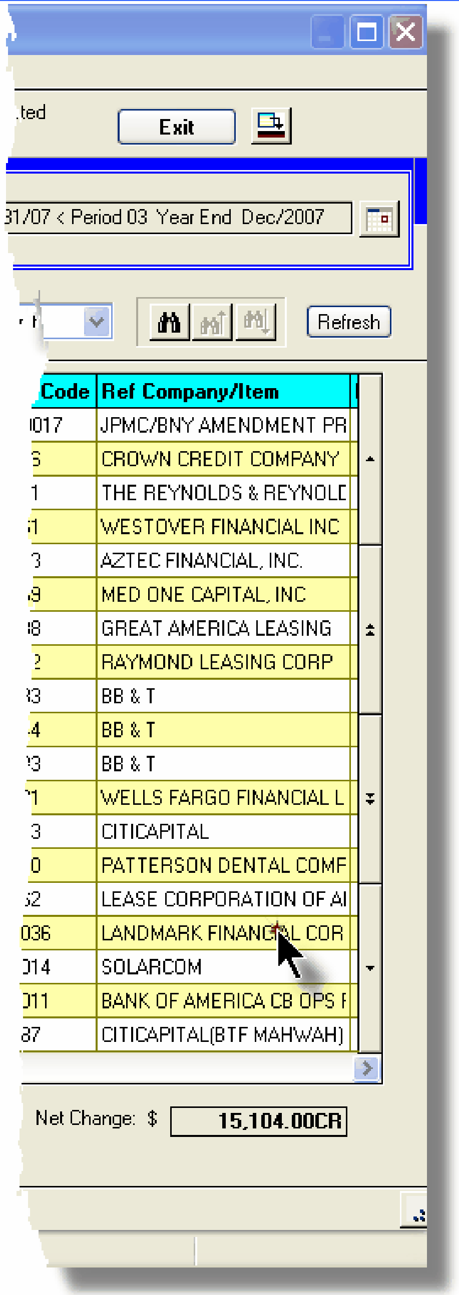
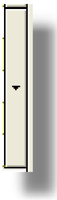
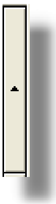
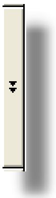
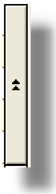
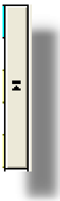
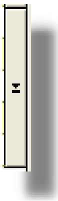
Search: Description

for: Search String

Grid Navigation Buttons

To move through a file of records that are accessed or displayed using the grid, use the Navigation Buttons found at the right side of the screen.

Navigation To	***Keyboard Key or Mouse Click***	***Graphic***	
The next grid row	Cursor-Down Key or rotate the mouse wheel towards you		

Down 4 grid rows	Hold the Ctrl-key and rotate the mouse wheel towards you		
The prior grid row	Cursor-Up Key or rotate the mouse wheel away		
Up 4 grid rows	Hold the Ctrl-key and rotate the mouse wheel away		
The 1st row of the next screen	Click bottom down button		
The 1st row of the current screen, or the row just before the 1st row of the current screen	Click top up button		
The last row of the next screen	Page-Down key, or click the lower dbl-down button		
The 1st row of the prior screen	Page-Up key, or click the top upper dbl-down button		
The 1st record on file	Hold the shift key and click the top up button		
The last record on file	Hold the shift key and click the bottom down button		

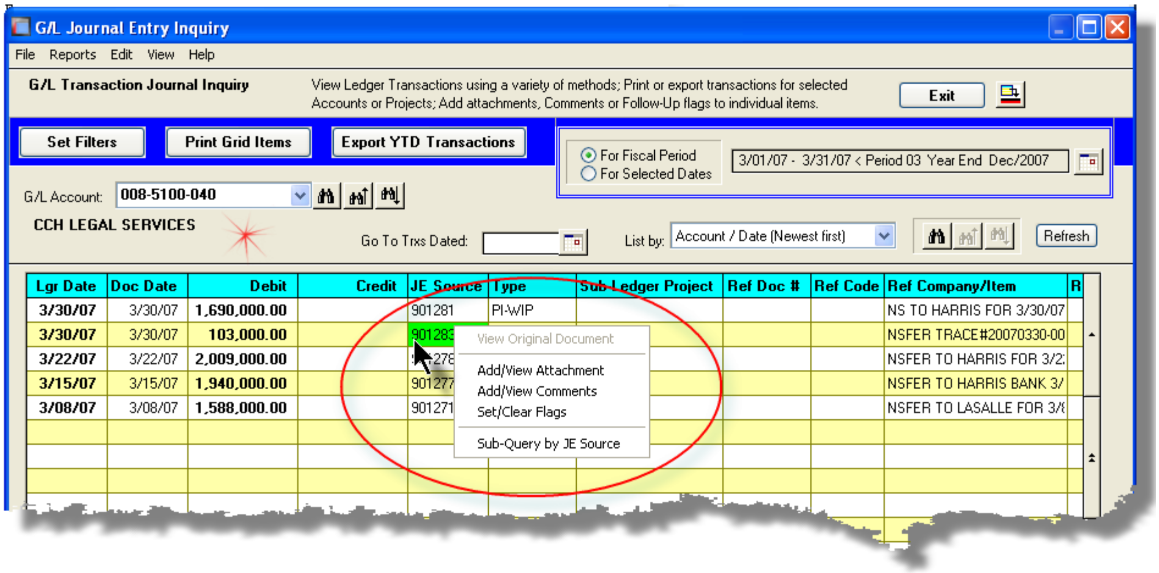
31/07 < Period 03 Year End Dec/2007

Code	Ref Company/Item
017	JPMC/BNY AMENDMENT PR
5	CROWN CREDIT COMPANY
1	THE REYNOLDS & REYNOLD
1	WESTOVER FINANCIAL INC
3	AZTEC FINANCIAL, INC.
9	MED ONE CAPITAL, INC
8	GREAT AMERICA LEASING
2	RAYMOND LEASING CORP
3	BB & T
4	BB & T
3	BB & T
1	WELLS FARGO FINANCIAL L
3	CITICAPITAL
0	PATTERSON DENTAL COMF
2	LEASE CORPORATION OF AI
036	LANDMARK FINANCIAL COR
014	SOLARCOM
011	BANK OF AMERICA CB OPS F
37	CITICAPITAL(BTF MAHWAH)

Net Change: $ 15,104.00CR

Grid Row Pop-Up Menus

For most of the grid based menu item screens, you can right-click a given row to have a pop-up menu of the functions that would be applicable to the record represented in the row.



G/L Transaction Journal Inquiry

View Ledger Transactions using a variety of methods; Print or export transactions for selected Accounts or Projects; Add attachments, Comments or Follow-Up flags to individual items.

● For Fiscal Period
○ For Selected Dates

3/01/07 - 3/31/07 < Period 03 Year End Dec/2007

G/L Account: 008-5100-040

CCH LEGAL SERVICES

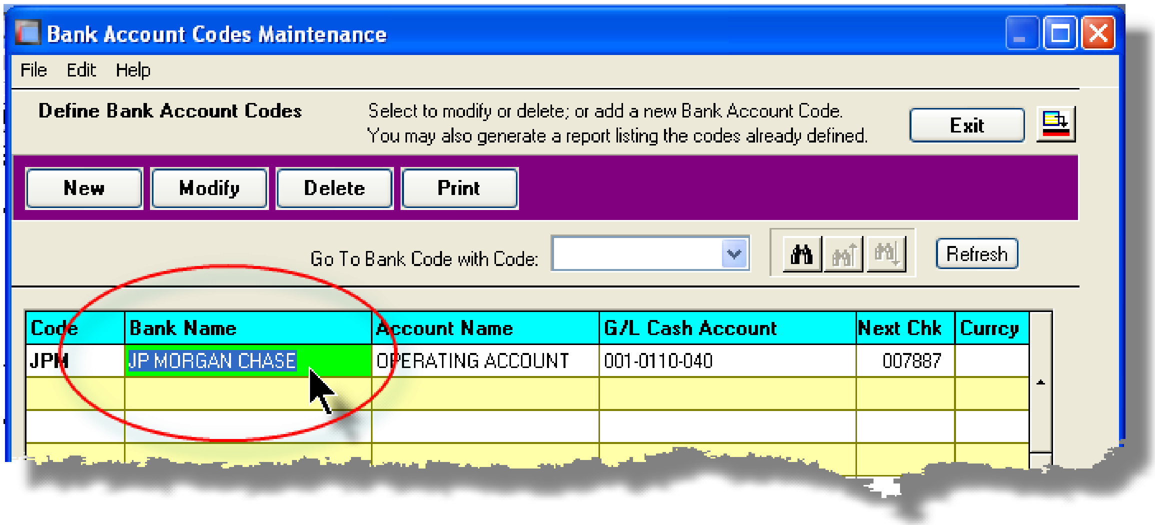
Go To Trxs Dated:

List by: Account / Date (Newest first)

Lgr Date	Doc Date	Debit	Credit	JE Source	Type	Sub-Ledger Project	Ref Doc #	Ref Code	Ref Company/Item	R
3/30/07	3/30/07	1,690,000.00		901281	PI-WIP				NS TO HARRIS FOR 3/30/07	
3/30/07	3/30/07	103,000.00		901283					NSFER TRACE#20070330-00	
3/22/07	3/22/07	2,009,000.00		278					NSFER TO HARRIS FOR 3/2	
3/15/07	3/15/07	1,940,000.00		901277					NSFER TO HARRIS BANK 3/	
3/08/07	3/08/07	1,588,000.00		901271					NSFER TO LASALLE FOR 3/	

Editing Cell Contents Directly on the Grid

In a number of code maintenance applications, descriptive fields may be edited directly on the grid. If this is allowed, when those particular cells are double clicked, the contents of the cell will be highlighted. the operator may then key in the new value.



Define Bank Account Codes

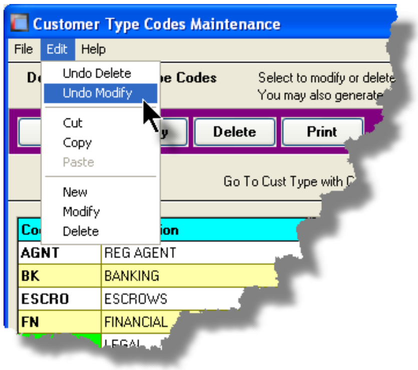
Select to modify or delete; or add a new Bank Account Code.
You may also generate a report listing the codes already defined.

Go To Bank Code with Code:

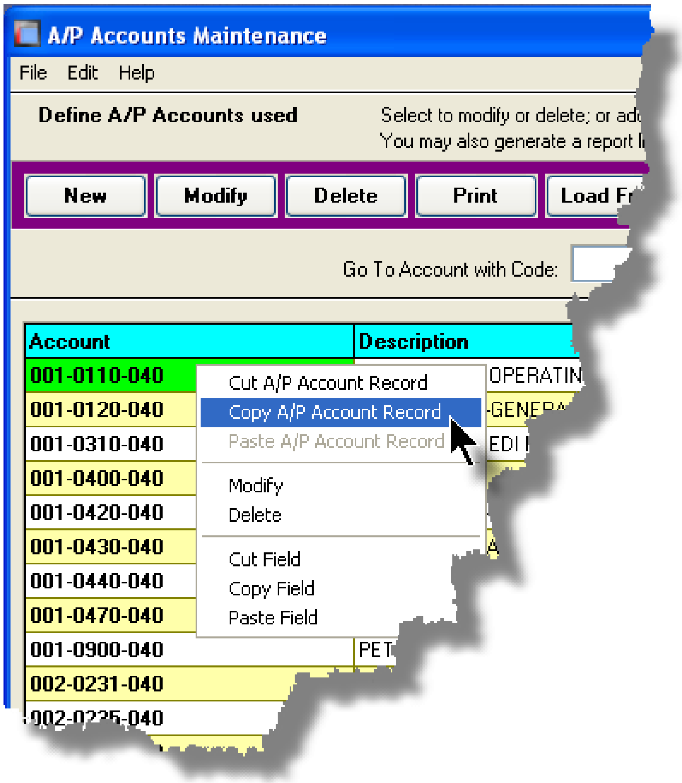
Code	Bank Name	Account Name	G/L Cash Account	Next Chk	Currcy
JPM	JP MORGAN CHASE	OPERATING ACCOUNT	001-0110-040	007887	

Standard Record Editing Functions

Most of the grids in the Series 5 system's applications provide an Edit drop-down menu from the menu bar. This offers functions to Cut, Copy and Paste the associated records belonging to the grid. For codes maintenance applications, there are also functions to Undo the last deleted item; and to Undo the last edited item. From the drop down menu under **Edit** in the menu-bar, click the desired function. ***(In most cases, these functions are also available from the pop-up menu displayed when a row in the grid is right-clicked).***



Co	ion
AGNT	REG AGENT
BK	BANKING
ESCRO	ESCROWS
FN	FINANCIAL



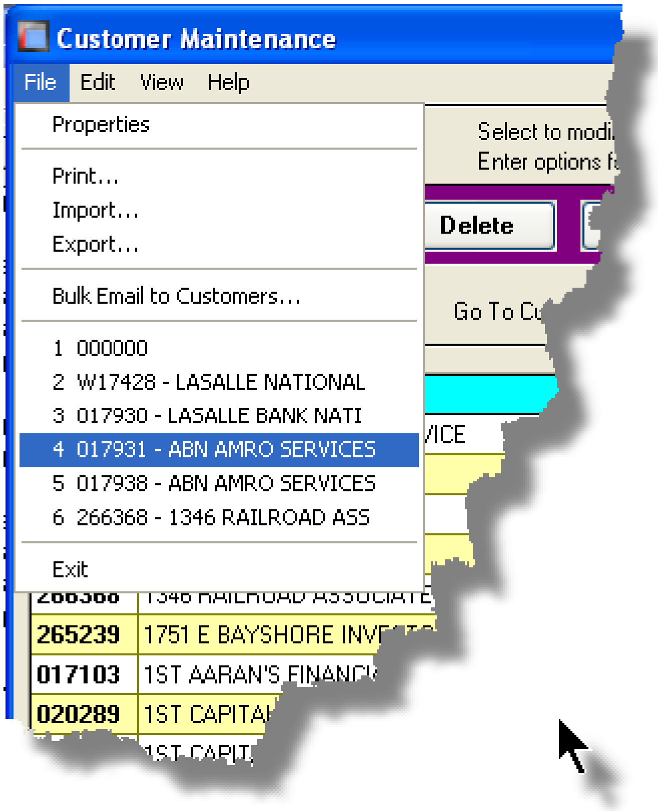
Account	Description
001-0110-040	OPERATIN
001-0120-040	GENERA
001-0310-040	EDI
001-0400-040	
001-0420-040	
001-0430-040	A
001-0440-040	
001-0470-040	
001-0900-040	PET
002-0231-040	
002-0235-040	

Warning

The Undo Delete, Undo Modify, Cut, Copy and Paste functions are only operable while working in the particular function. If you exit the function associated to the grid, when you return, any Cut, Modified or Deleted record may not be Pasted or Undone.

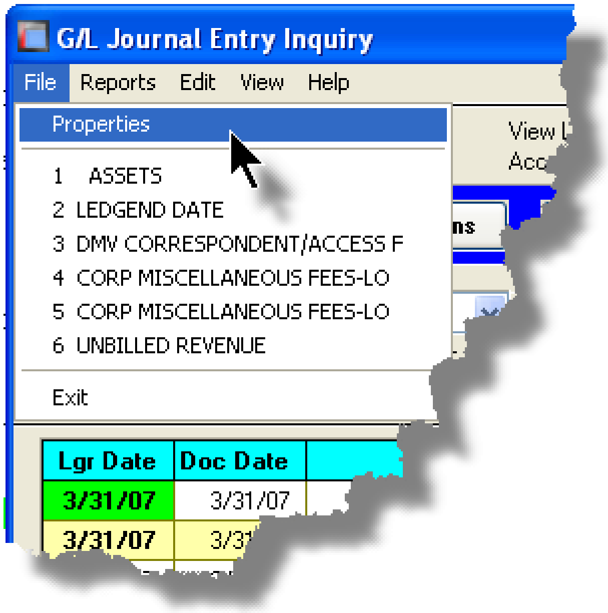
Most Recently Accessed Items Menu

In the drop down menu under **File** in the menu-bar, most grid screens will provide a list of the last 6 items that were added or edited . You can click on any one these to position to it.

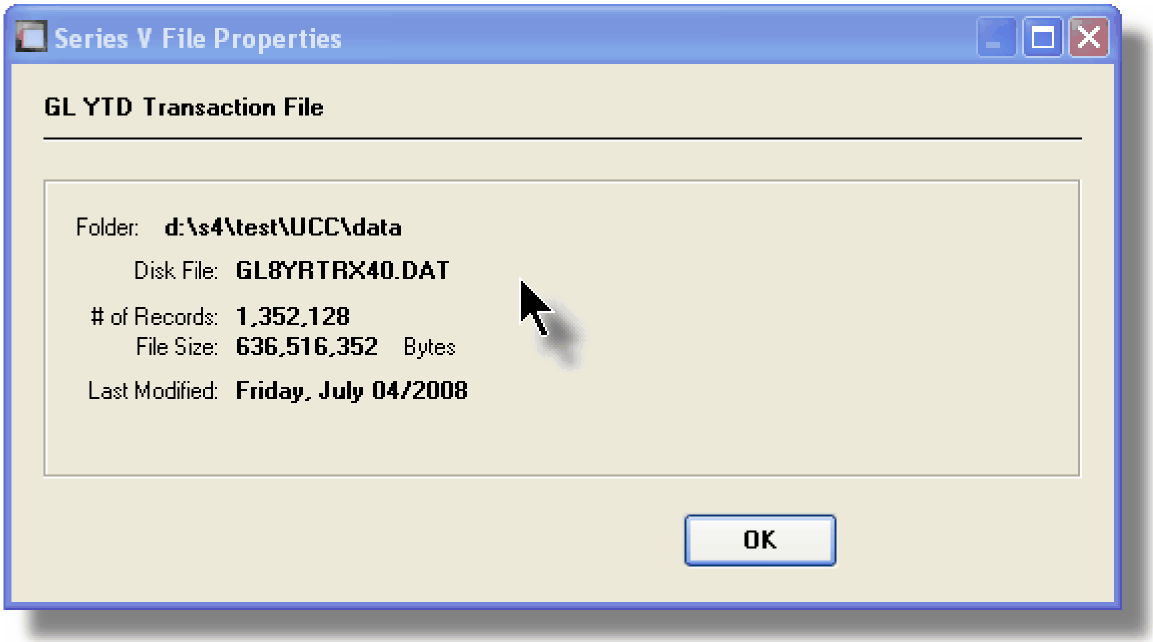

Customer Maintenance
File
Edit
View
Help
Properties
Print...
Import...
Export...
Bulk Email to Customers...
1 000000
2 W17428 - LASALLE NATIONAL
3 017930 - LASALLE BANK NATI
4 017931 - ABN AMRO SERVICES
5 017938 - ABN AMRO SERVICES
6 266368 - 1346 RAILROAD ASS
Exit
Select to modi
Enter options f
Delete
Go To Cu
VICE
265239 1751 E BAYSHORE INV
017103 1ST AARAN'S FINANC
020289 1ST CAPITA

Grid File Properties Menu Function

In almost all applications using a grid screen, the rows of data displayed represent a data record in a file. The Properties function found In the drop down menu under **File** in the menu-bar, when clicked will display some properties about the displayed file.



The Properties Screen displayed shows the names of the files, the # of records, and the size.



GL YTD Transaction File

Folder: d:\s4\test\UCC\data

Disk File: GL8YRTRX40.DAT

# of Records: 1,352,128

File Size: 636,516,352 Bytes

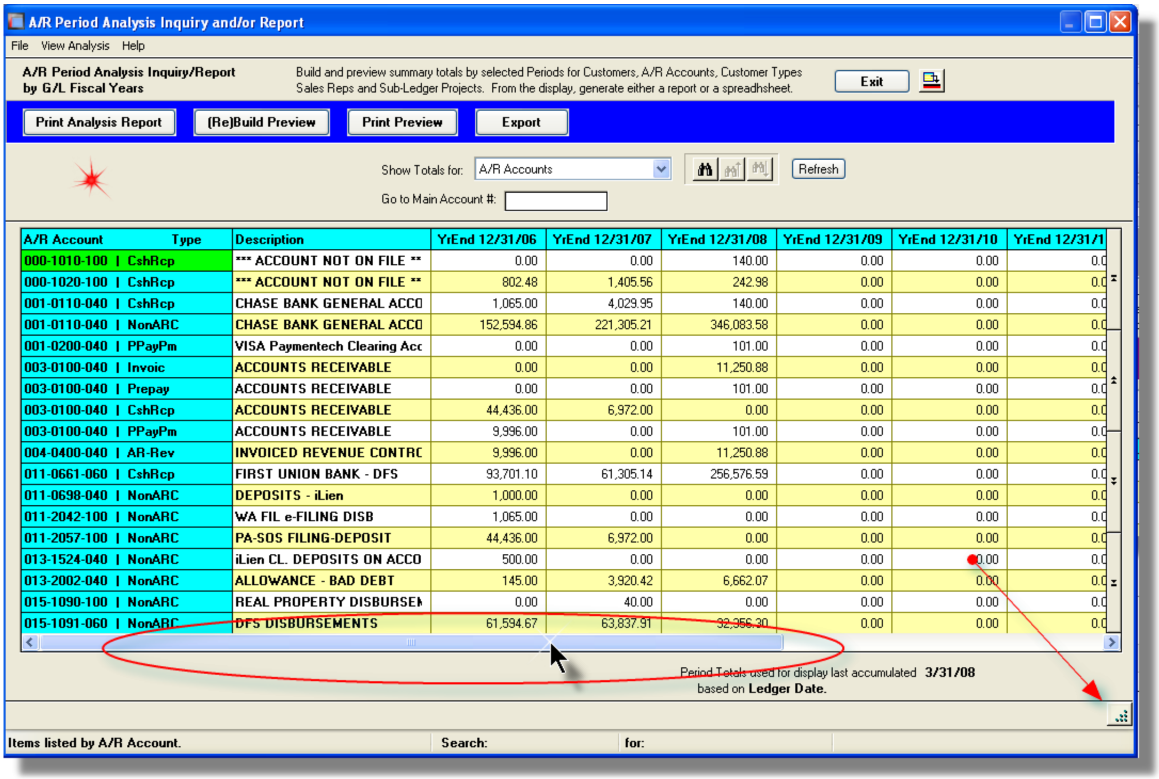
Last Modified: Friday, July 04/2008

Grid Slide Bar and Full Screen Expand Push Button

In most cases, the columns of data displayed in the grid can be displayed in the screen's window. There are a few functions that have too many columns of data to fit.

If there are more columns defined that can't all fit on the screen at once, there will be a slide bar displayed at the bottom of the grid. The operator may slide it over with the mouse to view the hidden columns of data.

If there is an ⠴ icon in the lower right corner of the screen, clicking on this will expand the screen laterally to it's full size. (You will need to have a wide screen for this to be effective).



A/R Period Analysis Inquiry/Report by G/L Fiscal Years

Build and preview summary totals by selected Periods for Customers, A/R Accounts, Customer Types Sales Reps and Sub-Ledger Projects. From the display, generate either a report or a spreadhsheet.

Show Totals for: A/R Accounts

Go to Main Account #:

A/R Account	Type	Description	YrEnd 12/31/06	YrEnd 12/31/07	YrEnd 12/31/08	YrEnd 12/31/09	YrEnd 12/31/10	YrEnd 12/31/1
000-1010-100	CshRcp	*** ACCOUNT NOT ON FILE **	0.00	0.00	140.00	0.00	0.00	0.0
000-1020-100	CshRcp	*** ACCOUNT NOT ON FILE **	802.48	1,405.56	242.98	0.00	0.00	0.0
001-0110-040	CshRcp	CHASE BANK GENERAL ACCO	1,065.00	4,029.95	140.00	0.00	0.00	0.0
001-0110-040	NonARC	CHASE BANK GENERAL ACCO	152,594.86	221,305.21	346,083.58	0.00	0.00	0.0
001-0200-040	PPayPm	VISA Paymentech Clearing Acc	0.00	0.00	101.00	0.00	0.00	0.0
003-0100-040	Invoic	ACCOUNTS RECEIVABLE	0.00	0.00	11,250.88	0.00	0.00	0.0
003-0100-040	Prepay	ACCOUNTS RECEIVABLE	0.00	0.00	101.00	0.00	0.00	0.0
003-0100-040	CshRcp	ACCOUNTS RECEIVABLE	44,436.00	6,972.00	0.00	0.00	0.00	0.0
003-0100-040	PPayPm	ACCOUNTS RECEIVABLE	9,996.00	0.00	101.00	0.00	0.00	0.0
004-0400-040	AR-Rev	INVOICED REVENUE CONTRC	9,996.00	0.00	11,250.88	0.00	0.00	0.0
011-0661-060	CshRcp	FIRST UNION BANK - DFS	93,701.10	61,305.14	256,576.59	0.00	0.00	0.0
011-0698-040	NonARC	DEPOSITS - iLien	1,000.00	0.00	0.00	0.00	0.00	0.0
011-2042-100	NonARC	WA FIL e-FILING DISB	1,065.00	0.00	0.00	0.00	0.00	0.0
011-2057-100	NonARC	PA-SOS FILING-DEPOSIT	44,436.00	6,972.00	0.00	0.00	0.00	0.0
013-1524-040	NonARC	iLien CL. DEPOSITS ON ACCO	500.00	0.00	0.00	0.00	0.00	0.0
013-2002-040	NonARC	ALLOWANCE - BAD DEBT	145.00	3,920.42	6,662.07	0.00	0.00	0.0
015-1090-100	NonARC	REAL PROPERTY DISBURSEI	0.00	40.00	0.00	0.00	0.00	0.0
015-1091-060	NonARC	DFS DISBURSEMENTS	61,594.67	63,837.91	32,356.30	0.00	0.00	0.0

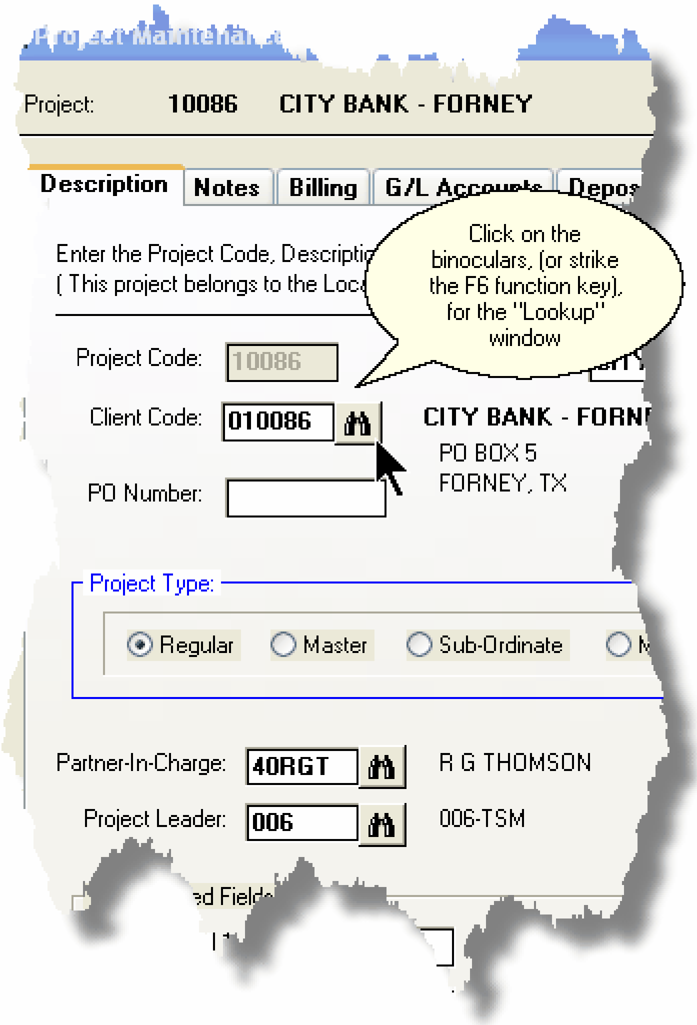
Period Totals used for display last accumulated **3/31/08**
based on **Ledger Date.**

Items listed by A/R Account. Search: for:

3.3 Code "Lookup" Window

Throughout each of the Series 5 applications there may be master codes that must be entered into a field on a screen. In most cases there will be an icon 🔍 of a pair of binoculars located to the right of the field. If you click on the binoculars, a "Codes Lookup" window will be displayed, from which you can browse for and select a code.

Here is an example of fields with the binoculars icon for entering master codes in the Professional Invoicing system.



Project: 10086 CITY BANK - FORNEY

Enter the Project Code, Descriptio
(This project belongs to the Loc

Click on the binoculars, (or strike the F6 function key), for the "Lookup" window

Project Code: 10086

Client Code: 010086 CITY BANK - FORN
PO BOX 5
FORNEY, TX

PO Number:

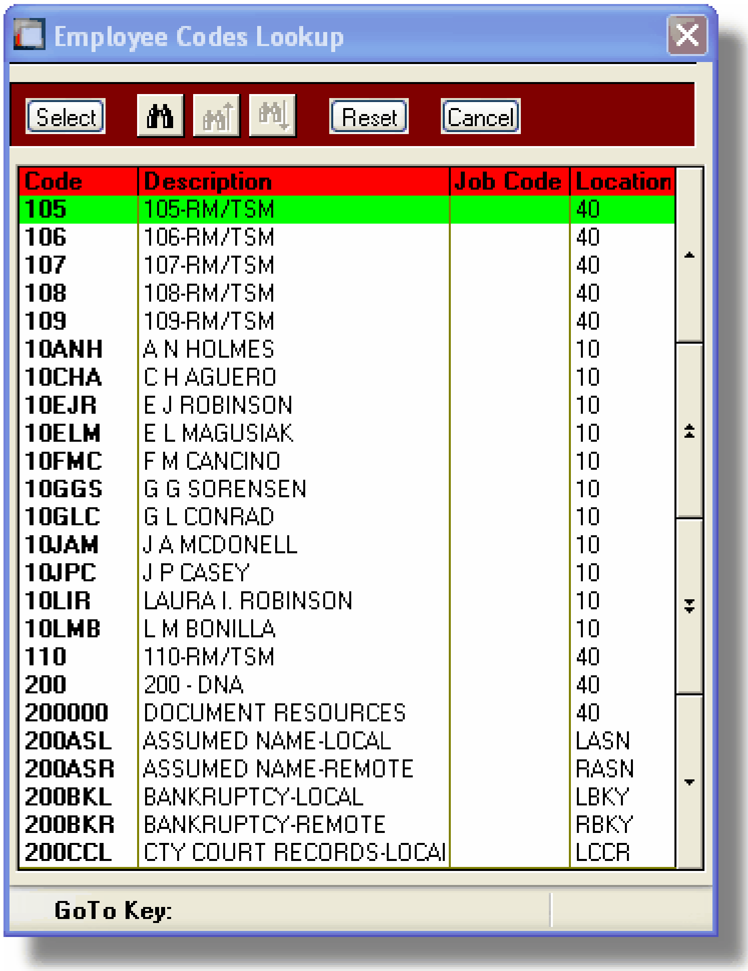
Project Type:
● Regular ○ Master ○ Sub-Ordinate ○ M

Partner-In-Charge: 40RGT R G THOMSON

Project Leader: 006 006-TSM

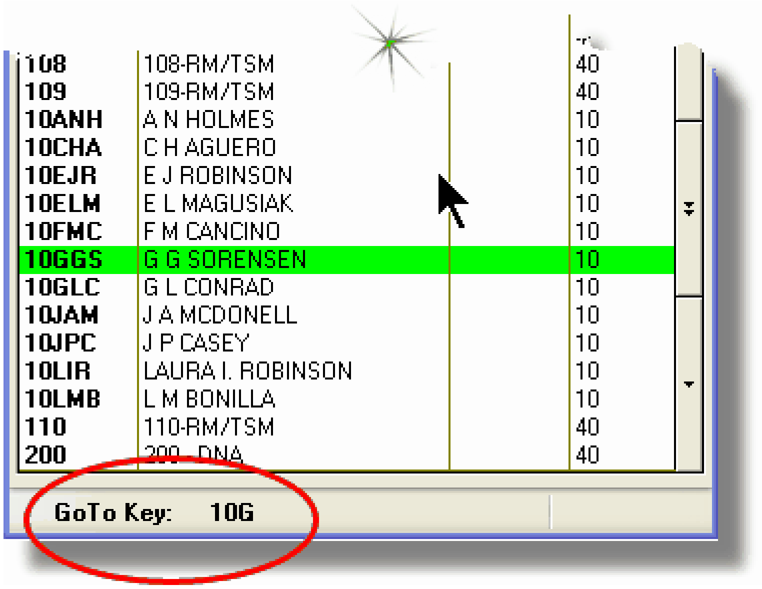
Code "Lookup" Window

All "Lookup" windows basically have the same characteristics and controls.



Code	Description	Job Code	Location
105	105-RM/TSM		40
106	106-RM/TSM		40
107	107-RM/TSM		40
108	108-RM/TSM		40
109	109-RM/TSM		40
10ANH	A N HOLMES		10
10CHA	C H AGUERO		10
10EJR	E J ROBINSON		10
10ELM	E L MAGUSIAK		10
10FMC	F M CANCINO		10
10GGS	G G SORENSEN		10
10GLC	G L CONRAD		10
10JAM	J A MCDONELL		10
10JPC	J P CASEY		10
10LIR	LAURA I. ROBINSON		10
10LMB	L M BONILLA		10
110	110-RM/TSM		40
200	200 - DNA		40
200000	DOCUMENT RESOURCES		40
200ASL	ASSUMED NAME-LOCAL		LASN
200ASR	ASSUMED NAME-REMOTE		RASN
200BKL	BANKRUPTCY-LOCAL		LBKY
200BKR	BANKRUPTCY-REMOTE		RBKY
200CCL	CTY COURT RECORDS-LOCAI		LCCR

- Select a particular code by navigating to it in the window and double clicking the row, or clicking the **Select** push button
- To exit the Lookup window without selecting an item, click on the **Cancel** push button
- A Search window may be activated by clicking on the binoculars icon
- Move through the codes in the window by clicking on the grid navigate bar icons (on the right), or the cursor up/down keys, or the Page Up/Down keys.
- If you know the 1st few letters of the code you are wanting, you can type these, and the grid will redisplay showing the item closest to the **Goto Key** that you have typed. (To reset the Goto Key string, strike the ESC key, of click the **Reset** pushbutton).

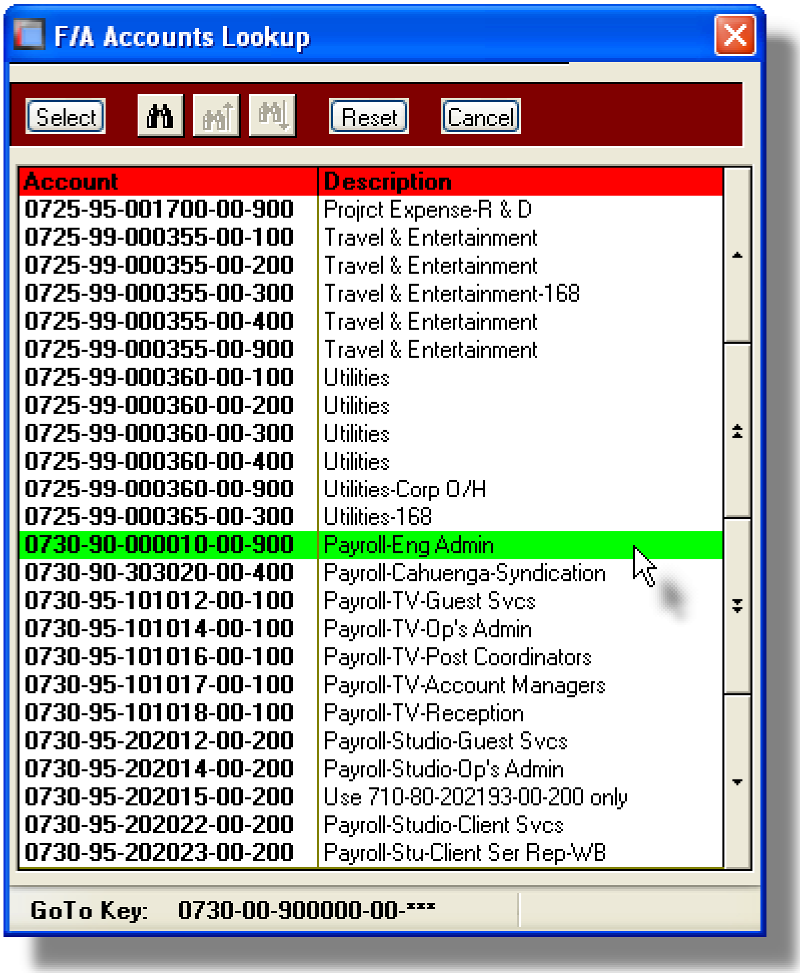


108	108-RM/TSM	40
109	109-RM/TSM	40
10ANH	A N HOLMES	10
10CHA	C H AGUERO	10
10EJR	E J ROBINSON	10
10ELM	E L MAGUSIAK	10
10FMC	F M CANCINO	10
10GGS	G G SORENSEN	10
10GLC	G L CONRAD	10
10JAM	J A MCDONELL	10
10JPC	J P CASEY	10
10LIR	LAURA I. ROBINSON	10
10LMB	L M BONILLA	10
110	110-RM/TSM	40
200	200 - DNA	40

GoTo Key: 10G

G/L Account "Lookup" Window

For "Lookup" windows offering a G/L Account to be selected, a similar window with the same characteristics and controls is displayed.



Account	Description
0725-95-001700-00-900	Projrct Expense-R & D
0725-99-000355-00-100	Travel & Entertainment
0725-99-000355-00-200	Travel & Entertainment
0725-99-000355-00-300	Travel & Entertainment-168
0725-99-000355-00-400	Travel & Entertainment
0725-99-000355-00-900	Travel & Entertainment
0725-99-000360-00-100	Utilities
0725-99-000360-00-200	Utilities
0725-99-000360-00-300	Utilities
0725-99-000360-00-400	Utilities
0725-99-000360-00-900	Utilities-Corp O/H
0725-99-000365-00-300	Utilities-168
0730-90-000010-00-900	Payroll-Eng Admin
0730-90-303020-00-400	Payroll-Cahuenga-Syndication
0730-95-101012-00-100	Payroll-TV-Guest Svcs
0730-95-101014-00-100	Payroll-TV-Op's Admin
0730-95-101016-00-100	Payroll-TV-Post Coordinators
0730-95-101017-00-100	Payroll-TV-Account Managers
0730-95-101018-00-100	Payroll-TV-Reception
0730-95-202012-00-200	Payroll-Studio-Guest Svcs
0730-95-202014-00-200	Payroll-Studio-Op's Admin
0730-95-202015-00-200	Use 710-80-202193-00-200 only
0730-95-202022-00-200	Payroll-Studio-Client Svcs
0730-95-202023-00-200	Payroll-Stu-Client Ser Rep-WB

GoTo Key: 0730-00-900000-00-***

The main difference is the entry of the GoTo Key:

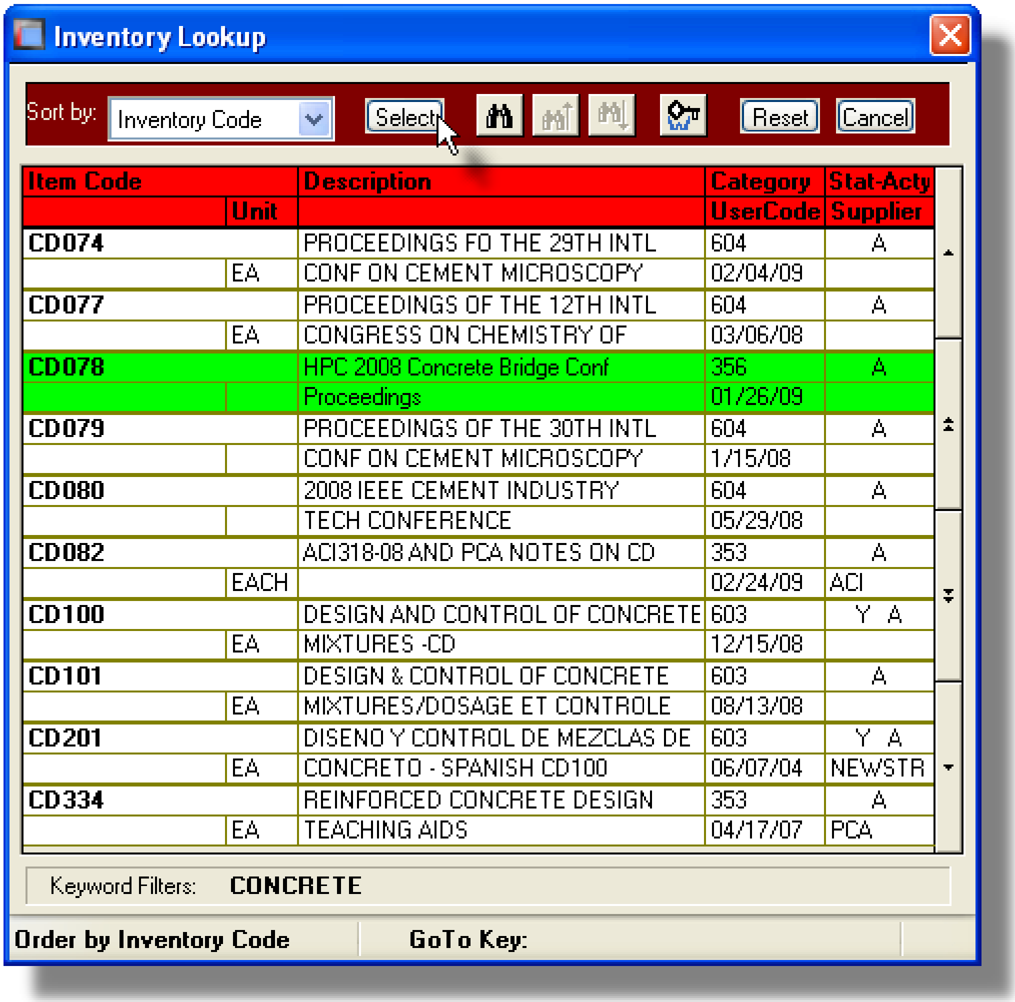
- As each numeric digit is entered, the system will attempt to redisplay showing the closest **Goto Key** account
- For systems with more than one G/L Account Main segment, enter either the Space-Bar, or the "-" character to indicate entry of the next Account Bank segment
- Only the G/L Account Main number is recognized. Don't bother trying to enter the Profit Center portion
- In the above screen example, you could have entered **730-** or **073090** to have the system position itself in the grid as shown
- Once the number of digits in the G/L Account's Main number has been entered, the GoTo Key fields is cleared, and a different number may be started

3.4 Inventory "Lookup" Window

The Inventory Items "Lookup" window provides the ability to list, and select an Inventory item. (It offers the same capability as all other Series 5 "Lookup" windows except it offers the ability to view Inventory items based on it's Descriptions' keywords.

Inventory Code "Lookup" Window

The Inventory Lookup window is displayed as follows:



Sort by: Inventory Code

Item Code		Description	Category	Stat-Acty
	Unit		UserCode	Supplier
CD074		PROCEEDINGS FO THE 29TH INTL	604	A
	EA	CONF ON CEMENT MICROSCOPY	02/04/09	
CD077		PROCEEDINGS OF THE 12TH INTL	604	A
	EA	CONGRESS ON CHEMISTRY OF	03/06/08	
CD078		HPC 2008 Concrete Bridge Conf	356	A
		Proceedings	01/26/09	
CD079		PROCEEDINGS OF THE 30TH INTL	604	A
		CONF ON CEMENT MICROSCOPY	1/15/08	
CD080		2008 IEEE CEMENT INDUSTRY	604	A
		TECH CONFERENCE	05/29/08	
CD082		ACI318-08 AND PCA NOTES ON CD	353	A
	EACH		02/24/09	ACI
CD100		DESIGN AND CONTROL OF CONCRETE	603	Y A
	EA	MIXTURES -CD	12/15/08	
CD101		DESIGN & CONTROL OF CONCRETE	603	A
	EA	MIXTURES/DOSAGE ET CONTROLE	08/13/08	
CD201		DISENO Y CONTROL DE MEZCLAS DE	603	Y A
	EA	CONCRETO - SPANISH CD100	06/07/04	NEWSTR
CD334		REINFORCED CONCRETE DESIGN	353	A
	EA	TEACHING AIDS	04/17/07	PCA

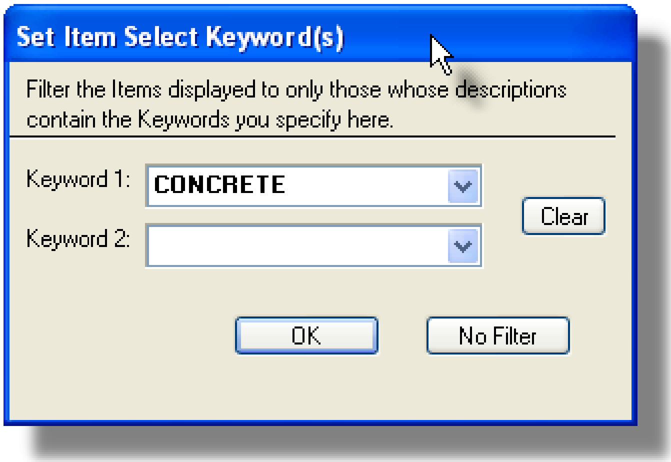
Keyword Filters: CONCRETE

Order by Inventory Code GoTo Key:

- Select a particular Inventory Item by navigating to it in the window and double clicking the row, or clicking the **Select** push button
- To exit the Lookup window without selecting an item, click on the **Cancel** push button
- A Search window may be activated by clicking on the binoculars icon
- Move through the codes in the window by clicking on the grid navigate bar icons (on the right), or the cursor up/down keys, or the Page Up/Down keys.

- If you know the 1st few letters of the code you are wanting, you can type these, and the grid will redisplay showing the item closest to the **Goto Key** that you have typed. (To reset the Goto Key string, strike the ESC key, of click the **Reset** pushbutton).
- If you don't know the item, but you know at least one of the key words that was used in the Description of the item, you can look up items based on keywords.

  Click the 🔑 Keyword icon at the top of the screen; enter the keyword, and inventory items that have that word in their description are displayed in the grid. For example, in the screen following, the keyword CONCRETE was entered:

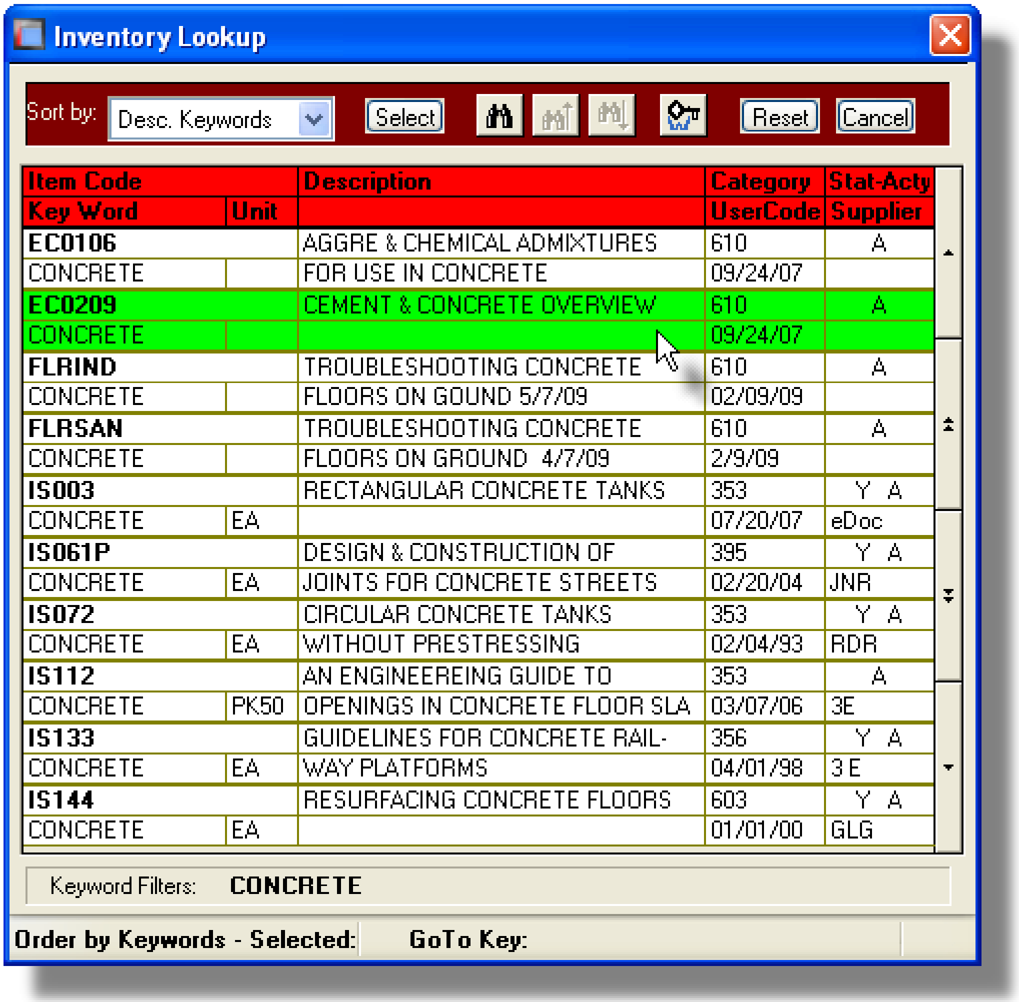


Filter the Items displayed to only those whose descriptions contain the Keywords you specify here.

Keyword 1: CONCRETE

Keyword 2:

And the following items are displayed in the grid:



Sort by: Desc. Keywords

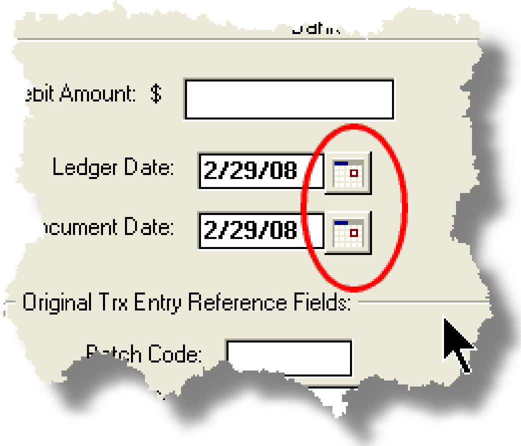
Item Code		Description	Category	Stat-Acty
Key Word	Unit		UserCode	Supplier
EC0106		AGGRE & CHEMICAL ADMIXTURES	610	A
CONCRETE		FOR USE IN CONCRETE	09/24/07	
EC0209		CEMENT & CONCRETE OVERVIEW	610	A
CONCRETE			09/24/07	
FLRIND		TROUBLESHOOTING CONCRETE	610	A
CONCRETE		FLOORS ON GOUND 5/7/09	02/09/09	
FLRSAN		TROUBLESHOOTING CONCRETE	610	A
CONCRETE		FLOORS ON GROUND 4/7/09	2/9/09	
IS003		RECTANGULAR CONCRETE TANKS	353	Y A
CONCRETE	EA		07/20/07	eDoc
IS061P		DESIGN & CONSTRUCTION OF	395	Y A
CONCRETE	EA	JOINTS FOR CONCRETE STREETS	02/20/04	JNR
IS072		CIRCULAR CONCRETE TANKS	353	Y A
CONCRETE	EA	WITHOUT PRESTRESSING	02/04/93	RDR
IS112		AN ENGINEEREING GUIDE TO	353	A
CONCRETE	PK50	OPENINGS IN CONCRETE FLOOR SLA	03/07/06	3E
IS133		GUIDELINES FOR CONCRETE RAIL-	356	Y A
CONCRETE	EA	WAY PLATFORMS	04/01/98	3 E
IS144		RESURFACING CONCRETE FLOORS	603	Y A
CONCRETE	EA		01/01/00	GLG

Keyword Filters: **CONCRETE**

Order by Keywords - Selected: **GoTo Key:**

3.5 Date "Lookup" Window

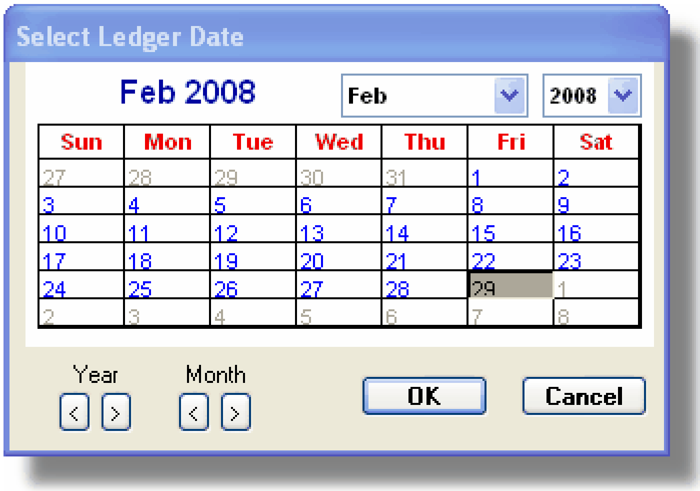
Throughout the Series 5 applications there is the need to enter dates. With each date entry field there will be an icon 📅 of a calendar located to the right of the field.



If you click on the calendar, a "Date Lookup" window will be displayed, from which you can choose a date.

Date entry "Lookup" Window

Here is the "Date Lookup" window.



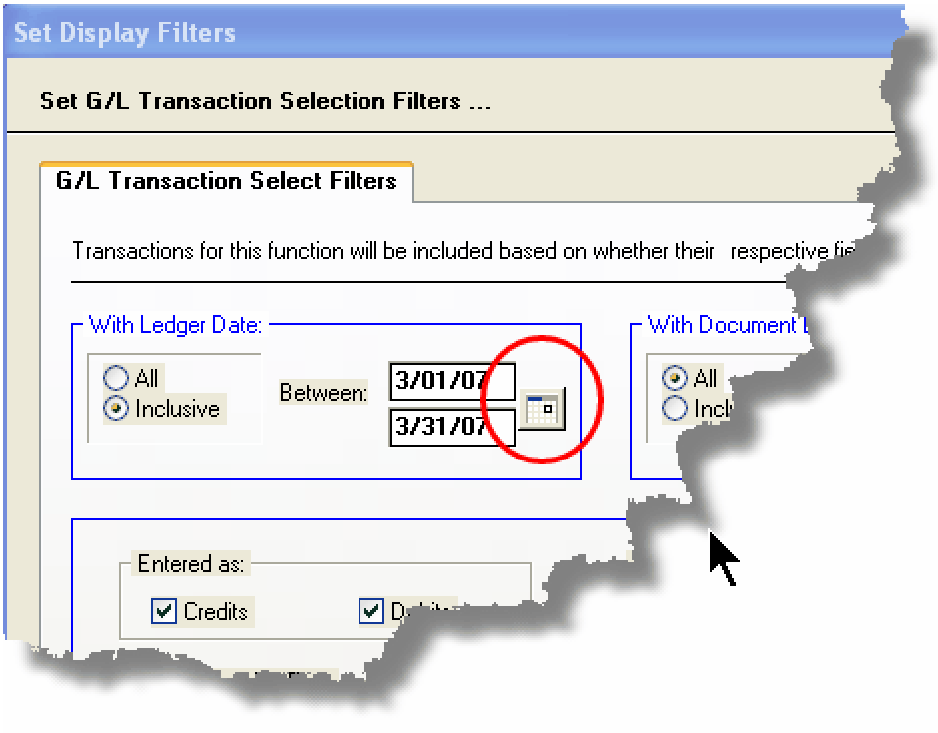
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	1
2	3	4	5	6	7	8

- Select a particular date by double-clicking it on the calendar
- Select a particular **Month** or **Year** by selecting it from the given drop down list fields
- Move to the next or previous Years and Months by clicking on the navigate buttons at the bottom
- Exit without selecting a date by clicking on the **Cancel** push button

3.6 Date Range "Lookup" Window

Throughout each of the Series 5 applications there may be a need to enter a range of dates. In most cases there will be an icon 📅 of a small calendar located to the right of the fields.

Here is an example of selecting a range of Ledger dates in one of the G/L system's functions.



Set Display Filters

Set G/L Transaction Selection Filters ...

G/L Transaction Select Filters

Transactions for this function will be included based on whether their respective fie

With Ledger Date:
○ All
● Inclusive
Between: 3/01/07 3/31/07

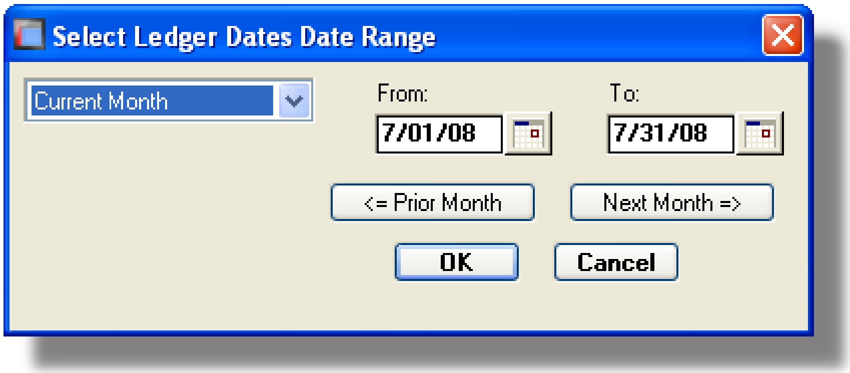
With Document
● All
○ Incl

Entered as:
☑ Credits
☑ D

If you click on the calendar, a "Date Range Lookup" window will be displayed, from which you can enter the starting/ending dates, or choose from a variety of different date range possibilities from a drop down select field.

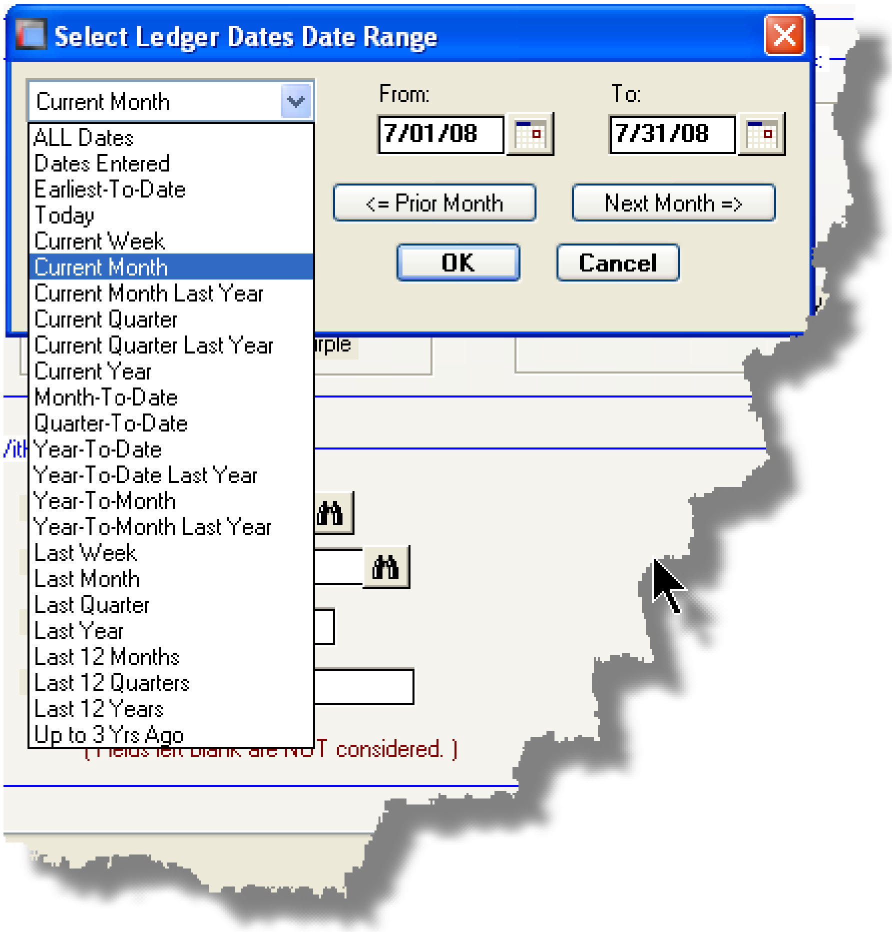
− Date Range "Lookup" Window

The window for entering a range of dates, (or selecting one form a drop down list).



You may choose, or set, a given date range using a variety of methods:

- Enter the dates in the **From** and **To** fields
- Click on the little calendar icons to have a calendar displayed from which a data can be chosen
- Click on the **Prior ....** or **Next ....** push buttons to adjust the dates accordingly
- Choose a particular date range from the drop down list


Select Ledger Dates Date Range
Current Month
From:
7/01/08
To:
7/31/08
<= Prior Month
Next Month =>
OK
Cancel
ALL Dates
Dates Entered
Earliest-To-Date
Today
Current Week
Current Month
Current Month Last Year
Current Quarter
Current Quarter Last Year
Current Year
Month-To-Date
Quarter-To-Date
Year-To-Date
Year-To-Date Last Year
Year-To-Month
Year-To-Month Last Year
Last Week
Last Month
Last Quarter
Last Year
Last 12 Months
Last 12 Quarters
Last 12 Years
Up to 3 Yrs Ago

Part

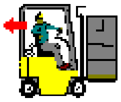
IV

4 Starting and Using the I/M System

In order to use any of the Series 5 system applications, each user must go through a sign-on process.

The following steps are required.

1. Signon using the users assigned User Code and Password**.**
2. Select the Company System that is to be processed. (If only one Company system is defined, then this step is not required).
3. From the Main Menu screen, click the Accounts Receivable icon.



4.1 User Logon

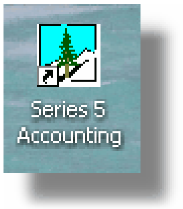
Each user must first log in to use any of the Series 5 applications.

Key Information

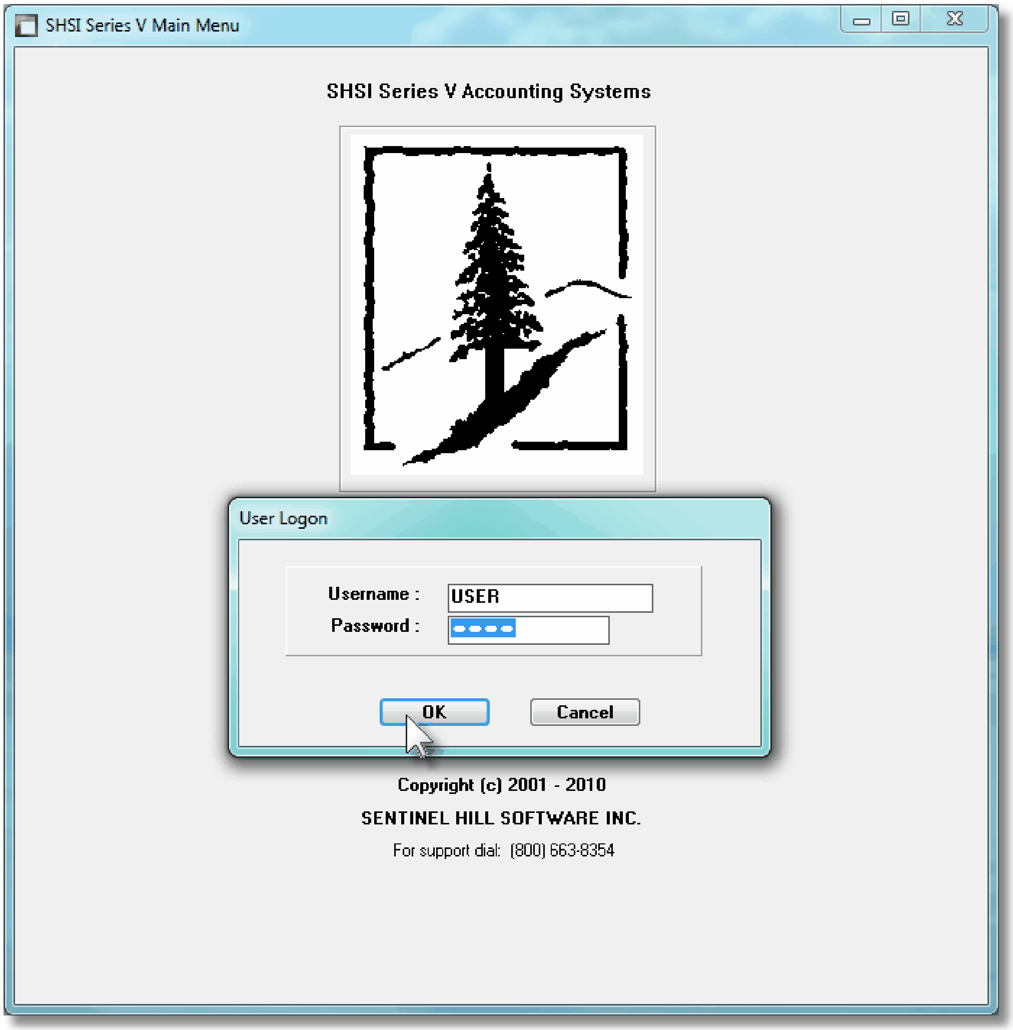
Your Systems Manager, or designated "Gate Keeper" must first create a User Profile before any user can sign on to the system.

User Logon Screens

1. Click on the Series 5 application icon that has been set up on your desktop.



2. Enter your User Code and Password. If setup by your Systems manager, the Username Code will default to that defined by the **SHSI_USER_NAME** DOS Environment Variable.

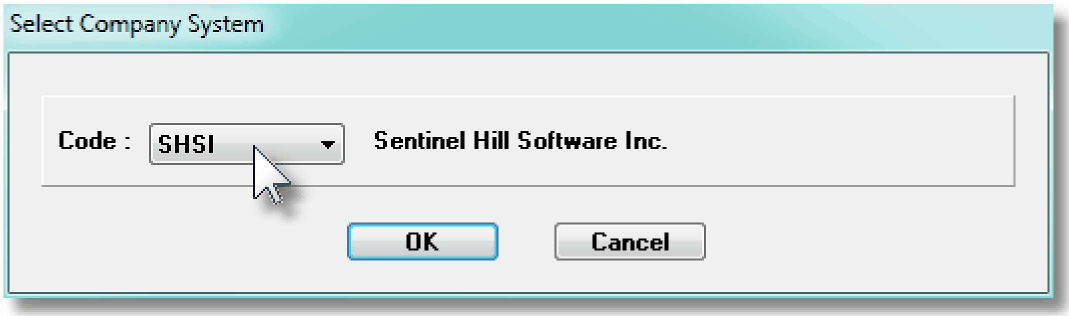

SHSI Series V Main Menu
SHSI Series V Accounting Systems
User Logon
OK
Cancel
Copyright (c) 2001 - 2010
SENTINEL HILL SOFTWARE INC.
For support dial: (800) 663-8354

Username : USER

Password : ••••

- You must enter the correct password to get into the system.
- You will have five attempts at entering the correct Username and Password combination
- Your Systems Manager may have established the rule that passwords must be renewed at some interval of time. (ie., every 3 months). If this is the case, the system will warn you 21 days ahead of time, that you will need to change the password. If it has expired, you will have to contact your System Administrator, or your Gatekeeper to set up a new password for you.

3. If you have defined more that one Company System, select the company to be worked with:

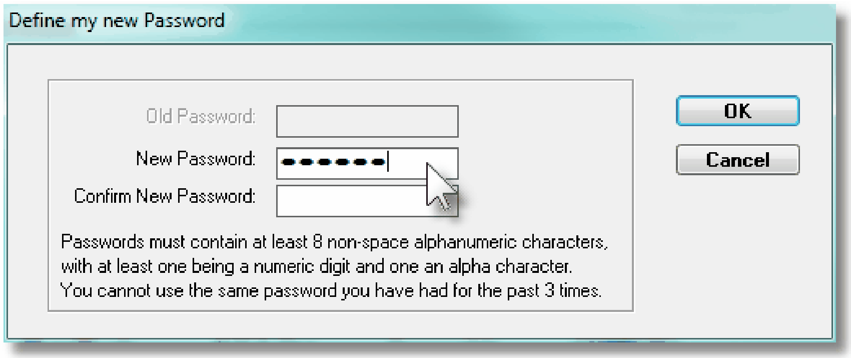


Code : SHSI Sentinel Hill Software Inc.

Defining a New Password

On occasion, you may be required to define a new password. You can have your Systems Manager, or the designated Gate Keeper assign you a new password, or you can do that yourself.

1. From the Main Menu's menu bar, click on **My Own Setup**, and from the drop down menu, click on **Change My Password**. The following screen will be displayed:



Old Password:
New Password: ●●●●●●
Confirm New Password:

Passwords must contain at least 8 non-space alphanumeric characters, with at least one being a numeric digit and one an alpha character.
You cannot use the same password you have had for the past 3 times.

2. Enter your old password

3. Enter your new password in both fields presented. There are a few rules about the password you are allowed to use:

   ✓ The password must contain at least 8 non-space characters

   ✓ The password must contain at least 1 numeric digit and 1 alpha character

   ✓ You cannot use the same password that you have used for the last 3 times

   ✓ The password will time-out after a pre-determined period of time. (As setup by your Systems Manager)

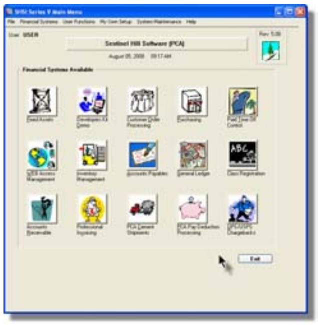
   ✓ If you fail to enter the password correctly after a number of tries, (as setup by your Systems Manger), you will be disabled from logging in. You will have to contact your System Manager to have your profile re-enabled.

4. Click **OK** to proceed.

4.2 Series 5 Main Menu

The Series 5 Main Menu screen provides each of the bitmap buttons for each application that has been defined on your system.

Series 5 Main Menu



Launch the I/M application by clicking it's associated graphic.

Part V

5 Basic Processing Procedures

Throughout the Series 5 system applications, a variety of functions provide standard processing options screens. These are documented in this chapter and it's related sub-topics.

5.1 Background or Night Processing

Many of the Series 5 applications provide the ability to execute a number of their reporting and processing functions in the background as a batch job. You might choose to execute an application as a Batch Job so that your terminal may be free to be used for other activity, or so that a report could be delayed to be executed in the evening when the demands on your computer system are less. In order to process jobs in the background a PC terminal, running Windows, must be dedicated to executing the Batch Job Processor utility.

Some of the features of Batch processing:

- **Jobs may be queued to one of 5 different Job Queues**
- **Jobs may be queued with different Priorities**
- **Jobs may be queued to execute after a specified time of day (for Night Processing)**
- **Jobs may be defined as "Re-Occurring" at a variety of time intervals**
- **A Batch Job Manager can control and/or change individual jobs waiting to be executed**
- **Each Job has a Parameter Control file that can be edited**
- **Each completed Job has an Execute Audit Log file that may be viewed**
- **Multiple Batch Job Processor may execute simultaneously**

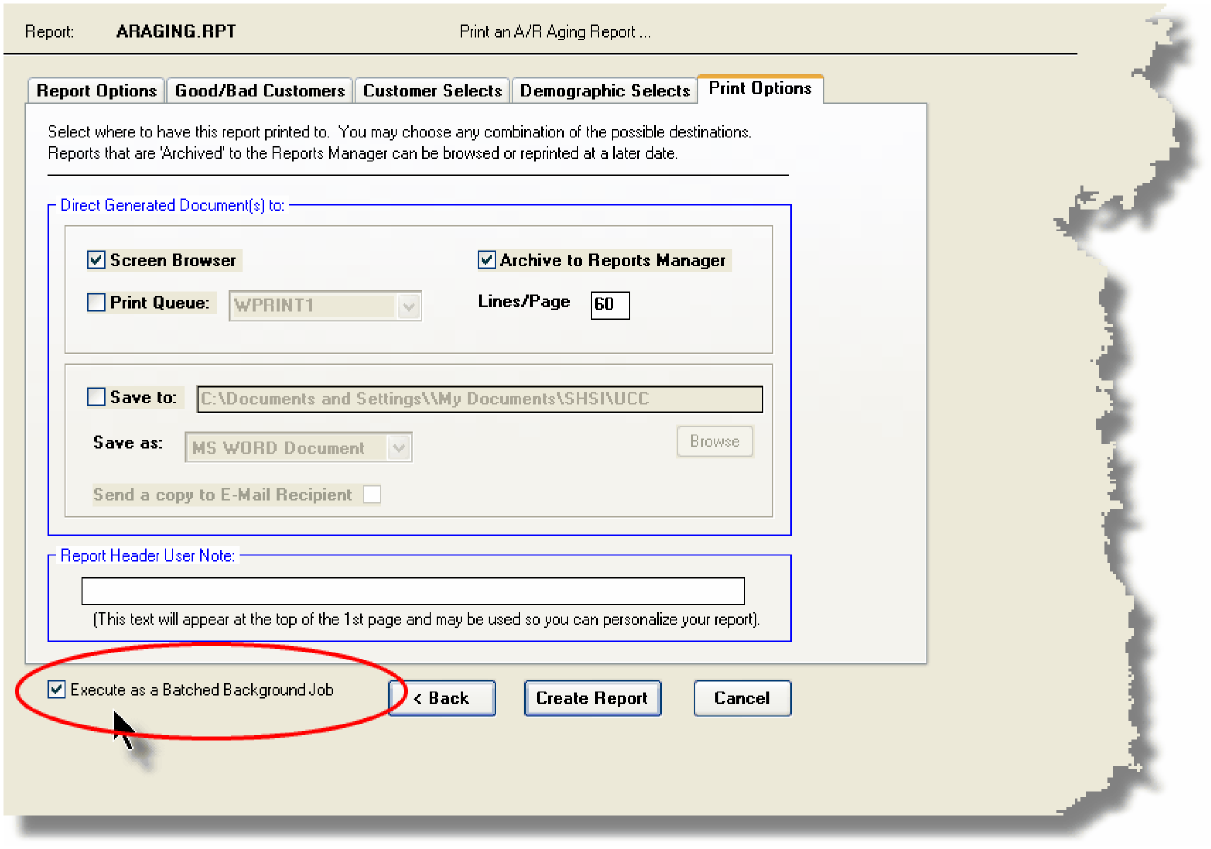
The ability to submit jobs to execute in the Background Job Processor is a privilege granted to individual users for each application's menu functions. It is also possible to define the option that a given operation MUST be executed by the Job Processor; and alternatively, that the job must execute after 6:00 PM in the evening.

5.1.1 Selecting Jobs for Background Processing

Only certain jobs have been set up to optionally execute using the Batch Job Processor. These are mainly functions that generate reports, or functions that need to be executed every night, or those functions requiring extensive CPU processing.

> **Processing Note**
>
> Batch Processing is a feature that carried over from the days when processors were relatively slow compared to today. As such, only a limited number of functions have been set up to execute in this manner. If there are any functions that you feel should be revised to execute in the Batch, please make your request to the development team at Sentinel Hill Software Inc.

If an application has been set up for Batch Processing, then typically on the last screen used to enter processing options, there will be a prompt at the bottom. Set the check box if you wish to execute the job in Batch. *If the user's access for the given menu item is set such that the job must be executed as a batch job, the check-box will be set, and disabled.*



Report: ARAGING.RPT Print an A/R Aging Report ...

Select where to have this report printed to. You may choose any combination of the possible destinations. Reports that are 'Archived' to the Reports Manager can be browsed or reprinted at a later date.

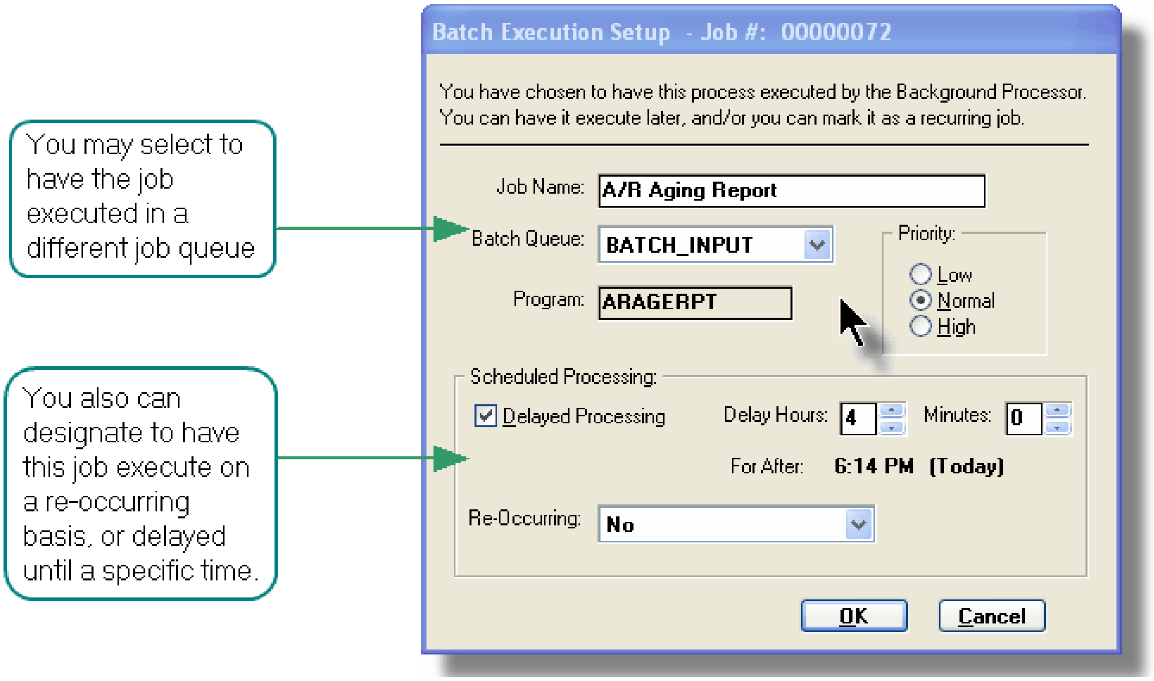
☑ Screen Browser
☑ Archive to Reports Manager
☐ Print Queue: WPRINT1
Lines/Page 60
☐ Save to: C:\Documents and Settings\\My Documents\SHSI\UCC
Save as: MS WORD Document
Send a copy to E-Mail Recipient ☐

Report Header User Note:

(This text will appear at the top of the 1st page and may be used so you can personalize your report).

☑ Execute as a Batched Background Job

If you set the **Execute as Batched Background Job** check-box, the following options screen is displayed:



You may select to have the job executed in a different job queue

You also can designate to have this job execute on a re-occurring basis, or delayed until a specific time.

Batch Execution Setup - Job #: 00000072

You have chosen to have this process executed by the Background Processor. You can have it execute later, and/or you can mark it as a recurring job.

Job Name: A/R Aging Report

Batch Queue: BATCH_INPUT

Program: ARAGERPT

Priority: ○ Low ● Normal ○ High

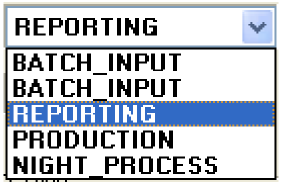
Scheduled Processing: ☑ Delayed Processing Delay Hours: 4 Minutes: 0

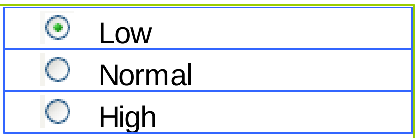
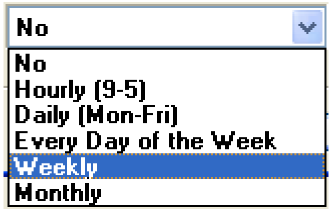
For After: 6:14 PM (Today)

Re-Occurring: No

Once the **OK** push button is clicked, then the job will be submitted to the Job Batch Queue to wait for it's time to be executed. In the meantime, you may continue with other functions, or exit the Series 5 application totally. Notice that every job is assigned a unique number. This may be used to track the job using the Batch Job Manager.

Batch Execute Setup Field Definitions

Job Name	***X(30)***
By default, is the name of the Report or Operation. The job may easily be tracked by the Batch Job Manager using this name.	
Batch Queue	***drop-list***
The system provides pre-defined Batch Queue names. Each job may be dispatched to a particular queue to be processed. Your System's Manager may have defined multiple queues, each with different execute priorities, or on different processors.	 REPORTING BATCH_INPUT BATCH_INPUT REPORTING PRODUCTION NIGHT_PROCESS
Program	
This field defines the name of the Series 5 program this is executed. It may not be changed.	
Priority	***radio-buttons***

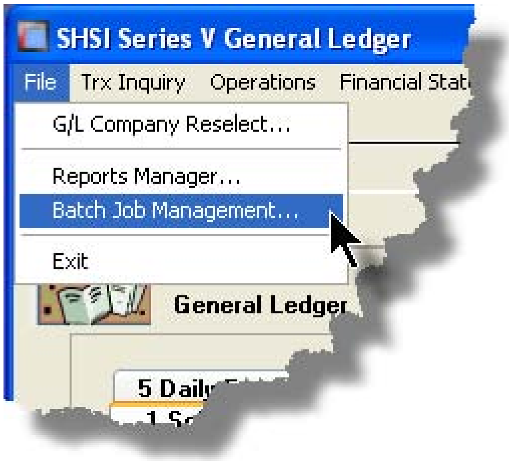
The priority will determine how quickly the batch request is executed. The default setting is determined from the User's access properties for the given application.	 ● Low ○ Normal ○ High
Delayed Processing	***check-box***
Should you wish to have this job execute at some designated time of the day, set this check-box. You will then be able to set the Delay Hours and Minutes. The delay will default such that the job would executed after 6:00 pm today.	
Re-Occurring	***drop-list***
When a job is initially queued, you may set this option to have it automatically re-occur at one of the defined intervals. After it eventually executes, it will automatically re-queue itself to execute. Note that any date parameters or filters associated to the application, will automatically be updated based on the given interval chosen.	 No No Hourly (9-5) Daily (Mon-Fri) Every Day of the Week Weekly Monthly

5.1.2 Batch Job Management

The Batch Job Manager is available to each of the Series 5 applications. Whenever an application's function is queued to be executed by the Batch processor, an entry is recorded in the Batch Job file. The Batch Manager allows you to view the status of the job, put it on Hold, have it re-queued, or even delete it.

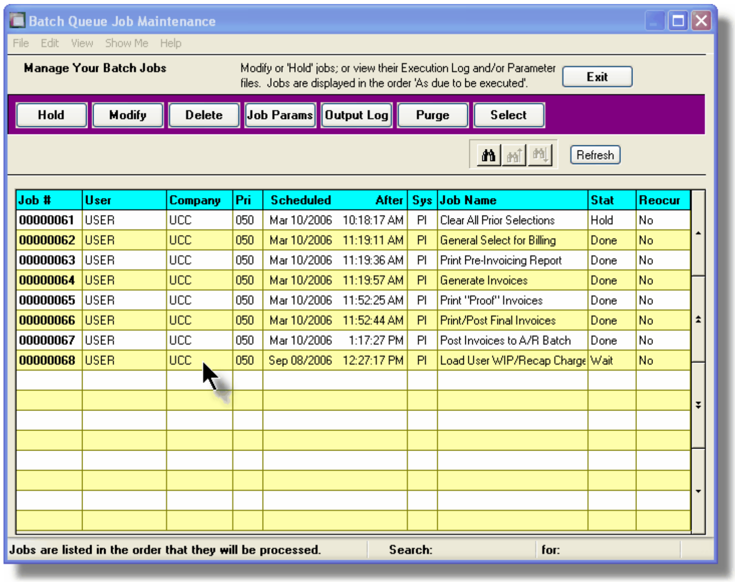
Accessing the I/M Batch Job Manager

From either the I/M Main menu, or any application, select **Batch Job Processing** from the **File** drop-down menu.


SHSI Series V General Ledger
File
Trx Inquiry
Operations
Financial Stat
G/L Company Reselect...
Reports Manager...
Batch Job Management...
Exit
General Ledger
5 Daily

Batch Job Queue Manager Grid Screen

Maintenance and monitoring of the Batch Jobs is done with a Series 5 grid screen.



Manage Your Batch Jobs

Modify or 'Hold' jobs; or view their Execution Log and/or Parameter files. Jobs are displayed in the order 'As due to be executed'.

Job #	User	Company	Pri	Scheduled	After	Sys	Job Name	Stat	Reocur
00000061	USER	UCC	050	Mar 10/2006	10:18:17 AM	PI	Clear All Prior Selections	Hold	No
00000062	USER	UCC	050	Mar 10/2006	11:19:11 AM	PI	General Select for Billing	Done	No
00000063	USER	UCC	050	Mar 10/2006	11:19:36 AM	PI	Print Pre-Invoicing Report	Done	No
00000064	USER	UCC	050	Mar 10/2006	11:19:57 AM	PI	Generate Invoices	Done	No
00000065	USER	UCC	050	Mar 10/2006	11:52:25 AM	PI	Print "Proof" Invoices	Done	No
00000066	USER	UCC	050	Mar 10/2006	11:52:44 AM	PI	Print/Post Final Invoices	Done	No
00000067	USER	UCC	050	Mar 10/2006	1:17:27 PM	PI	Post Invoices to A/R Batch	Done	No
00000068	USER	UCC	050	Sep 08/2006	12:27:17 PM	PI	Load User WIP/Recap Charge	Wait	No

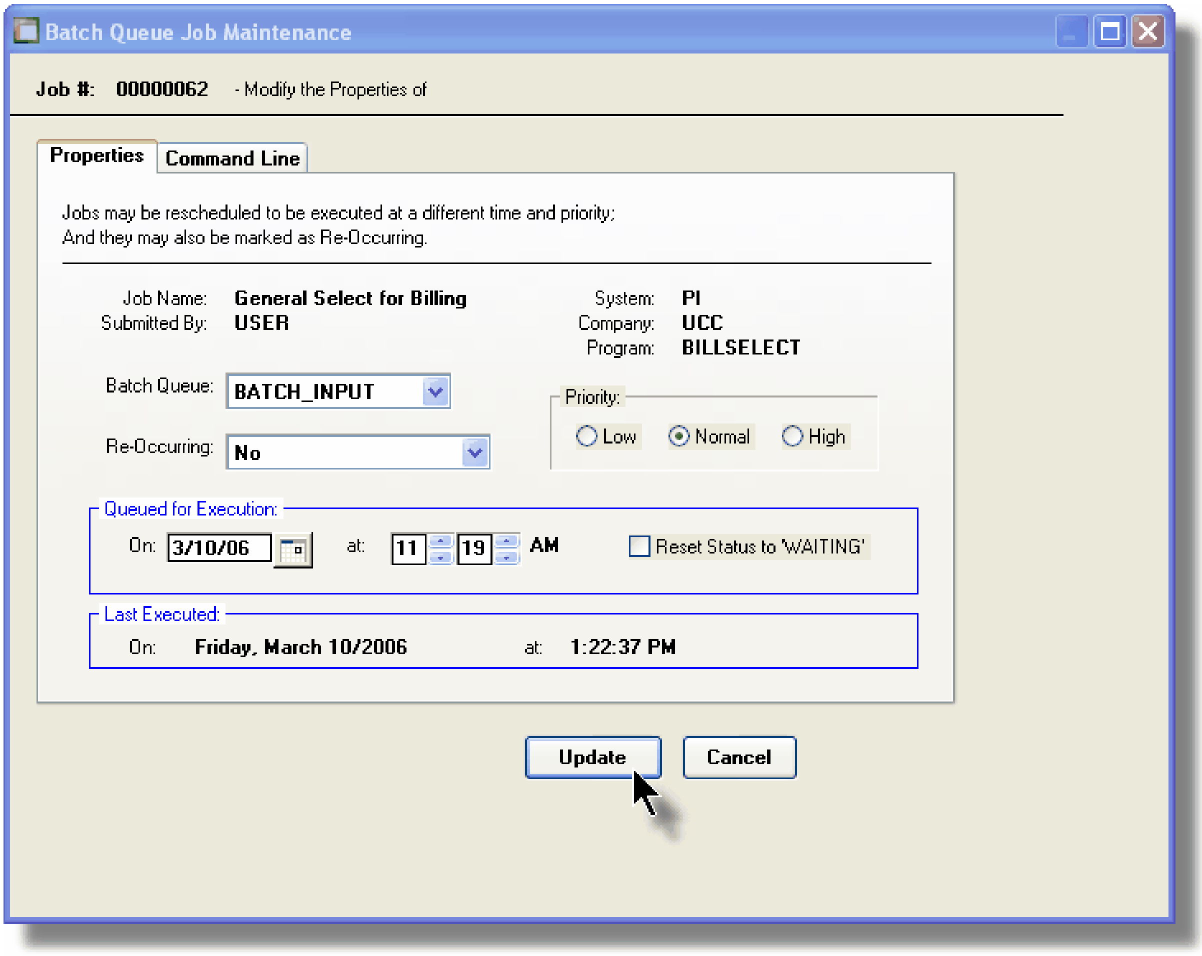
Jobs are listed in the order that they will be processed. Search: for:

"Fast Buttons"	
Hold	Put a Hold on the the selected Job
Modify	Modify the properties of the selected job
Delete	Delete the selected Job
Job Params	Display and edit the Job's execution parameters with Notepad
Output Log	View the output log generated when the selected job was executed.
Purge	Have those jobs satisfying a number of filters deleted from the system
Select	Set filters for the items that are displayed in the grid

Modifying a Job in the Batch Queue

1. In the grid, navigate to the row listing the job that is to be modified.

2. Double-click the row, or right-click the row to have a drop-down menu displayed, then click **Modify**, ... or just click on the **Modify** button in the "Fast Button" frame. The Job's properties screen will be displayed.



Job #: 00000062 - Modify the Properties of

Jobs may be rescheduled to be executed at a different time and priority;
And they may also be marked as Re-Occurring.

Job Name: General Select for Billing
Submitted By: USER
System: PI
Company: UCC
Program: BILLSELECT
Batch Queue: BATCH_INPUT
Re-Occurring: No
Priority: ○ Low ● Normal ○ High

Queued for Execution:
On: 3/10/06 at: 11 19 AM ☐ Reset Status to 'WAITING'

Last Executed:
On: Friday, March 10/2006 at: 1:22:37 PM

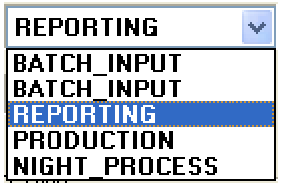
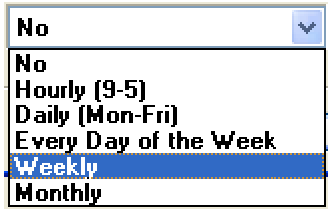
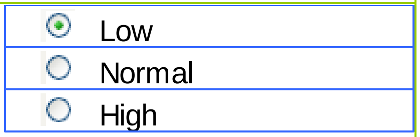
3. Edit any given field as required. Note in particular, that if a job has been placed on "Hold", or if it has completed, you can click on the Reset Status to "WAITING" check box, and the job will be executed at the next opportunity after the specified execution time.

4. You can also view and edit the system command line that is used to launch the particular job. This is the shell or Command Prompt command that is issued. **YOU SHOULD NOT NORMALLY EVER NEED TO EDIT THIS COMMAND LINE.**

5. Click the **Update** push button at the bottom of the screen.

Batch Job Properties Screen Field Definitions

Batch Queue	***drop-list***

The system provides pre-defined Batch Queue names. Each job may be dispatched to a particular queue to be processed. Your System's Manager may have defined multiple queues, each with different execute priorities, or on different processors.	 REPORTING BATCH_INPUT BATCH_INPUT REPORTING PRODUCTION NIGHT_PROCESS
Re-Occurring	***drop-list***
A job that has already completed, may be set up to have it automatically re-occur at one of the defined intervals. After it eventually executes, it will automatically re-queue itself to execute. Note that any date parameters or filters associated to the application, will automatically be updated based on the given interval chosen.	 No No Hourly (9-5) Daily (Mon-Fri) Every Day of the Week Weekly Monthly
Priority	***radio-buttons***
The priority will determine how quickly the batch request is executed. The default setting is determined from the User's access properties for the given application.	 ● Low ○ Normal ○ High
Queued for Execution - Date and Time	***(mm/dd/yy)***
You can set to have this job execute at some designated time of a particular date.	
Reset Status to "WAITING"	***check-box***
If a job has completed, or if it has been placed "On-Hold", then you can reactivate it and have it execute again. *(Depending on the function, you may have to re-edit the Job Parameters to set up correct dates of report options)*.	

Grid Display Search options

You may search for specific records displayed in the grid using a number of relevant fields.

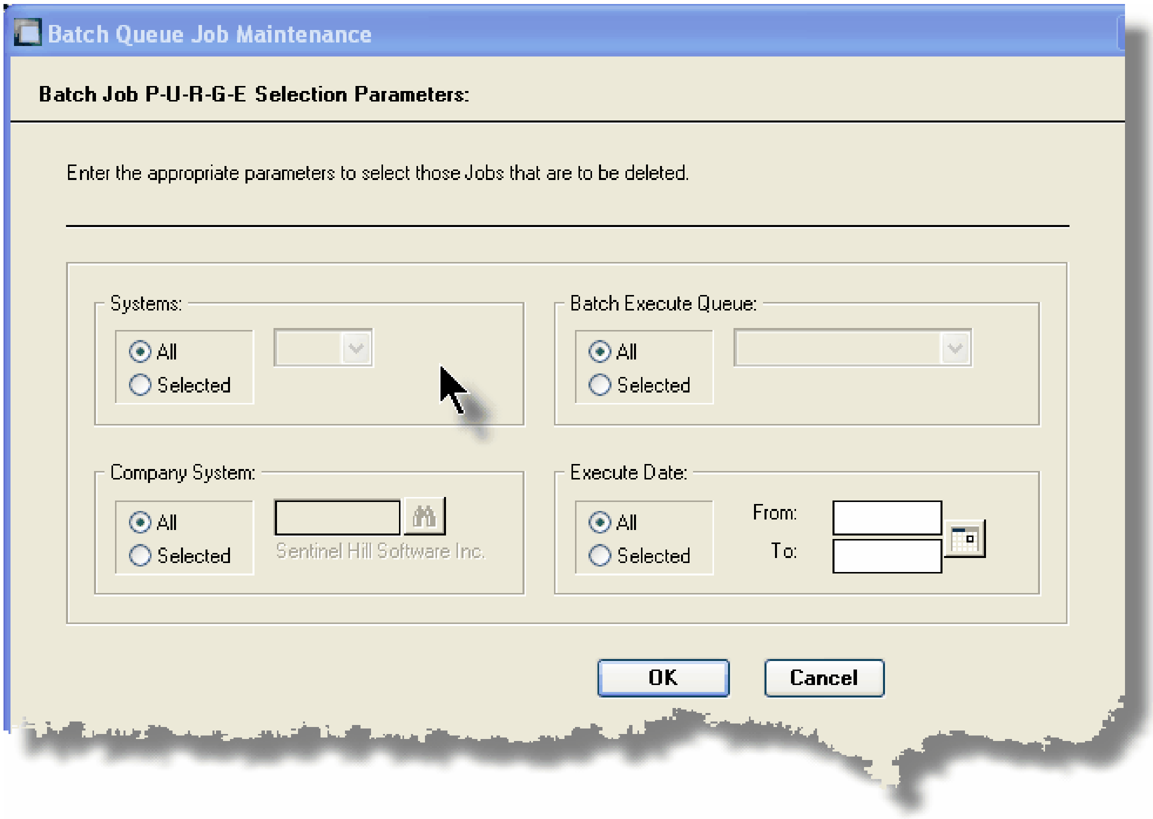
Click on the Search icon.
A search string may be entered for the following fields:

- Job Name
- Job Number

Grid Display and Purge Filters Screen

If your company makes use of Batched Jobs, over a period of time you may have a great number of Job History records. You can limit the number of items that are displayed in the grid. The same filter fields are also available to the Purge function.

1. Click on **Selections** in the "Fast Button" frame. The Archive Report selection filters screen will be displayed.



Batch Job P-U-R-G-E Selection Parameters:

Enter the appropriate parameters to select those Jobs that are to be deleted.

Systems: ● All ○ Selected

Batch Execute Queue: ● All ○ Selected

Company System: ● All ○ Selected
Sentinel Hill Software Inc.

Execute Date: ● All ○ Selected
From:
To:

2. Set the applicable filters

3. Click the **OK** push-button. The grid will be redisplayed showing only those reports satisfying the selected filters.

Filters Screen Field Definitions

Systems	**radio-buttons & drop down list**
Click the **All** button, or the **Selected** button with a specific application from the drop down list. Only those jobs generated from the selected system will be listed.	

Company System	**radio-buttons & drop down list**
Click the **All** button, or the **Selected** button with a specific Company for which job records are to displayed or processed.	
Batch Execute Queue	**radio-buttons & drop down list**
Click the **All** button, or the **Selected** button with a specific Batch Queue. Only those jobs generated and processed by by the selected queue will be listed.	
Execute Date	**radio-buttons & (mm/dd/yy) entry fields**
Click the **All** button, or the **Selected** button with a date range. Only those jobs that executed within the range of dates entered will be listed.	

Putting a Job "On-Hold"

If a job has not yet executed, and for whatever reason, you want to put it on hold, you can do so. (Perhaps to change a parameter or priority).

1. In the grid, navigate to the row listing the Job to be put on-hold.
2. Right-click the row to have a drop-down menu displayed, then click **Hold**, ... or just click on the **Hold** button in the "Fast Button" frame.
3. A hold verification screen will be displayed. Click the **Put On Hold** button to proceed.
4. The Job's status will be set accordingly.
5. To re-activate the Job, you will have Modify it, and click the **Rest Status to "WAITING"** check-box.

Purging old "Completed" Job Control Records

Over a period of time, your users may have generated a great number of Job records. If you wish, you may delete them to reduce the overhead, make available more disk space, or just to get rid of them.

1. Click on the **Purge** button in the "Fast Button" frame.
2. The Purge options screen will be displayed. (This is the same screen as used for the Grid Display filters).
3. Click the **OK** push-button. The system will remove all those jobs satisfying the selected filters.

5.1.3 The Batch Job Processor

In order to process any Inventory Management function jobs that might have been queued to be run in the background, or at night, a PC terminal running Windows must be dedicated to executing the Batch Job Processor utility. This is basically another Series 5 program that gets launched from the Batch Job Management function.

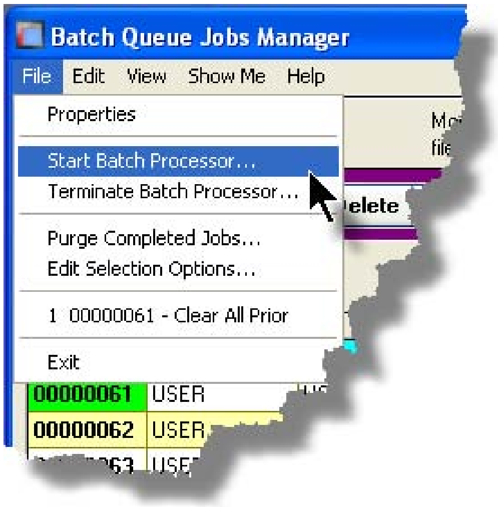
Some of the features of Batch Processor Utility:

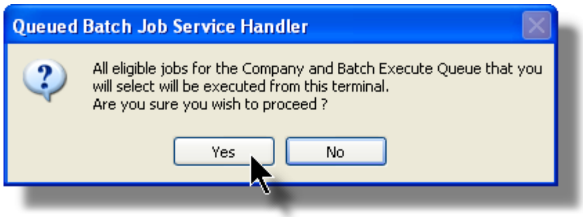
- **The Processor Utility is launched from the File drop-down menu from the Batch Job Manager**
- **Multiple instances of the Processor Utility may execute at the same time on different client terminals**
- **Each Processor Utility may be set up to service jobs sent to a particular Batch Execute Queue**
- **Each Processor Utility may be set up to service jobs generated for a particular Company Systems**
- **Each Processor Utility may be set up to service jobs generated for a particular application**
- **An Execution Log screen is available that displays the last 10 jobs that have executed**
- **The window within which the Job Processor executes can be toggled between two sizes. In Expanded mode it shows the details and log of executing jobs; In Brief mode, it just shows a small general status screen**

Launching the Series 5 Batch Job Processor Utility

From the Batch Job Manager screen:

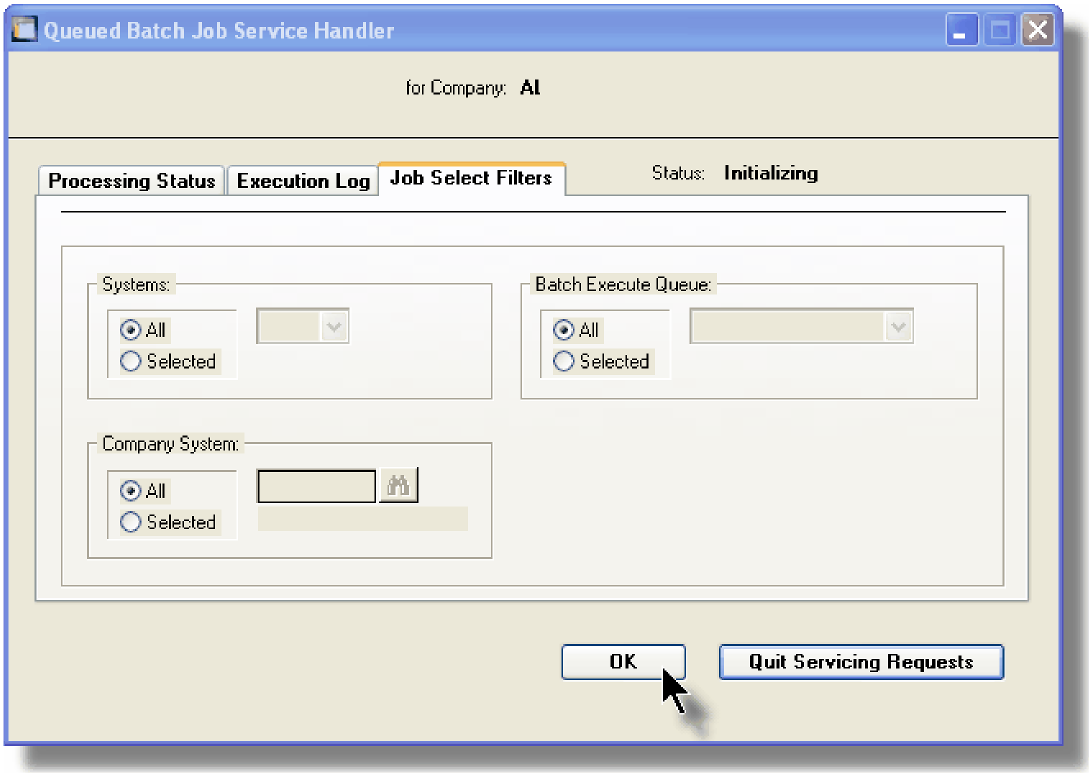
1. Click on **Start Batch Processor** from the **File** drop-down menu. A prompt will be displayed confirming the launch of the Job Processor.





All eligible jobs for the Company and Batch Execute Queue that you will select will be executed from this terminal.
Are you sure you wish to proceed ?

2. Click the **Yes** button, then the Job Service Handler screen will be displayed and you will be able to set a number of filters that are used to select particular jobs that are to be accepted. *(By default All jobs will be processed).*



for Company: AI

Status: Initializing

Systems: ● All ○ Selected

Batch Execute Queue: ● All ○ Selected

Company System: ● All ○ Selected

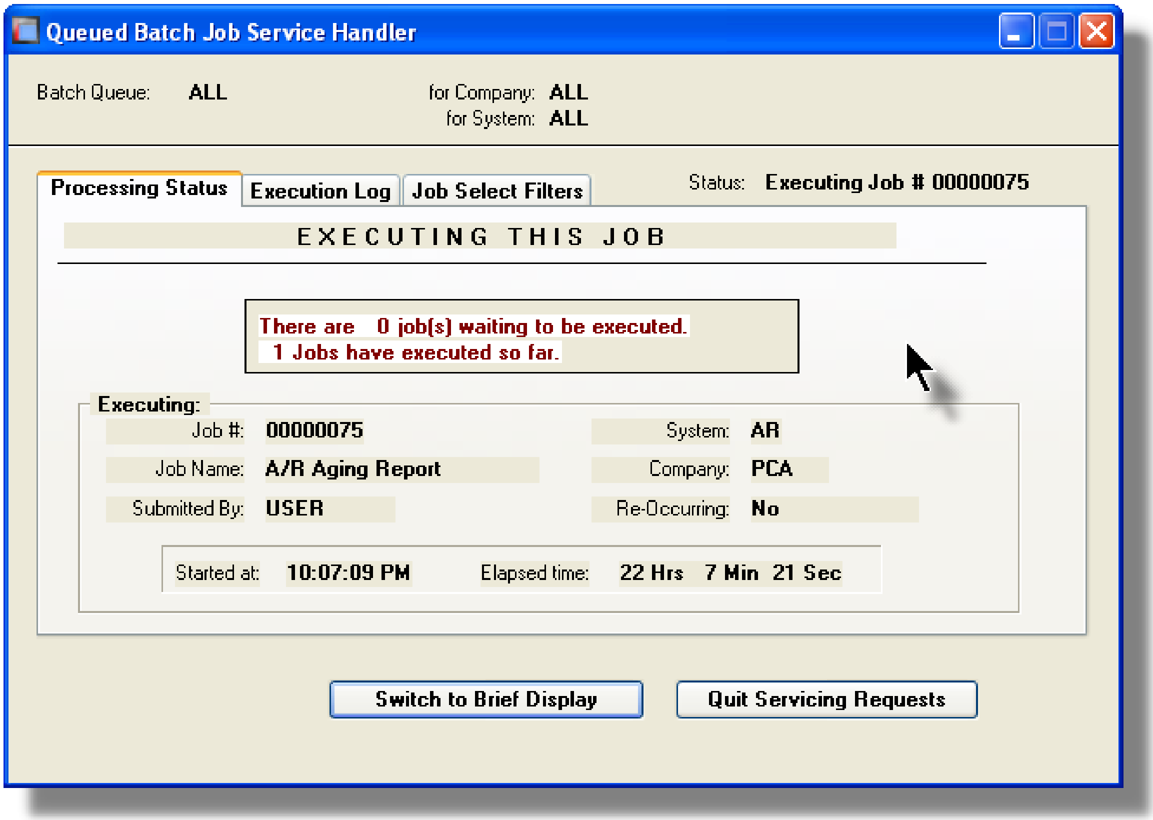
3. Click **OK** and the Job Processor will trundle off and wait for a job that it can execute.

Processing Note

The Batch Job Processor, when launched, is executed as an entirely new task in it's own window. You can switch back to the Batch Job Manager window, exit that, and do whatever you please without disturbing the Job Processor.

Processing Status Tab Screen

As jobs are executing, you can view their status on the Processing Status tab screen. It displays the jobs that is currently executing, or the last job that was executed.



Batch Queue: ALL

for Company: ALL

for System: ALL

Status: Executing Job # 00000075

There are 0 job(s) waiting to be executed.

1 Jobs have executed so far.

Job #: 00000075

System: AR

Job Name: A/R Aging Report

Company: PCA

Submitted By: USER

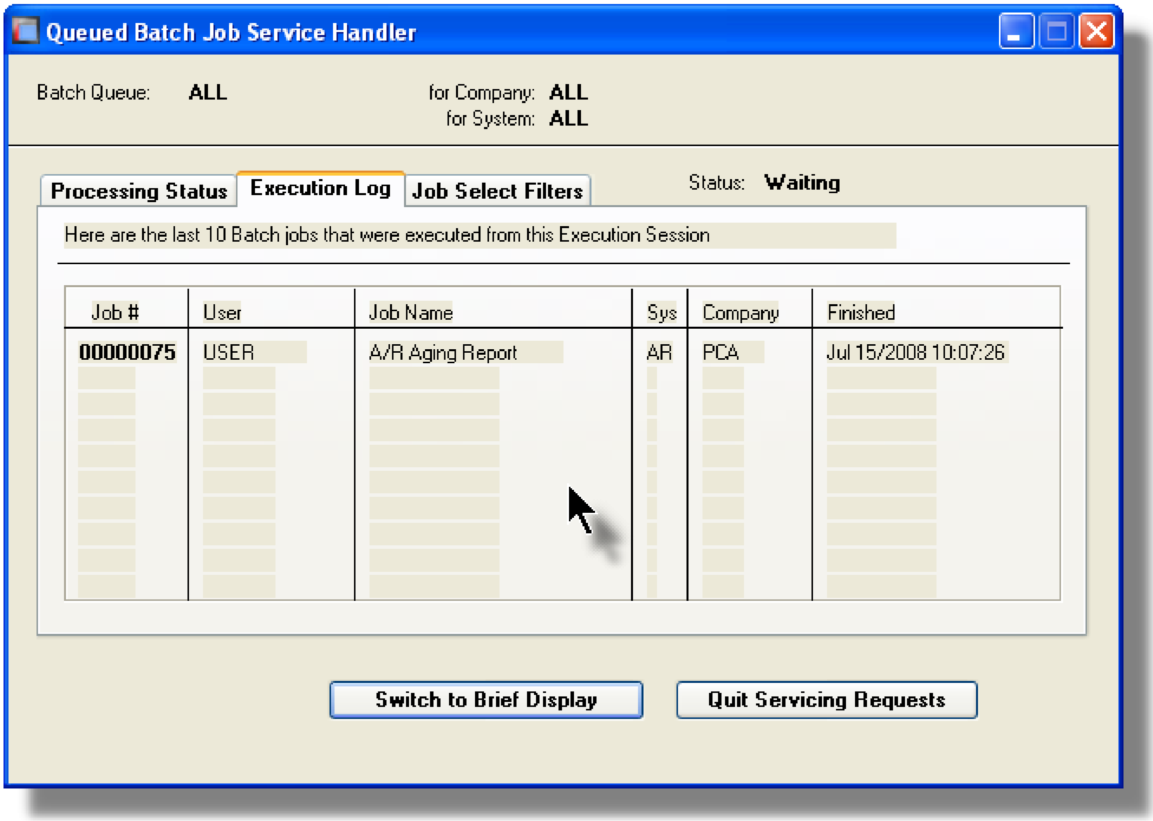
Re-Occurring: No

Started at: 10:07:09 PM

Elapsed time: 22 Hrs 7 Min 21 Sec

Execution Log Tab Screen

A table is kept displaying the last ten jobs that have executed since the Job Processor has started.



Batch Queue: ALL
for Company: ALL
for System: ALL

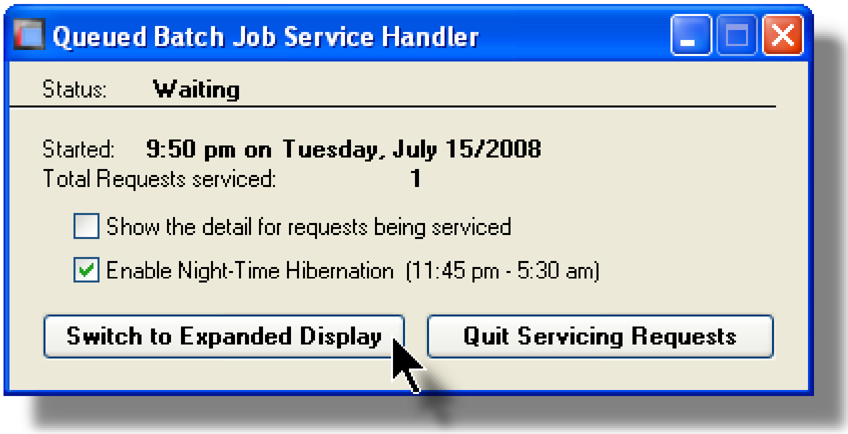
Status: Waiting

Here are the last 10 Batch jobs that were executed from this Execution Session

Job #	User	Job Name	Sys	Company	Finished
00000075	USER	A/R Aging Report	AR	PCA	Jul 15/2008 10:07:26

Job Processor "Brief" Window

If you are not interested in view the progress of the batched jobs, you can switch the window to a "Brief" display. From which you can switch back to an "Expanded" display.



Status: Waiting

Started: 9:50 pm on Tuesday, July 15/2008
Total Requests serviced: 1

☐ Show the detail for requests being serviced

☑ Enable Night-Time Hibernation (11:45 pm - 5:30 am)

Job Select Filters Screen Field Definitions

Systems	**radio-buttons & drop down list**

Click the **All** button, or the **Selected** button with a specific application from the drop down list. Only those jobs generated from the selected system will be executed.	
Company System	**radio-buttons & drop down list**
Click the **All** button, or the **Selected** button with a specific Company for which job records are to be executed.	
Batch Execute Queue	**radio-buttons & drop down list**
Click the **All** button, or the **Selected** button with a specific Batch Queue. Only those jobs submitted to the selected queue will be executed.	

5.2 Data Importing and Exporting

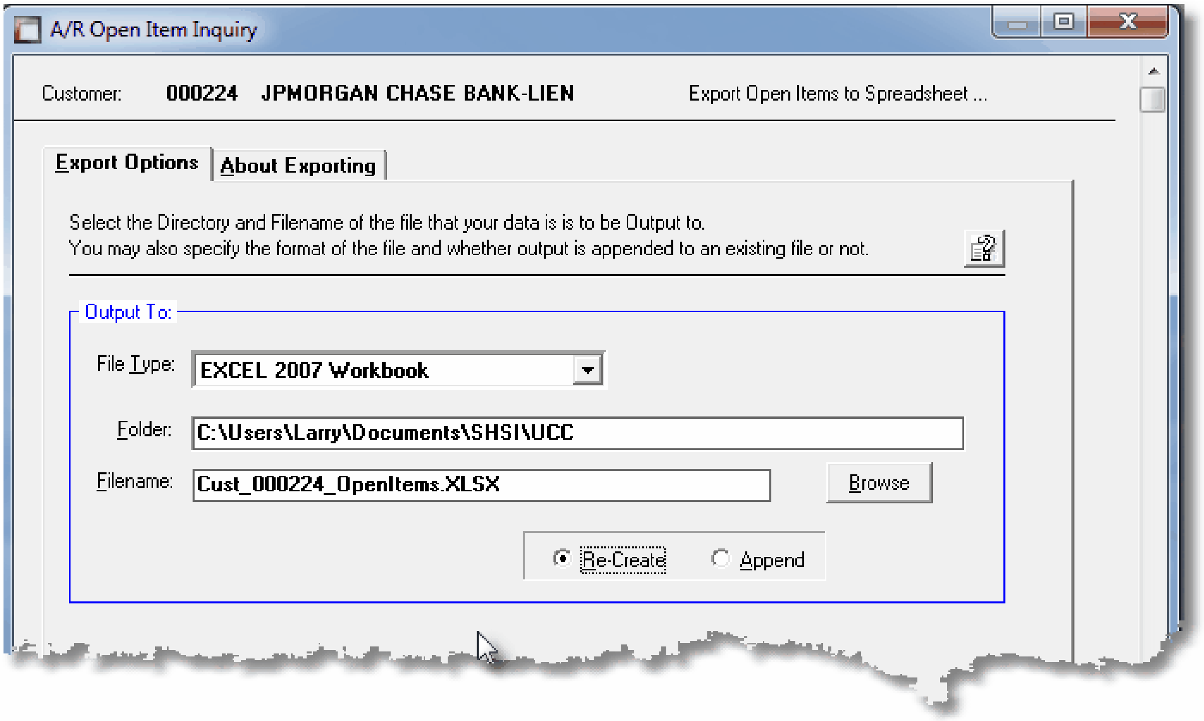
In several Series 5 applications, the ability to import or export data from/to external sources has been implemented. There are standard import/export data screens that are displayed.

A number of different data formats are supported. These include:

- **MS Excel Workbooks**
- **Tab Delimited Text**
- **Lotus Text (Comma Delimited with quotation marks)**
- **Slash "\" Delimited Text**
- **CSV Text (Comma Delimited)**

5.2.1 Data Export Functions

Many of the Inquiry and assorted master Code Maintenance menu items offer the ability to export data.
When selected, the following options screen is presented:



Customer: 000224 JPMORGAN CHASE BANK-LIEN

Select the Directory and Filename of the file that your data is is to be Output to.
You may also specify the format of the file and whether output is appended to an existing file or not.

File Type: EXCEL 2007 Workbook

Folder: C:\Users\Larry\Documents\SHSI\UCC

Filename: Cust_000224_OpenItems.XLSX

● Re-Create ○ Append

Selecting Export Format Options

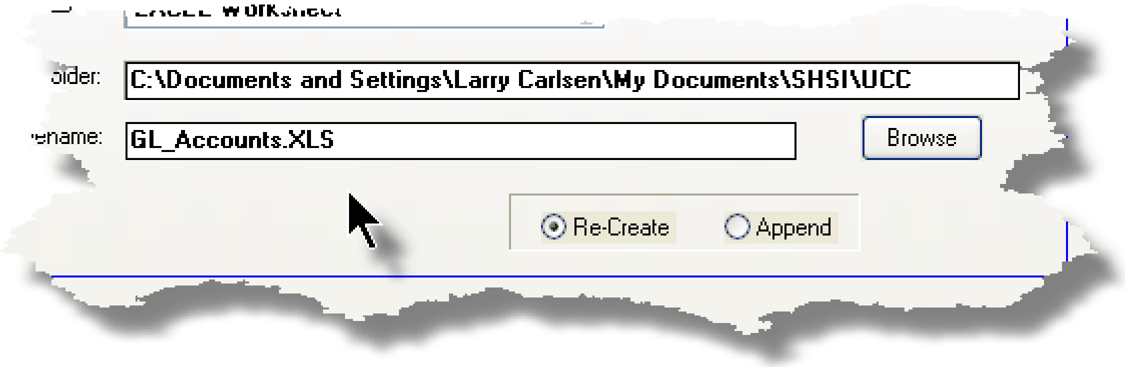
Normally, the Export Options screen will be presented with all fields defaulted for the particular application and function. However, you may want to revise the format of the output data and where it is to be generated. The following steps may be taken:

1. Determine the format of the data to be output. From the drop down list select from the following:

Data Input Format	***Comments***
➜ **EXCEL 2007/2010 Workbook**	An Office 2007 or 2010 MS Excel workbook is opened, and data is output directly to the 1st worksheet's designated rows and columns. A maximum of 950,000 rows may be output to each sheet.
➜ **EXCEL 97-2003 Workbook**	An Office 2003, or earlier, MS Excel workbook is opened, and data is output directly to the 1st worksheet's designated rows and columns. A maximum of 65,530 rows may be output.
➜ **Tab Delimited Text**	The output columns of data are separated with the <tab> character. A maximum of 65,530 rows may be output.
➜ **CSV Comma Delimited Text**	The columns of data are output separated with a comma <,> character. Strings are output within the

	double quote, <">, character. A maximum of 99,999 rows may be processed.
➡ **20/20 Text**	Formatted for an older spreadsheet utility.
➡ **Lotus Text**	The columns of data must be comma separated with quotation marks around each field.
➡ **Slash Delimited Text**	The columns of data must be separated with the "\" character.

2. You may then select the folder to which the file is created and the name of the file. You can click the Browse push button to locate or change the location.



older: C:\Documents and Settings\Larry Carlsen\My Documents\SHSI\UCC

ename: GL_Accounts.XLS

Thin Client Processing Tip

If executing as a Thin Client user you should select output as Tab Delimited Text. Over a slow network, output to an Excel Spreadsheet is disgustingly slow. If you want the output to be on your PC, then make sure that the "Thin Client" Unix Home Page in your User Logon Profile contains a path on the UNIX server. (Files are actually 1st created on the UNIX server, then copied to the PC client).

Field Definitions

File Type: ***drop-down list***

Select the file type that is to be generated. This field will default to the type that is defined in the Series 5 User Logon Profile. *(Note that if the the particular import/export function requires a specific format other that an Excel Spreadsheet, the default from the User Logon Profile is not set as the default).*

Folder: ***X(90)***

Enter the name of the directory folder to which the exported data is to be written to. This will default to the directory path defined in the Users Logon Profile established by your Systems Manager. You may click the Browse button to select a different folder.

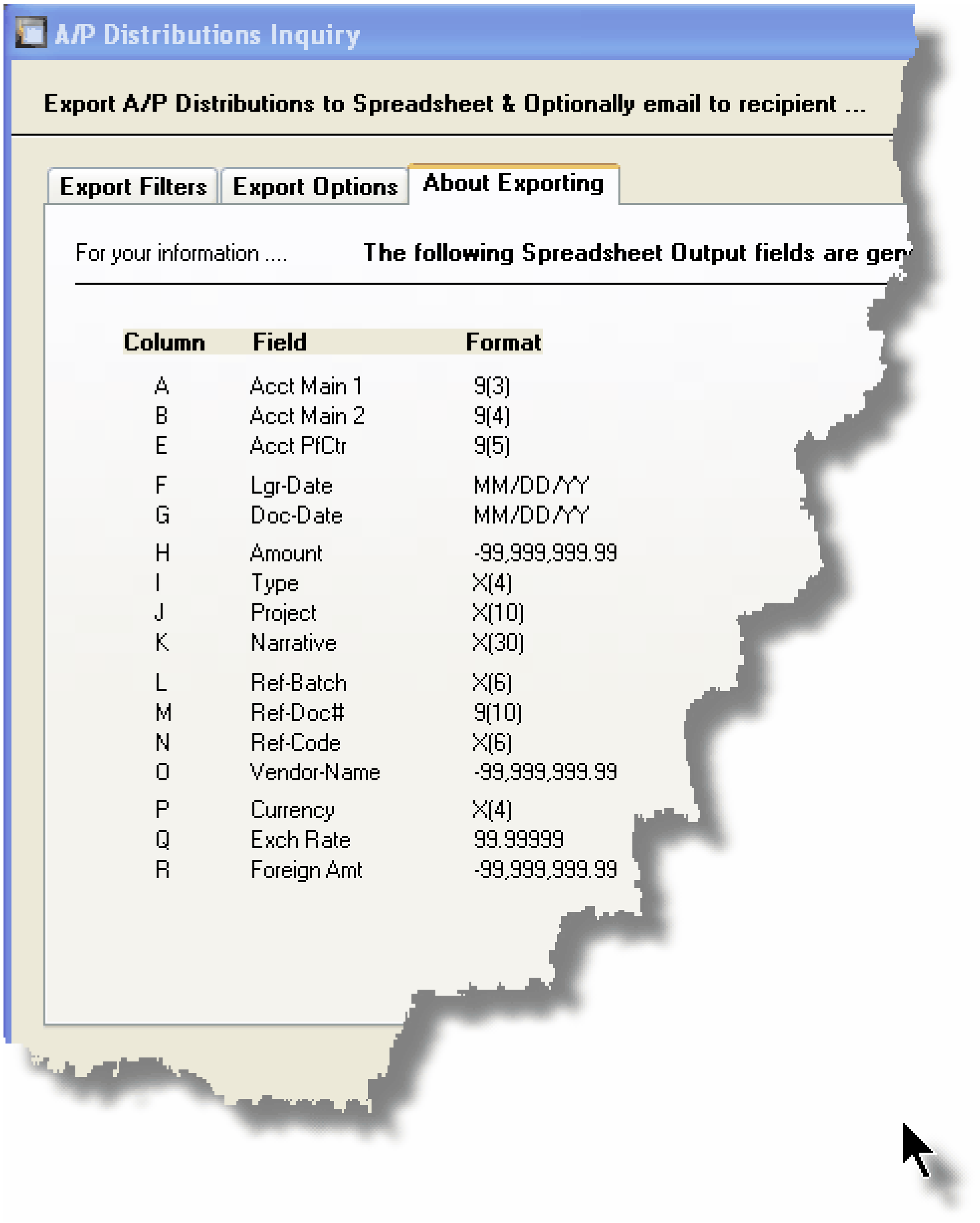
You may click on the **Browse** button to locate the desired directory. Only those folders which are descendants of the root directory, of that which is defined by the Folder field, can be displayed. So if you wish to choose a folder on your "C" drive, enter **C:\** in the Folder field before clicking the "Browse" button. Setting the Folder field blank, or to a path that does not have a drive letter designation, would result in only being able to browse descendants of the user's default working directory.

Filename: ***X(50)***

The filename will default to a name applicable to the type of data. You may change if you so desired.

About Exporting Tab Screen

Along with the Export Options tab screen there will be an About Exporting tab screen. This provides the operator with information about which fields are output to which columns, (assuming MS Excel output).



Export A/P Distributions to Spreadsheet & Optionally email to recipient ...

For your information .... The following Spreadsheet Output fields are gen

Column	Field	Format
A	Acct Main 1	9(3)
B	Acct Main 2	9(4)
E	Acct PfCtr	9(5)
F	Lgr-Date	MM/DD/YY
G	Doc-Date	MM/DD/YY
H	Amount	-99,999,999.99
I	Type	X(4)
J	Project	X(10)
K	Narrative	X(30)
L	Ref-Batch	X(6)
M	Ref-Doc#	9(10)
N	Ref-Code	X(6)
O	Vendor-Name	-99,999,999.99
P	Currency	X(4)
Q	Exch Rate	99.99999
R	Foreign Amt	-99,999,999.99

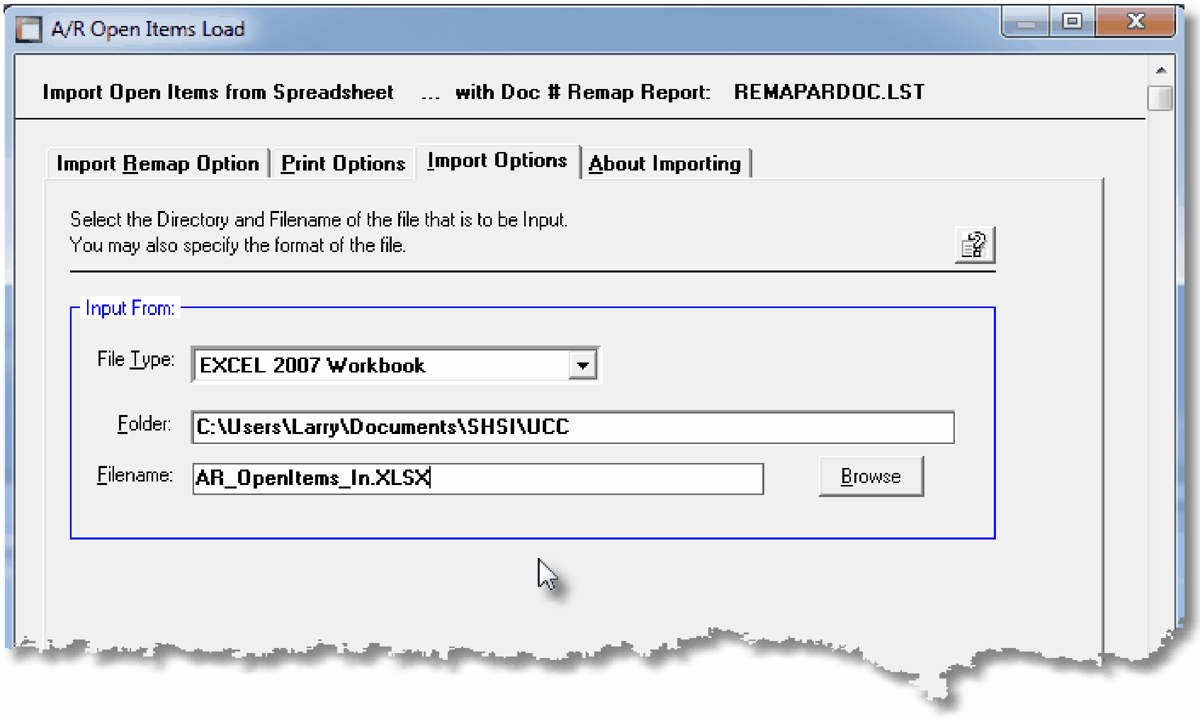
The codes displayed under the Format column indicated the type and size of the data. Here are some examples:

Data Format	***Comments***
➡ **X(30)**	30 character alphanumeric
➡ **9(6)**	6 digit numeric integer
➡ **MM/DD/YY**	6 digit date in mm/dd/yy order
➡ **-9,999,999.99**	signed numeric amount with 2 decimal places

➡ **9(8)-9(5)**	G/L Account # 9999999999999999999-99999
➡ **S9(9)**	signed 9 digit integer

5.2.2 Data Import Functions

Many of the Inquiry and assorted master Code Maintenance menu items offer the ability to import data.
When selected, the following options screen is presented:



Import Open Items from Spreadsheet ... with Doc # Remap Report: REMAPARDOC.LST

Select the Directory and Filename of the file that is to be Input.
You may also specify the format of the file.

File Type: EXCEL 2007 Workbook
Folder: C:\Users\Larry\Documents\SHSI\UCC
Filename: AR_OpenItems_In.XLSX

Selecting Import Format Options

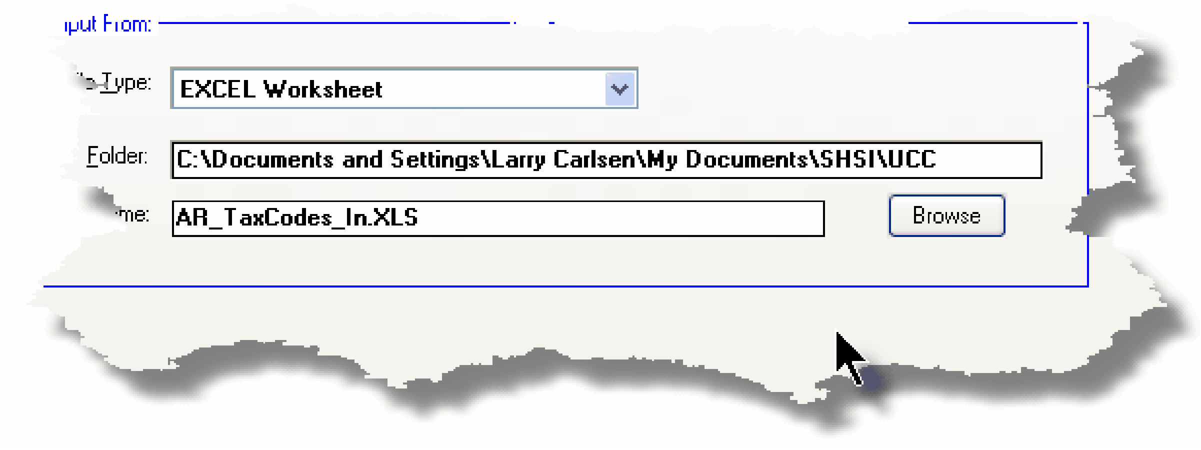
Normally, the Import Options screen will be presented with all fields defaulted for the particular application and function. However, you may want to revise the format of the input data and where it is to be loaded from. The following steps may be taken:

1. Determine the format of the data to be input. From the drop down list select from the following:

Data Input Format	***Comments***
➡ **EXCEL 2007/2010 Workbook**	An Office 2007 or 2010 MS Excel workbook is opened, and data is read directly from the 1st worksheet's

	designated rows and columns. A maximum of 950,000 rows may be processed.
➡ **EXCEL 97-2003 Workbook**	An Office 2003, or earlier, MS Excel workbook is opened, and data is read directly from the 1st worksheet's designated rows and columns. A maximum of 65,530 rows may be processed.
➡ **Tab Delimited Text**	The input columns of data must be separated with the <tab> character. A maximum of 65,530 rows may be processed.
➡ **CSV Comma Delimited Text**	The columns of data must be separated with a comma <,> character. Strings must begin and end with the double quote, <">, character. A maximum of 99,999 rows may be processed.
➡ **20/20 Text**	Formatted for an older spreadsheet utility.
➡ **Lotus Text**	The columns of data must be comma separated with quotation marks around each field.
➡ **Slash Delimited Text**	The columns of data must be separated with the "\" character.

2. You may then select the folder from which the file is to be loaded from and the name of the file. You can click the Browse push button to locate or change the location.



Type: EXCEL Worksheet

Folder: C:\Documents and Settings\Larry Carlsen\My Documents\SHSI\UCC

me: AR_TaxCodes_In.XLS

Thin Client Processing Tip

If executing as a Thin Client user you will appreciate considerably faster processing of large data files when you process input as Tab Delimited Text. Over a slow network, input to an Excel Spreadsheet is disgustingly slow. If loading the input from your PC, then make sure that the "Thin Client" Unix Home Page in your User Logon Profile contains a path on the UNIX server. (Files are actually 1st copied to the UNIX server, then read into the system).

Field Definitions

File Type: ***drop-down list***

Select the type of data that is to be loaded. This field will default to the type that is defined in the Series 5 User Logon Profile. *(Note that if the the particular import/export function requires a specific format other that an Excel Spreadsheet, the default from the User Logon Profile is not set as the default).*

Folder: ***X(90)***

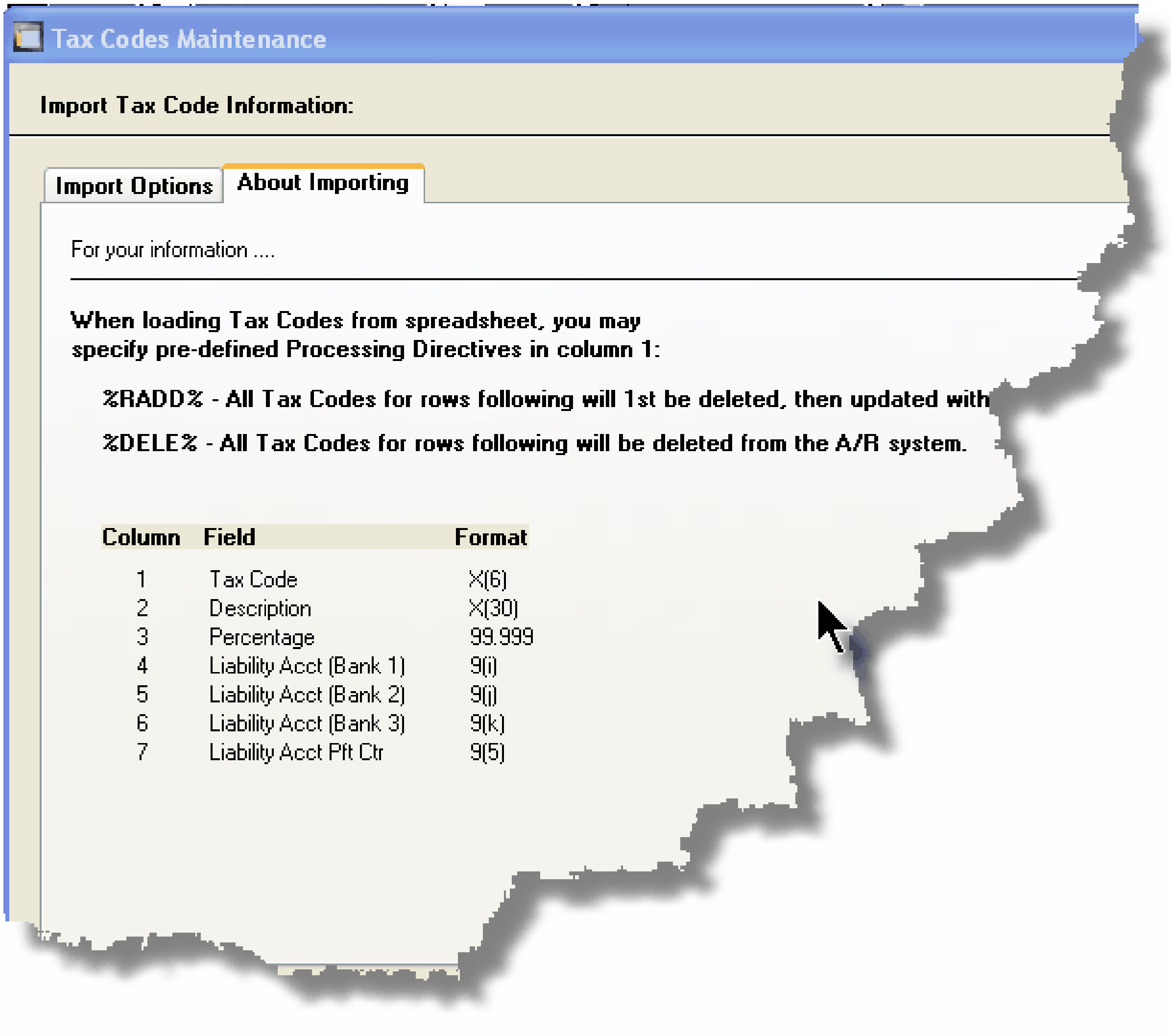
Enter the name of the directory folder from which the imported data is to be read from. This will default to the directory path defined in the Users Logon Profile established by your Systems Manager. You may click the Browse button to select a different folder.

Filename: ***X(50)***

The filename will default to a name applicable to the type of data. You may change if you so desired.

About Importing Tab Screen

Along with the Export Options tab screen there will be an About Exporting tab screen. This provides the operator with information about which fields are output to which columns, (assuming MS Excel output).



Import Tax Code Information:

For your information ....

When loading Tax Codes from spreadsheet, you may specify pre-defined Processing Directives in column 1:

%RADD% - All Tax Codes for rows following will 1st be deleted, then updated with

%DELE% - All Tax Codes for rows following will be deleted from the A/R system.

Column	Field	Format
1	Tax Code	X(6)
2	Description	X(30)
3	Percentage	99.999
4	Liability Acct (Bank 1)	9(i)
5	Liability Acct (Bank 2)	9(j)
6	Liability Acct (Bank 3)	9(k)
7	Liability Acct Pft Ctr	9(5)

The codes displayed under the Format column indicated the type and size of the data. Here are some examples:

Data Format	*Comments*
➜ **X(30)**	30 character alphanumeric
➜ **9(6)**	6 digit numeric integer
➜ **MM/DD/YY**	6 digit date in mm/dd/yy order
➜ **-9,999,999.99**	signed numeric amount with 2 decimal places
➜ **9(8)-9(5)**	G/L Account # 99999999999999999-99999
➜ **S9(9)**	signed 9 digit integer

In some of the import functions, you can specify a Processing Directive in column 1 of your input data file. These are basically commands that direct the system to process the rows of data following in a special way. These commands are typically only provided for the input of Master Code records.

Pseudo Command	***Comments***
➡ **%RADD%**	If the data record being input is already defined on file, it is 1st deleted. Then a new record is written with the data loaded. (In some cases, the record being written may have other fields that would be initialized when the new record is written.
➡ **%DELE%**	Once a Master Code is identified, the associated record on file is deleted. No data is subsequently input.

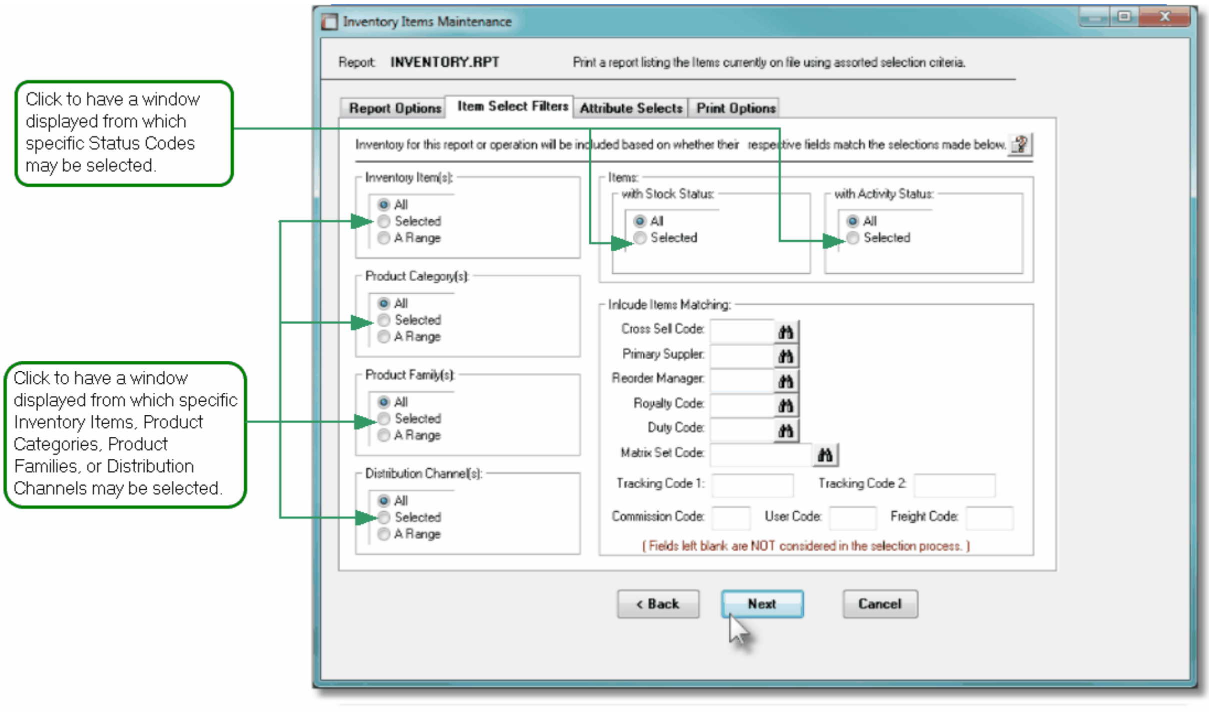
5.3 Record Processing Filters

In each Series 5 application, there is normally a primary Master Code or Transaction that is typical to most reporting and query activities. As such, in these functions, there is usually a screen that displays a number of fields associated to the Master Code or Transaction that may be set in order to limit the records or transactions being processed.

These filtering or selection screens provide the ability to select all codes, ranges of codes, or selected codes of the assorted Master Codes.

5.3.1 Inventory Filters

Most reporting and inquiry functions available in the Inventory Management application, are based on the Inventory Master record. These routines provide the operator an opportunity to set filters such that only selected Inventory Items are reported or inquired. The following screen is presented where applicable:



Click to have a window displayed from which specific Status Codes may be selected.

Click to have a window displayed from which specific Inventory Items, Product Categories, Product Families, or Distribution Channels may be selected.

Inventory Items Maintenance

Report: INVENTORY.RPT Print a report listing the Items currently on file using assorted selection criteria.

Inventory for this report or operation will be included based on whether their respective fields match the selections made below.

Inventory Item(s): ● All ○ Selected ○ A Range

Product Category(s): ● All ○ Selected ○ A Range

Product Family(s): ● All ○ Selected ○ A Range

Distribution Channel(s): ● All ○ Selected ○ A Range

Items: with Stock Status: ● All ○ Selected; with Activity Status: ● All ○ Selected

Inlcude Items Matching:

(Fields left blank are NOT considered in the selection process.)

In particular, for Inventory Items, Product Categories, Product Families, and Distribution Channels, you may choose to provide filters for Selected Codes or a Range of Codes. If the **A Range** radio button is clicked, then enter the starting and ending codes for the range of items that are wanted on the report. It the **Selected** radio button is clicked, then a window will be displayed from which you can select codes that are to be reported.

− Field Definitions

Inventory Item(s)	***radio-buttons***

Click to include all, selected or a range of Inventory Items that are to be processed.

● All	All Items are considered
○ Selected	A window is displayed from which specific items may be chosen
○ A Range	Specify a Starting and Ending Inventory Code for a range of items to be processed

Product Category(s)	***radio-buttons***

To consider only those Inventory Items that have been assigned as being a particular Product Category, click to include all, a selected or a range of Categories.

● All	All Items are considered regardless of Category
○ Selected	A window is displayed from which specific items may be chosen

○ A Range	Specify a Starting and Ending Product Category for a range of items to be processed

Product Family(s)	***radio-buttons***

To consider only those Inventory Items that have been assigned to particular Product Family, click to include all, a selected or a range of Families.

● All	All Items are considered regardless of Family
○ Selected	A window is displayed from which specific items may be chosen
○ A Range	Specify a Starting and Ending Product Family Code for a range of items to be processed

Item Stock-Status	***radio-buttons***

To consider only those Inventory Items that have been assigned a particular Stock Status to them.

● All	All Items are considered regardless of their Stock Status
○ Selected	A small window is displayed offering the different Stock Status settings. Set the check-box for those that are associated to the Inventory Items that are to be selected

Item Activity-Status	***radio-buttons***

To consider only those Inventory Items that have been assigned a particular Activity Status to them.

● All	All Items are considered regardless of their Activity Status
○ Selected	A small window is displayed offering the different Activity Status settings. Set the check-box for those that are associated to the Inventory Items that are to be selected

with Matching - Cross Sell Code	***X(6)***

Inventory may be assigned a Cross Sell Code. Select only those Inventory Items whose Cross Sell Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.

with Matching - Primary Supplier	***X(6)***

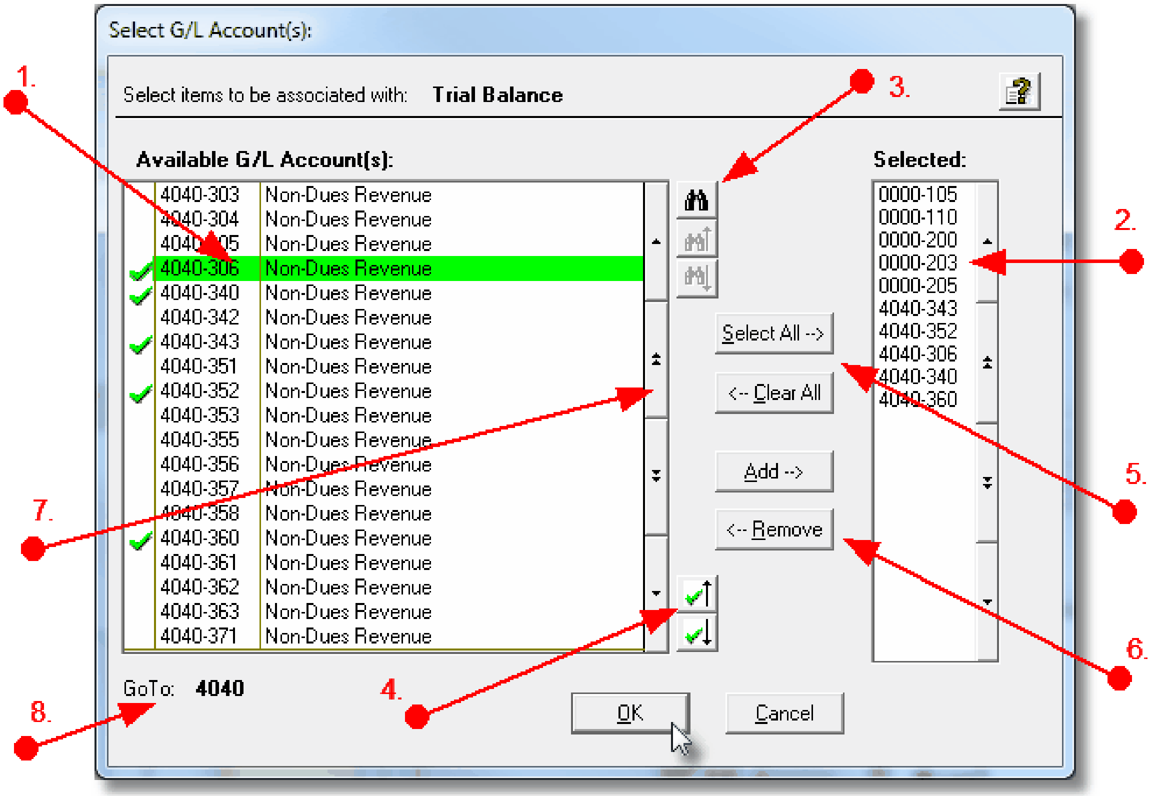
Select only those Inventory Items whose Primary Supplier Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.

with Matching - Reorder Manager	***X(6)***
Inventory may be assigned a Reorder Manager Code. Select only those Inventory Items whose Reorder Manager Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - Royalty Code	***X(3)***
Inventory may be assigned a Royalty Code. Select only those Inventory Items whose Royalty Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - Duty Code	***X(6)***
Inventory may be assigned a Duty Code. Select only those Inventory Items whose Duty Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - Matrix Set Code	***X(6)***
Inventory may be assigned a Matrix Set Code. Select only those Inventory Items that have a Matrix Set defined and whose Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - Tracking Codes 1 & 2	***X(8)***
Inventory may be assigned 2 Tracking Codes. Select only those Inventory Items whose Tracking Codes matches that entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - User Code	***X(5)***
Inventory may be assigned a User Code. Select only those Inventory Items whose User Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - Freight Code	***X(5)***
Inventory may be assigned a Freight Code. Select only those Inventory Items whose Freight Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - Commission Code	***X(4)***
Inventory may be assigned a Commission Code. Select only those Inventory Items whose Commission Code matches that entered. Leave the field blank if it is NOT to be	

considered as a filter.

Selecting Specific Items, Categories, Families or Distribution Channels for Reporting

If you clicked to have **Selected** Inventory Items, Product Categories, Product Families or Distributions Channels from the **Item Select Filters** screen, then a window, similar to the one that follows, is displayed. From the grid display on the left, double-click the items that are to be included in the report, or query.



Select items to be associated with: **Trial Balance**

Available G/L Account(s):

	4040-303	Non-Dues Revenue
	4040-304	Non-Dues Revenue
	4040-305	Non-Dues Revenue
✓	4040-306	Non-Dues Revenue
✓	4040-340	Non-Dues Revenue
	4040-342	Non-Dues Revenue
✓	4040-343	Non-Dues Revenue
	4040-351	Non-Dues Revenue
✓	4040-352	Non-Dues Revenue
	4040-353	Non-Dues Revenue
	4040-355	Non-Dues Revenue
	4040-356	Non-Dues Revenue
	4040-357	Non-Dues Revenue
	4040-358	Non-Dues Revenue
✓	4040-360	Non-Dues Revenue
	4040-361	Non-Dues Revenue
	4040-362	Non-Dues Revenue
	4040-363	Non-Dues Revenue
	4040-371	Non-Dues Revenue

Selected:

0000-105
0000-110
0000-200
0000-203
0000-205
4040-343
4040-352
4040-306
4040-340
4040-360

GoTo: **4040**

1. Double click an item in the left pane to have it included.
2. The codes of those Items that have been chosen are displayed in the right pane.
3. Search for a particular code by clicking on the binoculars icon.
4. Click on the push button icons to position to the previous or next item, in the left pane, that has already been selected.

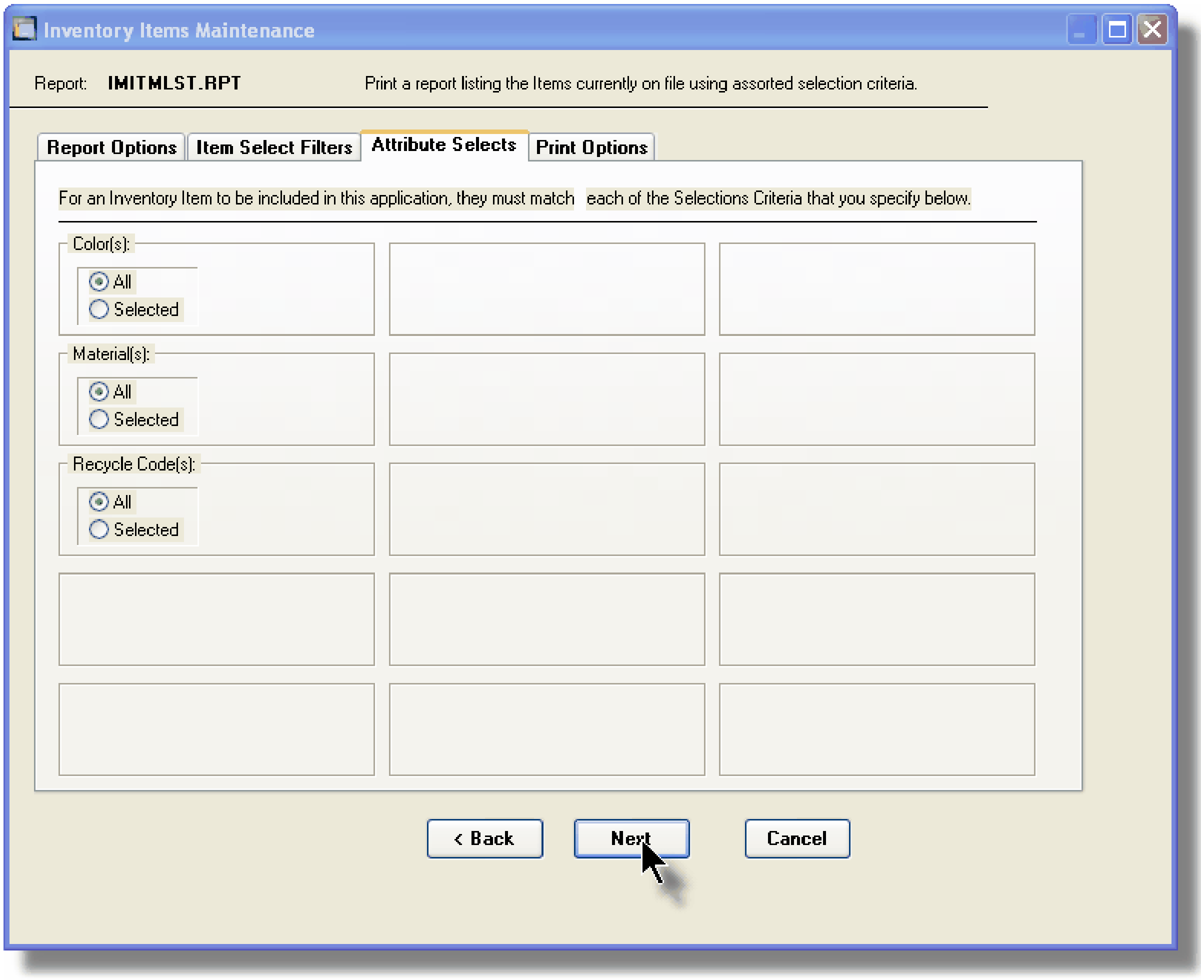
5. Click to have "ALL" items selected or unselected.
6. When a particular previously selected item is highlighted in the right pane, click the <-- Remove button to have it unselected.
7. Use the grid navigate buttons to move through the list of possible items.
8. If you know approximately the code that you wish to select, start typing it. As each character is keyed in, the system will reposition itself to the closest matching item, and redisplay the items in the left pane. As each character is typed, it will be displayed as the GoTo string. To clear the GoTo string, press the <Esc> key on the keyboard.

Processing Tip

Selecting specific items in this manner requires more overhead when processing. If possible, you should select a range of items from the filters screen.

5.3.2 Item Attribute Filters

As well as being able to set filters associated to the Inventory Item Master records, you may also set filters for the Item Attribute codes that have been assigned to your Inventory Master records. These routines provide the operator an opportunity to set filters such that only selected Inventory Items, based on whichever Item Attributes have been assigned to them, are reported or inquired. The following screen is presented where applicable:



Report: IMITMLST.RPT Print a report listing the Items currently on file using assorted selection criteria.

For an Inventory Item to be included in this application, they must match each of the Selections Criteria that you specify below.

Color(s): ● All ○ Selected

Material(s): ● All ○ Selected

Recycle Code(s): ● All ○ Selected

For each Attribute Code, you may choose to provide filters for Selected Codes or a Range of Codes. If the **A Range** radio button is clicked, then enter the starting and ending codes for the range of items that are wanted on the report. It the **Selected** radio button is clicked, then a window will be displayed from which you can select codes that are to be reported.

Point of Interest

Please note that the Attribute Codes are dreamed up by you, the user. The screen here shows some creative, or maybe not so creative, examples.

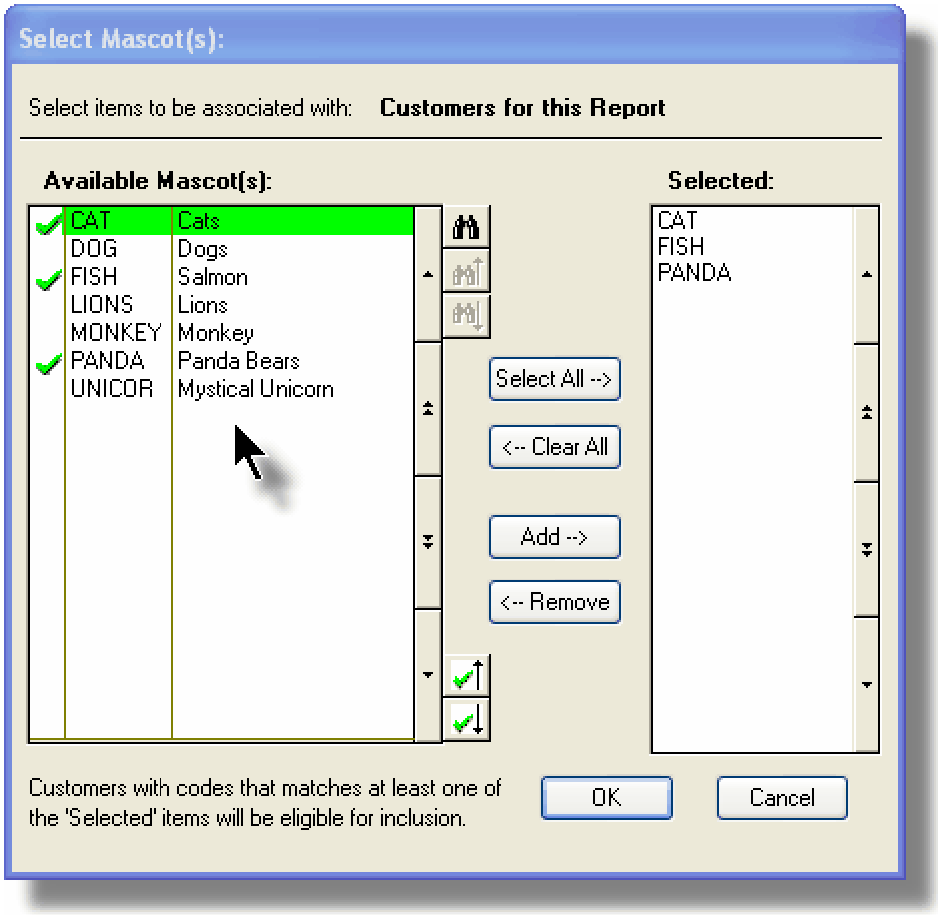
Field Definitions

Xxxxxx Code(s)	***radio-buttons***
To consider only those Inventory Items that have been assigned a particular Attribute Code, click to include all, or selected codes.	

● All	All Inventory Items are considered
○ Selected	A widow is displayed from which specific items may be chosen

Selecting Specific Attribute Codes

If you clicked to have **Selected** a code from the **Item Attributes Selects** screen, then a window, similar to the one that follows, is displayed. From the grid display on the left, double-click the items that are to be included in the report, or query.



Select items to be associated with: **Customers for this Report**

Available Mascot(s):

✓	CAT	Cats
	DOG	Dogs
✓	FISH	Salmon
	LIONS	Lions
	MONKEY	Monkey
✓	PANDA	Panda Bears
	UNICOR	Mystical Unicorn

Selected:

CAT
FISH
PANDA

Customers with codes that matches at least one of the 'Selected' items will be eligible for inclusion.

1. Double click an item in the left pane to have it included.
2. The codes of those Items that have been chosen are displayed in the right pane.
3. Search for a particular code by clicking on the binoculars icon.
4. Click on the ✓↑ ✓↓ push button icons to position to the previous or next item, in the left pane, that has already been selected.

5. Click to have "ALL" items selected or unselected.
6. When a particular previously selected item is highlighted in the right pane, click the <-- Remove button to have it unselected.
7. Use the grid navigate buttons to move through the list of possible items.
8. If you know approximately the code that you wish to select, start typing it. As each character is keyed in, the system will reposition itself to the closest matching item, and redisplay the items in the left pane. As each character is typed, it will be displayed as the GoTo string. To clear the GoTo string, press the <Esc> key on the keyboard.

Processing Tip

Selecting specific items in this manner requires more overhead when processing. If possible, you should select a range of items from the filters screen.

5.4 Report Generation and Printing

Most of the Series 5 applications generate reports or forms that need to be printed. The system offers a variety of options for selecting the format in which reports are generated and how they are actually to be printed. Reports may be generated as follows:

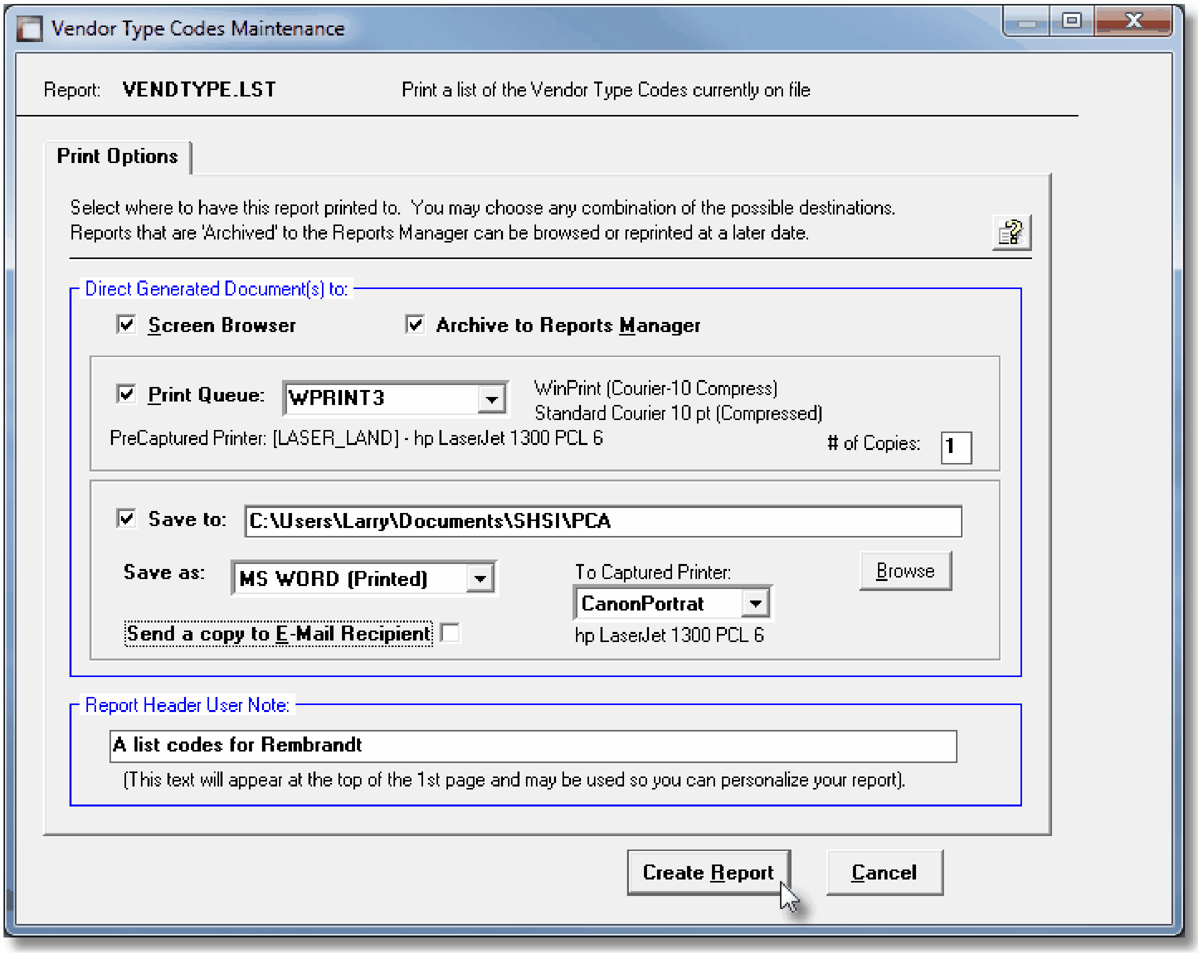
- **Viewed by the Series 5 Report Browser**
- **Printed to a selected printer**
- **"Archived" for later reference**
- **Saved as an ASCII text file or MS Word file**
- **Emailed to specified recipients**
- **Any combination of the above**

When a report is to be actually printed, any of the Series 5 defined Print Queues may be selected. An unlimited number of Printer Queues may be set up by your System Administrator. Each Queue has a variety of properties associated that means you can pretty well print to any of your network defined printers using different fonts or margin settings. (Refer to the chapter on ***Defining Series 5 Print Queues*** in the Systems Management

Help or manuals).

5.4.1 Report Options Screen

When any kind of report or form output is to be generated, the following window screen is displayed:



Vendor Type Codes Maintenance

Report: **VENDTYPE.LST** Print a list of the Vendor Type Codes currently on file

Print Options

Select where to have this report printed to. You may choose any combination of the possible destinations.
Reports that are 'Archived' to the Reports Manager can be browsed or reprinted at a later date.

Direct Generated Document(s) to:

☑ **Screen Browser** ☑ **Archive to Reports Manager**

☑ **Print Queue:** WPRINT3 WinPrint (Courier-10 Compress)
Standard Courier 10 pt (Compressed)
PreCaptured Printer: [LASER_LAND] - hp LaserJet 1300 PCL 6
# of Copies: 1

☑ **Save to:** C:\Users\Larry\Documents\SHSI\PCA

Save as: MS WORD (Printed)
To Captured Printer: CanonPortrat
hp LaserJet 1300 PCL 6

Send a copy to E-Mail Recipient ☐

Report Header User Note:

A list codes for Rembrandt

(This text will appear at the top of the 1st page and may be used so you can personalize your report).

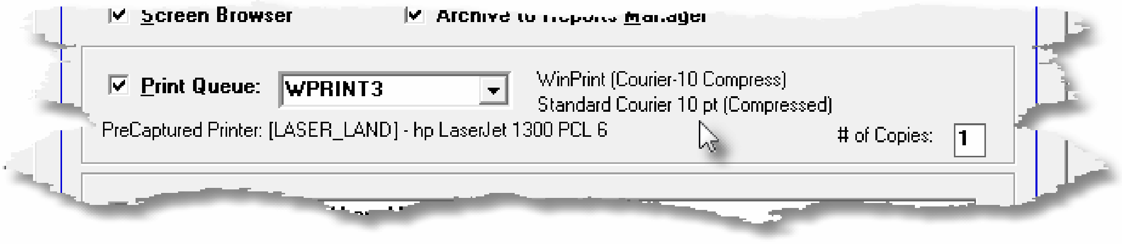
Selecting Report Generation Options

Normally, the Print Options screen will be presented with all fields defaulted for typical report handling. However, you may want to revise how and where the report is to be generated. The following steps may be taken:

1. Determine where the generated report is to be directed. Click the appropriate check-box. You may choose one or more from the following:

Output To	*Comments*
☑ **Screen Browser**	Output is displayed to the screen using the Series 5 Report Browser 113.
☑ **Archived to Report Manager**	Output is saved as an "Archived" report. It may be viewed and reprinted using the Series 5 Report Manager 114. It will remain on the system until purged.
☑ **Print Queue**	Output will be directed to the selected Series 5 Printer Queue. This may be any printer that has been defined on your network. When selecting to output to a Printer Queue, you may select to have up to 9 copies printed, (as long as that feature is supported by your operating system, and printer).
☑ **Saved to Disk** as an MS Word Document	The output is written to an MS Word Document in the specified folder.
☑ **Saved to Disk** as an MS Word Document and printed	The output is written to an MS Word Document in the specified folder. It is also printed to the designated Captured Printer from within Word.
☑ **Saved to Disk** as an ASCII Text file	The output is written as a text file to the specified folder. This would be useful only if you needed to parse the file with some 3rd party utility.
☑ **Saved to Disk** as a PDF Document	The output is written to a PDF Document in the specified folder.

2. When selected to direct the report output to a Printer Queue, you may select a Series 5 Printer Queue from the drop down list. ***(The list will contain each of the printers that has been assigned to the particular Company System that you are working in).*** When the Print Queue has been selected, the system will echo the Description, the Font, and if applicable, the network assigned printer name of the Captured printer.


☑ Screen Browser ☑ Archive to Reports Manager

☑ Print Queue: WPRINT3

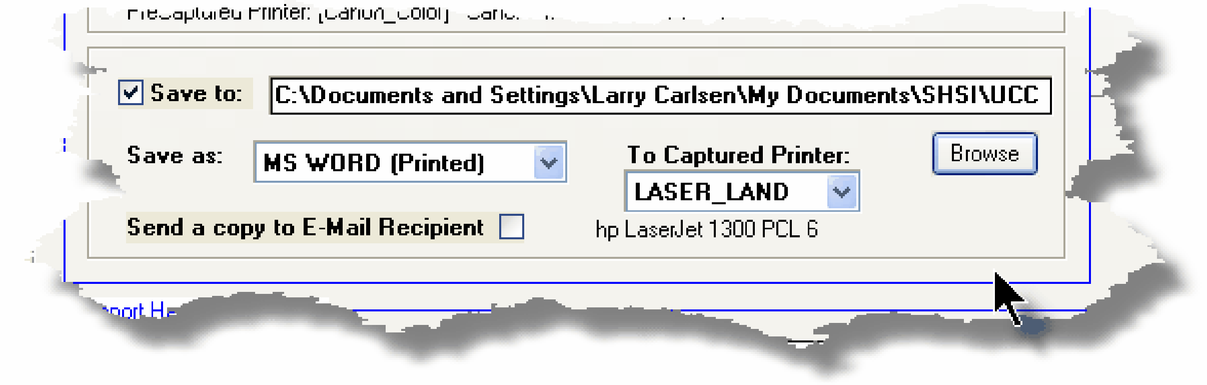
WinPrint (Courier-10 Compress)

Standard Courier 10 pt (Compressed)

PreCaptured Printer: [LASER_LAND] - hp LaserJet 1300 PCL 6

# of Copies: 1

3. When selected to direct the report **Saved To Disk** you must select to save it as an MS Word Document, an MS Word Document Printed, a PDF Document, or an ASCII Text File. In either case you need to have specified the folder to which the file is saved. The default is the directory that is defined in the Series 5 User's Logon Profile field labeled as the **User's "My Documents" folder Pathname**. You can click the Browse push button to locate or change the folder where the file is to be stored.



☑ Save to: C:\Documents and Settings\Larry Carlsen\My Documents\SHSI\UCC

Save as: MS WORD (Printed)

To Captured Printer: LASER_LAND

hp LaserJet 1300 PCL 6

Send a copy to E-Mail Recipient ☐

4. If saving to an **MS Word Document Printed**, then after generated, the document will be printed from within Word. You will need to select a specific Captured Printer. Captured Printers are defined by your Systems Manager using the Captured Windows Printers maintenance function available from the Series 5 main menu under the System Maintenance drop down sub-menu. (Refer to the chapter on ***Defining Series 5 Captured Windows Printers*** in the Systems Management Help or manuals).

Setup Tip

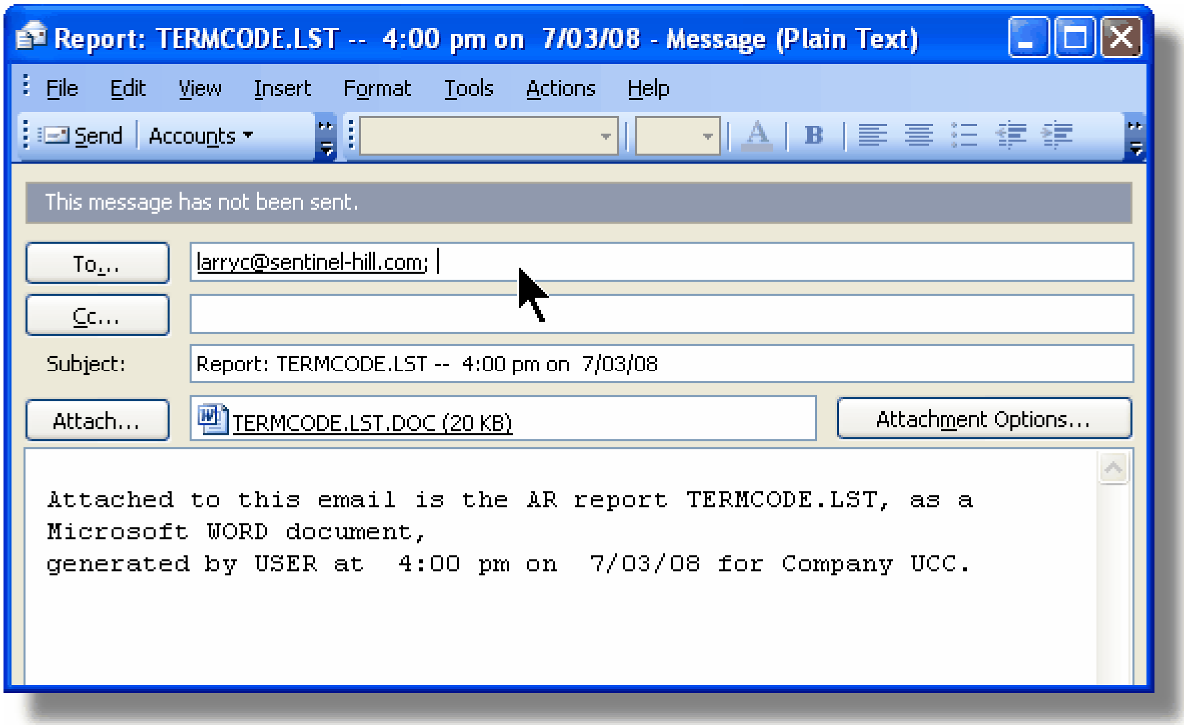
If you wish to be able to generate your reports as Word or PDF documents, your Systems Manager must have defined pertinent variables in the AcuGT runtime configuration file. For simple reports you specifically need to have set up the variable ***MSWORD-DEFAULT-SPECS***. This defines whether the document is generated as Portrait or Landscape, the Font Name and Font Size and an optional Template that might be applied to the document when it is created. (Refer to the chapter ***Setting up for MS Word*** in the Systems Management Help or manuals.)

If templates are used to format the output to MS Word or PDF documents, they must be installed on each user's individual client PC. On Windows XP clients, these must be saved to the **C:\Documents and Settings\<PC UserName>\Application Data\Microsoft\Templates** folder. On Windows VISTA and Windows 7 clients, these must be saved to the **C:\Users\<PC UserName>\AppData\Roaming\Microsoft\Templates** folder.

For users of Office 2003 the file must be named with a xxxx.dot extension. For users of Office 2007 or later, the file must be named with a xxxx.dotx extension.

5. When a report is saved to disk, you may also select to have the generated disk file email to a given recipient. Set the check-box accordingly. After the report is generated, the window to send an email will be displayed. You can select the recipient(s), and edit

the text of the message and click the Send button to send the email.



This message has not been sent.

To... larryc@sentinel-hill.com;

Subject: Report: TERMCODE.LST -- 4:00 pm on 7/03/08

Attach... TERMCODE.LST.DOC (20 KB)

```
Attached to this email is the AR report TERMCODE.LST, as a
Microsoft WORD document,
generated by USER at  4:00 pm on  7/03/08 for Company UCC.
```

Protected MS Word Documents

When reports of forms are output as MS Word Documents, they are generated in protected "Read-Only" mode. If you really need to un-protect it, the password is **SENTINELHILL**.

Field Definitions

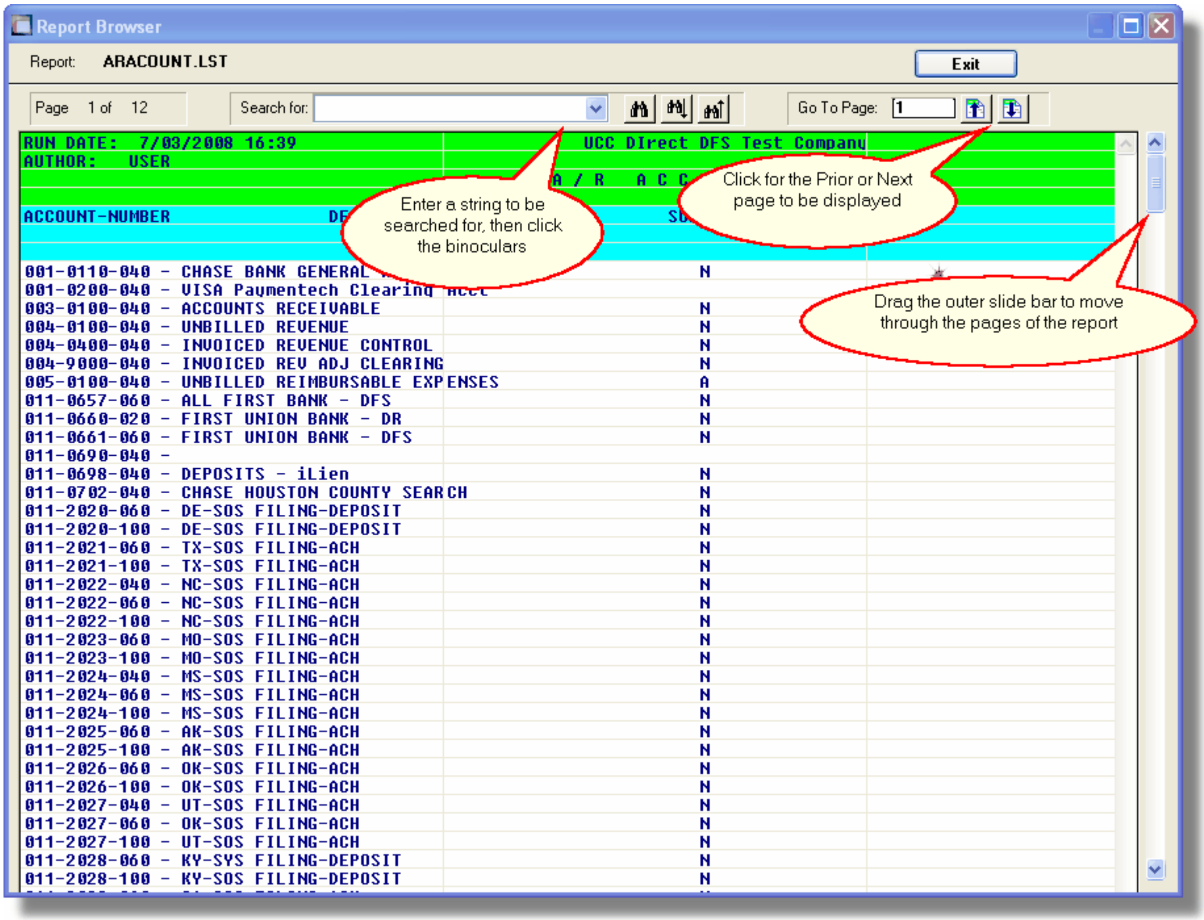
Screen Browser:	*check-box*
Set the check mark to have the report displayed to the screen using the Screen Browser utility.	
Archive to Reports Manager:	*check-box*
Set the check mark to have the report output as an "Archived Report". This may later be viewed and/or reprinted from the Reports Manager.	

Print Queue:	***check-box***
Set the check mark to have the report output to a printer.	
Print Queue:	***drop-down list***
Select the the Series 5 Printer Queue to which the report is to be output to.	
# of Copies:	***9***
When outputting to a Printer Queue, you may specify how many copies are to be printed. You can print up to 9 copies. This is a feature that is offered only on WIndows XP, VIsta and Windows 7, and is dependant on the type of printer and it's drivers. When multiple copies are chosen, they are printed collated.	
Save To:	***check-box***
Set the check mark to have the report output to a disk file, or folder, on your system as either an MS Word Document, a PDF Document, or a simple ASCII text file.	
Save To:	***X(90)***
Enter the name of the directory folder to which the saved-to-disk report is to be written. This will default to the directory path defined in the Users Logon Profile established by your Systems Manager. You may click on the **Browse** button to locate the desired directory. Only those folders which are descendants of the root directory, of that which is defined by the Save-To field, can be displayed. So if you wish to choose a folder on your "C" drive, enter **C:\** in the Save-To field before clicking the "Browse" button. Setting the Folder field blank, or to a path that does not have a drive letter designation, would result in only being able to browse descendants of the user's default working directory.	
Save As:	***drop-down list***
Select to have the output saved as an Office Word document, an Office Word document that is printed from Word, as a PDF document, or as an ASCII text file. If chosen to Save to "MS Word Printed", then you must select the Captured Printer to which the report is to be printed.	
To Captured Printer:	***X(12)***
If chosen to Save to "MS Word Printed", then you must select the Captured Printer to which the report is to be printed. This must be a valid network printer that was captured using the Captured Windows Printers maintenance function available from the Series 5	

main menu under the System Maintenance drop down sub-menu. *(Refer to the Systems Management Help if required)*.	
Send a copy to E-Mail Recipient:	***check-box***
If chosen to save the report to a disk file, you may also select to have an email sent with the generated disk file as an attachment. Set the check mark to have the report emailed.	
Report Header User Note:	***X(100)***
If you need to personalize the report, the text you enter here will be printed at the top of the 1st page.	

5.4.2 Report Browser

When selected to direct a report output to the Screen Browser, or from the Reports Manager you have selected a particular report, the Series 5 Report Browser screen window will be shown.



Report: ARACOUNT.LST

Page 1 of 12

Go To Page: 1

Enter a string to be searched for, then click the binoculars

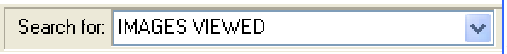
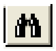
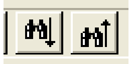
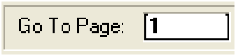
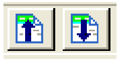
Click for the Prior or Next page to be displayed

Drag the outer slide bar to move through the pages of the report

```
RUN DATE:  7/03/2008 16:39                       UCC DIrect DFS Test Company
AUTHOR:    USER
                                             A / R   A C C
ACCOUNT-NUMBER                DE                           SU

001-0110-040 - CHASE BANK GENERAL                          N
001-0200-040 - VISA Paymentech Clearing Acct
003-0100-040 - ACCOUNTS RECEIVABLE                         N
004-0100-040 - UNBILLED REVENUE                            N
004-0400-040 - INVOICED REVENUE CONTROL                    N
004-9000-040 - INVOICED REV ADJ CLEARING                   N
005-0100-040 - UNBILLED REIMBURSABLE EXPENSES              A
011-0657-060 - ALL FIRST BANK - DFS                        N
011-0660-020 - FIRST UNION BANK - DR                       N
011-0661-060 - FIRST UNION BANK - DFS                      N
011-0690-040 -
011-0698-040 - DEPOSITS - iLien                            N
011-0702-040 - CHASE HOUSTON COUNTY SEARCH                 N
011-2020-060 - DE-SOS FILING-DEPOSIT                       N
011-2020-100 - DE-SOS FILING-DEPOSIT                       N
011-2021-060 - TX-SOS FILING-ACH                           N
011-2021-100 - TX-SOS FILING-ACH                           N
011-2022-040 - NC-SOS FILING-ACH                           N
011-2022-060 - NC-SOS FILING-ACH                           N
011-2022-100 - NC-SOS FILING-ACH                           N
011-2023-060 - MO-SOS FILING-ACH                           N
011-2023-100 - MO-SOS FILING-ACH                           N
011-2024-040 - MS-SOS FILING-ACH                           N
011-2024-060 - MS-SOS FILING-ACH                           N
011-2024-100 - MS-SOS FILING-ACH                           N
011-2025-060 - AK-SOS FILING-ACH                           N
011-2025-100 - AK-SOS FILING-ACH                           N
011-2026-060 - OK-SOS FILING-ACH                           N
011-2026-100 - OK-SOS FILING-ACH                           N
011-2027-040 - UT-SOS FILING-ACH                           N
011-2027-060 - OK-SOS FILING-ACH                           N
011-2027-100 - UT-SOS FILING-ACH                           N
011-2028-060 - KY-SYS FILING-DEPOSIT                       N
011-2028-100 - KY-SOS FILING-DEPOSIT                       N
```

You may navigate around the report in number of ways:

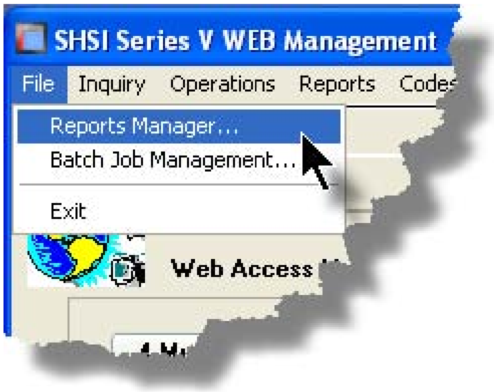
Graphic or Control to click	***Action***
Slide bar to the right	Position to up or down through the pages of the report. As you drag the slide bar, the 1st data line of each page is displayed at the bottom of the screen.
 Search for: IMAGES VIEWED	Enter a search string. This may be text, or a number as it would be printed in the report. The drop down list contains previously entered search strings.
	Search for the entered search string. The page where the string is found will be displayed, and the line containing the text will be displayed in red.
	Search Forward or Backward for the entered search string.
 Go To Page: 1	Display the select Page.
	Display the Prior or Next page of the report.

5.4.3 Archived Reports Management

The Reports Manager is available to each of the Series 5 applications. Whenever a report is generated, the operator may have chosen to direct the output to be "Archived". These archived reports may be viewed and printed using the Reports Manager.

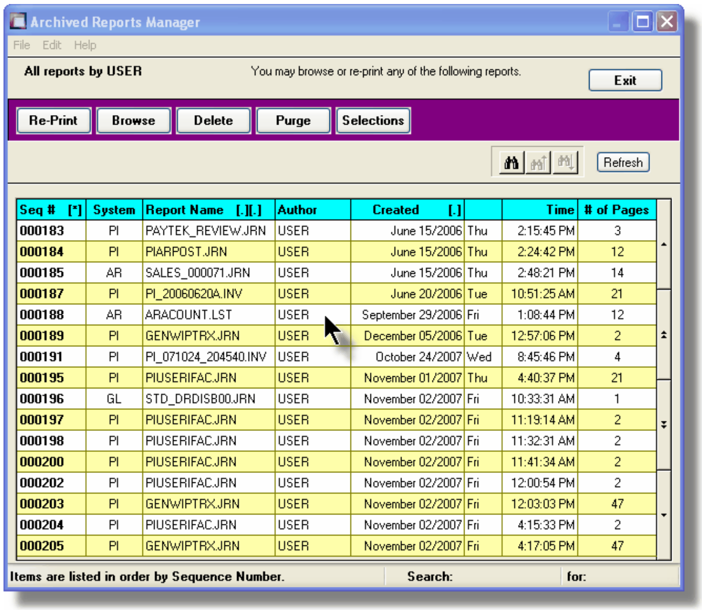
Accessing the I/M Reports Manager

From either the I/M Main menu, or any application, select **Reports Manager** from the **File** drop-down menu.



Reports Manager Grid Screen

Maintenance of the Archived reports is done with a Series 5 grid screen.



All reports by USER

You may browse or re-print any of the following reports.

Seq # [*]	System	Report Name [.][.]	Author	Created [.]		Time	# of Pages
000183	PI	PAYTEK_REVIEW.JRN	USER	June 15/2006	Thu	2:15:45 PM	3
000184	PI	PIARPOST.JRN	USER	June 15/2006	Thu	2:24:42 PM	12
000185	AR	SALES_000071.JRN	USER	June 15/2006	Thu	2:48:21 PM	14
000187	PI	PI_20060620A.INV	USER	June 20/2006	Tue	10:51:25 AM	21
000188	AR	ARACOUNT.LST	USER	September 29/2006	Fri	1:08:44 PM	12
000189	PI	GENWIPTRX.JRN	USER	December 05/2006	Tue	12:57:06 PM	2
000191	PI	PI_071024_204540.INV	USER	October 24/2007	Wed	8:45:46 PM	4
000195	PI	PIUSERIFAC.JRN	USER	November 01/2007	Thu	4:40:37 PM	21
000196	GL	STD_DRDISB00.JRN	USER	November 02/2007	Fri	10:33:31 AM	1
000197	PI	PIUSERIFAC.JRN	USER	November 02/2007	Fri	11:19:14 AM	2
000198	PI	PIUSERIFAC.JRN	USER	November 02/2007	Fri	11:32:31 AM	2
000200	PI	PIUSERIFAC.JRN	USER	November 02/2007	Fri	11:41:34 AM	2
000202	PI	PIUSERIFAC.JRN	USER	November 02/2007	Fri	12:00:54 PM	2
000203	PI	GENWIPTRX.JRN	USER	November 02/2007	Fri	12:03:03 PM	47
000204	PI	PIUSERIFAC.JRN	USER	November 02/2007	Fri	4:15:33 PM	2
000205	PI	GENWIPTRX.JRN	USER	November 02/2007	Fri	4:17:05 PM	47

Items are listed in order by Sequence Number. Search: for:

"Fast Buttons"	
Re-Print	Print the selected report
Browse	Browse the selected report
Delete	Delete the selected Archived report
Purge	Have reports satisfying a number of filters deleted from the system
Selections	Set filters for the items that are displayed in the grid

Viewing an Archived Report

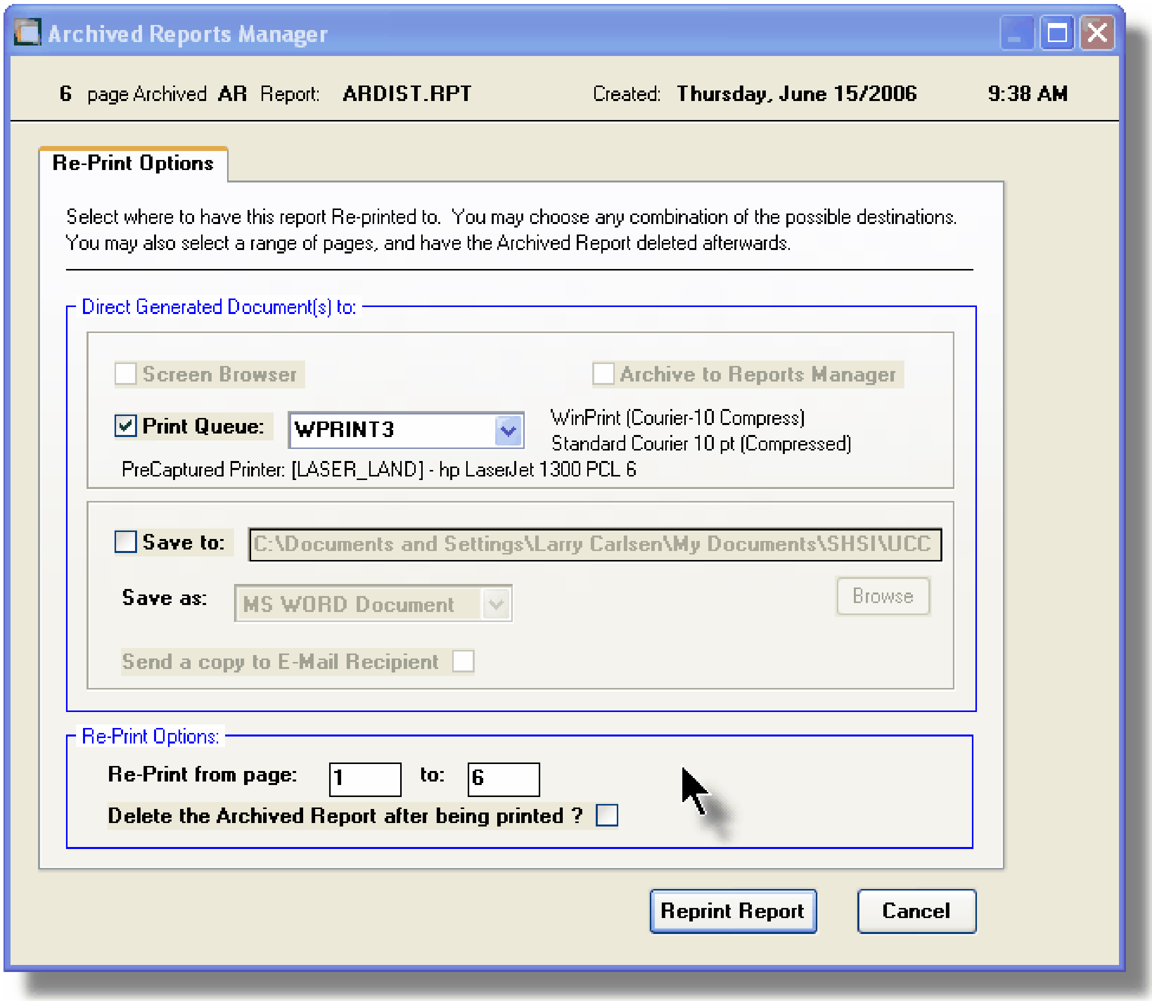
1. In the grid, navigate to the row listing the report that is to be viewed.
2. Double-click the row.
3. The Report Browser 114 window will be displayed.

Process Warning

The "archive" report files are stored in a sub-directory under the folder specified to be used for the company's data files. These files are not in any type of format that can be used, other than directly from the Reports Manager utility.

Re-Printing an "Archived" Report

1. In the grid, Navigate to the row listing the report that is to be printed.
2. Right-click the row to have a drop-down menu displayed, then click **Re-Print**, ... or just click on the **Re-Print** button in the "Fast Button" frame. The Re-Print options screen will be displayed.



6 page Archived **AR** Report: **ARDIST.RPT** Created: **Thursday, June 15/2006** **9:38 AM**

Select where to have this report Re-printed to. You may choose any combination of the possible destinations. You may also select a range of pages, and have the Archived Report deleted afterwards.

Direct Generated Document(s) to:

☐ Screen Browser ☐ Archive to Reports Manager

☑ **Print Queue:** WPRINT3 WinPrint (Courier-10 Compress) Standard Courier 10 pt (Compressed)

PreCaptured Printer: [LASER_LAND] - hp LaserJet 1300 PCL 6

☐ **Save to:** C:\Documents and Settings\Larry Carlsen\My Documents\SHSI\UCC

Save as: MS WORD Document

Send a copy to E-Mail Recipient ☐

Re-Print Options:

Re-Print from page: 1 **to:** 6

Delete the Archived Report after being printed ? ☐

3. Enter the reprint options. Basically you can either print the report, or save it to disk as

an MS Word or ASCII text file. Notice that you can also specify a range of pages that are to be printed.

4. Click the **Reprint Report** push button at the bottom of the screen.

Grid Display Search options

You may search for specific records displayed in the grid using a number of relevant fields.

Click on the Search icon.
A search string may be entered for the following fields:

- Sequence #
- Report Name

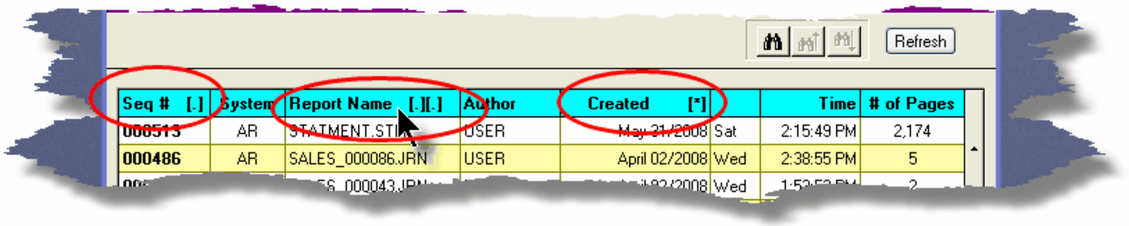
Grid Display Sort options

You may choose to have the items in the grid displayed using a number of sorts. These include:

- By Sequence #
- By System then Report Name
- By Report Name Extension, then System, then most recent date
- By the date created (with the most recent ones listed first)

To change the displayed sort order:

1. Click on the heading of the column of data which is to be used for the sort. Only those columns with a **[.]** can be used. The column that is currently used for the sort has **[*]** displayed.

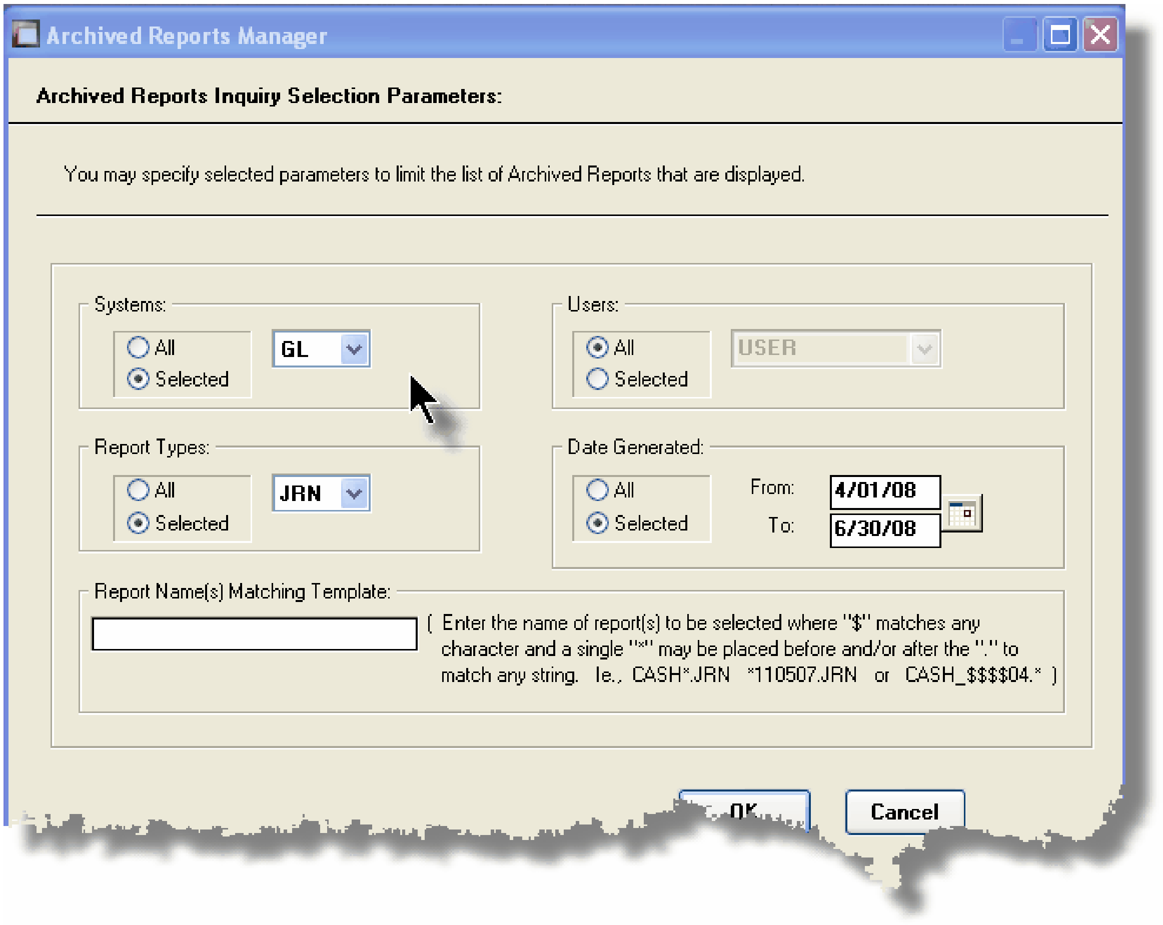


Seq # [.]	System	Report Name [.][.]	Author	Created [*]		Time	# of Pages
000513	AR	STATMENT.STI	USER	May 31/2008	Sat	2:15:49 PM	2,174
000486	AR	SALES_000086.JRN	USER	April 02/2008	Wed	2:38:55 PM	5

Grid Display and Purge Filters Screen

Over a period of time, your users will probably be generating a great number of "Archived" reports. You can limit the number of items that are displayed in the grid. The same filter fields are also available to the Purge function.

1. Click on **Selections** in the "Fast Button" frame. The Archive Report selection filters screen will be displayed.



Archived Reports Inquiry Selection Parameters:

You may specify selected parameters to limit the list of Archived Reports that are displayed.

Systems: ○ All ● Selected GL

Users: ● All ○ Selected USER

Report Types: ○ All ● Selected JRN

Date Generated: ○ All ● Selected From: 4/01/08 To: 6/30/08

Report Name(s) Matching Template: (Enter the name of report(s) to be selected where "$" matches any character and a single "*" may be placed before and/or after the "." to match any string. Ie., CASH*.JRN *110507.JRN or CASH_$$$$04.*)

2. Set the applicable filters

3. Click the OK push-button. The grid will be redisplayed showing only those reports satisfying the selected filters.

Filters Screen Field Definitions

Systems	**radio-buttons & drop down list**
Click the **All** button, or the **Selected** button with a specific application from the drop down list. Only those reports generated from the selected system will be listed.	
Report Types	**radio-buttons & drop down list**
Click the **All** button, or the **Selected** button with a specific report name extension from the drop down list. Only those reports with their report name extension matching that	

which was selected will be listed.	
Users	**radio-buttons & drop down list**
Click the **All** button, or the **Selected** button with a specific user from the drop down list. Only those reports generated by the selected user will be listed.	
Date Generated	**radio-buttons & (mm/dd/yy) entry fields**
Click the **All** button, or the **Selected** button with a date range. Only those reports generated within the range of dates entered will be listed.	
Report Name Template	***X(20)***
Enter a template to be used to match the report names to be listed. The "$" will match any single character. Use the "*" character immediately before or after the ".", or as the 1st character, to match a string of characters.	

Delete an "Archived" Report

1. In the grid, navigate to the row listing the report that is to be deleted.
2. Right-click the row to have a drop-down menu displayed, then click **Delete**, ... or just click on the **Delete** button in the "Fast Button" frame.
3. A delete verification screen will be displayed. Click the **Remove-It** button to proceed.
4. Both the entry in the tables, and it's corresponding "Archive" file will be deleted.

Purging old "Archived" Reports

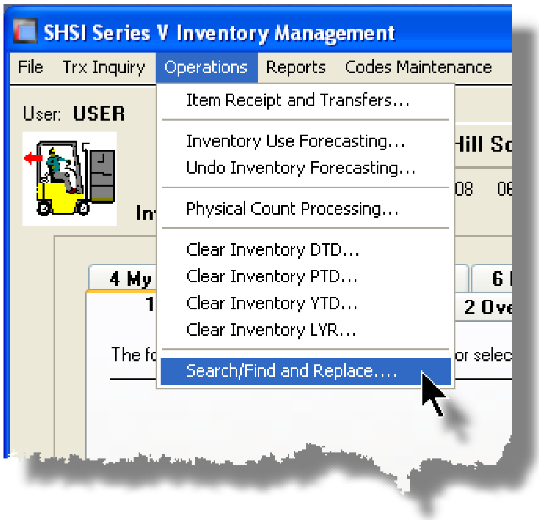
Over a period of time, your users will probably be generating a great number of "Archived" reports. If you wish, you may delete them to reduce the overhead, make available more disk space, or just to get rid of them.

1. Click on the **Purge** button in the "Fast Button" frame.
2. The Purge options screen will be displayed. (This is the same screen as used for the Grid Display filters).
3. Click the OK push-button. The system will remove all reports satisfying the selected filters.

5.5 Search and Replace

In each Series 5 application, there is normally a function that provides a Search and Replace operation on a variety of different records. (The replace phase of the function is optional). This function is particularly useful if you need to change a code that exists within a great number of, say for example, Inventory Master master records.

The operation of the screen controls available to these Search/Replace functions are the same for all types of records for each of the Series 5 applications for which it exists. Only the field names for each type of record may differ.


SHSI Series V Inventory Management
File
Trx Inquiry
Operations
Reports
Codes Maintenance
User: USER
Item Receipt and Transfers...
Inventory Use Forecasting...
Undo Inventory Forecasting...
Physical Count Processing...
Clear Inventory DTD...
Clear Inventory PTD...
Clear Inventory YTD...
Clear Inventory LYR...
Search/Find and Replace....

For the Inventory Management system, the Search and Replace function is provided for the following record types:

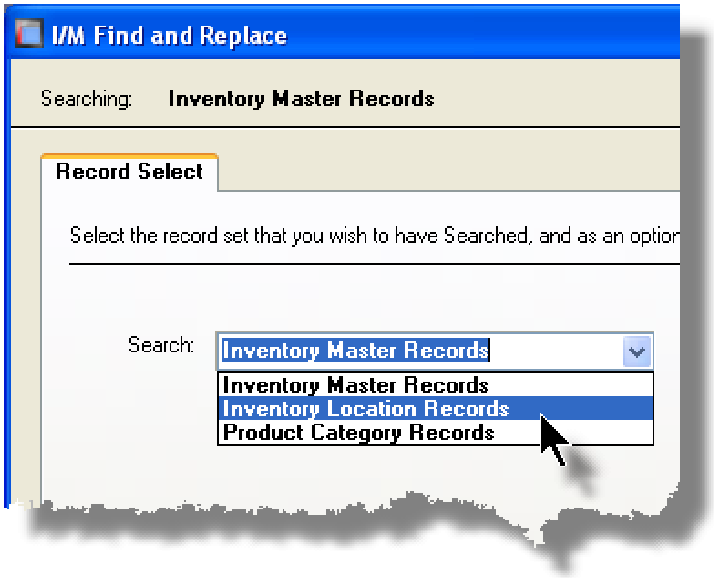
- Inventory Master Records
- Inventory Location Master Records
- Product Category Records

Process Warning

Access to this menu item should only be granted to those i
that know what's going on. Malicious or ignorant use of this
could cause a great deal of grief.

5.5.1 Search and Replace Options Screen

For the Search and Replace function, you must 1st select the record that is to be searched.


I/M Find and Replace
Searching: Inventory Master Records
Record Select
Select the record set that you wish to have Searched, and as an optior
Search: Inventory Master Records
Inventory Master Records
Inventory Location Records
Product Category Records

Once selected, the Search and Replace Options screen will be displayed. At this point you must enter the Search options and the Replace options. This requires the operator to choose the field to be tested, it's test value, and the field which is to have a new value assigned along with it's new assigned value.

The Series 5 system basically breaks the Search/Replace function into three main phases.

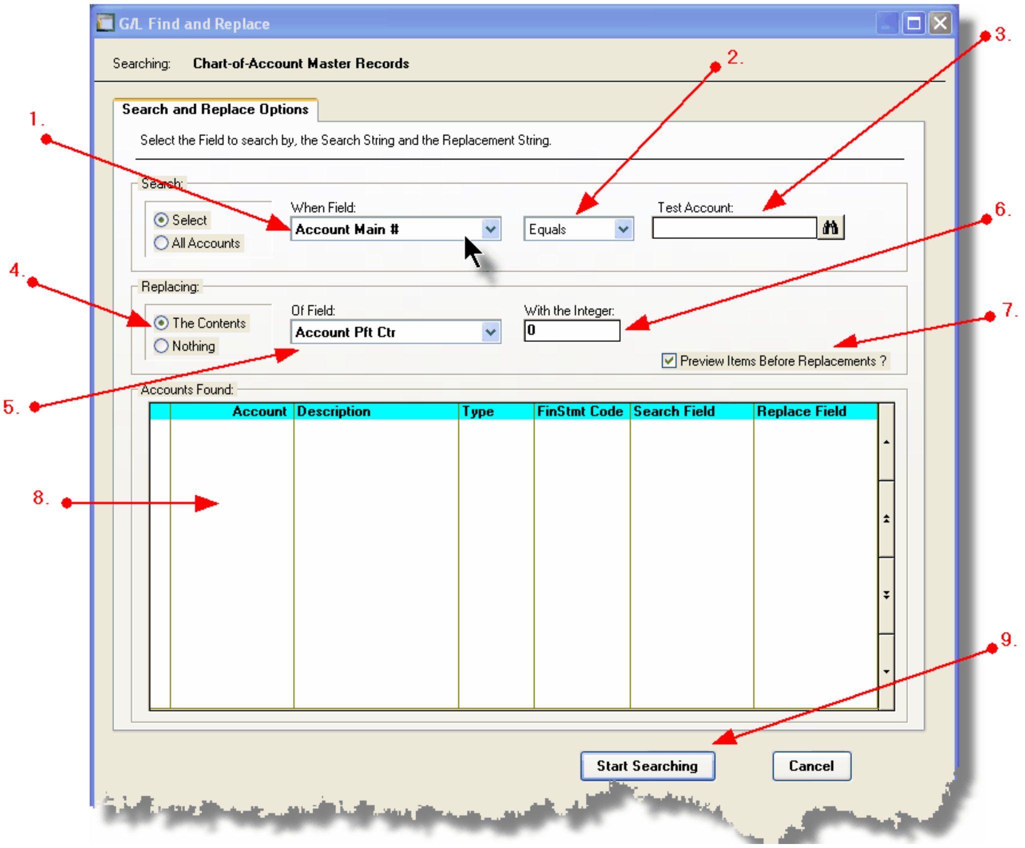
1. Search Phase	- Read through the chosen set of records examining the selected search field for the test string or code that was entered. After all records have been processed, those records found will be displayed in the grid.
2. Preview Phase	- You can then browse through the list if records that have been identified as having the search field matching the given test field.
3. Replacement Phase	- The last phase is the Replacement pass. Note that this pass is started only if initiated by the operator by clicking on the **Start Searching** push-button.

Processing Tip

You may use the Search and Replace function, identifying a particular field to be replaced, in order to have its' existing value displayed in the preview grid without actually having new values assigned. **JUST MAKE SURE YOU CHECK THE Preview Items Before Replacement BOX, AND CLICK ON THE Cancel BUTTON AFTER BROWSING THE PREVIEW GRID.**

Search and Replace Options Screen

The Search and Replace Options and Preview widow screen is displayed as follows:


G/L Find and Replace

Searching: Chart-of-Account Master Records

Search and Replace Options

Select the Field to search by, the Search String and the Replacement String.

Search: ● Select ○ All Accounts

When Field: Account Main #

Equals

Test Account:

Replacing: ● The Contents ○ Nothing

Of Field: Account Pft Ctr

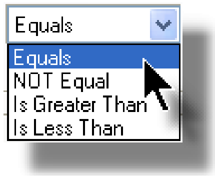
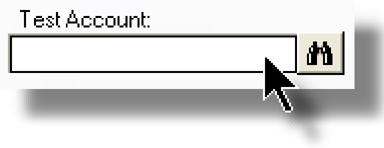
With the Integer: 0

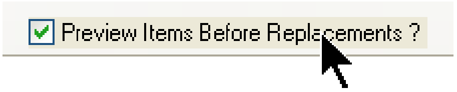
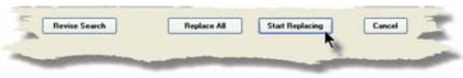
☑ Preview Items Before Replacements ?

Accounts Found:

Account	Description	Type	FinStmt Code	Search Field	Replace Field

To have a search executed on the select record, referencing this screen, you need to perform the following steps:

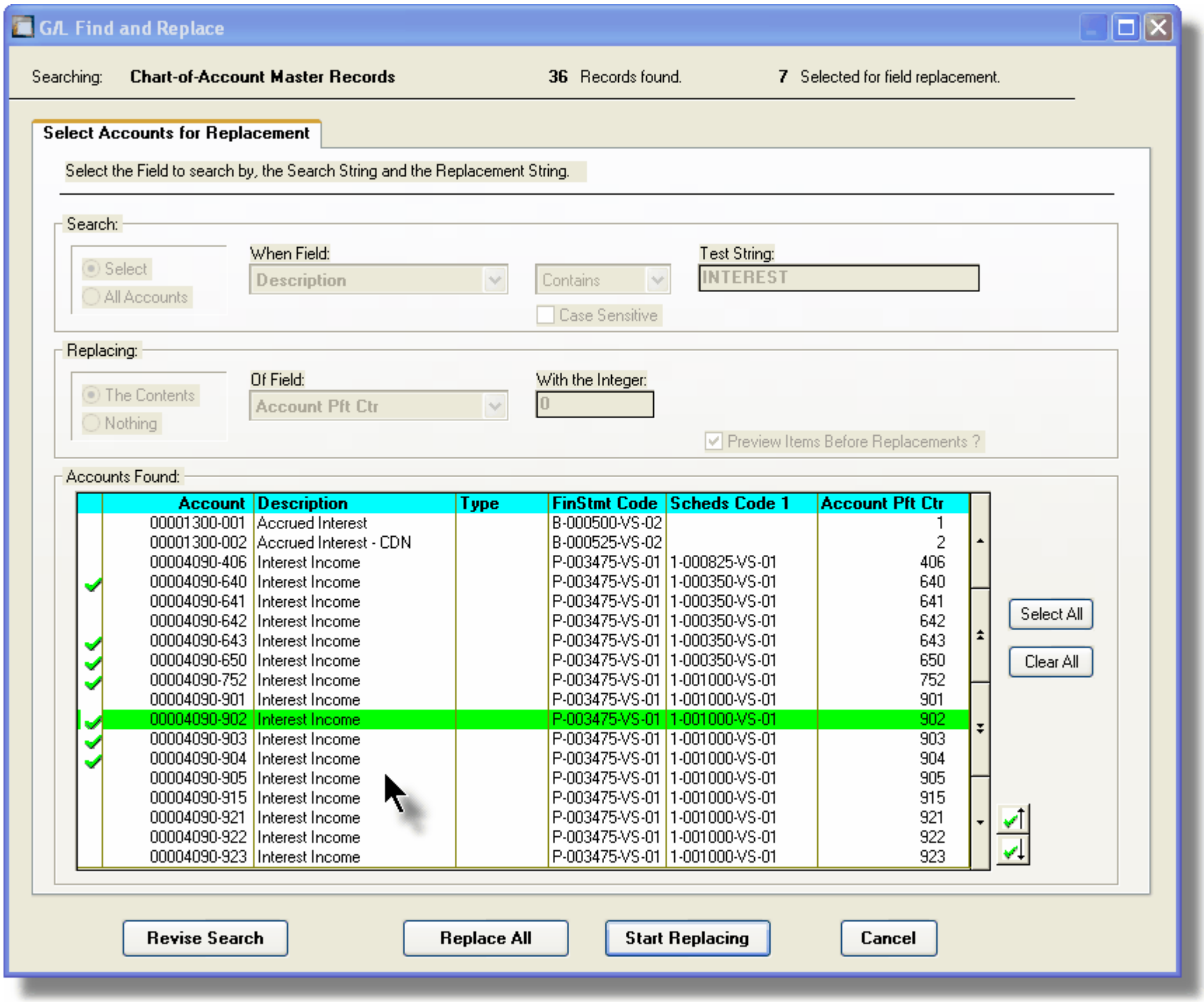
1)	In the **Search** frame, make sure the **Select** radio-button has been clicked. From the drop-down list, select the field that is to be tested.	
2)	From the drop-down list, select the test operation to be performed.	 Equals Equals NOT Equal Is Greater Than Is Less Than
3)	In the **Test String** field, enter the string, or code, or value that the test field must match in order for the record to be "selected". If the field is for a standard code that is defined by the system, the	

	binoculars icon will be displayed, and may be used to select a particular code that is to be test for.	
4)	In the **Replacing** frame, click on the **The Contents** radio-button. Note that you may choose to select a "replacing" field to have it's current value displayed, but not actually proceed with the replacement phase.	
5)	From the **Of Field** drop-down list, select the field that is to have it's value replaced.	
6)	In the field provided, enter the value to be assigned to the selected field. If the field is for a standard code that is defined by the system, the binoculars icon will be displayed, and may be used to select a particular code that is to be assigned.	
7)	The Preview Items check-box should always be checked. After the "search" phase, if this check-box is set, then the system will display a list of those records that have matched the test successfully. If this box is not checked, and you have chosen to actually have a field's values replaced, then the system will just go ahead and do it without first asking.	 ☑ Preview Items Before Replacements ?
8)	Before the replacement pass, the records that have been selected will be displayed in the grid. Use the standard grid navigation buttons to view those selected records. It's an opportunity to verify that you have entered the correct search values.	
9)	Initially, after the Search and Replacing options have been entered, click on the **Start Searching** push-button to start the search.	
10)	After the selected items have been displayed to the grid, you may choose to proceed and have all records found updated, or you can select those items	

	that are to be updated. Click the **Replace All** push-button to have all records updated. To select specific items, double click each of the records' entries in the grid. Once all items have been checked off, then click the **Start Replacing** push-button to proceed with the "replacement" phase. Should you want to revise the search, click on the **Revise Search** push-button.	
11)	To exit without having any records updated, click on the **Cancel** push-button.	

Sample Search/Replace Preview Screen

Here is an example of the Search screen after finding some records matching the search criteria.



Searching: **Chart-of-Account Master Records** **36** Records found. **7** Selected for field replacement.

Select the Field to search by, the Search String and the Replacement String.

Search:
● Select
○ All Accounts
When Field: Description
Contains
☐ Case Sensitive
Test String: INTEREST

Replacing:
● The Contents
○ Nothing
Of Field: Account Pft Ctr
With the Integer: 0
☑ Preview Items Before Replacements ?

Accounts Found:

	Account	Description	Type	FinStmt Code	Scheds Code 1	Account Pft Ctr
	00001300-001	Accrued Interest		B-000500-VS-02		1
	00001300-002	Accrued Interest - CDN		B-000525-VS-02		2
	00004090-406	Interest Income		P-003475-VS-01	1-000825-VS-01	406
✓	00004090-640	Interest Income		P-003475-VS-01	1-000350-VS-01	640
	00004090-641	Interest Income		P-003475-VS-01	1-000350-VS-01	641
	00004090-642	Interest Income		P-003475-VS-01	1-000350-VS-01	642
✓	00004090-643	Interest Income		P-003475-VS-01	1-000350-VS-01	643
✓	00004090-650	Interest Income		P-003475-VS-01	1-000350-VS-01	650
✓	00004090-752	Interest Income		P-003475-VS-01	1-001000-VS-01	752
	00004090-901	Interest Income		P-003475-VS-01	1-001000-VS-01	901
✓	00004090-902	Interest Income		P-003475-VS-01	1-001000-VS-01	902
✓	00004090-903	Interest Income		P-003475-VS-01	1-001000-VS-01	903
✓	00004090-904	Interest Income		P-003475-VS-01	1-001000-VS-01	904
	00004090-905	Interest Income		P-003475-VS-01	1-001000-VS-01	905
	00004090-915	Interest Income		P-003475-VS-01	1-001000-VS-01	915
	00004090-921	Interest Income		P-003475-VS-01	1-001000-VS-01	921
	00004090-922	Interest Income		P-003475-VS-01	1-001000-VS-01	922
	00004090-923	Interest Income		P-003475-VS-01	1-001000-VS-01	923

A couple of things to note:

- The number of records with the Search field matches the test string is displayed at the top of the screen.
- You may **Select All** or **Clear All** by clicking the buttons to the right of the display grid.
- Double clicking a row in the grid selects that particular item to have it's Replace field updated in the "replacement" pass

- Click on the Previous/Next Selected icons ✓↑ ✓↓ to position the grid to the prior/next item that has already been selected
- Once ready, click on the **Start Replacing** button to proceed to have those items that have been checked processed.
- To exit without having anything replaced, click the **Cancel** button.

5.6 User Access Management

The Series 5 system provides for User Access security at the menu item level for each application, based on a users' sign-on code.

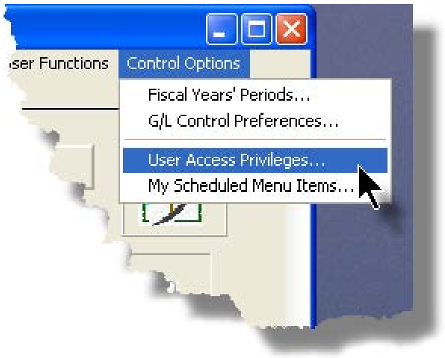
There are two user access records that must be established before any given user can access the system.

	Data	***Accessed From***	***Comments***
1.	User Logon Profile Record	The main menu's **System Maintenance** drop-down menu	Each user must have a Logon Profile record before they can be set up with any Application's Access rights. The user's sign-on code, password, email address, and default documents pathname are defined. Only users with full system Management access rights can maintain the Logon Profile records.
2.	User Application Access Record	The I/M menu's **Control Options** drop-down menu	A separate Access record must be established in each application that the user needs to execute. In those Inventory Management systems with multiple companies, a separate Access record must be defined for each company. The user's default printer and each individual menu items access rights are defined.

Once the User Access for a user is established, they may define specific menu items to be scheduled. That is, an icon will appear in a tabbed sub-screen in the applications menu on the date that it has been scheduled. Refer to the section on Scheduled Menu Functions 43 under the Inventory Management Application Menu 36 Chapter for further information and the topic following.

Accessing I/M Users' Access Maintenance Function

From the I/M menu, select **User Access Privileges** from the **Control Options** drop-down menu.


ser Functions
Control Options
Fiscal Years' Periods...
G/L Control Preferences...
User Access Privileges...
My Scheduled Menu Items...

Processing Tip

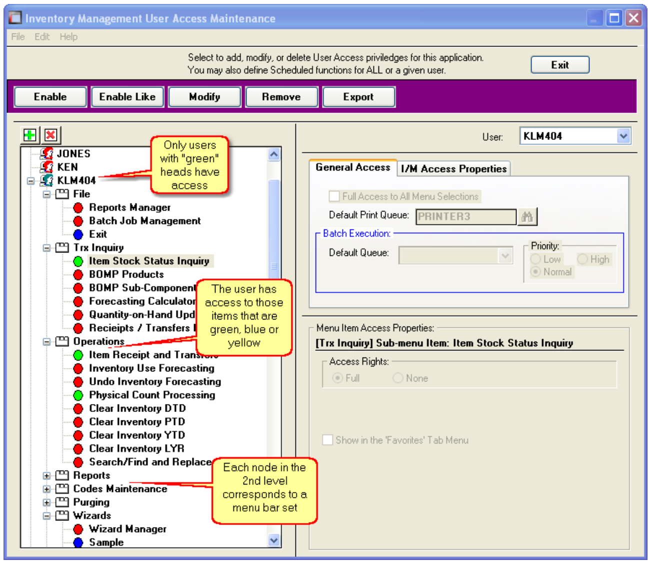
If your company requires strict controls as to which individual is entitled to set up User Access rights, then a Gate Keeper may have been established. (See the topic on System Control Options found in the Systems Manager's Help for further information). If this is the case, then the designated Gate Keeper will be the only individual that will be able to select the User Access Privileges maintenance function.

5.6.1 Defining Users' Access Rights

The Users' Access Rights record holds information about the users' privileges - ie., which menu items they can access.

I/M User Access Maintenance Tree Screen

Maintenance of the User Access properties is done in a tree structure. Following is the screen that is displayed listing each user that has been defined with a Logon Access record.



Select to add, modify, or delete User Access priviledges for this application.
You may also define Scheduled functions for ALL or a given user.

User: KLM404

☐ Full Access to All Menu Selections

Default Print Queue: PRINTER3

Batch Execution:

Default Queue:

Priority: ○ Low ○ High ● Normal

Menu Item Access Properties:

[Trx Inquiry] Sub-menu Item: Item Stock Status Inquiry

Access Rights: ● Full ○ None

☐ Show in the 'Favorites' Tab Menu

Only users with "green" heads have access

The user has access to those items that are green, blue or yellow

Each node in the 2nd level corresponds to a menu bar set

	"Fast Buttons"
Enable	Setup to give the h "Red Head" user a
Enable Like	Select a "Red Hea enabled just like or already enabled "G user's access righ down list will prese those users that al been enabled)
Modify	Modify the General properties of the hi "Green Head" user
Remove	Remove all access highlighted "Green
Export	Generate a spread users' menu acces showing Users in e and the application in each row.

Characteristics of the screen to note:

- Each user defined with a Logon Access record is shown. Those users with a green head have a User Access record set up for this application. Those with red heads have no access.
- Click on the ⊞ next to the green heads to expand the tree to display the applications' menu bar topics.
- Click on the ⊞ next to the topic to expand the tree to display each of the associated drop-down menu functions. You can easily identify the access rights by the graphic next to the menu name.

🔵 - All users always have access
🟢 - Full access
🟡 - Restricted access
🔴 - No access

- The top right pane of the screen is used to edit the properties associated to the user.
- The bottom right pane of the screen is used to assign the access rights to the selected menu item
- Note that you can set the check-box to the menu item displayed in the My Favorites tab

sub-screen of the application menu.

- Expand or collapse the sub-trees of all Users with access by clicking the ⊞ ☒ icons.

Establishing Access for a User

1. First make sure that the user's User Code is visible in the tree as a red head. If a User Code has not been set up, this needs to be done. User Logon Profiles are defined by your Systems Manager using the User Logon Profiles maintenance function available from the Series 5 main menu under the System Maintenance drop down sub-menu. (Refer to the chapter on ***Defining Series 5 User Logon Profiles*** in the Systems Management Help or manuals).

2. You can Enable the User using one of four methods:

   I. Double click the red head, ... or

   II. Highlight the node of the user to be set up, and click **Enable** in the "Fast Button" frame,..... or

   III. Highlight the node of the user to be set up, and right-click to display the pop-up menu. Then click on **Enable This User**, ... or

   IV. Highlight the node of the user to be set up, and right-click to display the pop-up menu. Then click on **Enable User Like Another**

   In each case, the General Access tab sub-screen on the top of the right pane of the window will be activated.

   - If the user is to have access to all menu items, set the **Full-Access** check-box
   - Select, if any, the **Print Queue** that this user is most likely to be using. This will be displayed as the default when they generate a report.
   - Click on the **Add It** push button

3. At this point, the user is established, but if you had not given them Full Access, you need to set the Access Rights of each of the menu items that they are allowed to access.

   - Expand the tree of the newly added user by clicking on the ⊞ icon next to his now green head
   - Expand the tree of each of the application's menu bar topics
   - Double-click the menu item to which you want to allow access. The Access Properties fields for the given menu item will be displayed at the bottom of

the right pane of the window.

- o Click the applicable **Access Rights** radio-button
- o If this menu item is to be shown in the User's Favorites sub-screen, set the check-box
- o If this menu item is to be scheduled, select the desired **Re-Occurring** frequency and set an initial scheduled date
- o Click the **OK** push button
- o Repeat for the next menu item

4. This potentially could be a lot of effort to set up all your users. If you have a number of users that will each have the same access rights, you can build the table for the 1st user, then copy it. Perform the following steps:

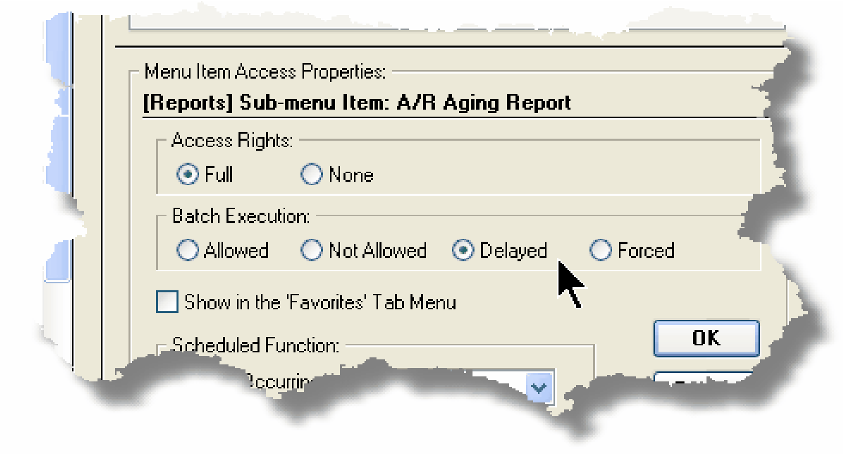
- o Highlight the read head of the User that you wish to enable access for
- o Click on **Enable Like** in the "Fast Button" frame or in the pop-up menu
- o Select the User Code of the currently enabled user that you want the new user to have the same access privileges.
- o Click on the **Select User** push button
- o Keep the same access rights values, or change them as required.
- o Click on the **Add It** push button again
- o The new user is now set up with the copied user's access rights
- o You may now go ahead and change any of the Access Rights of the menu items as needed

Batch Job Execution Access

If the particular menu item has been set up to provide the option to be executed in the Series 5 Batch Job Processor, then in order for the user to make use of this, the appropriate access rights must be assigned. Four variations are offered:

- ❖ Allowed - The user can decide when the menu item is executed, whether or not to submit it to the Job Processor
- ❖ Not Allowed - The user may not select to execute the job using the Job Processor
- ❖ Forced - When the menu item is chosen, and after any processing options or filters are entered, the job will be automatically submitted to the Job Processor to be executed

- Delayed - The job will be automatically submitted to the Job Processor to be executed after 6:00 pm the same day.



Menu Item Access Properties:

[Reports] Sub-menu Item: A/R Aging Report

Access Rights: ● Full ○ None

Batch Execution: ○ Allowed ○ Not Allowed ● Delayed ○ Forced

☐ Show in the 'Favorites' Tab Menu

Scheduled Function:

Modifying Access for a User

1. Highlight the green head of the User to modified

2. If you wish to modify the General Access properties

    - Click **Modify** in the "Fast Button" frame, ... or right-click and click on **Modify** in the pop-up-menu
    - The right pane of the window will be activated
    - Make the necessary changes and click the **Update** push-button

3. If you wish to change the Access properties of a particular menu item

    - Double-click the menu item to which you want to allow access. The Access Properties fields for the given menu item will be displayed at the bottom of the right pane of the window.
    - The Access Properties fields for the given menu item will be displayed at the bottom of the right pane of the window
    - Make the necessary changes and click the **OK** push-button.

4. If you wish to change the Access properties of a particular menu item in a slightly more elegant manner

- o Highlight the menu item of interest, and right-click to display the pop-up menu.
- o You can either give full access, or remove access totally, depending on the already assigned access
- o Make the necessary changes and click the **OK** push-button.

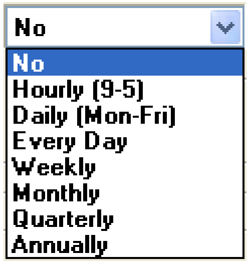
Removing Access for a User

1. Highlight the green head of the User to removed.
2. Click **Remove** in the "Fast Button" frame, ... or right-click and click on **Remove** in the pop-up-menu:
3. Click the Yes push-button in the prompt.

General Access tab sub-screen Field Definitions

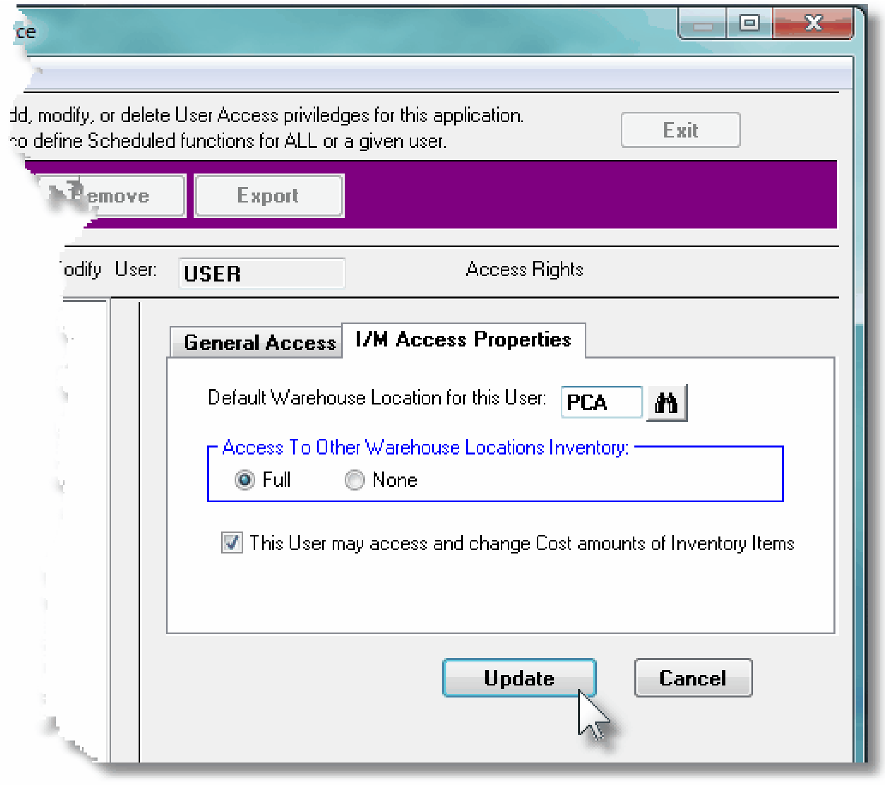
Full Access to All Menu Selections	***check-box***
For the user if checked, then he/she will have full access to all menu items.	
Default Print Queue	***X(20)***
Select the Series 5 Printer Queue that this user would typically by using. When any of the reporting functions are executed, this printer will be displayed as the default. Print Queues are defined by a System Maintenance function. *(Refer to the Systems Management Help if required)*.	
Batch Execution - Default Queue	**drop down list**
Jobs submitted by this user to the Series 5 Batch Job Processor will use the selected Queue	
Batch Execution - Priority	**radio-buttons**
Jobs submitted by this user to the Series 5 Batch Job Processor will have the selected priority	

Menu Item Access Property sub-screen Field Definitions

Access Rights	***radio-buttons***
Click Full, Semi-Restricted, Restricted, or None. Those menu items that offer Semi-Restricted or Restricted as options generally have multiple functions, some of which will not be granted to the user.	
Show in the 'Favorites' Tab Menu	***check-box***
If checked, the corresponding menu item will be displayed as a push-button on the Inventory Management application's menu on the **My Favorites** tabbed sub-screen.	
Scheduled Function - Re-Occurring	**drop down list**
To set up this menu item to be scheduled, select a frequency, other than "No". The corresponding menu item will be displayed as a push-button in either the Scheduled for Today, Overdue Function or Coming Due tabbed sub-screen on the Inventory Management application's menu.	 No No Hourly (9-5) Daily (Mon-Fri) Every Day Weekly Monthly Quarterly Annually
Scheduled Function - Next Scheduled For	**(mm/dd/yy)**
Enter the date and time at which this particular scheduled function is to be executed.	

Additional I/M Access Properties - Options Tabbed Sub-Screen

A number of special access properties must be are defined for each user of the Inventory Management system. These are presented with the following screen:



dd, modify, or delete User Access priviledges for this application.
o define Scheduled functions for ALL or a given user.

odify User: USER

Access Rights

Default Warehouse Location for this User: PCA

Access To Other Warehouse Locations Inventory:
● Full ○ None

☑ This User may access and change Cost amounts of Inventory Items

I/M Access Properties Screen - Field Definitions

Default Warehouse Location	***X(6)***
When working in the I/M system, the Location Code entered in this field will be always used as the default when a function requires selection of a warehouse location.	
Access to Other Warehouse Locations	***radio-buttons***
Select the option that is applicable. If this user is NOT allowed to view information about inventory at other locations, set the **None** radio-button.	
Access and Change Inventory Costs	***check-box***
The prompt speaks for itself.	

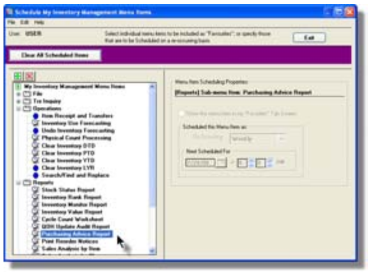
5.6.2 Users Scheduled Menu Functions

Users may choose to select specific menu items to appear on the **Favorites** or **Scheduled** sub-screens when the Inventory Management menu is displayed. (Refer to the Scheduled

Menu Functions topic in the chapter on The Basic User Interface for a description of these menu sub-screens).

My Scheduled Menu Items Screen

Users set up the scheduled functions in a tree structure. Following is the screen that is displayed listing each menu-set and sub-functions.



Characteristics of the screen to note:

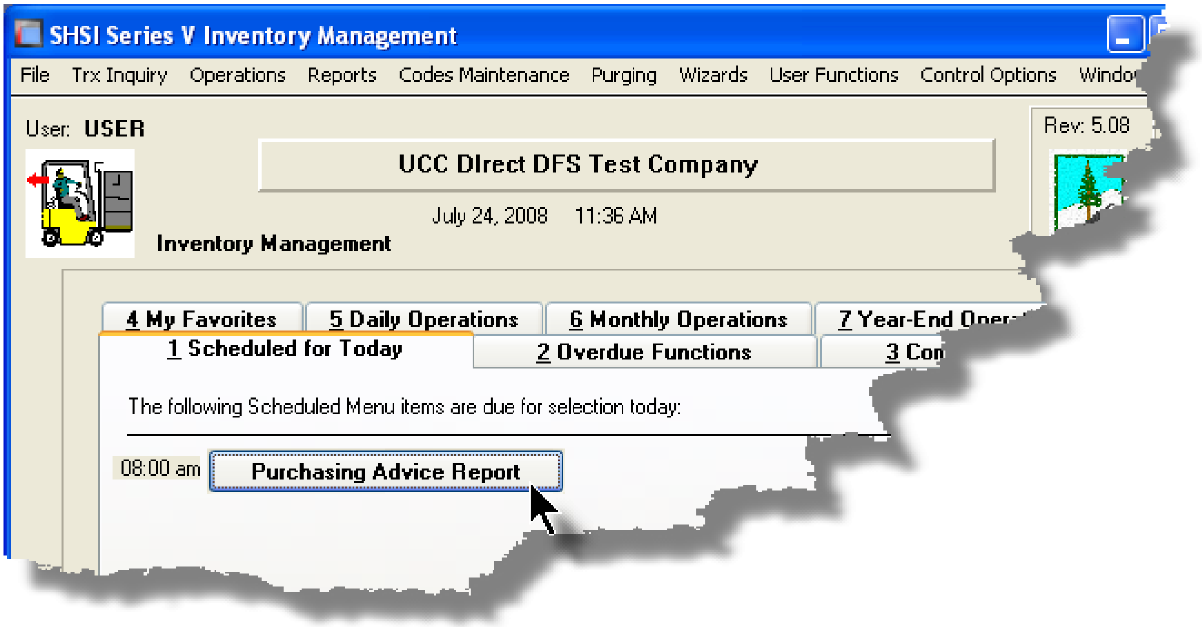
- Click on the ⊞ next to each of the primary menu topics to expand the tree to display each of the associated drop-down menu functions. Only those items with the ⏲ icon can be scheduled.
- The right pane of the screen is used to edit the properties associated to the scheduled item.
- Note that you can set the check-box to the menu item displayed in the My Favorites tab sub-screen of the application menu.
- Expand or collapse the sub-trees of all Users with access by clicking the ⊞ ☒ icons

Defining a Scheduled Menu Item

1. When the screen is displayed, click on the green "Plus-sign" of the ⊞ ☒ icons to expand the tree structure to show each menu item.

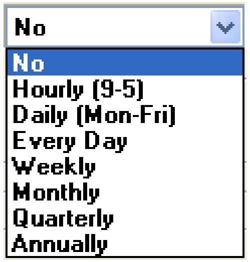
2. Double-click the clock icon next to the menu item to be scheduled. The right pane of the window will be activated.
   - o If this menu item is to be shown in the User's Favorites sub-screen, set the check-box
   - o Select the desired **Re-Occurring** frequency and set an initial scheduled date
   - o Click the **OK** push button
   - o Repeat for the next menu item

3. The menu item will appear on the applicable Inventory Management tabbed sub-screen when next refreshed displayed.



The following Scheduled Menu items are due for selection today:

Menu Item Access Property sub-screen Field Definitions

Show in the 'Favorites' Tab Menu	***check-box***
If checked, the corresponding menu item will be displayed as a push-button on the Inventory Management application's menu on the **My Favorites** tabbed sub-screen.	
Scheduled Function - Re-Occurring	**drop down list**
To set up this menu item to be scheduled, select a frequency, other than "No". The corresponding menu item will be displayed as a push-button in either the Scheduled for Today, Overdue Function or Coming Due tabbed sub-screen on the Inventory Management application's menu.	 No No Hourly (9-5) Daily (Mon-Fri) Every Day Weekly Monthly Quarterly Annually

Scheduled Function - Next Scheduled For	**(mm/dd/yy)**
Enter the date and time at which this particular scheduled function is to be executed.	

5.7 Wizard Management

Each of the Series 5 system provides for the opportunity to define a number of Wizards. A wizard is a program that automatically performs a series of steps. Each step is a menu item that is associated to the application.

Basic properties and features of a Wizard:

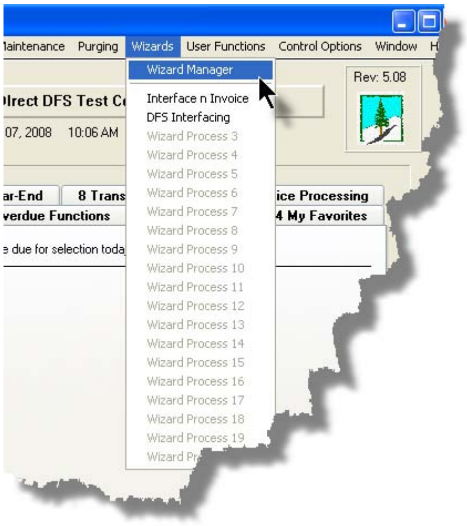
- ❖ Wizards are user defined
- ❖ Define up to 20 Wizards for each application
- ❖ Each Wizard can be created with up to 10 menu functions
- ❖ Wizards can be launched from the applications' menu
- ❖ As Wizards are executed, each step is displayed on the screen and it can be aborted at any time

Accessing the I/M Wizard Functions

From the I/M menu, click on **Wizards** to display the drop-down menu. Select **Wizard Manager** to maintain your Wizards, or if any are defined, click to launch.

Processing Tip

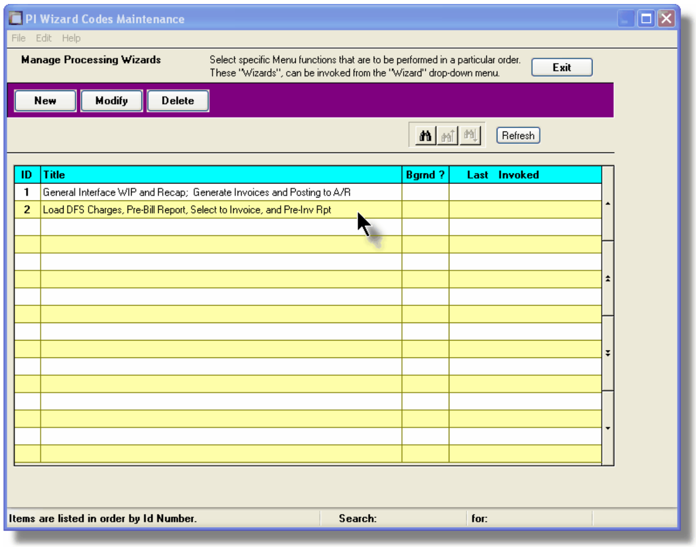
If in a given application there are a series of menu items that are always performed, a Wizard may be created that will automatically launch each of these steps.



5.7.1 Maintaining Your Wizards

Wizard Manager Grid Screen

Maintenance of the Wizards is done with a Series 5 grid screen.



Manage Processing Wizards

Select specific Menu functions that are to be performed in a particular order. These "Wizards", can be invoked from the "Wizard" drop-down menu.

ID	Title	Bgrnd ?	Last Invoked
1	General Interface WIP and Recap; Generate Invoices and Posting to A/R		
2	Load DFS Charges, Pre-Bill Report, Select to Invoice, and Pre-Inv Rpt		

Items are listed in order by Id Number. Search: for:

"Fast Buttons"	
New	Add a new Wizard
Modify	Modify the Wizard highlighted in the grid
Delete	Delete the Wizard highlighted in the grid

Building a New Wizard

Setting up a Wizard consists of two basic parts. First, enter it's properties, then secondly, define each of the application's menu items that are to be executed by the wizard.

1. In the grid, click on the **New** button in the "Fast Button" frame.
2. The **Properties** screen will be displayed.
3. Enter a Wizard #, description, and any instructions to be displayed when it executes.
4. Click the **Next >** button at the bottom of the screen to proceed to the next tabbed sub-screen to define each step to be performed.
5. The **Processing Steps** grid screen will be displayed.
6. Click the New button to display a screen listing each of the possible menu items that can be used by the Wizard.
7. Select the item from the list and click the **OK** button. Each item selected will be displayed in the **Processing Steps** grid.

Modify an existing Wizard

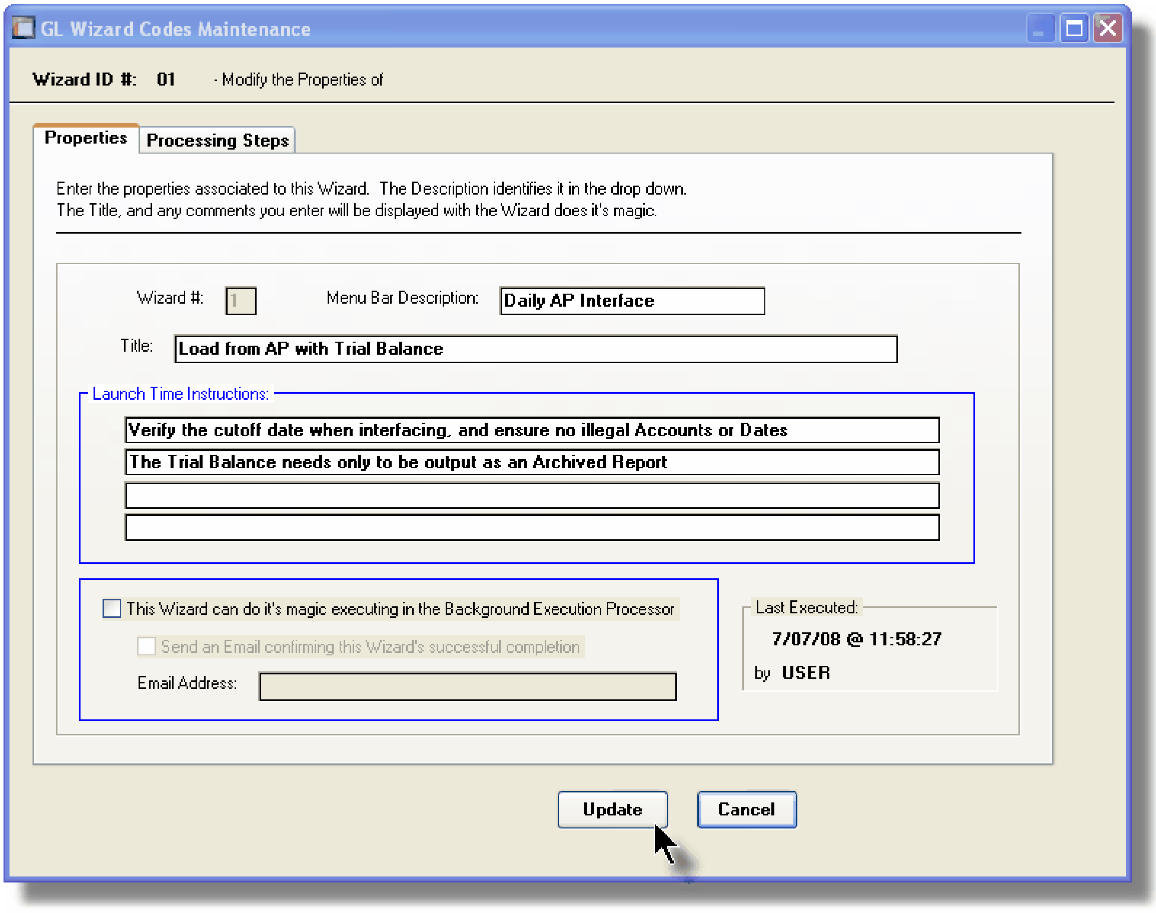
1. In the grid, navigate to the row displaying the wizard that is to be modified.
2. Double-click the row, ... or right-click the row to have a drop-down menu displayed, then click **Modify**, ... or click on the **Modify** button in the "Fast Button" frame.
3. The Wizard Properties sub-screen is displayed with two tabbed sub-screens. Make the necessary changes to either sub-screens, and click the **Update** button to proceed.

Delete an existing Wizard

1. In the grid, navigate to the row displaying the wizard that is to be modified.
2. Double-click the row, ... or right-click the row to have a drop-down menu displayed, then click **Modify**, ... or click on the **Modify** button in the "Fast Button" frame.
3. The Wizard Properties sub-screen is displayed with two tabbed sub-screens. Make the necessary changes to either sub-screens, and click the **Update** button to proceed.

Wizard Properties tab Screen

The Properties screen displays those fields used to identify it, and displayed when used.



Wizard ID #: 01 - Modify the Properties of

Enter the properties associated to this Wizard. The Description identifies it in the drop down.
The Title, and any comments you enter will be displayed with the Wizard does it's magic.

Wizard #: 1

Menu Bar Description: Daily AP Interface

Title: Load from AP with Trial Balance

Launch Time Instructions:
Verify the cutoff date when interfacing, and ensure no illegal Accounts or Dates
The Trial Balance needs only to be output as an Archived Report

☐ This Wizard can do it's magic executing in the Background Execution Processor

☐ Send an Email confirming this Wizard's successful completion

Email Address:

Last Executed:
7/07/08 @ 11:58:27
by USER

Wizard Properties Screen Field Definitions

Wizard # **9(2)**

This is a unique # used to identify the wizard.

Menu Bar Description **X(25)**

This is the description that will be displayed on the applications menu.

Title **X(70)**

This is a title that is displayed on the Wizard's execution screen.

Launch Instructions **4 lines of X(90)**

These instructions are displayed on the Wizard's execution screen

Background Execution *check-box*

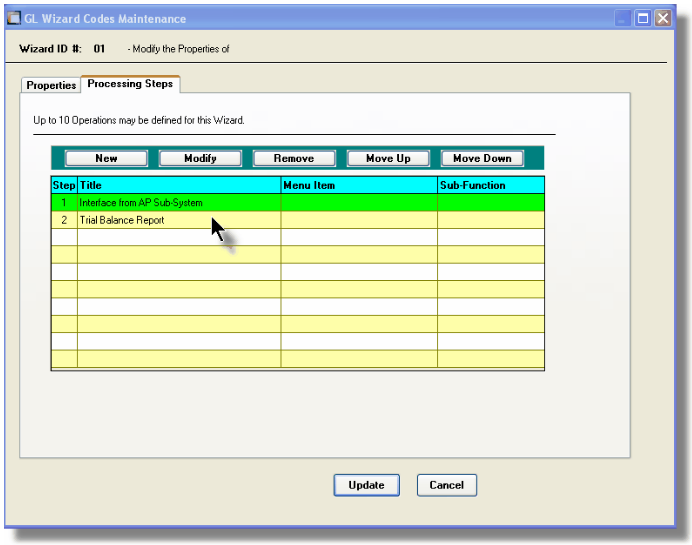
Set to determine whether or not the Wizard can be executed in the Series 5 Background processor. *(The feature associated to this field has not yet been implemented).*

Confirmation Email *check-box and X(40)*

Set to have an email sent when the wizard is finished processing. *(The feature associated to these fields has not yet been implemented).*

Wizard Processing Steps tab Screens

The Processing Steps screen is a grid that displays each of the the menu items that are executed by the Wizard.



Wizard ID #: 01 - Modify the Properties of

Up to 10 Operations may be defined for this Wizard.

Step	Title	Menu Item	Sub-Function
1	Interface from AP Sub-System		
2	Trial Balance Report		

"Fast Buttons"	
New	Add a new Process Step
Modify	Modify the Process Step highlighted in the grid
Remove	Delete the Process Step highlighted in the grid
Move Up	Shift the highlighted Process Step up 1 row in the grid
Move Down	Shift the highlighted Process Step down 1 row in the grid

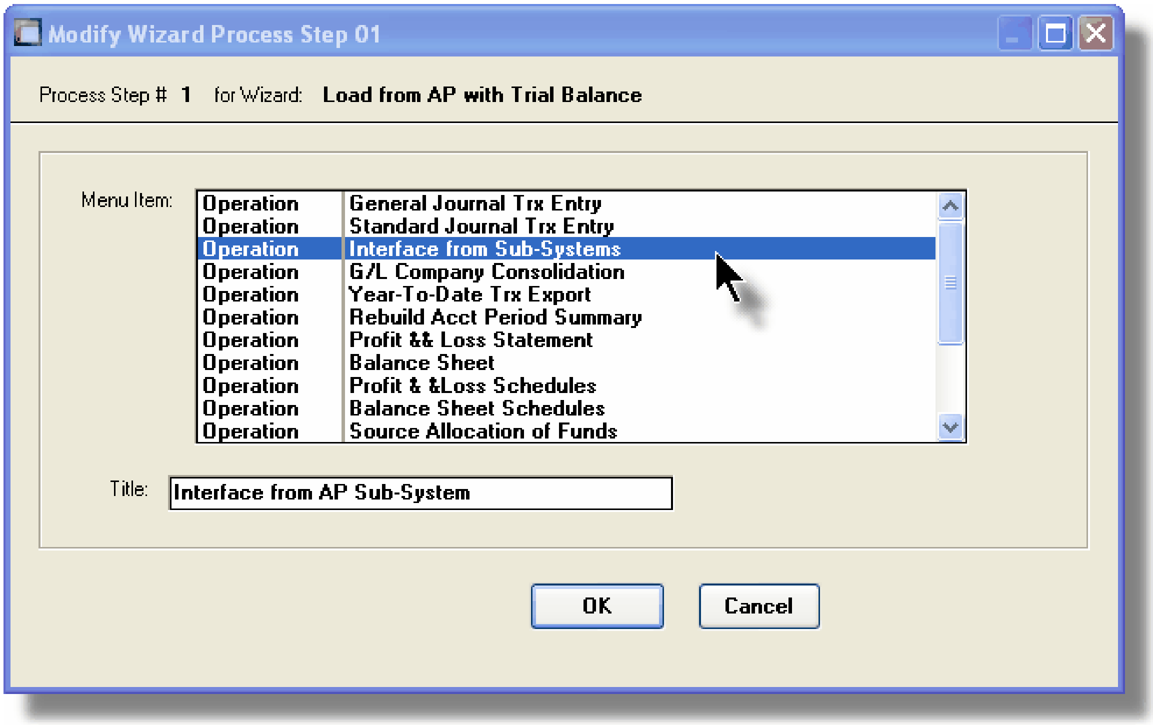
.

The following functions are provided for using the push-buttons:

- ❑ New - To add a new step to the table
- ❑ Modify - To change the currently selected grid item
- ❑ Remove - To delete the currently selected grid item

- ☐ Move Up - To move the currently selected grid item up in the table
- ☐ Move Down - To move the currently selected grid item down in the table

The following screen is provided for selection of each step. The items listed are those I/M system menu items that have been configured to be executed using the Wizard.



Process Step # **1** for Wizard: **Load from AP with Trial Balance**

Menu Item:

Operation	General Journal Trx Entry
Operation	Standard Journal Trx Entry
Operation	Interface from Sub-Systems
Operation	G/L Company Consolidation
Operation	Year-To-Date Trx Export
Operation	Rebuild Acct Period Summary
Operation	Profit && Loss Statement
Operation	Balance Sheet
Operation	Profit & &Loss Schedules
Operation	Balance Sheet Schedules
Operation	Source Allocation of Funds

Title: Interface from AP Sub-System

Wizard Steps Screen Field Definitions

Menu Item **list-box**

The list is made up of those menu items that may be selected as a step by the Wizard.

Title **X(40)**

This is the title of the processing step. This field defaults to the name used in the applications' menu. It may be changed.

Grid Display Search Options

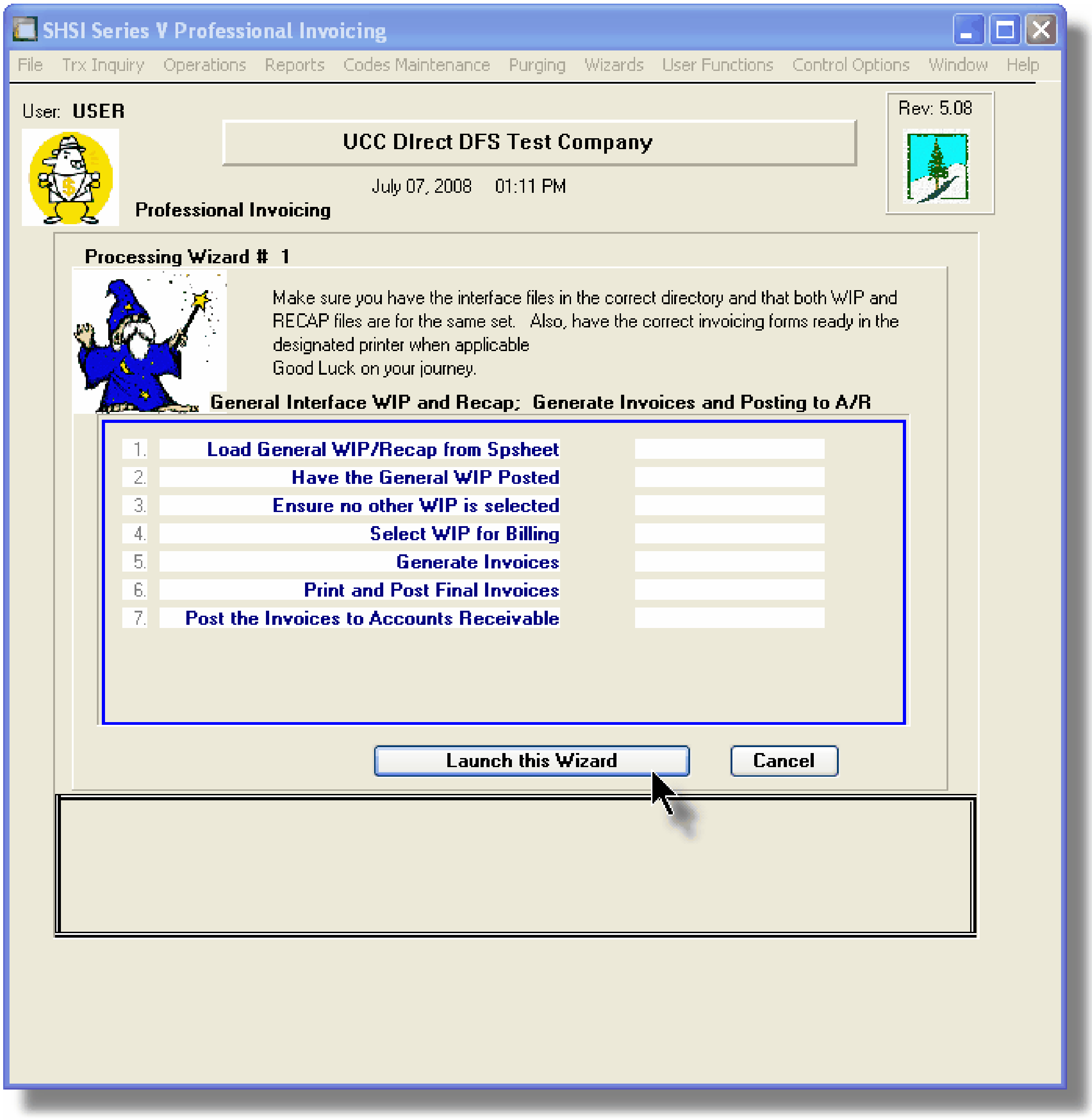
You may search for specific records displayed in the grid using a number of relevant fields.

Click on the Search icon.
A search string may be entered for the following fields:

- Title
- Wizard ID #

5.7.2 Wizard Execution Screen

When a Wizard is launched from a given applications' menu, the following screen is displayed.



User: USER

Rev: 5.08

UCC DIrect DFS Test Company

July 07, 2008 01:11 PM

Professional Invoicing

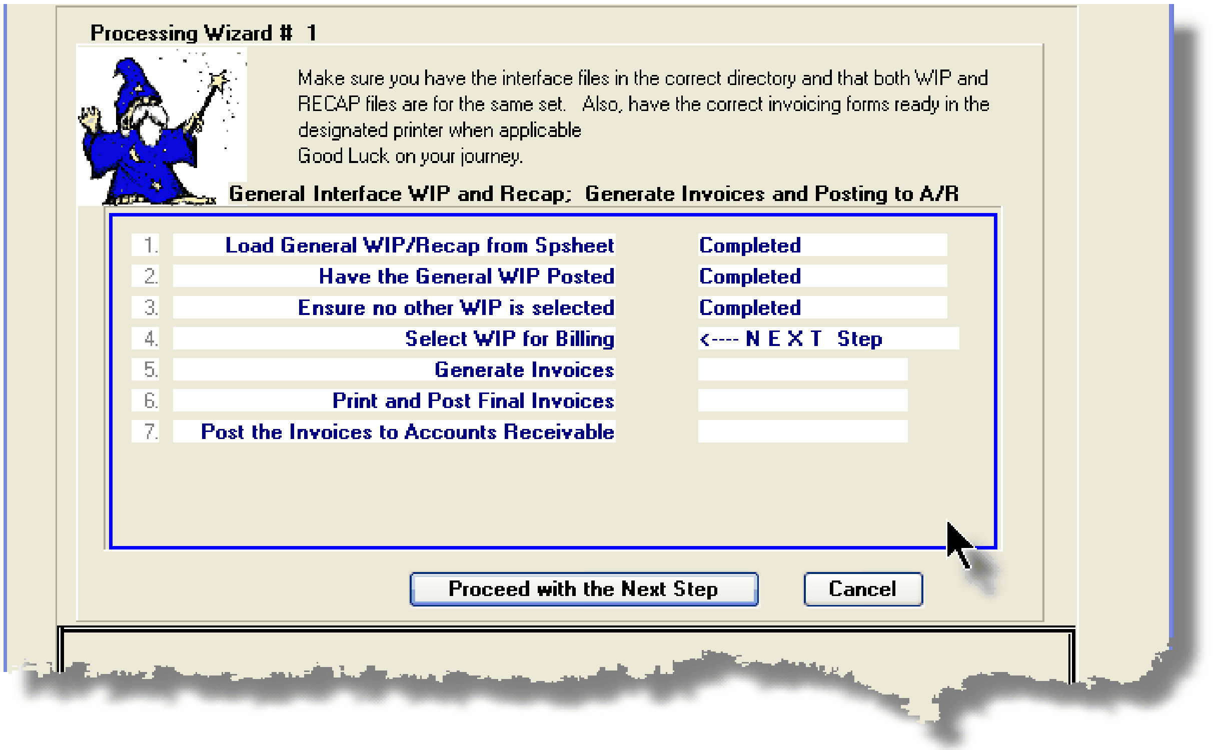
Processing Wizard # 1

Make sure you have the interface files in the correct directory and that both WIP and RECAP files are for the same set. Also, have the correct invoicing forms ready in the designated printer when applicable
Good Luck on your journey.

General Interface WIP and Recap; Generate Invoices and Posting to A/R

1. Load General WIP/Recap from Spsheet
2. Have the General WIP Posted
3. Ensure no other WIP is selected
4. Select WIP for Billing
5. Generate Invoices
6. Print and Post Final Invoices
7. Post the Invoices to Accounts Receivable

Click on the **Launch this Wizard** push-button to have it started. As each step is executed it's status is displayed in the table.



Processing Wizard # 1

Make sure you have the interface files in the correct directory and that both WIP and RECAP files are for the same set. Also, have the correct invoicing forms ready in the designated printer when applicable
Good Luck on your journey.

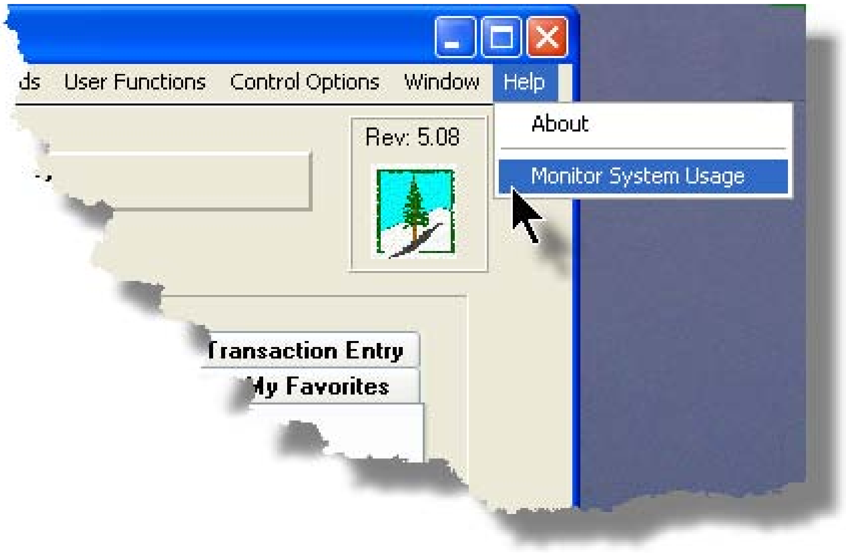
General Interface WIP and Recap; Generate Invoices and Posting to A/R

1.	Load General WIP/Recap from Spsheet	Completed
2.	Have the General WIP Posted	Completed
3.	Ensure no other WIP is selected	Completed
4.	Select WIP for Billing	<---- N E X T Step
5.	Generate Invoices	
6.	Print and Post Final Invoices	
7.	Post the Invoices to Accounts Receivable	

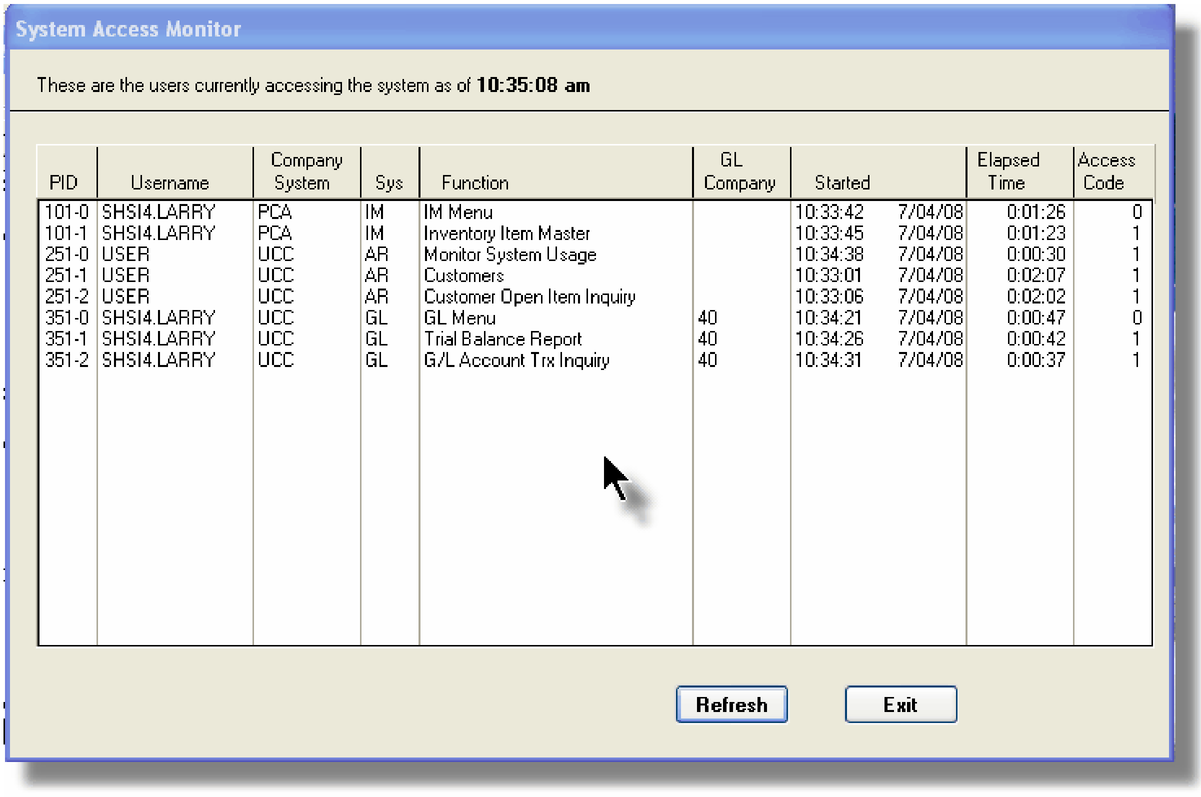
As each step is finished, you must click on the **Proceed with the Next Step** button, or you can abandon the Wizard by clicking on the **Cancel** push-button.

5.8 Monitor System Usage

TheSeries 5 keeps track of which users are currently logged into the system, and what menu function they are executing.
This screen may be displayed by selecting Monitor System Usage from the drop-down menu under any applications' menu bar that contains Help as a topic.



The following is an example of the Monitor display screen:



System Access Monitor

These are the users currently accessing the system as of **10:35:08 am**

PID	Username	Company System	Sys	Function	GL Company	Started	Elapsed Time	Access Code
101-0	SHSI4.LARRY	PCA	IM	IM Menu		10:33:42 7/04/08	0:01:26	0
101-1	SHSI4.LARRY	PCA	IM	Inventory Item Master		10:33:45 7/04/08	0:01:23	1
251-0	USER	UCC	AR	Monitor System Usage		10:34:38 7/04/08	0:00:30	1
251-1	USER	UCC	AR	Customers		10:33:01 7/04/08	0:02:07	1
251-2	USER	UCC	AR	Customer Open Item Inquiry		10:33:06 7/04/08	0:02:02	1
351-0	SHSI4.LARRY	UCC	GL	GL Menu	40	10:34:21 7/04/08	0:00:47	0
351-1	SHSI4.LARRY	UCC	GL	Trial Balance Report	40	10:34:26 7/04/08	0:00:42	1
351-2	SHSI4.LARRY	UCC	GL	G/L Account Trx Inquiry	40	10:34:31 7/04/08	0:00:37	1

Processing Tip

Should you discover that there are items listed, but you know that there are no users in the system, ask your Systems Manager to purges these records. (There is a System Maintenance function that will delete all the records used in displaying the items on this screen).

Part

VI

6 Inventory Management Menu Functions

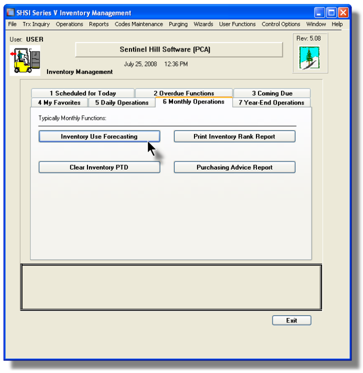
All functions for the I/M system can be accessed from the menu bar at the top of the menu screen.

They are divided into types of functions. Each section following describes each set of common types of functions.

6.1 The I/M Menu

The Inventory Management Menu screen provides your access to all functions offered in the I/M system.

Inventory Management Main Menu



User: USER

Sentinel Hill Software (PCA)

July 25, 2008 12:36 PM

Rev: 5.08

- All functions associated to the Series 5 Inventory Management system are available from this screen
- Each function can be found within the sub-menu displayed under the menu-bar associated to the type of the function
- A number of tab sub-screens are available from which associated functions may be selected
- If menu functions have been set up to be scheduled, they may appear within tabbed sub-screens labeled **Scheduled for Today**, **Overdue Functions**, or **Coming Due**
- The **My Favorites** tab sub-screen will have any menu-functions that have been so define by the User Access Privileges function that may have been set up by your Systems Manager or Gate Keeper
- You can select up to 9 menu item functions at a time, each executing in their own window
- Access to specific menu items may be granted or denied from the User Access privileges function. ***(Those functions that you are denied access to will be displayed in the drop-down menus as dimmed items)***

Menu Bar Headings

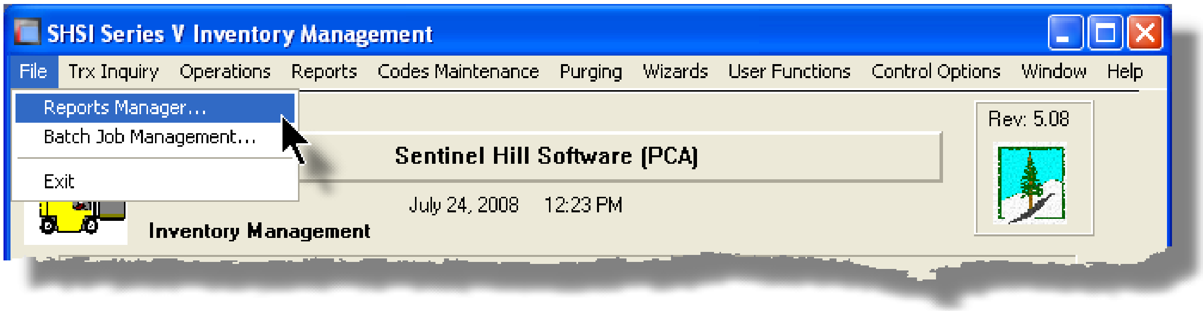
The menu bar is divided into major categories of functions. *(Follow the link in each item below for further information on each function).*

File	For accessing the Archived Reports Manager, and the Batch Job Processor utilities.
Trx Inquiry 152	For those functions that provide inquiry to assorted historic transactions and/or analysis.
Operations 177	For those menu items that provide basic operational functions.
Reports 241	For generating all the reports associated to the Inventory Management system.
Codes Maintenance 281	Those menu items for maintaining the assorted master codes used in the Inventory Management system.
Purging 399	Those menu items for Purging outdated historical transaction records used in the Inventory Management system.
Wizards 139	For user defined Wizards.
User Functions	For menu items to launch user defined programs or Windows utilities. (Refer to the Systems Management Help for details on setting up)
Control Options 404	For setting up control preferences and User Access rights to the Inventory Management system.
Window 40	For managing the multi-threaded windows that might have been activated by the user.
Help	Basic help, and a function to display those users currently in the Series 5 system.

6.2 File Management

The topics in this chapter describe functions and procedures that are a available under the **File** drop down menu on the Inventory Management menu. These menu items are used to perform assorted File Processing type functions. In particular, the function to access and view Archived Reports is found here.

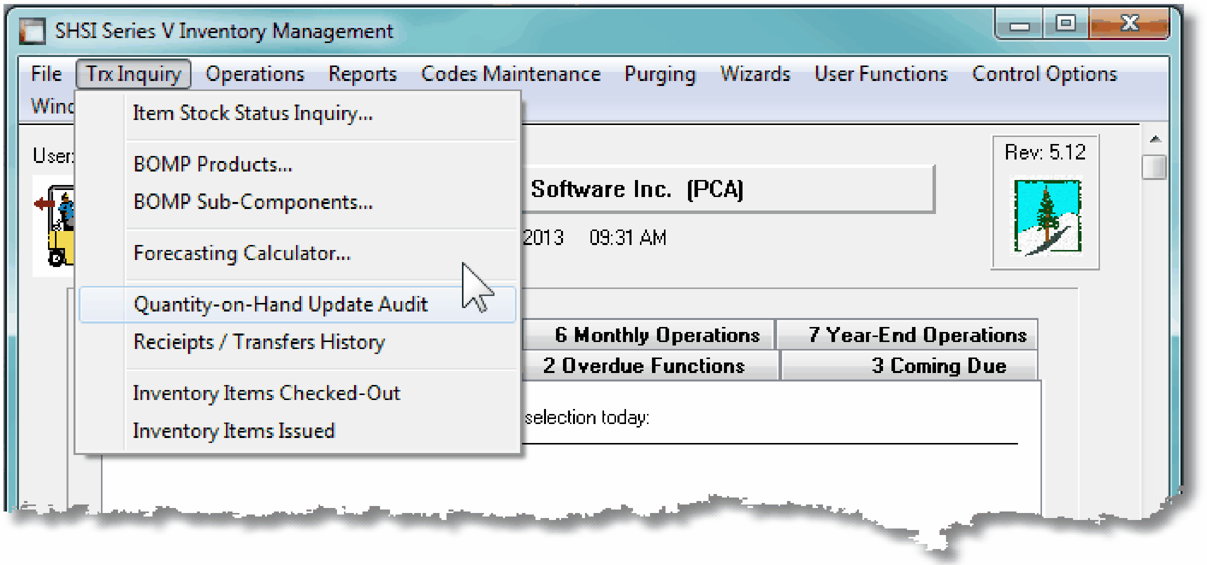
These functions are available from the I/M Menu Bar as shown:



6.3 Inquiry Functions

The topics in this chapter describe functions and procedures that are a available under the **Trx Inquiry Options** drop down menu on the Inventory Management menu. These menu items are used to perform assorted screen inquiry functions. In particular, the function to query the Stock-On-Hand is found here.

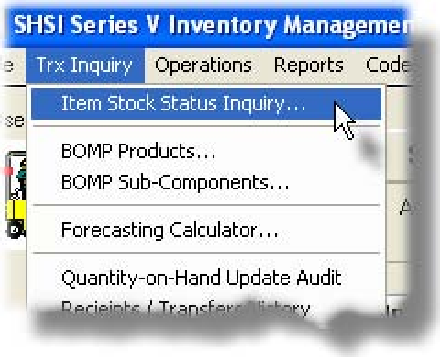
These functions are available from the I/M Menu Bar as shown:



6.3.1 Stock Status Inquiry

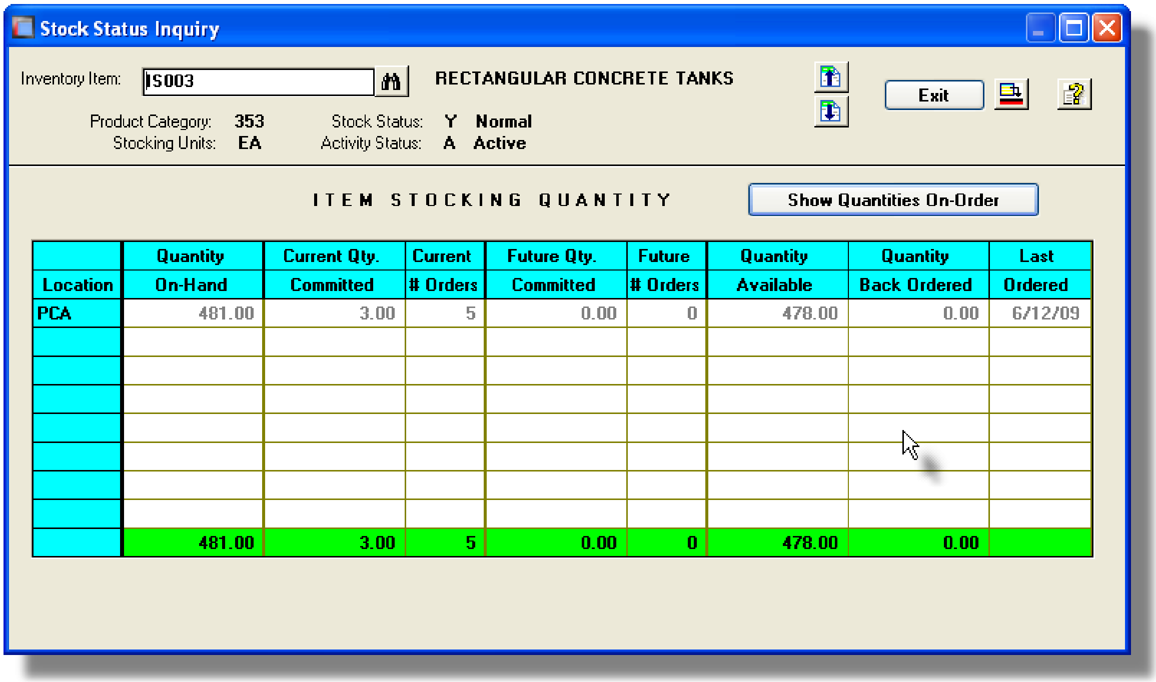
The Stock Status Inquiry function provide a quick summary of the Stocking Status of inventory. You may select an Inventory Item, and the Quantity On-Hand, Committed, On Back-Order, On-Order along with the Average Cost is displayed for each warehouse location. The Value of Inventory is also computed and displayed.

The Stock Status Inquiry function is launched from the I/M Menu's **Trx Inquiry** drop-down menu.


SHSI Series V Inventory Managemen
Trx Inquiry
Operations
Reports
Code
Item Stock Status Inquiry...
BOMP Products...
BOMP Sub-Components...
Forecasting Calculator...
Quantity-on-Hand Update Audit
Recieipts / Transfers

Stock Status Inquiry - Display Screens

The following screen is presented to display stock quantities of a given Inventory Item:

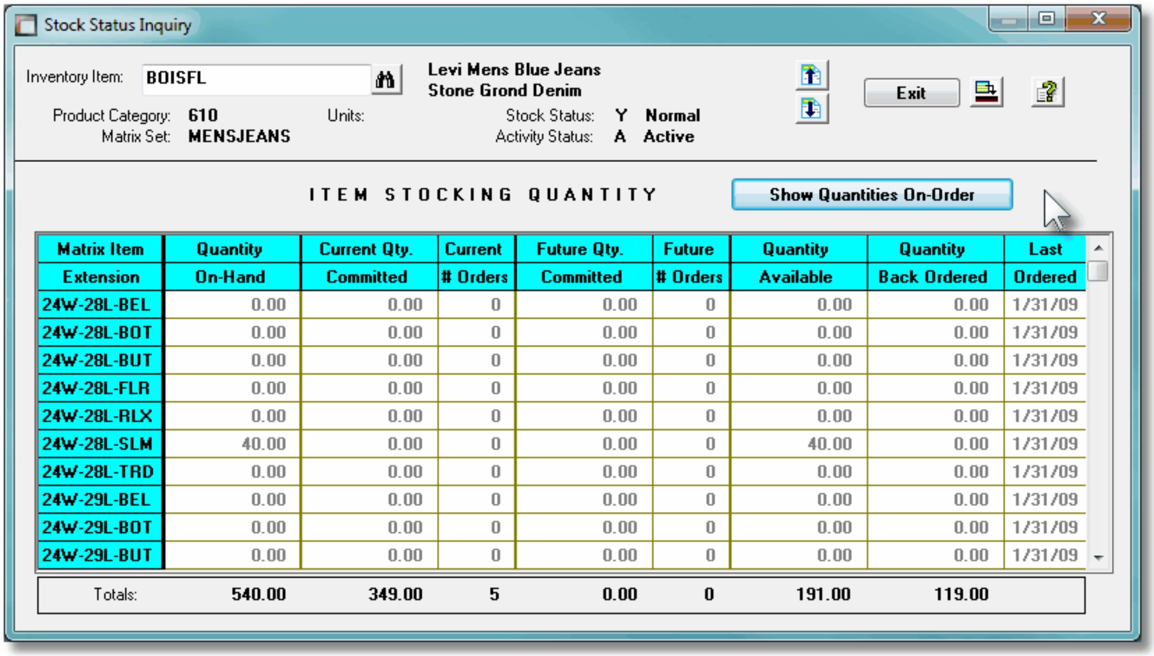


Inventory Item: IS003 RECTANGULAR CONCRETE TANKS

Product Category: 353
Stocking Units: EA
Stock Status: Y Normal
Activity Status: A Active

Location	Quantity On-Hand	Current Qty. Committed	Current # Orders	Future Qty. Committed	Future # Orders	Quantity Available	Quantity Back Ordered	Last Ordered
PCA	481.00	3.00	5	0.00	0	478.00	0.00	6/12/09
	481.00	3.00	5	0.00	0	478.00	0.00	

If the selected Inventory Item is defined with a Matrix Set, having assorted Inventory Matrix Variants, the following screen is presented:



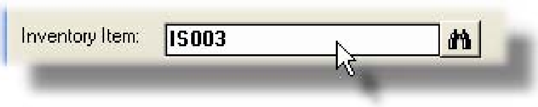
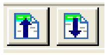
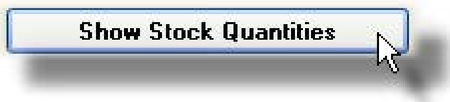
Inventory Item: BOISFL
Levi Mens Blue Jeans
Stone Grond Denim

Product Category: 610
Units:
Stock Status: Y Normal
Matrix Set: MENSJEANS
Activity Status: A Active

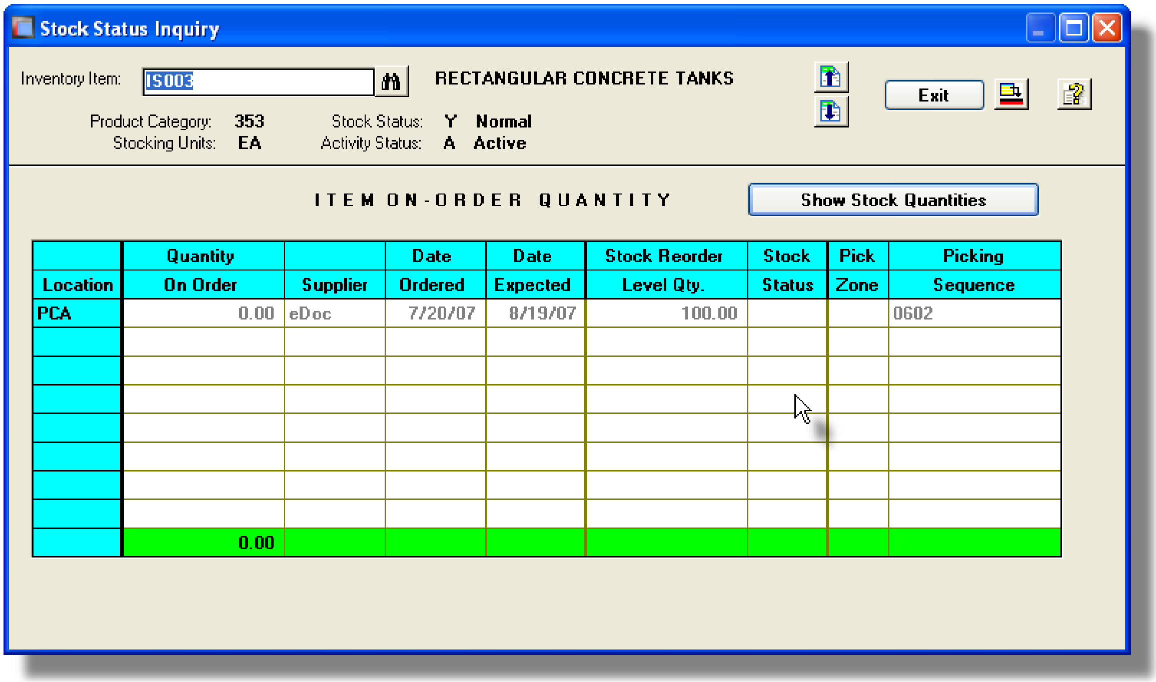
ITEM STOCKING QUANTITY

Matrix Item Extension	Quantity On-Hand	Current Qty. Committed	Current # Orders	Future Qty. Committed	Future # Orders	Quantity Available	Quantity Back Ordered	Last Ordered
24W-28L-BEL	0.00	0.00	0	0.00	0	0.00	0.00	1/31/09
24W-28L-BOT	0.00	0.00	0	0.00	0	0.00	0.00	1/31/09
24W-28L-BUT	0.00	0.00	0	0.00	0	0.00	0.00	1/31/09
24W-28L-FLR	0.00	0.00	0	0.00	0	0.00	0.00	1/31/09
24W-28L-RLX	0.00	0.00	0	0.00	0	0.00	0.00	1/31/09
24W-28L-SLM	40.00	0.00	0	0.00	0	40.00	0.00	1/31/09
24W-28L-TRD	0.00	0.00	0	0.00	0	0.00	0.00	1/31/09
24W-29L-BEL	0.00	0.00	0	0.00	0	0.00	0.00	1/31/09
24W-29L-BOT	0.00	0.00	0	0.00	0	0.00	0.00	1/31/09
24W-29L-BUT	0.00	0.00	0	0.00	0	0.00	0.00	1/31/09
Totals:	540.00	349.00	5	0.00	0	191.00	119.00	

Some of the special features of this Inquiry screen are as follows:

➢ To select the Inventory Item for which the price is displayed, enter it's code directly in the field provided. ➢ Select the previous, or the next inventory item on file by clicking the icons in the top right order of the tabbed screen.	 Inventory Item: IS003 
➢ To display information about any Quantity of the item that has been on-order from the supplier, click on the Show Quantities On-Order button.	

An alternative display screen is the Quantity-On-Order display. Shows as follows:



Inventory Item: IS003 RECTANGULAR CONCRETE TANKS

Product Category: 353 Stock Status: Y Normal
Stocking Units: EA Activity Status: A Active

ITEM ON-ORDER QUANTITY

Location	Quantity On Order	Supplier	Date Ordered	Date Expected	Stock Reorder Level Qty.	Stock Status	Pick Zone	Picking Sequence
PCA	0.00	eDoc	7/20/07	8/19/07	100.00			0602
	0.00							

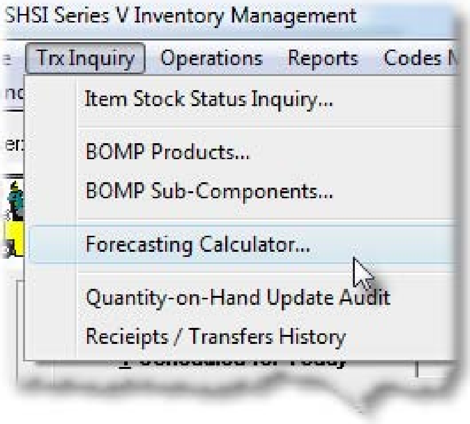
6.3.2 Forecasting Calculator

A **Forecast Calculator Workscreen** is available to help you become familiar with the forecasting algorithms. You may set a value to each of the forecasting control parameters, then enter estimated period usage figures and examine the values computed.

Accessing the Forecasting Calculator function

Accessing the calculator, can be done either directly from the Inventory Use Forecasting Operations screen, or from the the I/M Menu's **Trx Inquiry** drop-down menu:

From the I/M Main menu, select **Forecasting Calculator** from the **Trx Inquiry** drop-down menu.


SHSI Series V Inventory Management
Trx Inquiry
Operations
Reports
Codes
Item Stock Status Inquiry...
BOMP Products...
BOMP Sub-Components...
Forecasting Calculator...
Quantity-on-Hand Update Audit
Recieipts / Transfers History

For a full description, refer to the topic titled Inventory Use Forecasting 210 found under the chapter on Reporting Functions 177 later in this documentation.

6.3.3 Quantity-on-Hand Audit Inquiry

The Inventory Quantity-On-Hand Update Audit records provides a history of all changes made to the Quantity-On-Hand field, for all Inventory Items for each Location, from both the Customer Order Processing system and the Inventory Management system. If there is need to question how a given item's Quantity-On-Hand field has reached to the level it is at, this inquiry will be of assistance.

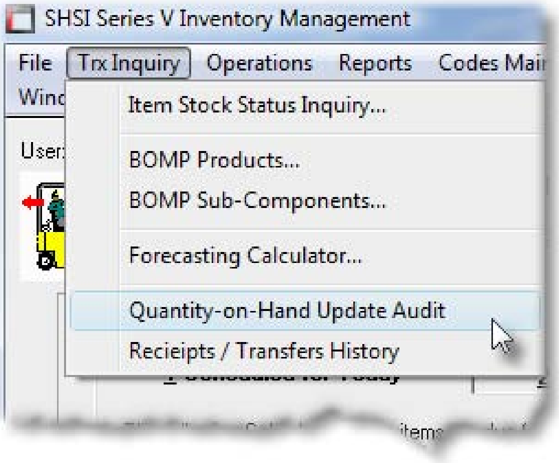
Some of the features of the Inquiry function are as follows:

- In the grid display, items are listed for a selected Inventory Item
- The information recorded includes the Date and Time, Quantity added or removed, the Application and specific Function, the Operator and where applicable the Document Number and Type.
- An Audit report may be generated that may be generated with a variety of filters.
- A function is provided that will that will purge Historic Audit records

Purging the Quantity-On-Hand Audit files

If it all possible, you should refrain from purging these records. If you must, try to at least keep the last 3 years worth of data. This will ensure that any discrepancy in stocking quantities can be identified.

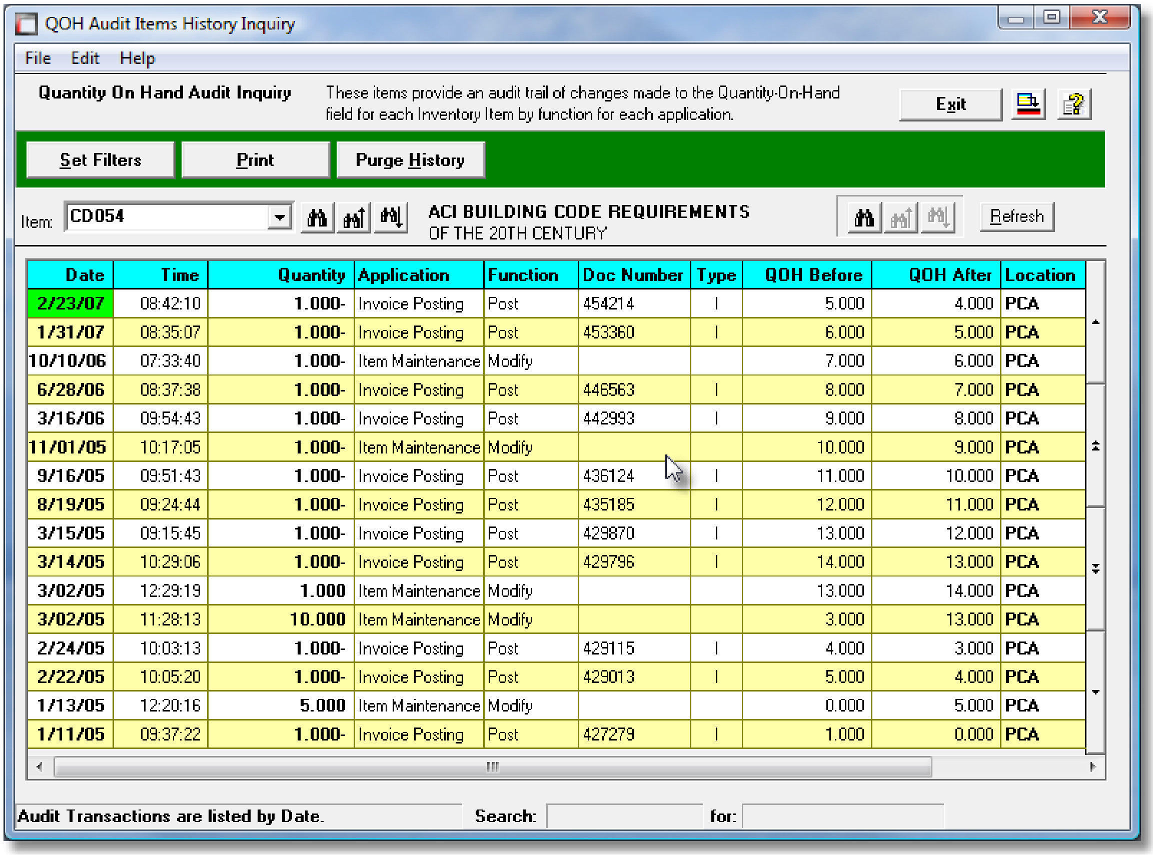
The Quantity-On-Hand Audit Inquiry function is launched from the I/M Menu's **Trx Inquiry** drop-down menu.


SHSI Series V Inventory Management
File
Trx Inquiry
Operations
Reports
Codes Mai
Winc
User:
Item Stock Status Inquiry...
BOMP Products...
BOMP Sub-Components...
Forecasting Calculator...
Quantity-on-Hand Update Audit
Recieipts / Transfers History

Audit records are displayed to the screen managed using a Series 5 grid processing screen. You can easily navigate through the items on file using the grid buttons, or enter the respective key for the desired transaction.

From the "Fast Buttons" frame, push buttons are provided that can be used to Set Display Filters, generate a report, or have history Purged.

Quantity-On-Hand Audit Records Inquiry Grid



Quantity On Hand Audit Inquiry

These items provide an audit trail of changes made to the Quantity-On-Hand field for each Inventory Item by function for each application.

Item: CD054

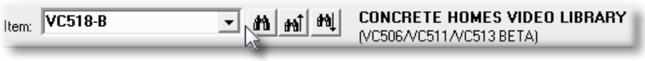
ACI BUILDING CODE REQUIREMENTS
OF THE 20TH CENTURY

Date	Time	Quantity	Application	Function	Doc Number	Type	QOH Before	QOH After	Location
2/23/07	08:42:10	1.000-	Invoice Posting	Post	454214	I	5.000	4.000	PCA
1/31/07	08:35:07	1.000-	Invoice Posting	Post	453360	I	6.000	5.000	PCA
10/10/06	07:33:40	1.000-	Item Maintenance	Modify			7.000	6.000	PCA
6/28/06	08:37:38	1.000-	Invoice Posting	Post	446563	I	8.000	7.000	PCA
3/16/06	09:54:43	1.000-	Invoice Posting	Post	442993	I	9.000	8.000	PCA
11/01/05	10:17:05	1.000-	Item Maintenance	Modify			10.000	9.000	PCA
9/16/05	09:51:43	1.000-	Invoice Posting	Post	436124	I	11.000	10.000	PCA
8/19/05	09:24:44	1.000-	Invoice Posting	Post	435185	I	12.000	11.000	PCA
3/15/05	09:15:45	1.000-	Invoice Posting	Post	429870	I	13.000	12.000	PCA
3/14/05	10:29:06	1.000-	Invoice Posting	Post	429796	I	14.000	13.000	PCA
3/02/05	12:29:19	1.000	Item Maintenance	Modify			13.000	14.000	PCA
3/02/05	11:28:13	10.000	Item Maintenance	Modify			3.000	13.000	PCA
2/24/05	10:03:13	1.000-	Invoice Posting	Post	429115	I	4.000	3.000	PCA
2/22/05	10:05:20	1.000-	Invoice Posting	Post	429013	I	5.000	4.000	PCA
1/13/05	12:20:16	5.000	Item Maintenance	Modify			0.000	5.000	PCA
1/11/05	09:37:22	1.000-	Invoice Posting	Post	427279	I	1.000	0.000	PCA

Audit Transactions are listed by Date. Search: for:

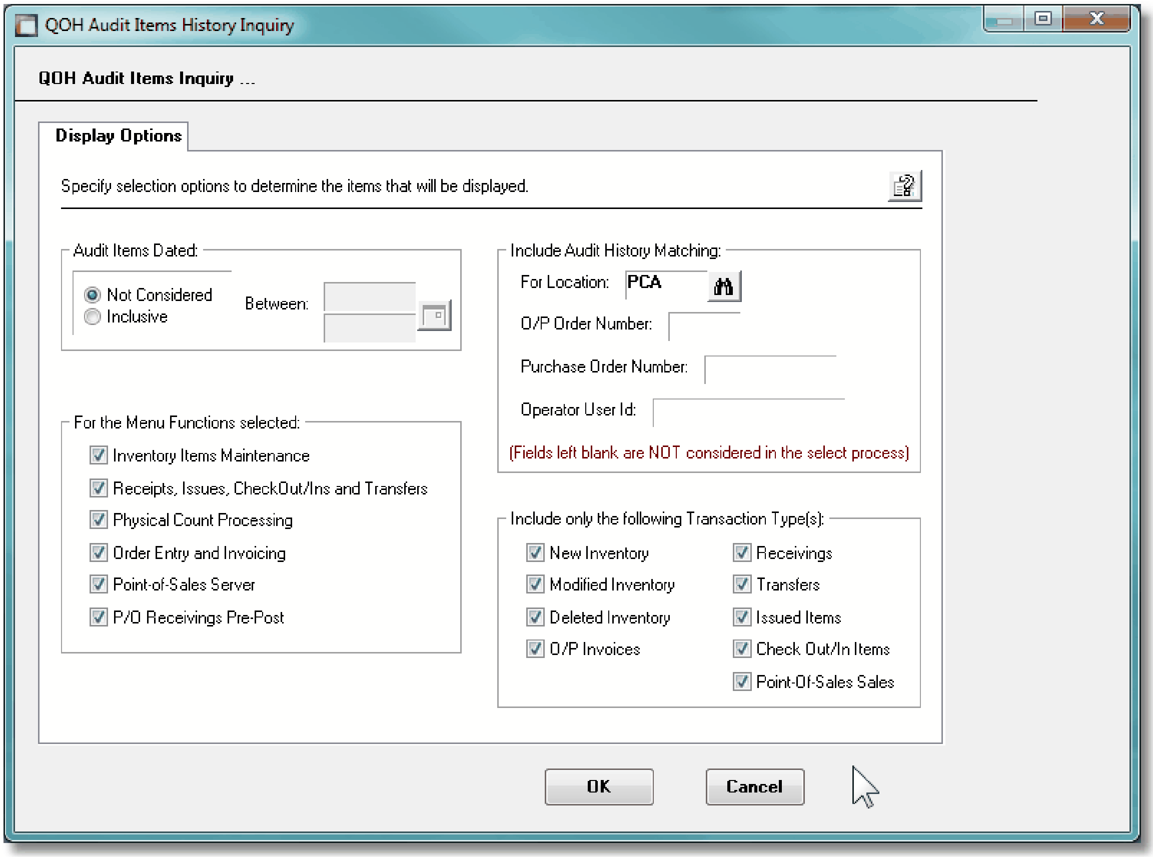
"Fast Buttons"	
Set Filters	To have a number of different filters set to limit the items that are displayed to the grid.
Print	To have a report of the Audit records generated, based on a variety of different filters.
Purge History	To have the Historic Audit records purged. A range of dates, Inventory Items and other filters may be entered thus purging only selected items up to a specified date.

Some of the special features of this "Inquiry" grid are as follows:

➢ Items are listed for a particular Inventory Item. The Item may be chosen either by entering their Code, choosing it using the Lookup binoculars icon, or by having the next or previous Item displayed that has items on file. *(Click the binocular icon with the up/down arrow to display Invoices that exist for the prior/ next occurrence of that code on file)*.	 Item: VC518-B CONCRETE HOMES VIDEO LIBRARY (VC506/VC511/VC513 BETA)

Quantity-On-Hand Audit Inquiry - Display, Report and Purge Filters Screen

Whether setting display filters, generating the Audit report, or Purging the Audit History records, the following screen is displayed for entry of a number of different filters that may be set to limit the audit records that are displayed to the grid.



Specify selection options to determine the items that will be displayed.

Audit Items Dated:
● Not Considered
○ Inclusive
Between:

For the Menu Functions selected:
☑ Inventory Items Maintenance
☑ Receipts, Issues, CheckOut/Ins and Transfers
☑ Physical Count Processing
☑ Order Entry and Invoicing
☑ Point-of-Sales Server
☑ P/O Receivings Pre-Post

Include Audit History Matching:
For Location: PCA
O/P Order Number:
Purchase Order Number:
Operator User Id:
(Fields left blank are NOT considered in the select process)

Include only the following Transaction Type(s):
☑ New Inventory
☑ Modified Inventory
☑ Deleted Inventory
☑ O/P Invoices
☑ Receivings
☑ Transfers
☑ Issued Items
☑ Check Out/In Items
☑ Point-Of-Sales Sales

When generating the report, the operator is presented with the standard Item Select Filters screen 99 and Attribute Selects screen 104. These allow you to specify selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria.

The report generated, if archived, will be catalogued with a report name of **IMQTYOH.RPT**. The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

Quantity-On-Hand Audit Display Filters Screen - Field Definition

Audit Items Dated	***radio-buttons and (mmddyy)***
Select to have All audit records selected regardless of their dates; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.	
Include only Audit History — for Location	***X(6)***
To have only those audit records for Items stocked at a particular Inventory warehouse	

Location selected. *(Leave the field blank if it is not to be considered as a selection filter).*	
Include only Audit History — for O/P Order	***9(6)***
To have only those Items associated to a specified processed O/P Order selected. *(Leave the field blank if it is not to be considered as a selection filter)*.	
Include only Audit History — for Purchase Order	***9(10)***
To have only those audit records that were received for inventory, associated to a specified Purchase Order, selected. *(Leave the field blank if it is not to be considered as a selection filter)*.	
Include only Audit History — for Operator Id	***X(15)***
To have only those audit records selected that were associated to operations performed by a specific operator. *(Leave the field blank if it is not to be considered as a selection filter)*.	
Include History for selected Menu Functions	***check-boxes***
To select only those audit records associated to particular menu functions, set the corresponding check boxes.	

6.3.4 Receivings & Transfers History Inquiry

When goods are received or removed from inventory, the stocking quantities of the associated inventory items records are updated. When goods are received, the Average Unit Cost of the item is recomputed using a Weighted Averaging method.

The process of handling these receipts, transfers or issues of inventory is performed by entering these functions as transactions using the Inventory Receipts and Transfers operation. After these transactions are posted, they are recorded in the Receiving History file.

The Receipts and Transfer History records provides a history of all receipts and transfers that have occurred in the Inventory Management system. If there is need to question how a given item's Quantity-On-Hand field has reached to the level it is at, this inquiry will be of assistance.

Some of the features of the Inquiry function are as follows:

- In the grid display, items are listed for a selected Inventory Item
- The information recorded includes the Date and Type of transaction, Quantity received or transferred, the warehouse Location, and the resulting Quantity-On-

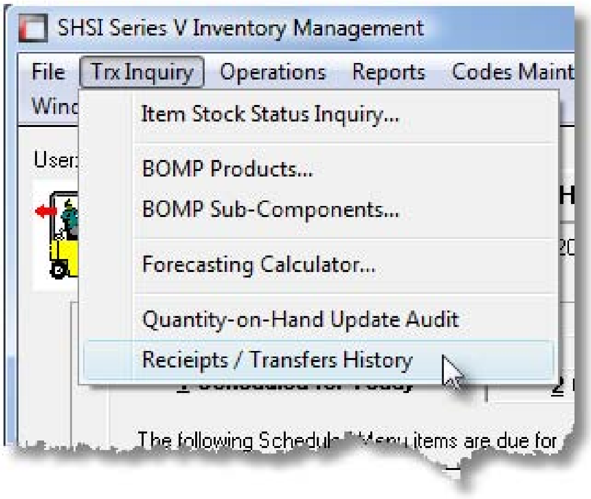
Hand.

- A function is provided that will that will purge Historic records

Purging the Receivings and Transfer History files

If it all possible, you should refrain from purging these records. If you must, try to at least keep the last 3 years worth of data. This will ensure that any discrepancy in stocking quantities can be identified.

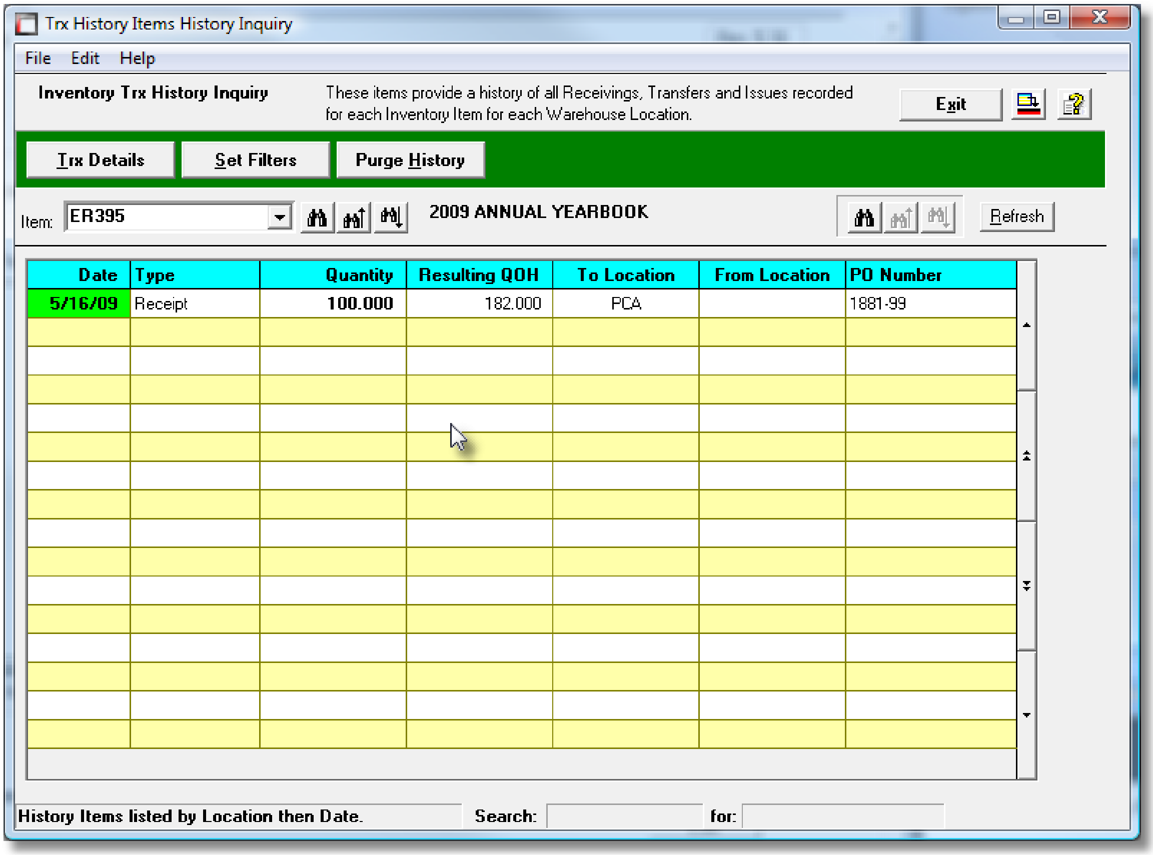
The Receipts and Transfer History Inquiry function is launched from the I/M Menu's **Trx Inquiry** drop-down menu.


SHSI Series V Inventory Management
File
Trx Inquiry
Operations
Reports
Codes Maint
Item Stock Status Inquiry...
BOMP Products...
BOMP Sub-Components...
Forecasting Calculator...
Quantity-on-Hand Update Audit
Recieipts / Transfers History

History records are displayed to the screen managed using a Series 5 grid processing screen. You can easily navigate through the items on file using the grid buttons, or enter the respective key for the desired transaction.

From the "Fast Buttons" frame, push buttons are provided that can be used to Set Display Filters or have history Purged.

Receipts and Transfers History Records Inquiry Grid



Inventory Trx History Inquiry

These items provide a history of all Receivings, Transfers and Issues recorded for each Inventory Item for each Warehouse Location.

Item: ER395 2009 ANNUAL YEARBOOK

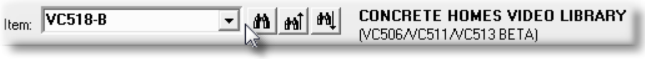
Date	Type	Quantity	Resulting QOH	To Location	From Location	PO Number
5/16/09	Receipt	100.000	182.000	PCA		1881-99

History Items listed by Location then Date. Search: for:

"Fast Buttons"	
Trx Details	To have the current highlighted history item in the grid displayed in detail. A new screen is displayed. All information pertaining to the transaction, including the before and after quantities, are displayed. ***(Double-clicking the particular row of the item, also causes the historic transaction to be displayed).***
Set Filters	To have a number of different filters set to limit the items that are displayed to the grid.
Purge History	To have the Receipts History records purged. A range of dates, Inventory Items and other filters may be entered thus purging only selected items up to a specified date.

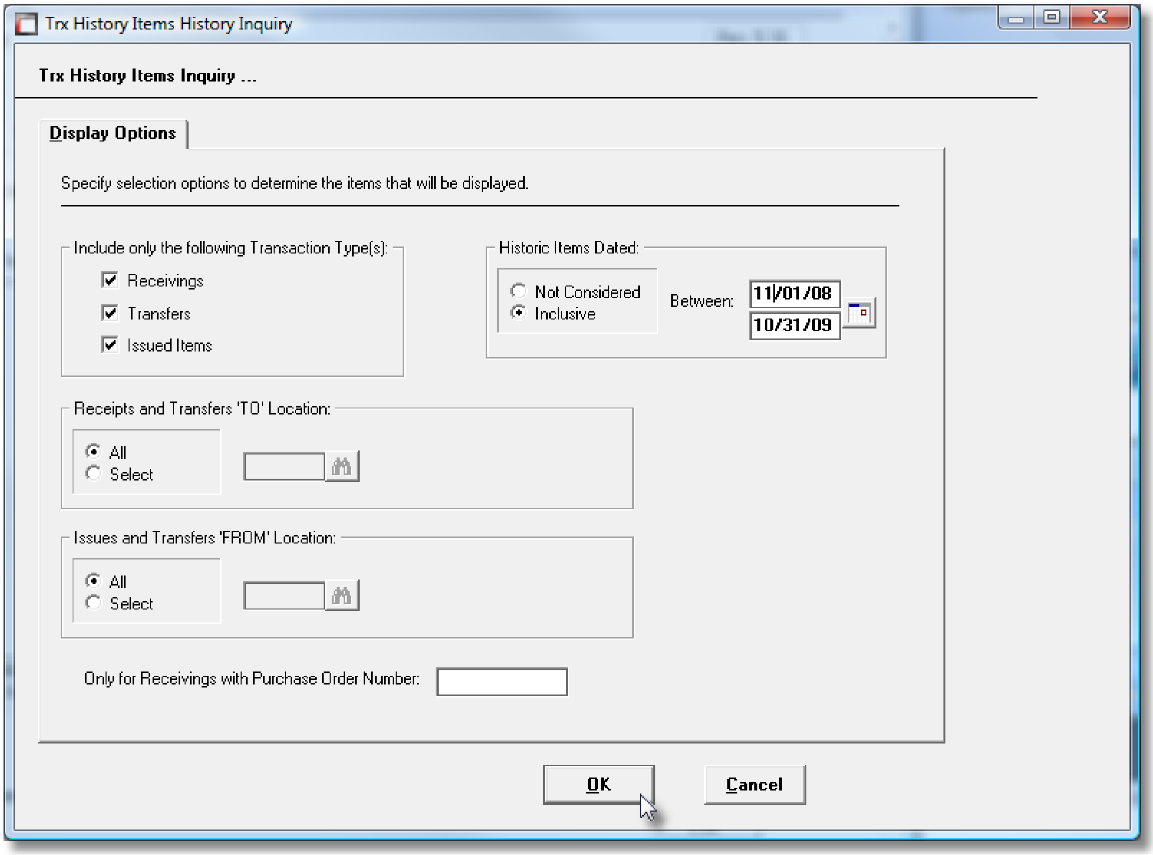
Some of the special features of this "Inquiry" grid are as follows:

- Items are listed for a particular Inventory Item. The Item may be chosen either by entering their Code, choosing it using the Lookup binoculars icon, or by having the next or previous Item displayed that has items on file. *(Click the binocular icon with the up/down arrow to display Invoices that exist for the prior/ next occurrence of that code on file)*.


Item: VC518-B
CONCRETE HOMES VIDEO LIBRARY
(VC506/VC511/VC513 BETA)

Receipts and Transfers History Inquiry - Display and Purge Filters Screen

Whether setting display filters or Purging the Receipts History records, the following screen is displayed for entry of a number of different filters that may be set to limit the audit records that are displayed to the grid.


Trx History Items History Inquiry

Trx History Items Inquiry ...

Display Options

Specify selection options to determine the items that will be displayed.

Include only the following Transaction Type(s):
☑ Receivings
☑ Transfers
☑ Issued Items

Historic Items Dated:
○ Not Considered
● Inclusive
Between: 11/01/08 10/31/09

Receipts and Transfers 'TO' Location:
● All
○ Select

Issues and Transfers 'FROM' Location:
● All
○ Select

Only for Receivings with Purchase Order Number:

Receipts and Transfers History Display Filters Screen - Field Definition

Include only Transaction Type(s)	***check-boxes***
To have only those history records of particular types of transactions selected. *(Leave the field blank if it is not to be considered as a selection filter).* ☑ Receivings ☑ Transfers ☑ Issued Items	
Historic Items Dated	***radio-buttons and (mmddyy)***
Select to have All history records selected regardless of their dates; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.	
Historic Items — "To" Location	***radio-buttons and X(6)***
To have only those Receipts and Transfers history items associated to a specified warehouse Location selected, click the "Select" button, and enter the associated Location code. *(Leave the "ALL" button clicked for All Locations)*.	
Historic Items — "From" Location	***radio-buttons and X(6)***
To have only those Issues and Transfers history items associated from a specified warehouse Location selected, click the "Select" button, and enter the associated Location code. *(Leave the "ALL" button clicked for All Locations)*.	
Include only Receipts for a given PO Number	***X(10)***
To have only those Receipts associated to a particular Purchase Order Number listed, enter that PO #. *(Leave the field blank if it is not to be considered as a selection filter)*.	

6.3.5 Checked Out Inventory Inquiry

When inventory items are Checked Out from on a temporary bases, the stocking quantities of the associated inventory items records are reduced. Information as to who checked it out, and for what use, and where it would be used is recorded. This information is kept in a Checked-Out transaction history file.

This inquiry function allows you to display checked out items querying them by selected Inventory Item, Usage Code, Recipient or Usage Location codes. Items may be listed sorted by the date that they are supposed to be returned back. Also, items may also be Checked Back-In.

For a given item, the detail associated to the check-out event may be displayed, and a function provided from a pop-up menu allows you to check the inventory item back in.

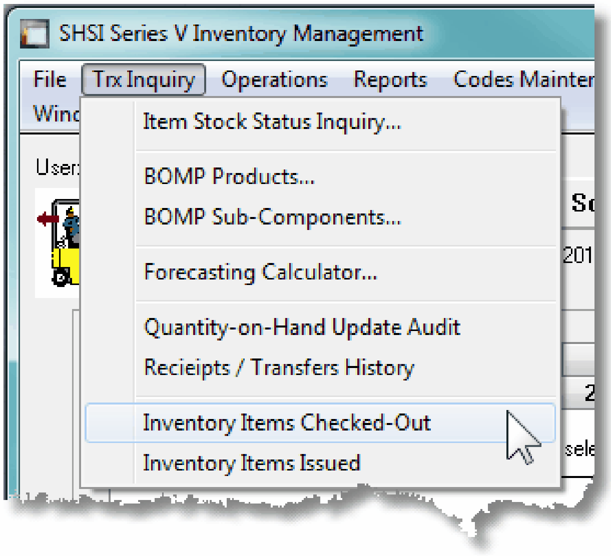
Some of the features of the Inquiry function are as follows:

- In the grid display, items are listed for a selected Inventory Item, Recipient, Usage or Usage Location
- The information recorded includes an optional Serial Number and a Memo, and where applicable, the G/L account used to record the "Cost of Inventory Checked Out".
- A report is available the list those items that are due to be returned
- A function is provided that will that will purge Historic records
- As an option items that have been checked back in may also be displayed

Purging the Checked Out History files

If it all possible, you should refrain from purging these records. If you must, try to at least keep the last 3 years worth of data. This will ensure that any discrepancy in stocking quantities can be identified.

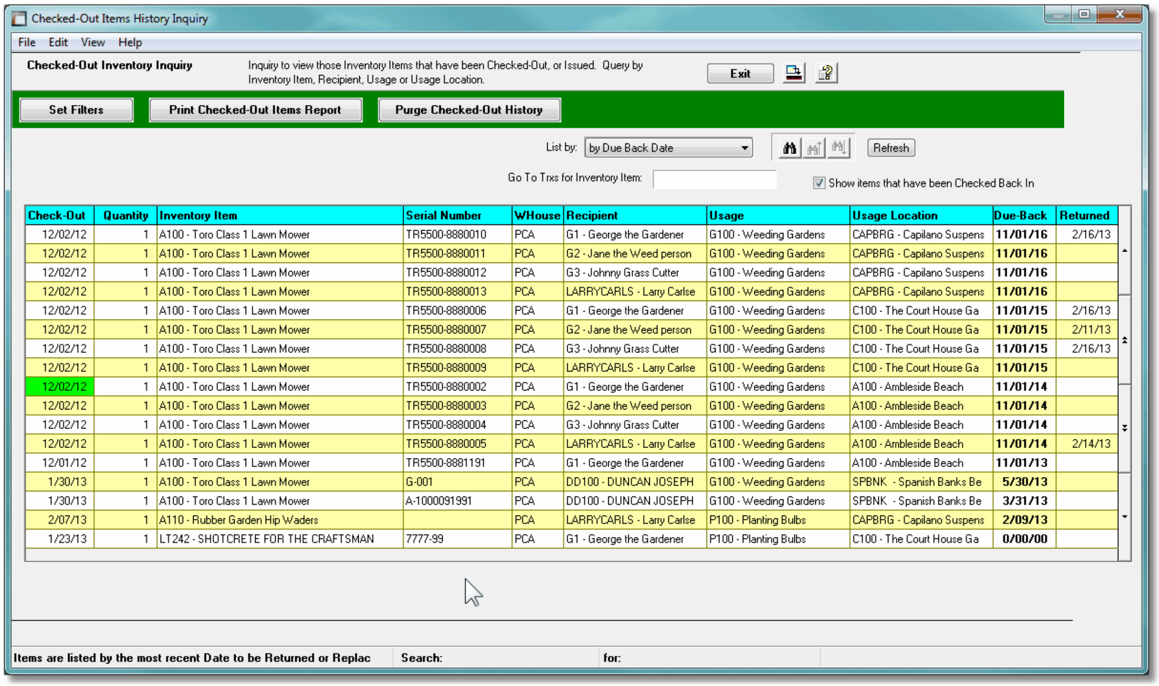
The Inventory Items Checked Out History Inquiry function is launched from the I/M Menu's **Trx Inquiry** drop-down menu.


SHSI Series V Inventory Management
File
Trx Inquiry
Operations
Reports
Codes Mainter
Winc
User:
Item Stock Status Inquiry...
BOMP Products...
BOMP Sub-Components...
Forecasting Calculator...
Quantity-on-Hand Update Audit
Recieipts / Transfers History
Inventory Items Checked-Out
Inventory Items Issued

History records are displayed to the screen managed using a Series 5 grid processing screen. You can easily navigate through the items on file using the grid buttons, or enter the respective key for the desired transaction.

From the "Fast Buttons" frame, push buttons are provided that can be used to Set Display Filters or have history Purged.

Checked Out Items History Inquiry Grid


Checked-Out Items History Inquiry
File
Edit
View
Help
Exit
Set Filters
Print Checked-Out Items Report
Purge Checked-Out History
Refresh

Checked-Out Inventory Inquiry

Inquiry to view those Inventory Items that have been Checked-Out, or Issued. Query by Inventory Item, Recipient, Usage or Usage Location.

List by: by Due Back Date

Go To Trxs for Inventory Item:

☑ Show items that have been Checked Back In

Check-Out	Quantity	Inventory Item	Serial Number	WHouse	Recipient	Usage	Usage Location	Due-Back	Returned
12/02/12	1	A100 - Toro Class 1 Lawn Mower	TR5500-8880010	PCA	G1 - George the Gardener	G100 - Weeding Gardens	CAPBRG - Capilano Suspens	**11/01/16**	2/16/13
12/02/12	1	A100 - Toro Class 1 Lawn Mower	TR5500-8880011	PCA	G2 - Jane the Weed person	G100 - Weeding Gardens	CAPBRG - Capilano Suspens	**11/01/16**	
12/02/12	1	A100 - Toro Class 1 Lawn Mower	TR5500-8880012	PCA	G3 - Johnny Grass Cutter	G100 - Weeding Gardens	CAPBRG - Capilano Suspens	**11/01/16**	
12/02/12	1	A100 - Toro Class 1 Lawn Mower	TR5500-8880013	PCA	LARRYCARLS - Larry Carlse	G100 - Weeding Gardens	CAPBRG - Capilano Suspens	**11/01/16**	
12/02/12	1	A100 - Toro Class 1 Lawn Mower	TR5500-8880006	PCA	G1 - George the Gardener	G100 - Weeding Gardens	C100 - The Court House Ga	**11/01/15**	2/16/13
12/02/12	1	A100 - Toro Class 1 Lawn Mower	TR5500-8880007	PCA	G2 - Jane the Weed person	G100 - Weeding Gardens	C100 - The Court House Ga	**11/01/15**	2/11/13
12/02/12	1	A100 - Toro Class 1 Lawn Mower	TR5500-8880008	PCA	G3 - Johnny Grass Cutter	G100 - Weeding Gardens	C100 - The Court House Ga	**11/01/15**	2/16/13
12/02/12	1	A100 - Toro Class 1 Lawn Mower	TR5500-8880009	PCA	LARRYCARLS - Larry Carlse	G100 - Weeding Gardens	C100 - The Court House Ga	**11/01/15**	
12/02/12	1	A100 - Toro Class 1 Lawn Mower	TR5500-8880002	PCA	G1 - George the Gardener	G100 - Weeding Gardens	A100 - Ambleside Beach	**11/01/14**	
12/02/12	1	A100 - Toro Class 1 Lawn Mower	TR5500-8880003	PCA	G2 - Jane the Weed person	G100 - Weeding Gardens	A100 - Ambleside Beach	**11/01/14**	
12/02/12	1	A100 - Toro Class 1 Lawn Mower	TR5500-8880004	PCA	G3 - Johnny Grass Cutter	G100 - Weeding Gardens	A100 - Ambleside Beach	**11/01/14**	
12/02/12	1	A100 - Toro Class 1 Lawn Mower	TR5500-8880005	PCA	LARRYCARLS - Larry Carlse	G100 - Weeding Gardens	A100 - Ambleside Beach	**11/01/14**	2/14/13
12/01/12	1	A100 - Toro Class 1 Lawn Mower	TR5500-8881191	PCA	G1 - George the Gardener	G100 - Weeding Gardens	A100 - Ambleside Beach	**11/01/13**	
1/30/13	1	A100 - Toro Class 1 Lawn Mower	G-001	PCA	DD100 - DUNCAN JOSEPH	G100 - Weeding Gardens	SPBNK - Spanish Banks Be	**5/30/13**	
1/30/13	1	A100 - Toro Class 1 Lawn Mower	A-1000091991	PCA	DD100 - DUNCAN JOSEPH	G100 - Weeding Gardens	SPBNK - Spanish Banks Be	**3/31/13**	
2/07/13	1	A110 - Rubber Garden Hip Waders		PCA	LARRYCARLS - Larry Carlse	P100 - Planting Bulbs	CAPBRG - Capilano Suspens	**2/09/13**	
1/23/13	1	LT242 - SHOTCRETE FOR THE CRAFTSMAN	7777-99	PCA	G1 - George the Gardener	P100 - Planting Bulbs	C100 - The Court House Ga	**0/00/00**	

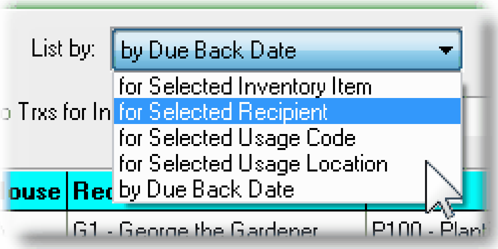
Items are listed by the most recent Date to be Returned or Replac | Search: | for:

"Fast Buttons"	
Set Filters	To have a number of different filters set to limit the items that are displayed to the grid.
Print Checked-Out Items Report	Generates a report of items Checked-Out. Items may be grouped by Inventory Item, Usage, Usage Recipient, Usage Location, or by the date items are due to be checked back in.
Purge History	To have the Checked-Out History records purged. A range of dates, Inventory Items and other filters may be entered thus purging only selected items up to a specified date.

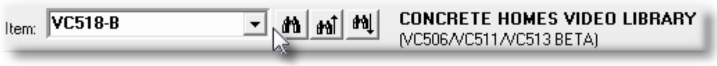
Some of the special features of this "Inquiry" grid are as follows:

➢ The option to **List By** provides the option to browse through the history by selected Inventory Code, Usage Code, Recipient Code or	

Usage Location; or by the date that items are Due Back.



- When history is listed for a Inventory Item, or other selected codes, these codes may be chosen either by entering their Code, choosing it using the Lookup binoculars icon, or by having the next or previous Item displayed that has history items on file. *(Click the binocular icon with the up/down arrow to display history that exist for the prior/next occurrence of that code on file)*.



Item: VC518-B

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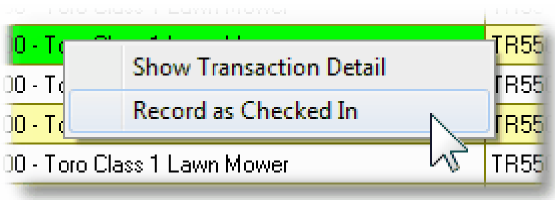
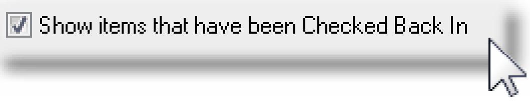
(VC506/VC511/VC513 BETA)

- If any specific row is right-clicked, a pop-up menu is displayed. The function to record when a Checked-Out item is returned, is presented in this drop-down menu.



- By default, only those items that are Checked Out, and have not yet been returned, are listed. If you wish to view those that have also been Checked In, set the check-box. *Note that these items are viewed only when the history is listed* ***by Due Back Date***.



☑ Show items that have been Checked Back In

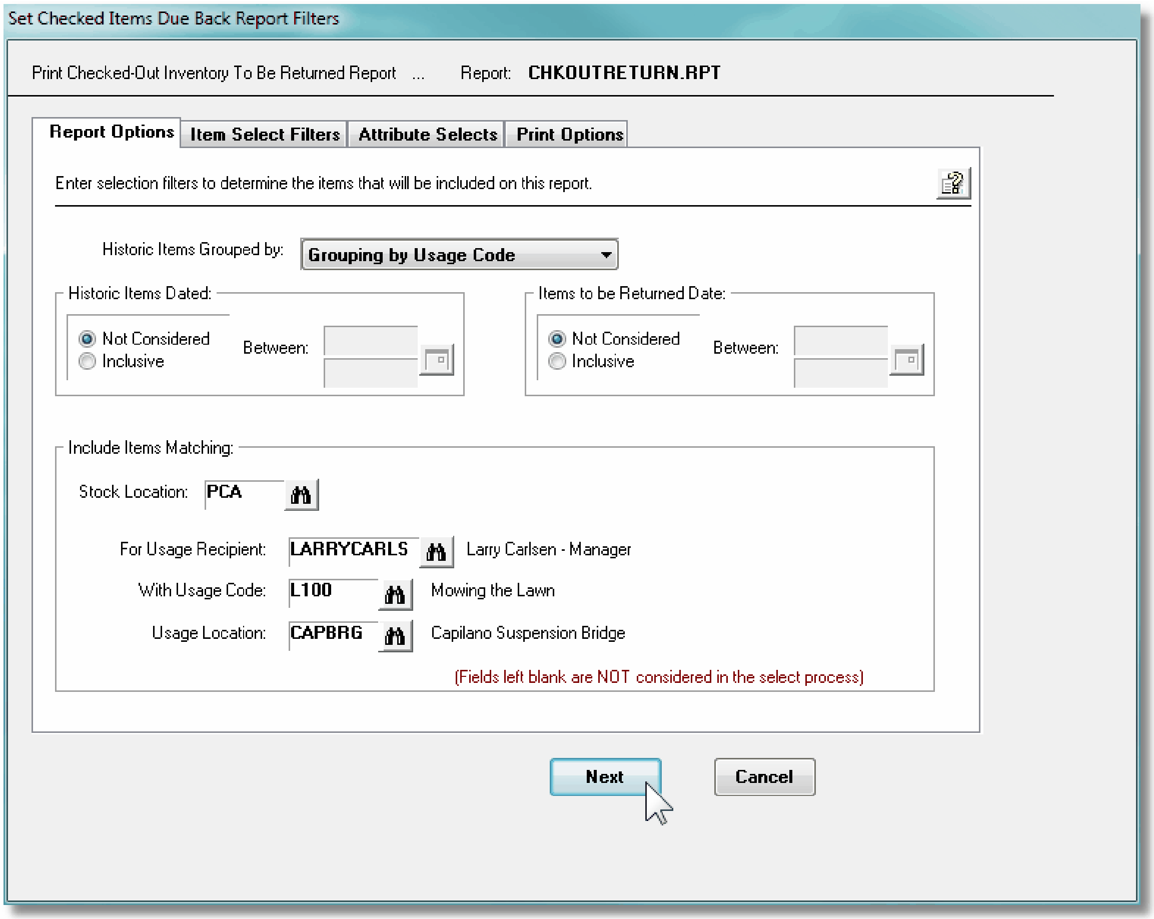
When generating the report, the operator is also presented with the standard Item Select

Filters screen 99 and Attribute Selects screen 104. These allow you to specify selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria.

The report generated, if archived, will be catalogued with a report name of **CHKOUTRETURN.RPT**.
The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

Checked Out Items History Inquiry - Display, Report and Purge Filters Screen

Whether setting display filters or Purging the Checked Out History records, the following screen is displayed for entry of a number of different filters that may be set to limit the records that are displayed to the grid.


Set Checked Items Due Back Report Filters

Print Checked-Out Inventory To Be Returned Report ... Report: CHKOUTRETURN.RPT

Enter selection filters to determine the items that will be included on this report.

Historic Items Grouped by: Grouping by Usage Code

Historic Items Dated:
● Not Considered
○ Inclusive
Between:

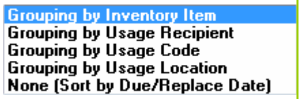
Items to be Returned Date:
● Not Considered
○ Inclusive
Between:

Include Items Matching:
Stock Location: PCA
For Usage Recipient: LARRYCARLS Larry Carlsen - Manager
With Usage Code: L100 Mowing the Lawn
Usage Location: CAPBRG Capilano Suspension Bridge

(Fields left blank are NOT considered in the select process)

Checked Out Items History Filters Screen - Field Definition

All field descriptions following are applicable to the Display, Purge and Reporting filter screens. The Grouped By is displayed only for the reporting functions.

<table>
<tr><td><b>Historic Items Grouped by</b></td><td><b><i>check-boxes</i></b></td></tr>
<tr><td colspan="2">To have the historic Items listed grouped by one of the available fields. A new page is started for each unique occurrence of the selected group, along with subtotals at the end.


Grouping by Inventory Item
Grouping by Usage Recipient
Grouping by Usage Code
Grouping by Usage Location
None (Sort by Due/Replace Date)

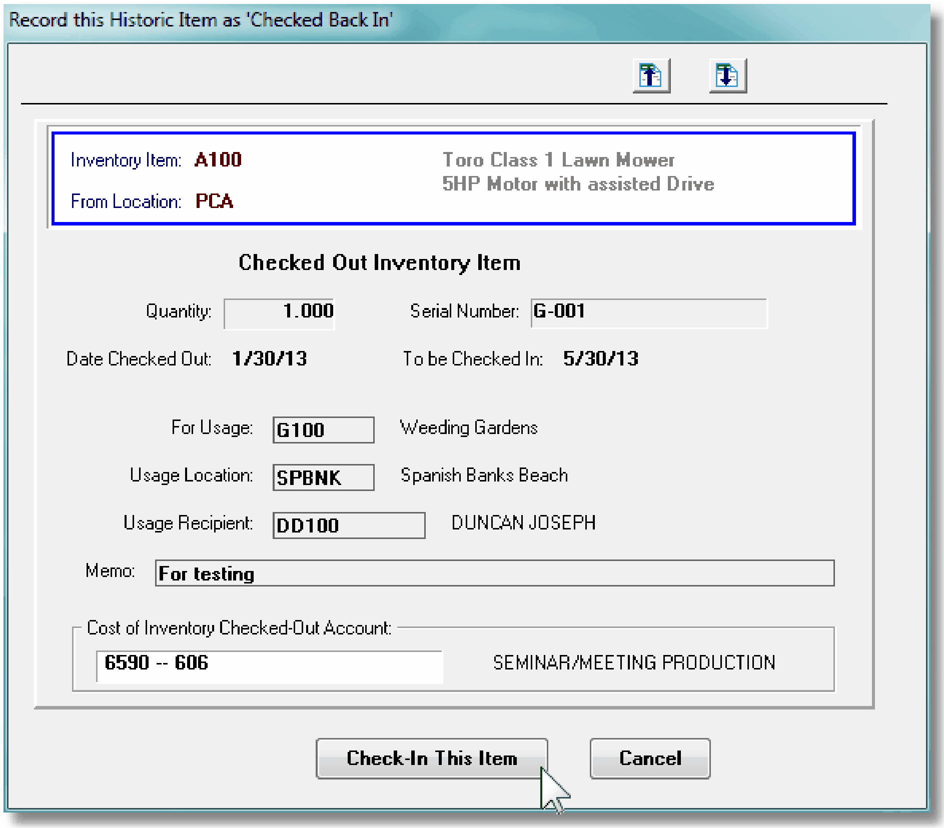
</td></tr>
<tr><td><b>Historic Items Dated</b></td><td><b><i>radio-buttons and (mmddyy)</i></b></td></tr>
<tr><td colspan="2">Select to have All history records selected regardless of their dates; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.</td></tr>
<tr><td><b>Checked-Out Items to be Returned Date, ... or</b>
<b>Issued Items to be Replaced Date</b></td><td><b><i>radio-buttons and (mmddyy)</i></b></td></tr>
<tr><td colspan="2">Select to have All history records selected regardless of the dates they are Due Back, or To Be Replaced; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.</td></tr>
<tr><td><b>Stock Location</b></td><td><b><i>X(6)</i></b></td></tr>
<tr><td colspan="2">Identify the Warehouse Location for which related Inventory Items were Checked-Out, or Issued from.</td></tr>
<tr><td><b>For Usage Recipient</b></td><td><b><i>X(10)</i></b></td></tr>
<tr><td colspan="2">Checked Out and Issued items may be assigned to a Usage Recipient, (person). Select only those historic items who's Recipient Code matches that which is entered. Leave the field blank if it is NOT to be considered as a filter.</td></tr>
<tr><td><b>With Usage Code</b></td><td><b><i>X(6)</i></b></td></tr>
<tr><td colspan="2">Checked Out and Issued items may be assigned a Usage Code. Select only those historic items who's Usage Code matches that which is entered. Leave the field blank if it is NOT to be considered as a filter.</td></tr>
</table>

Usage Location Code	*X(6)*
Checked Out and Issued items may be assigned to a Usage Location, (person). Select only those historic items who's Location Code matches that which is entered. Leave the field blank if it is NOT to be considered as a filter.	

Checked-Out Items History - Detail Display Screen

When a specific grid row item is double-clicked, or when the pop-up window function to "Record As Checked-In" is selected, a window is displayed showing the detail associated to the historic item.

The following screen is displayed for display or verification:



Inventory Item: A100 Toro Class 1 Lawn Mower
5HP Motor with assisted Drive
From Location: PCA

Checked Out Inventory Item

Quantity: 1.000 Serial Number: G-001
Date Checked Out: 1/30/13 To be Checked In: 5/30/13

For Usage: G100 Weeding Gardens
Usage Location: SPBNK Spanish Banks Beach
Usage Recipient: DD100 DUNCAN JOSEPH
Memo: For testing

Cost of Inventory Checked-Out Account:
6590 -- 606 SEMINAR/MEETING PRODUCTION

If the Checked-Out item is returned, the following steps are performed:

- The Date Returned is recorded, using the current system date.
- The Checked-Out history record is deleted and rewritten as a Checked-In history record.

- If a **Cost of Inventory Checked-Out Account** was recorded when the item was checked out, then applicable reversing distributions are recorded.

Cost of Inventory Checked Out Distributions

If the option to have COGS and Inventory Distributions generated is set, (one of the properties defined by the I/M Control Preferences 410,) and if when the Inventory Item was checked out, a Cost of Inventory Checked Out account was specified, then at that time, the following GL distributions were generated:

Amount	***Debit***	***Credit***
Value of Inventory Checked Out	Cost of Inventory Checked Out Account	Inventory Item's Location Inventory Account

When the Inventory item is Checked Back In, the following GL distributions are generated:

Amount	***Debit***	***Credit***
Value of Inventory Checked Out	Inventory Item's Location Inventory Account	Cost of Inventory Checked Out Account

6.3.6 Issued Inventory Inquiry

When inventory items are Issued for use, the stocking quantities of the associated inventory items records are reduced. Information as to who checked it out, and for what use, and where it would be used is recorded. This information is kept in a Checked-Out transaction history file.

Note that these Issued History items are NOT recorded for the case where inventory is issued to a customer as a result of damaged goods, or lost shipments.

This inquiry function allows you to display those items that have been issued querying them by selected Inventory Item, Usage Code, Recipient or Usage Location codes. Items may be listed sorted by the date that they might be eventually replaced.

For a given item, the detail associated to the issued event may be displayed.

Some of the features of the Inquiry function are as follows:

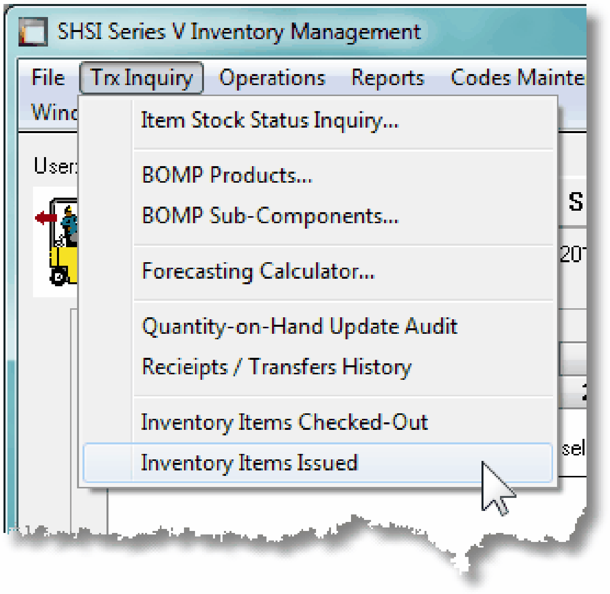
- In the grid display, items are listed for a selected Inventory Item, Recipient, Usage or Usage Location
- The information recorded includes an optional Serial Number and a Memo.
- A report titled the **Issued Items Report** is available that list those items that are to be replaced on specific dates.

- A function is provided that will that will purge Historic records

Purging the Checked Out History files

If it all possible, you should refrain from purging these records. If you must, try to at least keep the last 3 years worth of data. This will ensure that any discrepancy in stocking quantities can be identified.

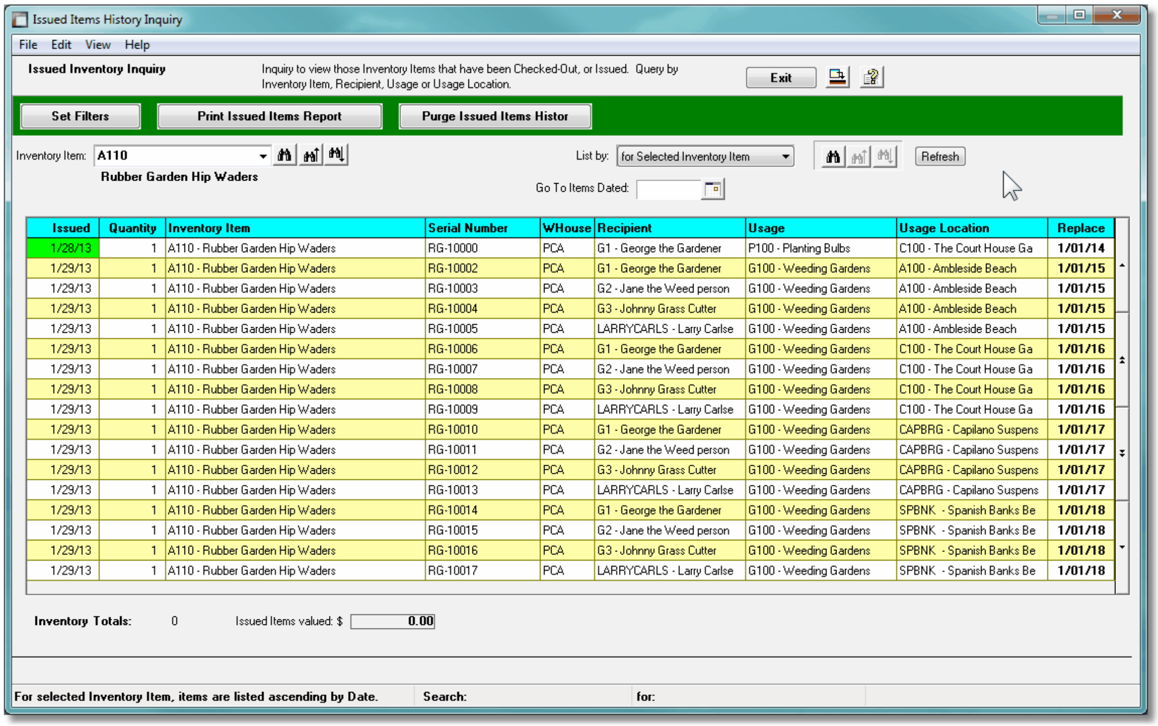
The Inventory Items Issued History Inquiry function is launched from the I/M Menu's **Trx Inquiry** drop-down menu.


SHSI Series V Inventory Management
File
Trx Inquiry
Operations
Reports
Codes Mainte
Winc
User:
Item Stock Status Inquiry...
BOMP Products...
BOMP Sub-Components...
Forecasting Calculator...
Quantity-on-Hand Update Audit
Recieipts / Transfers History
Inventory Items Checked-Out
Inventory Items Issued

History records are displayed to the screen managed using a Series 5 grid processing screen. You can easily navigate through the items on file using the grid buttons, or enter the respective key for the desired transaction.

From the "Fast Buttons" frame, push buttons are provided that can be used to Set Display Filters or have history Purged.

Issued Items History Inquiry Grid


Issued Items History Inquiry
File
Edit
View
Help
Exit
Set Filters
Print Issued Items Report
Purge Issued Items Histor
Refresh

Issued Inventory Inquiry

Inquiry to view those Inventory Items that have been Checked-Out, or Issued. Query by Inventory Item, Recipient, Usage or Usage Location.

Inventory Item: A110

Rubber Garden Hip Waders

List by: for Selected Inventory Item

Go To Items Dated:

Issued	Quantity	Inventory Item	Serial Number	WHouse	Recipient	Usage	Usage Location	Replace
1/28/13	1	A110 - Rubber Garden Hip Waders	RG-10000	PCA	G1 - George the Gardener	P100 - Planting Bulbs	C100 - The Court House Ga	1/01/14
1/29/13	1	A110 - Rubber Garden Hip Waders	RG-10002	PCA	G1 - George the Gardener	G100 - Weeding Gardens	A100 - Ambleside Beach	1/01/15
1/29/13	1	A110 - Rubber Garden Hip Waders	RG-10003	PCA	G2 - Jane the Weed person	G100 - Weeding Gardens	A100 - Ambleside Beach	1/01/15
1/29/13	1	A110 - Rubber Garden Hip Waders	RG-10004	PCA	G3 - Johnny Grass Cutter	G100 - Weeding Gardens	A100 - Ambleside Beach	1/01/15
1/29/13	1	A110 - Rubber Garden Hip Waders	RG-10005	PCA	LARRYCARLS - Larry Carlse	G100 - Weeding Gardens	A100 - Ambleside Beach	1/01/15
1/29/13	1	A110 - Rubber Garden Hip Waders	RG-10006	PCA	G1 - George the Gardener	G100 - Weeding Gardens	C100 - The Court House Ga	1/01/16
1/29/13	1	A110 - Rubber Garden Hip Waders	RG-10007	PCA	G2 - Jane the Weed person	G100 - Weeding Gardens	C100 - The Court House Ga	1/01/16
1/29/13	1	A110 - Rubber Garden Hip Waders	RG-10008	PCA	G3 - Johnny Grass Cutter	G100 - Weeding Gardens	C100 - The Court House Ga	1/01/16
1/29/13	1	A110 - Rubber Garden Hip Waders	RG-10009	PCA	LARRYCARLS - Larry Carlse	G100 - Weeding Gardens	C100 - The Court House Ga	1/01/16
1/29/13	1	A110 - Rubber Garden Hip Waders	RG-10010	PCA	G1 - George the Gardener	G100 - Weeding Gardens	CAPBRG - Capilano Suspens	1/01/17
1/29/13	1	A110 - Rubber Garden Hip Waders	RG-10011	PCA	G2 - Jane the Weed person	G100 - Weeding Gardens	CAPBRG - Capilano Suspens	1/01/17
1/29/13	1	A110 - Rubber Garden Hip Waders	RG-10012	PCA	G3 - Johnny Grass Cutter	G100 - Weeding Gardens	CAPBRG - Capilano Suspens	1/01/17
1/29/13	1	A110 - Rubber Garden Hip Waders	RG-10013	PCA	LARRYCARLS - Larry Carlse	G100 - Weeding Gardens	CAPBRG - Capilano Suspens	1/01/17
1/29/13	1	A110 - Rubber Garden Hip Waders	RG-10014	PCA	G1 - George the Gardener	G100 - Weeding Gardens	SPBNK - Spanish Banks Be	1/01/18
1/29/13	1	A110 - Rubber Garden Hip Waders	RG-10015	PCA	G2 - Jane the Weed person	G100 - Weeding Gardens	SPBNK - Spanish Banks Be	1/01/18
1/29/13	1	A110 - Rubber Garden Hip Waders	RG-10016	PCA	G3 - Johnny Grass Cutter	G100 - Weeding Gardens	SPBNK - Spanish Banks Be	1/01/18
1/29/13	1	A110 - Rubber Garden Hip Waders	RG-10017	PCA	LARRYCARLS - Larry Carlse	G100 - Weeding Gardens	SPBNK - Spanish Banks Be	1/01/18

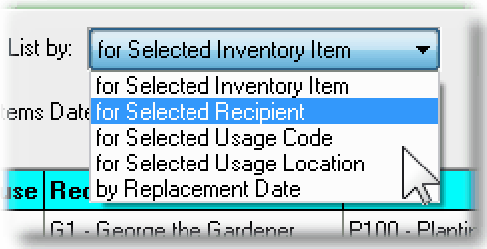
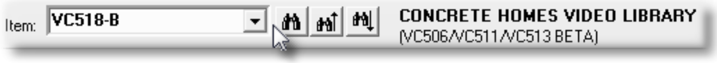
Inventory Totals: 0   Issued Items valued: $ 0.00

For selected Inventory Item, items are listed ascending by Date.   Search: for:

"Fast Buttons"	
Set Filters	To have a number of different filters set to limit the items that are displayed to the grid.
Print Issued Items Report	Generates a report of Issued Inventory items. Items may be grouped by Inventory Item, Usage, Usage Recipient, Usage Location, or by the date items are due to be replaced, if applicable.
Purge History	To have the Issued Items History records purged. A range of dates, Inventory Items and other filters may be entered thus purging only selected items up to a specified date.

Some of the special features of this "Inquiry" grid are as follows:

➢ The option to **List By** provides the option to browse through the history by selected	

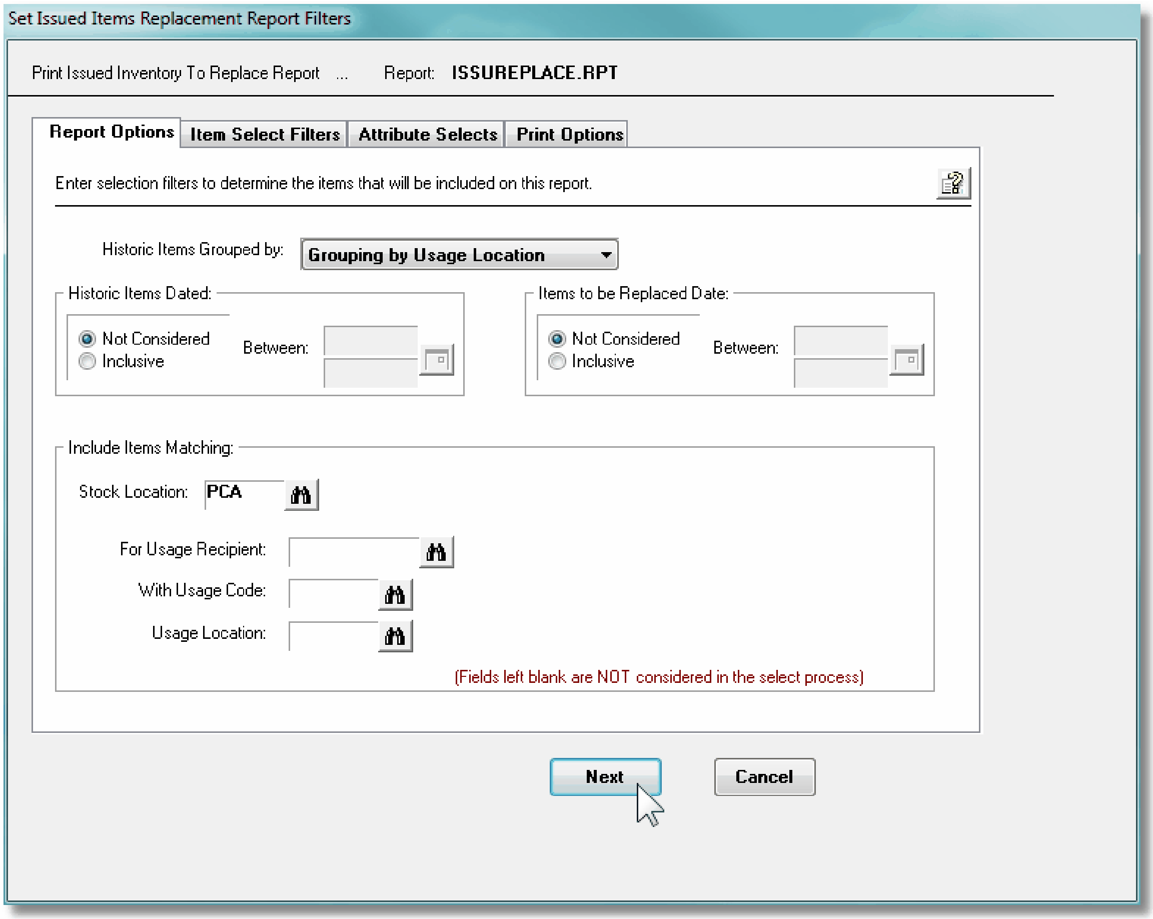
Inventory Code, Usage Code, Recipient Code or Usage Location; or by the date that items are To Be Replaced.	 List by: for Selected Inventory Item for Selected Inventory Item for Selected Recipient for Selected Usage Code for Selected Usage Location by Replacement Date tems Date se Rec G1 - George the Gardener P100 - Plantir
➢ When history is listed for a Inventory Item, or other selected codes, these codes may be chosen either by entering their Code, choosing it using the Lookup binoculars icon, or by having the next or previous Item displayed that has history items on file. *(Click the binocular icon with the up/down arrow to display history that exist for the prior/next occurrence of that code on file)*.	 Item: VC518-B CONCRETE HOMES VIDEO LIBRARY (VC506/VC511/VC513 BETA)

When generating the report, the operator is also presented with the standard Item Select Filters screen 99 and Attribute Selects screen 104. These allow you to specify selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria.

The report generated, if archived, will be catalogued with a report name of **ISSUREPLACE.RPT**.
The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

Issued Items History Inquiry - Display, Report and Purge Filters Screen

Whether setting display filters or Purging the Checked Out History records, the following screen is displayed for entry of a number of different filters that may be set to limit the records that are displayed to the grid.



Print Issued Inventory To Replace Report ... Report: ISSUREPLACE.RPT

Enter selection filters to determine the items that will be included on this report.

Historic Items Grouped by: Grouping by Usage Location

Historic Items Dated:
● Not Considered
○ Inclusive
Between:

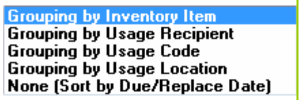
Items to be Replaced Date:
● Not Considered
○ Inclusive
Between:

Include Items Matching:
Stock Location: PCA
For Usage Recipient:
With Usage Code:
Usage Location:

(Fields left blank are NOT considered in the select process)

Issued Items History Filters Screen - Field Definition

All field descriptions following are applicable to the Display, Purge and Reporting filter screens. The Grouped By is displayed only for the reporting functions.

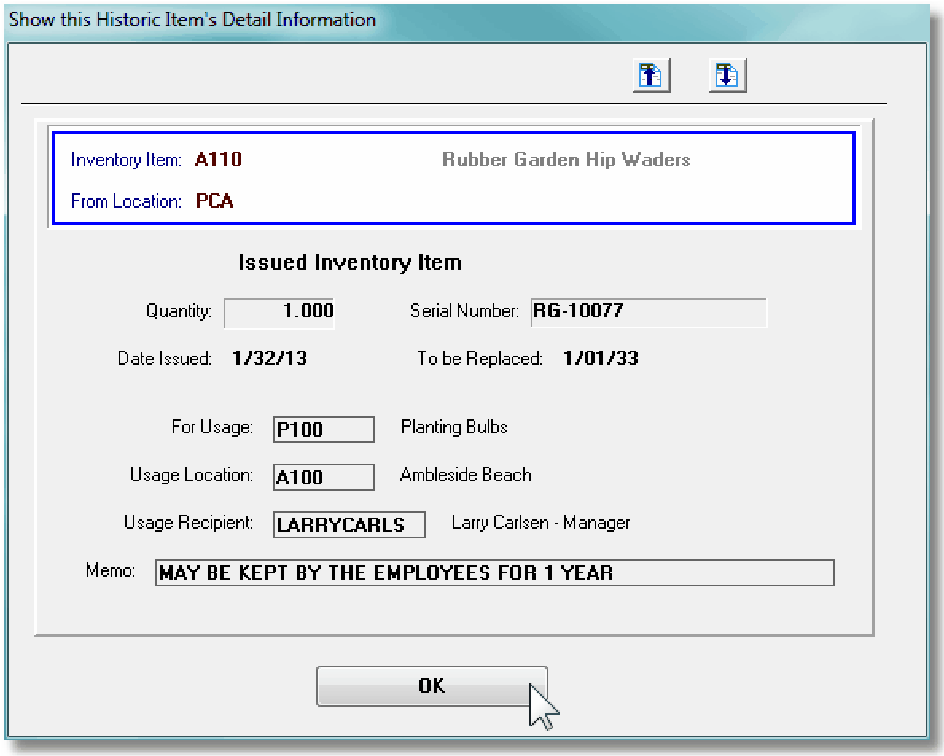
Historic Items Grouped by	***check-boxes***
To have the historic Items listed grouped by one of the available fields. A new page is started for each unique occurrence of the selected group, along with subtotals at the end.	 Grouping by Inventory Item Grouping by Usage Recipient Grouping by Usage Code Grouping by Usage Location None (Sort by Due/Replace Date)
Historic Items Dated	***radio-buttons and (mmddyy)***
Select to have All history records selected regardless of their dates; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.	

Checked-Out Items to be Returned Date, ... or **Issued Items to be Replaced Date**	***radio-buttons and (mmddyy)***
Select to have All history records selected regardless of the dates they are Due Back, or To Be Replaced; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.	
Stock Location	***X(6)***
Identify the Warehouse Location for which related Inventory Items were Checked-Out, or Issued from.	
For Usage Recipient	***X(10)***
Checked Out and Issued items may be assigned to a Usage Recipient, (person). Select only those historic items who's Recipient Code matches that which is entered. Leave the field blank if it is NOT to be considered as a filter.	
With Usage Code	***X(6)***
Checked Out and Issued items may be assigned a Usage Code. Select only those historic items who's Usage Code matches that which is entered. Leave the field blank if it is NOT to be considered as a filter.	
Usage Location Code	***X(6)***
Checked Out and Issued items may be assigned to a Usage Location, (person). Select only those historic items who's Location Code matches that which is entered. Leave the field blank if it is NOT to be considered as a filter.	

Issued Items History - Detail Display Screen

When a specific grid row item is double-clicked, a window is displayed showing the detail associated to the historic item.

The following screen is displayed:



Inventory Item: A110 Rubber Garden Hip Waders

From Location: PCA

Issued Inventory Item

Quantity: 1.000 Serial Number: RG-10077

Date Issued: 1/32/13 To be Replaced: 1/01/33

For Usage: P100 Planting Bulbs

Usage Location: A100 Ambleside Beach

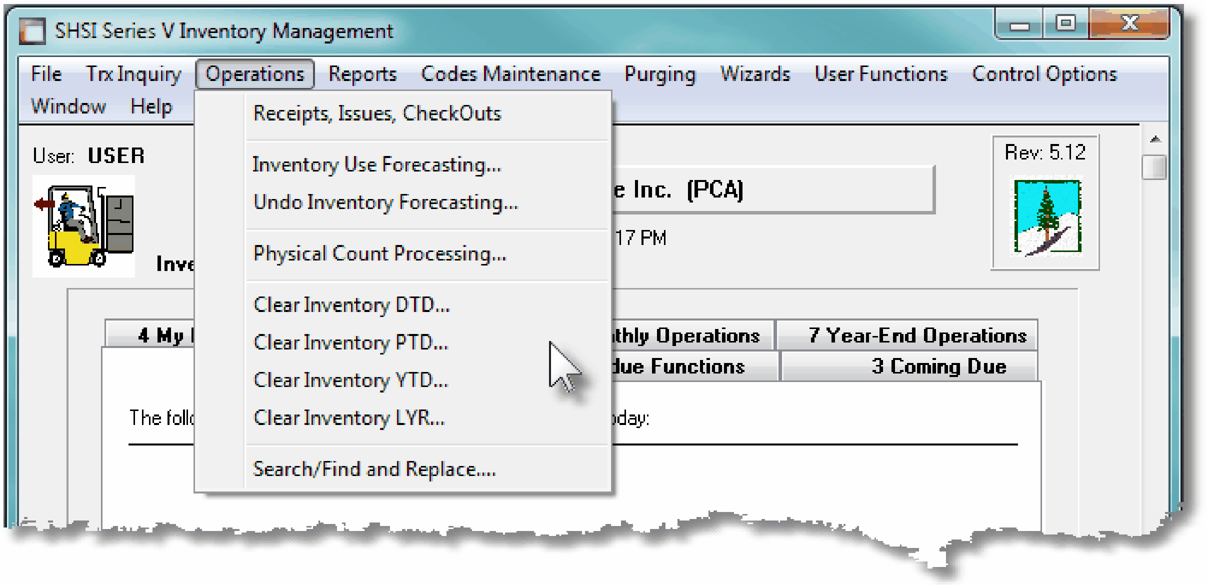
Usage Recipient: LARRYCARLS Larry Carlsen - Manager

Memo: MAY BE KEPT BY THE EMPLOYEES FOR 1 YEAR

6.4 Operational Functions

The topics in this chapter describe functions and procedures that are a available under the **Operations** drop down menu on the Inventory Management menu. These menu items are used to perform the major processing functions in the Inventory Management system. In particular, the functions for entering your Warehouse Receiving is found here.

These functions are available from the I/M Menu Bar as shown:



6.4.1 Inventory Receipts, Issued, Checked-Out and Transfers

This menu function is used to record and manage the quantities of inventory in the I/M system. Primarily this function is used to record the quantity of inventory items that received into your warehouse. As well, when inventory is transferred from one warehouse to another; or if a quantity of items are taken out of inventory for some reason, it is recorded here. Basically,when any quantity of inventory items are received, transferred, checked-out, checked-in or issued from the warehouse, it must be recorded.

The following types of transactions may be entered:

- Receipt of Goods 180 into Inventory
- Inventory Issued 185 from Inventory to Customers or Employees
- Inventory Transferred 183 from one Location to Another
- Inventory that is Checked-Out 189 to Employees
- Inventory that is Checked-In 192 from Employees

When goods are received into or removed from inventory, the stocking quantities of the associated inventory items records are updated. When goods are received, the Average Unit Cost of the item is recomputed using a Weighted Averaging method.

The process of handling these receipts, transfers, check-outs, check-ins or issues of inventory is performed by entering these functions are transactions. These transactions are entered, and may be edited as needed. Once they have been reviewed, (by having an Edit List printed), they can be posted. At this time, the quantities and the costs of the Inventory Items are updated along with designated G/L Cost-of-Goods accounts.

For Inventory Items that are defined with a Matrix Set, associated transactions may be easily entered and maintained with a Matrix entry screen. Sets of transactions for a given Dimension Attribute may be quickly added or edited.

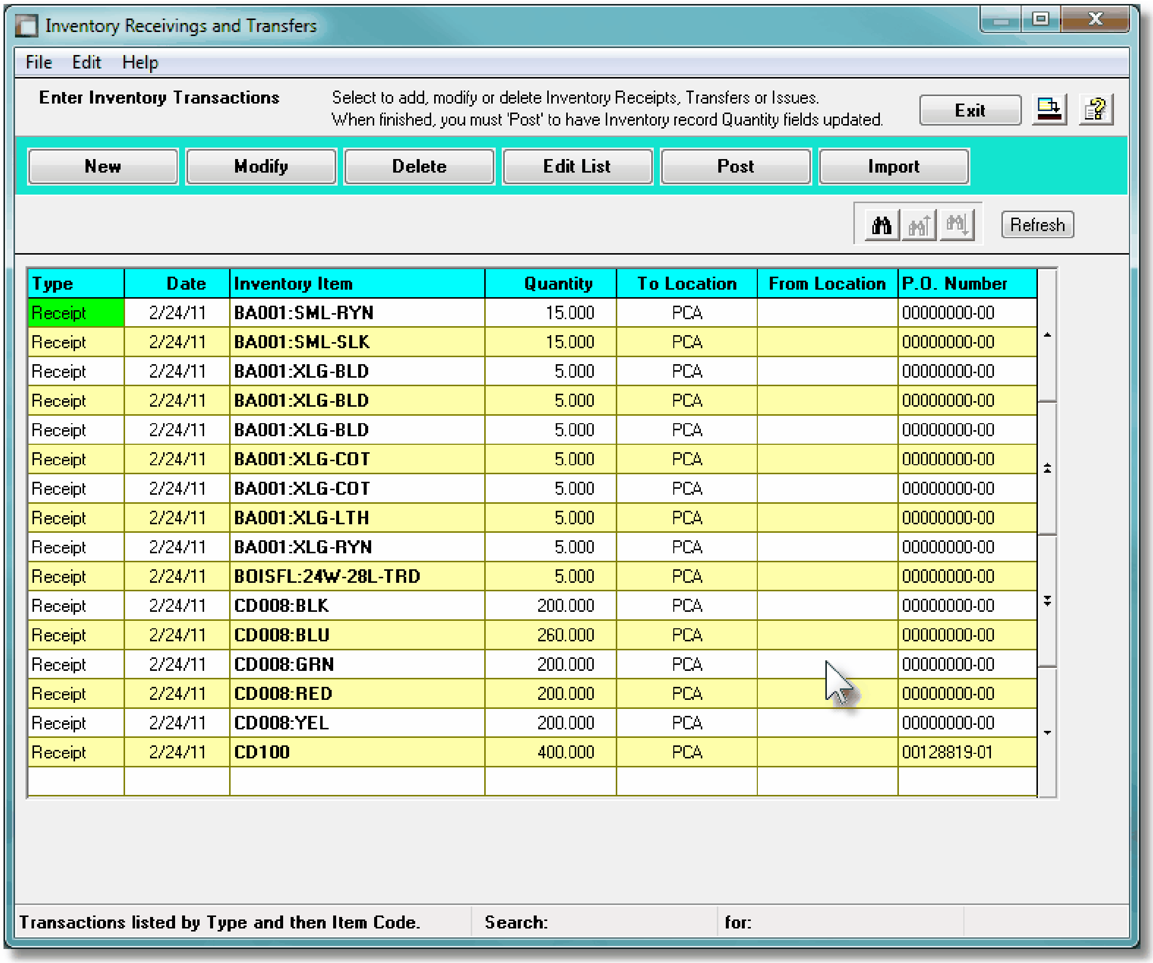
Inventory Quantity-On-Hand Audit

The Series 5 Inventory Management system provides for the option to keep an audit trail of all changes made to inventory's Quantity-on-Hand fields. This option id defined by a property found in the I/M Control Preferences 405.

When goods are Received, Transferred, Checked In, Checked Out or Issued, an audit record will be recorded for the associated Inventory Item.

Managing the entry of Inventory Receiving transactions is done using a Series 5 grid screen.

Inventory Management Transactions Processing Grid



Enter Inventory Transactions

Select to add, modify or delete Inventory Receipts, Transfers or Issues.
When finished, you must 'Post' to have Inventory record Quantity fields updated.

Type	Date	Inventory Item	Quantity	To Location	From Location	P.O. Number
Receipt	2/24/11	BA001:SML-RYN	15.000	PCA		00000000-00
Receipt	2/24/11	BA001:SML-SLK	15.000	PCA		00000000-00
Receipt	2/24/11	BA001:XLG-BLD	5.000	PCA		00000000-00
Receipt	2/24/11	BA001:XLG-BLD	5.000	PCA		00000000-00
Receipt	2/24/11	BA001:XLG-BLD	5.000	PCA		00000000-00
Receipt	2/24/11	BA001:XLG-COT	5.000	PCA		00000000-00
Receipt	2/24/11	BA001:XLG-COT	5.000	PCA		00000000-00
Receipt	2/24/11	BA001:XLG-LTH	5.000	PCA		00000000-00
Receipt	2/24/11	BA001:XLG-RYN	5.000	PCA		00000000-00
Receipt	2/24/11	BOISFL:24W-28L-TRD	5.000	PCA		00000000-00
Receipt	2/24/11	CD008:BLK	200.000	PCA		00000000-00
Receipt	2/24/11	CD008:BLU	260.000	PCA		00000000-00
Receipt	2/24/11	CD008:GRN	200.000	PCA		00000000-00
Receipt	2/24/11	CD008:RED	200.000	PCA		00000000-00
Receipt	2/24/11	CD008:YEL	200.000	PCA		00000000-00
Receipt	2/24/11	CD100	400.000	PCA		00128819-01

Transactions listed by Type and then Item Code. Search: for:

The "Fast Buttons" frame provides the push buttons to launch the most common functions associated to the Inventory Maintenance.

"Fast Buttons"

New	Add a new Receipt Transaction
Modify	Modify the Receipt Transaction highlighted in the grid
Delete	Delete the Receipt Transaction highlighted in the grid
Edit List	Generate an Edit list of all the transactions on file
Post	Post the transactions information to the Inventory files
Import	Load Inventory Transaction from a spreadsheet or tab-delimited file

Adding New Transactions

When adding a new transaction, select the Type of transaction, the Date, and the Inventory Item. Once these fields are entered, click on the **Next** push button at the bottom of the screen to continue with the remaining fields.

The Edit List report generated, if archived, will be catalogued with a report name of **IMINVTRX.LST**. The Journal when the transactions are posted, if archived, will be catalogued with a report name of **IMINVTRX.JRN**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing* 107 *for full details).*

Inventory Receipt Transaction - Properties Tab Screen

When Items are received into Inventory, the following Inventory Item's Location fields are updated:

- Quantity-on-Hand
- Quantity Received Year-to-Date and Period-to-Date
- Last Activity Date Quantity Received
- Quantity-on-Order (is reduced)
- The Item's Last Cost and Prior Cost
- The Item's new Average Cost
- The Picking Sequence and Picking Zone fields, if they were changed

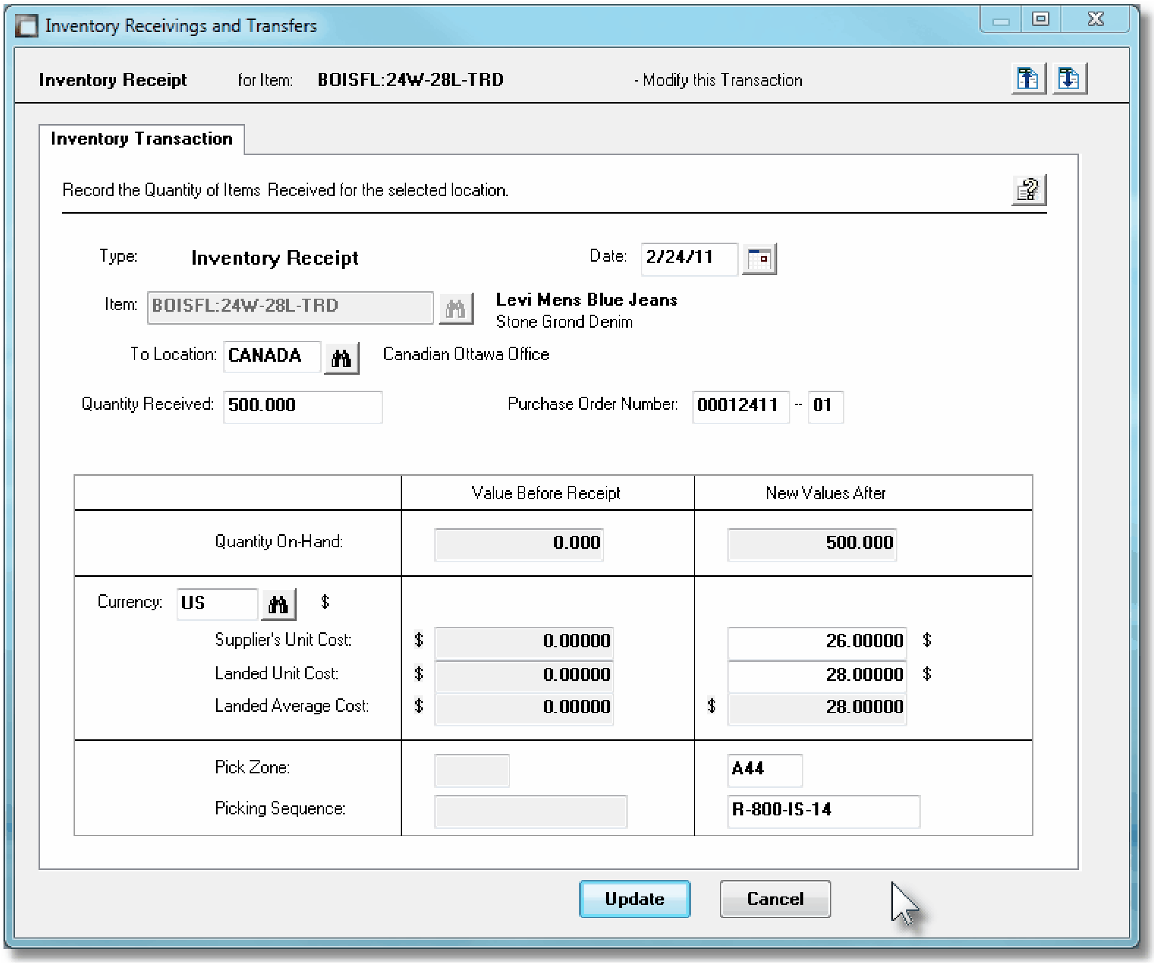
When items are received, the Item Master's Quantity Received Period-to-Date and Year-to-Date fields are also updated.

Purchase Order System Interface

If your are using the Series 5 Purchase Order Processing system, DO NOT USE THIS OPERATION"S ADD FUNCTION to receive the goods that have been purchased. They must be received in the PO system so applicable files pertaining to the Purchase Order will be updated.

When the receiving transactions within the PO system are posted, they are actually written as Receipt Transactions within this Inventory Management function. These then may be reviewed or edited before they are posted into the I/M system. **Then you would click on the Post push-button to have inventory quantity fields updated.**

The following screen is displayed to enter the details associated to the Receipt of the goods :



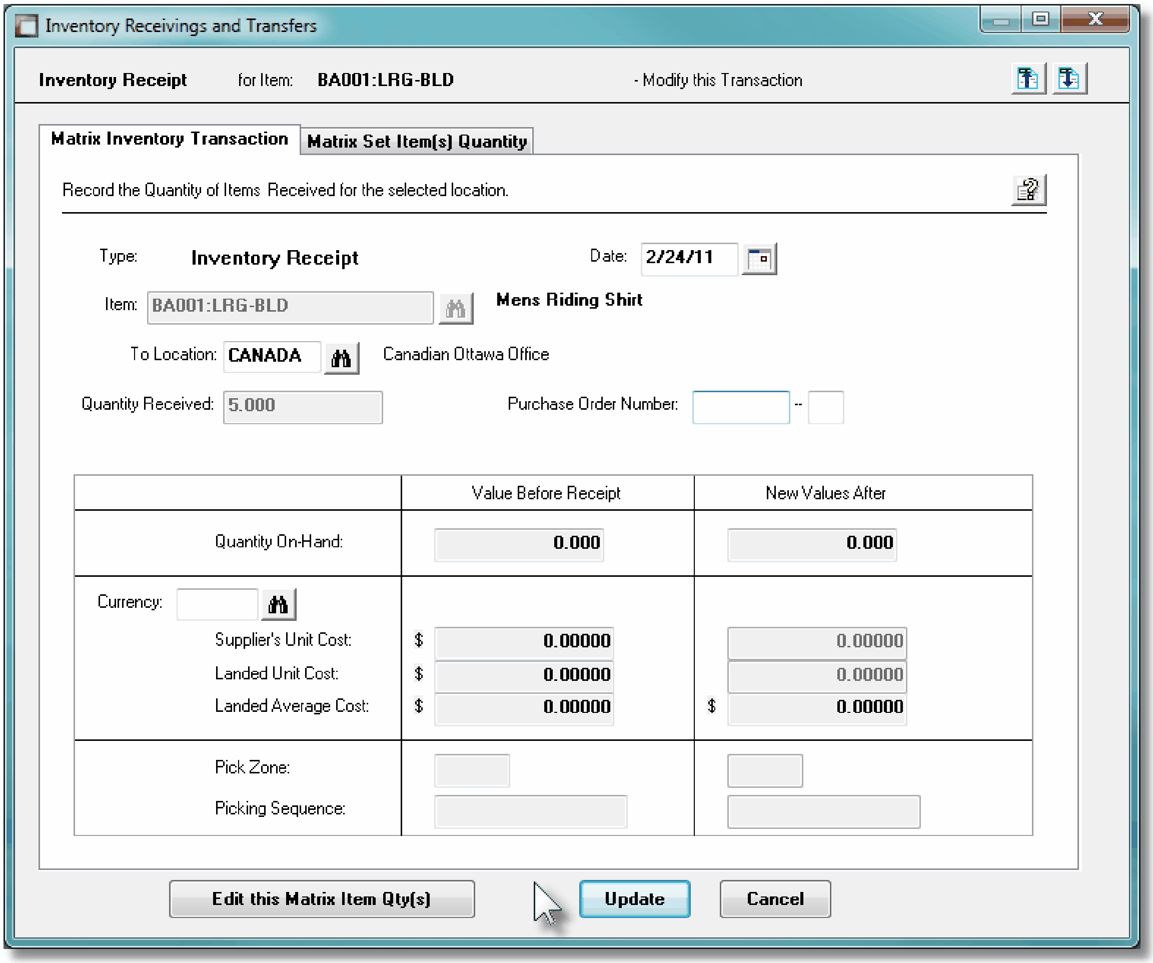
Inventory Receipt for Item: BOISFL:24W-28L-TRD - Modify this Transaction

Record the Quantity of Items Received for the selected location.

Type: Inventory Receipt
Date: 2/24/11
Item: BOISFL:24W-28L-TRD Levi Mens Blue Jeans Stone Grond Denim
To Location: CANADA Canadian Ottawa Office
Quantity Received: 500.000
Purchase Order Number: 00012411 -- 01

	Value Before Receipt	New Values After
Quantity On-Hand:	0.000	500.000
Currency: US $		
Supplier's Unit Cost:	$ 0.00000	26.00000 $
Landed Unit Cost:	$ 0.00000	28.00000 $
Landed Average Cost:	$ 0.00000	$ 28.00000
Pick Zone:		A44
Picking Sequence:		R-800-IS-14

The following screen is displayed to enter the details associated to the Receipt of an Inventory Item that has been defined with a Matrix Set. It offers an additional tab titled **Matrix Set Item(s) Quantity** 195, that provides a matrix screen from which transactions can be automatically created and edited for Inventory that have common Attributes. If only one sub-item of a Matrix Set is to be edited, then click on the **Edit this Matrix Item Qty(s)** button at the bottom of the screen :



Inventory Receivings and Transfers

Inventory Receipt for Item: **BA001:LRG-BLD** - Modify this Transaction

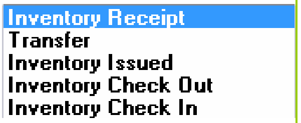
Matrix Inventory Transaction
Matrix Set Item(s) Quantity

Record the Quantity of Items Received for the selected location.

Type: **Inventory Receipt**
Date: 2/24/11
Item: BA001:LRG-BLD **Mens Riding Shirt**
To Location: CANADA Canadian Ottawa Office
Quantity Received: 5.000
Purchase Order Number: --

	Value Before Receipt	New Values After
Quantity On-Hand:	0.000	0.000
Currency:		
Supplier's Unit Cost:	$ 0.00000	0.00000
Landed Unit Cost:	$ 0.00000	0.00000
Landed Average Cost:	$ 0.00000	$ 0.00000
Pick Zone:		
Picking Sequence:		

Inventory Receipt Properties Screen - Field Definition

Transaction Type	***drop-list***
Select the type of Inventory transaction that is to be recorded.  Inventory Receipt Transfer Inventory Issued Inventory Check Out Inventory Check In	
Inventory Item	***X(23)***
Select the Inventory Item code for the goods being received.	
Date	***(mmddyy)***
Enter the date the goods are received into inventory.	

To Location	***X(6)***
This is the warehouse location for which the Inventory Items are received to. If there is only one location, this will be assigned by the system.	
Quantity Received	***99,999,999.999***
Enter the Quantity of goods that are received. This quantity is used to update the Inventory Item's Location property fields.	
Supplier's Unit Cost	***check-box***
Enter the actual Unit Cost as paid to the supplier, in the currency paid for the item. THIS IS NOT THE LANDED COST.	
Landed Unit Cost	***$ 9,999,999.99999***
Enter the Landed Unit Cost for the item. This amount must always be in your domestic currency. This cost is recorded as the Inventory Item's Last Cost, and is used to compute it's Average Cost.	
Pick Zone and Picking Sequence Codes	***$ 9,999,999.99999***
The Pick Zone and Picking Sequence codes will automatically default to the codes already on file. If during the receiving process a decision was made to relocate the items, these codes may be modified accordingly. ***Note that the Series 5 Inventory Management system does control inventory in Lots. It is assumed that any given item is always stocked in the same location in any given warehouse.***	

Inventory Transfer Transaction - Properties Tab Screen

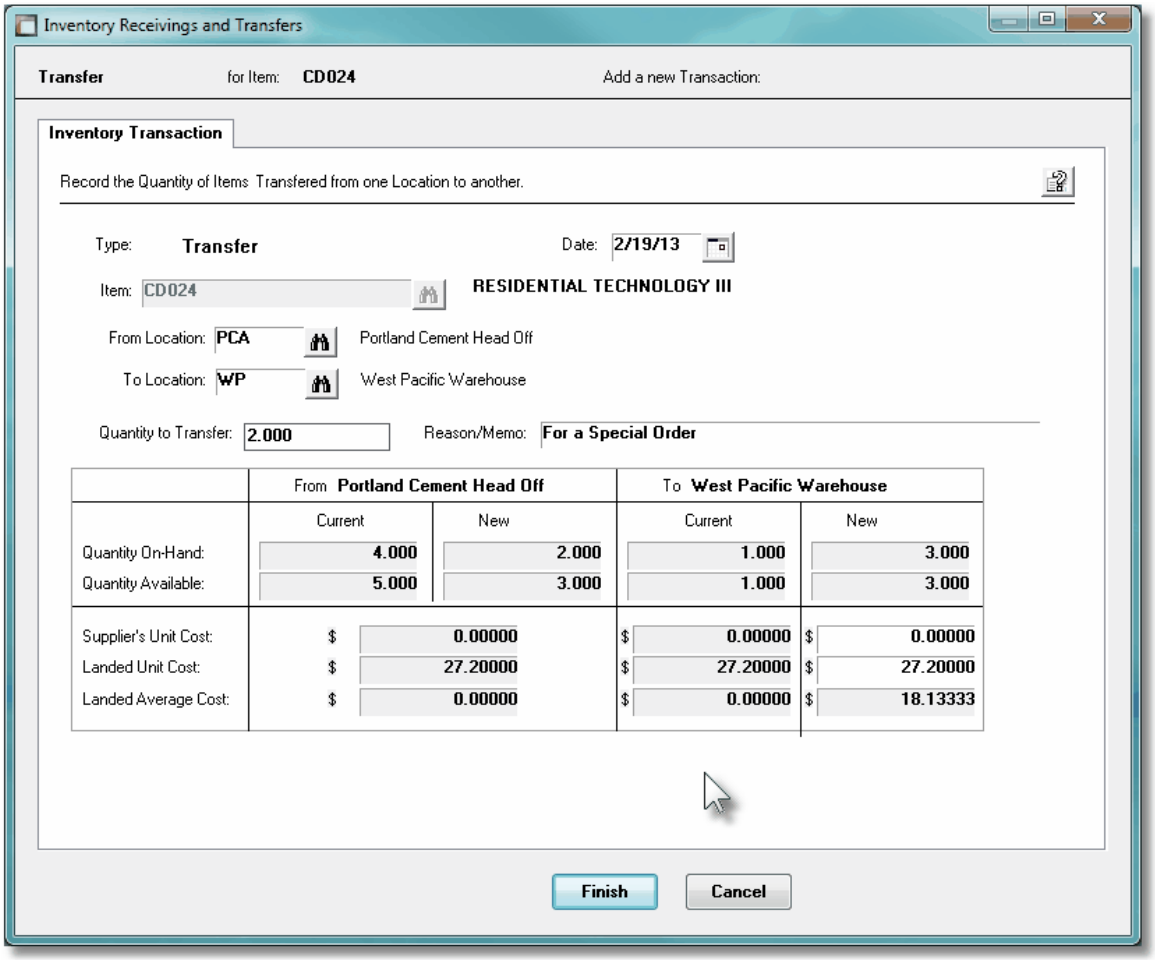
When Items are transferred from one warehouse to another, the following Inventory Item's Location fields are updated:

- Quantity-on-Hand is reduced from the source location and increased to the destination location
- Quantity Transferred Year-to-Date and Period-to-Date amounts are reduced from the source and increased at the destination
- Last Activity Date Quantity Transferred
- The Item's Supplier Cost and Landed Unit Cost for the destination's location

If the option to have COGS and Inventory Distributions generated is set, one of the properties defined by the I/M Control Preferences 410, then the following distributions are generated:

Amount	***Debit***	***Credit***
Value of Inventory transferred	Inventory Item's destination Location Inventory Account	Inventory Item's source Location Inventory Account

The following screen is displayed to enter the details associated to the Transferring of goods:



Transfer for Item: **CD024** Add a new Transaction:

Record the Quantity of Items Transfered from one Location to another.

Type: **Transfer**

Date: 2/19/13

Item: CD024 **RESIDENTIAL TECHNOLOGY III**

From Location: **PCA** Portland Cement Head Off

To Location: **WP** West Pacific Warehouse

Quantity to Transfer: 2.000

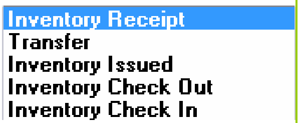
Reason/Memo: **For a Special Order**

	From **Portland Cement Head Off**		To **West Pacific Warehouse**	
	Current	New	Current	New
Quantity On-Hand:	4.000	2.000	1.000	3.000
Quantity Available:	5.000	3.000	1.000	3.000
Supplier's Unit Cost:	$ 0.00000		$ 0.00000	$ 0.00000
Landed Unit Cost:	$ 27.20000		$ 27.20000	$ 27.20000
Landed Average Cost:	$ 0.00000		$ 0.00000	$ 18.13333

Inventory Transfer Properties Screen - Field Definition

Transaction Type	***drop-list***

Select the type of transaction to be recorded.



Inventory Receipt
Transfer
Inventory Issued
Inventory Check Out
Inventory Check In

Inventory Item	***X(20)***
Select the Inventory Item code for the goods being transferred.	
Date	***(mmddyy)***
Enter the date the goods are transferred from one location to another.	
From Location	***X(6)***
This is the warehouse location for which the Inventory Items are transferred from.	
To Location	***X(6)***
This is the warehouse location for which the Inventory Items are transferred to.	
Quantity to Transfer	***99,999,999.999***
Enter the Quantity of goods that are to be transferred.	
Reason/Memo	***X(60)***
This field may be used to record a reason, or memo, with respect to the transfer.	
Supplier's Unit Cost	***check-box***
In the event that the Suppliers Unit Cost should be revised because of it being transferred to another location, it may be adjusted.	
Landed Unit Cost	***$ 9,999,999.99999***
In the event that the Landed Unit Cost should be revised because of it being transferred to another location, it may be adjusted.	

Inventory Issued Transaction - Properties Tab Screen

You may wish to withdraw inventory from your stocks-on-hand. This might be done for items on a customer's order that was lost or damaged; perhaps you are issuing inventory or equipment that will be used by your staff; or maybe for parts that are to be used in repairing or maintaining any machines used by your business. When Items are issued, or withdrawn from inventory of a particular warehouse location, the following Inventory Item's Location fields are updated:

- Quantity-on-Hand is reduced
- Quantity Issued amounts are increased
- Last Activity Date Quantity Issued
- The Item's Supplier Cost and Landed Unit Cost for the destination's location

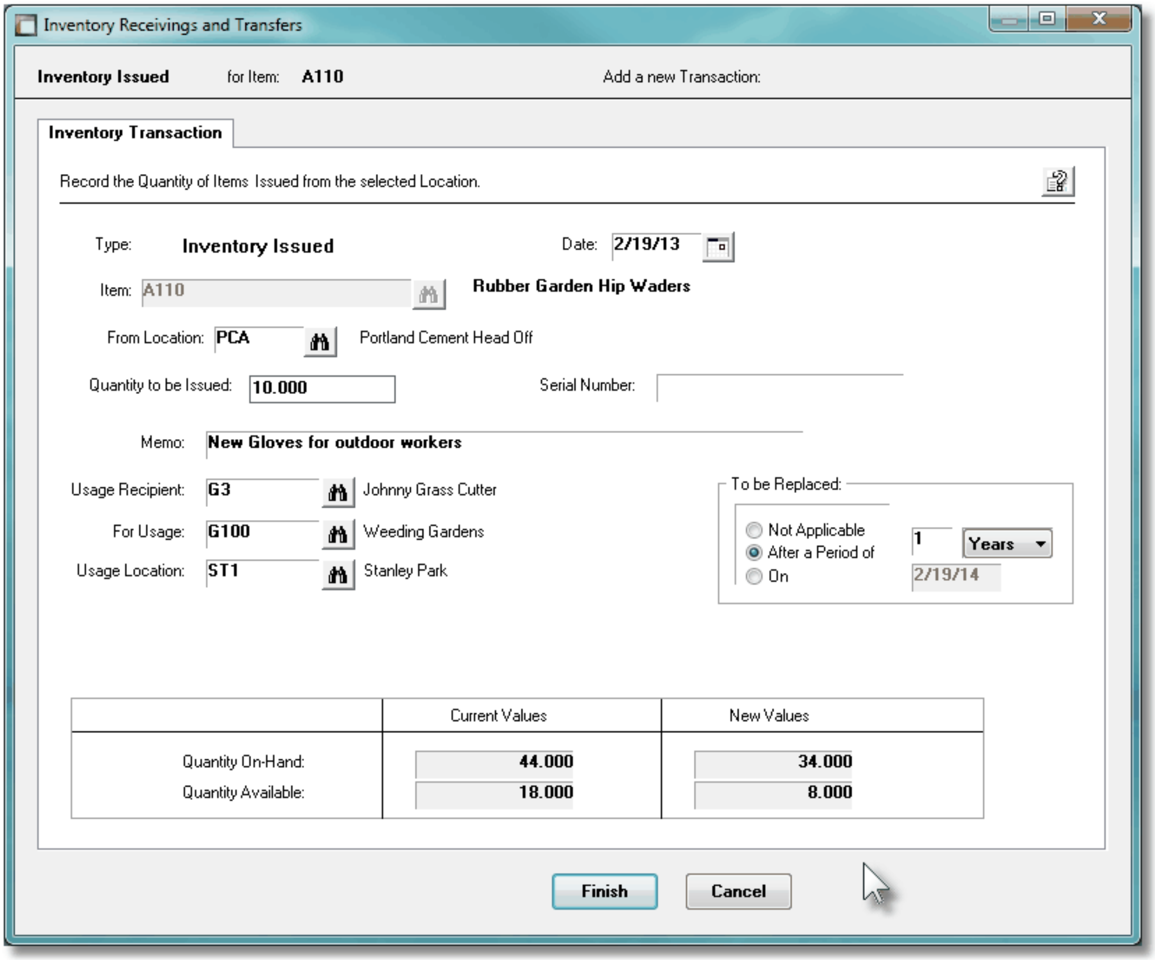
If you are issuing items to be used by employees, or for repairs, you may specify who the recipient it, what the item will be used for, and where it will be used. You can even specify a date that it is eventually to be replaced. (A report may be generated that lists by date, items that should be replaced).

When items are Issued, the Item Master's Quantity Issued Period-to-Date and Year-to-Date fields are also updated.

If the option to have COGS and Inventory Distributions generated is set, one of the properties defined by the I/M Control Preferences 410, then the following distributions are generated:

Amount	***Debit***	***Credit***
Value of Inventory issued	Inventory Item's Cost of Goods Sold Account	Inventory Item's Inventory Account

The following screen is displayed to enter the details associated to the Issuing of the goods:



Inventory Issued for Item: **A110** Add a new Transaction:

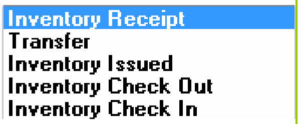
Record the Quantity of Items Issued from the selected Location.

Type: **Inventory Issued**
Date: 2/19/13
Item: A110 **Rubber Garden Hip Waders**
From Location: PCA Portland Cement Head Off
Quantity to be Issued: 10.000
Serial Number:
Memo: New Gloves for outdoor workers
Usage Recipient: G3 Johnny Grass Cutter
For Usage: G100 Weeding Gardens
Usage Location: ST1 Stanley Park

To be Replaced:
○ Not Applicable
● After a Period of 1 Years
○ On 2/19/14

	Current Values	New Values
Quantity On-Hand:	44.000	34.000
Quantity Available:	18.000	8.000

Inventory Issued Properties Screen - Field Definition

Transaction Type	***drop-list***
Select the type of transaction to be recorded.	 Inventory Receipt Transfer Inventory Issued Inventory Check Out Inventory Check In
Inventory Item	***X(20)***
Select the Inventory Item code for the goods being issued.	
Date	***(mmddyy)***
Enter the date the goods are pulled from inventory.	

From Location	***X(6)***
This is the warehouse location from which the Inventory Items are issued from. If there is only one location, this will be assigned by the system.	
Quantity Issued	***99,999,999.999***
Enter the Quantity of goods that are removed from inventory. This quantity is used to update the Inventory Item's Location property fields.	
Serial Number	***X(20)***
If you are issuing, for example a machine to an employee, you can record the serial # so it can be referenced at a later date if so desired.	
Memo	***X(60)***
This field may be used to record a reason, or memo, with respect to the items being issued.	
Usage Recipient Code	***X(10)***
You may select a predefined Usage Recipient Code to record the person to whom the inventory item(s) are being Issued. Usage Recipients are defined with the Item Usage Recipient Codes Maintenance 368 function. For transactions with a Recipient entered, an Issued Transaction History record will be written that may be viewed using the Issued Inventory Inquiry 171 function. These records may be displayed for selected Recipient Codes. If a Usage Location was defined for the selected Recipient, it will be used as the default for the Usage Location associated to the transaction. If the inventory is being issued due to problems associated to a customer's order, this field should be left blank.	
For Usage Code	***X(6)***
You may select a predefined Usage Code to record how the Issued inventory item(s) are to be used. Usage Codes are defined with the Item Usage Codes Maintenance 366 function. For transactions with a Usage Code entered, an Issued Transaction History record will be written that may be viewed using the Issued Inventory Inquiry 171 function. These records may be displayed for selected Usage Codes. If the inventory is being issued due to problems associated to a customer's order, this field should be left blank.	

Usage Location Code	***X(6)***
You may select a predefined Usage Location Code to record where the Issued inventory item(s) are to be used. (ie., either a geographic location, or could be a particular machine in your shop). Usage Location Codes are defined with the Item Usage Location Codes Maintenance 371 function. For transactions with a Usage Location Code entered, an Issued Transaction History record will be written that may be viewed using the Issued Inventory Inquiry 171 function. These records may be displayed for selected Usage Location Codes. If the inventory is being issued due to problems associated to a customer's order, this field should be left blank.	
To be Replaced	***radio-buttons***
If the items being Issued are to be used for the maintenance of a machine, or when used by an employee would eventually wear out, you may specify a date as to when it should be replaced. You may choose to have the date computed based on a number of periods, or you can enter the date directly. The Items to be Replaced Report 256 may be generated that lists those items that are due to be replaced.	

Inventory Check-Out Transaction - Properties Tab Screen

You may wish to withdraw inventory from your stocks-on-hand for use that you would expect to be returned. This might be done when inventory or equipment is to be used by your staff for a defined period of time, then returned. When Items are checked-out, and assumed to be checked in, the following Inventory Item's Location fields are updated:

- Quantity-on-Hand is reduced
- Quantity Checked-Out amounts are increased

If you are checking out inventory items to be used by employees, you may specify who the recipient it, what the item will be used for, and where it will be used. You can even specify a date that it is eventually to be returned. (A report may be generated that lists by date, items that should be returned).

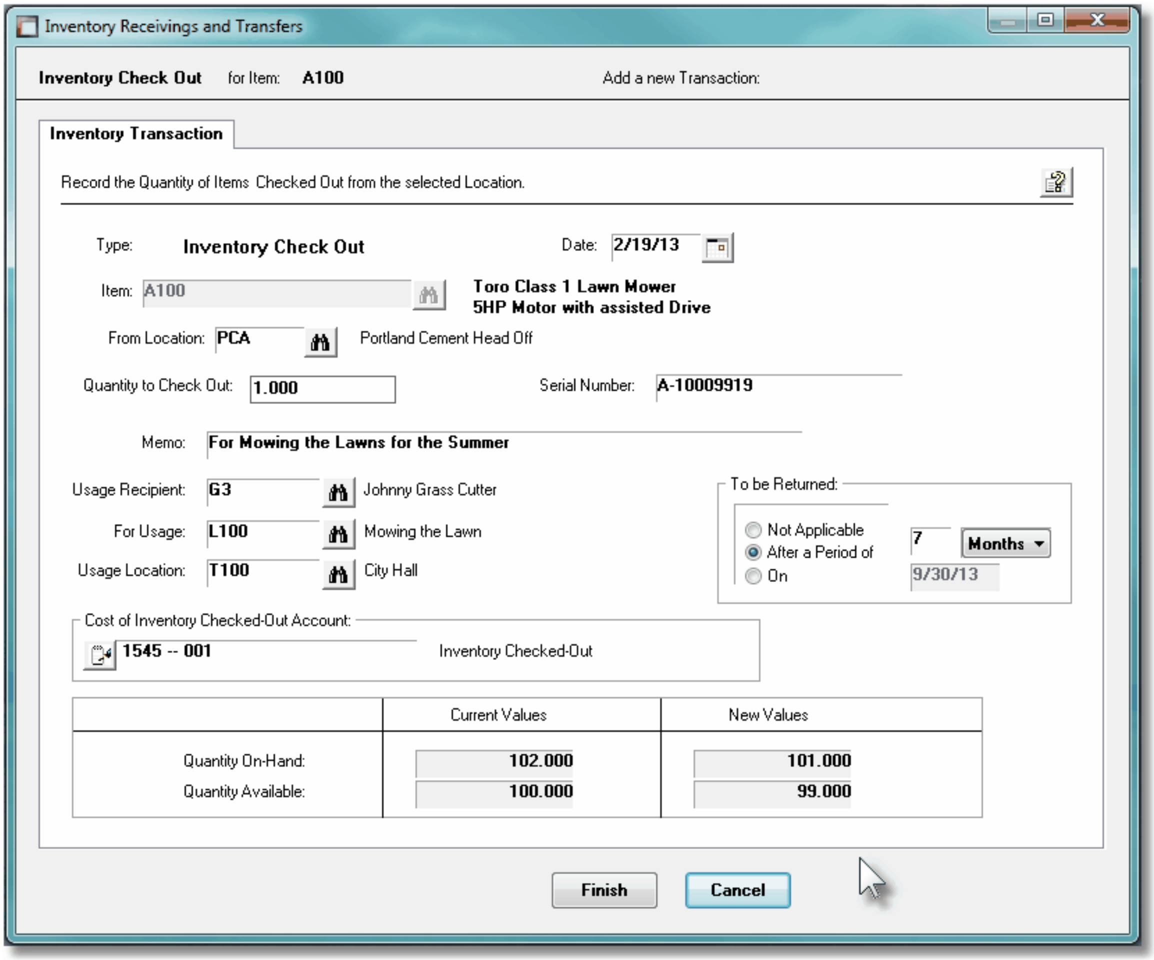
When items are Checked Out, the Item Master's Quantity Checked-Out Period-to-Date and Year-to-Date fields are also updated.

If the option to have COGS and Inventory Distributions generated is set, one of the properties defined by the I/M Control Preferences 410, then the following distributions are generated:

Amount	***Debit***	***Credit***

Value of Inventory Checked-Out	Cost of Inventory Checked-Out Account	Inventory Item's Inventory Account

The following screen is displayed to enter the details associated to Checking Out Inventory:



Inventory Receivings and Transfers

Inventory Check Out for Item: **A100** Add a new Transaction:

Inventory Transaction

Record the Quantity of Items Checked Out from the selected Location.

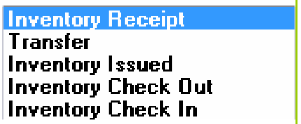
Type: **Inventory Check Out**
Date: 2/19/13
Item: A100 **Toro Class 1 Lawn Mower** **5HP Motor with assisted Drive**
From Location: PCA Portland Cement Head Off
Quantity to Check Out: 1.000
Serial Number: A-10009919
Memo: For Mowing the Lawns for the Summer
Usage Recipient: G3 Johnny Grass Cutter
For Usage: L100 Mowing the Lawn
Usage Location: T100 City Hall

To be Returned:
○ Not Applicable
● After a Period of 7 Months
○ On 9/30/13

Cost of Inventory Checked-Out Account: 1545 -- 001 Inventory Checked-Out

	Current Values	New Values
Quantity On-Hand:	102.000	101.000
Quantity Available:	100.000	99.000

Inventory Checked-Out Properties Screen - Field Definition

Transaction Type	***drop-list***
Select the type of transaction to be recorded.  Inventory Receipt Transfer Inventory Issued Inventory Check Out Inventory Check In	
Inventory Item	***X(20)***
Select the Inventory Item code for the goods being checked out.	

<table>
<tr><td><b>Date</b></td><td><i>(mmddyy)</i></td></tr>
<tr><td colspan="2">Enter the date the goods are pulled from inventory.</td></tr>
<tr><td><b>From Location</b></td><td><i>X(6)</i></td></tr>
<tr><td colspan="2">This is the warehouse location from which the Inventory Items are checked out from. If there is only one location, this will be assigned by the system.</td></tr>
<tr><td><b>Quantity Issued</b></td><td><i>99,999,999.999</i></td></tr>
<tr><td colspan="2">Enter the Quantity of goods that are removed from inventory. This quantity is used to update the Inventory Item's Location property fields.</td></tr>
<tr><td><b>Serial Number</b></td><td><i>X(20)</i></td></tr>
<tr><td colspan="2">If you are checking out, for example a machine to an employee, you can record the serial # so it can be referenced at a later date if so desired.</td></tr>
<tr><td><b>Memo</b></td><td><i>X(60)</i></td></tr>
<tr><td colspan="2">This field may be used to record a reason, or memo, with respect to the items being checked out.</td></tr>
<tr><td><b>Usage Recipient Code</b></td><td><i>X(10)</i></td></tr>
<tr><td colspan="2">You may select a predefined Usage Recipient Code to record the person to whom the inventory item(s) are being Checked Out. Usage Recipients are defined with the Item Usage Recipient Codes Maintenance 368 function. For transactions with a Recipient entered, a Checked-Out Transaction History record will be written that may be viewed using the Checked Out Inventory Inquiry 164 function. These records may be displayed for selected Recipient Codes.
If a Usage Location was defined for the selected Recipient, it will be used as the default for the Usage Location associated to the transaction.</td></tr>
<tr><td><b>For Usage Code</b></td><td><i>X(6)</i></td></tr>
<tr><td colspan="2">You may select a predefined Usage Code to record how the Checked Out inventory item(s) are to be used. Usage Codes are defined with the Item Usage Codes Maintenance 366 function. For transactions with a Usage Code entered, an Checked Out Transaction History record will be written that may be viewed using the Checked Out Inventory Inquiry 164 function. These records may be displayed for selected Usage Codes.</td></tr>
</table>

If a Cost of Inventory Checked-Out Account was defined for the selected Usage Code, it will be used as the default for the Cost of Inventory Checked Out Account associated to the transaction.	
Usage Location Code	***X(6)***
You may select a predefined Usage Location Code to record where the Checked Out inventory item(s) are to be used. (ie., either a geographic location, or could be a particular machine in your shop). Usage Location Codes are defined with the Item Usage Location Codes Maintenance 371 function. For transactions with a Usage Location Code entered, an Checked Out Transaction History record will be written that may be viewed using the Checked Out Inventory Inquiry 164 function. These records may be displayed for selected Usage Location Codes.	
To be Returned	***radio-buttons***
If the items being Checked Out are to be used by an employee only on a temporary basis, you would specify a date as to when it should be returned. You may choose to have the date computed based on a number of periods, or you can enter the date directly. The Items to be Returned Report 252 may be generated that lists those items that are due to be returned.	

Inventory Check-In Transaction - Properties Tab Screen

For Inventory that has been Checked Out, you would have to eventually have the item(s) Checked In again. When Items are checked back in to inventory of a particular warehouse location, the following Inventory Item's Location fields are updated:

- Quantity-on-Hand is increased
- Quantity Checked In

When items are checked in, the Item Master's Quantity Checked-In Period-to-Date and Year-to-Date fields are also updated.

If the option to have COGS and Inventory Distributions generated is set, one of the properties defined by the I/M Control Preferences 410, then the following distributions are generated:

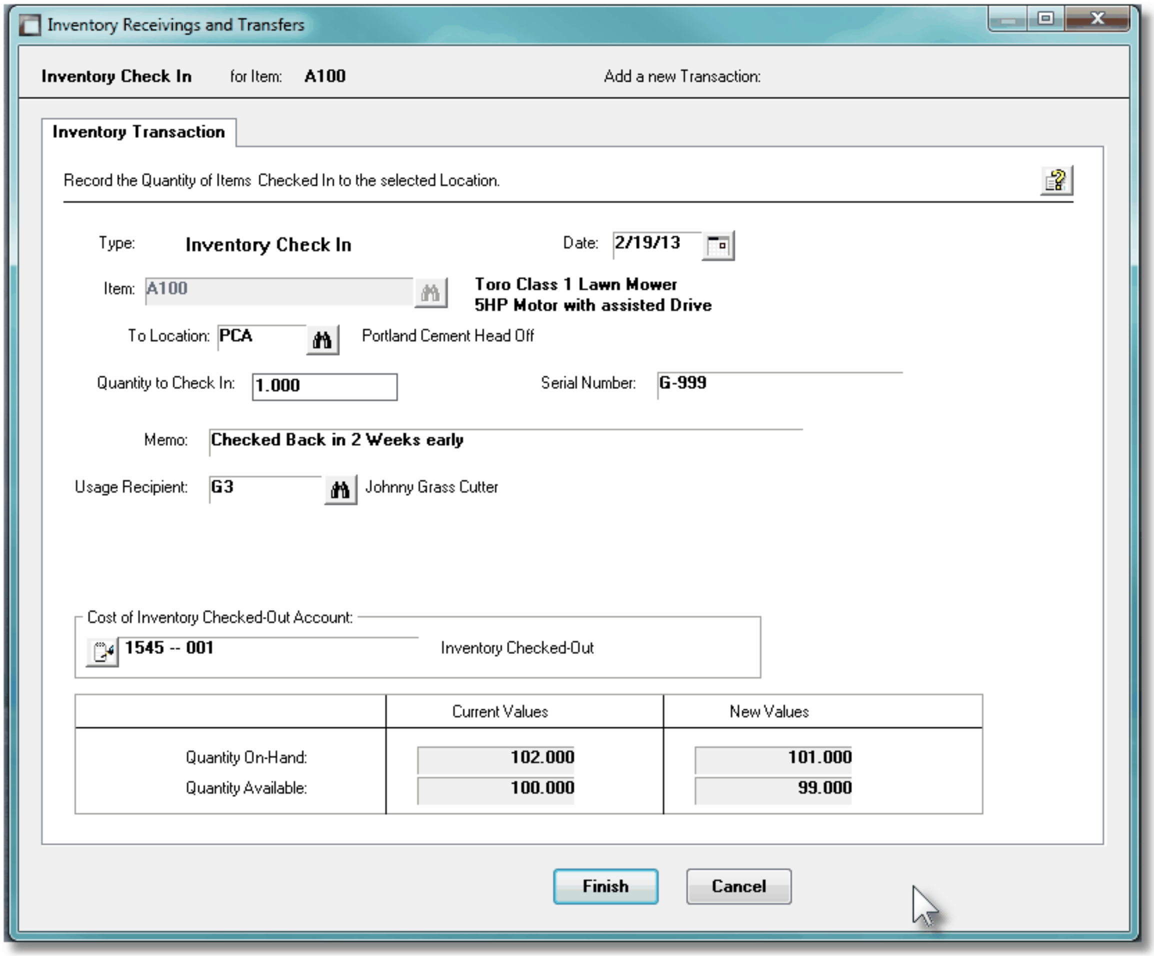
Amount	***Debit***	***Credit***
Value of Inventory Checked-In	Inventory Item's Inventory Account	Cost of Inventory Checked-Out Account

Check-In Inventory on the Checked-Out Inventory Inquiry Screens

Instead adding transactions to recording when inventory is checked-in, you may choose to identify the applicable item using the Checked Out Inventory Inquiry 164 function, right-click the row to display a pop-up menu, and choose the Check-In function.

All applicable record Quantity fields are updated and distributions are generated.

The following screen is displayed to enter the details associated to the Checked In items:



Inventory Check In for Item: **A100** Add a new Transaction:

Record the Quantity of Items Checked In to the selected Location.

Type: **Inventory Check In**
Date: 2/19/13
Item: A100 **Toro Class 1 Lawn Mower**
5HP Motor with assisted Drive
To Location: PCA Portland Cement Head Off
Quantity to Check In: 1.000
Serial Number: G-999
Memo: Checked Back in 2 Weeks early
Usage Recipient: G3 Johnny Grass Cutter

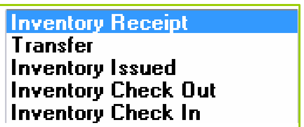
Cost of Inventory Checked-Out Account:
1545 -- 001 Inventory Checked-Out

	Current Values	New Values
Quantity On-Hand:	102.000	101.000
Quantity Available:	100.000	99.000

Inventory Checked-In Properties Screen - Field Definition

Transaction Type	***drop-list***

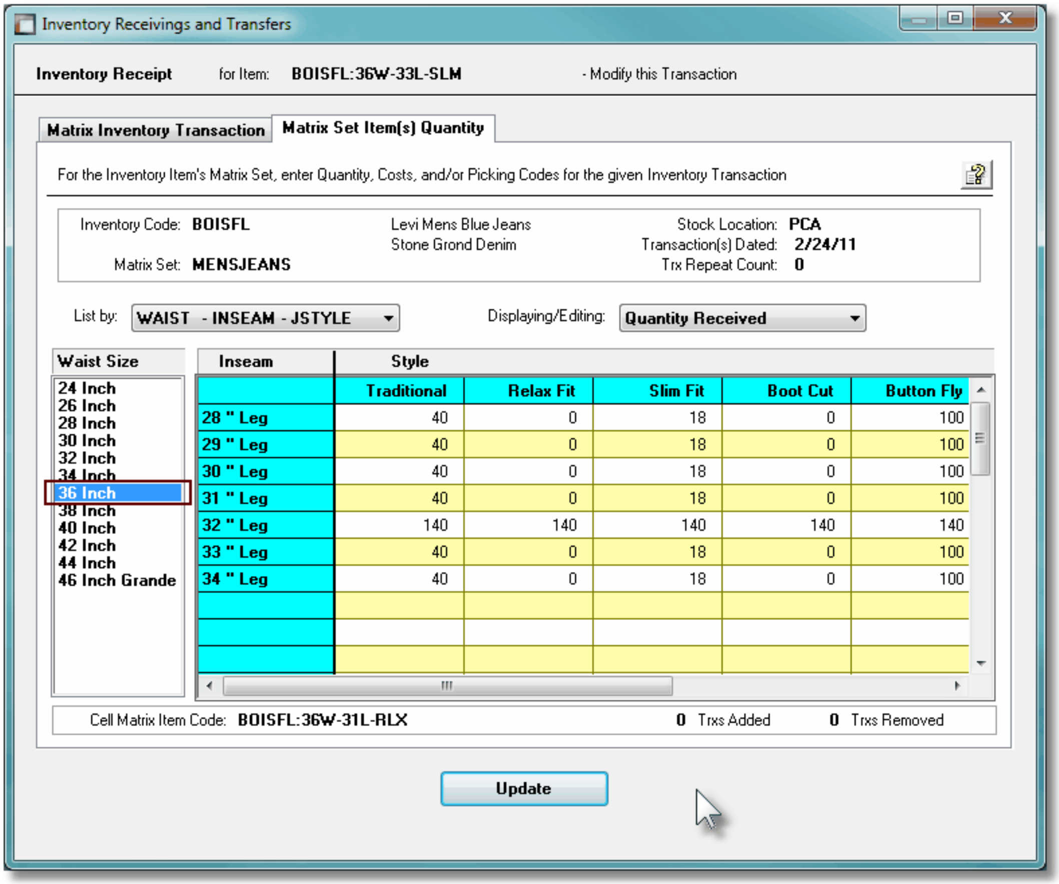
Select the type of transaction to be recorded.

 Inventory Receipt Transfer Inventory Issued Inventory Check Out Inventory Check In	
Inventory Item	***X(20)***
Select the Inventory Item code for the goods being checked in.	
Date	***(mmddyy)***
Enter the date the goods are returned to inventory.	
From Location	***X(6)***
This is the warehouse location to which the Inventory Items are checked back into If there is only one location, this will be assigned by the system.	
Quantity Issued	***99,999,999.999***
Enter the Quantity of goods that are returned to inventory. This quantity is used to update the Inventory Item's Location property fields.	
Serial Number	***X(20)***
If the item being returned has it, you can record the serial # so it can be referenced at a later date if so desired.	
Memo	***X(60)***
This field may be used to record a reason, or memo, with respect to the items being checked in.	
Usage Recipient Code	***X(10)***
You may select a predefined Usage Recipient Code to record the person from whom the inventory item(s) are being checked in. Usage Recipients are defined with the Item Usage Recipient Codes Maintenance 368 function. For transactions with a Recipient entered, a Checked-In Transaction History record will be written that may be viewed using the Checked Out Inventory Inquiry 164 function. These records may be displayed for selected Recipient Codes.	

Matrix Set Inventory Item Quantity Maintenance - Properties Tab Screen

When adding or editing a Receipt, Transfer or Issue transaction for an Inventory Item that has been defined with a Matrix Set, a special matrix screen is presented. It allows you to easily create sets of transactions, associated to the Inventory Item, for the different Variants it might be available in. It also provides the means to enter Quantities or Costs that are applied to all or subsets of the Variant items. The following features and functions are provided:

- Handles Inventory Items defined with 1, 2 or 3 Dimensional Matrix Sets
- The operator can select which Attribute Dimensions are listed as rows or columns
- For 3 Dimensional Matrix Sets, the 3rd Dimension is presented as a fixed drop-down list
- Transactions are automatically created or deleted when the "Quantity" field is either set to a positive value or Zero
- Functions are provided to assign the same value to all items in a selected column, a selected row, or to the whole matrix
- The operator may select as to which field, associated to the transaction, is displayed and edited in the matrix
- The data entered to each field is validated
- For 1 Dimensional Matrix Sets, each variant Attribute item is listed as a separate row, and each field that can be edited is displayed in each column


Inventory Receivings and Transfers
Matrix Inventory Transaction
Matrix Set Item(s) Quantity
Update

Inventory Receipt for Item: **BOISFL:36W-33L-SLM** - Modify this Transaction

For the Inventory Item's Matrix Set, enter Quantity, Costs, and/or Picking Codes for the given Inventory Transaction

Inventory Code: **BOISFL**
Matrix Set: **MENSJEANS**
Levi Mens Blue Jeans
Stone Grond Denim
Stock Location: **PCA**
Transaction(s) Dated: **2/24/11**
Trx Repeat Count: **0**

List by: **WAIST - INSEAM - JSTYLE**
Displaying/Editing: **Quantity Received**

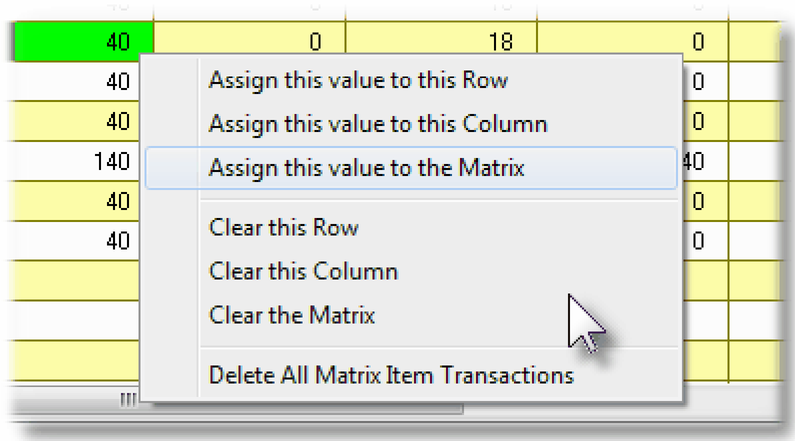
Waist Size
24 Inch
26 Inch
28 Inch
30 Inch
32 Inch
34 Inch
36 Inch
38 Inch
40 Inch
42 Inch
44 Inch
46 Inch Grande

Inseam	Style				
	Traditional	Relax Fit	Slim Fit	Boot Cut	Button Fly
28 " Leg	40	0	18	0	100
29 " Leg	40	0	18	0	100
30 " Leg	40	0	18	0	100
31 " Leg	40	0	18	0	100
32 " Leg	140	140	140	140	140
33 " Leg	40	0	18	0	100
34 " Leg	40	0	18	0	100

Cell Matrix Item Code: **BOISFL:36W-31L-RLX** **0** Trxs Added **0** Trxs Removed

A pop-up menu is presented when a specific cell is right-clicked. The following functions are provided:

Pop-Up Menu Functions

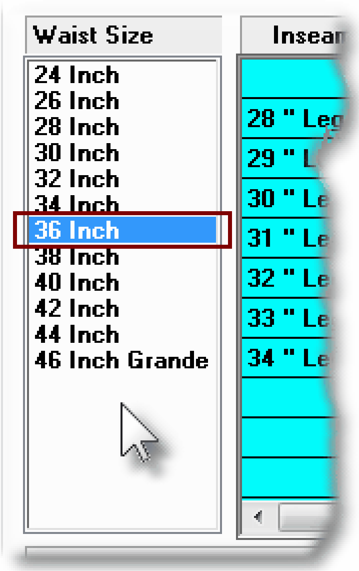
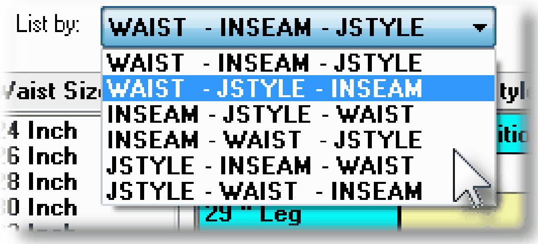

40
0
18
0
40
40
140
40
40
0
0
40
0
0
Assign this value to this Row
Assign this value to this Column
Assign this value to the Matrix
Clear this Row
Clear this Column
Clear the Matrix
Delete All Matrix Item Transactions

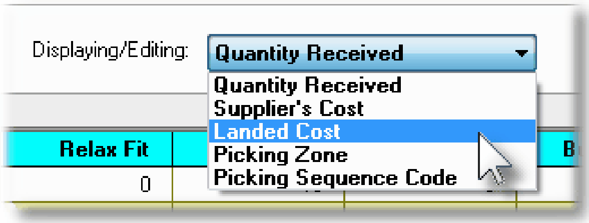
Assign value to Row	The value in the selected cell will be applied to each item in the current row. If editing a transaction's Quantity, then if the value being replaced was Zero, a transaction will be automatically created. If editing Costs or Pick Codes, and no transaction has been established for the Inventory Item Variant associated to the cell, then the value is NOT assigned.
Assign value to Column	The value in the selected cell will be applied to each item in the current column. If editing a transaction's Quantity, then if the value being replaced was Zero, a transaction will be automatically created. If editing Costs or Pick Codes, and no transaction has been established for the Inventory Item Variant associated to the cell, then the value is NOT assigned.
Assign value to Matrix	The value in the selected cell will be applied to each item in the currently displayed matrix. *Note that for a 3-Dimensional Matrix Set, ONLY the displayed matrix array cells have their fields set.*
Clear Row	All fields for the cells in the currently selected row will be set to Zero or spaces. If editing a transaction's Quantity, then the transaction associated to the cell will be deleted.
Clear Column	All fields for the cells in the currently selected column will be set to Zero or spaces. If editing a transaction's Quantity, then the transaction associated to the cell will be deleted.
Clear Matrix	All fields for the cells in the currently displayed matrix

	will be set to Zero or spaces. If editing a transaction's Quantity, then the transaction associated to the cell will be deleted.
Delete All Matrix Set Transactions	All Matrix Set Variant transactions for the displayed Inventory item will be deleted.

Edit a specific cell in the matrix by double clicking.

Some of the special features of this "Matrix Item Transaction Entry/Editing" grid screen are as follows:

➢ For items with a 3-dimensions Matrix Set, the third Dimension Attributes are listed and my be selected from a fixed list on the left of the matrix. The currently selected set is identified with the red rectangle.	 Waist Size Insean 24 Inch 26 Inch 28 Inch 30 Inch 32 Inch 34 Inch 36 Inch 38 Inch 40 Inch 42 Inch 44 Inch 46 Inch Grande 28 " Leg 29 " L 30 " Le 31 " Le 32 " Le 33 " Le 34 " Le
➢ A **List By** drop-down list is presented from which the operator may choose how each Dimension of attributes are displayed. (ie., which Dimension is shown as either rows or columns in the matrix; or as the 3rd-Dimension Select list.	 List by: WAIST - INSEAM - JSTYLE WAIST - INSEAM - JSTYLE WAIST - JSTYLE - INSEAM INSEAM - JSTYLE - WAIST INSEAM - WAIST - JSTYLE JSTYLE - INSEAM - WAIST JSTYLE - WAIST - INSEAM Vaist Siz tyl itic 4 Inch 6 Inch 8 Inch 0 Inch 29 " Leg
➢ For a given transaction, a number of different fields may be defined that could be displayed and edited from within the Matrix. The operator may select which field is displayed in	

the grid screen.	

Recording New Transactions

A new transaction is automatically written when a Quantity field in the matrix is set to a Non-Zero value. That new record will have all of it's other fields initially set to the values associated to the initial transaction that was selected to be edited on the initial Inventory Transaction Maintenance grid screen.

For New transactions for the given Inventory Item, (where no transaction for a Variant has been added yet), any Costs, Quantities and Picking Codes are assigned from the base Inventory/ Location record's properties.

Inventory Transaction Import Data Formats

The transaction information associated to goods being Received, Transferred, or Issued may be loaded from an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filename used for input **InvTransactions_In.XLS**

For Inventory Receipts:

Column #	*Excel Column*	*Field*	*Format*
1	A	Transaction Type	X(1) - [**R**]
2	B	Inventory Item	X(23)
3	C	Date	MM/DD/YY
4	D	To Location	X(6)
5	E	Quantity Received	99,999,999.999
6	F	Supplier Unit Cost	9,999,999.99999
7	G	Currency Code	X(4)
8	H	New Landed Unit Cost	9,999,999.99999
9	I	New Picking Sequence Code	X(14)
10	J	New Picking Zone	X(4)
11	K	P.O. Number	X(10)

For Inventory Transfers from one Location to another:

Column #	*Excel Column*	*Field*	*Format*
1	A	Transaction Type	X(1) - [**T**]
2	B	Inventory Item	X(23)
3	C	Date	MM/DD/YY
4	D	From Location	X(6)
5	E	To Location	X(6)
6	F	Quantity Transferred	99,999,999.999
7	G	Memo	X(60)
8	H	Supplier Unit Cost	99,999,999.999
9	I	New Landed Unit Cost	9,999,999.99999

For Inventory Issued from a Location:

Column #	*Excel Column*	*Field*	*Format*
1	A	Transaction Type	X(1) - [**I**]
2	B	Inventory Item	X(23)
3	C	Date	MM/DD/YY
4	D	From Location	X(6)
5	E	Quantity Issued	99,999,999.999
6	F	Serial Number	X(20)
7	G	Memo	X(60)
8	H	Usage Recipient Code	X(10)
9	I	Usage Code	X(6)
10	J	Usage Location Code	X(6)
11	K	Date to be Replaced	MM/DD/YY

For Inventory Checked Out from a Location:

Column #	*Excel Column*	*Field*	*Format*
1	A	Transaction Type	X(1) - [J]
2	B	Inventory Item	X(23)
3	C	Date	MM/DD/YY

4	D	From Location	X(6)
5	E	Quantity Checked Out	99,999,999.999
6	F	Serial Number	X(20)
7	G	Memo	X(60)
8	H	Usage Recipient Code	X(10)
9	I	Usage Code	X(6)
10	J	Usage Location Code	X(6)
11	K	Date to be Returned	MM/DD/YY
12	L	Cost of Checked Out Acct Main	9(18)
13	M	Cost of Checked Out Acct PftCtr	9(5)

For Inventory Checked In to a Location:

Column #	***Excel Column***	***Field***	***Format***
1	A	Transaction Type	X(1) - [K]
2	B	Inventory Item	X(23)
3	C	Date	MM/DD/YY
4	D	From Location	X(6)
5	E	Quantity Checked Out	99,999,999.999
6	F	Serial Number	X(20)
7	G	Memo	X(60)
8	H	Usage Recipient Code	X(10)
9	I	not used- leave blank	
10	J	not used- leave blank	
11	K	not used- leave blank	
12	L	Cost of Checked Out Acct Main	9(18)
13	M	Cost of Checked Out Acct PftCtr	9(5)

6.4.2 Inventory Use Forecasting

This Inventory Management function is used to predict the quantity of inventory that would be expected to be consumed within the next period. It basis it's predictions on past usage.

This function should be run at the end of each forecasting period. Using the ***Quantity-Sold*** and ***Quantity-Issued*** amount accumulated Period-to-Date for each item, the ***Average Usage*** is computed, to become the next period's forecasted usage. It also recalculates what the ***Reorder Level***, amount of ***Safety Stock*** and the ***Recommended Minimum Order*** amount should be for the item, based on the actual usage for the period.

The Forecasting application makes an intrinsic forecast predicting the usage of an item in the next period by examining past sales trends. Based on the item's usage history, an exponential smoothing is used to calculate the next period's expected usage. Exponential smoothing is a weighted-average approach to forecasting, in which some weight, *(known as alpha),* is applied to the latest actual demand information and another weight, *(known as one minus alpha)*, is applied to the last forecast information.

The exponential smoothing formula is as follows:

$$Fn = A \times Dn-1 + (1 - A) \times Fn-1$$

where:

Fn = New Forecast
$Fn-1$ = Last Forecast
$Dn-1$ = Last Demand (Usage in current period)
A = Smoothing Factor (Weighting factor)

One advantage of the exponential smoothing is that little historical information needs to be retained; Only the last quantity forecast and current demand (quantity sold in the past month) need be kept.

A difficult feature of exponential smoothing is the setting of the ***Alpha*** smoothing factor. A general rule is that alpha should be set low, (weight factor of 0.1 to 0.25), to give more weight to previous forecasts. Another general rule is that when demand is increasing (or decreasing) rapidly, the value of alpha should be set higher (weight factor of 0.4 to 0.6).

A discussion of Forecasting algorithms, and in particular exponential smoothing, is available in a number of numerical analysis text books. A good description can be found in Chapter 8 "Finished-Goods Inventory", in a publication titled Online Business Computer Applications, by Alan L. Eliason. (Science Research Associates, Inc. 1987, 1983).

A **Forecast Calculator Workscreen** 210 is available to help you become familiar with the forecasting algorithms. You may set a value to each of the forecasting control parameters, then enter estimated period usage figures and examine the values computed.

Some points to note when having the Credit Limits and Ratings set:

- If an item is stocked in multiple locations, separate figures are computed for each location

- When the Forecasting application is executed, the Period-to-Date fields for the Item Master and Item Location records will be zeroed out, and the entries in the past 12 periods usage are shifted back one period.

- If you inadvertently executed the forecasting function twice on the same day, the Undo Inventory Forecasting function may be executed to ***"undo"*** the computations.

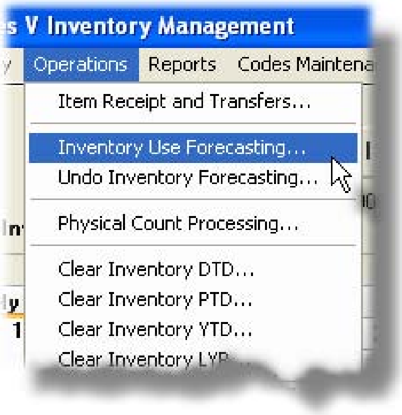
Warning

If you make use of the Forecasting function available in the Series 5 Inventory Management system then DO NOT EXECUTE THE Clear Inventory Period-to-Date function.

At the end of the year, you must first executed the Forecasting function, then executed the Clear Inventory Year-to-Date function.

Accessing the Forecasting function

From the I/M Main menu, select **Inventory Use Forecasting** from the **Operations** drop-down menu.



✚ Definition of Forecasting Terms and Formulas

The following variables are used in the computations of the Forecasted Usage quantities. *(Refer to the screen shot below for the referenced field #'s in red).*

The following tables lists the variables used in the Forecasting routine. Those identified by ***Set by User***, must be correctly set in order for the algorithm to effectively work to compute usage quantities. Separate variables are used for each Inventory Item, for each stocked location

Field	***Equation Alpha***	***Screen Ref #***	***Values are:***
Usage Limit Filter	[U]	(8)	assigned by the User
Weighted Alpha Factor	[W]	(3)	assigned by the User
Safety Factor	[F]	(5)	assigned by the User
Lead Time	[T]	(9)	assigned by the User
Average # of days in Forecast Period	[D]		from IM Control Preferences
Recommended Min.Purchase Order Qty.	[M]	(1)	computed by Forecasting
Forecast Average Usage	[A]	(2)	computed by Forecasting
Safety Stock Level Quantity	[K]	(4)	computed by Forecasting
Average Deviation of Forecast Usage	[E]	(6)	computed by Forecasting
Sum of Deviations (Errors)	[S]	(7)	computed by Forecasting
Reorder Level	[R]	on Purchasing tab	computed by Forecasting

Usage Limit Factor
[U] ***(8)***

The Usage Filter is used during the calculation of the new forecasted usage for the item. If a period's actual usage is suddenly very high in comparison with the forecast, it can cause the new forecast to appear higher than it should be. For this reason you may wish to dampen the effect of these sudden increases.

When calculating the new forecast, the usage figure used for the calculation is never allowed to be greater than the Usage Filter times the Earlier Forecast. If this field is less than one, it will force the forecast average usage to decrease, regardless of actual usage.

This field may be adjusted as required to reflect the usage of the associated

Inventory Item.

Forecast Usage Weighted "Alpha Factor"

[W] ***(3)***

This is the Alpha Factor used in forecasting the next period's usage of an item based on the actual usage from prior periods. It defines the number of periods of usage history to be used to compute the forecasted Next Period's Usage.

As more periods are used, the importance placed on the just ended period's actual usage decreases. A sudden change up or down will not produce an exaggerated forecast for the next period.

The following settings are provided:

where:	.50	use the past 3 Periods
	.29	use the past 6 Periods
	.20	use the past 9 Periods
	.15	use the past 12 Periods
	.11	use the past 18 Periods
	.08	use the past 24 Periods

This field may be adjusted as required to reflect the usage of the associated Inventory Item.

Safety Factor

[F] ***(5)***

The Safety Factor is used in re-calculating the Safety Stock Quantity. In general, the higher the Safety Factor, the higher the Safety Stock Quantity would be.

The selection basically determines the customer service level, that you would hope to achieve, for being able to fill their orders.

The following settings are provided:

where:	5.0	for service Level of 99.99%
	3.9	for service Level of 99.9 %
	3.6	for service Level of 99.8 %
	3.2	for service Level of 99.5 %
	2.9	for service Level of 99 %

2.4	for service Level of 97 %
2.1	for service Level of 95 %
1.6	for service Level of 90 %
1.3	for service Level of 85 %
1.1	for service Level of 80 %
0.8	for service Level of 75 %
0.0	for service Level of 50 %

This field may be adjusted as required to reflect the usage of the associated Inventory Item.

Supplier Lead Time

[T] ***(9)***

This is the number of days between the ordering of a new supply of the item and the actual receipt into stock. ***If this field is left at zero, the Recommended Minimum Order field will always be set to zero by the Inventory Forecasting application.***

This field may be adjusted as required to reflect the usage of the associated Inventory Item.

Limited Usage Period-to-Date

[L]

The actual usage Period-to-Date quantity is limited for the purposes of these calculations to a certain maximum based upon the usage filter in the Inventory Item Location record. Limited usage Period-to-Date quantity is calculated by:

$$L = U \times A$$

where:

L equals the limited usage Period-to-Date quantity

U equals the usage filter **[8]**

A equals the past period's computed average usage **[2]**

But if the actual usage Period-to-Date quantity is less than this calculated upper limit, then the actual usage Period-to-Date is used in all the following calculations as the limited usage Period-to-Date quantity. The actual usage Period-to-Date quantity is the sum of the Period-to-Date Quantity Sold and Quantity Issued.

Forecast Average Usage

[A] ***(2)***

The average usage is a weighted moving average. When the average usage is recalculated at the end of a forecasting period, it becomes the forecast quantity for the next period, (or month). It is a ***Weighted Average***, because the usage of the item in recent months is given more weight that usages for months months in the past. the new Average Usage quantity is calculated by the following formula:

$$\text{New } A = (W \times L) = ((1 - W) \times \text{ Old } A)$$

where: A equals the new forecast average usage **[2]**

W equals the usage weight factor **[3]**

L equals the limited usage Period-to-Date quantity calculated above

Sum of Deviations (Errors)

[S] ***(7)***

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

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

This shows you that the forecasts for this item have been only slightly low over this period of time. A new Sum of Errors is calculated by:

$$\text{New } S = \text{Old } S + (A - L)$$

where: L equals the limited usage Period-to-Date quantity

S equals the sum of errors **[7]**

A equals the average usage **[2]**

If the sum of errors is positive, then the average usage has been tracking up higher than the actual usage. If the sum of errors is negative, then the average usage has been tracking below the actual usage.

Average Deviation of Forecast Usage (Average Forecast

Error) *[E]* ***(6)***

This is the average amount that the computer's forecast, (average), usage was off from the actual usage. If the forecast was off by 8 one period and off by 4 the next period, the average forecast error would be 6, regardless of whether the forecasts were too low or too high. This field gives you an index of how predictable the usage of this item is. It is used by the system in calculating the amount of safety stock that will be required for this item.

If the usage for a particular item is very predictable, (i.e., is constant, steadily rising, or steadily falling – no big dips or bumps), the average forecast error will be low and not much safety stock will be necessary. If the usage for an item is bumpy and unpredictable, it will cause the average forecast error to be much higher and more safety stock will be required to ensure that there is extra stock to handle any sudden demands.

The new Average Error is calculated using a weighted average. It also depends upon the absolute (not signed), value of the difference between the average usage and the limited usage Period-to-Date quantity. The absolute value is calculated by:

$$V = L - A$$

where:	V	equals the absolute value
	L	equals the limited usage Period-to-Date quantity
	A	equals the average usage **[2]**

But if V is negative, the sign is changed and the V is made positive.

The new Average Error is calculated as follows:

$$\text{New } E = (W \times V) + ((1 - W) \times \text{Old } E)$$

where:	E	equals the Average Error **[6]**
	W	equals the usage weight factor **[3]**
	V	equals the absolute value from above

If the sum of errors is positive, then the average usage has been tracking up higher than the actual usage. If the sum of errors is negative, then the average usage has been tracking below the actual usage.

Safety Stock Level Quantity *[K]* ***(4)***

This is the amount of extra stock that is kept in addition to what is predicted will be needed. This gives you a cushion in case the prediction was wrong. The safety stock is only calculated for items whose Item Reorder Status is set to ***Needs to be ReOrdered (R)***. When an item's usage is predictable, less stock is required. When the item's usage is unpredictable, more safety stock is required. New Safety Stock is calculated by:

$$\text{New K} = \text{F} \times \text{New E}$$

where:	K	equals the safety stock **[4]**
	F	equals the safety factor **[5]**
	New E	equals the new Average Error calculated above **[6]**

Recommended Minimum Purchase Order Quantity

[M] ***(1)***

This is the smallest order that should normally be placed for any item. It is based on the idea that if you normally use 10 of the items per period and it normally takes 3 periods to get the item into stock once ordered, it would be inefficient to order less than 30 of this item, because by the time the order had arrived, you would have used up 30 more, and you would have less inventory than when you last placed an order. The new Recommended Minimum Order quantity is calculated by the following formula:

$$\text{New M} = \text{New A} \times (\text{T} / \text{D})$$

where:	M	equals the recommended minimum order quantity **[1]**
	New A	equals the new average usage calculated above **[2]**
	T	equals the lead time in calendar days **[9]**
	D	equals the number of calendar days in a forecasting period, (one of the properties defined by the I/M Control Preferences).

Reorder Level

[R]

The idea of the Reorder Level, (or Reorder Point), is that when you only have this quantity of the item left, it is time to reorder, because if you do not, then you may already be using up your safety stock by the time the order arrives. This is only calculated for items whose Item Reorder Status is set to ***Needs to be ReOrdered (R)***. The new Reorder Level is calculated by:

$$\text{New R} = \text{New K} + \text{New M}$$

where:

R equals the reorder level *[found on the Item Location's* ***Purchasing*** *tab screen]*

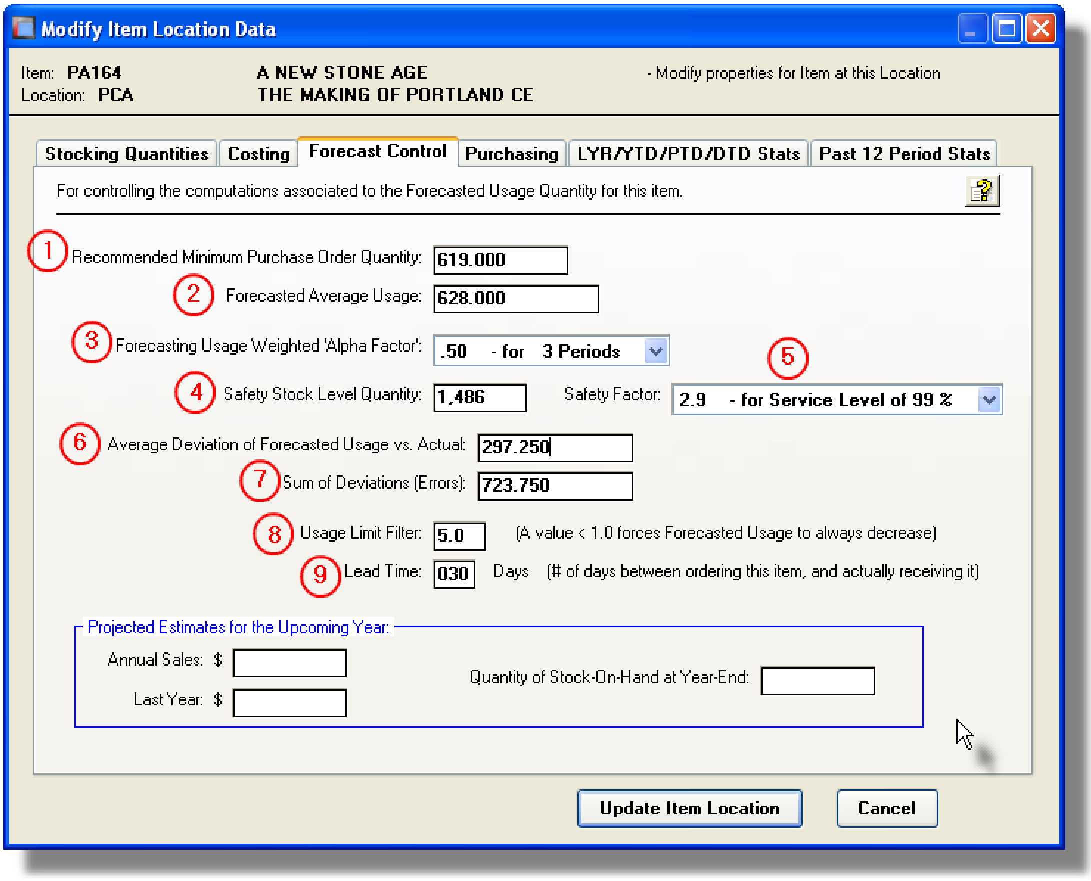
K equals the safety stock **[4]**

M equals the recommended minimum order quantity **[1]**

Period-to-Date Fields

The Period-to-Date fields that accumulate the usage, quantity sold, dollar sales and cost, are each cleared to ***ZERO***. when the Forecasting function is executed. When this is done, all fields in the Inventory Item Location file which deal with the reorder-point method of managing inventory quantities, will have been set up for the new forecasting period. The new average usage, (field numbered **[2]**), can be used as a forecast usage for the new forecasting period.

The table of the past 12 Period Quantities is also shifted and the Last Period field is set to the actual usage of the period.



Item: PA164 A NEW STONE AGE - Modify properties for Item at this Location
Location: PCA THE MAKING OF PORTLAND CE

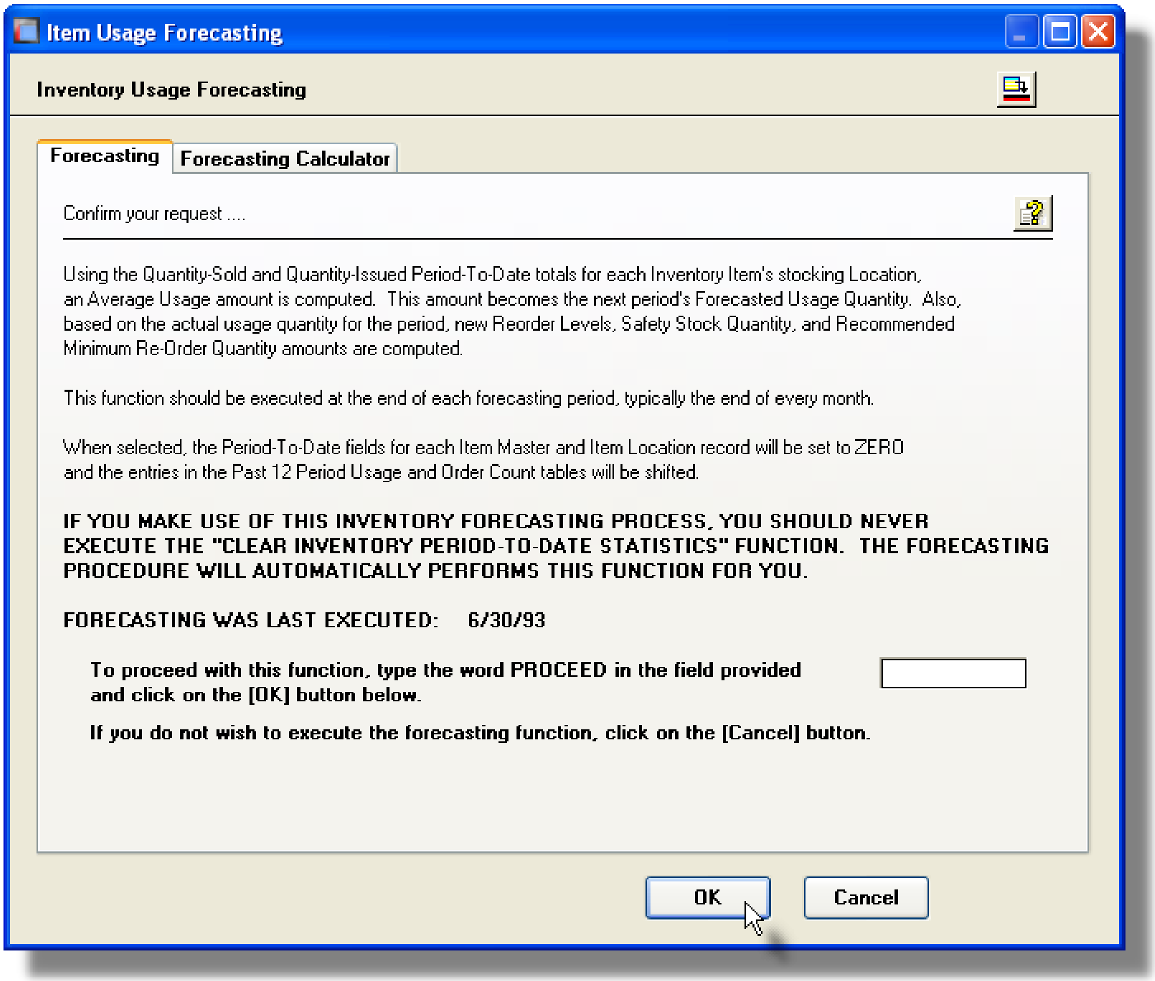
For controlling the computations associated to the Forecasted Usage Quantity for this item.

Recommended Minimum Purchase Order Quantity: 619.000
Forecasted Average Usage: 628.000
Forecasting Usage Weighted 'Alpha Factor': .50 - for 3 Periods
Safety Stock Level Quantity: 1,486 Safety Factor: 2.9 - for Service Level of 99 %
Average Deviation of Forecasted Usage vs. Actual: 297.250
Sum of Deviations (Errors): 723.750
Usage Limit Filter: 5.0 (A value < 1.0 forces Forecasted Usage to always decrease)
Lead Time: 030 Days (# of days between ordering this item, and actually receiving it)

Projected Estimates for the Upcoming Year:
Annual Sales: $
Last Year: $
Quantity of Stock-On-Hand at Year-End:

Forecasting - Screen

The following screen is presented:



Confirm your request ....

Using the Quantity-Sold and Quantity-Issued Period-To-Date totals for each Inventory Item's stocking Location, an Average Usage amount is computed. This amount becomes the next period's Forecasted Usage Quantity. Also, based on the actual usage quantity for the period, new Reorder Levels, Safety Stock Quantity, and Recommended Minimum Re-Order Quantity amounts are computed.

This function should be executed at the end of each forecasting period, typically the end of every month.

When selected, the Period-To-Date fields for each Item Master and Item Location record will be set to ZERO and the entries in the Past 12 Period Usage and Order Count tables will be shifted.

IF YOU MAKE USE OF THIS INVENTORY FORECASTING PROCESS, YOU SHOULD NEVER EXECUTE THE "CLEAR INVENTORY PERIOD-TO-DATE STATISTICS" FUNCTION. THE FORECASTING PROCEDURE WILL AUTOMATICALLY PERFORMS THIS FUNCTION FOR YOU.

FORECASTING WAS LAST EXECUTED: 6/30/93

To proceed with this function, type the word PROCEED in the field provided and click on the [OK] button below.

If you do not wish to execute the forecasting function, click on the [Cancel] button.

Forecasting Calculator - Screen

Using the Calculator, you may experiment with different settings that are used in the forecasting computations. Select different values for the different parameters, and watch how the computed values for the usage estimates change over a number of periods. At each iteration, a value that represents the actual usage for the prior period can be entered, to see the effect.

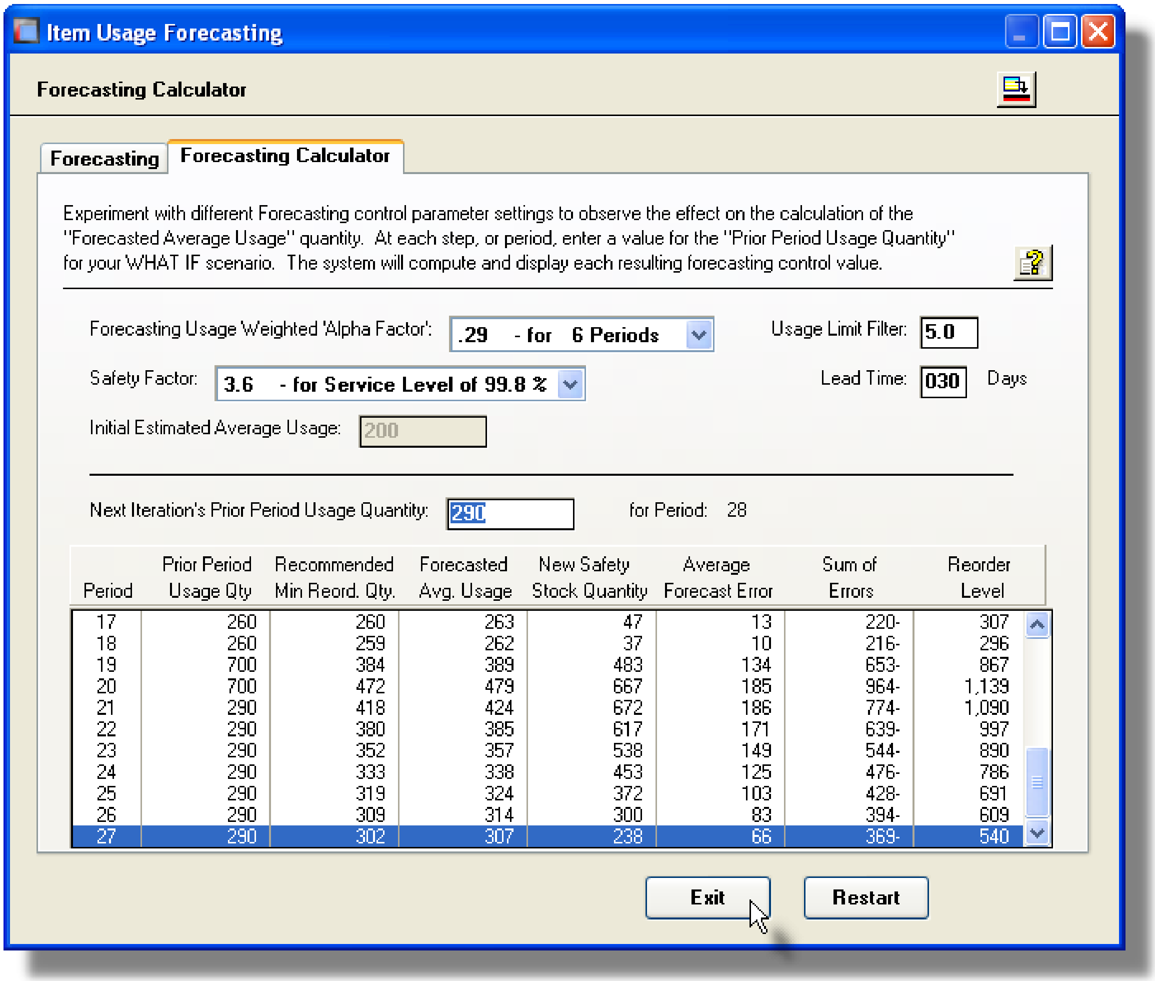
Prior Period Estimates

Run the calculator with some initial value for a few periods. Then for a particular iteration, enter a Prior Period Usage amount that is considerably higher, or lower that expected. For the next iteration, reset the Prior Period Usage amount back to a value closer to what would be normally forecasted. You should see that a sudden drop, or increase in usage does not affect the trend.

To activate each cycle, position the mouse to the Next Iteration's Prior Period Usage Quantity field and perform one of the following:

- Enter a new value followed by the tab or Enter key
- Just strike the tab or Enter key

The next period computations will be performed and the results displayed in the table.



Experiment with different Forecasting control parameter settings to observe the effect on the calculation of the "Forecasted Average Usage" quantity. At each step, or period, enter a value for the "Prior Period Usage Quantity" for your WHAT IF scenario. The system will compute and display each resulting forecasting control value.

Forecasting Usage Weighted 'Alpha Factor': .29 - for 6 Periods

Usage Limit Filter: 5.0

Safety Factor: 3.6 - for Service Level of 99.8 %

Lead Time: 030 Days

Initial Estimated Average Usage: 200

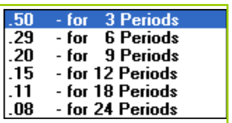
Next Iteration's Prior Period Usage Quantity: 290 for Period: 28

Period	Prior Period Usage Qty	Recommended Min Reord. Qty.	Forecasted Avg. Usage	New Safety Stock Quantity	Average Forecast Error	Sum of Errors	Reorder Level
17	260	260	263	47	13	220-	307
18	260	259	262	37	10	216-	296
19	700	384	389	483	134	653-	867
20	700	472	479	667	185	964-	1,139
21	290	418	424	672	186	774-	1,090
22	290	380	385	617	171	639-	997
23	290	352	357	538	149	544-	890
24	290	333	338	453	125	476-	786
25	290	319	324	372	103	428-	691
26	290	309	314	300	83	394-	609
27	290	302	307	238	66	369-	540

− Forecasting Calculator Screen - Field Definitions

Forecasting Usage Weighted "Alpha Factor"	***drop-list***
This is the ***Alpha Factor*** used in forecasting the next period's usage of the item, based on the actual usage for the previous period, and the forecast for that period. It simulates a number of usage history periods to use in forecasting the next period's usage.	

In the calculation of a new forecast, as more periods of history is used, the importance placed on the just ended period's actual usage decreases. A sudden change up or down will not produce an exaggerated forecast for the next period.


.50 - for 3 Periods
.29 - for 6 Periods
.20 - for 9 Periods
.15 - for 12 Periods
.11 - for 18 Periods
.08 - for 24 Periods

The default is .50 for 3 months. If ZERO, the forecast for the next period will never change.

Usage Limit Filter *9.9*

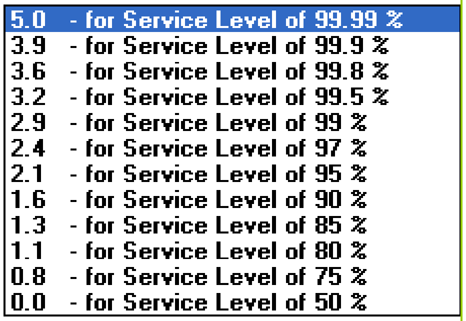
The Usage Filter is used during the calculation of the new forecasted usage for the item. If a period's actual usage is suddenly very high in comparison with the forecast, it can cause the new forecast to appear higher than it should be. For this reason you may wish to dampen the effect of these sudden increases.

When calculating the new forecast, the usage figure used for the calculation is never allowed to be greater than the Usage Filter times the Earlier Forecast. If this field is less than one, it will force the forecasted average usage to decrease, regardless of actual usage.

Safety Factor *drop-list*

The Safety Factor is used in re-calculating the Safety Stock by the Inventory Forecasting operation. In general, the higher the Safety Factor, the higher the Safety Stock will be.

The selection basically determines the customer service level, that you would hope to achieve, for being able to fill their orders.


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

Initial Estimated Average Usage *999,999,999*

The Forecasting Calculator needs an estimate of the quantity of items that will be used in the first period. Once the computations are started, this field cannot be edited.   Restart the calculator each time a new estimate is to be entered.

Next Iteration's Prior Period Usage Quantity *999,999,999*

As each iteration is executed, in the table, the results of the calculations are displayed. Enter an amount that represents the, "hypothetical", actual quantity of items that are used. When the next iteration is executed the forecasted amounts will change accordingly.

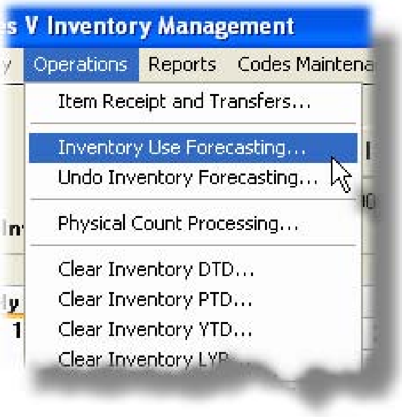
For each iteration, resetting this value shows the effect on the forecasting computation for the next period. If this amount is left alone, then the Forecasted Usage will eventually just reach this amount.

6.4.3 Undo Inventory Forecasting

Should you inadvertently executed the forecasting function twice on the same day, the Undo Inventory Forecasting function may be executed to ***"undo"*** the computations.

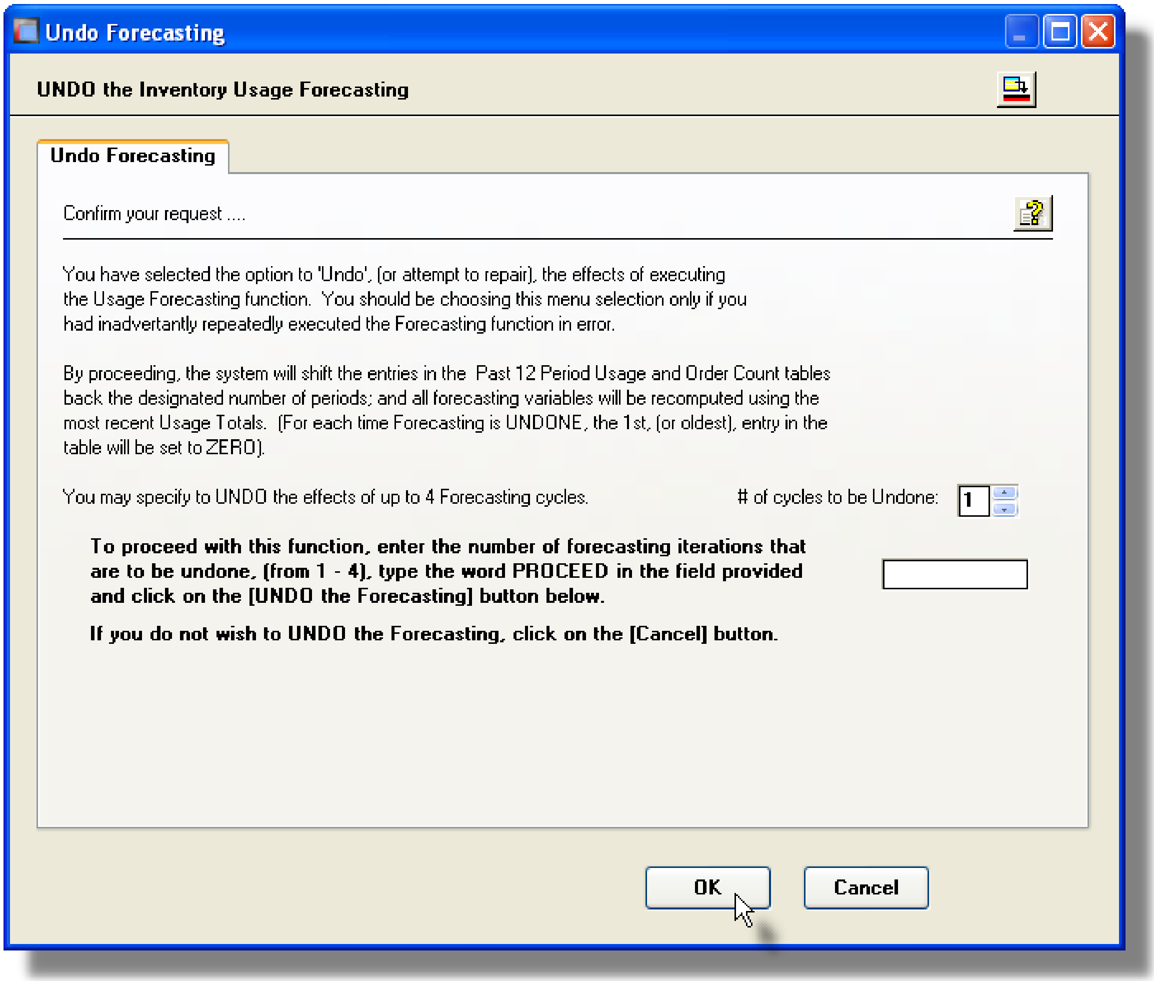
Accessing the Forecasting Undo function

From the I/M Main menu, select **Undo Inventory Forecasting** from the **Operations** drop-down menu.



Forecasting Undo - Screen

You may specify to execute the Undo function up to four times. (Hey....you never know). The following screen is presented:



Confirm your request ....

You have selected the option to 'Undo', (or attempt to repair), the effects of executing the Usage Forecasting function. You should be choosing this menu selection only if you had inadvertantly repeatedly executed the Forecasting function in error.

By proceeding, the system will shift the entries in the Past 12 Period Usage and Order Count tables back the designated number of periods; and all forecasting variables will be recomputed using the most recent Usage Totals. (For each time Forecasting is UNDONE, the 1st, (or oldest), entry in the table will be set to ZERO).

You may specify to UNDO the effects of up to 4 Forecasting cycles. # of cycles to be Undone: 1

To proceed with this function, enter the number of forecasting iterations that are to be undone, (from 1 - 4), type the word PROCEED in the field provided and click on the [UNDO the Forecasting] button below.

If you do not wish to UNDO the Forecasting, click on the [Cancel] button.

6.4.4 Physical Count Processing

This menu function is used to control and manage the tedious task of performing a Physical Inventory of stock on hand. You may choose to make it as simple as just having a Cycle Count Worksheet 259 printed, divide it up among the warehouse personnel, and having them go count product on the shelf. You may also decide on a more formal approach, where Inventory Tags Transaction records are generated along with a printed Tag that may be attached to the bin locations; Then two sets of teams go through the warehouse to perform two independent counts, and their results are entered into the system for comparison. In either case, these functions offer attempts to make the process more controlled.

Inventory Tag Transactions are records that are generated for each Inventory Item, that are used to record the results of the count. A Tag Number is assigned, and it becomes a formal record of the counting process. These Tag Transactions will receive two independent counts for each item. When the final counting is done, and the Inventory Tag Sheets collected, the resulting stock numbers are entered for each Tag on file. When all Tag Transactions have been updated, a Physical Count Tag Edit List or Exception Report may be printed. Once all information is satisfactory, the Physical Count Tag items are posted.

For Inventory Items that are defined with a Matrix Set, associated transactions may be easily entered and maintained with a Matrix entry screen. Sets of transactions for a given Dimension Attribute may be quickly added or edited.

Inventory Tag Records

Inventory Tag Transactions are generated, as an option, by the Cycle Count Worksheet 259 reporting function. So if there are no items listed in the grid screen that is presented, select to generate the Cycle Count Worksheet with the appropriate options.

Tag Sheets may be printed, that can be attached to the Inventory Stocking Bin, so that when the count is done, the numbers are recorded on the spot. If Inventory is removed before the Tags are collected and entered into the system, the picker can mark the Quantity that is removed. The Tags get collected, and the corresponding Tag Transaction record is updated.

Posting the Physical Count Tag Transactions

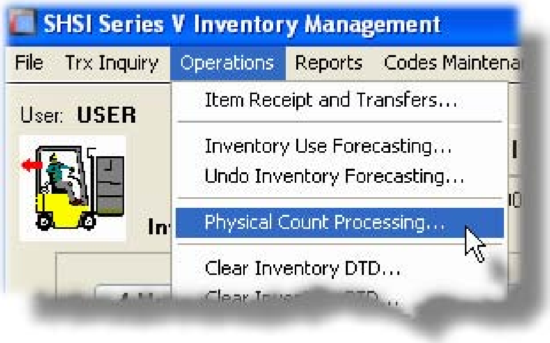
Once the process of counting the inventory is complete, and all the Tag data has been updated with the applicable counts, the Tag Transactions must then be posted, to have the inventory Quantity-On-Hand figures updated. The following events occur when the posting function is executed:

- The Physical Count Quantity 2 amount becomes the new Quantity-On-Hand for each Inventory item, for the given location.
- An entry is recorded to the Quantity-On-Hand audit file, with a function code of **IQOH**.
- The Cycle Count Date property for the Inventory item gets set to the Ledger Posting date that was specified
- A pair of G/L Distributions are generated to either the A/R or A/P systems with the amount as the Cost value of the missing inventory quantities. A Debit is written to the Shrinkage account, and a Credit to the Inventory account. The cost is computed using the Average Cost, Last Cost, or the Standard Cost, as determined by the property set in the I/M Control Preferences. The Following formula is used:

Shrinkage Cost = (Expected Quantity - Counted Quantity) X Average Cost

Accessing the Physical Count Processing function

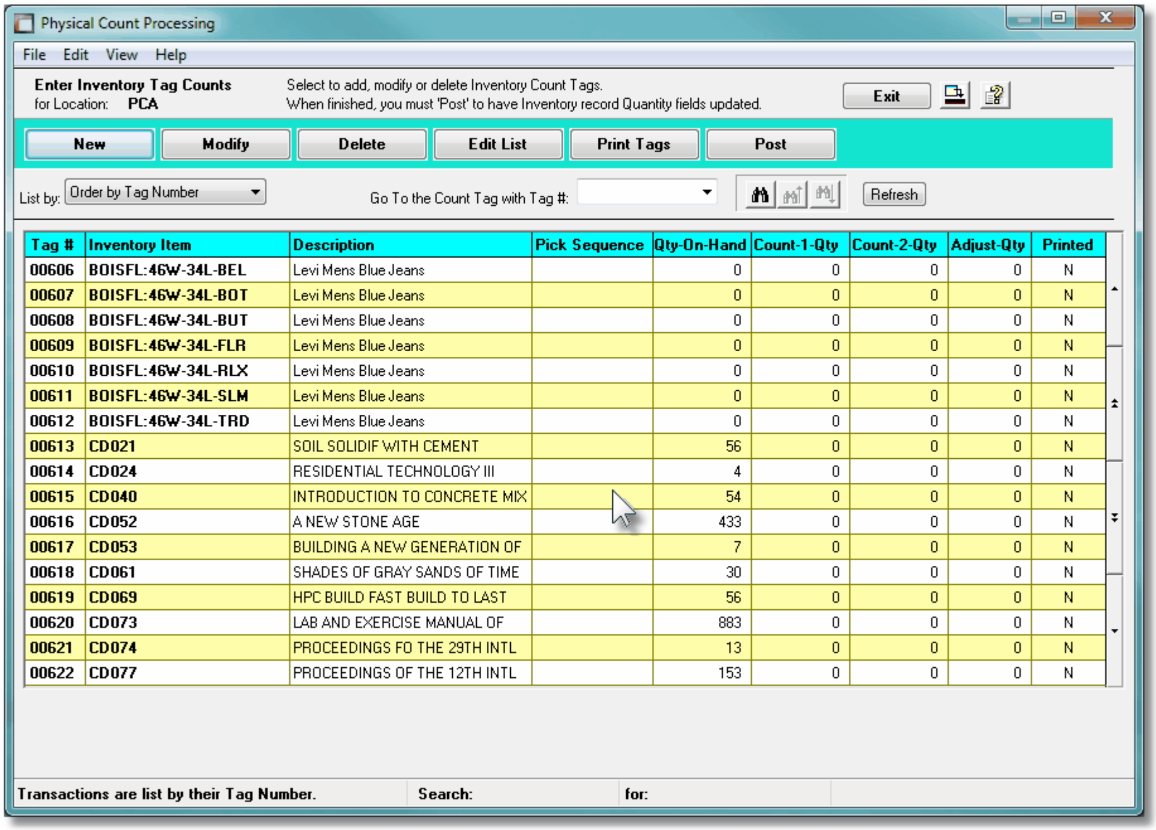
From the I/M Main menu, select **Physical Count Processing** from the **Operations** drop-down menu.


SHSI Series V Inventory Management
File
Trx Inquiry
Operations
Reports
Codes Maintena
User: USER
Item Receipt and Transfers...
Inventory Use Forecasting...
Undo Inventory Forecasting...
Physical Count Processing...
Clear Inventory DTD...

6.4.4.1 Count Tags Maintenance Grid

Managing the entry of Counting Tag transactions is done using a Series 5 grid screen.

Physical Count Processing Grid



Enter Inventory Tag Counts
for Location: PCA

Select to add, modify or delete Inventory Count Tags.
When finished, you must 'Post' to have Inventory record Quantity fields updated.

List by: Order by Tag Number

Go To the Count Tag with Tag #:

Tag #	Inventory Item	Description	Pick Sequence	Qty-On-Hand	Count-1-Qty	Count-2-Qty	Adjust-Qty	Printed
00606	BOISFL:46W-34L-BEL	Levi Mens Blue Jeans		0	0	0	0	N
00607	BOISFL:46W-34L-BOT	Levi Mens Blue Jeans		0	0	0	0	N
00608	BOISFL:46W-34L-BUT	Levi Mens Blue Jeans		0	0	0	0	N
00609	BOISFL:46W-34L-FLR	Levi Mens Blue Jeans		0	0	0	0	N
00610	BOISFL:46W-34L-RLX	Levi Mens Blue Jeans		0	0	0	0	N
00611	BOISFL:46W-34L-SLM	Levi Mens Blue Jeans		0	0	0	0	N
00612	BOISFL:46W-34L-TRD	Levi Mens Blue Jeans		0	0	0	0	N
00613	CD021	SOIL SOLIDIF WITH CEMENT		56	0	0	0	N
00614	CD024	RESIDENTIAL TECHNOLOGY III		4	0	0	0	N
00615	CD040	INTRODUCTION TO CONCRETE MIX		54	0	0	0	N
00616	CD052	A NEW STONE AGE		433	0	0	0	N
00617	CD053	BUILDING A NEW GENERATION OF		7	0	0	0	N
00618	CD061	SHADES OF GRAY SANDS OF TIME		30	0	0	0	N
00619	CD069	HPC BUILD FAST BUILD TO LAST		56	0	0	0	N
00620	CD073	LAB AND EXERCISE MANUAL OF		883	0	0	0	N
00621	CD074	PROCEEDINGS FO THE 29TH INTL		13	0	0	0	N
00622	CD077	PROCEEDINGS OF THE 12TH INTL		153	0	0	0	N

Transactions are list by their Tag Number. Search: for:

The "Fast Buttons" frame provides the push buttons to launch the most common functions associated to the Inventory Maintenance.

"Fast Buttons"

New	Add a new Receipt Transaction
Modify	Modify the Receipt Transaction highlighted in the grid
Delete	Delete the Receipt Transaction highlighted i the grid
Edit List	Generate an Edit list of all the transactions on file
Print Tags	Print the Inventory Tags
Post	Post the transactions information to the Inventory files

The Edit List report generated, if archived, will be catalogued with a report name of **IMPHYCOUNT.LST**.
The Inventory Tags generated, if archived, will be catalogued with a report name of **IMPHYCOUNT.TAG**.
The Journal when the transactions are posted, if archived, will be catalogued with a report name of **IMPHYCOUNT.JRN**.

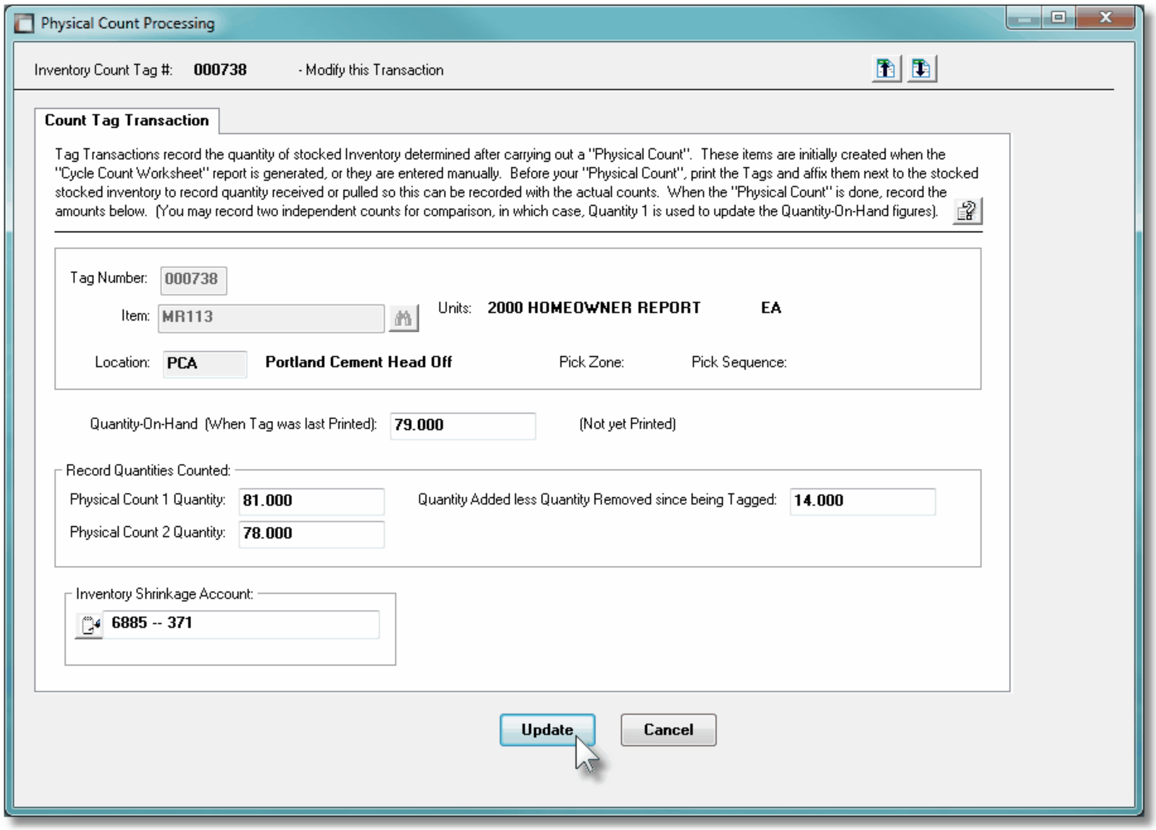
The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

6.4.4.2 Count Tags Maintenance Screen

Inventory Physical Count Tag Transaction - Properties Tab Screen

The extended features of the Physical Count Processing system is the maintenance of the Inventory Count Tag Transactions. These Tags should be physically attached to the bins storing the Inventory so that the counts may be recorded. If before the count process is completed, inventory is removed, then the quantity needs to be noted on the tags. Once the actual count of Inventory Items is completed, then the Tags are collected, and the respective Physical Count Item Transaction records are updated.

The following screen is displayed to enter the details associated to the Tag Transactions:



Inventory Count Tag #: 000738 - Modify this Transaction

Tag Transactions record the quantity of stocked Inventory determined after carrying out a "Physical Count". These items are initially created when the "Cycle Count Worksheet" report is generated, or they are entered manually. Before your "Physical Count", print the Tags and affix them next to the stocked stocked inventory to record quantity received or pulled so this can be recorded with the actual counts. When the "Physical Count" is done, record the amounts below. (You may record two independent counts for comparison, in which case, Quantity 1 is used to update the Quantity-On-Hand figures).

Tag Number: 000738

Item: MR113 Units: 2000 HOMEOWNER REPORT EA

Location: PCA Portland Cement Head Off Pick Zone: Pick Sequence:

Quantity-On-Hand (When Tag was last Printed): 79.000 (Not yet Printed)

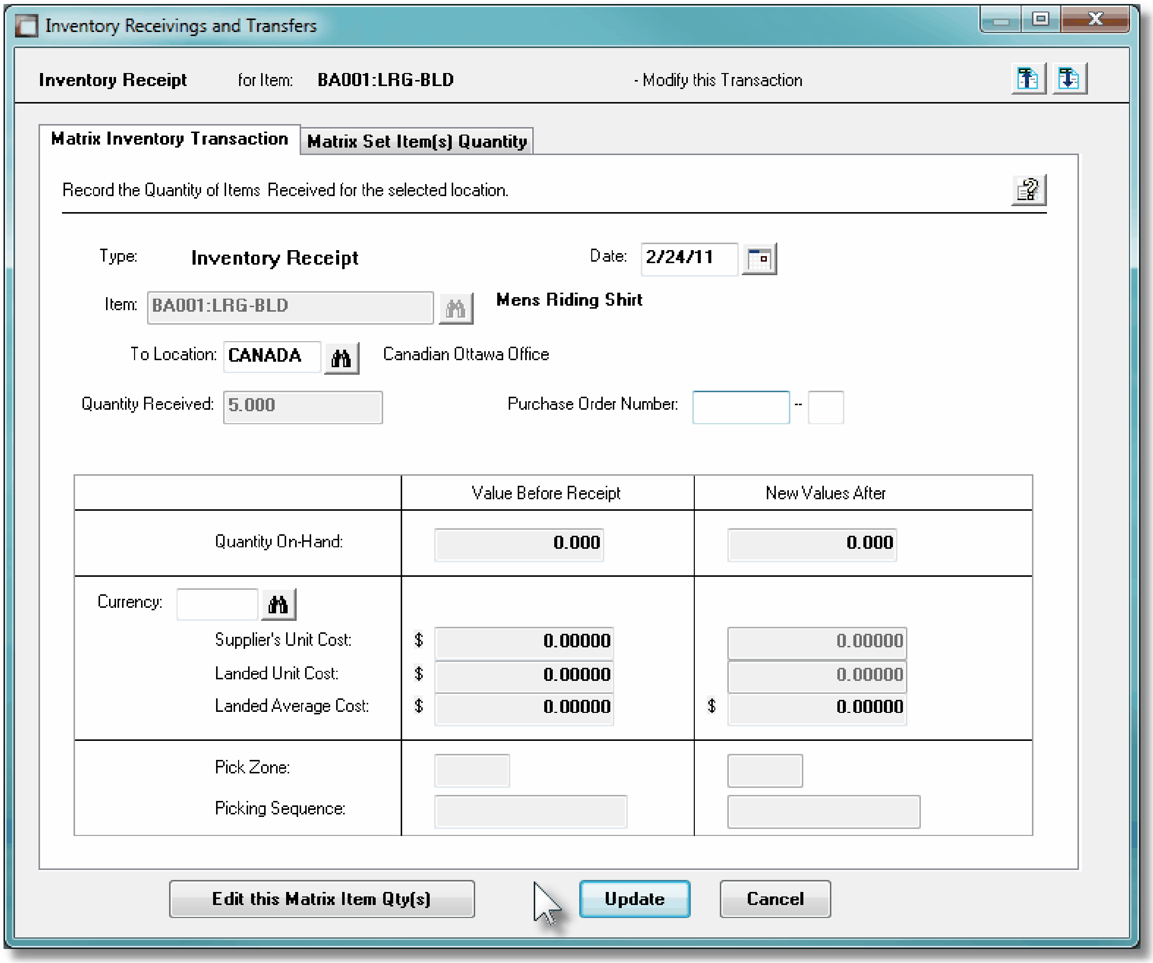
Record Quantities Counted:

Physical Count 1 Quantity: 81.000 Quantity Added less Quantity Removed since being Tagged: 14.000

Physical Count 2 Quantity: 78.000

Inventory Shrinkage Account: 6885 -- 371

The following screen is displayed to enter the details associated to the Count Tag of an Inventory Item that has been defined with a Matrix Set. It offers an additional tab titled **Matrix Set Item(s) Quantity** 195, that provides a matrix screen from which transactions can be automatically created and edited for Inventory that have common Attributes. If only one sub-item of a Matrix Set is to be edited, then click on the **Edit this Matrix Item Qty(s)** button at the bottom of the screen :


Inventory Receivings and Transfers
Matrix Inventory Transaction
Matrix Set Item(s) Quantity
Value Before Receipt
New Values After
Edit this Matrix Item Qty(s)
Update
Cancel

Inventory Receipt for Item: **BA001:LRG-BLD** - Modify this Transaction

Record the Quantity of Items Received for the selected location.

Type: Inventory Receipt
Date: 2/24/11
Item: BA001:LRG-BLD Mens Riding Shirt
To Location: CANADA Canadian Ottawa Office
Quantity Received: 5.000
Purchase Order Number: --

	Value Before Receipt	New Values After
Quantity On-Hand:	0.000	0.000
Currency:		
Supplier's Unit Cost:	$ 0.00000	0.00000
Landed Unit Cost:	$ 0.00000	0.00000
Landed Average Cost:	$ 0.00000	$ 0.00000
Pick Zone:		
Picking Sequence:		

Inventory Receipt Properties Screen - Field Definition

Tag Number	***9(6)***
The Tag Number is like a document number. The Item Tag Transaction is keyed by the Tag Number. Tag Numbers are kept only for the duration of the count process. Once the Physical Count Items are posted, they are no longer used.	
Inventory Item	***X(20)***
The Inventory Item code for the tag being printed or processed.	
Location	***X(6)***
This is the warehouse location for which the Inventory Items are to be counted.	
Quantity-On-Hand	***99,999,999.999***

This is Quantity On-Hand for the Inventory Item, as determined by the system, at the time just prior to the count process starting. Following the physical counting of inventory, the difference between the Counted Quantity and this Cutoff Quantity is considered as the Quantity of Inventory Lost. The Quantity Lost contributes to the amount which is posted to the G/L Shrinkage Account.

Physical Count 1 and 2 Quantities ***99,999,999.999***

These fields are used to record the actual counts of the quantity of Inventory that was found stocked. You may have two independent counts performed, recording them to be compared. When printing the Edit list, if the two quantities do not match, a message is printed.

> **Why 2 Counts ?**
>
> You may have two separate individuals that count all inventory twice. This way they end up cross checking each other.
>
> If you only do one physical count, then the given quantity must be entered in both fields. (It is actually the Count 2 Quantity that is used to updated the Quantity-on-File amounts for each inventory item.

Quantity Added less Quantity Removed ***99,999,999.999***

If during the time it takes to count inventory, items are received or removed, these respective quantities must be recorded on the tag. Then once the tags are processed, the counts may be adjusted accordingly.

G/L Inventory Shrinkage Account ***9(18)-9(5)***

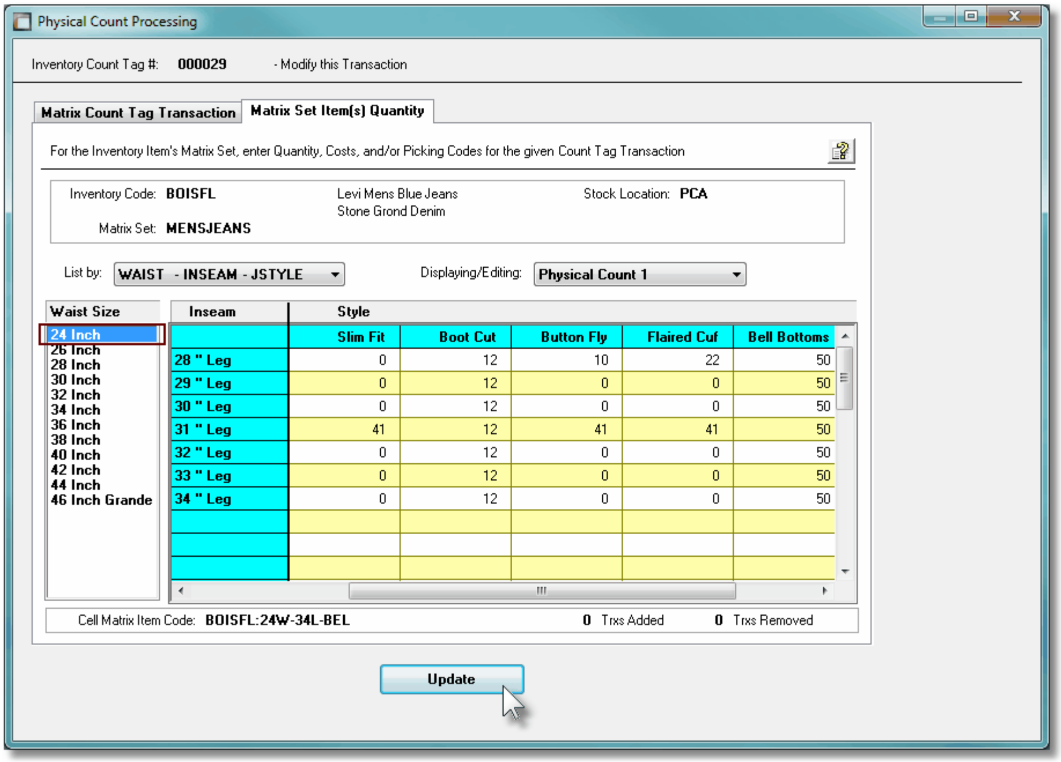
This is the G/L account used to record Inventory Shrinkage or Loss. This account will default to the account defined by one of the properties set up in the I/M Control Maintenance Preferences.

6.4.4.3 Count Tags Matrix Items Edit Screen

Matrix Set Inventory Count Quantity Maintenance - Properties Tab Screen

When adding or editing a Count Tag transaction for an Inventory Item that has been defined with a Matrix Set, a special matrix screen is presented. It allows you to easily edit Tag Count Quantities, associated to the Inventory Item, for the different Variants it might be available in. It also provides the means to enter Quantities that are applied to all or subsets of the Variant items. The following features and functions are provided:

- Handles Inventory Items defined with 1, 2 or 3 Dimensional Matrix Sets
- The operator can select which Attribute Dimensions are listed as rows or columns
- For 3 Dimensional Matrix Sets, the 3rd Dimension is presented as a fixed drop-down list
- Transactions are automatically created for newly added Inventory items
- Functions are provided to assign the same value to all items in a selected column, a selected row, or to the whole matrix
- The operator may select as to which field, associated to the transaction, is displayed and edited in the matrix
- The data entered to each field is validated
- For 1 Dimensional Matrix Sets, each variant Attribute item is listed as a separate row, and each field that can be edited is displayed in each column


Physical Count Processing
Matrix Count Tag Transaction
Matrix Set Item(s) Quantity
Update

Inventory Count Tag #: **000029** - Modify this Transaction

For the Inventory Item's Matrix Set, enter Quantity, Costs, and/or Picking Codes for the given Count Tag Transaction

Inventory Code: **BOISFL**
Levi Mens Blue Jeans
Stone Grond Denim
Stock Location: **PCA**
Matrix Set: **MENSJEANS**

List by: **WAIST - INSEAM - JSTYLE**
Displaying/Editing: **Physical Count 1**

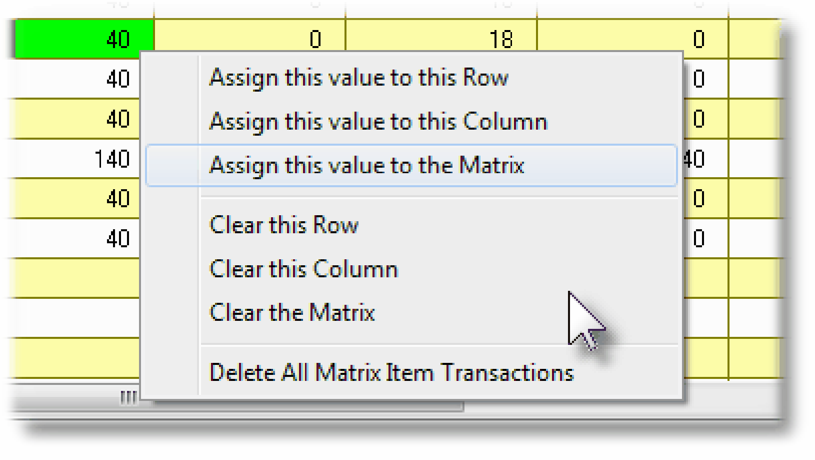
Waist Size
24 Inch
26 Inch
28 Inch
30 Inch
32 Inch
34 Inch
36 Inch
38 Inch
40 Inch
42 Inch
44 Inch
46 Inch Grande

Inseam	Style				
	Slim Fit	Boot Cut	Button Fly	Flaired Cuf	Bell Bottoms
28 " Leg	0	12	10	22	50
29 " Leg	0	12	0	0	50
30 " Leg	0	12	0	0	50
31 " Leg	41	12	41	41	50
32 " Leg	0	12	0	0	50
33 " Leg	0	12	0	0	50
34 " Leg	0	12	0	0	50

Cell Matrix Item Code: **BOISFL:24W-34L-BEL**   **0** Trxs Added   **0** Trxs Removed

A pop-up menu is presented when a specific cell is right-clicked. The following functions are provided:

Pop-Up Menu Functions


40
0
18
0
40
40
140
40
40
Assign this value to this Row
Assign this value to this Column
Assign this value to the Matrix
Clear this Row
Clear this Column
Clear the Matrix
Delete All Matrix Item Transactions

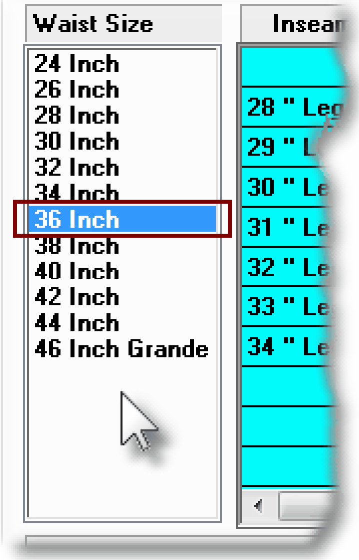
Assign value to Row	The value in the selected cell will be applied to each item in the current row.
Assign value to Column	The value in the selected cell will be applied to each item in the current column.
Assign value to Matrix	The value in the selected cell will be applied to each item in the currently displayed matrix. *Note that for a 3-Dimensional Matrix Set, ONLY the displayed matrix array cells have their fields set.*
Clear Row	All fields for the cells in the currently selected row will be set to Zero or spaces.
Clear Column	All fields for the cells in the currently selected column will be set to Zero or spaces.
Clear Matrix	All fields for the cells in the currently displayed matrix will be set to Zero or spaces.
Delete All Matrix Set Transactions	All Matrix Set Variant transactions for the displayed Inventory item will be deleted.

Edit a specific cell in the matrix by double clicking.

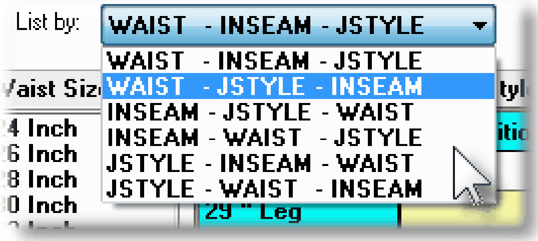
Some of the special features of this "Matrix Item Transaction Entry/Editing" grid screen are as follows:

➢ For items with a 3-dimensions Matrix Set, the third Dimension Attributes are listed and my be selected from a fixed list on the left of the matrix. The currently	

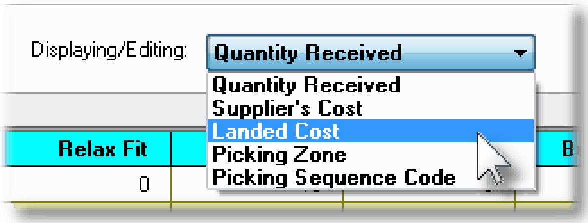
selected set is identified with the red rectangle.



- A **List By** drop-down list is presented from which the operator may choose how each Dimension of attributes are displayed. (ie., which Dimension is shown as either rows or columns in the matrix; or as the 3rd-Dimension Select list.



- For a given transaction, a number of different fields may be defined that could be displayed and edited from within the Matrix. The operator may select which field is displayed in the grid screen.

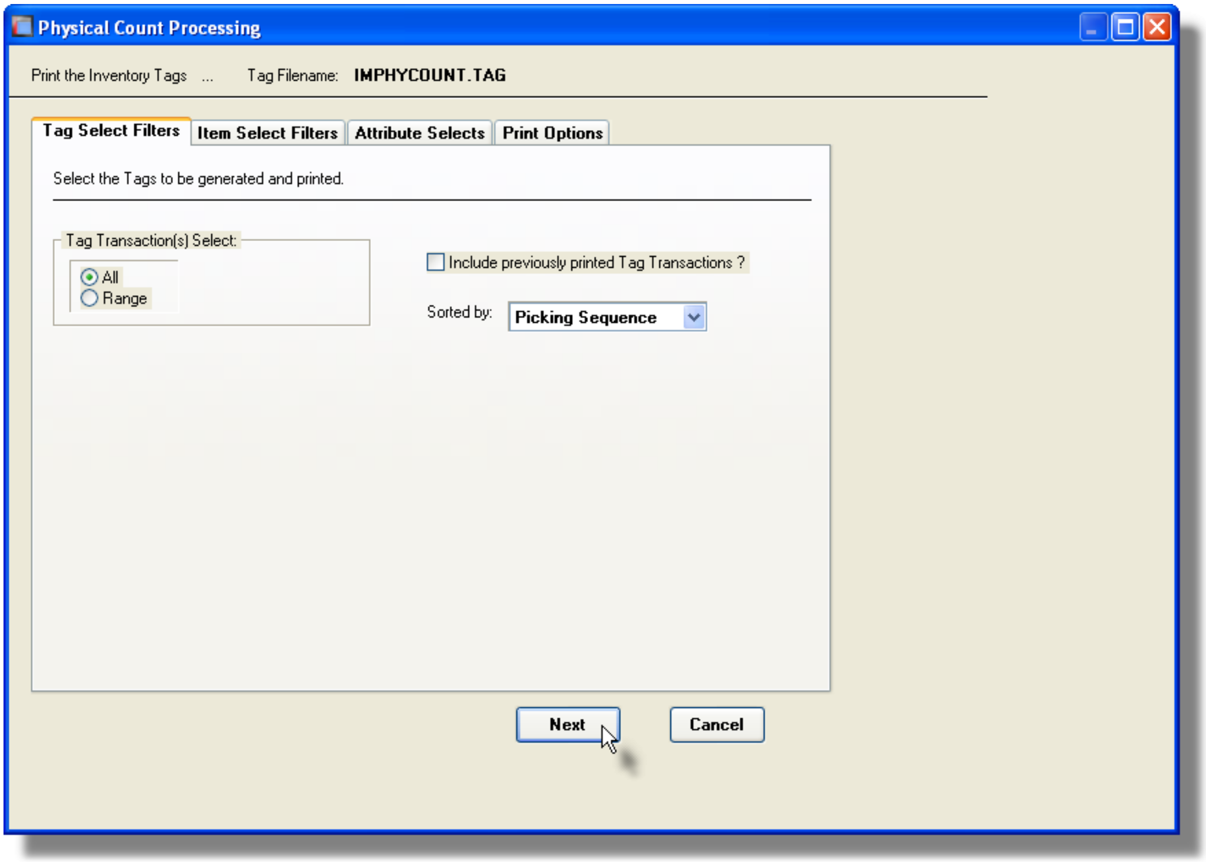


Recording New Count Tag Transactions

When the Add Count Tag function is selected, if the Inventory Item selected has a Matrix Set defined for it, then a Count Tag Transaction will be automatically created for each variation defined by it's Matrix Set.

6.4.4.4 Printing Inventory Tags

The extended features of the Physical Count Processing system is the maintenance of the Inventory Count Tags. These Tags should be physically attached to the bins storing the Inventory so that the counts may be recorded. If before the count process is completed, inventory is removed, then the quantity needs to be noted on the tags. Once the actual count of Inventory Items is completed, then the Tags are collected, and the respective Physical Count Item records are updated, (using the Tag Number as the key).



Print the Inventory Tags ... Tag Filename: IMPHYCOUNT.TAG

Select the Tags to be generated and printed.

Tag Transaction(s) Select:
● All
○ Range

☐ Include previously printed Tag Transactions ?

Sorted by: Picking Sequence

The Tags that are printed, if archived, will be catalogued with a report name of **IMPHYCOUNT.TAG**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

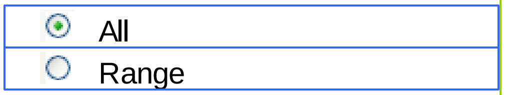
Generic Inventory Selection Filters

In addition to the selection filter fields described in this topic, the Generic Item Select Filters 99 screen will also be presented, providing additional fields to refine the selection criteria.

Field Definitions

Tag Transaction(s) Selected ***radio-buttons***

Select to have all Tags printed, or only a range.



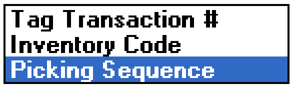
● All
○ Range

Include Previously Printed Tags ? ***check-box***

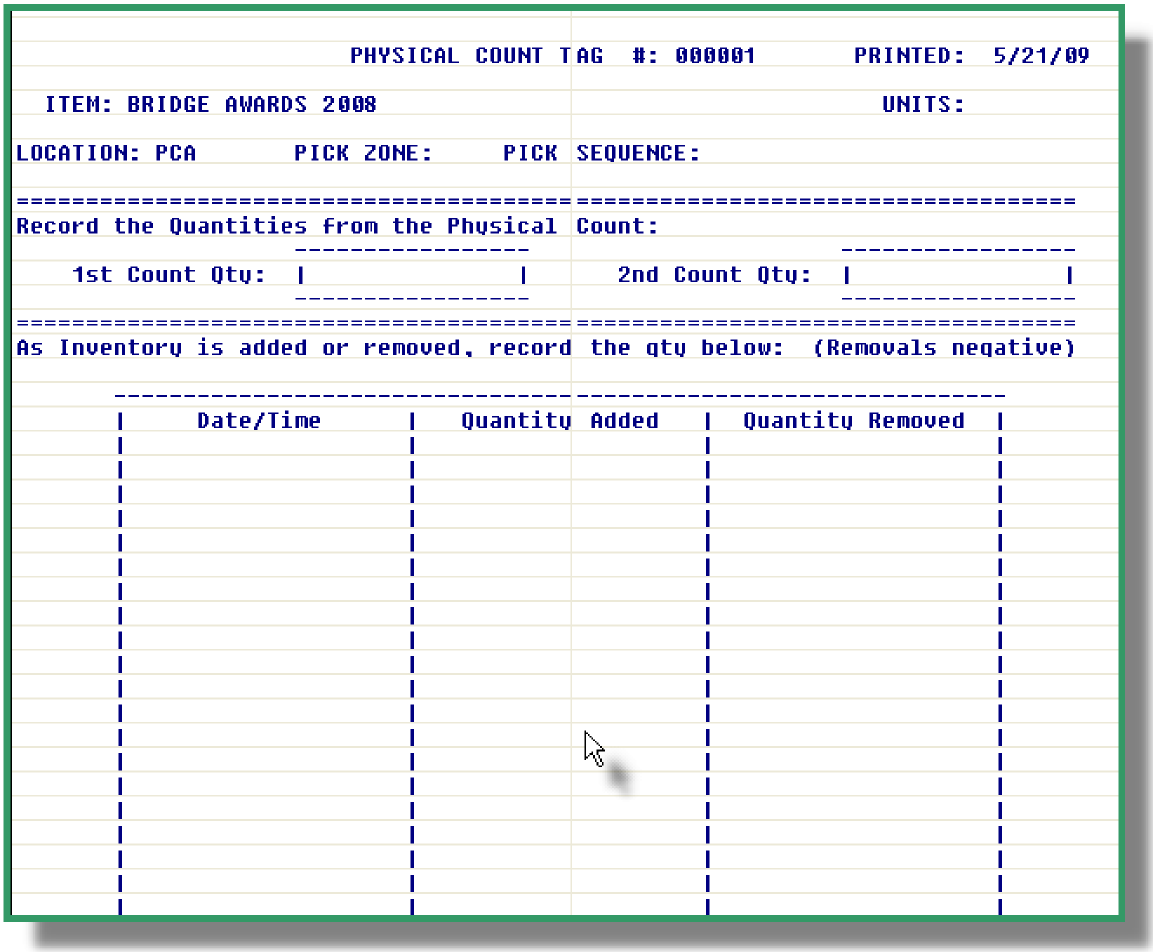
If Physical Count Tag Transaction records have been added after a set of given tags have already been printed, you may choose to have only the new ones printed. Set the check-box according to your desires.

Sorted By ***drop-down list***

To have the Tags listed sorted by one of the available fields. Depending on how the tags are to be distributed to be affixed to the storage bins, you may select from these sorting options.



Sample of the Inventory Tag



```
                        PHYSICAL COUNT TAG #: 000001      PRINTED:  5/21/09

  ITEM: BRIDGE AWARDS 2008                                        UNITS:

LOCATION: PCA       PICK ZONE:     PICK SEQUENCE:

=============================================================================
Record the Quantities from the Physical Count:
                    -----------------                       -----------------
    1st Count Qty: |                |      2nd Count Qty: |                |
                    -----------------                       -----------------
=============================================================================
As Inventory is added or removed, record the qty below:  (Removals negative)

       -----------------------------------------------------------------
       |      Date/Time      |  Quantity Added  |  Quantity Removed   |
       |                     |                  |                     |
       |                     |                  |                     |
       |                     |                  |                     |
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       |                     |                  |                     |
```
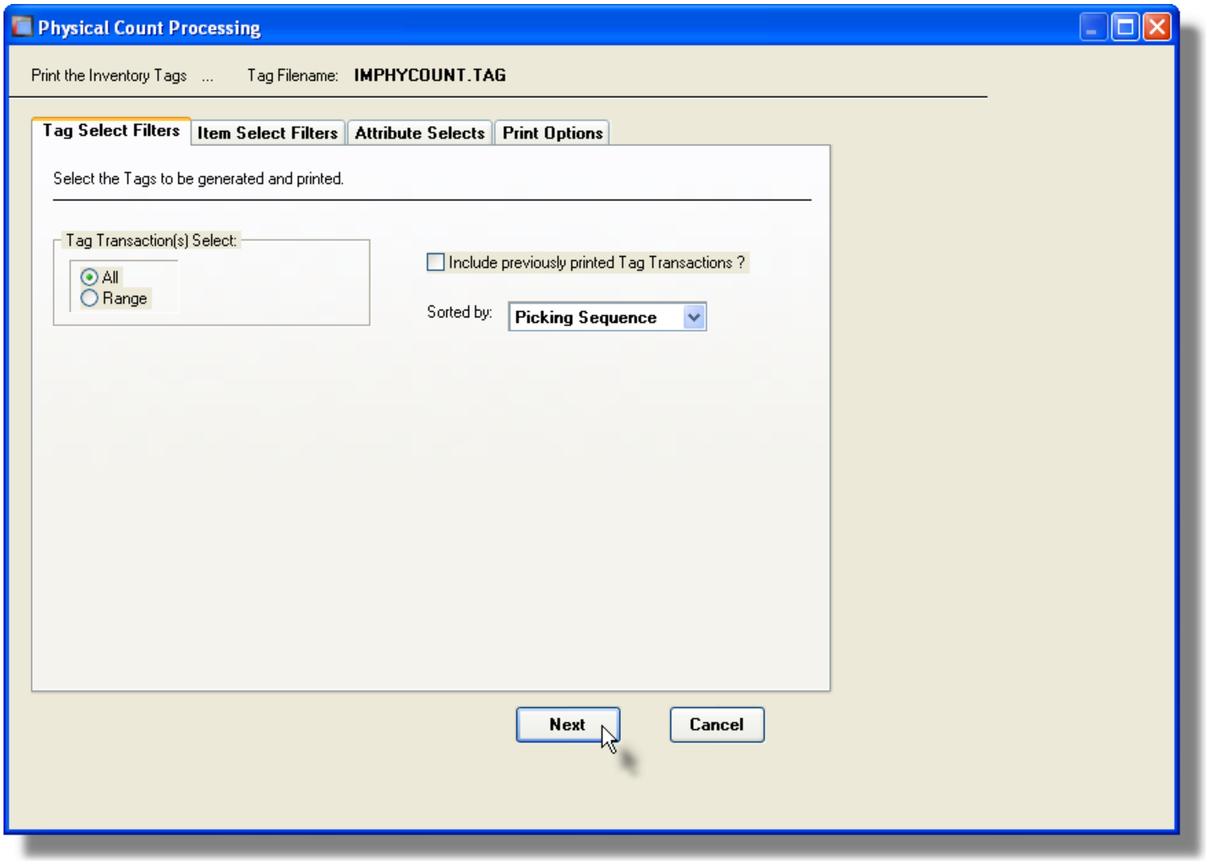

6.4.4.5 Exporting Inventory Tag Data

The Physical Count Processing operation is meant to be used to correct the quantities of goods that the Inventory Management system has on file. If during this process, it would be desirable to have the tag data written to a spreadsheet, this function provides that capability. (There is the corresponding function to Import the Inventory Counts, once the quantity figures are updated).



Print the Inventory Tags ... Tag Filename: IMPHYCOUNT.TAG

Select the Tags to be generated and printed.

Tag Transaction(s) Select:
● All
○ Range

☐ Include previously printed Tag Transactions ?

Sorted by: Picking Sequence

The standard Series 5 Export Options screen 90 will be displayed, from which the Type of Output, the target Folder, and the Filename may be specified. By default, the output filename is **PhysCntOut.XLS**. You may click the Browse button to locate a different folder and input file.

Generic Inventory Selection Filters

In addition to the selection filter fields described in this topic, the Generic Item Select Filters 99 screen will also be presented, providing additional fields to refine the selection criteria.

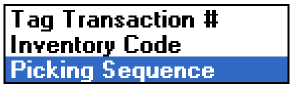
Field Definitions

Tag Transaction(s) Selected	***radio-buttons***
Select to have all Tags printed, or only a range.	● All ○ Range
Include Previously Printed Tags ?	***check-box***

If Physical Count Tag Transaction records have been added after a set of given tags have already been printed, you may choose to have only the new ones printed. Set the check-box according to your desires.

Sorted By	***drop-down list***

To have the Tags listed sorted by one of the available fields. Depending on how the tags are to be distributed to be affixed to the storage bins, you may select from these sorting options.



Inventory Count Tag Export Data Formats

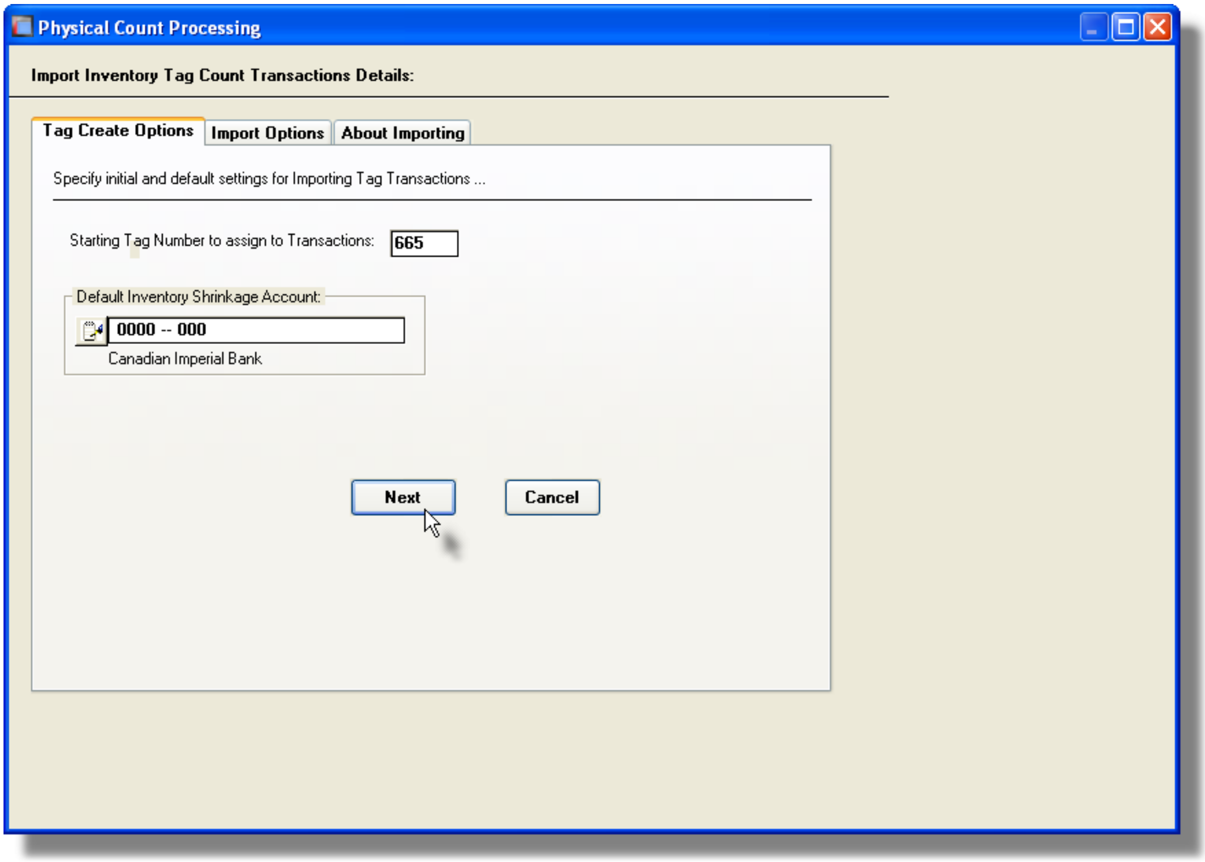
For the Tag data that is exported, the following fields are output to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filenames are either **PhysCntOut.XLS.**

Column #	***Excel Column***	***Field***	***Format***
1	A	Tag Number	9(6)
2	B	Inventory Item Code	X(20)
3	C	Description	X(30)
4	D	UPC Code	9(12)
5	E	Picking Zone Code	X(4)
6	F	Picking Sequence	X(14)
7	G	Quantity-on-Hand	9,999,999.999-
8	H	Count 1 Quantity	9,999,999.999-
9	I	Count 2 Quantity	9,999,999.999-
10	J	Quantity Added - Removed	9,999,999.999-

6.4.4.6 Import Inventory Counts

The Physical Count Processing operation is meant to be used to correct the quantities of goods that the Inventory Management system has on file. If during this process, you had exported the tag data to a spreadsheet, updated the amount during the inventory counting process, this function will load the information back into the system.

Or, should you have an automated carousel system, or other type of system that correctly maintains the counts of inventory, you may use this function to load the applicable data. The import functions provides the option to load from an MS Excel spreadsheet, a tab-delimited file, or a CSV file.



Import Inventory Tag Count Transactions Details:

Specify initial and default settings for Importing Tag Transactions ...

Starting Tag Number to assign to Transactions: 665

Default Inventory Shrinkage Account: 0000 -- 000
Canadian Imperial Bank

The standard Series 5 Export Options screen 90 will be displayed, from which the Type of Output, the target Folder, and the Filename may be specified. By default, the output filename is **PhysCntIn.XLS**. You may click the Browse button to locate a different folder and input file.

Field Definitions

Starting Tag Number to Assign	***9(6)***

If loading the Physical Count information directly where there are no Tag Transactions on file, it will be assumed that it's a new Tag record being written. Tag Numbers will be assigned starting with the number entered in this field.

If the Count information is for a Tag Transaction already on file, the the existing Tag record is updated.

Default Inventory Shrinkage Account	***9(18)-9(5)***

This is the G/L Account that will be used to record the discrepancy in the value of the quantities. When loading Count information for items that do not already have a Tag Transaction, this account will be assigned.

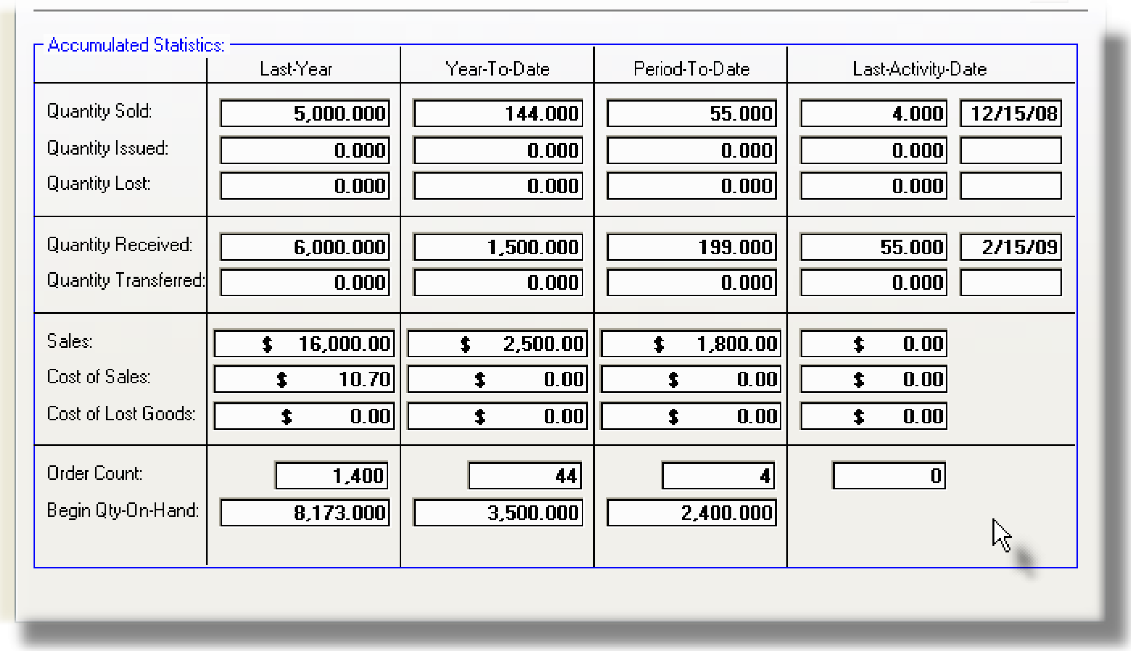
Inventory Count Tag Import Data Formats

For Count Tag data that is imported, the following fields are input from an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filename is **StockCntIn.XLS.**

Column #	***Excel Column***	***Field***	***Format***
1	A	Tag Number	9(6)
2	B	Inventory Item Code	X(20)
3	C	Description	X(30)
4	D	UPC Code	9(12)
5	E	Picking Zone Code	X(4)
6	F	Picking Sequence	X(14)
7	G	Quantity-on-Hand	9,999,999.999-
8	H	Count 1 Quantity	9,999,999.999-
9	I	Count 2 Quantity	9,999,999.999-
10	J	Quantity Added - Removed	9,999,999.999-

6.4.5 Clear Inventory Day-to-Date

In the Series 5 Inventory Management system each Inventory's property records has fields that maintain assorted totals and statistics Last-Year, Year-to-Date, Period-to-Date and Last-Activity-Date. As the day-to-day activity of entering orders, or receiving goods are processed, these functions contribute to the assorted statistical amounts displayed. Should it be necessary to have these Last-Activity-Date amounts cleared, this function will accomplish that task.



Accumulated Statistics:

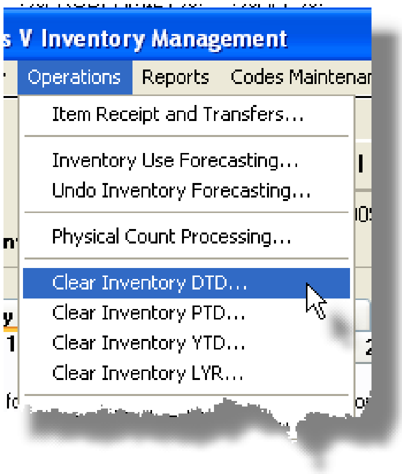
	Last-Year	Year-To-Date	Period-To-Date	Last-Activity-Date	
Quantity Sold:	5,000.000	144.000	55.000	4.000	12/15/08
Quantity Issued:	0.000	0.000	0.000	0.000	
Quantity Lost:	0.000	0.000	0.000	0.000	
Quantity Received:	6,000.000	1,500.000	199.000	55.000	2/15/09
Quantity Transferred:	0.000	0.000	0.000	0.000	
Sales:	$ 16,000.00	$ 2,500.00	$ 1,800.00	$ 0.00	
Cost of Sales:	$ 10.70	$ 0.00	$ 0.00	$ 0.00	
Cost of Lost Goods:	$ 0.00	$ 0.00	$ 0.00	$ 0.00	
Order Count:	1,400	44	4	0	
Begin Qty-On-Hand:	8,173.000	3,500.000	2,400.000		

Each of these periods are defined as follows:

Last-Year —	On an annual basis, the Inventory manager is responsible for executing the operation to Clear Inventory Year-to-Date (YTD), figures. At that time, the all the Year-To-Date amounts are shifted to the Last-Year amounts.
Year-to-Date —	On an annual basis, the Accounts Receivable manager is responsible for executing the operation to Clear Customer Year-to-Date (YTD), figures. At that time, the Year-To-Date amounts for each Customer will be reset to ZERO.
Period-to-Date —	This period is define as the time frame between when either the "Clear Inventory Period-To-Date Statistics", or the "Inventory Use Forecasting" functions are executed. Typically this would be done on a monthly basis, so statistics might be available monthly.
Last-Activity-Date —	The last date and quantity for the applicable item is displayed. These are never cleared.

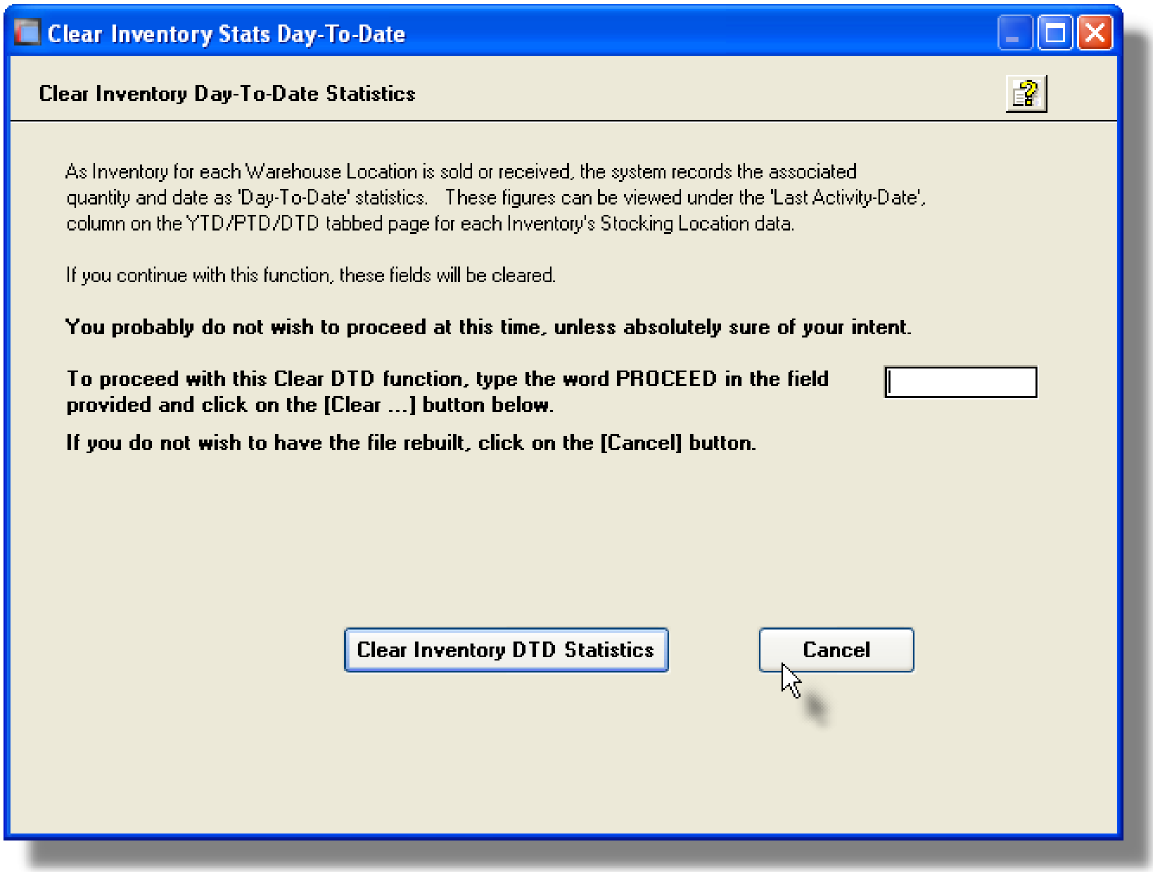
Accessing the Clear Inventory Day-to-Date function

From the I/M Main menu, select **Clear Inventory DTD...** from the **Operations** drop-down menu.



Clear Inventory Day-to-Date - Launch Screen

The following screen is presented:



Clear Inventory Day-To-Date Statistics

As Inventory for each Warehouse Location is sold or received, the system records the associated quantity and date as 'Day-To-Date' statistics. These figures can be viewed under the 'Last Activity-Date', column on the YTD/PTD/DTD tabbed page for each Inventory's Stocking Location data.

If you continue with this function, these fields will be cleared.

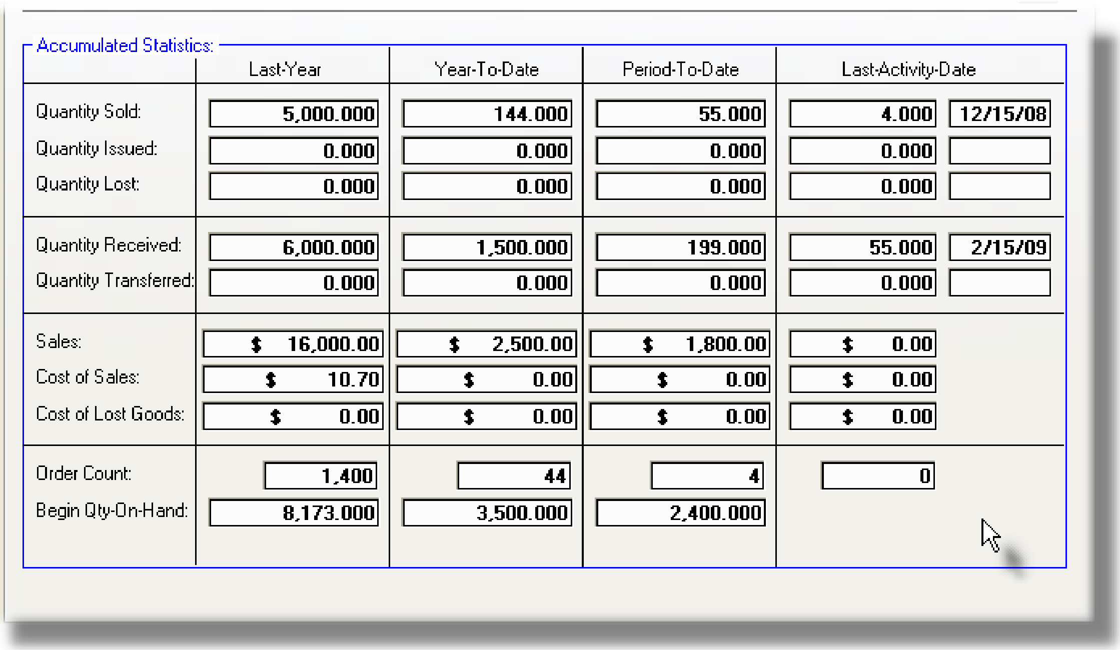
You probably do not wish to proceed at this time, unless absolutely sure of your intent.

To proceed with this Clear DTD function, type the word PROCEED in the field provided and click on the [Clear ...] button below.

If you do not wish to have the file rebuilt, click on the [Cancel] button.

6.4.6 Clear Inventory Period-to-Date

In the Series 5 Inventory Management system each Inventory's property records has fields that maintain assorted totals and statistics Last-Year, Year-to-Date, Period-to-Date and Last-Activity-Date. As the day-to-day activity of entering orders, or receiving goods are processed, these functions contribute to the assorted statistical amounts displayed. Should it be necessary to have these Period-to-Date amounts cleared, this function will accomplish that task.



	Last-Year	Year-To-Date	Period-To-Date	Last-Activity-Date	
Quantity Sold:	5,000.000	144.000	55.000	4.000	12/15/08
Quantity Issued:	0.000	0.000	0.000	0.000	
Quantity Lost:	0.000	0.000	0.000	0.000	
Quantity Received:	6,000.000	1,500.000	199.000	55.000	2/15/09
Quantity Transferred:	0.000	0.000	0.000	0.000	
Sales:	$ 16,000.00	$ 2,500.00	$ 1,800.00	$ 0.00	
Cost of Sales:	$ 10.70	$ 0.00	$ 0.00	$ 0.00	
Cost of Lost Goods:	$ 0.00	$ 0.00	$ 0.00	$ 0.00	
Order Count:	1,400	44	4	0	
Begin Qty-On-Hand:	8,173.000	3,500.000	2,400.000		

Each of these periods are defined as follows:

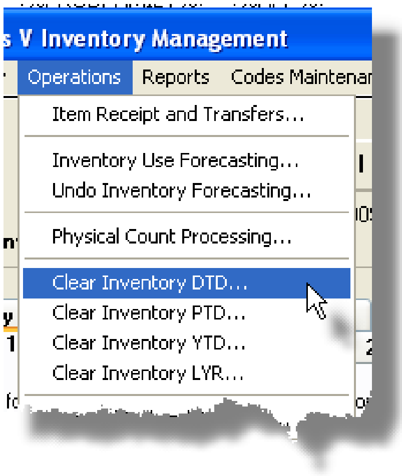
Last-Year —	On an annual basis, the Inventory manager is responsible for executing the operation to Clear Inventory Year-to-Date (YTD), figures. At that time, the all the Year-To-Date amounts are shifted to the Last-Year amounts.
Year-to-Date —	On an annual basis, the Accounts Receivable manager is responsible for executing the operation to Clear Customer Year-to-Date (YTD), figures. At that time, the Year-To-Date amounts for each Customer will be reset to ZERO.
Period-to-Date —	This period is define as the time frame between when either the "Clear Inventory Period-To-Date Statistics", or the "Inventory Use Forecasting" functions are executed. Typically this would be done on a monthly basis, so statistics might be available monthly.
Last-Activity-Date —	The last date and quantity for the applicable item is displayed. These are never cleared.

Clearing the Period-to-Date Totals

If the Period-to-Date figures kept for the Inventory are used for analysis purposes, it is very important to have this function executed on the very 1st day of each month.

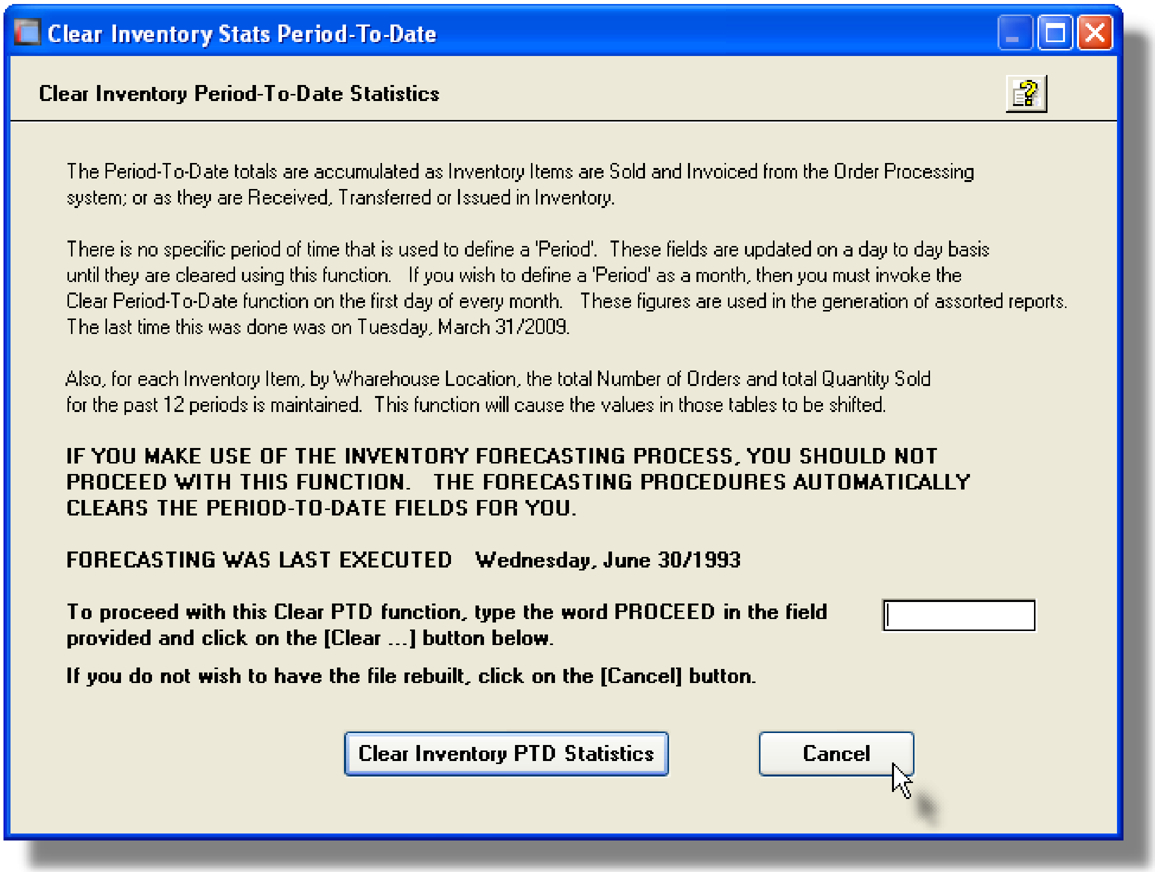
Accessing the Clear Inventory Period-to-Date function

From the I/M Main menu, select **Clear Inventory PTD...** from the **Operations** drop-down menu.



Clear Inventory Period-to-Date - Launch Screen

The following screen is presented:


Clear Inventory Stats Period-To-Date
Clear Inventory Period-To-Date Statistics

The Period-To-Date totals are accumulated as Inventory Items are Sold and Invoiced from the Order Processing system; or as they are Received, Transferred or Issued in Inventory.

There is no specific period of time that is used to define a 'Period'. These fields are updated on a day to day basis until they are cleared using this function. If you wish to define a 'Period' as a month, then you must invoke the Clear Period-To-Date function on the first day of every month. These figures are used in the generation of assorted reports. The last time this was done was on Tuesday, March 31/2009.

Also, for each Inventory Item, by Wharehouse Location, the total Number of Orders and total Quantity Sold for the past 12 periods is maintained. This function will cause the values in those tables to be shifted.

IF YOU MAKE USE OF THE INVENTORY FORECASTING PROCESS, YOU SHOULD NOT PROCEED WITH THIS FUNCTION. THE FORECASTING PROCEDURES AUTOMATICALLY CLEARS THE PERIOD-TO-DATE FIELDS FOR YOU.

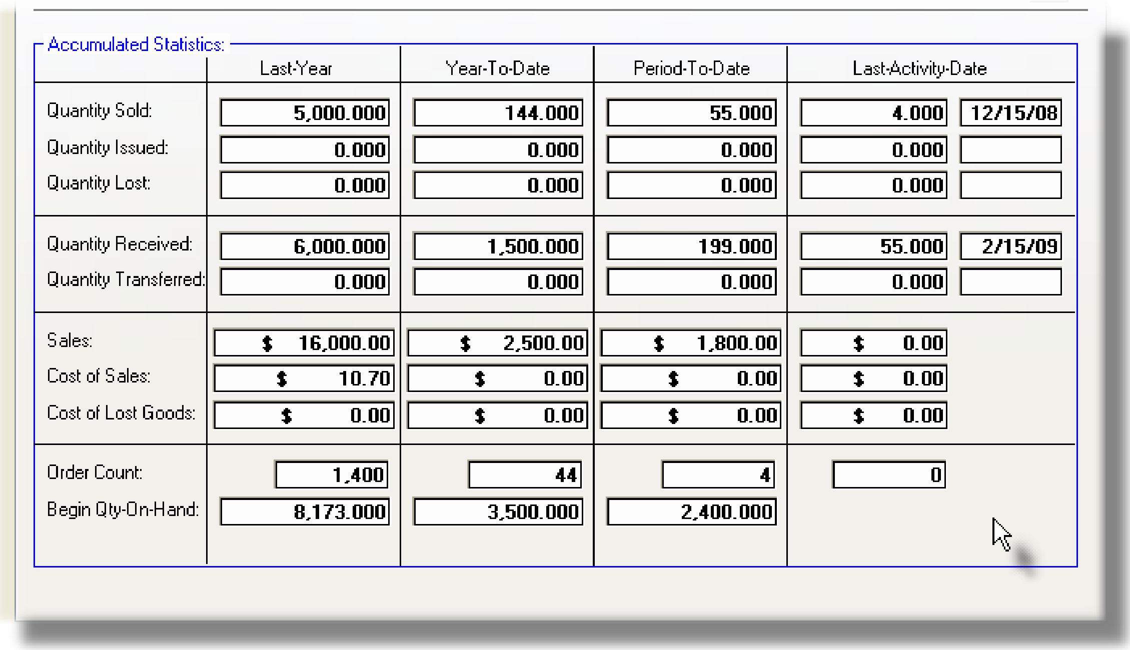
FORECASTING WAS LAST EXECUTED Wednesday, June 30/1993

To proceed with this Clear PTD function, type the word PROCEED in the field provided and click on the [Clear ...] button below.

If you do not wish to have the file rebuilt, click on the [Cancel] button.

6.4.7 Clear Inventory Year-to-Date

In the Series 5 Inventory Management system each Inventory's property records has fields that maintain assorted totals and statistics Last-Year, Year-to-Date, Period-to-Date and Last-Activity-Date. As the day-to-day activity of entering orders, or receiving goods are processed, these functions contribute to the assorted statistical amounts displayed. Should it be necessary to have these Year-to-Date amounts cleared, this function will accomplish that task.



	Last-Year	Year-To-Date	Period-To-Date	Last-Activity-Date	
Quantity Sold:	5,000.000	144.000	55.000	4.000	12/15/08
Quantity Issued:	0.000	0.000	0.000	0.000	
Quantity Lost:	0.000	0.000	0.000	0.000	
Quantity Received:	6,000.000	1,500.000	199.000	55.000	2/15/09
Quantity Transferred:	0.000	0.000	0.000	0.000	
Sales:	$ 16,000.00	$ 2,500.00	$ 1,800.00	$ 0.00	
Cost of Sales:	$ 10.70	$ 0.00	$ 0.00	$ 0.00	
Cost of Lost Goods:	$ 0.00	$ 0.00	$ 0.00	$ 0.00	
Order Count:	1,400	44	4	0	
Begin Qty-On-Hand:	8,173.000	3,500.000	2,400.000		

Each of these periods are defined as follows:

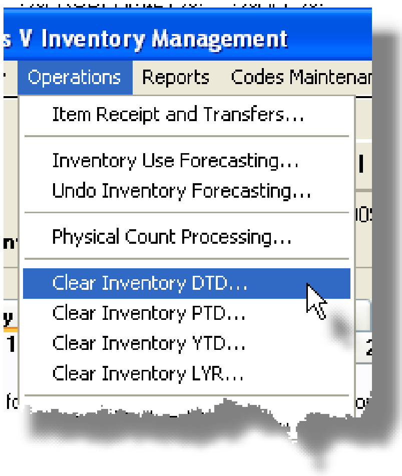
Last-Year —	On an annual basis, the Inventory manager is responsible for executing the operation to Clear Inventory Year-to-Date (YTD), figures. At that time, the all the Year-To-Date amounts are shifted to the Last-Year amounts.
Year-to-Date —	On an annual basis, the Accounts Receivable manager is responsible for executing the operation to Clear Customer Year-to-Date (YTD), figures. At that time, the Year-To-Date amounts for each Customer will be reset to ZERO.
Period-to-Date —	This period is define as the time frame between when either the "Clear Inventory Period-To-Date Statistics", or the "Inventory Use Forecasting" functions are executed. Typically this would be done on a monthly basis, so statistics might be available monthly.
Last-Activity-Date —	The last date and quantity for the applicable item is displayed. These are never cleared.

Clearing the Year-To-Date Totals

If the Last-Year and Year-to-Date figures kept for the Inventory are used for analysis purposes, it is very important to have this function executed on the very 1st day of each year.

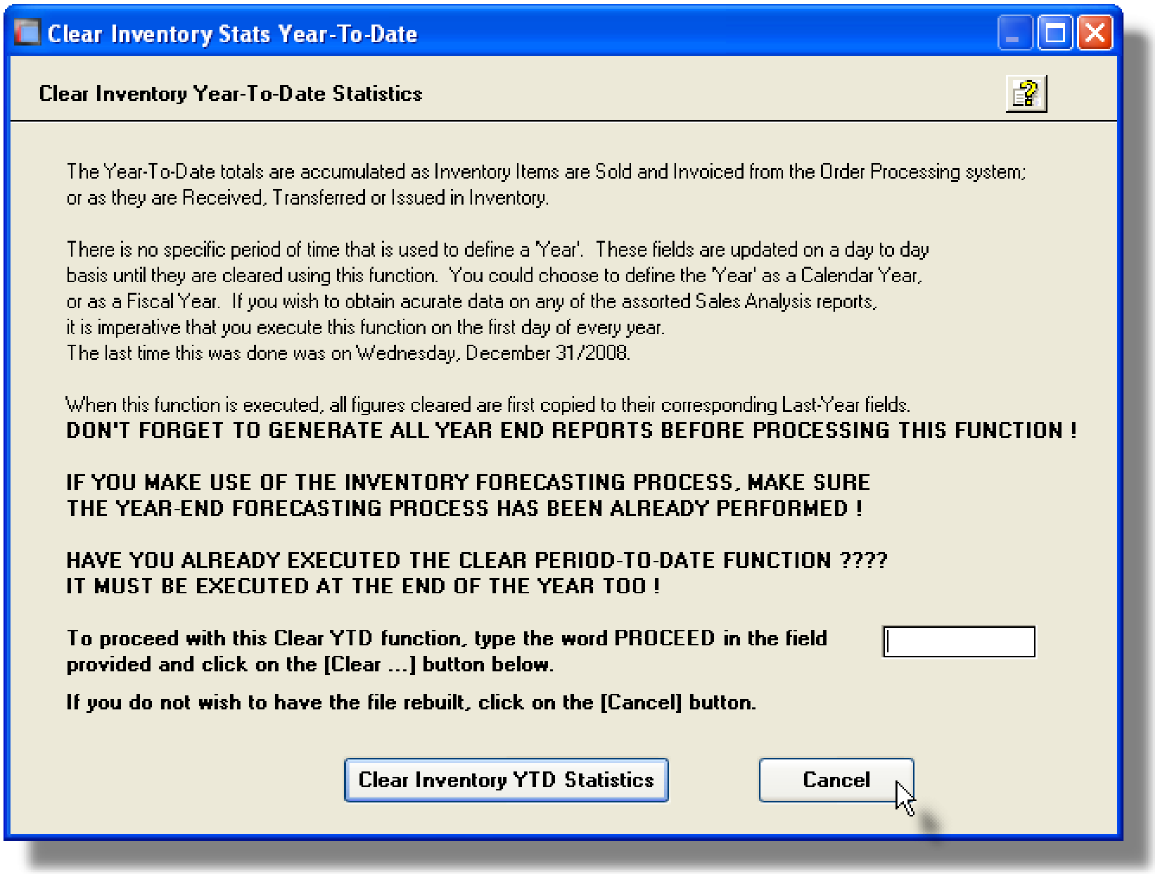
Accessing the Clear Inventory Year-to-Date function

From the I/M Main menu, select **Clear Inventory YTD...** from the **Operations** drop-down menu.



Clear Inventory Year-to-Date - Launch Screen

The following screen is presented:


Clear Inventory Stats Year-To-Date
Clear Inventory YTD Statistics
Cancel

Clear Inventory Year-To-Date Statistics

The Year-To-Date totals are accumulated as Inventory Items are Sold and Invoiced from the Order Processing system; or as they are Received, Transferred or Issued in Inventory.

There is no specific period of time that is used to define a 'Year'. These fields are updated on a day to day basis until they are cleared using this function. You could choose to define the 'Year' as a Calendar Year, or as a Fiscal Year. If you wish to obtain acurate data on any of the assorted Sales Analysis reports, it is imperative that you execute this function on the first day of every year.
The last time this was done was on Wednesday, December 31/2008.

When this function is executed, all figures cleared are first copied to their corresponding Last-Year fields.
DON'T FORGET TO GENERATE ALL YEAR END REPORTS BEFORE PROCESSING THIS FUNCTION !

IF YOU MAKE USE OF THE INVENTORY FORECASTING PROCESS, MAKE SURE THE YEAR-END FORECASTING PROCESS HAS BEEN ALREADY PERFORMED !

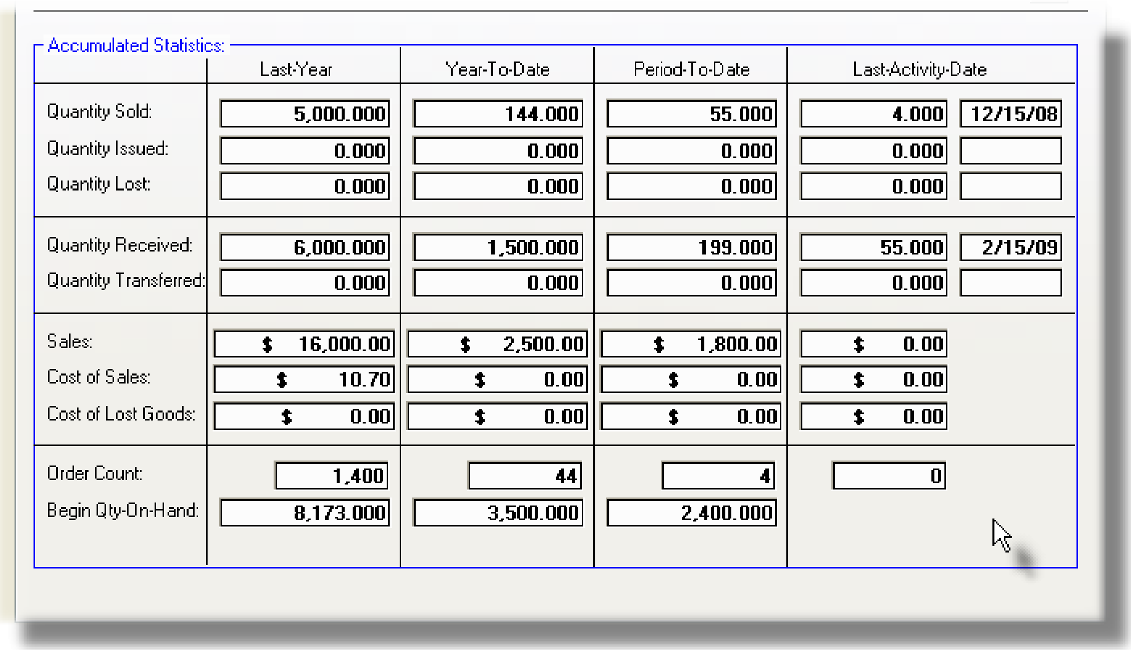
HAVE YOU ALREADY EXECUTED THE CLEAR PERIOD-TO-DATE FUNCTION ????
IT MUST BE EXECUTED AT THE END OF THE YEAR TOO !

To proceed with this Clear YTD function, type the word PROCEED in the field provided and click on the [Clear ...] button below.

If you do not wish to have the file rebuilt, click on the [Cancel] button.

6.4.8 Clear Inventory Last-Year

In the Series 5 Inventory Management system each Inventory's property records has fields that maintain assorted totals and statistics Last-Year. When the Clear-Inventory-Year-to-Date function is executed, prior to the fields being cleared, they are moved to the Last-Year figures. Should it be necessary to have these Last-Year amounts cleared, this function will accomplish that task.



Accumulated Statistics:

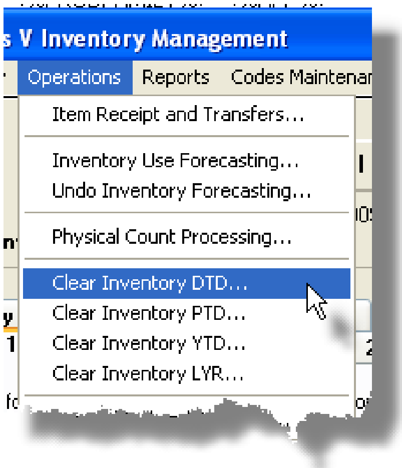
	Last-Year	Year-To-Date	Period-To-Date	Last-Activity-Date	
Quantity Sold:	5,000.000	144.000	55.000	4.000	12/15/08
Quantity Issued:	0.000	0.000	0.000	0.000	
Quantity Lost:	0.000	0.000	0.000	0.000	
Quantity Received:	6,000.000	1,500.000	199.000	55.000	2/15/09
Quantity Transferred:	0.000	0.000	0.000	0.000	
Sales:	$ 16,000.00	$ 2,500.00	$ 1,800.00	$ 0.00	
Cost of Sales:	$ 10.70	$ 0.00	$ 0.00	$ 0.00	
Cost of Lost Goods:	$ 0.00	$ 0.00	$ 0.00	$ 0.00	
Order Count:	1,400	44	4	0	
Begin Qty-On-Hand:	8,173.000	3,500.000	2,400.000		

Each of these periods are defined as follows:

Last-Year —	On an annual basis, the Inventory manager is responsible for executing the operation to Clear Inventory Year-to-Date (YTD), figures. At that time, the all the Year-To-Date amounts are shifted to the Last-Year amounts.
Year-to-Date —	On an annual basis, the Accounts Receivable manager is responsible for executing the operation to Clear Customer Year-to-Date (YTD), figures. At that time, the Year-To-Date amounts for each Customer will be reset to ZERO.
Period-to-Date —	This period is define as the time frame between when either the "Clear Inventory Period-To-Date Statistics", or the "Inventory Use Forecasting" functions are executed. Typically this would be done on a monthly basis, so statistics might be available monthly.
Last-Activity-Date —	The last date and quantity for the applicable item is displayed. These are never cleared.

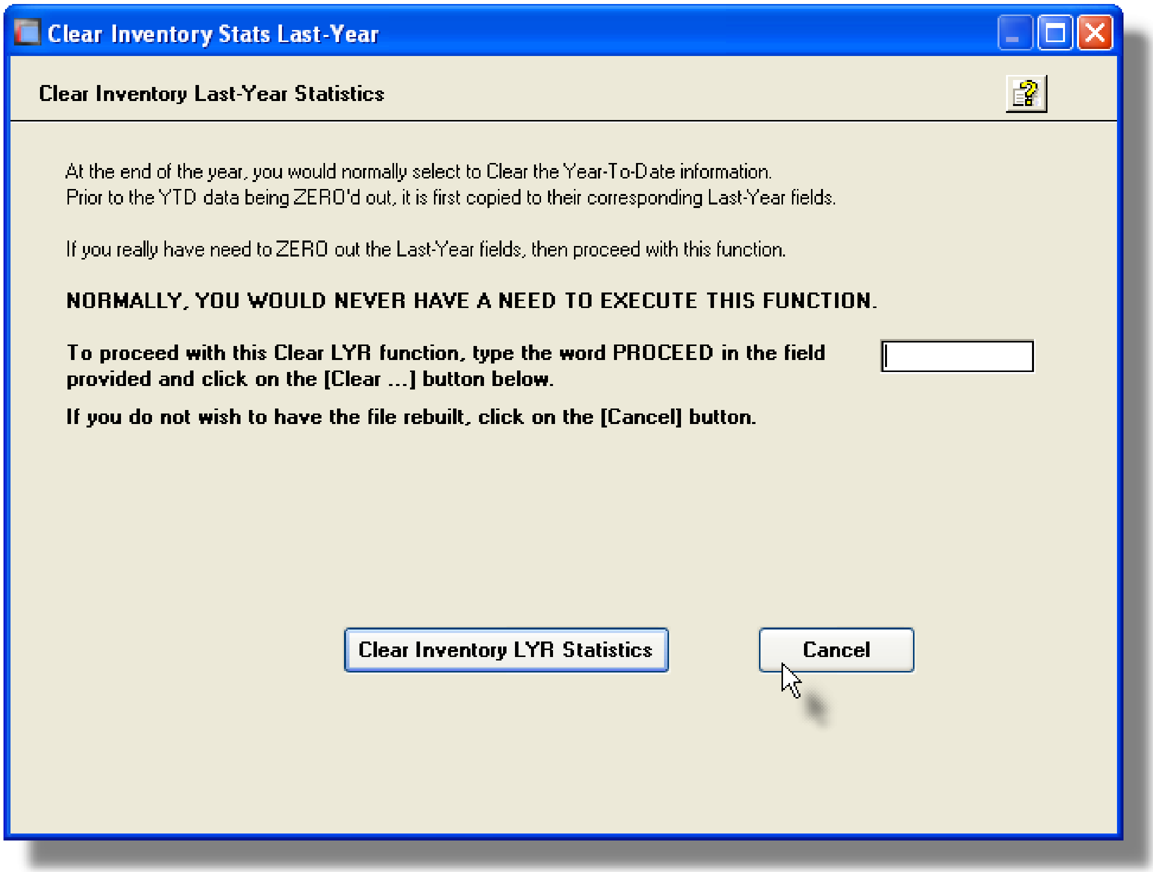
Accessing the Clear Inventory Last-Year function

From the I/M Main menu, select **Clear Inventory LYR...** from the **Operations** drop-down menu.



Clear Inventory Last-Year - Launch Screen

The following screen is presented:


Clear Inventory Stats Last-Year
Clear Inventory Last-Year Statistics

At the end of the year, you would normally select to Clear the Year-To-Date information.
Prior to the YTD data being ZERO'd out, it is first copied to their corresponding Last-Year fields.

If you really have need to ZERO out the Last-Year fields, then proceed with this function.

NORMALLY, YOU WOULD NEVER HAVE A NEED TO EXECUTE THIS FUNCTION.

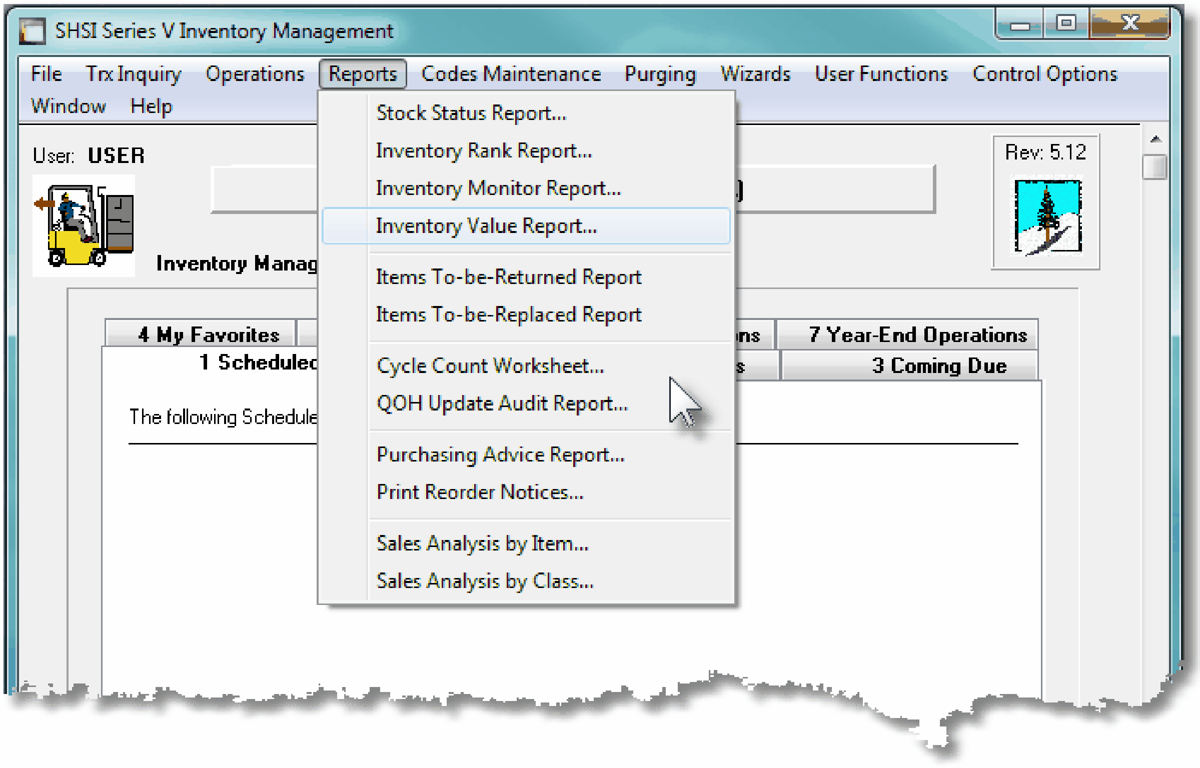
To proceed with this Clear LYR function, type the word PROCEED in the field provided and click on the [Clear ...] button below.

If you do not wish to have the file rebuilt, click on the [Cancel] button.

6.5 Reporting Functions

The topics in this chapter describe functions and procedures that are a available under the **Reports** drop down menu on the Inventory Management menu. These menu items are used to generate and print the reports associated to the Inventory Management system.

These functions are available from the I/M Menu Bar as shown:

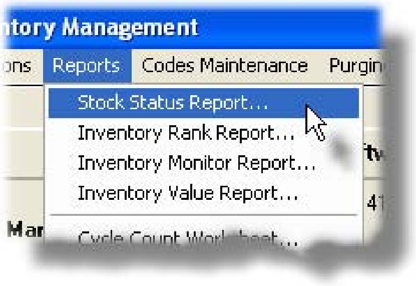


6.5.1 Stock Status Report

The Stock Status Report is used to list out stock status information about a selected item or range of items by location and product category. If ALL locations are selected, details of Quantities-on-Hand, Committed and Back- ordered are printed for each. The total cost of the inventory is also calculated and printed.

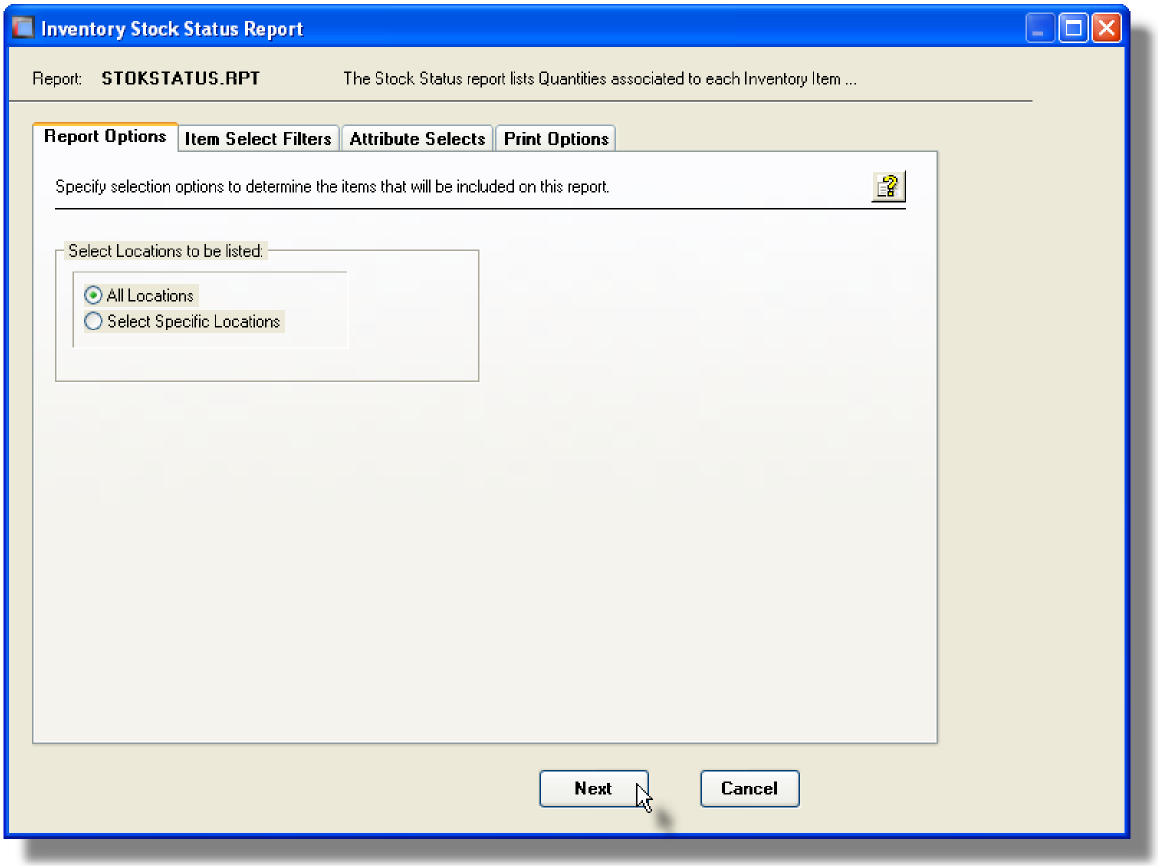
For Inventory Items that are defined with a Matrix Set, each Inventory Variant item is listed along with it's Quantities.

From the I/M Main menu, select **Stock Status Report** from the **Reports** drop-down menu.



Stock Status Report - Options Screen

The following screen is presented when generating the Stock Status report:



Report: STOKSTATUS.RPT

The Stock Status report lists Quantities associated to each Inventory Item ...

Specify selection options to determine the items that will be included on this report.

Select Locations to be listed:

● All Locations
○ Select Specific Locations

When generating the report, the operator is also presented with the standard Item Select Filters screen 99 and Attribute Selects screen 104. These allow you to specify selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria.

The report generated, if archived, will be catalogued with a report name of **STOCKSTATUS.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing* 107 *for full details).*

Processing Filter Options Screen - Field Definition

Warehouse Location	***radio-buttons X(6)***
If your system is configured for multiple warehouses, then this field will be enabled. Select to print the Items Sold for ALL locations, or select specific locations. A window will be displayed from which the desired Location Codes may be selected.	

6.5.2 Inventory Rank Report

The Inventory Rank report provides a method of "Ranking" Inventory usage, or activity, based on a number of different costing computation criteria. For each inventory item, a Dollar Usage amount is computed, and they are listed in descending order. Inventory may also be categorized into three groups; A, B and C, depending on the computed Dollar Usage amount, based on assigned percentages.

The ranking, (or sort), is based on the Dollar Usage, (DU), value as computed using a number of different equations, that may be chosen:

Usage Year-to-Date

$$\text{DU} = \frac{\text{Item Cost Year-to-Date}}{\text{Quantities (Sold + Issued + Lost) Year-to-Date}}$$

Figures are obtained from the master Inventory Item record, and are not available for each stocking location. If chosen, the option to assign the derived Ranking codes, A, B or C to each item is offered.

Usage Period-to-Date

$$\text{DU} = \frac{\text{Item Cost Period-to-Date}}{\text{Quantities (Sold + Issued + Lost) Period-to-Date}}$$

Figures are obtained from the master Inventory Item record, and are not available for each stocking location. If chosen, the option to assign the derived Ranking codes, A, B or C to each item is NOT offered.

Quantities On Back-Order

$$\text{DU} = \text{Quantity On Back-Order} \times \text{Average Unit Cost}$$

Figures are obtained from the Inventory Item's Location record, and are only available for each stocking location. If chosen, the option to assign the derived Ranking codes, A, B or C to each item is NOT offered.

Quantities On-Hand

$$\text{DU} = \text{Quantity On-Hand} \times \text{Average Unit Cost}$$

Figures are obtained from the Inventory Item's Location record, and are only available for each stocking location. If chosen, the option to assign the derived Ranking codes, A, B or C to each item is NOT offered.

Forecasted Usage

$$\text{DU} = \text{Forecasting Quantity Usage} \times \text{Average Unit Cost}$$

The Forecasted Usage quantity is determined when the Inventory Use Forecasting 201 operation is executed. Figures are obtained from the Inventory Item's Location record, and are only available for each stocking location. If chosen, the option to assign the derived Ranking codes, A, B or C to each item is NOT offered.

Quantities Sold

$$\text{DU} = \frac{\text{Sum of (Each Order Line Item Cost}}{\text{Sum of (Each Order Line Item Quantity Sold}}$$

Figures are obtained by reading through the Order Line Item's history file records. If chosen, the option to assign the derived Ranking codes, A, B or C to each item is NOT offered. You may, however, select a date range of Orders that are to be included in the computations.

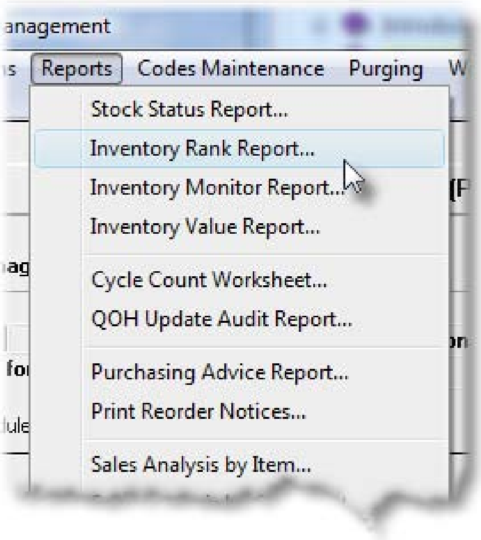
Ranking Group Percentages

To define the Ranking Groups, you must enter the percentage breakdown values of each group. Group A represents the top percentile, Group B the middle, and Group C the bottom.

The sum of the three percentage values must equal 100%.

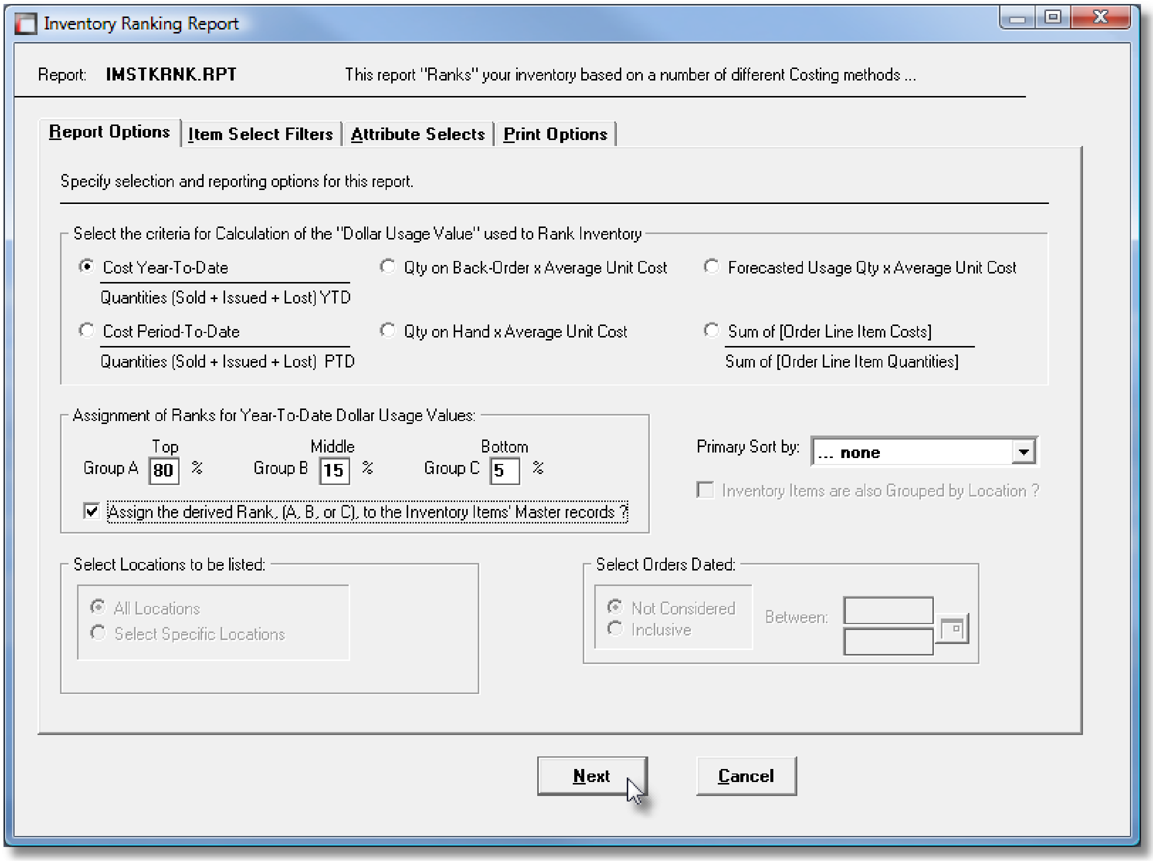
Accessing the Inventory Rank Report

From the I/M Main menu, select **CInventory Rank Report** from the **Reports** drop-down menu.



Inventory Rank Report - Options Screen

The following screen is presented when generating the Inventory Rank report:



Report: **IMSTKRNK.RPT** This report "Ranks" your inventory based on a number of different Costing methods ...

Specify selection and reporting options for this report.

Select the criteria for Calculation of the "Dollar Usage Value" used to Rank Inventory

- ● Cost Year-To-Date Quantities (Sold + Issued + Lost) YTD
- ○ Qty on Back-Order x Average Unit Cost
- ○ Forecasted Usage Qty x Average Unit Cost
- ○ Cost Period-To-Date Quantities (Sold + Issued + Lost) PTD
- ○ Qty on Hand x Average Unit Cost
- ○ Sum of [Order Line Item Costs] Sum of [Order Line Item Quantities]

Assignment of Ranks for Year-To-Date Dollar Usage Values:

Top Group A 80 %
Middle Group B 15 %
Bottom Group C 5 %

☑ Assign the derived Rank, (A, B, or C), to the Inventory Items' Master records ?

Primary Sort by: ... none

☐ Inventory Items are also Grouped by Location ?

Select Locations to be listed:
● All Locations
○ Select Specific Locations

Select Orders Dated:
● Not Considered
○ Inclusive
Between:

When generating the report, the operator is also presented with the standard Item Select Filters screen 99 and Attribute Selects screen 104. These allow you to specify selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria.

The report generated, if archived, will be catalogued with a report name of **IMSTKRNK.RPT**. The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

Processing Filter Options Screen - Field Definition

Selection Criteria Formula	***radio-buttons***
Select the desired formula for which the ranking of inventory items are to be based upon.	
Assignment or Ranking Percentages	***3 x 99***
For each of the system define groups, A, B and C, enter the % value that will be used to categorize the Inventory Items based on the computed Dollar Usage amounts. The sum of each group must add up to 100%.	

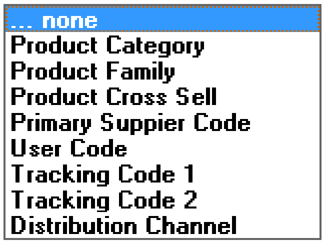
For example - If Group A was defined as 80%, Group B at 15%, and Group C at 5%. Inventory that has a computed Dollar Usage Value that falls within the top 80% of all Inventory Items will be assigned to Class A. Items within the next lower 15% assigned to Class B, and those in the bottom 5% are assigned to Class C.

Assign the Derived Ranking Code to the Inventory Records ? ***check-box***

This field is offered only if the Dollar Usage computation is based on Quantity Usage Year-To-Date. If checked, then the computed Rank Class of A, B or C, is recorded in each Inventory master record. If you only wish to experiment with the settings, or determine ranking for the report only, leave the field un-checked.

Primary Sort ***drop-down list***

To have the Inventory Items listed grouped by one of the available fields. A new page is started for each unique occurrence of the selected group, along with subtotals at the end.



Warehouse Location(s) ***radio-buttons and X(6)***

If your system is configured for multiple warehouses, then this field will be enabled. Select to include Orders that are designated to be shipped from ALL locations, or select specific locations. A window will be displayed from which the desired Location Codes may be selected.

Select Orders Dated ***radio-buttons and (mmddyy)***

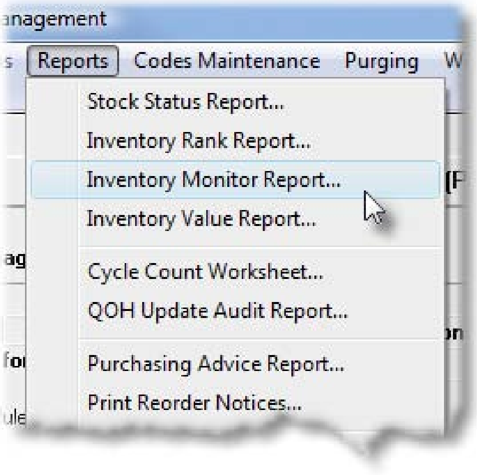
This field is offered only if the Dollar Usage computation is based on Quantities Sold, (from the Order Line Item history records).

Select to have items for All Orders selected regardless of their dates; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.

6.5.3 Inventory Monitor Report

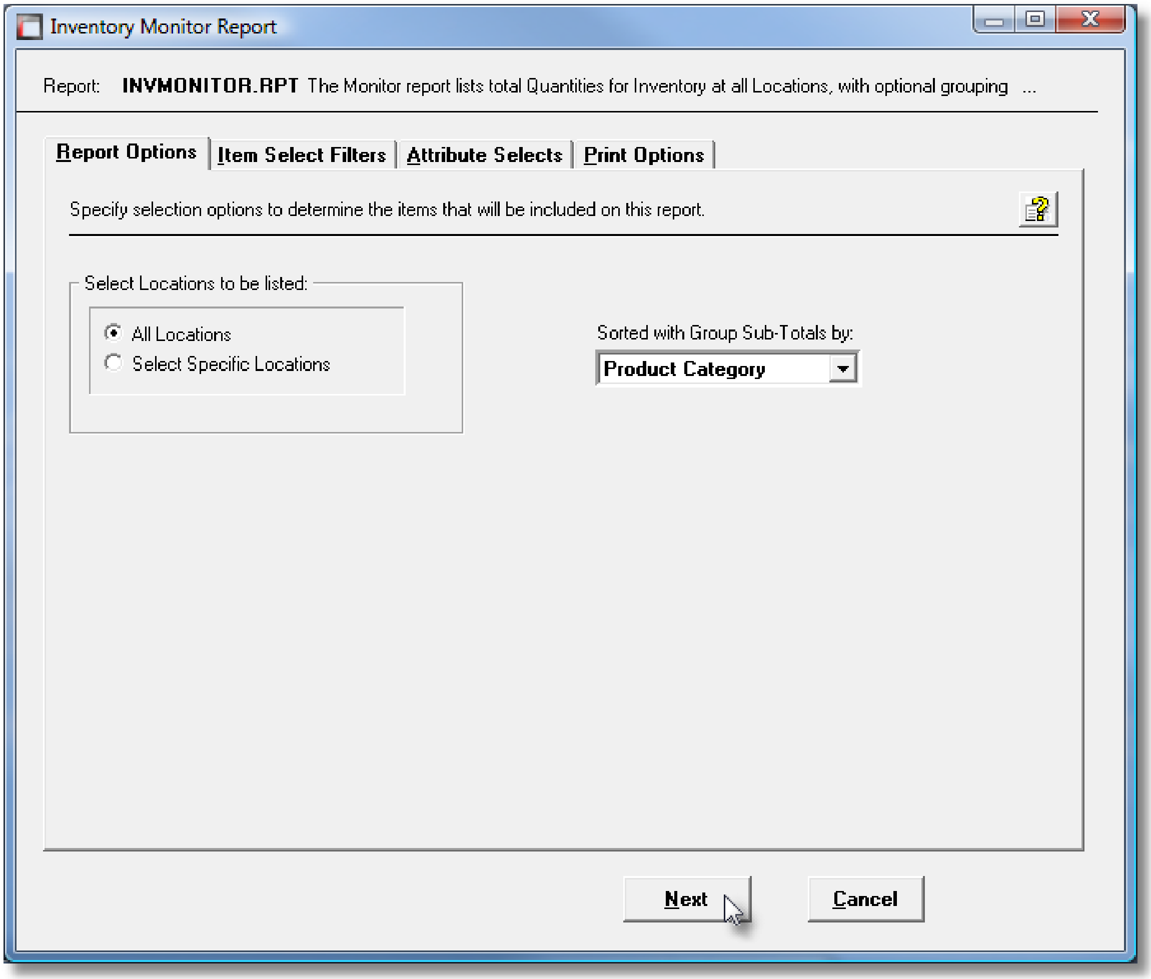
The Inventory Monitor Report is used to list out Inventory Stock information about a selected item or range of items by location and product category. If ALL locations are selected, details of Quantities-on-Hand, Committed and Back- ordered are printed for each. The total cost of the inventory is also calculated and printed. This report is similar to the Stock Status report except that items may be grouped in assorted ways.

From the I/M Main menu, select **Inventory Monitor Report** from the **Reports** drop-down menu.



Inventory Monitor Report - Options Screen

The following screen is presented when generating the Inventory Monitor report:



Report: **INVMONITOR.RPT** The Monitor report lists total Quantities for Inventory at all Locations, with optional grouping ...

Specify selection options to determine the items that will be included on this report.

Select Locations to be listed:

● All Locations
○ Select Specific Locations

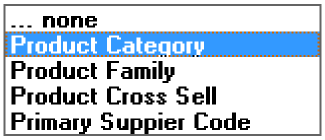
Sorted with Group Sub-Totals by: Product Category

When generating the report, the operator is also presented with the standard Item Select Filters screen 99 and Attribute Selects screen 104. These allow you to specify selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria.

The report generated, if archived, will be catalogued with a report name of **INVMONITOR.RPT**.
The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

Processing Filter Options Screen - Field Definition

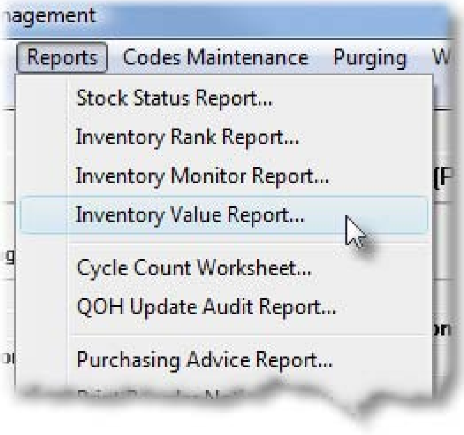
Warehouse Location	***radio-buttons X(6)***
If your system is configured for multiple warehouses, then this field will be enabled. Select to print the Items Sold for ALL locations, or select specific locations. A window will be displayed from which the desired Location Codes may be selected.	

Sorted with Group Sub-Totals	***drop-down list***
To have the Inventory Items listed grouped by one of the available fields. Sub-totals are printed for each group listed.	 ... none Product Category Product Family Product Cross Sell Primary Suppier Code

6.5.4 Inventory Value Report

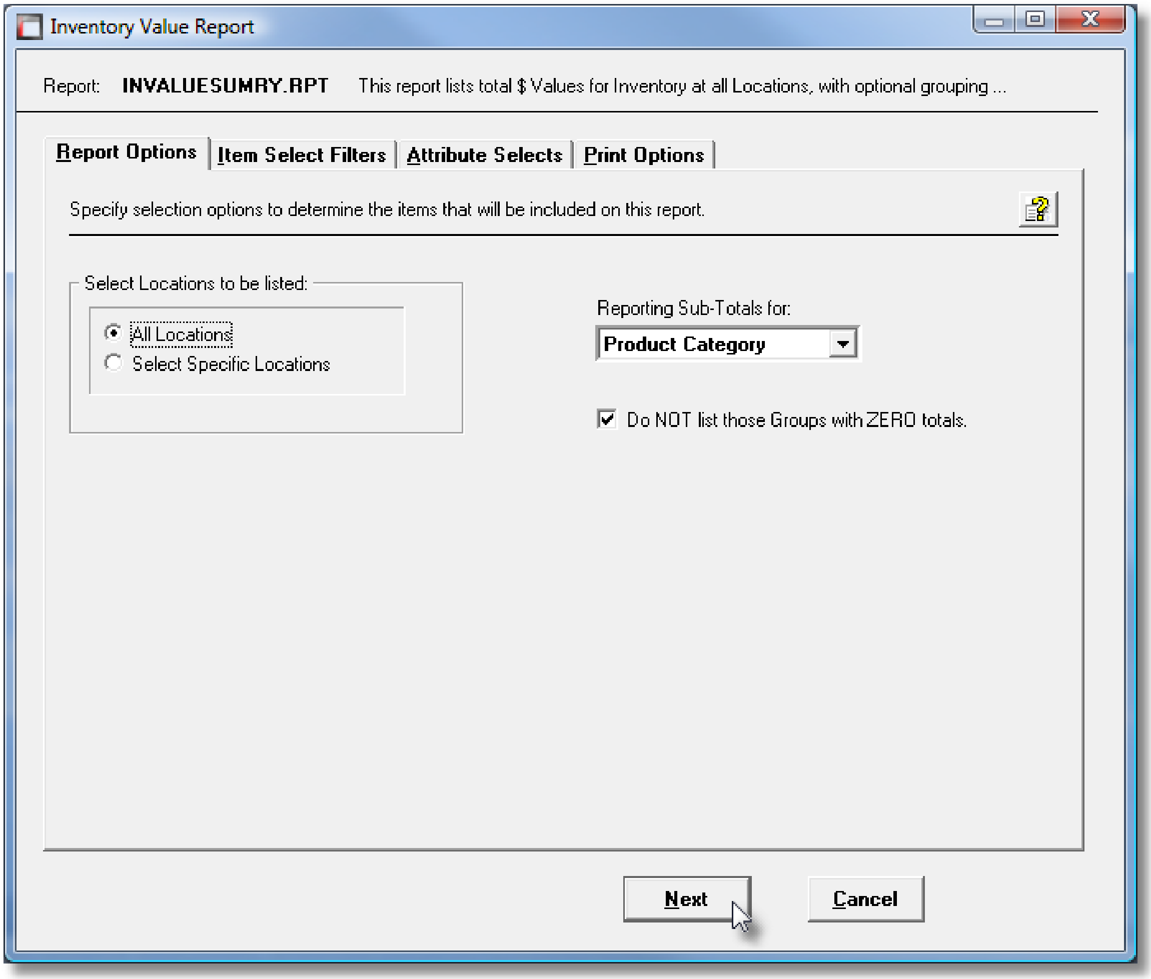
The Inventory Value Report provides a summary of the value of inventory On-Hand, along with Period-to-Date and Year-to-Date Sales totals. For each of the codes defined for the selected reporting group, only the totals are listed.

From the I/M Main menu, select **Inventory Value Report** from the **Reports** drop-down menu.



Inventory Value Report - Options Screen

The following screen is presented when generating the Inventory Value report:



Report: **INVALUESUMRY.RPT** This report lists total $ Values for Inventory at all Locations, with optional grouping ...

Specify selection options to determine the items that will be included on this report.

Select Locations to be listed:

● All Locations

○ Select Specific Locations

Reporting Sub-Totals for: Product Category

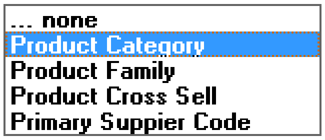
☑ Do NOT list those Groups with ZERO totals.

When generating the report, the operator is also presented with the standard Item Select Filters screen 99 and Attribute Selects screen 104. These allow you to specify selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria.

The report generated, if archived, will be catalogued with a report name of **INVALUESUMRY.RPT**.
The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

Processing Filter Options Screen - Field Definition

Warehouse Location	***radio-buttons X(6)***
If your system is configured for multiple warehouses, then this field will be enabled. Select to print the Items Sold for ALL locations, or select specific locations. A window will be displayed from which the desired Location Codes may be selected.	

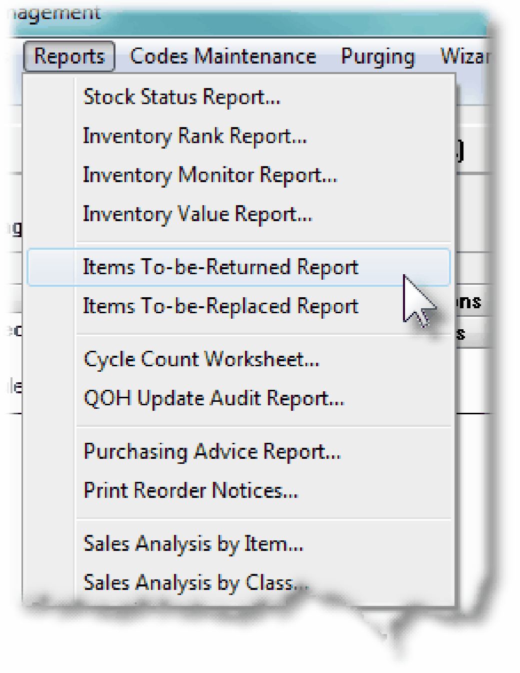
Reporting Sub-Totals For	***drop-down list***
Select the specific type of Code for which the totals are reported.	 ... none Product Category Product Family Product Cross Sell Primary Suppier Code
Do NOT list groups with ZERO Totals	***radio-button***
As it reads.	

6.5.5 Items To Be Returned Report

If your are pulling items out of your Inventory to be used by different employees or machines for a period of time, and these items are to be returned, this report will list those items that are due to be returned. This report will list those inventory items that have been checked out with a To-Be-Returned date.

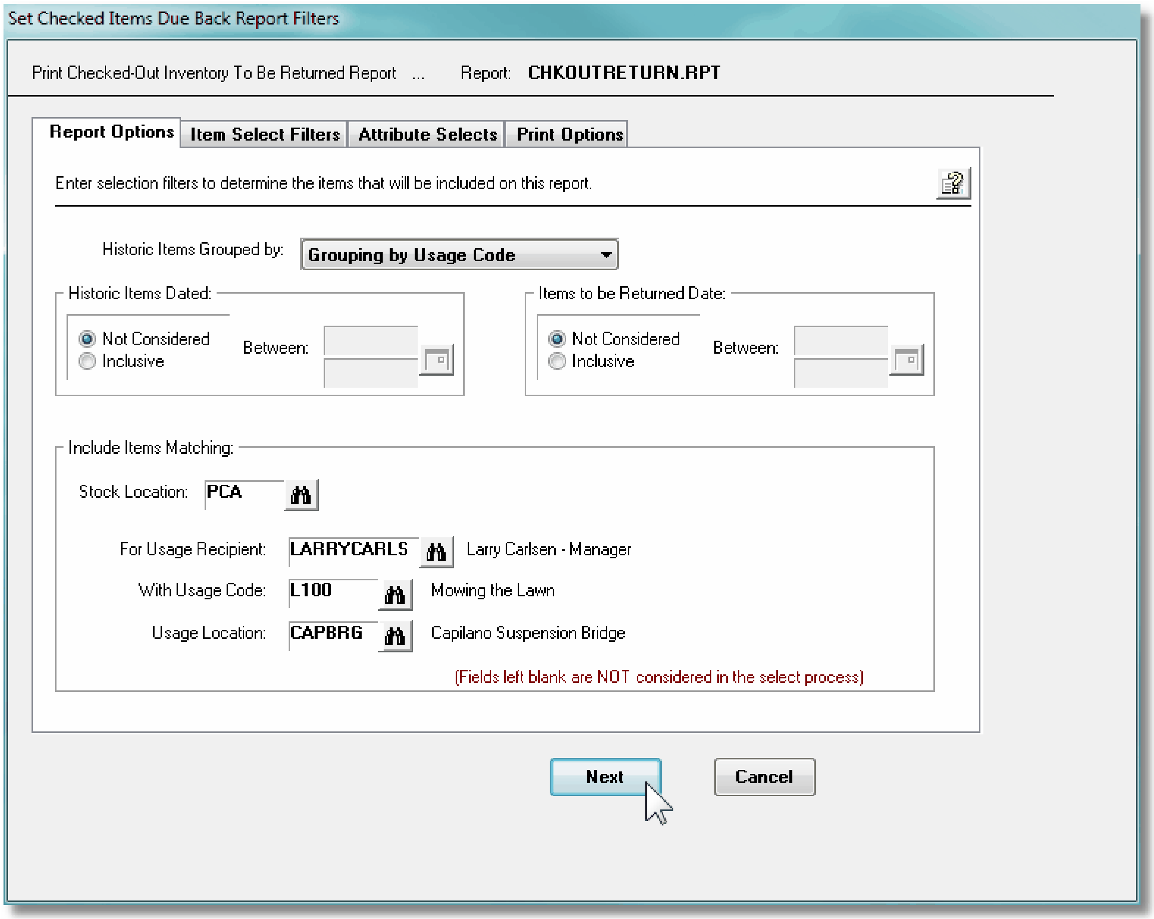
The report provides for a number of different filters to be applied, sorting options, and date selection filters. You may also have the items listed sorted by the Due Date that they are supposed to be returned.

From the I/M Main menu, select **Items To-be Returned Report** from the **Reports** drop-down menu.


Reports
Codes Maintenance
Purging
Wizar
Stock Status Report...
Inventory Rank Report...
Inventory Monitor Report...
Inventory Value Report...
Items To-be-Returned Report
Items To-be-Replaced Report
Cycle Count Worksheet...
QOH Update Audit Report...
Purchasing Advice Report...
Print Reorder Notices...
Sales Analysis by Item...
Sales Analysis by Class...

Items To-be Returned Report - Options Screen

The following screen is presented when generating the report report:



Print Checked-Out Inventory To Be Returned Report ... Report: CHKOUTRETURN.RPT

Enter selection filters to determine the items that will be included on this report.

Historic Items Grouped by: Grouping by Usage Code

Historic Items Dated: ● Not Considered ○ Inclusive Between:

Items to be Returned Date: ● Not Considered ○ Inclusive Between:

Include Items Matching:

Stock Location: PCA

For Usage Recipient: LARRYCARLS Larry Carlsen - Manager

With Usage Code: L100 Mowing the Lawn

Usage Location: CAPBRG Capilano Suspension Bridge

(Fields left blank are NOT considered in the select process)

When generating the report, the operator is also presented with the standard Item Select Filters screen 99 and Attribute Selects screen 104. These allow you to specify selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria.

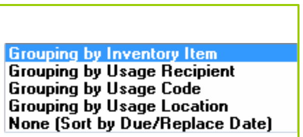
The report generated, if archived, will be catalogued with a report name of **CHKOUTRETURN.RPT**.
The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

To-Be-Returned Report Filters Screen - Field Definition

All field descriptions following are applicable to the Display, Purge and Reporting filter screens. The Grouped By is displayed only for the reporting functions.

Historic Items Grouped by	***check-boxes***

To have the historic Items listed grouped by one of the available fields. A new page is started for each unique occurrence of the selected group, along with subtotals at the end.


Grouping by Inventory Item
Grouping by Usage Recipient
Grouping by Usage Code
Grouping by Usage Location
None (Sort by Due/Replace Date)

Historic Items Dated	***radio-buttons and (mmddyy)***

Select to have All history records selected regardless of their dates; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.

Checked-Out Items to be Returned Date, ... or **Issued Items to be Replaced Date**	***radio-buttons and (mmddyy)***

Select to have All history records selected regardless of the dates they are Due Back, or To Be Replaced; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.

Stock Location	***X(6)***

Identify the Warehouse Location for which related Inventory Items were Checked-Out, or Issued from.

For Usage Recipient	***X(10)***

Checked Out and Issued items may be assigned to a Usage Recipient, (person). Select only those historic items who's Recipient Code matches that which is entered. Leave the field blank if it is NOT to be considered as a filter.

With Usage Code	***X(6)***

Checked Out and Issued items may be assigned a Usage Code. Select only those historic items who's Usage Code matches that which is entered. Leave the field blank if it is NOT to be considered as a filter.

Usage Location Code	***X(6)***

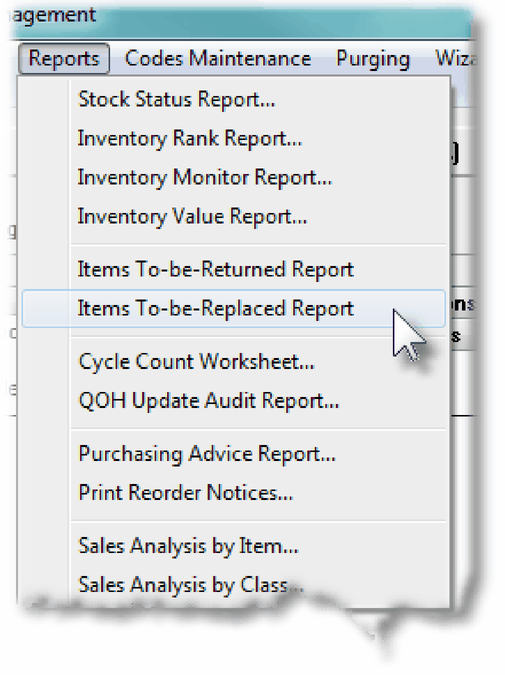
Checked Out and Issued items may be assigned to a Usage Location, (person). Select only those historic items who's Location Code matches that which is entered. Leave the field blank if it is NOT to be considered as a filter.

6.5.6 Items To Be Replaced Report

If your are pulling items out of your Inventory to be used by different employees or machines that do not have to be returned, but will eventually have to be replaced, this report will list those items that are due to be replaced. This report will list those inventory items that have been issued with a To-Be-Replaced date.

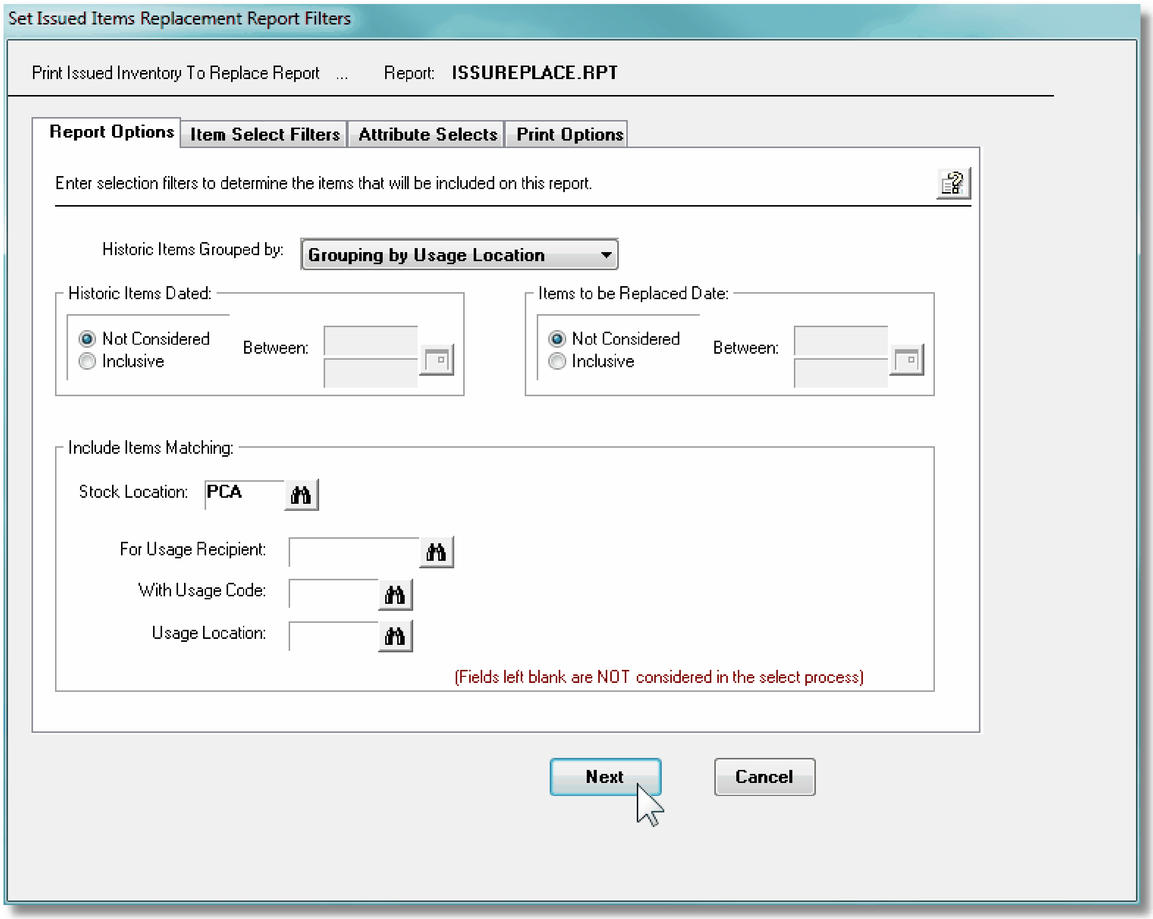
The report provides for a number of different filters to be applied, sorting options, and date selection filters. You may also have the items listed sorted by the Due Date that they are supposed to be replaced.

From the I/M Main menu, select **Items To-be Replaced Report** from the **Reports** drop-down menu.


agement
Reports
Codes Maintenance
Purging
Wiz
Stock Status Report...
Inventory Rank Report...
Inventory Monitor Report...
Inventory Value Report...
Items To-be-Returned Report
Items To-be-Replaced Report
Cycle Count Worksheet...
QOH Update Audit Report...
Purchasing Advice Report...
Print Reorder Notices...
Sales Analysis by Item...
Sales Analysis by Class...

Items To-be Replaced Report - Options Screen

The following screen is presented when generating the report report:



Print Issued Inventory To Replace Report ... Report: ISSUREPLACE.RPT

Enter selection filters to determine the items that will be included on this report.

Historic Items Grouped by: Grouping by Usage Location

Historic Items Dated:
● Not Considered
○ Inclusive
Between:

Items to be Replaced Date:
● Not Considered
○ Inclusive
Between:

Include Items Matching:
Stock Location: PCA
For Usage Recipient:
With Usage Code:
Usage Location:

(Fields left blank are NOT considered in the select process)

When generating the report, the operator is also presented with the standard Item Select Filters screen 99 and Attribute Selects screen 104. These allow you to specify selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria.

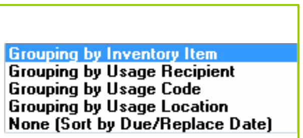
The report generated, if archived, will be catalogued with a report name of **ISSUREPLACE.RPT**.
The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

To-Be Replaced Report Filters Screen - Field Definition

All field descriptions following are applicable to the Display, Purge and Reporting filter screens. The Grouped By is displayed only for the reporting functions.

Historic Items Grouped by	***check-boxes***

To have the historic Items listed grouped by one of the available fields. A new page is started for each unique occurrence of the selected group, along with subtotals at the end.


Grouping by Inventory Item
Grouping by Usage Recipient
Grouping by Usage Code
Grouping by Usage Location
None (Sort by Due/Replace Date)

Historic Items Dated	***radio-buttons and (mmddyy)***

Select to have All history records selected regardless of their dates; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.

Checked-Out Items to be Returned Date, ... or **Issued Items to be Replaced Date**	***radio-buttons and (mmddyy)***

Select to have All history records selected regardless of the dates they are Due Back, or To Be Replaced; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.

Stock Location	***X(6)***

Identify the Warehouse Location for which related Inventory Items were Checked-Out, or Issued from.

For Usage Recipient	***X(10)***

Checked Out and Issued items may be assigned to a Usage Recipient, (person). Select only those historic items who's Recipient Code matches that which is entered. Leave the field blank if it is NOT to be considered as a filter.

With Usage Code	***X(6)***

Checked Out and Issued items may be assigned a Usage Code. Select only those historic items who's Usage Code matches that which is entered. Leave the field blank if it is NOT to be considered as a filter.

Usage Location Code	***X(6)***

Checked Out and Issued items may be assigned to a Usage Location, (person). Select only those historic items who's Location Code matches that which is entered. Leave the field blank if it is NOT to be considered as a filter.

6.5.7 Cycle Count Worksheet

To obtain an accurate picture of the actual inventory in a warehouse, it is often necessary to close the entire plant down for a period of time to take a physical inventory. There is however a better method of keeping the physical count of inventory accurate, called Cycle Counting. Using a cycle counting method, a selection of inventory items are counted every day and their quantity on-hand is then updated. This counting is done constantly over a period of time. The items you want to control tightly can be counted more frequently than those of lesser importance. The Worksheet can be printed for items with selected Cycle Count Codes.

One of the properties for each Inventory Item's Location is the Cycle Count Code. *(See the sub-topic titled Location Stock Quantity Tab Screen 308 under the chapter on Inventory Codes Maintenance)*. The Cycle Count Worksheet can be printed to include only those Inventory Items with a specific Cycle Count codes. In this way you may spread the task of counting inventory over a number of days, of over the year. Each Cycle Count code can represent a different counting frequency. For example, Cycle Count codes could be set up as follows:

Cycle Code	***Frequency***		***Cycle Code***	***Frequency***
D	Daily		Q	Quarterly
W	Weekly		A	Annually
B	Bi-Weekly		S	Special Cycle
M	Monthly			

The Cycle Count codes can be made to work in conjunction with last-counted dates to multiply the flexibility of the cycle count system. For the last counted date, you would enter the date the selected cycle count group was last counted. For example, if a Cycle Count Worksheet is to be printed for items counted weekly, enter a last counted date exactly one week prior to the new count date. This method permits a group of items to be counted every Monday, another group to be counted every Tuesday and so on. The one Cycle Count code for weekly cycle counts can control five different groups of inventory items to be counted (one for each weekday).

Physical Count Tags

As an option, you may select to have Physical Count Tag Transaction records generated. These are processed using the Physical Count Processing operation 214.

A separate tag form is printed for each inventory item and physically attached to the bin or shelf where they are stored in the warehouse. Teams of people go and count the quantity for each item, and record it on the tag form. As goods are added or removed during the process, the quantity is recorded. At the end of the day, or counting process, the tags are collected and the counts are recorded.

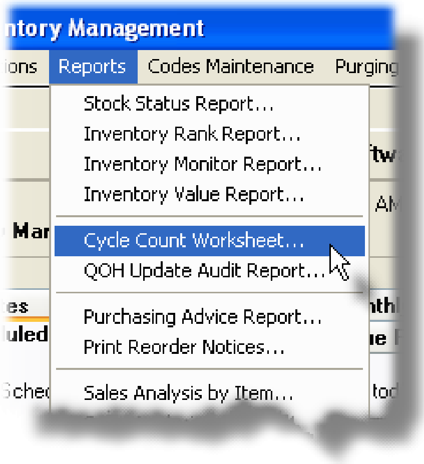
You may also choose whether or not to have the system’s Quantity On-Hand figures printed, and to have Count Tag Transactions generated.

Some points to note when generating the Cycle Count Worksheet:

- The worksheet lists your Inventory Items sorted by Picking Zone and Sequence
- A description of the item is printed, along with spaces that may be used to record the counts, and the person's name
- As options, you can select a specific Cycle Count Code, Inventory Location and range of Product Categories
- As an option, you may also choose whether or not to have the system's Quantity On-Hand figures printed
- Optionally, a special worksheet can be printed that includes only those items that the system thinks has a zero or negative quantity on-hand. A quick visual check on these items can help bring the computer recorded quantities closer to reality.

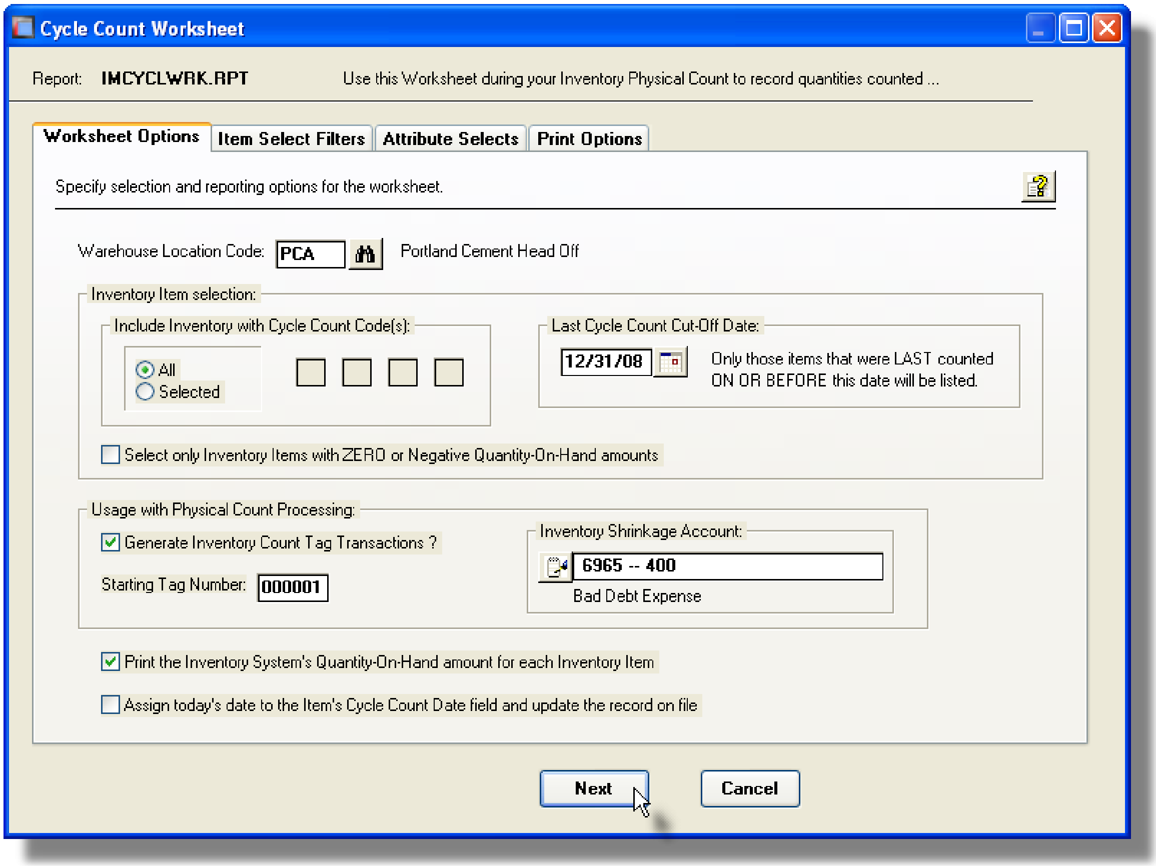
Accessing the Cycle Count Worksheet Report

From the I/M Main menu, select **Cycle Count Worksheet** from the **Reports** drop-down menu.



Cycle Count Worksheet - Options Screen

The following screen is presented when generating the Cycle Count Worksheet:



Report: **IMCYCLWRK.RPT** Use this Worksheet during your Inventory Physical Count to record quantities counted ...

Specify selection and reporting options for the worksheet.

Warehouse Location Code: PCA Portland Cement Head Off

Inventory Item selection:

Include Inventory with Cycle Count Code(s): ● All ○ Selected ☐ ☐ ☐ ☐

Last Cycle Count Cut-Off Date: 12/31/08 Only those items that were LAST counted ON OR BEFORE this date will be listed.

☐ Select only Inventory Items with ZERO or Negative Quantity-On-Hand amounts

Usage with Physical Count Processing:

☑ Generate Inventory Count Tag Transactions ?

Starting Tag Number: 000001

Inventory Shrinkage Account: 6965 -- 400 Bad Debt Expense

☑ Print the Inventory System's Quantity-On-Hand amount for each Inventory Item

☐ Assign today's date to the Item's Cycle Count Date field and update the record on file

When generating the report, the operator is also presented with the standard Item Select Filters screen 99 and Attribute Selects screen 104. These allow you to specify selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria.

The report generated, if archived, will be catalogued with a report name of **IMCYCLWRK.RPT**.
The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

Field Definitions

Warehouse Location	***X(6)***
Select the warehouse location for which the worksheet report is to be generated for.	
Inventory for Cycle Count Codes	***check-box***
Specify the Cycle Count Codes for the Inventory items to be included on the	● All

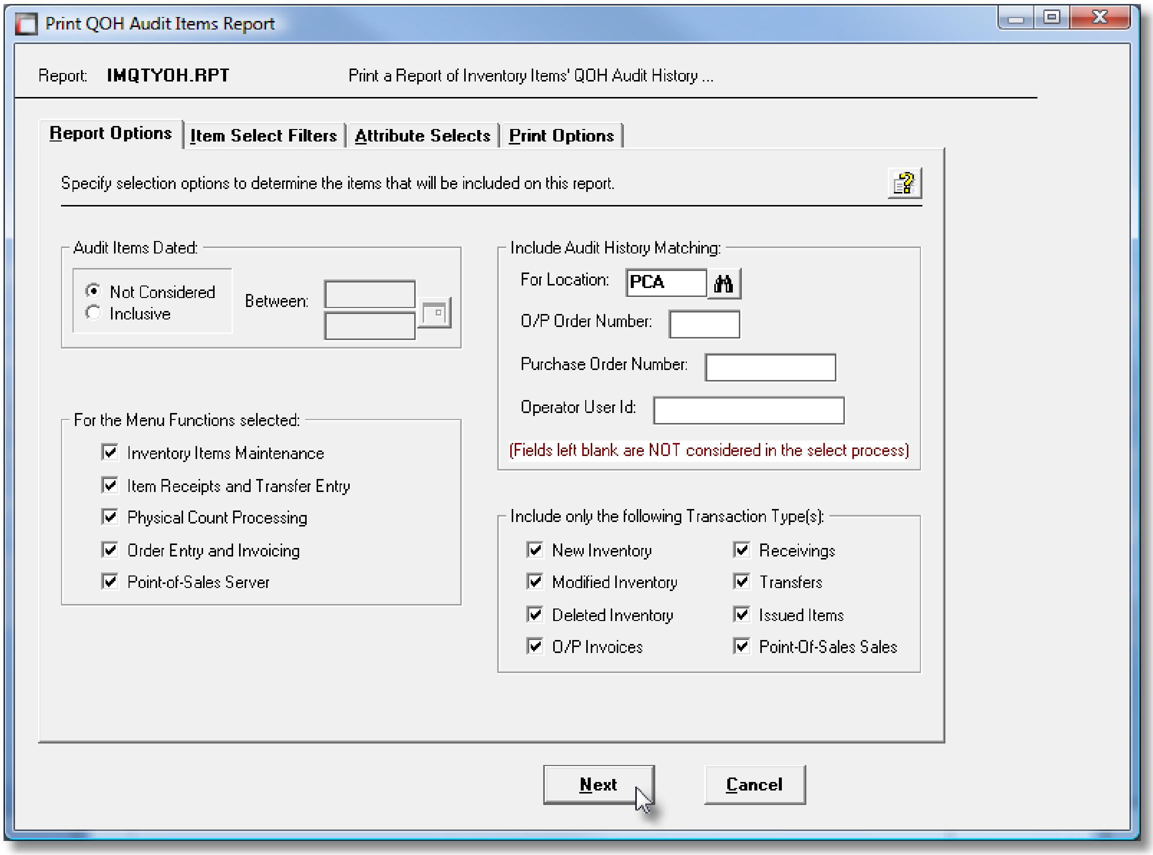
worksheet.	○ Selected
Last Cycle Count Cut-off Date	***(mmddyy)***
Only those Inventory Items that were last counted, on or before, the date entered will be printed. Items counted more recent than the date will not be included.	
Select ONLY items with Zero or negative Quantity-On-Hand	***check-box***
You may want to do a special correction count of all Inventory Items listed with ZERO or negative On-Hand Quantity.	
Physical Count Process – Generate Tags ?	***check-box***
As an option, you may select to have Physical Count Tag Transaction records generated. These are processed using the Physical Count Processing operation 214.	
Physical Count Process – Starting Tag Number	***9(6)***
Tag transactions have a Tab Number. This is just a counter that is assigned to each tag created for each inventory item. This field will default to 1.	
Physical Count Process – G/L Shrinkage Account	***9(18) - 9(5)***
Utilizing the Physical Count Processing operation an accurate count of inventory that is stocked is achieved. During that process, if quantities of items are missing, the value associated to that inventory is recorded as a loss, or a shrinkage. Enter the G/L account that will be used to record that loss. This field will default to the G/L account that was defined as one of the properties of the I/M Control Preferences.	
Print Quantity-on-Hand Amounts ?	***check-box***
Select whether or not the current Quantity-on-Hand amount is printed on the worksheet for each Inventory item. Some may consider that if the quantity is known by the counter, it may cause a negative bias in the process. If Inventory Count Tags are generated, this field is not considered.	
Update Item's Last Cycle Count Date ?	***check-box***
Each inventory location record has as one of it's properties, a field to hold the date that the last physical cycle count was performed. If you had chosen not to generate Tag transactions for the Physical Count Processing operation, then when the worksheet is generated, for each Inventory Item listed, it will be assumed that item will indeed have been counted and the date will be recorded. Set or clear the check-box for the desired	

results. If Inventory Count Tags are generated, this field is not considered.

6.5.8 Quantity-on-Hand Audit Report

The Inventory Quantity-On-Hand Update Audit records provides a history of all changes made to the Quantity-On-Hand field, for all Inventory Items for each Location, from both the Customer Order Processing system and the Inventory Management system. If there is need to question how a given item's Quantity-On-Hand field has reached to the level it is at, this report may be of assistance.

The following screen is displayed for entry of the options and filters that may be set when generating the Report.



Report: **IMQTYOH.RPT** Print a Report of Inventory Items' QOH Audit History ...

Specify selection options to determine the items that will be included on this report.

Audit Items Dated:
● Not Considered
○ Inclusive
Between:

For the Menu Functions selected:
☑ Inventory Items Maintenance
☑ Item Receipts and Transfer Entry
☑ Physical Count Processing
☑ Order Entry and Invoicing
☑ Point-of-Sales Server

Include Audit History Matching:
For Location: PCA
O/P Order Number:
Purchase Order Number:
Operator User Id:
(Fields left blank are NOT considered in the select process)

Include only the following Transaction Type(s):
☑ New Inventory
☑ Modified Inventory
☑ Deleted Inventory
☑ O/P Invoices
☑ Receivings
☑ Transfers
☑ Issued Items
☑ Point-Of-Sales Sales

When generating the report, the operator is presented with the standard Item Select Filters screen 99 and Attribute Selects screen 104. These allow you to specify selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria.

The report generated, if archived, will be catalogued with a report name of **IMQTYOH.RPT**. The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a

PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

Quantity-On-Hand Audit Report Options Screen - Field Definition

Audit Items Dated	***radio-buttons and (mmddyy)***
Select to have All audit records selected regardless of their dates; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.	
Include only Audit History — for Location	***X(6)***
To have only those audit records for Items stocked at a particular Inventory warehouse Location selected. *(Leave the field blank if it is not to be considered as a selection filter).*	
Include only Audit History — for O/P Order	***9(6)***
To have only those Items associated to a specified processed O/P Order selected. *(Leave the field blank if it is not to be considered as a selection filter)*.	
Include only Audit History — for Purchase Order	***9(10)***
To have only those audit records that were received for inventory, associated to a specified Purchase Order, selected. *(Leave the field blank if it is not to be considered as a selection filter)*.	
Include only Audit History — for Operator Id	***X(15)***
To have only those audit records selected that were associated to operations performed by a specific operator. *(Leave the field blank if it is not to be considered as a selection filter)*.	
Include History for selected Menu Functions	***check-boxes***
To select only those audit records associated to particular menu functions, set the corresponding check boxes.	

6.5.9 Purchasing Advice Processing / Report

The Purchasing Advice Report provides a list of which Inventory Items have reached a point below their Re-Order Level, or have been totally depleted since the last time the report was printed or since Inventory Items have been received. In producing the report, an Item

Purchase Advice Transaction record is generated and presented in a grid display screen. These individual inventory advice transaction records may be displayed and edited as required prior to the final report being generated, and the transactions posted. There are a number of selection parameters that may be set, and Inventory Items may be listed sorted by a variety of different applicable codes.

The process of producing the Purchasing Advice report consists of the following steps:

1. Build the Purchasing Advice Transaction records
2. Review and edit suggested Quantity-to-Order amounts for each Inventory Item
3. Print the report
4. Post the Purchase Advice Transaction records to update each Inventory Items' Reorder Status
5. Optionally generate Purchase Order system Requisitions with Request-for-Quotes and/or Candidate POs

Items are included in the analysis when a number of criteria are met for both the Inventory Master record and for the Item as stocked at each Warehouse Location. For the Inventory item to be considered to be included, the following Item Master record's conditions must be met:

- The **Control Quantity-On-Hand for Item** property is checked
- The **OK to have this Item Re-Purchased** property is checked
- The **Stock Type** is set to *Normal, Custom Order, Custom in Stock , On-Consignment*, or a *BOMP Component*
- For the selected **Activity Status**, the Buy flag is set to **[Y]**
- All conditions on the **Item Select Filters** tabbed sub-screen are met

For the Inventory item to be considered to be included, the following Item Location record's conditions must be met:

- On the Purchasing tab sub-screen, the **Include Item for ReOrder and Purchasing Advice Analysis** property is checked
- On the Purchasing tab sub-screen, the **Purchasing Advice Processing Policy** MUST NOT be set to *DO NOT Include*

Then, Inventory items are selected to be include if any one of the following criteria are met:

- On the Purchasing tab sub-screen, the **Item Reorder Status** is set *Out of Stock*, or *Needs to be Reordered*
- The quantity available, (***Quantity Available = Qty-on-Hand - Qty Committed***), amount is below the **Reorder Level Cutoff Quantity.**
- The **Item Reorder Status Last Set Date**, is earlier than the date specified on the build options screen and the **Item Reorder Status** matches one of those that are checked

When the Purchasing Advice Transactions are posted,the Item Reorder Status Last Set date is set to the current date. Also depending on the posting options, whether or not the Series 5 Purchasing System is being used, and the setting of the **Purchasing Advice Processing Policy**, the Item Reorder Status will be set as follows:

Purchasing Advice Policy	***Item Reorder Status***	
	with S5 P/O system	***without P/O system***
PO is Required	PO has Been Issued	n/a
Requisition is Required	Requisition Awaiting Approval	n/a
Issue Suppler RFQ	RFQ has been Issued	n/a
Just List on Reorder Notices/Report	Waiting on Manual Receipt	Waiting on Manual Receipt

The following points should be noted with respect to the Purchasing Advice Processing and Report:

- When a Purchase Advice Transaction record has been recorded for an Inventory Item, it's Item Reorder Status is set to *Selected to Review*

- Once the Purchasing Advice Transactions are posted, the Item Reorder Status is set, along with current date. Repeated execution of the Purchasing Advice process will not include these items until the Item Reorder Status for the individual items has changed, or the number of days since being last processed is greater than the "Advice Report Reprint" days as defined by the I/M Control Preferences 405.

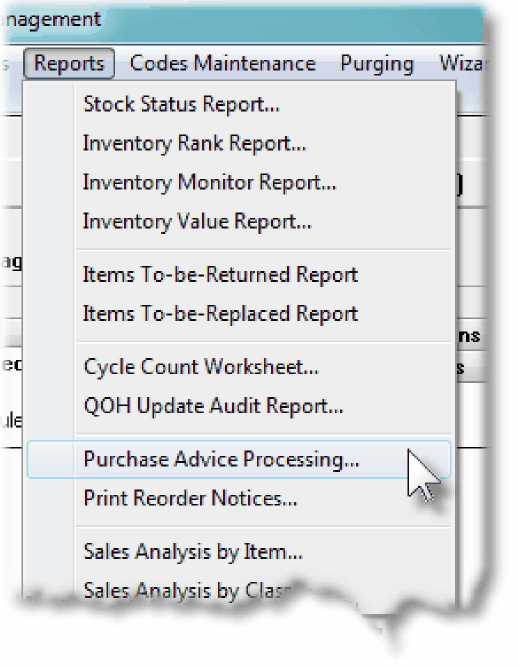
- Purchasing Advice Transactions may be displayed, (and the report printed), sorted or grouped by the following fields:

Sorted By:	***Grouped By:***
✓ Inventory Item Code ✓ Inventory Item Description ✓ Manufacturer Name	✓ Product Category ✓ Reorder Manager ✓ Distribution Channel ✓ Supplier Code ✓ Currency Code ✓ Department

Inventory Item Reorder Status Flags

After an Inventory Item is listed on the Purchasing Advice report, and it's corresponding Advice Transaction record is posted, it's Reorder Status is set to reflect the posting action that was chosen. It will not be included again until it's Item Reorder Status is set to Quantity Available OK, Out of Stock, or Needs to be Reordered. This will not occur until it's Quantity-on-Hand field is modified, either by the receipt of new inventory, or when directly edited using the Inventory Maintenance function.

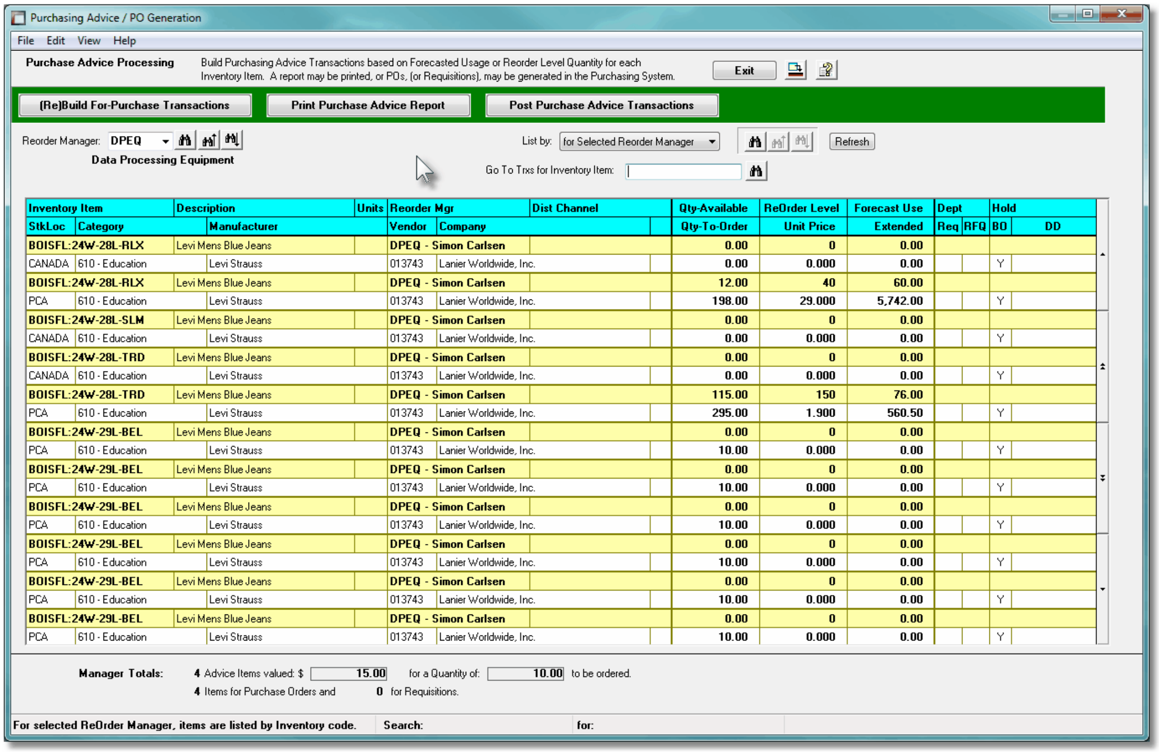
From the I/M Main menu, select **Purchasing Advice Processing** from the **Reports** drop-down menu.


nagement
Reports
Codes Maintenance
Purging
Wiza
Stock Status Report...
Inventory Rank Report...
Inventory Monitor Report...
Inventory Value Report...
Items To-be-Returned Report
Items To-be-Replaced Report
Cycle Count Worksheet...
QOH Update Audit Report...
Purchase Advice Processing...
Print Reorder Notices...
Sales Analysis by Item...
Sales Analysis by Clas

Purchasing Advice Transaction records are generated and displayed to the screen managed using a Series 5 grid processing screen. You can easily navigate through the items on file using the grid buttons, or enter the respective key for the desired transaction.

From the "Fast Buttons" frame, push buttons are provided that can be used to build, report and post the transactions.

Purchasing Advice Processing Grid


Purchasing Advice / PO Generation
File Edit View Help
Exit
(Re)Build For-Purchase Transactions
Print Purchase Advice Report
Post Purchase Advice Transactions
Refresh

Purchase Advice Processing Build Purchasing Advice Transactions based on Forecasted Usage or Reorder Level Quantity for each Inventory Item. A report may be printed, or POs, (or Requisitions), may be generated in the Purchasing System.

Reorder Manager: DPEQ
Data Processing Equipment

List by: for Selected Reorder Manager

Go To Trxs for Inventory Item:

Inventory Item	Description		Units	Reorder Mgr	Dist Channel	Qty-Available	ReOrder Level	Forecast Use	Dept		Hold	
StkLoc	**Category**	**Manufacturer**		**Vendor**	**Company**	**Qty-To-Order**	**Unit Price**	**Extended**	**Req**	**RFQ**	**BO**	**DD**
BOISFL:24W-28L-RLX	Levi Mens Blue Jeans			DPEQ - Simon Carlsen		0.00	0	0.00				
CANADA	610 - Education	Levi Strauss		013743	Lanier Worldwide, Inc.	0.00	0.000	0.00			Y	
BOISFL:24W-28L-RLX	Levi Mens Blue Jeans			DPEQ - Simon Carlsen		12.00	40	60.00				
PCA	610 - Education	Levi Strauss		013743	Lanier Worldwide, Inc.	198.00	29.000	5,742.00			Y	
BOISFL:24W-28L-SLM	Levi Mens Blue Jeans			DPEQ - Simon Carlsen		0.00	0	0.00				
CANADA	610 - Education	Levi Strauss		013743	Lanier Worldwide, Inc.	0.00	0.000	0.00			Y	
BOISFL:24W-28L-TRD	Levi Mens Blue Jeans			DPEQ - Simon Carlsen		0.00	0	0.00				
CANADA	610 - Education	Levi Strauss		013743	Lanier Worldwide, Inc.	0.00	0.000	0.00			Y	
BOISFL:24W-28L-TRD	Levi Mens Blue Jeans			DPEQ - Simon Carlsen		115.00	150	76.00				
PCA	610 - Education	Levi Strauss		013743	Lanier Worldwide, Inc.	295.00	1.900	560.50			Y	
BOISFL:24W-29L-BEL	Levi Mens Blue Jeans			DPEQ - Simon Carlsen		0.00	0	0.00				
PCA	610 - Education	Levi Strauss		013743	Lanier Worldwide, Inc.	10.00	0.000	0.00			Y	
BOISFL:24W-29L-BEL	Levi Mens Blue Jeans			DPEQ - Simon Carlsen		0.00	0	0.00				
PCA	610 - Education	Levi Strauss		013743	Lanier Worldwide, Inc.	10.00	0.000	0.00			Y	
BOISFL:24W-29L-BEL	Levi Mens Blue Jeans			DPEQ - Simon Carlsen		0.00	0	0.00				
PCA	610 - Education	Levi Strauss		013743	Lanier Worldwide, Inc.	10.00	0.000	0.00			Y	
BOISFL:24W-29L-BEL	Levi Mens Blue Jeans			DPEQ - Simon Carlsen		0.00	0	0.00				
PCA	610 - Education	Levi Strauss		013743	Lanier Worldwide, Inc.	10.00	0.000	0.00			Y	
BOISFL:24W-29L-BEL	Levi Mens Blue Jeans			DPEQ - Simon Carlsen		0.00	0	0.00				
PCA	610 - Education	Levi Strauss		013743	Lanier Worldwide, Inc.	10.00	0.000	0.00			Y	
BOISFL:24W-29L-BEL	Levi Mens Blue Jeans			DPEQ - Simon Carlsen		0.00	0	0.00				
PCA	610 - Education	Levi Strauss		013743	Lanier Worldwide, Inc.	10.00	0.000	0.00			Y	

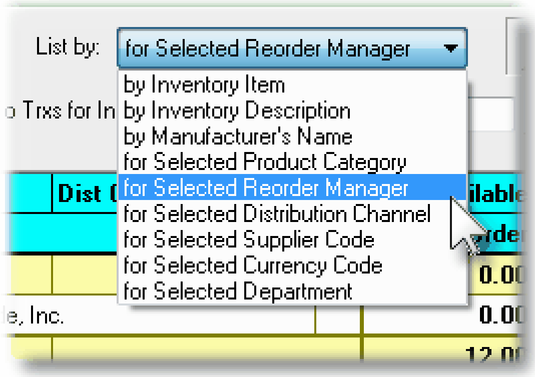
Manager Totals: 4 Advice Items valued: $ 15.00 for a Quantity of: 10.00 to be ordered.
4 Items for Purchase Orders and 0 for Requisitions.

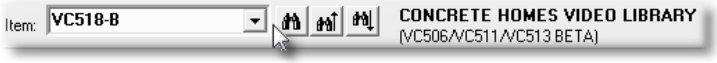
For selected ReOrder Manager, items are listed by Inventory code. Search: for:

"Fast Buttons"	
(Re)Build For-Purchase Transactions	To read through the Inventory file and build a Purchasing Advice transactions for those the need to be purchased.
Print Purchasing Advice Report	Print the Purchasing Advice report.
Post Transactions	To Post the Purchasing Advice Transactions. The Inventory Item's Location Reorder Status field will be set according to the selected posting options. Also as an option, PO System Requisitions with RFQ and/or Candidate POs may also automatically be generated.

Some of the special features of this "Inquiry" grid are as follows:

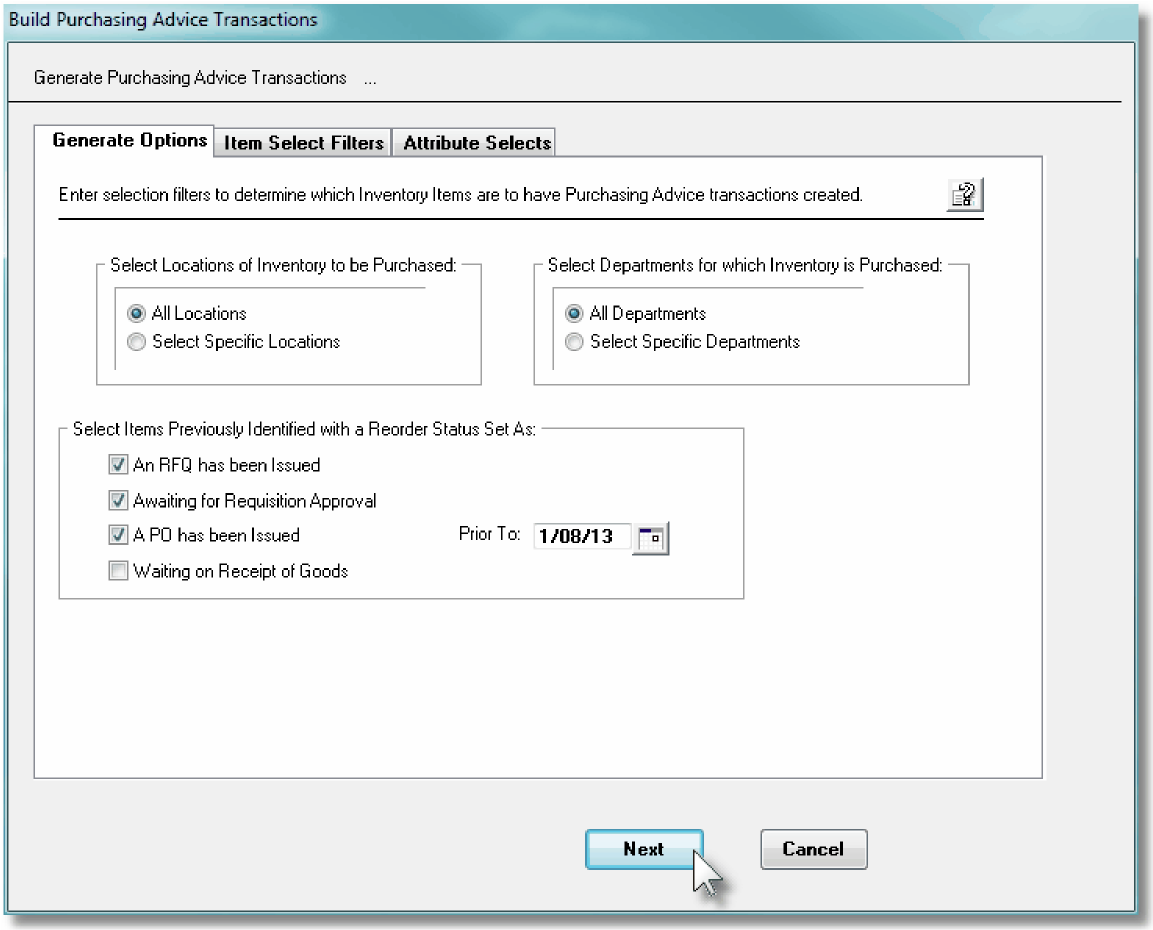
➢ The option to **List By** provides the option to list	

or group the display of transactions by a variety of different criteria.	
	List by: for Selected Reorder Manager
	 by Inventory Item
	by Inventory Description
	by Manufacturer's Name
	for Selected Product Category
	for Selected Reorder Manager
	for Selected Distribution Channel
	for Selected Supplier Code
	for Selected Currency Code
	for Selected Department

➢ When transactions are grouped by a particular code, they may be chosen either by entering their Code, choosing it using the Lookup binoculars icon, or by having the next or previous Item displayed that has history items on file. *(Click the binocular icon with the up/down arrow to display history that exist for the prior/next occurrence of that code on file)*.	 Item: VC518-B CONCRETE HOMES VIDEO LIBRARY (VC506/VC511/VC513 BETA)

Build Purchasing Advice Transactions - Options Screen

The following screen is presented when building the Purchasing Advice Transactions:



Build Purchasing Advice Transactions

Generate Purchasing Advice Transactions ...

Enter selection filters to determine which Inventory Items are to have Purchasing Advice transactions created.

Select Locations of Inventory to be Purchased:

● All Locations
○ Select Specific Locations

Select Departments for which Inventory is Purchased:

● All Departments
○ Select Specific Departments

Select Items Previously Identified with a Reorder Status Set As:

☑ An RFQ has been Issued
☑ Awaiting for Requisition Approval
☑ A PO has been Issued
☐ Waiting on Receipt of Goods

Prior To: 1/08/13

When building the Purchasing Advice transactions, the operator is also presented with the standard Item Select Filters screen 99 and Attribute Selects screen 104. These allow you to specify selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria.

Building Filter Options Screen - Field Definition

Select Inventory Warehouse Location	***radio-buttons and X(6)***
If your system is configured for multiple warehouses, then this field will be enabled. Select to build a Purchasing Advice transaction record only for those Items to be purchased for ALL locations, or select specific locations. A window will be displayed from which the desired Location Codes may be selected.	
Select Departments	***radio-buttons and X(6)***
Each Inventory item is assigned to a particular Product Category, which in turn is assigned to a Department. (Departments are allocated to a specific G/L Profit Center in the I/M system). Should you wish to generate Purchasing Advice transactions for selected Departments, click the appropriate radio-button and a window will be displayed	

from which you may choose the desired Departments.

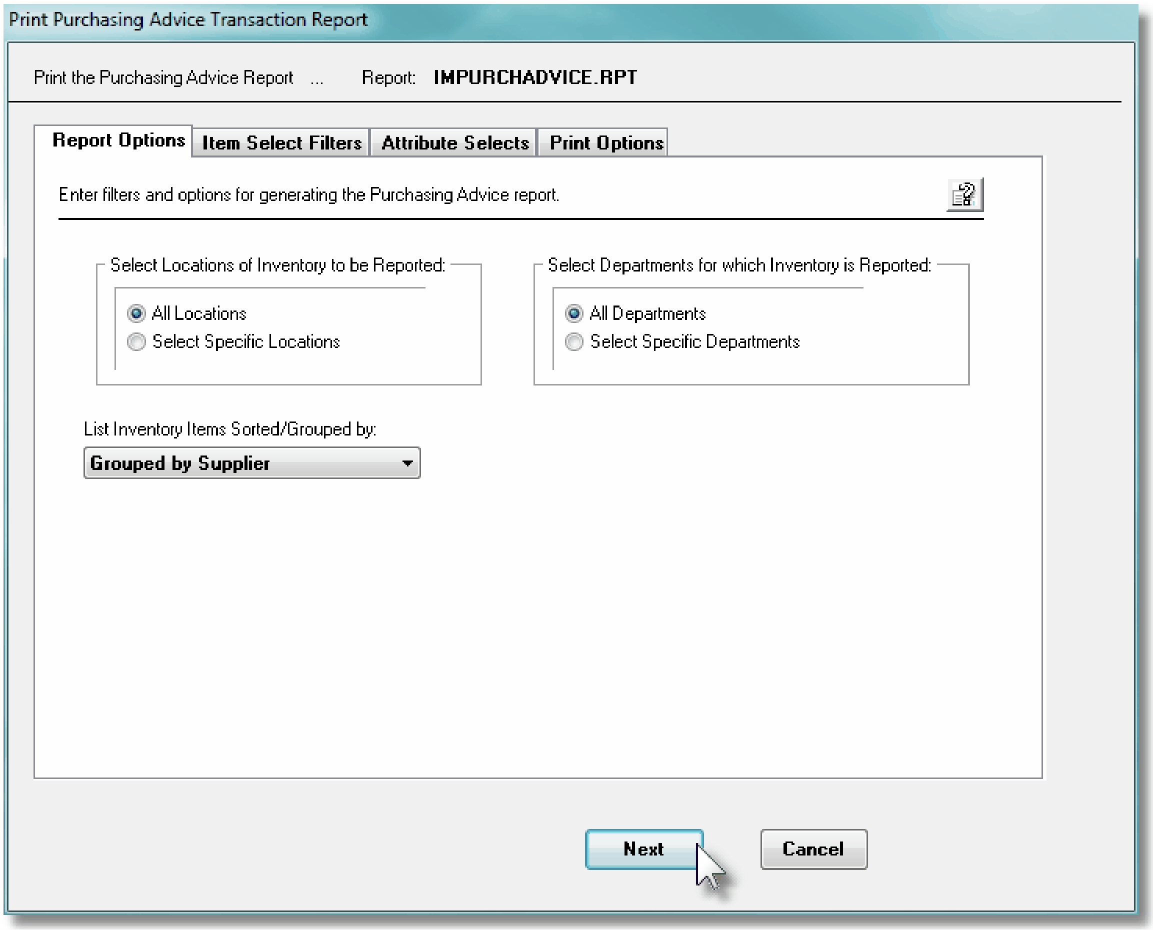
Select Item Previously Identified with Reorder Status ***check-box and (mmddyy)***

When an Inventory Item has it's Item Reorder Status set when the Purchase Advice Transactions are posted, the current date is also recorded. Should you wish to have only those Inventory Items that had in the past had their Item Reorder Status prior to a specified date, then set this check-box and enter the date, prior to which, the status was set.

The date field will be initialized to the date that represents a number of days prior to today's date. The # of days is defined by the **# of days between Purchasing Advice Rpt Reprints** field in the I/M Control Preferences 405.   You may edit the date displayed.

Purchasing Advice Report - Options Screen

The following screen is presented when the Purchasing Advice report is printed:



Print Purchasing Advice Transaction Report

Print the Purchasing Advice Report ...   Report: IMPURCHADVICE.RPT

Enter filters and options for generating the Purchasing Advice report.

Select Locations of Inventory to be Reported:
● All Locations
○ Select Specific Locations

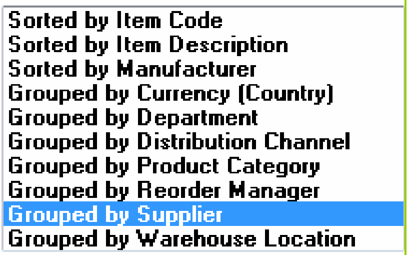
Select Departments for which Inventory is Reported:
● All Departments
○ Select Specific Departments

List Inventory Items Sorted/Grouped by: Grouped by Supplier

When generating the report, the operator is also presented with the standard Item Select Filters screen 99 and Attribute Selects screen 104. These allow you to specify selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria.

The report generated, if archived, will be catalogued with a report name of **IMPURCHADVICE.RPT**.
The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

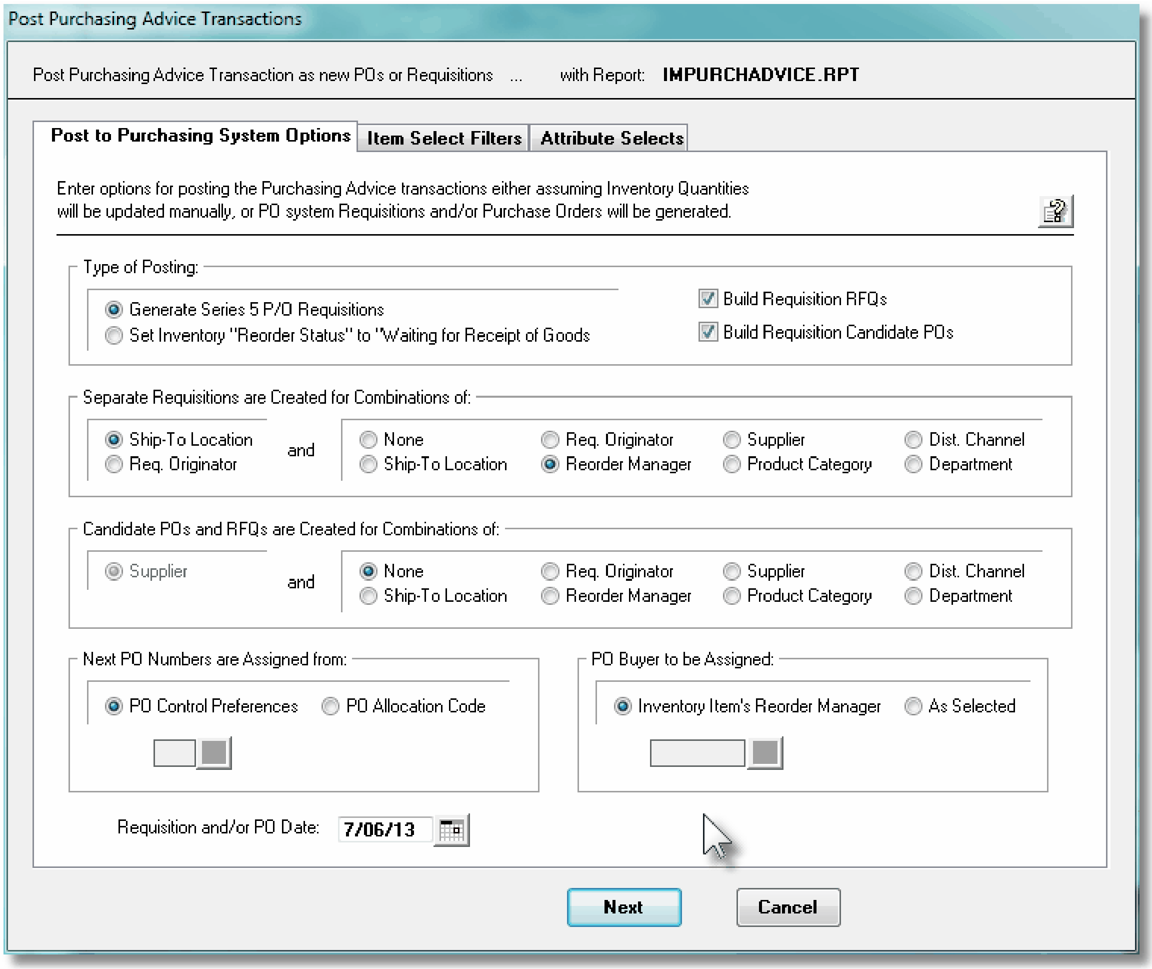
Processing Filter Options Screen - Field Definition

Select Warehouse Location	***radio-buttons and X(6)***
If your system is configured for multiple warehouses, then this field will be enabled. Select to print Purchasing Advice records only for those Items to be purchased for ALL locations, or select specific locations. A window will be displayed from which the desired Location Codes may be selected.	
Select Departments	***radio-buttons and X(6)***
Each Inventory item is assigned to a particular Product Category, which in turn is assigned to a Department. (Departments are allocated to a specific G/L Profit Center in the I/M system). Should you wish to list the Purchasing Advice records for selected Departments, click the appropriate radio-button and a window will be displayed from which you may choose the desired Departments.	
Inventory Items Sort	***drop-down list***
To have the Inventory Items listed sorted by one of the available fields. When grouped by one of the available sort fields, a new page is started for each new code, and subtotals are printed.	

Sorted by Item Code
Sorted by Item Description
Sorted by Manufacturer
Grouped by Currency (Country)
Grouped by Department
Grouped by Distribution Channel
Grouped by Product Category
Grouped by Reorder Manager
Grouped by Supplier
Grouped by Warehouse Location

Purchasing Advice Transaction Post - Options Screen

The following screen is presented when posting the Purchase Advice transactions:


Post Purchasing Advice Transactions
Post to Purchasing System Options
Item Select Filters
Attribute Selects
Next
Cancel

Post Purchasing Advice Transaction as new POs or Requisitions ... with Report: IMPURCHADVICE.RPT

Enter options for posting the Purchasing Advice transactions either assuming Inventory Quantities will be updated manually, or PO system Requisitions and/or Purchase Orders will be generated.

Type of Posting:
● Generate Series 5 P/O Requisitions
○ Set Inventory "Reorder Status" to "Waiting for Receipt of Goods
☑ Build Requisition RFQs
☑ Build Requisition Candidate POs

Separate Requisitions are Created for Combinations of:
● Ship-To Location
○ Req. Originator
and
○ None
○ Ship-To Location
○ Req. Originator
● Reorder Manager
○ Supplier
○ Product Category
○ Dist. Channel
○ Department

Candidate POs and RFQs are Created for Combinations of:
● Supplier
and
● None
○ Ship-To Location
○ Req. Originator
○ Reorder Manager
○ Supplier
○ Product Category
○ Dist. Channel
○ Department

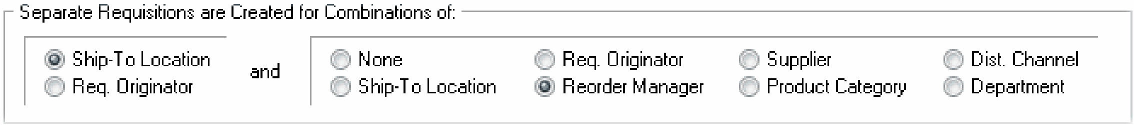
Next PO Numbers are Assigned from:
● PO Control Preferences
○ PO Allocation Code

PO Buyer to be Assigned:
● Inventory Item's Reorder Manager
○ As Selected

Requisition and/or PO Date: 7/06/13

Processing Filter Options Screen - Field Definition

Type of Posting	***radio-buttons***
This field will be presented if the Series 5 Purchasing System is being used. You may choose to automatically have Requisitions with RFQ and/or Purchase Order sub-documents generated for all the items that are to be purchased.; otherwise, the Inventory Item Reorder Status will be set as "Waiting for Receipt of Goods".	
Requisition Created for Combinations of	***radio-buttons***
When used with the Series 5 Purchasing system, a separate Requisition will be generated for each pair of codes selected. (For each unique combination of the selected types of codes, a new Requisition will be created.) Depending on the PO system access rights of different users, it is important to decide whether Requisitions are for Ship-To Locations, or for designated Originators.	



Separate Requisitions are Created for Combinations of:

● Ship-To Location
○ Req. Originator

and

○ None
○ Ship-To Location
○ Req. Originator
● Reorder Manager
○ Supplier
○ Product Category
○ Dist. Channel
○ Department

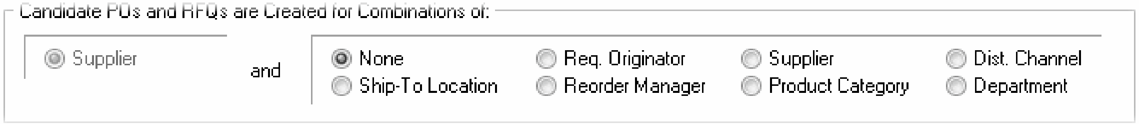
Assignment of Default Approvers

A default Requisition Approver will be assigned to each Requisition that is created. If they are created for each Reorder Manager, then the Approver will be determined from the the Reorder Manager's properties, if one was defined. Otherwise the Approver will be determined from the Ship-To Location's properties, if one was defined. If there is still not one assigned, then the Originator is used as the Approver.

Candidate POs and RFQs Created for Combinations of	***check-boxes***

When used with the Series 5 Purchasing system, a separate RFQ or Candidate PO will be generated for each pair of codes selected. (In the simple case, a separate sub-document is created for each Supplier. Selecting a 2nd code, then will potentially cause multiple sub-documents to be generated for a given supplier.)

By default, a separate PO is generated for each Supplier. Should you wish multiple POs for one supplier to be generated, set one of the other radio-buttons. So for example, if Product Category was also checked, then a separate PO is created containing all Inventory belonging to each Product Category, for each supplier.



Candidate POs and RFQs are Created for Combinations of:

● Supplier

and

● None
○ Ship-To Location
○ Req. Originator
○ Reorder Manager
○ Supplier
○ Product Category
○ Dist. Channel
○ Department

PO Number Assignment & Allocation Code	***radio-buttons***

This field is presented when used with the Series 5 Purchasing system. PO Allocation Codes are used by the Series 5 Purchasing system as a means of assigning different ranges of PO Numbers to different departments or warehouse locations, perhaps from different countries, or what ever suits your fancy. When POs are entered, instead of using the Next PO # as determined by the PO Preferences, the operator would specify to use a PO Allocation Code.

When PO's are created, this setting will determine how the next PO # is assigned.

PO Buyer to be Assigned	***radio-buttons***

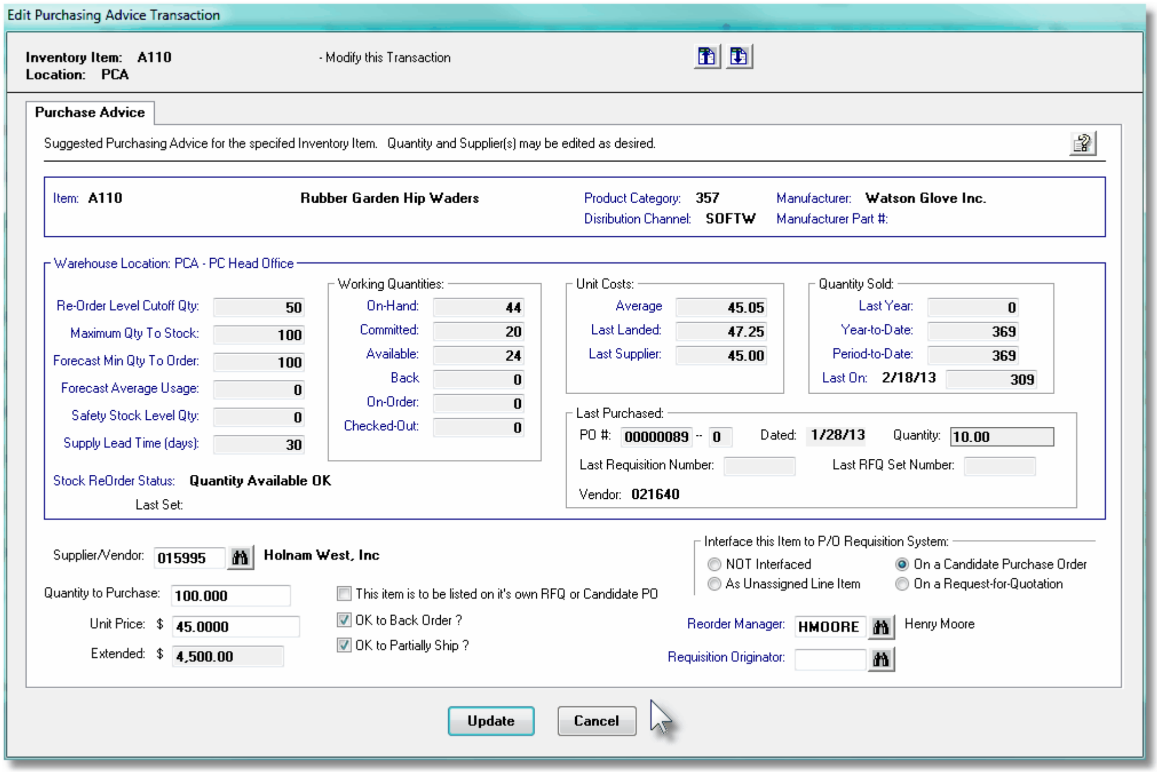
This field is presented when used with the Series 5 Purchasing system. Buyer Codes are used by the Series 5 Purchasing system to identify those individuals that make purchases. This might represent the Purchasing Agent for your company, or the person within each department that approves purchases, or it could be the person who ends up with the purchased goods. When creating Purchase Orders, or entering a Purchase Order, a Buyer must be entered. Period-to-Date, Year-to-Date and Life-to-Date totals are accumulated for each Buyer.

When PO's and Requisitions are created, you may choose to assign the Reorder Manager to be the Buyer, or you select a specific Buyer.

Requisition and/or PO Date	***(mmddyy)***
When a PO or Requisition is generated, this will be the date that is assigned.	

Purchasing Advice Transaction - Edit Screen

The following screen is presented when editing the Purchase Advice Transaction:



Inventory Item: A110
Location: PCA
- Modify this Transaction

Suggested Purchasing Advice for the specifed Inventory Item. Quantity and Supplier(s) may be edited as desired.

Item: A110 Rubber Garden Hip Waders
Product Category: 357
Distribution Channel: SOFTW
Manufacturer: Watson Glove Inc.
Manufacturer Part #:

Warehouse Location: PCA - PC Head Office

Re-Order Level Cutoff Qty: 50
Maximum Qty To Stock: 100
Forecast Min Qty To Order: 100
Forecast Average Usage: 0
Safety Stock Level Qty: 0
Supply Lead Time (days): 30

Working Quantities:
On-Hand: 44
Committed: 20
Available: 24
Back 0
On-Order: 0
Checked-Out: 0

Unit Costs:
Average 45.05
Last Landed: 47.25
Last Supplier: 45.00

Quantity Sold:
Last Year: 0
Year-to-Date: 369
Period-to-Date: 369
Last On: 2/18/13 309

Last Purchased:
PO #: 00000089 - 0 Dated: 1/28/13 Quantity: 10.00
Last Requisition Number: Last RFQ Set Number:
Vendor: 021640

Stock ReOrder Status: Quantity Available OK
Last Set:

Supplier/Vendor: 015995 Holnam West, Inc
Quantity to Purchase: 100.000
Unit Price: $ 45.0000
Extended: $ 4,500.00

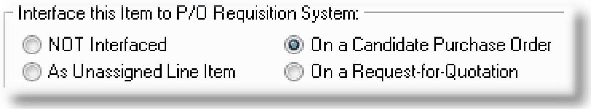
☐ This item is to be listed on it's own RFQ or Candidate PO
☑ OK to Back Order ?
☑ OK to Partially Ship ?

Interface this Item to P/O Requisition System:
○ NOT Interfaced
○ As Unassigned Line Item
● On a Candidate Purchase Order
○ On a Request-for-Quotation

Reorder Manager: HMOORE Henry Moore
Requisition Originator:

Processing Filter Options Screen - Field Definition

Supplier / Vendor	***X(6)***
This is the suggested Supplier from which this item should be purchased from. When Interfaced to the PO Requisition system, this item will be included on an RFQ or Candidate PO for this Vendor.	

<table>
<tr><td><b>Quantity to Purchase</b></td><td><i><b>99,999,999.999</b></i></td></tr>
<tr><td colspan="2">This is the Quantity of this inventory item that is to be purchased.</td></tr>
<tr><td><b>Unit Price</b></td><td><i><b>$ 99,999,999.9999</b></i></td></tr>
<tr><td colspan="2">This is the expected unit price of the inventory item to be purchased.</td></tr>
<tr><td><b>OK to Back Order the Item ?</b></td><td><i><b>check-box</b></i></td></tr>
<tr><td colspan="2">When used with the Series 5 Purchasing system when a PO is generated this field will be passed. It tells the supplier that it will be OK to back order this item if insufficient stock is available.</td></tr>
<tr><td><b>OK to Partially Ship the Item ?</b></td><td><i><b>check-box</b></i></td></tr>
<tr><td colspan="2">When used with the Series 5 Purchasing system when a PO is generated this field will be passed. It tells the supplier that it will be OK to partially ship what is available in the event the quantity ordered is not available.</td></tr>
<tr><td><b>List this Item on it's Own PO or Requisition ?</b></td><td><i><b>check-box</b></i></td></tr>
<tr><td colspan="2">When used with the Series 5 Purchasing system when a PO or Requisition is generated, setting this check-box will result in this item being the ONLY item on the PO or Requisition.</td></tr>
<tr><td><b>Interface to Series 5 PO System</b></td><td><i><b>radio-buttons</b></i></td></tr>
<tr><td>When used with the Series 5 Purchasing system this field may be set to force how it is interfaced, or not.</td><td>
Interface this Item to P/O Requisition System:
○ NOT Interfaced
○ As Unassigned Line Item
● On a Candidate Purchase Order
○ On a Request-for-Quotation</td></tr>
<tr><td><b>Reorder Manager</b></td><td><i><b>X(6)</b></i></td></tr>
<tr><td colspan="2">Normally, the Reorder Manager will have already been assigned to each Inventory item. If a different manager is to be recognized, select the desired Manager.</td></tr>
<tr><td><b>Requisition Approver</b></td><td><i><b>X(6)</b></i></td></tr>
<tr><td colspan="2">When used with the Series 5 Purchasing system when a Requisition is generated, to specify a specific individual who is going to be the approver for this item on a requisition.</td></tr>
</table>

6.5.10 Print Inventory Re-Order Notices

Reorder Notices may be printed and distributed to those individuals who are responsible for authorizing the purchase of given Inventory Items. Each item is printed on a separate page and may optionally be output to a separate file; (in which case it may be electronically mailed to a specific individual). Quantity, Description, Forecasting Figures, Usage figures for the past 12 periods and Department information for each item is printed.

Notices are printed for items that have been flagged as being ***Out-of Stock*** or ***Reached the Reorder Level***, as determined by the Purchasing Advice Report application. If an Item Distribution record had been defined for the item, then a separate notice is printed for each department.

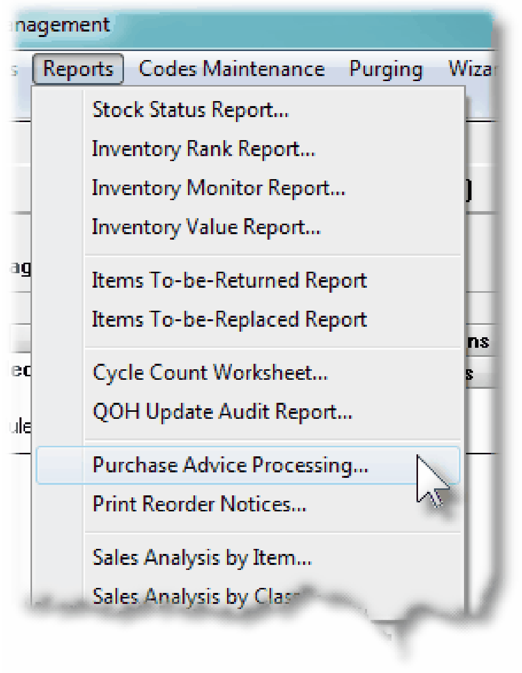
The Print Reorder Notices application should be run at the end of each forecasting period, immediately after the Purchasing Advice Report is produced.

Reorder Advice Flags

When an Inventory Item is listed on the Purchasing Advice report, it's Reorder Advice Flag is set. An Inventory Item will have a Reorder Notice generated only when this flag is set as ***Out-of-Stock***, or having ***Reached the Reorder Level***.

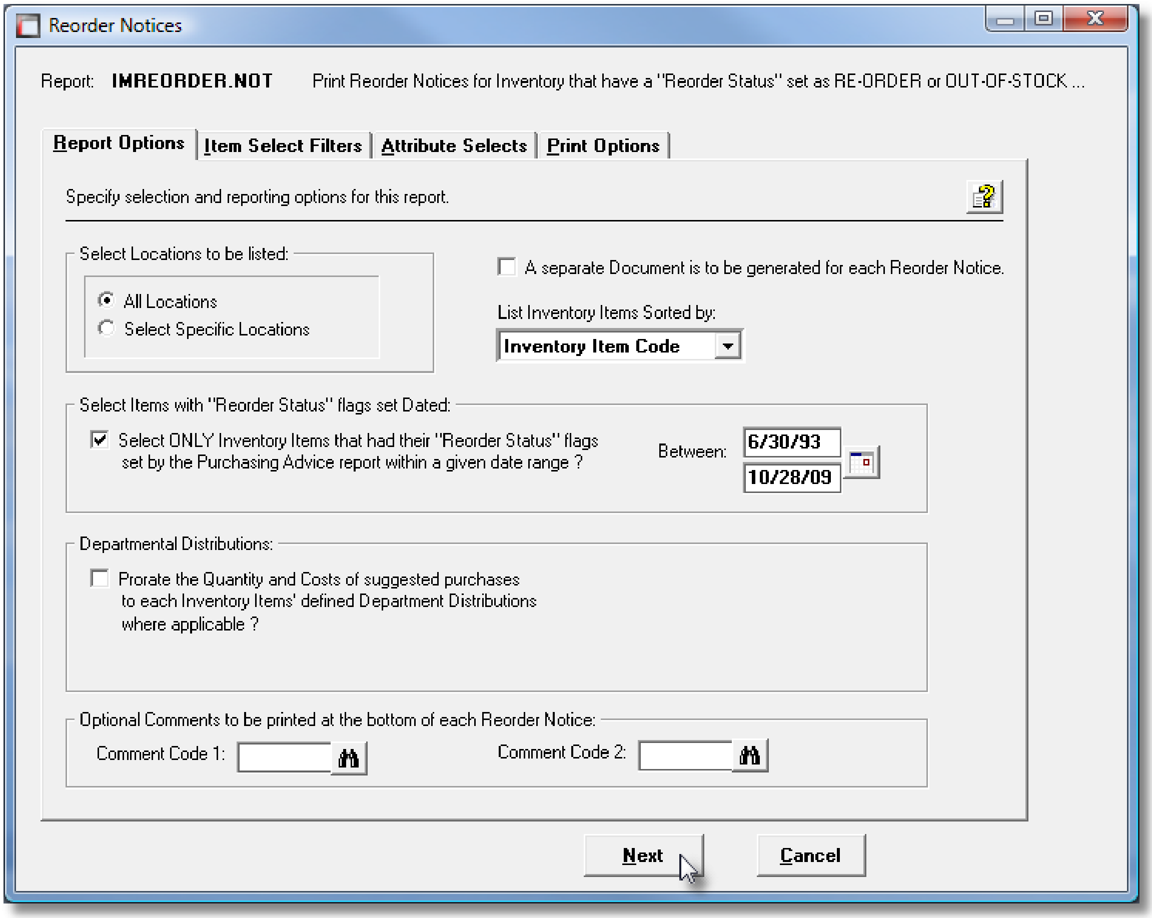
If you have Inventory that is distributed by use, to multiple departments, as defined by Item Distribution Codes Maintenance 363, you may optionally have the Reorder Notices generated for each Department. When the expense or cost of purchasing that item is to be shared among, (or charged to), multiple departments, when the notices are generated, the quantity is broken down to each department.

From the I/M Main menu, select **Print Reorder Notices** from the **Reports** drop-down menu.


nagement
Reports
Codes Maintenance
Purging
Wizar
Stock Status Report...
Inventory Rank Report...
Inventory Monitor Report...
Inventory Value Report...
Items To-be-Returned Report
Items To-be-Replaced Report
Cycle Count Worksheet...
QOH Update Audit Report...
Purchase Advice Processing...
Print Reorder Notices...
Sales Analysis by Item...
Sales Analysis by Clas

Inventory Reorder Notices - Options Screen

The following screen is presented when generating the Inventory Reorder Notices report:



Report: **IMREORDER.NOT** Print Reorder Notices for Inventory that have a "Reorder Status" set as RE-ORDER or OUT-OF-STOCK ...

Specify selection and reporting options for this report.

Select Locations to be listed:
- ● All Locations
- ○ Select Specific Locations

☐ A separate Document is to be generated for each Reorder Notice.

List Inventory Items Sorted by: Inventory Item Code

Select Items with "Reorder Status" flags set Dated:

☑ Select ONLY Inventory Items that had their "Reorder Status" flags set by the Purchasing Advice report within a given date range ?

Between: 6/30/93 10/28/09

Departmental Distributions:

☐ Prorate the Quantity and Costs of suggested purchases to each Inventory Items' defined Department Distributions where applicable ?

Optional Comments to be printed at the bottom of each Reorder Notice:

Comment Code 1: Comment Code 2:

When generating the report, the operator is also presented with the standard Item Select Filters screen 99 and Attribute Selects screen 104. These allow you to specify selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria.

The report generated, if archived, will be catalogued with a report name of **IMREORDER.NOT**.
The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

Processing Filter Options Screen - Field Definition

Warehouse Location	***radio-buttons X(6)***
If your system is configured for multiple warehouses, then this field will be enabled. Select to print the Items Sold for ALL locations, or select specific locations. A window will be displayed from which the desired Location Codes may be selected.	

Separate Document for each Notice

check-box

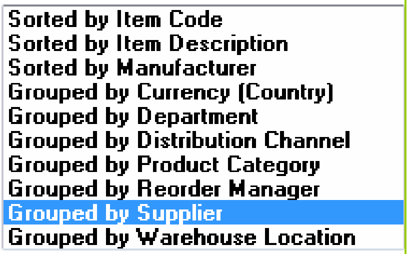
If each Inventory Item is to have it's own Reorder Notice generated as a separate document, then set this check-box. If this is the case, then each notice will be assigned the filename of ***DDDDD_LLLLLLTTTTTTTTTT.NOT*** or ***LLLLLL_TTTTTTTTTT.NOT*** where:

- ***DDDDD*** is the Department Code, (if items are prorated to defined Departments)
- ***LLLLLL*** is the warehouse Location Code
- ***TTTTTTTTTT*** is the Inventory Item Code

Inventory Items Sort

drop-down list

To have the Inventory Items listed sorted by one of the available fields.


Sorted by Item Code
Sorted by Item Description
Sorted by Manufacturer
Grouped by Currency (Country)
Grouped by Department
Grouped by Distribution Channel
Grouped by Product Category
Grouped by Reorder Manager
Grouped by Supplier
Grouped by Warehouse Location

Select Item with "Reorder Status" set Dated

check-box and (mmddyy)

When an Inventory Item has it's Reorder Advice Flag set to either an [**O**] or an [**R**], as well, the date is also recorded. Should you wish to have Notices printed only for those Inventory Items that had in the past had their Reorder Advice Flag set within a specific date range, then set this check-box and enter the date range.

Prorated Departmental Distributions

check-box

When Inventory Items have a Departmental Distribution defined, if you wish to have a breakdown of the quantity to be ordered, and the expected cost per Department summarized, then set this check-box.

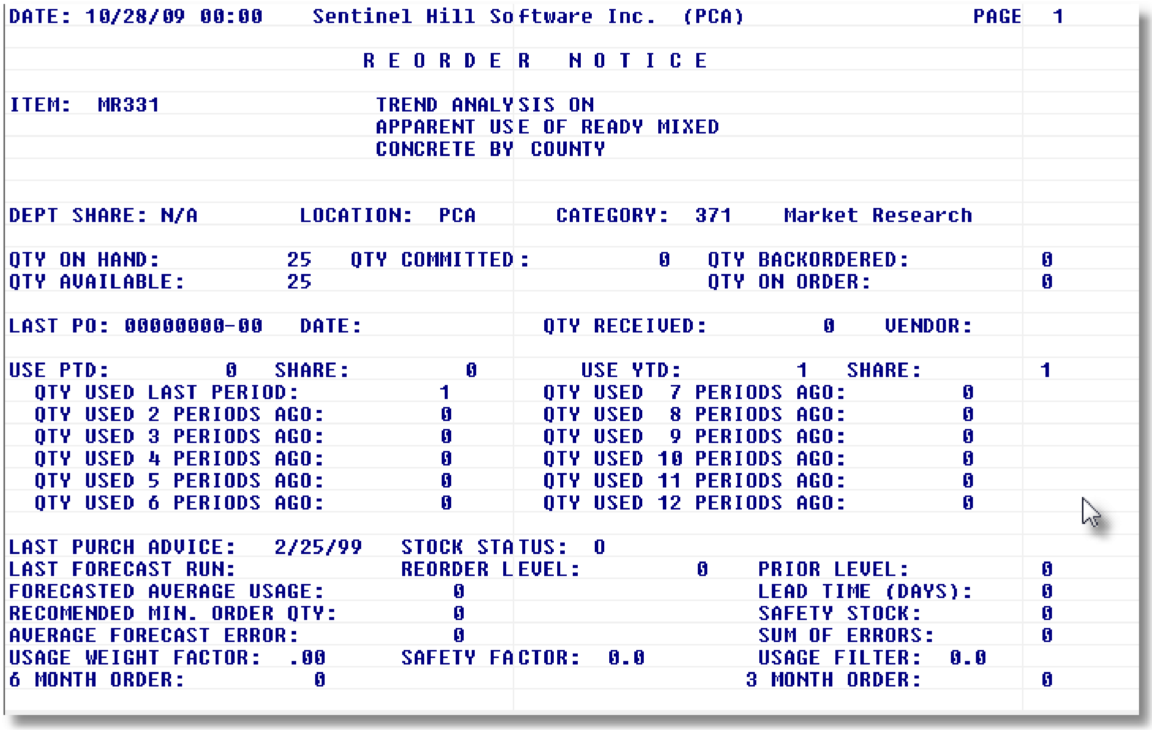
Optional Comments

2 x x(6)

As an option, predefined comments may be printed at the bottom of each Notice. These would be created by the Text Codes Maintenance 390 routine.

Reorder Notice - Example

The following shows an example of a Reorder Notice:

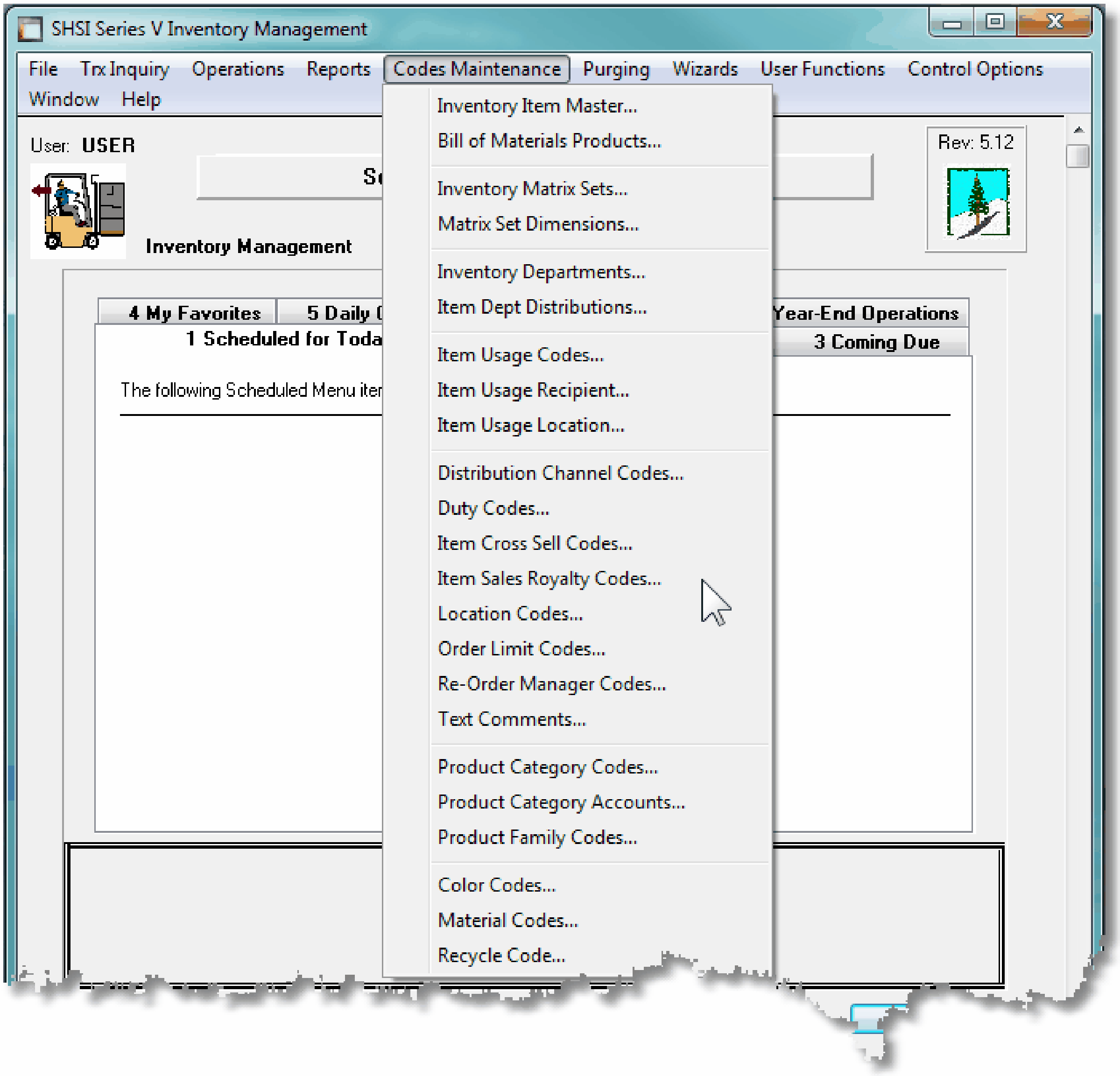


```
DATE: 10/28/09 00:00    Sentinel Hill Software Inc.  (PCA)                  PAGE  1

                            R E O R D E R   N O T I C E

ITEM:  MR331                 TREND ANALYSIS ON
                             APPARENT USE OF READY MIXED
                             CONCRETE BY COUNTY


DEPT SHARE: N/A        LOCATION:  PCA      CATEGORY:  371    Market Research

QTY ON HAND:          25   QTY COMMITTED:           0  QTY BACKORDERED:           0
QTY AVAILABLE:        25                               QTY ON ORDER:              0

LAST PO: 00000000-00   DATE:              QTY RECEIVED:          0   VENDOR:

USE PTD:         0   SHARE:         0        USE YTD:         1   SHARE:          1
  QTY USED LAST PERIOD:           1       QTY USED  7 PERIODS AGO:         0
  QTY USED 2 PERIODS AGO:         0       QTY USED  8 PERIODS AGO:         0
  QTY USED 3 PERIODS AGO:         0       QTY USED  9 PERIODS AGO:         0
  QTY USED 4 PERIODS AGO:         0       QTY USED 10 PERIODS AGO:         0
  QTY USED 5 PERIODS AGO:         0       QTY USED 11 PERIODS AGO:         0
  QTY USED 6 PERIODS AGO:         0       QTY USED 12 PERIODS AGO:         0

LAST PURCH ADVICE:   2/25/99   STOCK STATUS:  0
LAST FORECAST RUN:             REORDER LEVEL:          0   PRIOR LEVEL:           0
FORECASTED AVERAGE USAGE:          0                       LEAD TIME (DAYS):      0
RECOMENDED MIN. ORDER QTY:         0                       SAFETY STOCK:          0
AVERAGE FORECAST ERROR:            0                       SUM OF ERRORS:         0
USAGE WEIGHT FACTOR:  .00      SAFETY FACTOR:  0.0         USAGE FILTER:  0.0
6 MONTH ORDER:          0                                 3 MONTH ORDER:          0
```

6.6 Master Code Maintenance Functions

The topics in this chapter describe functions and procedures that are a available under the **Codes Maintenance** drop down menu on the Inventory Management menu. These menu items are used to maintain the master codes used in the I/M system. In particular, the function to Maintain your Inventory is found here.

These functions are available from the I/M Menu Bar as shown:



6.6.1 Inventory Master Codes Maintenance

The basis of the Inventory Management system is the management of Inventory. There are are two types of records that are used to record the properties of the inventory items.

1) The <%APPCODE% Inventory Master record provides information about each item, including its Description, Part Number, Product Category, Weight, Price and unit quantity data pertaining to order entry. There must be one Inventory Master record for each item stocked or sold.

2) The I/M Inventory Item Location record provides information with respect to the stocking of an item at a given location or warehouse. The Series 5 systems provides support for unlimited multiple stocking locations. Stocking fields, Costs, Quantity-on-Hand, Quantity-Committed, Quantity-on-Backorder and forecasting variables are kept by location. As well, Quantity-Sold, Quantity-Received, Sales and Cost totals, are accumulate for Year-to-date, Period-to-date, and Day-to-Date basis by location. The stocking location properties are

maintained using this Inventory Master Maintenance function, controlled from a grid screen presented under the Item Stock Locations Tab sub-screen 306. The I/M Inventory Item Location record is also used to hold information with respect to those items that have been defined as a Matrix Set. Matrix Sets 353 are defined to be used by the Series 5 Inventory Management system as a way to maintain inventory items that may come in a variety of options such as sizes, colors, shapes or styles. For each variation of a given item, stocking properties and quantities are kept.

Every inventory item must be assigned a unique Item Code. As an option defined by the Inventory Management Control Preferences 405, you may choose to use either a 12 or 20 character code as either numeric or alpha-numeric. If your are defining Inventory Items as a Matrix Set, you must choose to use 20 character Inventory codes.

Matix Set Inventory Item Codes

Within the Series 5 applications, Inventory Items defined with a Matrix Set are stored in their respective transaction files using a combination of the primary Inventory Code, and up to three 3 character Attribute codes. Each Attribute defined for a Dimension has both a Sequence #, and an Attribute Code. When an Inventory Item is assigned a Matrix Set, it's Variant Items Inventory Codes are coded with a maximum of 20 characters as follows:

# of Dimensions	*Extended Inventory Code as Displayed*	*Inventory Code as Stored Internally*
1	XXXXXXXXXXXXXXXX:AAA	XXXXXXXXXXXXXXXXXAAA
2	XXXXXXXXXXXXX:AAA-BBB	XXXXXXXXXXXXXAAABBB
3	XXXXXXXXXXX:AAA-BBB-CCC	XXXXXXXXXXXAAABBBCCC

Where XXXXXXXXXXXX is the main Inventory Code, AAA, BBB and CCC are the Attribute Codes assigned to each variation defined in the Dimension.

If defining Inventory with Matrix Sets, DO NOT USE THE <:> OR <-> CHARACTERS IN YOUR INVENTORY ITEM CODES AS THE SYSTEM MAY BECOME CONFUSED.

Each item also has four 60 character description lines available. The first two lines are used for verification during most screen application, (ie, Order entry, PO entry). All four lines are printed on Invoices produced from the Order Processing system. If more description is needed, the I/M system provides for the definition of 1,000 character comments. For each inventory item, you may specify a comment that is printed on the Invoice, the Picking Ticket, or both.

The following functions are managed:

- Inventory Items are added, deleted and modified
- An Inventory listing may be generated and printed
- Inventory properties may be exported to spreadsheets or tab-delimited ASCII text

files

The Inventory Items defined here are listed in the Series 5 Item Code LOV Lookup 58 window. The Inventory Master Codes Maintenance function is accessed from the I/M Main menu, by selecting **Inventory Item Master...** from the **Codes Maintenance** drop-down menu.

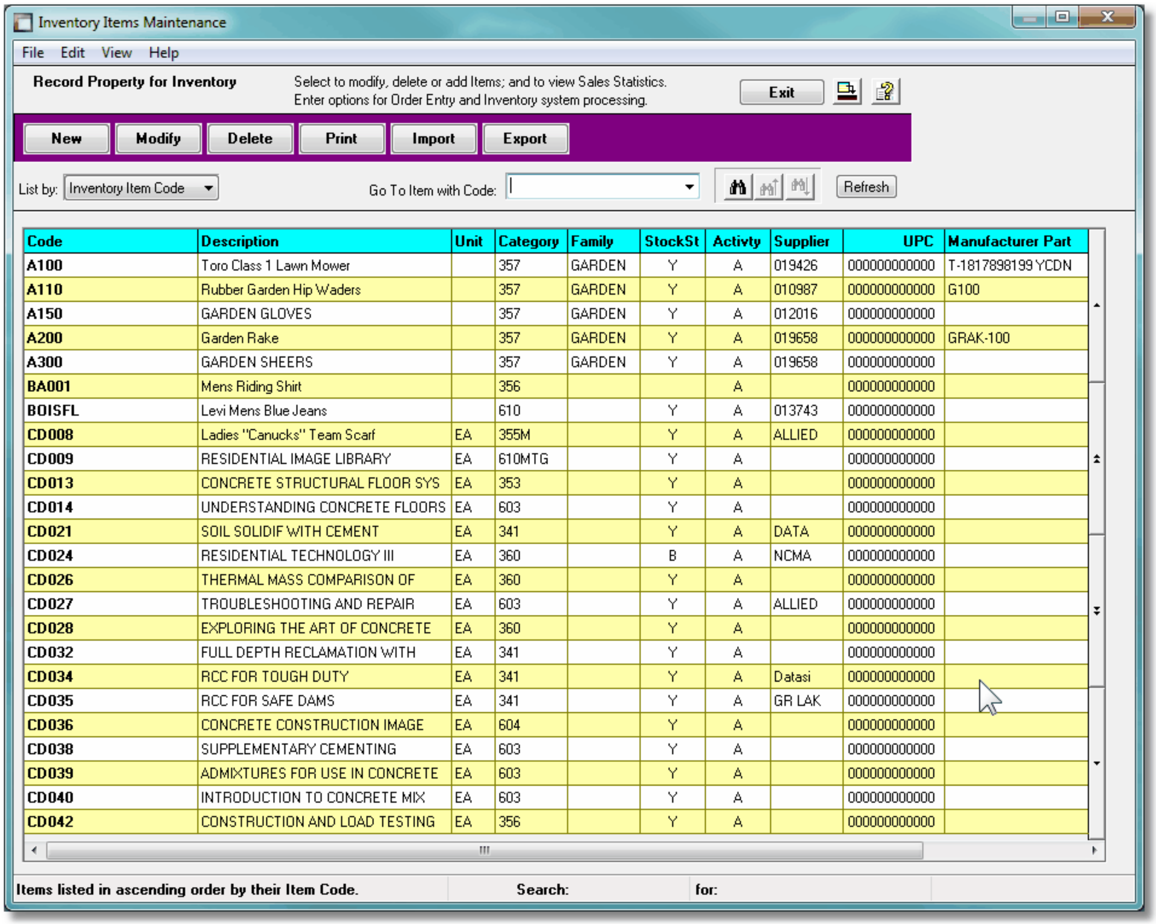
When adding a new Inventory Item, or editing an existing one, there are a number of different tabbed screens that are required. They are all important, but two of these are significant, and care must be taken with the settings that are chosen. One of these is for the Descriptions properties; and the other is to define the properties associated to each stocking location. To summarize these screens:

- General Description and Properties
- Properties associated to the item's use from the Series 5 Customer Order Processing system
- Information associated to the the item's packaging
- Notes that might be used to describe the item on Purchase Orders
- Extra Costs associated to the purchasing of the item contributing to the Landed Cost
- Period-to-Date, Year-to-Date, and Last-Year Statistics
- User defined Item Attributes
- Stocking Warehouse Location quantities, costing, forecast controls and statistics
- Matrix Set Inventory Variants definition

6.6.1.1 Inventory Maintenance Grid Screen

Inventory Items are maintained using a Series 5 grid processing screen.

Inventory Items Maintenance Grid


Inventory Items Maintenance
File Edit View Help
Record Property for Inventory
Select to modify, delete or add Items; and to view Sales Statistics.
Enter options for Order Entry and Inventory system processing.
Exit
New
Modify
Delete
Print
Import
Export
List by: Inventory Item Code
Go To Item with Code:
Refresh

Code	Description	Unit	Category	Family	StockSt	Activty	Supplier	UPC	Manufacturer Part
A100	Toro Class 1 Lawn Mower		357	GARDEN	Y	A	019426	000000000000	T-1817898199 YCDN
A110	Rubber Garden Hip Waders		357	GARDEN	Y	A	010987	000000000000	G100
A150	GARDEN GLOVES		357	GARDEN	Y	A	012016	000000000000	
A200	Garden Rake		357	GARDEN	Y	A	019658	000000000000	GRAK-100
A300	GARDEN SHEERS		357	GARDEN	Y	A	019658	000000000000	
BA001	Mens Riding Shirt		356			A		000000000000	
BOISFL	Levi Mens Blue Jeans		610		Y	A	013743	000000000000	
CD008	Ladies "Canucks" Team Scarf	EA	355M		Y	A	ALLIED	000000000000	
CD009	RESIDENTIAL IMAGE LIBRARY	EA	610MTG		Y	A		000000000000	
CD013	CONCRETE STRUCTURAL FLOOR SYS	EA	353		Y	A		000000000000	
CD014	UNDERSTANDING CONCRETE FLOORS	EA	603		Y	A		000000000000	
CD021	SOIL SOLIDIF WITH CEMENT	EA	341		Y	A	DATA	000000000000	
CD024	RESIDENTIAL TECHNOLOGY III	EA	360		B	A	NCMA	000000000000	
CD026	THERMAL MASS COMPARISON OF	EA	360		Y	A		000000000000	
CD027	TROUBLESHOOTING AND REPAIR	EA	603		Y	A	ALLIED	000000000000	
CD028	EXPLORING THE ART OF CONCRETE	EA	360		Y	A		000000000000	
CD032	FULL DEPTH RECLAMATION WITH	EA	341		Y	A		000000000000	
CD034	RCC FOR TOUGH DUTY	EA	341		Y	A	Datasi	000000000000	
CD035	RCC FOR SAFE DAMS	EA	341		Y	A	GR LAK	000000000000	
CD036	CONCRETE CONSTRUCTION IMAGE	EA	604		Y	A		000000000000	
CD038	SUPPLEMENTARY CEMENTING	EA	603		Y	A		000000000000	
CD039	ADMIXTURES FOR USE IN CONCRETE	EA	603		Y	A		000000000000	
CD040	INTRODUCTION TO CONCRETE MIX	EA	603		Y	A		000000000000	
CD042	CONSTRUCTION AND LOAD TESTING	EA	356		Y	A		000000000000	

Items listed in ascending order by their Item Code. Search: for:

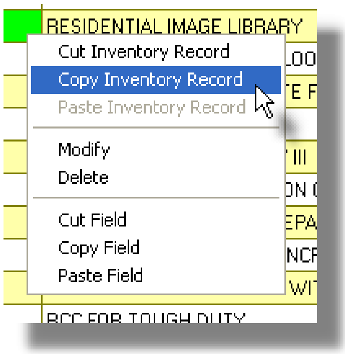
The "Fast Buttons" frame provides the push buttons to launch the most common functions associated to the Inventory Maintenance.

"Fast Buttons"	
New	Add a new Inventory Item
Modify	Modify the Inventory Item highlighted in the grid
Delete	Delete the Inventory Item highlighted in the grid
Print	Generate a report listing the Inventory Items
Import	Import Inventory Items to a spreadsheet
Export	Export selected Inventory Items fields to a spreadsheet

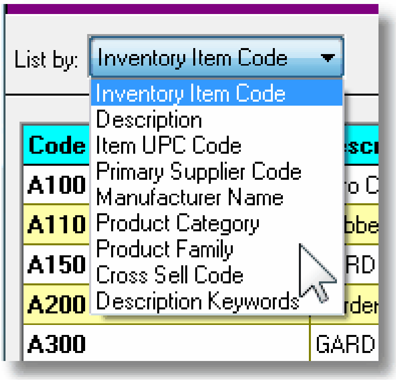
Edit an existing Inventory Item by double-clicking it's associated row. Standard Series 5 grid controls apply.

Some of the special features of this "Inquiry" grid are as follows:

- If any specific row is right-clicked, a pop-up menu is displayed. A number of functions may be performed associated to the select Inventory Item



- The option to **List By** provides the option to browse through the Inventory Items by Inventory Code, Description, UPC Code, Supplier Code, Manufacturer's Name, Product Category, Product Family, Cross Sell Code, or Keywords within the Description.



If the function to have the grid items printed is selected, the report if archived, will be catalogued with a report name of **INVENTORY.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

6.6.1.2 Item Description Tab Screen

Inventory – Descriptive Properties Tab Screen

The Inventory Description screen is used to define the Item Code, the descriptions, Supplier Codes and Product Category or Family codes. There are keywords that might be used to search for, or catalogue the item. For inventory where a number of variations are offered, such as size or colour, a check-box field on this screen must be set.

Some points to note when setting up a new Inventory Item:

- Miscellaneous Items may be added by assigning an Item Code that begins with an asterisk, [*] character. (ie., *999999 or *MITEM100). When a Miscellaneous Inventory Item is entered in the Customer Order Processing system, a description and a price may also be entered. It may be a good idea to set up a Miscellaneous Inventory item for each Product Category that has been defined in I/M.

- If an Inventory Item is stocked in assorted sizes or colors, then set the check-boxselecting the Project Leader, the Location associated to the Project Leader employee properties, becomes the Location for the Project
-

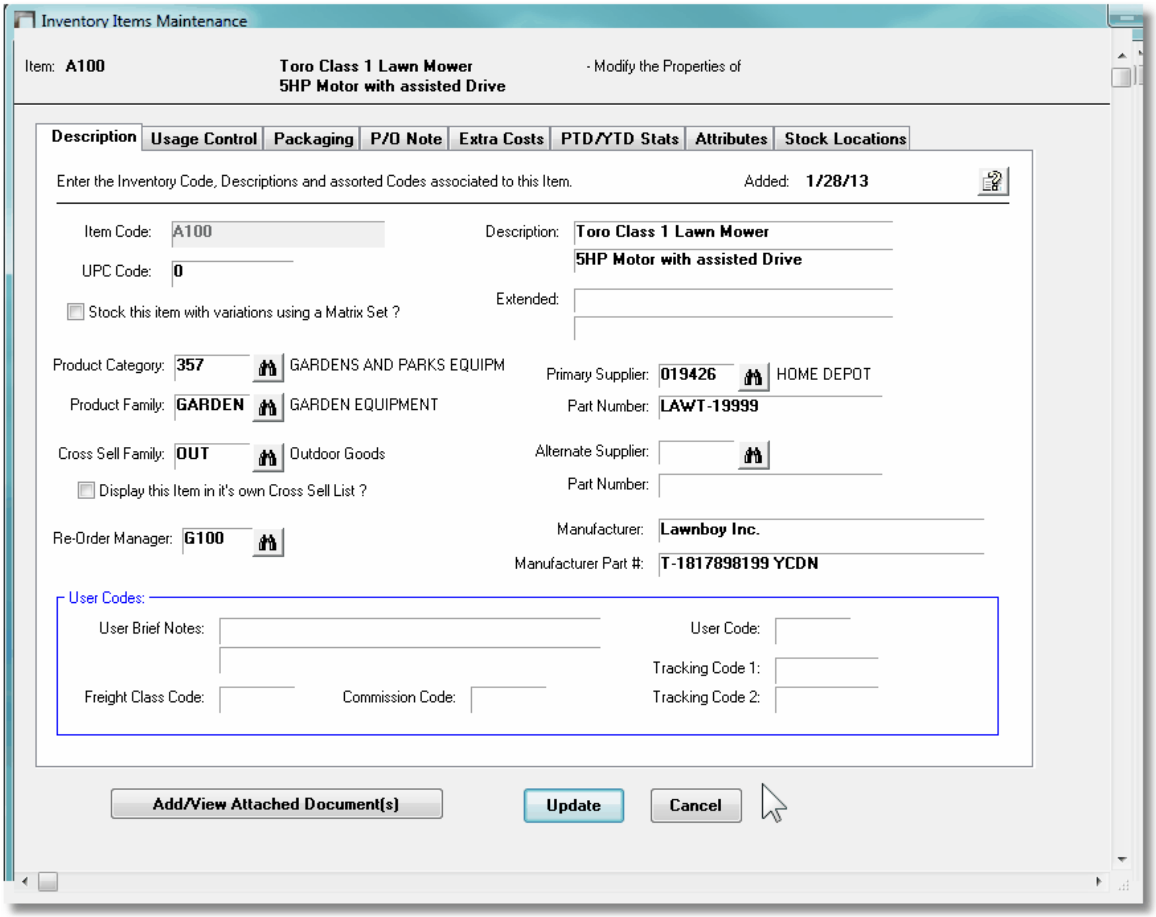
Setup Tip

Inventory records are keyed by Item Code, Description, UPC Code, Primary Supplier, Manufacturer, Product Category, Product Family, Cross-Sell Code and Description Keywords. If any of these fields are utilized, make sure they are developed with a consistency that will be reflected when items are listed and sorted by the various key fields.

Since the Item Description field is used as a key, make sure it is consistently justified and entered with either all upper-case, or capitalized lower case characters.

A special feature includes the ability to search for Inventory Items by keywords derived from the text entered for the four description fields. When the Inventory Lookup function is invoked, as an option, keywords may be entered to limit the items displayed offered for selection.

The descriptive properties associated to each Inventory Item are maintained by the following screen:



Item: A100 Toro Class 1 Lawn Mower 5HP Motor with assisted Drive - Modify the Properties of

Enter the Inventory Code, Descriptions and assorted Codes associated to this Item. Added: 1/28/13

Item Code: A100
UPC Code: 0
☐ Stock this item with variations using a Matrix Set ?
Description: Toro Class 1 Lawn Mower
5HP Motor with assisted Drive
Extended:
Product Category: 357 GARDENS AND PARKS EQUIPM
Product Family: GARDEN GARDEN EQUIPMENT
Cross Sell Family: OUT Outdoor Goods
☐ Display this Item in it's own Cross Sell List ?
Re-Order Manager: G100
Primary Supplier: 019426 HOME DEPOT
Part Number: LAWT-19999
Alternate Supplier:
Part Number:
Manufacturer: Lawnboy Inc.
Manufacturer Part #: T-1817898199 YCDN

User Codes:
User Brief Notes:
User Code:
Tracking Code 1:
Freight Class Code:
Commission Code:
Tracking Code 2:

Inventory Description Tab Screen – Field Definitions

Item Code	***X(20)***
This is the code that is used to identify the Inventory Item. This is the code that is entered and carried in the assorted Series 5 transactions. The format may be numeric or alphanumeric as determined by an option in the I/M Control Preferences 405. (*When setting up Inventory Codes, one preceded by an asterisk, [*], may be entered if the catch-all capability for miscellaneous Inventory is to be utilized within the Customer Order Processing system).*	
UPC Code	***9(12)***
This field is used to record the UPC code that might be used to label this Inventory Item. An option in the I/M Control Preferences may be set to indicate that the system will allocate new UPC codes when Inventory Items are added. If this is the case, then striking the [F1] function key will compute a new UPC and assign it. This UPC code will be used by the Purchase Order entry application, and will print, (as an option), on the Purchase Order.	

Stock this Item with a Matrix Set	***check-box***

Matrix Sets are defined to be used by the Series 5 Inventory Management system as a way to maintain inventory items that may come in a variety of options such as sizes, colors, shapes or styles. Set this check-box is this is the case for this item. When checked, an additional tab sub-screen titled "Matrix Set" will be displayed, where you can specify the Matrix Set Code that is applicable. Refer to the topic titled Inventory Matrix Set Codes Maintenance 353 later in this documentation.

Description	***2 x X(30)***

Enter a description for the item. The 1st field is used as an alternate key to access the item. is displayed for verification, and in the LOV when invoked.

A special feature includes the ability to search for Inventory Items by keywords derived from the text entered for the four description fields. When the Inventory Lookup function is invoked, as an option, keywords may be entered to limit the items displayed offered for selection.

Extended Description	***2 x X(30)***

These fields are used to provide extra description for the Inventory Item. These are only printed on the Customer Order Invoices and the PO Reorder Notices.

Product Category	***X(6)***

The Product Category Code offers a way of grouping similar Inventory Items. It is used primarily to define the G/L Distribution accounts for Inventory, Cost-of-Goods Sold and Revenue. It is also used as an alternate key that may be used to access or display items listed by Product Category.

This field may be used as a Item selection filter for most inventory driven reports and inquiries. As well, the Product Category is used either for sorting items, or analysis in at least the following reporting functions:

- Cycle Count Worksheet
- Inventory Monitor Report
- Purchasing Advice Report
- Monthly Sales Analysis Report
- Inventory Sales Analysis
- Inventory Rank Report
- Inventory Audi Report
- Order Sales Analysis Report
- Inventory Value Report
- Re-Order Notices
- Stock Status Report
- Purchasing Advice Report

Price tables for the Order Entry system, can also be set up by Product Category.

Product Family	***X(6)***

The Product Family Code offers an alternate way of grouping similar Inventory Items. It is also used as an alternate key that may be used to access or display items listed by Product Family.

This field may be used as a Item selection filter for most inventory driven reports and inquiries.

Cross Sell Family — ***X(6)***

The Product Cross Sell Code is used to group similar Inventory Items that might possibly be purchased together. That is, if any given item is assigned to a particular Cross Sell Family, then when that item is sold, the Customer Order Entry application will optionally display all other items belonging to the same Cross Sell Family. The operator may then choose more items to sell. *(Assuming the order entry clerk is talking to the customer, and has suggested that they may wish to buy the other items too)*.

This field may be used as an Item selection filter for most inventory driven reports and inquiries.

Display in Order Entry Cross Sell List ? — ***check-box***

When entering line items in an customer Order, when an item belongs to a Cross Sell group, to have it displayed, set this check-box.

Primary Suppliers & Part Numbers — ***X(6) & X(20)***

This is the A/P Vendor Code that typically will be the supplier of this Inventory Item. This code will print on the Purchasing Advice report and the Reorder Notice. It is also used as an alternate key that may be used to access or display items listed by Supplier. It may also be used as a Item selection filter for most inventory driven reports and inquiries.

When the Series 5 Purchase Order system is used, when this part is selected for this Supplier, the Supplier's Part Number will automatically be inserted into the associated PO's Line Item field. Also, when selected as an item on a Requisition, the Supplier Code will be presented as one of the potential suppliers to choose from.

Alternate Supplier & Part Number — ***X(6) & X(20)***

This A/P Vendor Code is recorded as an alternate supplier for the Inventory Item. For PO system Requisition Line items, this Alternate Supplier is also presented as a potential supplier.

Manufacturer — ***X(30)***

This field is used to record the name of the manufacturer of the inventory item. This field is also used as an alternate key that may be used to access or display items listed by Manufacturer.

Manufacturer Part Number — ***X(30)***

This field is used to record the manufacturer's part number assigned to the inventory item.	
Re-Order Manager	***X(6)***
This field is used to record the individual who would typically be responsible for purchasing this item. The Scheduled Receipts report in the Purchase Order System may be generated grouped by Re-Order Managers.	
User Codes – Brief Notes	***2 x X(30)***
These fields are available to record notes or information about this inventory item.	
User Codes – Freight Class Code	***X(5)***
This field is provided to record a user defined Freight Class Code. It may also be used as a Item selection filter for most inventory driven reports and inquiries.	
User Codes – Commission Code	***X(4)***
This field is provided to record a user defined Commission Code. It may also be used as a Item selection filter for most inventory driven reports and inquiries.	
User Codes – User Code	***X(5)***
This field is provided to record a user defined Code. It may also be used as a Item selection filter for most inventory driven reports and inquiries.	
User Codes – Tracking Codes 1 & 2	***X(8)***
These field are provided to record user Tracking Codes. It may also be used as a Item selection filter for most inventory driven reports and inquiries.	

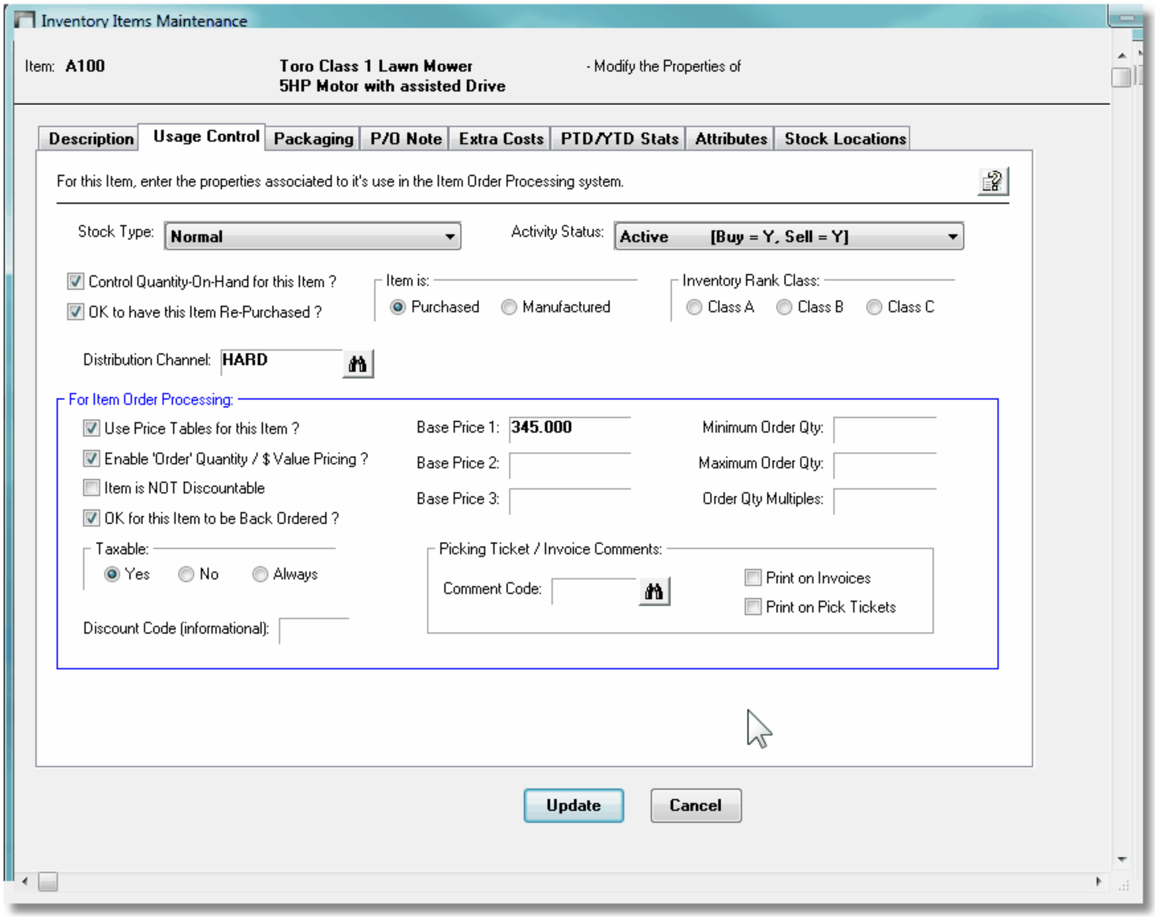
6.6.1.3 Item Usage Control Tab Screen

Inventory – Usage Control Tab Properties Data Screen

This screen is used to record select properties associated to how the Inventory Item is stocked, and how it is used by the Customer Order Processing system. In particular, the following codes are defined:

- Stock Type — is used to classify how this inventory item is stocked. (Ie., as to whether or not it is stocked as an item, on consignment, or is part of a BOMP kit
- Activity Status — is used to assign different Status Codes as to whether it can be Sold or Purchased
- Use of Price Tables — indicates whether Pricing Tables may be used or not by the Customer Order Processing system
- Base Selling Price — for systems with simple pricing schemes, is the base selling price
- Picking Ticket Code — is the code used to identify how it is picked from a warehouse
- Taxable flag — property indicates if the item is taxable or not, when it is sold

The following screen is displayed to enter or modify the Usage Control properties for the item:



Item: A100 Toro Class 1 Lawn Mower 5HP Motor with assisted Drive - Modify the Properties of

For this Item, enter the properties associated to it's use in the Item Order Processing system.

Stock Type: Normal

Activity Status: Active [Buy = Y, Sell = Y]

☑ Control Quantity-On-Hand for this Item ?

☑ OK to have this Item Re-Purchased ?

Item is: ● Purchased ○ Manufactured

Inventory Rank Class: ○ Class A ○ Class B ○ Class C

Distribution Channel: HARD

For Item Order Processing:

☑ Use Price Tables for this Item ?

☑ Enable 'Order' Quantity / $ Value Pricing ?

☐ Item is NOT Discountable

☑ OK for this Item to be Back Ordered ?

Taxable: ● Yes ○ No ○ Always

Discount Code (informational):

Base Price 1: 345.000

Base Price 2:

Base Price 3:

Minimum Order Qty:

Maximum Order Qty:

Order Qty Multiples:

Picking Ticket / Invoice Comments:

Comment Code:

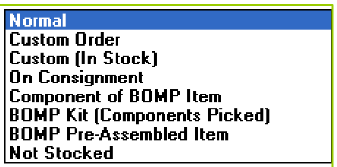
☐ Print on Invoices

☐ Print on Pick Tickets

Inventory Usage Control Screen — Field Definitions

Stock Type	***drop-list***
This Stock Type indicates how the item is stocked. If an item is stocked, it will be kept on the shelf in ready-to-use form, either for sale to customers or for use in the	

manufacturing process. If an item is not stocked it is not usually kept on the shelf, although its components may be stocked.

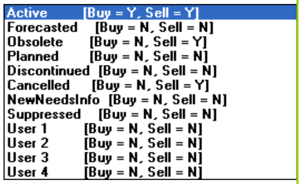


The following points should be noted:

- For an item to be assigned as a component of a BOMP item, it must be set accordingly. When it is picked, it is expanded to it's components so they might be pulled from the shelves.
- If it is a Pre-Assembled BOMP item, then it is picked and sold as a single item and is not expanded when picked. (However is is expanded in order to compute costs and tally quantity sold fields of its components.

Activity Status	***drop-list***

This code provides the ability to assign a Status to the Inventory Item. The Activity Codes are defined in the I/M Control Preferences. Eight of the codes are standard, and four of them may be user defined. In either case, these fields determine whether or not the associated Inventory Item may be sold, or purchased. (Properties assigned by the I/M Control Preferences).


Active [Buy = Y, Sell = Y]
Forecasted [Buy = N, Sell = N]
Obsolete [Buy = N, Sell = Y]
Planned [Buy = N, Sell = N]
Discontinued [Buy = N, Sell = N]
Cancelled [Buy = N, Sell = Y]
NewNeedsInfo [Buy = N, Sell = N]
Suppressed [Buy = N, Sell = N]
User 1 [Buy = N, Sell = N]
User 2 [Buy = N, Sell = N]
User 3 [Buy = N, Sell = N]
User 4 [Buy = N, Sell = N]

Control Quantity-On-Hand for Item ?	***check-box***

If an Item is controlled, it is allocated as ***Committed*** when customer orders are entered, or shop orders are allocated. It is de-allocated when an order is shipped, or the materials used to build something are issued to the shop. This allocation and de-allocation does not occur for non-controlled items.

The quantity of Committed items is maintained for each item stocked in each warehouse defined by the Series 5 system.

OK to Have this item Re-Purchased ?	***check-box***

This property is for information purposes, to indicated whether it should be re-purchased or not.

Item Purchased or Manufactured ?	***radio-buttons***

This property is for information purposes, to indicated whether it is purchased, or manufactured.

Inventory Ranking Class	***radio-buttons***

This is a code used to "Rank" the activity of the Inventory item as used by the Customer

Order Processing system based on Year-to-Date usage. It is based on the traditional ABC Ranking concept. When the Rank Analysis Report is generated, as an option, the Rank will be set.	
Distribution Channel	***X(10)***
This field is not currently used. It is reserved for for a future enhancement.	
Use Price Tables ?	***check-box***
The Series 5 Customer Order Processing system offers the ability to define special Price Tables based on Customers, Customer Types, Inventory Items Product Categories and an assortment of other criteria. If when this item is sold, these Price Tables are to be used, then set this check-box. If it is not set, then the selling price will be determined by the Base Prices entered elsewhere on this screen.	
Enable Order Quantity / $ Value Pricing ?	***check-box***
The Series 5 Customer Order Processing system offers the ability to define special Price Tables. One of the Price Codes that may be defined it based on the Quantity and/or Dollar Value of the entire order being entered. If this item should be included in this pricing structure, set the this check-box.	
Item is NOT Discountable	***check-box***
The Series 5 Customer Order Processing system offers the ability to have enter a Discount % when items are added to orders. Discounts may be computed for specific customers, or determined from the special Price Tables If this item should NOT be discountable, set this check-box.	
OK for this Item to be Back Ordered ?	***check-box***
In the Series 5 Customer Order Processing system when an item is ordered, if the Quantity Ordered exceeds the Quantity Available, then it will be flagged as being Out-of-Stock, or On Back Order during the invoicing process. Set this check-box if it is alright to have this Inventory Item placed On Back Order status. Un-check it otherwise. If it is set and the Quantity to Ship specified on the order is less than the Quantity Ordered, the balance will be placed on Back Order. Line items containing back ordered quantities, are automatically flagged as being on Back Order after Invoices are printed and posted. If there is insufficient stock on hand, and the Inventory is okay to be back ordered, it will be back ordered. If it is not OK, then all items with no quantity to ship will be considered Out-of-Stock and canceled.	

Taxable Flag *radio-buttons*

The Taxable status of the Inventory Item determines whether the Extended Price of a line item on an order for this item, is included in the Taxable Amount of the invoice. Set the YES button to have the item taxable when the Customer is a Taxable one. Set the No button if the item is not Taxable, regardless of the Customer's status. St the ALWAYS button if the item is always to be taxed.

Discount Code *X(10)*

This field is not currently used. It is reserved for for a future enhancement.

Base Prices 1, 2 and 3 *check-box*

The Price for an item being sold could be computed using the special Price Tables, or it could be determined from one of the Base Price fields. When no price can be computed by other means, Base Price 1 will be used. ***The rules for determining a price to assign to inventory items may be customized by Sentinel Hill Software if required.***

Minimum/Maximum Order Quantity *999,999.999*

A Minimum and a Maximum Order Quantity may be set for this Inventory Item. If non-zero amounts are entered, then for orders entered in the Series 5 Customer Order Processing system, the quantity ordered must be greater-than or less than the specified values. The Minimum Order Quantity is used as the default for this item when it is ordered.

Order Quantity Multiples *999,999.999*

This is the number items that are stored in a package, or box, that is kept in the warehouse. If specified, then when this item is ordered, the Quantity Ordered must be a multiple of this Inner Package Quantity. If a non-zero value is entered, this quantity is also used as the default for the quantity to be ordered.

Picking Ticket / Invoices - Comment Code *X(6)*

Where you wish to have an extended description, for an Inventory Item, printed on either the Picking Ticket or the Customer Invoice, you may specify an I/M Comment Code in this field. The text associated to that code will be printed as directed. You can indicate that the code's text be printed just on the Picking Ticket, just on the Invoice, or both. You may also specify that it be printed, or not, on any Purchase Order that the item may have been entered on.

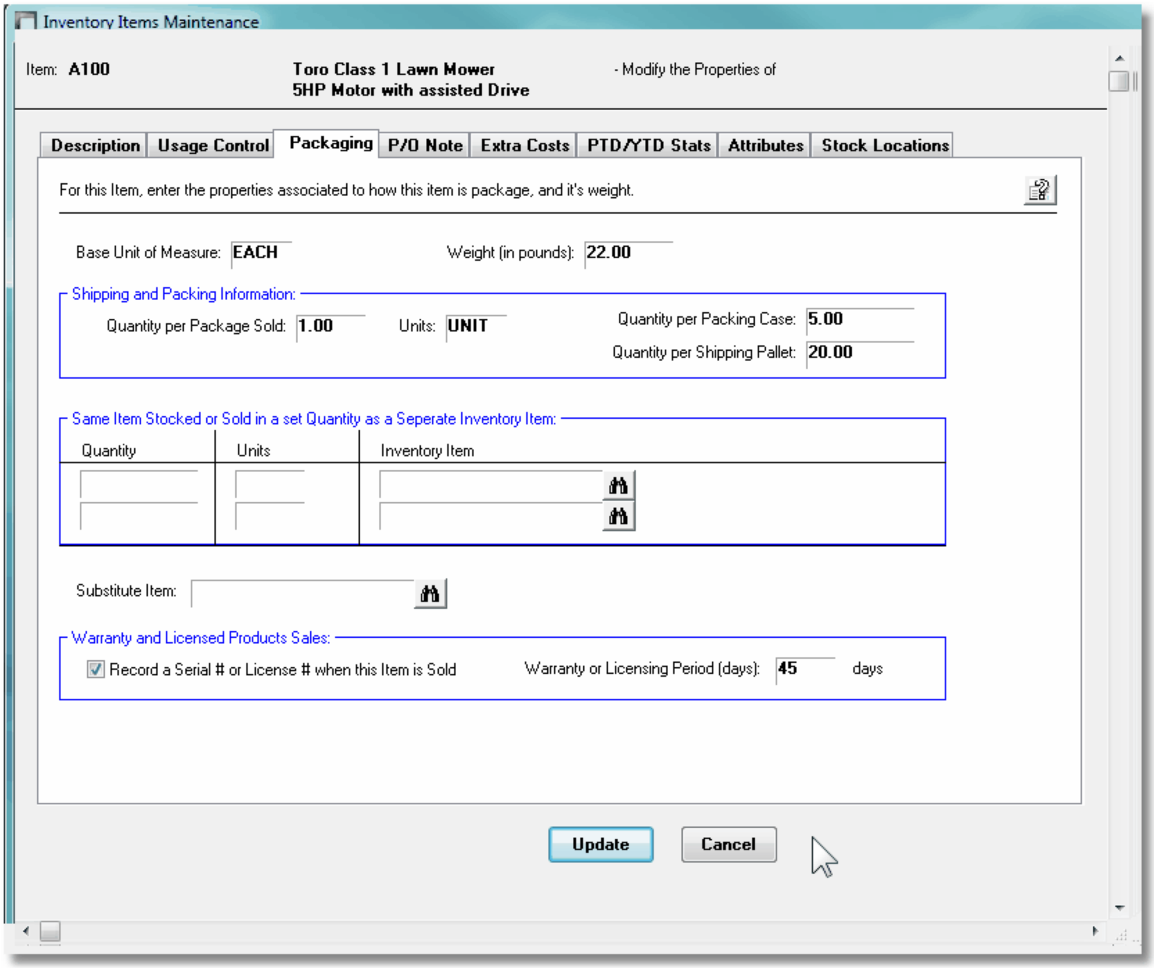
6.6.1.4 Item Packaging Tab Screen

Inventory – Packaging Tab Properties Data Screen

This screen is used to record select properties associated to how the Inventory Item is packaged, and how it is used by the Customer Order Processing system. In particular, the following codes are defined:

- Unit of Measure — is printed on invoices, picking tickets and packing slips
- Substitute Items — if insufficient stock is available, and a substitute could be sold instead

The following screen is displayed to enter or modify the Packaging properties for the item:



Item: A100 Toro Class 1 Lawn Mower 5HP Motor with assisted Drive - Modify the Properties of

For this Item, enter the properties associated to how this item is package, and it's weight.

Base Unit of Measure: EACH
Weight (in pounds): 22.00

Shipping and Packing Information:
Quantity per Package Sold: 1.00
Units: UNIT
Quantity per Packing Case: 5.00
Quantity per Shipping Pallet: 20.00

Same Item Stocked or Sold in a set Quantity as a Seperate Inventory Item:

Quantity	Units	Inventory Item

Substitute Item:

Warranty and Licensed Products Sales:
☑ Record a Serial # or License # when this Item is Sold
Warranty or Licensing Period (days): 45 days

Inventory Packaging Screen — Field Definitions

Base Unit of Measure	***X(4)***
This literal field is used to signify the basic unit of measure for this inventory item. This text is displayed during the Order Entry application, and is printed on the Invoice. For example, you may use EACH, BOX, DOZN, GALL, LBS and so forth.	
Weight (in pounds)	***9,999.99***
The weight entered is the weight in pounds per unit including packaging. The Invoicing and Billing programs will accumulate the total weight of all items and have it displayed with the order to facilitate shipping charge calculations. When Invoices are produced and posted, the total Freight Charge is divided by the Total Weight, and then prorated to each line item. There is also a Price Code Table that may be defined that computes the Freight Charges for an order based on its Weight.	

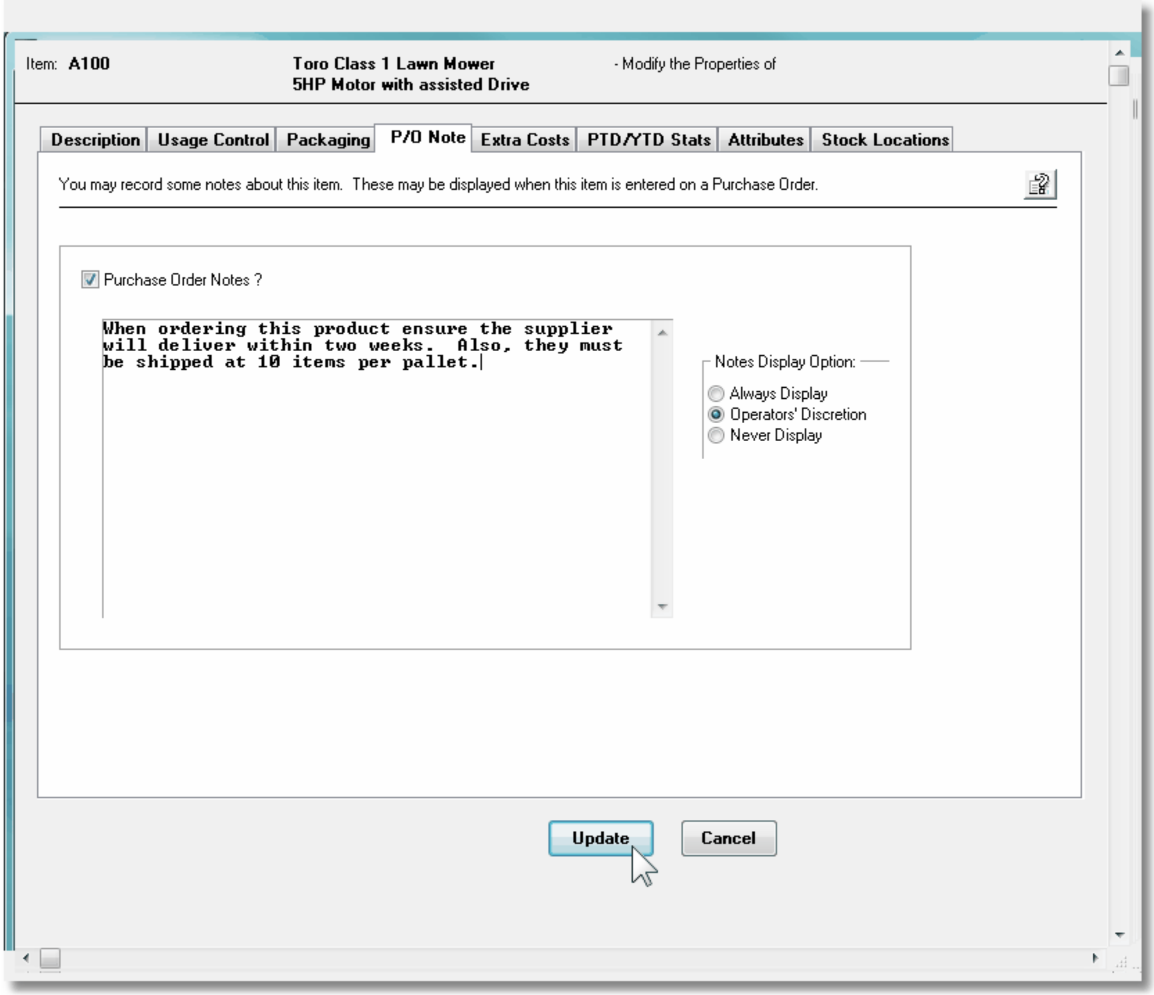
Shipping – Quantity per Selling Package & Units	***999.99 and X(4)***
These fields are provided for information purposes only. They are currently not used by any Series 5 system.	
Quantity per Packing Case or Pallet	***999,999.99***
These fields are provided for information purposes only. They are currently not used by any Series 5 system.	
Inventory Item as Sold in Alternate Stocking Quantity	***2 sets of 999,999.99 X(4) and X(20)***
If this Inventory Item is stocked, packaged in other quantities, then you may enter those items here. It is required that you assign another Inventory Code to this item that is packaged in other quantities. When this Inventory Item is ordered, the operator will be advised, and the alternate items displayed. One of the other items can then be chosen for the order. Enter the quantity, a units descriptor, and the Inventory Item Code of the alternate quantity packaged item.	
Substitute Item Code	***X(20)***
If this Inventory Item has been replaced by a newer one, or is available as another Inventory Item, enter the Substitute/Alternate Inventory Item code to this field. When this item is chosen by the operator in the Customer Order Processing system, a warning will be displayed, and if sufficient stock is available, the Substitute Item can be selected for the order instead.	
Record a Serial # or License # ?	***check-box***
If when this Inventory Item is sold, a Serial # or a License Code needs to be recorded, set this check-box. When an Invoice is entered, or an Order is billed, the system will provide a field for the entry of the Serial #. It is kept for information purposes with the order. It is also used as an alternate key to the Customer Order Processing Order Line History records. The Historic Items Sold Inquiry function provides the option to list items that have been sold by the Serial #. Thus it is easy to identify the order and customer that purchased a particular item having had a specific Serial # or License code assigned to it.	
Warranty or Licensing Period	***999 days***
This field is not currently used. It is reserved for for a future enhancement.	

6.6.1.5 Item Purchase Order Notes Tab Screen

For each Inventory Item, you may record some relevant notes. This might be information about how it is packaged, stored or sold. These notes are presented only on this screen, and are displayed when this item is selected to be added on a Purchase Order.

Inventory – Purchase Order Notes Tab Screen

The notes for each Inventory Item are maintained by the following screen:



Item: **A100**

Toro Class 1 Lawn Mower
5HP Motor with assisted Drive

- Modify the Properties of

You may record some notes about this item. These may be displayed when this item is entered on a Purchase Order.

☑ Purchase Order Notes ?

```
When ordering this product ensure the supplier
will deliver within two weeks.  Also, they must
be shipped at 10 items per pallet.
```

Notes Display Option:
○ Always Display
● Operators' Discretion
○ Never Display

Inventory PO Notes Tab Screen - Field Definitions

Purchase Order Notes ?	***check-box***
To enable the entry of notes, the check box must be checked.	
Text Box	***X(1000)***
Enter up to 1000 characters of text. Lines will automatically wrap. Separate paragraphs may be separated by striking the Enter key.	

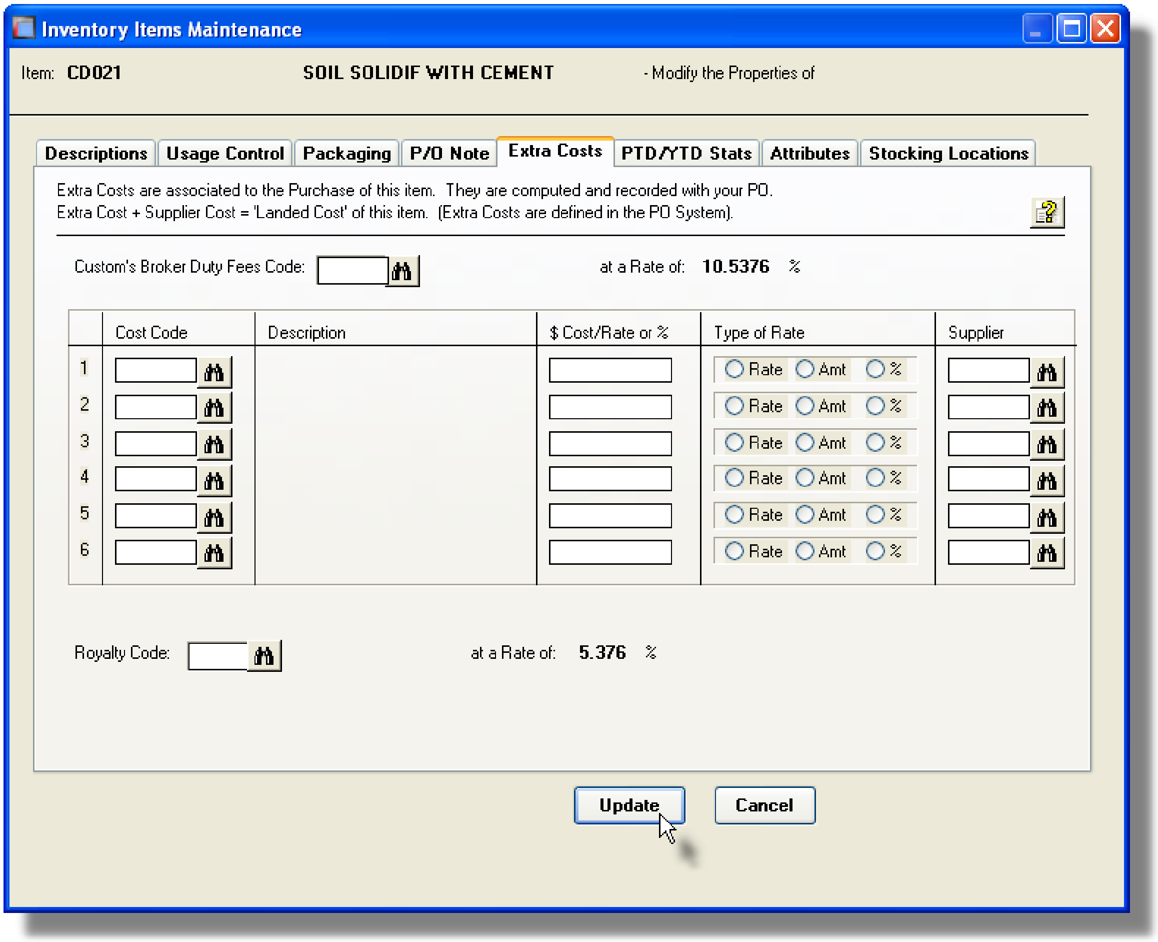
6.6.1.6 Item Extra Costs Tab Screen

Inventory – Extra Costs Tab Properties Data Screen

This screen is used to record any extra costs that are related to the receiving or packaging of goods. This screen is presented only when the Series 5 Purchasing systems is also used. These costs contribute to the Landed Cost of the inventory item. An example might be import duty fees, shipping charges, or special handling fees.

These six sets of fields may be used to record any known Extra Costs that will be associated with the purchase of this Inventory Item. These costs will automatically be recorded by the Purchase Order entry application, with the associated line item when ordered. When the item is eventually received, the costs and/or rate will be determined, and will contribute to the Landed Unit Cost of the Inventory Item. This information if recorded is used as default for the PO entry. If not entered here, you may enter it when the PO Line Item for this Inventory item is entered.

The following screen is displayed to enter or modify the Extra Costs:



Item: CD021 SOIL SOLIDIF WITH CEMENT - Modify the Properties of

Extra Costs are associated to the Purchase of this item. They are computed and recorded with your PO.
Extra Cost + Supplier Cost = 'Landed Cost' of this item. (Extra Costs are defined in the PO System).

Custom's Broker Duty Fees Code: at a Rate of: 10.5376 %

Royalty Code: at a Rate of: 5.376 %

Inventory Extra Costs creen — Field Definitions

Cost Code	***X(6)***
Enter the Cost Code for used to describe this cost. Extra Costs property records are maintained from the Series 5 Purchasing system.	
Cost, Rate or Percentage	***99,999.999***
The Cost or Rate property for the selected Cost Code is used as the default. It may be changed as required.	
Type of Rate	***radio-buttons***
The Cost or Rate entered is is used to compute the extra cost when purchased goods are received. Select whether it's used as a Unit Charge, an Absolute Amount regardless of quantity, or a % of the total purchased price.	

Supplier	***X(6)***
If known, enter the Accounts Payable Vendor code for the supplier of the Extra Cost service.	

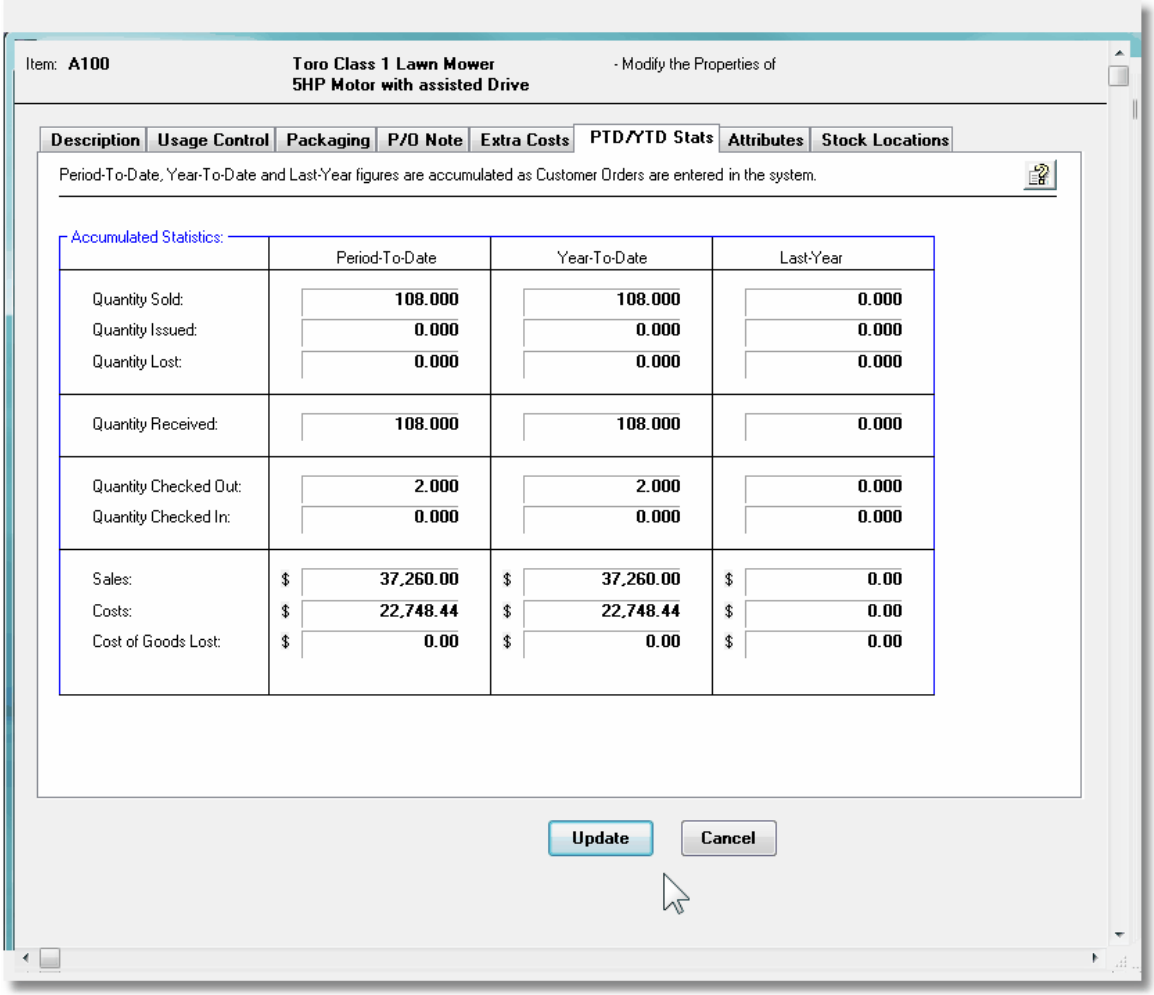
6.6.1.7 Item PTD/YTD Statistics Tab Screen

Inventory — PTD/YTD Statistics Display Screen

This screen displays a variety of statistics for the given Inventory Item. More significantly, it displays those totals that have been accumulated during the current period, the current year, and last year. As the day-to-day activity of recording Order, or Receiving Items using the Purchasing system, these functions contribute to the assorted statistical amounts displayed. Each of these periods are defined as follows:

Period-to-Date —	On a monthly basis, the Inventory manager is responsible for executing the operation to Clear Inventory Period-to-Date (PTD), figures. At that time, the Period-To-Date amounts for each Inventory will be reset to ZERO.
Year-to-Date —	On an annual basis, the Inventory manager is responsible for executing the operation to Clear Inventory Year-to-Date (YTD), figures. At that time, the Year-To-Date amounts for each Inventory will be reset to ZERO.
Last-Year —	On an annual basis, the Inventory manager is responsible for executing the operation to Clear Inventory Year-to-Date (YTD), figures. At that time, the all the Year-To-Date amounts are shifted to the Last-Year amounts.

The following screen is displayed these statistical amounts for the Inventory:



Item: A100 Toro Class 1 Lawn Mower 5HP Motor with assisted Drive - Modify the Properties of

Period-To-Date, Year-To-Date and Last-Year figures are accumulated as Customer Orders are entered in the system.

Accumulated Statistics:

	Period-To-Date	Year-To-Date	Last-Year
Quantity Sold:	108.000	108.000	0.000
Quantity Issued:	0.000	0.000	0.000
Quantity Lost:	0.000	0.000	0.000
Quantity Received:	108.000	108.000	0.000
Quantity Checked Out:	2.000	2.000	0.000
Quantity Checked In:	0.000	0.000	0.000
Sales:	$ 37,260.00	$ 37,260.00	$ 0.00
Costs:	$ 22,748.44	$ 22,748.44	$ 0.00
Cost of Goods Lost:	$ 0.00	$ 0.00	$ 0.00

Clearing Inventory PTD and YTD Operations

Failure to executed these functions at the start of a given month or year will render the Period-to-Date and Year-to-Date amounts inaccurate, and will effect the results reported in assorted analysis reports.

Inventory PTD/YTD Statistics Screen — Field Definitions

Quantity Sold, Issued and Lost	***99,999,999.999***

For this Inventory Item, these fields record the accumulated Quantity of items Sold, Issued and Lost updated from the entry of orders in the Series 5 Inventory Order Processing system. The system updates these fields, regardless of the date of the transaction. These fields are reset to ZERO when either the Clear Inventory PTD or Clear Inventory YTD functions are executed. ***(If you intend on relying on the Period-To-Date amounts, then you must be sure to execute the Clear Inventory PTD function at the end of every calendar month).***

Quantity Received	***99,999,999.999***
For this Inventory Item, these fields record the accumulated Quantity of items Received from the Series 5 Inventory Receiving Entry operation. The system updates these fields, regardless of the date of the transaction. These fields are reset to ZERO when either the Clear Inventory PTD or Clear Inventory YTD functions are executed. ***(If you intend on relying on the Period-To-Date amounts, then you must be sure to execute the Clear Inventory PTD function at the end of every calendar month).***	
Quantity Checked Out / In	***99,999,999.999***
For this Inventory Item, these fields record the accumulated Quantity of items that have been Checked-Out, and subsequently, Checked In from the Series 5 Inventory Receiving Entry operation. The system updates these fields, regardless of the date of the transaction. These fields are reset to ZERO when either the Clear Inventory PTD or Clear Inventory YTD functions are executed.	
Sales, Costs and Costs of Goods Lost	***$ 999,999,999.99***
For this Inventory Item, these fields record the accumulated Sales, Costs and Costs of Goods Lost updated from the entry of orders in the Series 5 Inventory Order Processing system. The system updates these fields, regardless of the date of the transaction. These fields are reset to ZERO when either the Clear Inventory PTD or Clear Inventory YTD functions are executed. ***(If you intend on relying on the Period-To-Date amounts, then you must be sure to execute the Clear Inventory PTD function at the end of every calendar month).***	

6.6.1.8 Item Attributes Tab Screen

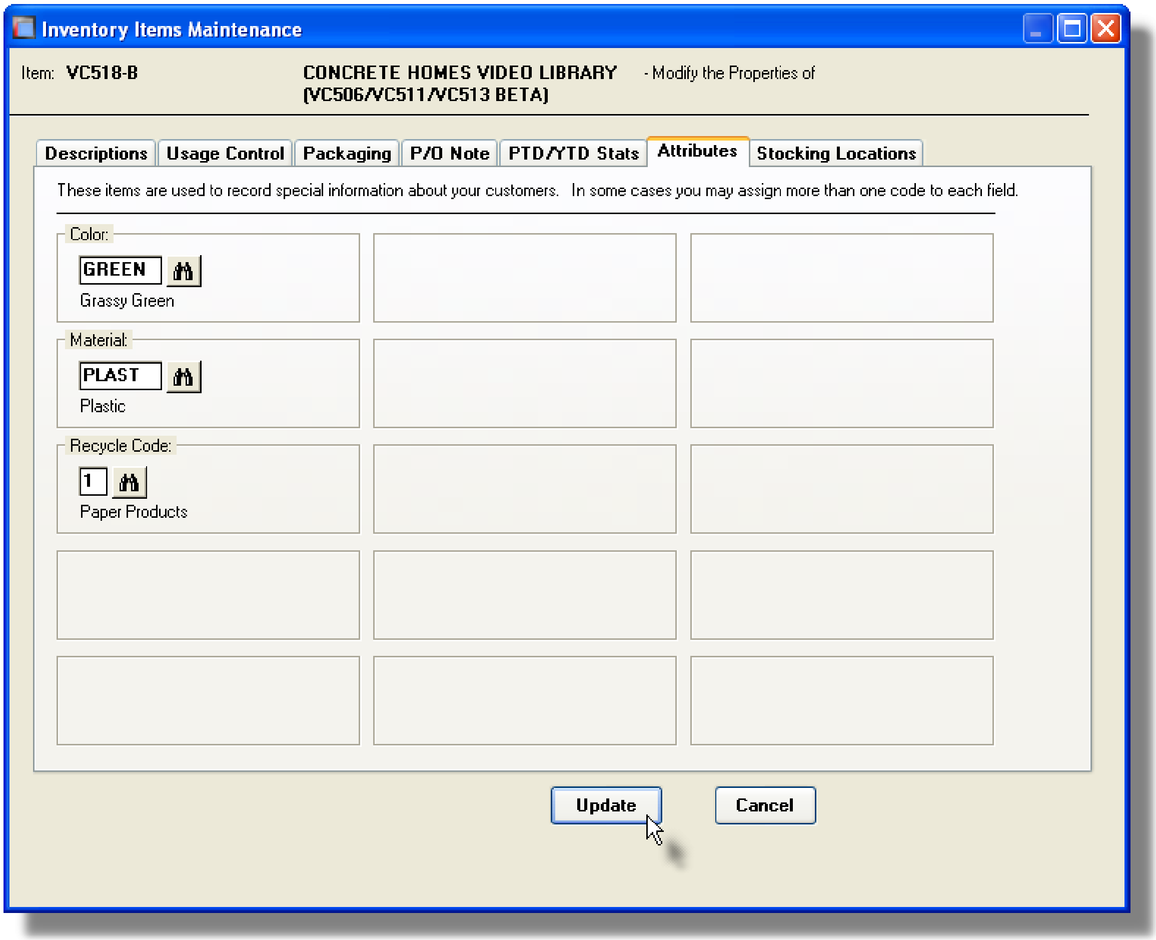
Inventory — Attributes Codes Entry Screen

Inventory Attributes are codes that have been developed by you Accounting or Information Systems managers. They are meant to provide user defined properties that may not already be standard with the Series 5 Inventory system. Each particular code is created using the

Define Inventory Attribute Codes Maintenance 414 function.

This screen is used to identify the codes that pertain to this Inventory Item. For some of the codes, you may be able to select multiple values. (This is a property of the particular code).

The following screen is displayed for to enter or modify the Attribute codes for the Inventory Item:



Item: VC518-B CONCRETE HOMES VIDEO LIBRARY (VC506/VC511/VC513 BETA) - Modify the Properties of

These items are used to record special information about your customers. In some cases you may assign more than one code to each field.

Color: GREEN Grassy Green

Material: PLAST Plastic

Recycle Code: 1 Paper Products

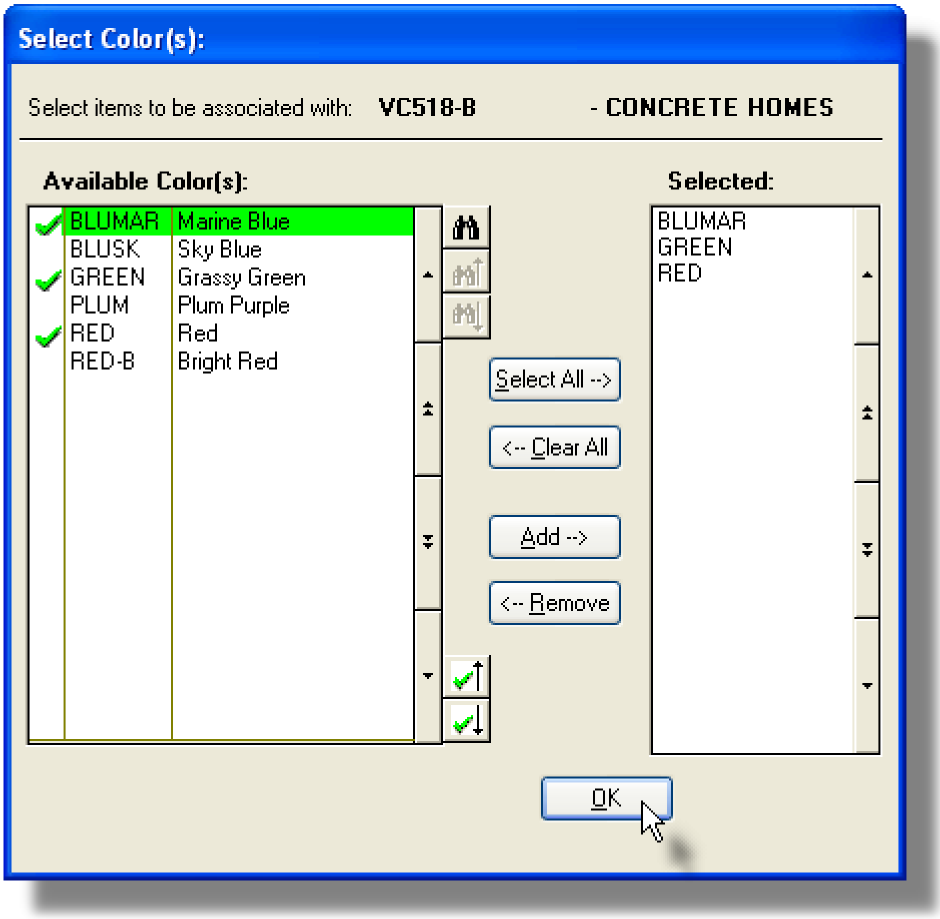
Inventory Attribute Codes Screen — Field Definitions

Xxxxxxx Code - Single Value ***X(whatever)***

For those codes that are allowed only one value, the field is presented. A Lookup Icon is also displayed if you wish to select the given code from a list.

Xxxxxxx Code - Multiple Values ***X(whatever)***

When the Attribute code is defined as allowing multiple values to be assigned to each Inventory, then a slightly different field is displayed. To edit the list of codes, click the edit icon, and from the window displayed, you can double-click a particular item in the left hand side of the screen.



Select items to be associated with: **VC518-B** - **CONCRETE HOMES**

Available Color(s):

✓	BLUMAR	Marine Blue
	BLUSK	Sky Blue
✓	GREEN	Grassy Green
	PLUM	Plum Purple
✓	RED	Red
	RED-B	Bright Red

Selected:

BLUMAR
GREEN
RED

6.6.1.9 Item Stock Locations Tab Screen

The basis of the Inventory Management system is the management of Inventory. The I/M Inventory Master record provides information about each item, including its Description, Part Number, Product Category, Weight, Price and unit quantity data pertaining to order entry. There must be one Inventory Master record for each item stocked.

The I/M Inventory Item Location record provides information with respect to the stocking of an item at a given location or warehouse. Stocking fields, Costs, Quantity-on-Hand, Quantity-Committed, Quantity-on-Backorder and forecasting variables are kept by location. As well, Quantity-Sold, Quantity-Received, Sales and Cost totals, are accumulate for Year-to-date, Period-to-date, and Day-to-Date basis by location.

Multiple Warehouse Locations ?

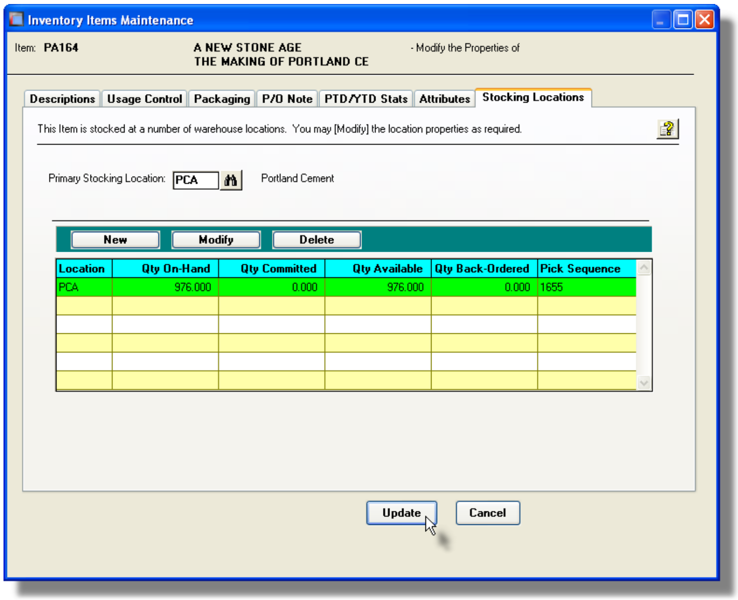
The Series 5 Inventory Management system provides support for the stocking of inventory at multiple locations. Items may be stocked, received to, sold from, and shipped from any of the warehouse locations that have been defined.

One of the properties defined by the Inventory Control Preferences, is used to indicate to them system that there is more than one warehouse location. Make sure this field is correctly set, and that a Default Location Code has been also specified.

Stocking Quantities, Costing figures, Usage Forecasting controls and Statistics are kept for each item for each location.

There needs to be a a separate Item Location record set up for each warehouse that an Inventory Items is stocked in. The properties associated to the inventory items being stocked for each location are maintained using a Series 5 grid processing screen.

Inventory — Stocking Locations Grid Screen



Item: PA164 A NEW STONE AGE THE MAKING OF PORTLAND CE - Modify the Properties of

This Item is stocked at a number of warehouse locations. You may [Modify] the location properties as required.

Primary Stocking Location: PCA Portland Cement

Location	Qty On-Hand	Qty Committed	Qty Available	Qty Back-Ordered	Pick Sequence
PCA	976.000	0.000	976.000	0.000	1655

	"Fast Buttons"
New	Add a new Inventor Location record
Modify	Modify the Inventor Location highlighte grid
Delete	Delete the Inventor Location highlighte grid

Inventory Stocking Location Screen — Field Definitions

Primary Stocking Location	***X(6)***
The Series 5 Inventory Management system supports multiple warehouse locations. There is a master inventory record, and another record kept for each item for each	

location. If your company has only a single warehouse, then that Location Code automatically will be used in this field. If you have multiple warehouses, then this field should define the Primary Location Code.

6.6.1.9.1 Location Stock Quantity Tab Screen

Inventory Location – Stocking Quantities Properties Tab Screen

The Inventory Location Stocking Quantities screen is used to hold those properties pertaining to the stocking and usage quantities of the item. There are keywords that might be used to search for, or catalogue the item.

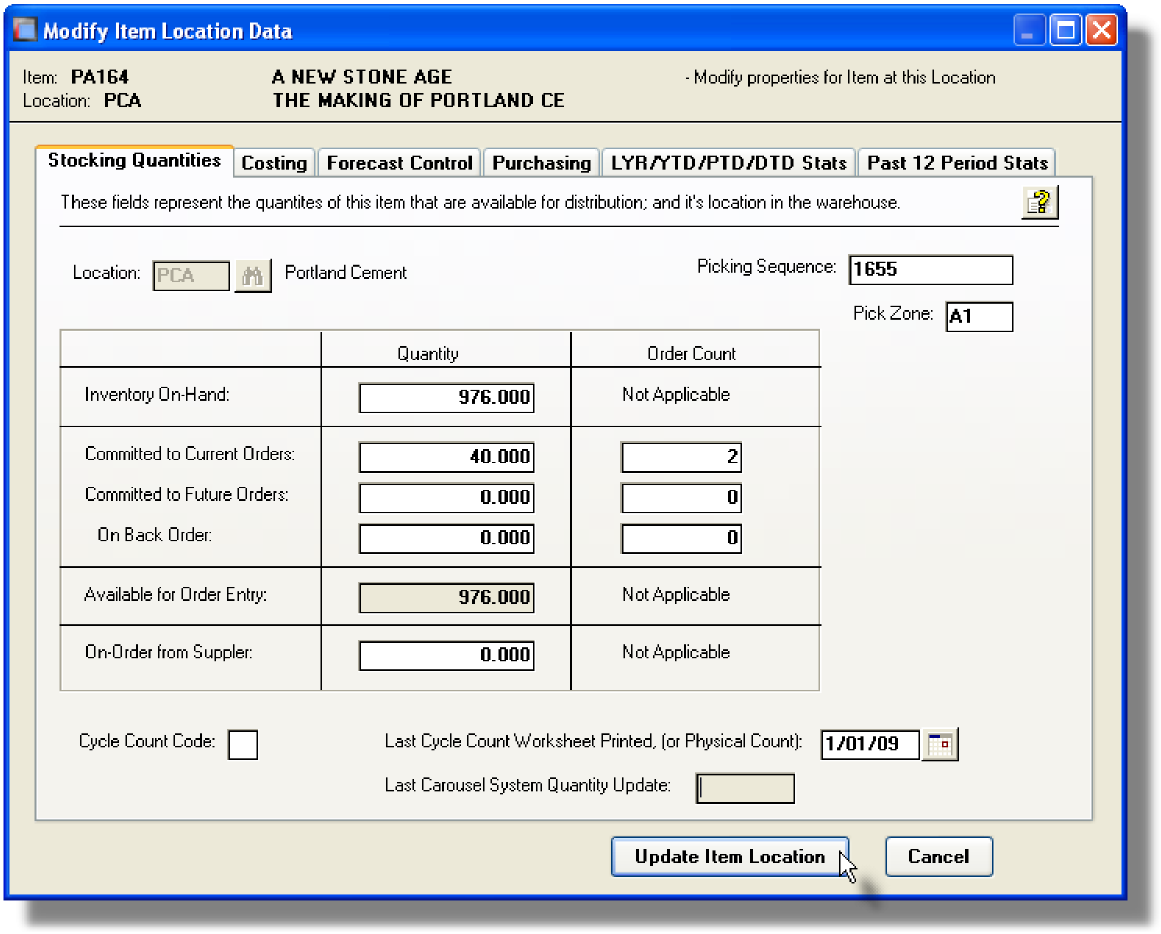
In particular, the following codes are defined and/or quantities kept:

- Pick Sequence Code — is used to identify the order or specific location of the item in the warehouse
- Quantity-On-Hand — is the number of items that are stored on the shelf. Updated by the system where applicable
- Committed Quantities — is the number of items that have been allocated to an order but not yet shipped

Inventory Location Quantity Fields

Both the Series 5 I/M and Customer Order Processing systems update these fields as orders are entered or filled, or as Purchase Orders are received. Generally, these fields should not be edited directly unless a discrepancy has been identified.

The following screen is presented:



Item: PA164 A NEW STONE AGE
Location: PCA THE MAKING OF PORTLAND CE

- Modify properties for Item at this Location

These fields represent the quantites of this item that are available for distribution; and it's location in the warehouse.

Location: PCA Portland Cement

Picking Sequence: 1655

Pick Zone: A1

	Quantity	Order Count
Inventory On-Hand:	976.000	Not Applicable
Committed to Current Orders:	40.000	2
Committed to Future Orders:	0.000	0
On Back Order:	0.000	0
Available for Order Entry:	976.000	Not Applicable
On-Order from Supplier:	0.000	Not Applicable

Cycle Count Code: ☐

Last Cycle Count Worksheet Printed, (or Physical Count): 1/01/09

Last Carousel System Quantity Update:

Inventory Location Stocking Quantities Tab Screen – Field Definitions

Picking Sequence - Pick Zone	***X(14) and X(4)***

The Picking Sequence is a bin location code which is used to locate the inventory item when being picked. When a Picking Ticket is printed for an order, it's line items are listed sorted by the Picking Zone and Picking Sequence code so as to speed up the assembly of the order in the shipping department. This is the picking sequence for the primary location only. Other locations may have different picking sequences.

The Picking Zone is used to define an additional level to the Picking Sequence code. When a Picking Ticket is printed for an order, it's line items are listed sorted first by the Picking Zone and then by the Picking Sequence code.

Inventory On-Hand Quantity	***99,999,999.999-***

The Quantity On-Hand is the current inventory level of the Inventory Item. This quantity is decreased when orders are invoiced and posted. It is increased when Receivings are entered via the Inventory Entry and Editing application; or when goods are returned when a Credit Memo is entered.

Inventory Quantity-On-Hand Audit

The Series 5 Inventory Management system provides for the option to keep an audit trail of all changes made to inventory's Quantity-on-Hand fields. This option id defined by a property found in the I/M Control Preferences 405.

When the Quantity-on-Hand field is edited directly on this screen, an audit record will be recorded for the associated Inventory Item.

Committed to Current Orders	***99,999,999.999-***

The Quantity Committed is the number of inventory items that have been allocated to customer orders, but has not yet been invoiced. This quantity will increase as orders are entered and will decrease when orders are invoiced and posted for this item. The Order Count field indicates the number of orders in which this item has been entered.

*These fields are updated only if the **Track Inventory Quantity on-Hand** property of the Inventory Control Preferences is set.*

Committed to Future Orders	***99,999,999.999-***

The Quantity Committed to Future Orders is the number of inventory items that have been allocated to customer orders, that have been designated to be released for processing in the future. The Order Count field indicates the number of orders in which this item has been entered for future release.

One of the properties in the Order Processing Control Preferences specifies the ***# of days for Future Committed Orders***. When an order is entered with a Release Date that is more than this number of days in the future, the Quantity to Sell is added to the Future Committed Quantity field.

Future Committed stock will still be available to sell from the Order entry application. The Future Committed quantity field is reduced when the Order Processing's ***Mark Futures as Committed*** operation is processed.

The Order Processing Control Preferences field ***# of Days for Releasing Future Committed Orders***, determines the number of days preceding the Order Release date that Future Committed Items become Committed Items.

*These fields are updated only if the **Track Inventory Quantity on-Hand** property of the Inventory Control Preferences is set*

On Back Order	***99,999,999.999-***

The Quantity On Backorder is the current quantity of inventory that has been placed on back order status for this item. It will increase when item quantities on an order are unable to be filled due to the quantity available. This value will be decreased when back ordered items are released. The Order Count field indicates the number of orders in which this item has been marked to be On Back Order.

Available for Order Entry ***99,999,999.999-***

This field is computed and displayed as a convenience to those poor souls who can't readily add the appropriate numbers in their head.

On Order from Supplier ***99,999,999.999-***

The Quantity On Order is the current quantity of inventory that has been placed On Order. This field is updated either manually, or by the Purchase Order Entry application. This value will be decreased when ordered items are received in the Purchasing system.

Cycle Count Code ***X(1)***

This is a user defined code that will be used to select only a portion of the Inventory Items, that are to be printed on the Cycle Count Worksheet. Supposed you wish to divide the task of performing a Physical Count such that only a part of the inventory is counted every year on a monthly basis. You might break up you counting to be performed monthly for 12 sets of Inventory items. You would then have twelve codes, (ie. A, B, C, ..., L), and you would assign these codes to each Inventory Item, so that all items with A are counted at the end of January, and those with B are counted at the end of February, and so on.

Last Cycle Count Worksheet Printed Date ***(mmddyy)***

This is the date that a Physical Inventory Count was last performed for this Inventory Item. This gets set from the Physical Count Processing application, or when a Cycle Count Worksheet is printed.

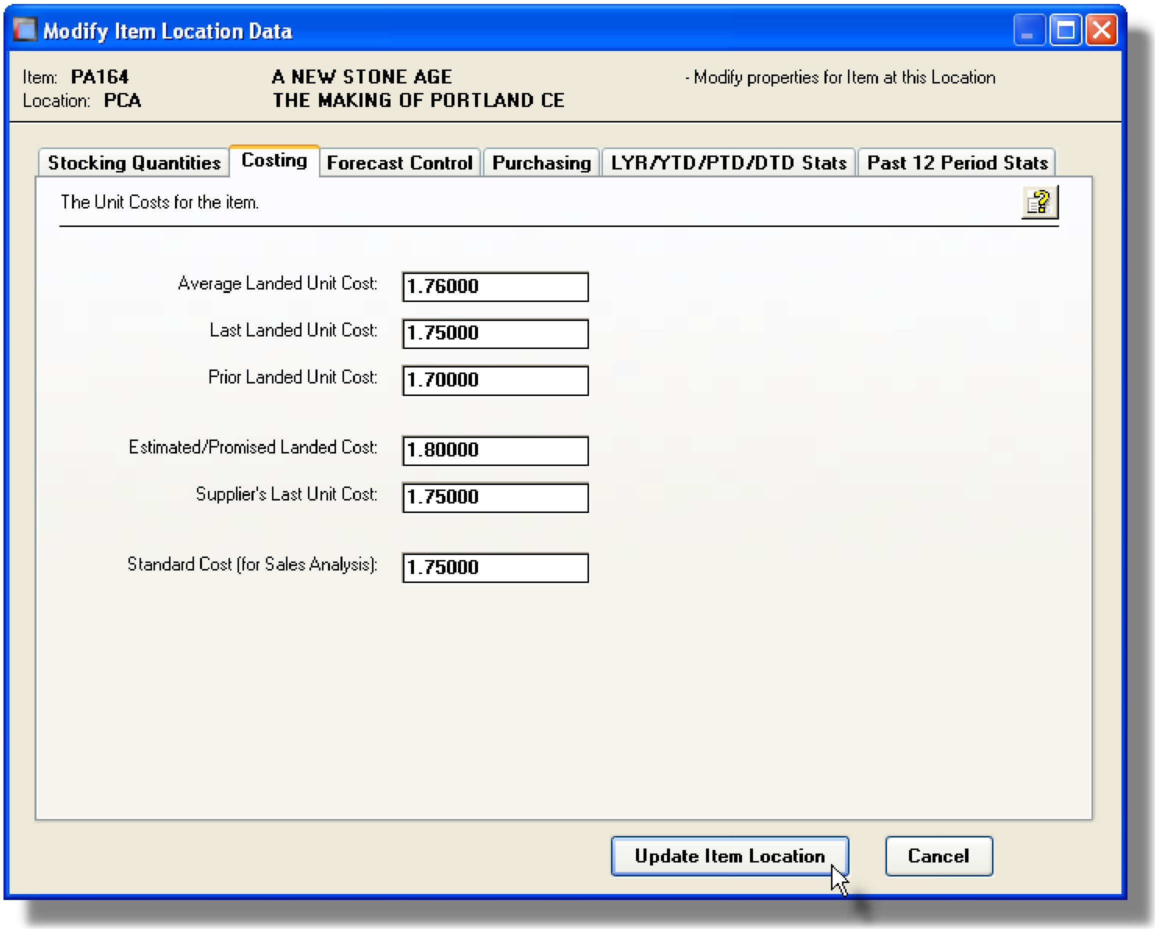
Last Carousel System Quantity Update ***2 x X(30)***

If the Customer Order Processing system uses the interface to a Picking Carousel System, then when the Forecasted Average Usage fields is modified, this field records the date.

6.6.1.9.2 Location Costing Tab Screen

Inventory Location – Costing Properties Tab Screen

The Inventory Location Costing screen is used to hold those properties pertaining to the costs of the item. The following screen is presented:



Item: PA164 A NEW STONE AGE - Modify properties for Item at this Location
Location: PCA THE MAKING OF PORTLAND CE

The Unit Costs for the item.

Average Landed Unit Cost: 1.76000
Last Landed Unit Cost: 1.75000
Prior Landed Unit Cost: 1.70000
Estimated/Promised Landed Cost: 1.80000
Supplier's Last Unit Cost: 1.75000
Standard Cost (for Sales Analysis): 1.75000

Inventory Costing Tab Screen – Field Definitions

Average Landed Unit Cost	***9,999,999.99999-***

This is the Average Landed Cost of all receipts of this item in stock. If the Costing Method specified by the I/M Control Preferences is Average Cost, then this Cost is used to produce an accurate account of the cost of sales and profit for the item. The average cost is automatically recalculated each time new stock is received. Average cost may also be used for determining inventory value on the Stock Status and Inventory Ranking reports.

Last Landed Unit Cost	***9,999,999.99999-***

This is the Last Landed Unit Cost of the item for the last time a PO receipt was entered. If the Costing Method specified by the I/M Control Preferences is Last Cost, then this Cost is used to produce an account of the cost of sales and profit for the item. The last cost is always recorded each time new stock is received.

Prior Landed Unit Cost	***99,999,999.999-***
This is the value of the Last Cost field, that is saved, before being updated when stock was last received.	
Estimated/Promised Landed Cost	***99,999,999.999-***
This is an information only field that is used to record your estimate of Landed Cost. You might record this Cost when issuing a PO so that you can compare it the actual cost when the goods are received	
Supplier's Last Unit Cost	***99,999,999.999-***
This is actual unit cost of the Inventory Item the last time that it was purchased from the supplier. It does not include any Extra Charges that might have been recorded by the Purchase Order system's receiving application.	
Standard Cost (for Sales Analysis)	***99,999,999.999-***
This is a Cost field that is set only by the user. It is not adjusted by the system at the time of PO receipts. If the Costing Method specified by the I/M Control is Standard Cost, then this Cost is used as the cost of sales and profit for the item.	

6.6.1.9.3 Location Forecasting Tab Screen

The Series 5 Inventory Management system offers a Forecasting operation 201 that may be utilized. It makes an intrinsic forecast to predict the usage of an item in the next period by examining past sales trends. Based on the item's usage history, an exponential smoothing is used to compute the next period's expected usage.

> **Forecasting Operation**
>
> If the Forecasting Operation feature is used to predict the required stock needed in inventory, it must be executed at then end of every month.
>
> When the Forecasting Operation is executed, it automatically clears the Period-to-Date statistics that are kept for each Inventory stocked at that location. There is no need to execute the Clear Inventory Period-to-Date operation.

For each Inventory Item stored at each warehouse location, you may specify the parameters used to Forecast anticipated usage of the item.

✚ Definition of Forecasting Terms and Formulas

The following variables are used in the computations of the Forecasted Usage quantities. *(Refer to the screen shot below for the referenced field #'s in red).*

The following tables lists the variables used in the Forecasting routine. Those identified by ***Set by User***, must be correctly set in order for the algorithm to effectively work to compute usage quantities. Separate variables are used for each Inventory Item, for each stocked location

Field	***Equation Alpha***	***Screen Ref #***	***Values are:***
Usage Limit Filter	[U]	(8)	assigned by the User
Weighted Alpha Factor	[W]	(3)	assigned by the User
Safety Factor	[F]	(5)	assigned by the User
Lead Time	[T]	(9)	assigned by the User
Average # of days in Forecast Period	[D]		from IM Control Preferences
Recommended Min.Purchase Order Qty.	[M]	(1)	computed by Forecasting
Forecast Average Usage	[A]	(2)	computed by Forecasting
Safety Stock Level Quantity	[K]	(4)	computed by Forecasting
Average Deviation of Forecast Usage	[E]	(6)	computed by Forecasting
Sum of Deviations (Errors)	[S]	(7)	computed by Forecasting
Reorder Level	[R]	on Purchasing tab	computed by Forecasting

Usage Limit Factor

[U]   (8)

The Usage Filter is used during the calculation of the new forecasted usage for the item. If a period's actual usage is suddenly very high in comparison with the forecast, it can cause the new forecast to appear higher than it should be. For this reason you may wish to dampen the effect of these sudden increases.

When calculating the new forecast, the usage figure used for the calculation is never allowed to be greater than the Usage Filter times the Earlier Forecast. If this field is less than one, it will force the forecast average usage to decrease, regardless of actual usage.

This field may be adjusted as required to reflect the usage of the associated

Inventory Item.

Forecast Usage Weighted "Alpha Factor"

[W] **(3)**

This is the Alpha Factor used in forecasting the next period's usage of an item based on the actual usage from prior periods. It defines the number of periods of usage history to be used to compute the forecasted Next Period's Usage.

As more periods are used, the importance placed on the just ended period's actual usage decreases. A sudden change up or down will not produce an exaggerated forecast for the next period.

The following settings are provided:

where:	.50	use the past 3 Periods
	.29	use the past 6 Periods
	.20	use the past 9 Periods
	.15	use the past 12 Periods
	.11	use the past 18 Periods
	.08	use the past 24 Periods

This field may be adjusted as required to reflect the usage of the associated Inventory Item.

Safety Factor

[F] **(5)**

The Safety Factor is used in re-calculating the Safety Stock Quantity. In general, the higher the Safety Factor, the higher the Safety Stock Quantity would be.

The selection basically determines the customer service level, that you would hope to achieve, for being able to fill their orders.

The following settings are provided:

where:	5.0	for service Level of 99.99%
	3.9	for service Level of 99.9 %
	3.6	for service Level of 99.8 %
	3.2	for service Level of 99.5 %
	2.9	for service Level of 99 %

2.4	for service Level of 97 %
2.1	for service Level of 95 %
1.6	for service Level of 90 %
1.3	for service Level of 85 %
1.1	for service Level of 80 %
0.8	for service Level of 75 %
0.0	for service Level of 50 %

This field may be adjusted as required to reflect the usage of the associated Inventory Item.

Supplier Lead Time

[T] ***(9)***

This is the number of days between the ordering of a new supply of the item and the actual receipt into stock. ***If this field is left at zero, the Recommended Minimum Order field will always be set to zero by the Inventory Forecasting application.***

This field may be adjusted as required to reflect the usage of the associated Inventory Item.

Limited Usage Period-to-Date

[L]

The actual usage Period-to-Date quantity is limited for the purposes of these calculations to a certain maximum based upon the usage filter in the Inventory Item Location record. Limited usage Period-to-Date quantity is calculated by:

$$L = U \times A$$

where: L equals the limited usage Period-to-Date quantity
U equals the usage filter **[8]**
A equals the past period's computed average usage **[2]**

But if the actual usage Period-to-Date quantity is less than this calculated upper limit, then the actual usage Period-to-Date is used in all the following calculations as the limited usage Period-to-Date quantity. The actual usage Period-to-Date quantity is the sum of the Period-to-Date Quantity Sold and Quantity Issued.

Forecast Average Usage

[A] ***(2)***

The average usage is a weighted moving average. When the average usage is recalculated at the end of a forecasting period, it becomes the forecast quantity for the next period, (or month). It is a ***Weighted Average***, because the usage of the item in recent months is given more weight that usages for months months in the past. the new Average Usage quantity is calculated by the following formula:

$$\text{New } A = (W \times L) = ((1 - W) \times \text{Old } A)$$

where: A equals the new forecast average usage **[2]**

W equals the usage weight factor **[3]**

L equals the limited usage Period-to-Date quantity calculated above

Sum of Deviations (Errors)

[S] ***(7)***

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

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

This shows you that the forecasts for this item have been only slightly low over this period of time. A new Sum of Errors is calculated by:

$$\text{New } S = \text{Old } S + (A - L)$$

where: L equals the limited usage Period-to-Date quantity

S equals the sum of errors **[7]**

A equals the average usage **[2]**

If the sum of errors is positive, then the average usage has been tracking up higher than the actual usage. If the sum of errors is negative, then the average usage has been tracking below the actual usage.

Average Deviation of Forecast Usage (Average Forecast

Error) *[E]* *(6)*

This is the average amount that the computer's forecast, (average), usage was off from the actual usage. If the forecast was off by 8 one period and off by 4 the next period, the average forecast error would be 6, regardless of whether the forecasts were too low or too high. This field gives you an index of how predictable the usage of this item is. It is used by the system in calculating the amount of safety stock that will be required for this item.

If the usage for a particular item is very predictable, (i.e., is constant, steadily rising, or steadily falling – no big dips or bumps), the average forecast error will be low and not much safety stock will be necessary. If the usage for an item is bumpy and unpredictable, it will cause the average forecast error to be much higher and more safety stock will be required to ensure that there is extra stock to handle any sudden demands.

The new Average Error is calculated using a weighted average. It also depends upon the absolute (not signed), value of the difference between the average usage and the limited usage Period-to-Date quantity. The absolute value is calculated by:

$$V = L - A$$

where: V equals the absolute value

L equals the limited usage Period-to-Date quantity

A equals the average usage **[2]**

But if V is negative, the sign is changed and the V is made positive.

The new Average Error is calculated as follows:

$$\text{New } E = (W \times V) + ((1 - W) \times \text{Old } E)$$

where: E equals the Average Error **[6]**

W equals the usage weight factor **[3]**

V equals the absolute value from above

If the sum of errors is positive, then the average usage has been tracking up higher than the actual usage. If the sum of errors is negative, then the average usage has been tracking below the actual usage.

Safety Stock Level Quantity *[K]* *(4)*

This is the amount of extra stock that is kept in addition to what is predicted will be needed. This gives you a cushion in case the prediction was wrong. The safety stock is only calculated for items whose Item Reorder Status is set to ***Needs to be ReOrdered (R)***. When an item's usage is predictable, less stock is required. When the item's usage is unpredictable, more safety stock is required. New Safety Stock is calculated by:

$$\text{New K} = \text{F} \times \text{New E}$$

where:

K	equals the safety stock	**[4]**
F	equals the safety factor	**[5]**
New E	equals the new Average Error calculated above	**[6]**

Recommended Minimum Purchase Order Quantity
[M] *(1)*

This is the smallest order that should normally be placed for any item. It is based on the idea that if you normally use 10 of the items per period and it normally takes 3 periods to get the item into stock once ordered, it would be inefficient to order less than 30 of this item, because by the time the order had arrived, you would have used up 30 more, and you would have less inventory than when you last placed an order. The new Recommended Minimum Order quantity is calculated by the following formula:

$$\text{New M} = \text{New A} \times (\text{T} / \text{D})$$

where:

M	equals the recommended minimum order quantity	**[1]**
New A	equals the new average usage calculated above	**[2]**
T	equals the lead time in calendar days	**[9]**
D	equals the number of calendar days in a forecasting period, (one of the properties defined by the I/M Control Preferences).	

Reorder Level
[R]

The idea of the Reorder Level, (or Reorder Point), is that when you only have this quantity of the item left, it is time to reorder, because if you do not, then you may already be using up your safety stock by the time the order arrives. This is only calculated for items whose Item Reorder Status is set to ***Needs to be ReOrdered (R)***. The new Reorder Level is calculated by:

$$\text{New R} = \text{New K} + \text{New M}$$

where:

R equals the reorder level *[found on the Item Location's* ***Purchasing*** *tab screen]*

K equals the safety stock **[4]**

M equals the recommended minimum order quantity **[1]**

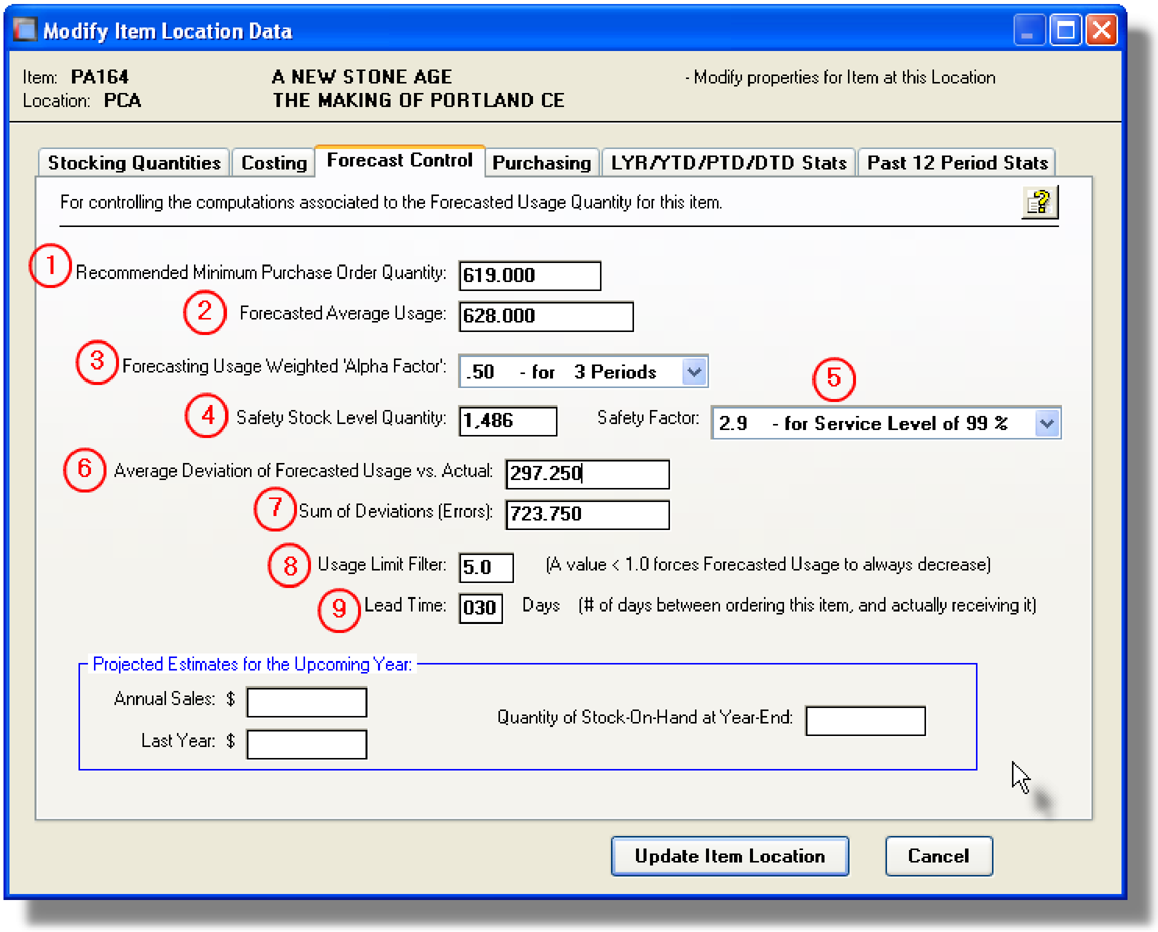
Period-to-Date Fields

The Period-to-Date fields that accumulate the usage, quantity sold, dollar sales and cost, are each cleared to ***ZERO***. when the Forecasting function is executed. When this is done, all fields in the Inventory Item Location file which deal with the reorder-point method of managing inventory quantities, will have been set up for the new forecasting period. The new average usage, (field numbered **[2]**), can be used as a forecast usage for the new forecasting period.

The table of the past 12 Period Quantities is also shifted and the Last Period field is set to the actual usage of the period.

Inventory Location – Forecast Controls Tab Screen

The Forecasting control options for each Inventory Item, as stocked at each Location, are maintained by the following screen:



Item: PA164 A NEW STONE AGE - Modify properties for Item at this Location
Location: PCA THE MAKING OF PORTLAND CE

For controlling the computations associated to the Forecasted Usage Quantity for this item.

Recommended Minimum Purchase Order Quantity: 619.000
Forecasted Average Usage: 628.000
Forecasting Usage Weighted 'Alpha Factor': .50 - for 3 Periods
Safety Stock Level Quantity: 1,486 Safety Factor: 2.9 - for Service Level of 99 %
Average Deviation of Forecasted Usage vs. Actual: 297.250
Sum of Deviations (Errors): 723.750
Usage Limit Filter: 5.0 (A value < 1.0 forces Forecasted Usage to always decrease)
Lead Time: 030 Days (# of days between ordering this item, and actually receiving it)

Projected Estimates for the Upcoming Year:
Annual Sales: $
Last Year: $
Quantity of Stock-On-Hand at Year-End:

Inventory Forecast Control Tab Screen - Field Definitions

Recommended Minimum Purchase Quantity	***99,999,999.999-***
This is the absolute minimum which should be ordered at any given time. It is equal to the amount of stock that will be consumed during the time it takes to obtain new supplies from the vendor. If only this amount were ordered, you find it necessary to place a new order for the item as soon as the new supply arrived. This field is calculated every time the Inventory Forecasting application is run. *Note that if the forecasting functions IS NOT executed, then this field should be set to an appropriate value for the given Inventory item, as it will be used in the Purchasing Advice Processing functions.*	
Forecasted Average Usage	***99,999,999.999-***
This is the projected or Forecasted Average Usage of the item in any given period. The average length of a period is defined by one of the properties of the I/M Control Preferences 406. The value of this field is calculated every time the Inventory Forecasting application is	

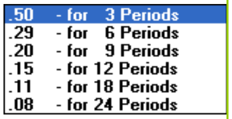
executed, based on a comparison between the actual usage for the previous period and the previous value of this field.

> **Initial Average Usage Assignment**
>
> It is important to enter a reasonable guess for the Average Usage when the Inventory item is first added to the system, otherwise it may take several periods of forecasting before it becomes accurate.

Forecasting Usage Weighted "Alpha Factor"	***drop-list***

This is the ***Alpha Factor*** used in forecasting the next period's usage of the item, based on the actual usage for the previous period, and the forecast for that period. It simulates a number of usage history periods to use in forecasting the next period's usage.

In the calculation of a new forecast, as more periods of history is used, the importance placed on the just ended period's actual usage decreases. A sudden change up or down will not produce an exaggerated forecast for the next period.



.50 - for 3 Periods
.29 - for 6 Periods
.20 - for 9 Periods
.15 - for 12 Periods
.11 - for 18 Periods
.08 - for 24 Periods

The default is .50 for 3 months. If ZERO, the forecast for the next period will never change.

Safety Stock Level Quantity	***999,999***

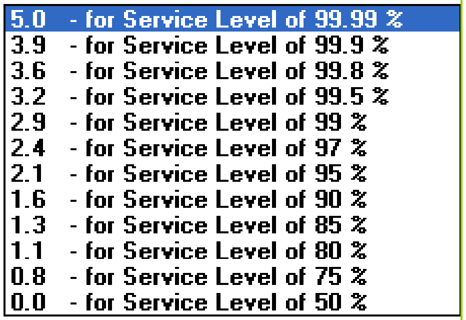
The demand for an item may vary over a period of time. A frequently used way to ensure that a sufficient Stock On-Hand will meet the demand, is to always keep a supply of extra stock. This extra stock is called the Safety Stock. You may enter an initial value. It will be recalculated if the item's Reorder Status is set to ***Needs to be ReOrdered (R)***, to reflect changes in the actual usage each time the Inventory Forecasting application is run.

The new Safety Stock is the new Average Forecast Error multiplied times the Safety Factor.

Safety Factor	***drop-list***

The Safety Factor is used in re-calculating the Safety Stock by the Inventory Forecasting operation. In general, the higher the Safety Factor, the higher the Safety Stock will be.

The selection basically determines the customer service level, that you would hope to achieve, for being able to fill their orders.



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

Average Deviation of Forecasted Usage vs Actual	***99,999,999.999-***

This is the average deviation between the forecasted usage of the item and its actual usage. This figure is recalculated each time the Inventory Forecasting application is run, and is then used to recalculate the new Safety Stock level. The new average error is a weighted average of the old average error and the new deviation between forecasted usage and actual usage. Initially, this field defaults to the value of the Safety Stock divided by the Safety Factor.

Sum of Deviations (Errors)	***99,999,999.999-***

This field is computed each time the Inventory Forecasting application is executed. It is equal to the sum of the deviations between the forecasted usage for the item and its actual usage. Sum of errors is positive when the forecasted usage has been greater than actual, and negative when the forecast has been less.

Usage Limit Filter	***9.9***

The Usage Filter is used during the calculation of the new forecasted usage for the item. If a period's actual usage is suddenly very high in comparison with the forecast, it can cause the new forecast to appear higher than it should be. For this reason you may wish to dampen the effect of these sudden increases.

When calculating the new forecast, the usage figure used for the calculation is never allowed to be greater than the Usage Filter times the Earlier Forecast. If this field is less than one, it will force the forecasted average usage to decrease, regardless of actual usage.

Supply Lead Time (in days)	***999***

This is the number of days between the ordering of a new supply of the item and the actual receipt into stock. **If this field is left at zero, the Recommended Minimum Order field will always be set to zero by the Inventory Forecasting application**.

Estimated Annual Sales and Last Years Sales	***$ 99,999,999***

This is an information only field that is used to record your estimate of the Quantity of Items that will be Sold for the upcoming year. The value that was set for this field last year is also kept on file and displayed.

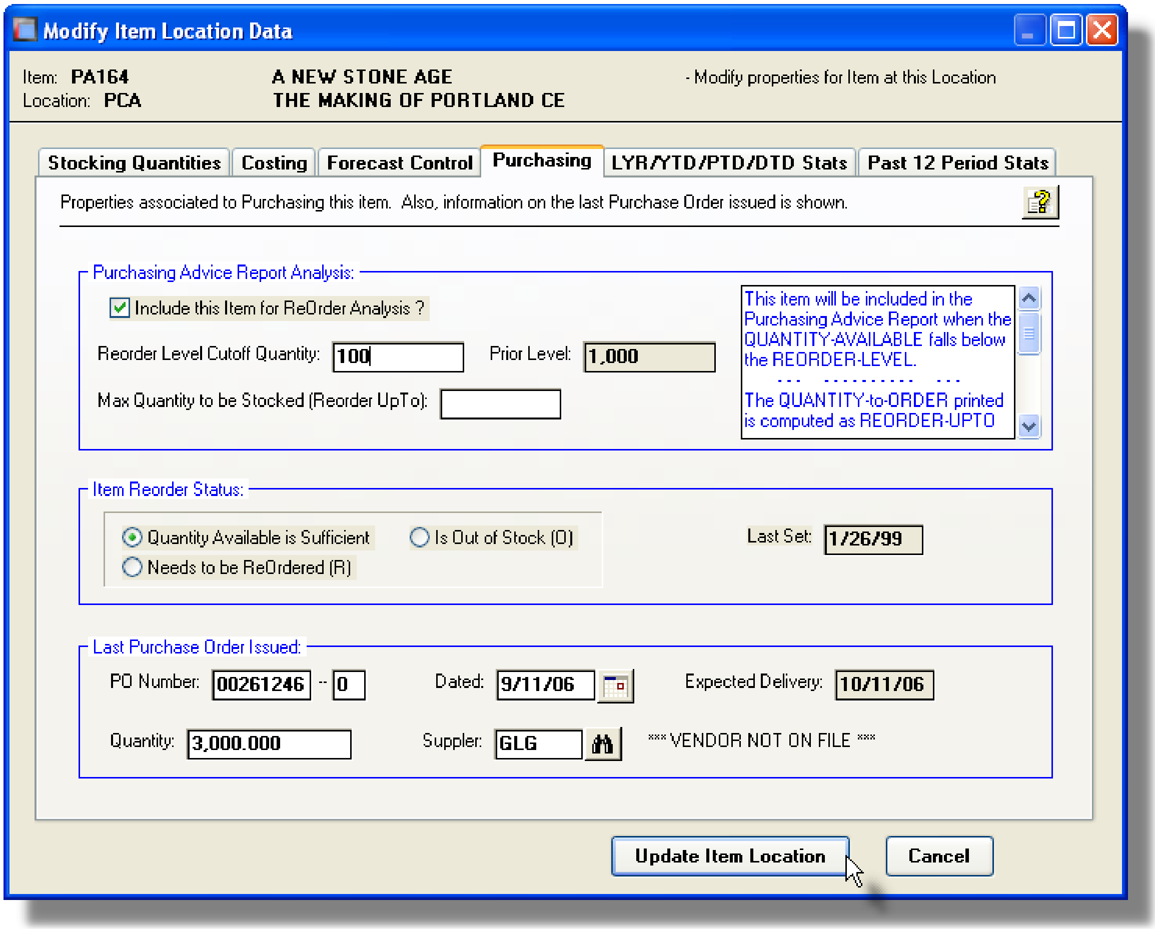
Target Quantity of Stock-On-Hand at Year-End	***99,999,999.999-***

This is an information only field that is used to record your estimate of the expected Stock-On-Hand at the end of the upcoming year.

6.6.1.9.4 Location Purchasing Tab Screen

Inventory Location – Purchasing Properties Tab Screen

The Inventory Location Purchasing screen is used to hold those properties pertaining to the purchase of the item. It also shows information about the last Purchase Order that was issued for this item. The following screen is presented:



Item: PA164 A NEW STONE AGE
Location: PCA THE MAKING OF PORTLAND CE
- Modify properties for Item at this Location

Properties associated to Purchasing this item. Also, information on the last Purchase Order issued is shown.

Purchasing Advice Report Analysis:

☑ Include this Item for ReOrder Analysis ?

Reorder Level Cutoff Quantity: 100 Prior Level: 1,000

Max Quantity to be Stocked (Reorder UpTo):

This item will be included in the Purchasing Advice Report when the QUANTITY-AVAILABLE falls below the REORDER-LEVEL.
- - - - - - - - - - - - - - - -
The QUANTITY-to-ORDER printed is computed as REORDER-UPTO

Item Reorder Status:

● Quantity Available is Sufficient ○ Is Out of Stock (O)
○ Needs to be ReOrdered (R)

Last Set: 1/26/99

Last Purchase Order Issued:

PO Number: 00261246 - 0 Dated: 9/11/06 Expected Delivery: 10/11/06

Quantity: 3,000.000 Suppler: GLG *** VENDOR NOT ON FILE ***

Inventory Purchasing Tab Screen – Field Definitions

Include Item for Re-Order Analysis ? ***check-box***

If this inventory item is to be analyzed by the Purchasing Advice report operation and/or the Forecasting operation, then set this check-box. If it is not set, then a Reorder Notice WILL NOT be printed.

When set, the Item Reorder Status radio button will be set to ***Needs to be ReOrdered***. If this check box is cleared, the Item Reorder Status is set to ***Quantity Available is Sufficient***.

Reorder Level Cutoff Quantity *99,999,999*

If the Quantity Available for the Inventory Item drops below the Reorder Level Cutoff Qty, then it will be included by the Purchasing Advice processing function and/or report. This field is computed and set from the Inventory Forecasting operation only if the Item Reorder Status is set as ***Needs to be ReOrdered (R)***.

Note that if the forecasting functions IS NOT executed, then this field should be set to an appropriate value for the given Inventory item, as it will be used in the Purchasing Advice Processing functions.

Prior Level *99,999,999*

This holds the value of the Reorder Level, prior to being reset by the Inventory Forecasting operation.

Maximum Quantity to Stock (Max Reorder Quantity) *99,999,999*

The amount set in this field us used by the Purchasing Advice Report function to compute the quantity of an item that should be ordered.

Quantity-to-Order = Maximum-Quantity-to-Stock — Quantity-on-Hand

Item Reorder Status ***radio-buttons***

This field is set by the Purchasing Advice report when it is generated, as follows:

● Quantity Available is Sufficient	The Quantity on hand is still greater than the Reorder Level.
○ Needs to be ReOrdered	The Quantity Available has reached a point less than the Reorder Level.
○ Is Out of Stock	The Quantity Available to be sold has reached a point equal to, or less than ZERO which is Out-of-Stock.

The date that the status was last set by the Purchasing Advice Report application is recorded and displayed here.

The Reorder Status flag is cleared when stock is received using the Inventory Entry and Editing application, or when the Quantity-On-Hand field is modified directory by the Item File Maintenance, or Item Location Control applications.

Purchasing Advice Report

When the Reorder Status is set to ***Needs to be ReOrdered***, or ***Is Out of Stock***, then this Item will

NOT REPRINT on the Purchasing Advice report. However, if the # of days defined by the # of Days for Purchasing Advice Reprints property in the I/M Control Preferences, has passed since, the Item will be reprinted on the Purchasing Advice report, (and the date reset).

Last Purchase Order Issued	***assorted***
These fields are used to record information regarding the last Purchase Order that was issued to purchase additional stock of the inventory item. If the Series 5 Purchasing system is being used, it will update these fields when a PO is printed.	

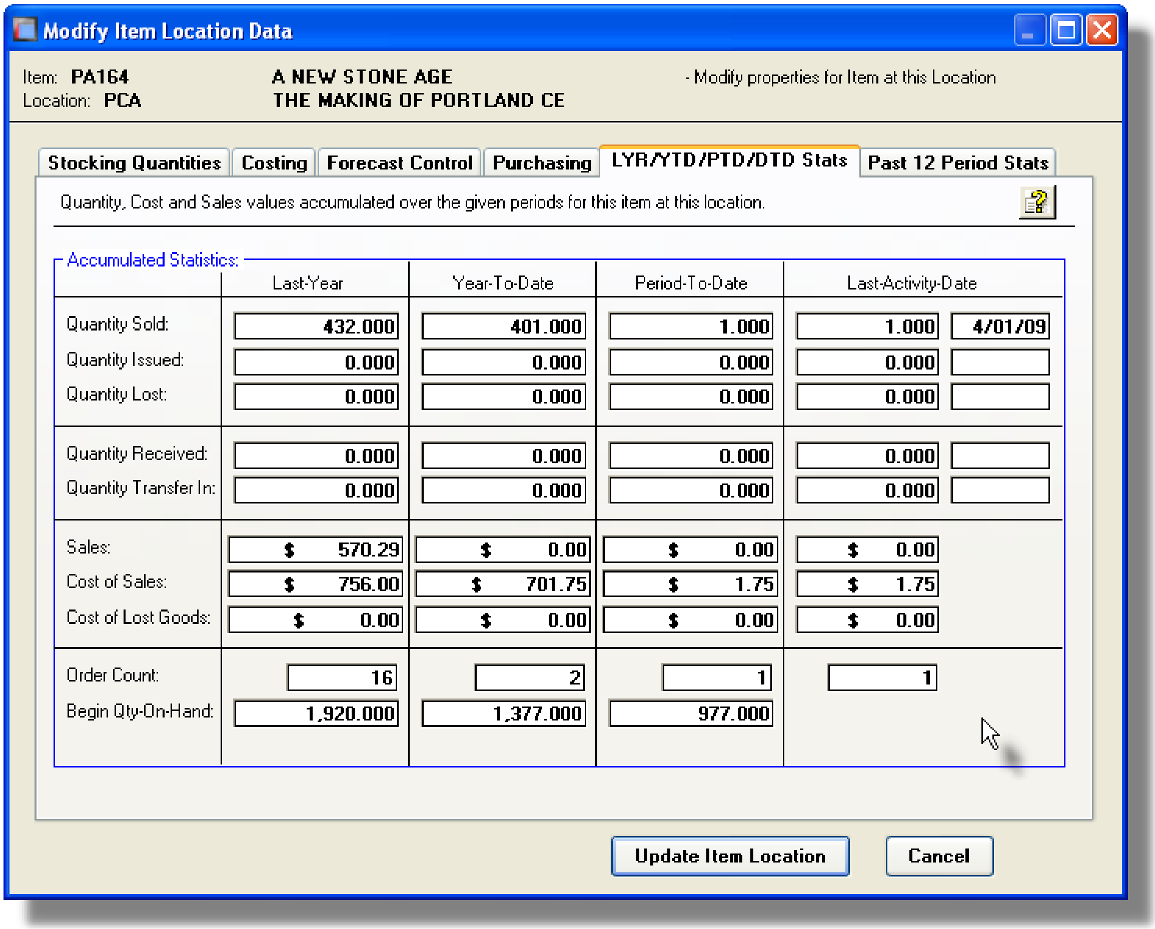
6.6.1.9.5 Location Statistics Tab Screen

Inventory Location — YTD/PTD/DTD Statistics Display Screen

This screen displays a variety of statistics for the given Inventory Item stored at the select Location. More significantly, it displays those totals that have been accumulated during the current period, the current year, and last year; and shows the quantity and the date that the item was last referenced. As the day-to-day activity of recording Order, or Receiving Items using the Purchasing system, these functions contribute to the assorted statistical amounts displayed. Each of these periods are defined as follows:

Last Activity-Date —	The last date and quantity for the applicable item is displayed. These are never cleared.
Period-to-Date —	On a monthly basis, the Inventory manager is responsible for executing the operation to Clear Inventory Period-to-Date (PTD), figures. At that time, the Period-To-Date amounts for each Inventory will be reset to ZERO.
Year-to-Date —	On an annual basis, the Inventory manager is responsible for executing the operation to Clear Inventory Year-to-Date (YTD), figures. At that time, the Year-To-Date amounts for each Inventory will be reset to ZERO.
Last-Year —	On an annual basis, the Inventory manager is responsible for executing the operation to Clear Inventory Year-to-Date (YTD), figures. At that time, the all the Year-To-Date amounts are shifted to the Last-Year amounts.

The following screen is displayed these statistical amounts for the Inventory at the given warehouse location:



Item: **PA164** **A NEW STONE AGE**
Location: **PCA** **THE MAKING OF PORTLAND CE**

- Modify properties for Item at this Location

Quantity, Cost and Sales values accumulated over the given periods for this item at this location.

Accumulated Statistics:

	Last-Year	Year-To-Date	Period-To-Date	Last-Activity-Date	
Quantity Sold:	432.000	401.000	1.000	1.000	4/01/09
Quantity Issued:	0.000	0.000	0.000	0.000	
Quantity Lost:	0.000	0.000	0.000	0.000	
Quantity Received:	0.000	0.000	0.000	0.000	
Quantity Transfer In:	0.000	0.000	0.000	0.000	
Sales:	$ 570.29	$ 0.00	$ 0.00	$ 0.00	
Cost of Sales:	$ 756.00	$ 701.75	$ 1.75	$ 1.75	
Cost of Lost Goods:	$ 0.00	$ 0.00	$ 0.00	$ 0.00	
Order Count:	16	2	1	1	
Begin Qty-On-Hand:	1,920.000	1,377.000	977.000		

Clearing Inventory PTD and YTD Operations

Failure to executed these functions at the start of a given month or year will render the Period-to-Date and Year-to-Date amounts inaccurate, and will effect the results reported in assorted analysis reports.

Inventory Location YTD/PTD/DTD Statistics Screen — Field Definitions

Quantity Sold, Issued and Lost ***99,999,999.999***

For this Inventory Item at this Location, these fields record the accumulated Quantity of items Sold, Issued and Lost updated from the entry of orders in the Series 5 Inventory Order Processing system. The system updates these fields, regardless of the date of the transaction. These fields are reset to ZERO when either the Clear Inventory PTD or Clear Inventory YTD functions are executed. ***(If you intend on relying on the Period-To-Date amounts, then you must be sure to execute the Clear Inventory PTD function at the end of every calendar month).***

Quantity Received and Transferred In	***99,999,999.999***
For this Inventory Item at this Location, these fields record the accumulated Quantity of items Received from the Series 5 Inventory Receiving Entry operation. The system updates these fields, regardless of the date of the transaction. These fields are reset to ZERO when either the Clear Inventory PTD or Clear Inventory YTD functions are executed. ***(If you intend on relying on the Period-To-Date amounts, then you must be sure to execute the Clear Inventory PTD function at the end of every calendar month).***	
Sales, Costs and Costs of Goods Lost	***$ 999,999,999.99***
For this Inventory Item at this Location, these fields record the accumulated Sales, Costs and Costs of Goods Lost updated from the entry of orders in the Series 5 Inventory Order Processing system. The system updates these fields, regardless of the date of the transaction. These fields are reset to ZERO when either the Clear Inventory PTD or Clear Inventory YTD functions are executed. ***(If you intend on relying on the Period-To-Date amounts, then you must be sure to execute the Clear Inventory PTD function at the end of every calendar month).***	
Order Count	***999,999***
For this Inventory Item at this Location, these fields record the total number of Orders that were entered in the Series 5 Inventory Order Processing system.	
Beginning Quantity-On-Hand	***99,999,999.999***
For this Inventory Item at this Location, these fields record the Quantity-On-Hand at the point just before the Clear Inventory PTD or Clear Inventory YTD functions were executed.	

6.6.1.9.6 Location 12 Period Statistics Tab Screen

Inventory Location — 12 Period Statistics Display Screen

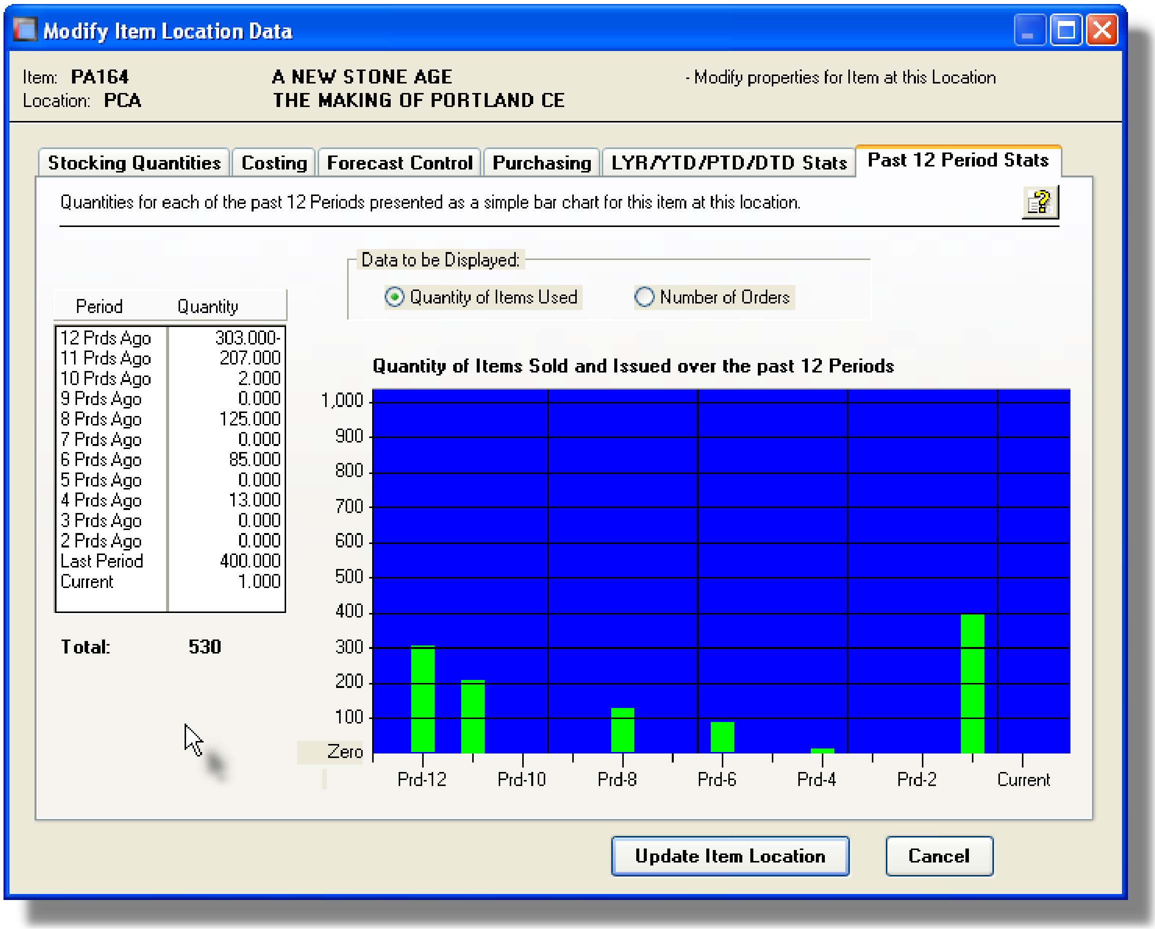
This screen displays a table and a simple bar chart of quantity of the Inventory Item that was

Sold and/or Used; or the number of orders on which the item was sold. Amounts are displayed for the Current Period, and the 12 preceding periods. ***(Each period is defined when the Clear Inventory Period-To-Date operation is executed)***.

Clearing Inventory PTD and YTD Operations

Failure to executed these functions at the start of a given month or year will render these figures, and the graph, inaccurate.

The following screen is displayed. Click the applicable radio button for the desired display.



Item: **PA164** **A NEW STONE AGE**
Location: **PCA** **THE MAKING OF PORTLAND CE**
- Modify properties for Item at this Location

Quantities for each of the past 12 Periods presented as a simple bar chart for this item at this location.

Data to be Displayed:
● Quantity of Items Used ○ Number of Orders

Period	Quantity
12 Prds Ago	303.000
11 Prds Ago	207.000
10 Prds Ago	2.000
9 Prds Ago	0.000
8 Prds Ago	125.000
7 Prds Ago	0.000
6 Prds Ago	85.000
5 Prds Ago	0.000
4 Prds Ago	13.000
3 Prds Ago	0.000
2 Prds Ago	0.000
Last Period	400.000
Current	1.000

Total: **530**

6.6.1.10 Item Matrix Tab Screen

Matrix Sets are defined to be used by the Series 5 Inventory Management system as a way to maintain inventory items that may come in a variety of options such as sizes, colors, shapes or styles. Associated to each Matrix Set are up to three Dimensions. You might consider a Dimension as being a group of attributes such as size, shape or color. Then, associated to each Dimension are up to 35 Attributes. If a Dimension was defined for color, then it's

Attributes might be red, green, blue, yellow, etc. If a given inventory item is assigned a Matrix Set Code then in the Series 5 Inventory system, defining the records that hold the stocking information for each variation of that item becomes a simple task. Also, in the Series 5 Customer Order Processing system and the Purchase Order Processing system, the different variations of the inventory item can easily be ordered using a table lookup and entry screen.

Associated to a Matrix Set are the following definitions:

- Matrix Set – Is a definition of a combination of variations that might be associated to an products being sold or purchased. A given Matrix Set may be assigned to multiple Inventory Items
- Matrix Dimension – A Dimension is a define variation or common set of attributes that an Inventory Item might be available in. Color or Style, or Size each would be examples of a Dimension. Up to three Dimensions my be assigned to a Matrix Set. (In other words, the system allows you to define an Inventory Item that is available using up to three different variations).
- Attribute – For a given Dimension you may define up to 35 Attributes. These are the various characteristics the item is available in. For example if the Dimension was color, the Attributes might be green, red, blue and orange.
- Inventory Variant – For an inventory items defined with a Matrix Set, in effect you are defining multiple inventory items that are variations of the primary Inventory Item. These are referred to as Inventory Variants.

Some of the features associated to a Matrix Set are as follows:

- A Matrix Set may be defined with 1, 2 or 3 Dimensions
- Up to 35 attributes may be defined for each Dimension
- To define a set of products that are available in a variety of options, take the following steps
  - ✓ First, define each applicable Dimension with their attributes and add them to the system using the Matrix Set Dimension Codes Maintenance 357
  - ✓ Define the Matrix Set, and add it to the system with the appropriate Dimensions
  - ✓ Add the Base Inventory Item using the Inventory Codes Maintenance function. Enter values for all the applicable fields as it is stocked at it's respective warehouse locations. In particular the fields found on the Costing, Forecast Control, and Purchasing sub-screens. (The values entered now will be assigned to each Inventory Variant record that is created once the Matrix Set is assigned and the Auto (Re)Build function selected).
  - ✓ One of the properties associated to each Inventory item, (found on the Inventory Management's Item Description tab screen 286), is whether or not a Matrix Set is assigned to it. Set this check-box and an addition Inventory Management's"Matrix Set" tab screen 329, is presented. Enter the Matrix Set Code that is to be applied to the item.
  - ✓ On the "Matrix Set" tabbed sub-screen, enter the Matrix Set Code, and click on the [**Auto (Re)Build**] push button. An Inventory Location record will

automatically be created for each variation of different combinations of the Attributes for each Dimension assigned to the Matrix Set.

- When entering Quantity properties associated to the variations of Matrix Set Inventory, a grid screen is presented. This screen may be displayed in any of the combinations of Dimensions that are defined for the Matrix Set. The Quantities may be entered directly on the grid screen.

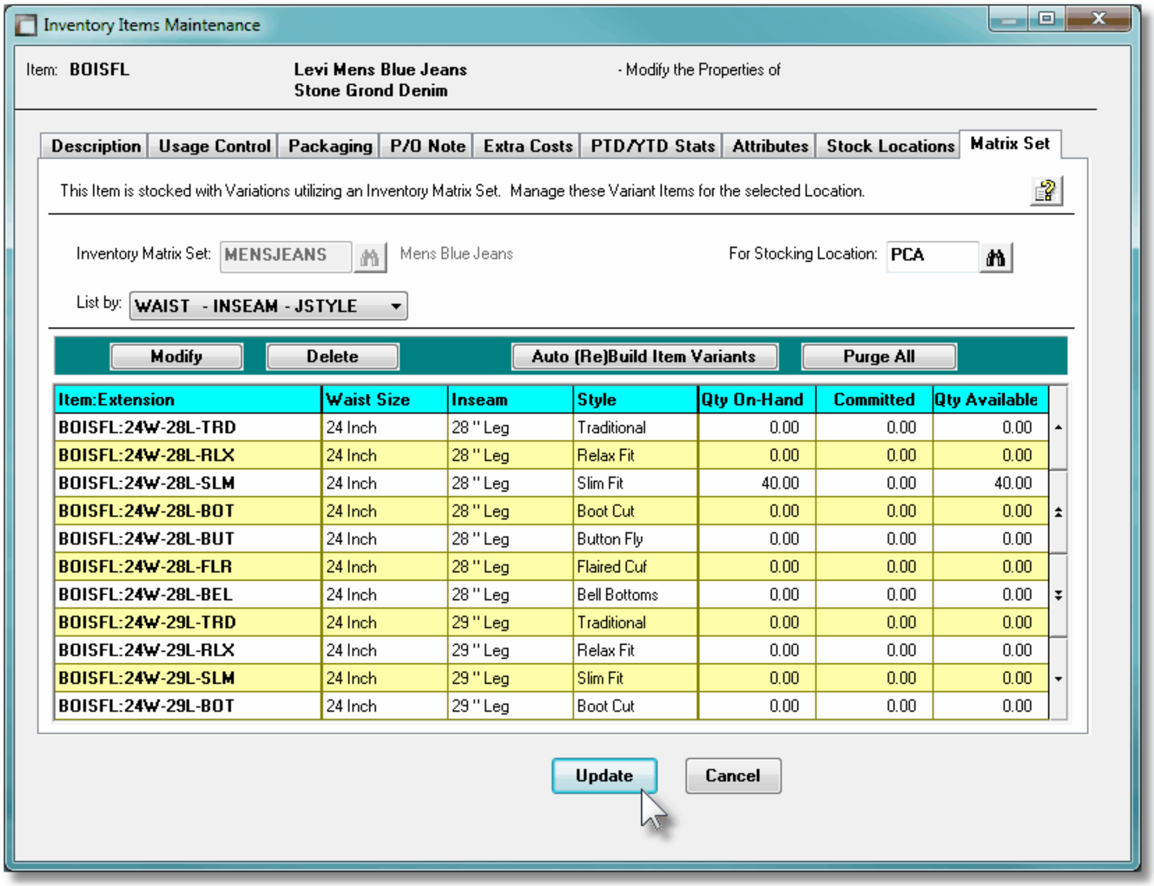
Matrix Sets are created and maintained using the Inventory Matrix Set Codes Maintenance 353. Matrix Set Dimensions are created using the Matrix Set Dimension Codes Maintenance 357 function.

Stock Inventory Item as Variations with a Matrix Set?

The Series 5 Inventory Management system provides support for the stocking of inventory items in assorted colors, sizes or user defined variations. This Matrix Set tab sub-screen will be presented only if the applicable check-box on the Item Description tab sub-screen 286 is set.

The Inventory Management Item Location record is used to maintain the properties and stocking quantities for variations of an Inventory Item defined with a Matrix Set. The same screens as those used for the properties and stocking quantities of an item at each warehouse location are used for each Matrix Set variant. Once a Matrix Set is assigned to an inventory item, and it's Item-Variant records are built, the properties associated to each inventory item variant are maintained using a Series 5 grid processing screen.

Inventory — Matrix Set Grid Screen



Item: BOISFL Levi Mens Blue Jeans Stone Grond Denim - Modify the Properties of

This Item is stocked with Variations utilizing an Inventory Matrix Set. Manage these Variant Items for the selected Location.

Inventory Matrix Set: MENSJEANS Mens Blue Jeans

For Stocking Location: PCA

List by: WAIST - INSEAM - JSTYLE

Item:Extension	Waist Size	Inseam	Style	Qty On-Hand	Committed	Qty Available
BOISFL:24W-28L-TRD	24 Inch	28 " Leg	Traditional	0.00	0.00	0.00
BOISFL:24W-28L-RLX	24 Inch	28 " Leg	Relax Fit	0.00	0.00	0.00
BOISFL:24W-28L-SLM	24 Inch	28 " Leg	Slim Fit	40.00	0.00	40.00
BOISFL:24W-28L-BOT	24 Inch	28 " Leg	Boot Cut	0.00	0.00	0.00
BOISFL:24W-28L-BUT	24 Inch	28 " Leg	Button Fly	0.00	0.00	0.00
BOISFL:24W-28L-FLR	24 Inch	28 " Leg	Flaired Cuf	0.00	0.00	0.00
BOISFL:24W-28L-BEL	24 Inch	28 " Leg	Bell Bottoms	0.00	0.00	0.00
BOISFL:24W-29L-TRD	24 Inch	29 " Leg	Traditional	0.00	0.00	0.00
BOISFL:24W-29L-RLX	24 Inch	29 " Leg	Relax Fit	0.00	0.00	0.00
BOISFL:24W-29L-SLM	24 Inch	29 " Leg	Slim Fit	0.00	0.00	0.00
BOISFL:24W-29L-BOT	24 Inch	29 " Leg	Boot Cut	0.00	0.00	0.00

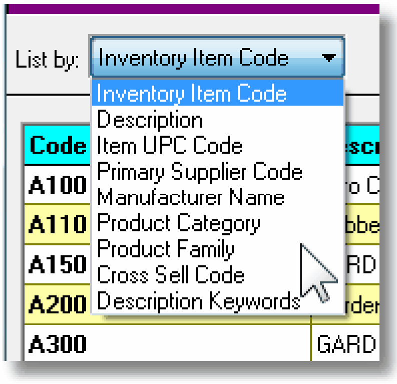
The "Fast Buttons" frame provides the push buttons to launch the most common functions associated to the Inventory Maintenance.

"Fast Buttons"	
Modify	Modify the Inventory Matrix Set Variant highlighted in the grid
Delete	Delete the Inventory Matrix Set Variant highlighted in the grid
Auto (Re)Build	Generate Inventory Variant records for all combinations of Attributes defined by the Matrix Set Dimensions. These records will be initialized with the values assigned to the Inventory Location record.
Purge All	Purge all Inventory Matrix Set Variant records associated to the Inventory Item

Edit an existing Inventory Matrix Set Variant Item by double-clicking it's associated row. Standard Series 5 grid controls apply.

Some of the special features of this "Inquiry" grid are as follows:

- The option to **List By** provides the ability to view the Inventory Matrix Variants sorted by the different Dimensions that are defined for the Matrix Set. Depending on the sequence selected the grid headings reflect the Dimension represented in each column
- Combinations of each of the Dimensions defined for the Matrix Set are offered


List by: Inventory Item Code

Inventory Matrix Set Screen — Field Definitions

Inventory Matrix Set	***X(10)***
The Series 5 Inventory Management system supports Matrix Inventory. Matrix Sets are defined to be used by the Series 5 Inventory Management system as a way to maintain inventory items that may come in a variety of options such as sizes, colors, shapes or styles. A Matrix Set is used to define the Dimensions associated to the variations the item is available in. Select the Matrix Set that is applicable.	
Stocking Location	***X(6)***
The Series 5 Inventory Management system supports multiple warehouse locations. Separate sets of Inventory Matrix Sets are maintained for each of the different warehouse locations. Select the Location for which Item Variants are to be defined or edited.	

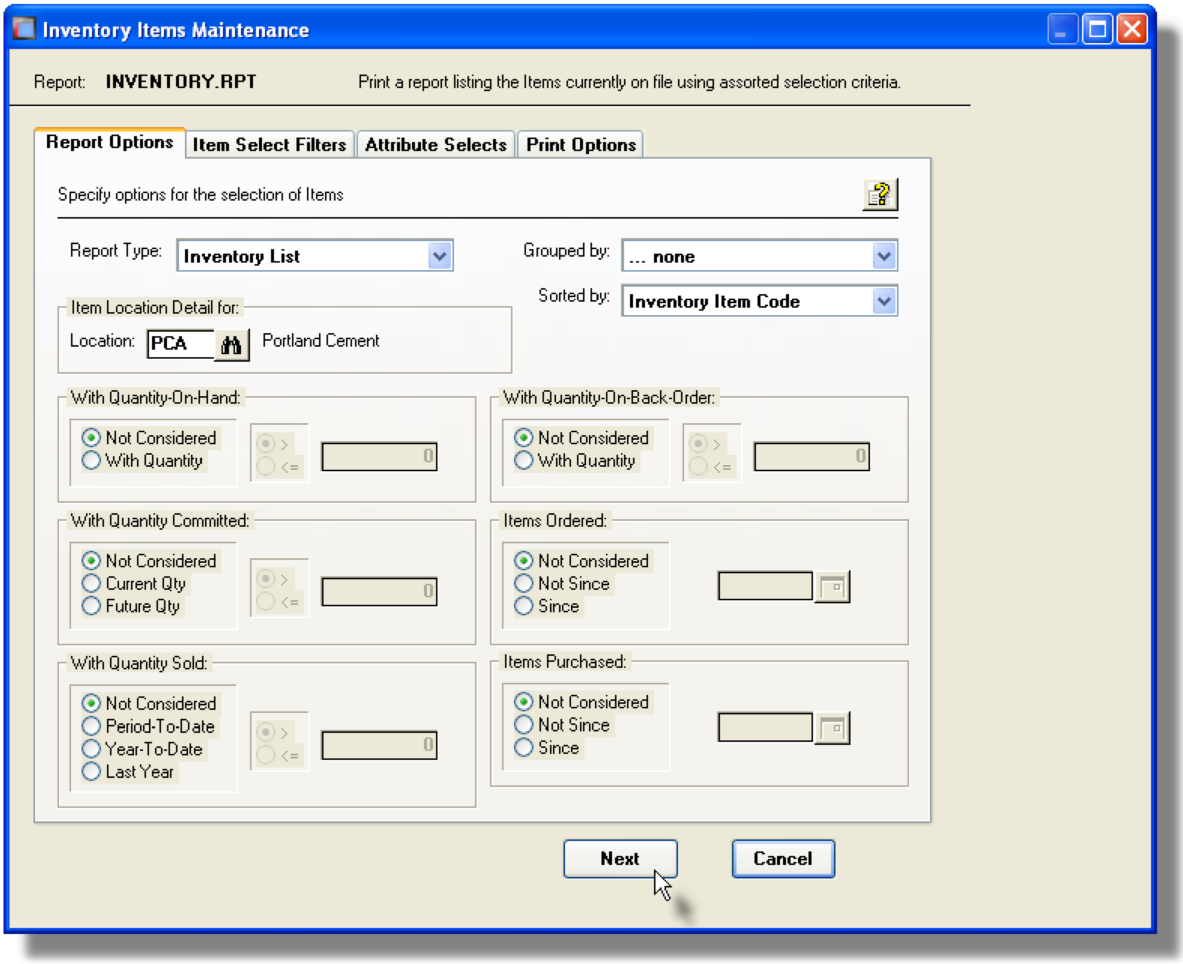
When editing a given Item Matrix Set Variant, the same screens are offered at those used to define the different stocking warehouse locations.

6.6.1.11 Reporting and Exporting Filters

The Inventory List Report and Inventory Data Export functions display a filters screen that provide a number of different selection parameters. If you are wanting to select only a few

Inventory Items that satisfy a particular set of criteria, it's quite possible that it can be done using this screen. In particular, the following values may be used to refine the selection of Inventory Items:

- Inventory Quantity-On-Hand
- Inventory Quantity Sold
- Inventory Quantity On-Back-Order



Inventory Items Maintenance

Report: INVENTORY.RPT Print a report listing the Items currently on file using assorted selection criteria.

Specify options for the selection of Items

Report Type: Inventory List

Grouped by: ... none

Sorted by: Inventory Item Code

Item Location Detail for:
Location: PCA Portland Cement

With Quantity-On-Hand:
● Not Considered
○ With Quantity
● >
○ <=
0

With Quantity-On-Back-Order:
● Not Considered
○ With Quantity
● >
○ <=
0

With Quantity Committed:
● Not Considered
○ Current Qty
○ Future Qty
● >
○ <=
0

Items Ordered:
● Not Considered
○ Not Since
○ Since

With Quantity Sold:
● Not Considered
○ Period-To-Date
○ Year-To-Date
○ Last Year
● >
○ <=
0

Items Purchased:
● Not Considered
○ Not Since
○ Since

The Inventory List, if archived, will be catalogued with a report name of **INVENTORY.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

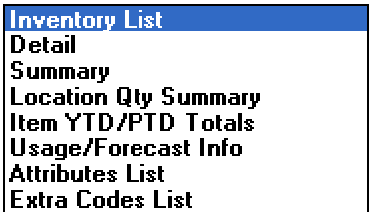
Generic Inventory Selection Filters

In addition to the selection filter fields described in this topic, the Generic Item Select Filters 99 screen will also be presented, providing additional fields to refine the selection criteria.

Field Definitions

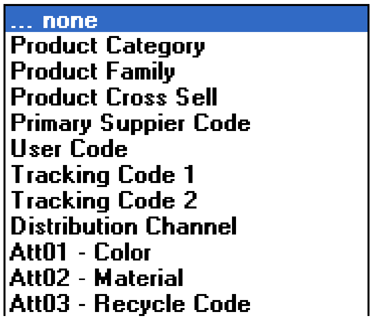
Report Type *drop-down list*

Choose the type of listing to be generated. *(Not presented as a field when exporting Inventory Items)*



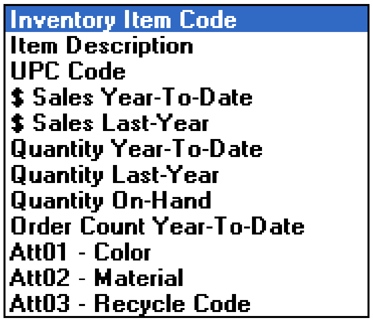
Inventory Items Grouped By *drop-down list*

To have the Inventory Items listed grouped by one of the available fields. A new page is started for each unique occurrence of the selected group, along with subtotals at the end. *(Not presented as a field when exporting Inventory Items)*



Inventory Items Sorted By *drop-down list*

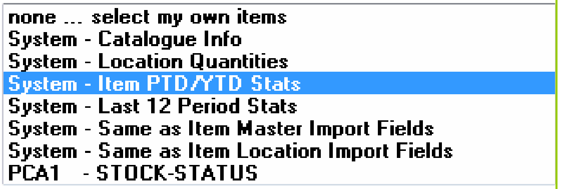
To have the Inventory Items listed sorted by one of the available fields. If Inventory Items were grouped, they are sorted within the group as well. *(Not presented as a field when exporting Inventory Items)*



Export Template *drop-down list*

When the export function is executed, only those fields that are selected are exported. To avoid having to select specific fields every time the export function is executed, Templates are provided with specific fields already selected.

There are a number of standard Export Templates that are available, and customized templates may also be created. When the export is finished, the operator will have the opportunity to save the fields that were chosen as a template for future use.


none ... select my own items
System - Catalogue Info
System - Location Quantities
System - Item PTD/YTD Stats
System - Last 12 Period Stats
System - Same as Item Master Import Fields
System - Same as Item Location Import Fields
PCA1 - STOCK-STATUS

For Location	**X(6)**

Identify the Location for which related Item Location properties information is to be list or included in the export function.

With Quantity-On-Hand	***radio-buttons***

To select only those Inventory Items whose Quantity-On-Hand, for the selected Location, falls within a particular range, click the desired compare function and enter the amount to be compared with.

● Not Considered
○ With Quantity Greater Than
○ With Quantity Less Than or Equal

With Quantity Committed	***radio-buttons***

To select only those Inventory Items whose Quantity-On-Hand, for the selected Location, falls within a particular range, click the desired compare function, and enter the amount to be compared with.

● Not Considered
○ Current Quantity
○ Future Quantity

With Quantity Sold	***radio-buttons***

To select only those Inventory Items whose Quantity Sold, for the selected Location, falls within a particular range, click the desired compare function and enter the amount to be compared with.

● Not Considered
○ Period-To-Date
○ Year-To-Date
○ Last Year

With Quantity On-Back-Order	***radio-buttons***

To select only those Inventory Items whose

Quantity On-Back-Order, for the selected Location, falls within a particular range, click the desired compare function and enter the amount to be compared with.	● Not Considered ○ With Quantity
Items Ordered	***radio-buttons and (mmddyy)***
To select only those Inventory Items that have, or have not, been entered on a Purchase Order within a particular date range, click the desired compare function and enter the cut-off date to be compared with.	● Not Considered ○ Not Since ○ Since
Items Purchased	***radio-buttons and (mmddyy)***
To select only those Inventory Items that have, or have not, been selected and sold in the Customer Order Processing system, within a particular date range, click the desired compare function and enter the cut-off date to be compared with.	● Not Considered ○ Not Since ○ Since

6.6.1.12 Inventory Items Properties Export

The Series 5 system provides for the capability to export Inventory Items data to a spreadsheet. The Spreadsheet Export function lets you output selected fields of the Inventory to spreadsheet. Once output to a spreadsheet, assorted analysis can be performed, or data can be easily moved to a Microsoft Access data file. This capability is especially useful if on a regular basis, Quantity-on-Hand is to be moved to your corporate Order Entry system offered over the world wide web.

The interface is accomplished by generating ASCII text or Excel Workbook files, which in turn are populated. The data associated with any given field is stored in a column on the spreadsheet. The data for a given account is stored in row. The types of text files supported include the following:

- **MS Excel Workbooks**

- **Tab Delimited Text**
- **Lotus Text (Comma Delimited with quotation marks)**
- **Slash "\" Delimited Text**
- **CSV Text (Comma Delimited)**

The export option presents the operator with the standard Inventory Select Filters 99 screen. This allows you to select specific or a range of Items, Items for selected Product Categories or Product Families, or Items matching a number of assorted properties.

Some points to note when exporting Inventory Items:

- A heading row is output to the spreadsheet.
- You can select which fields are output. Then once the export is finished, the field selections may be saved as a template to to be reused.

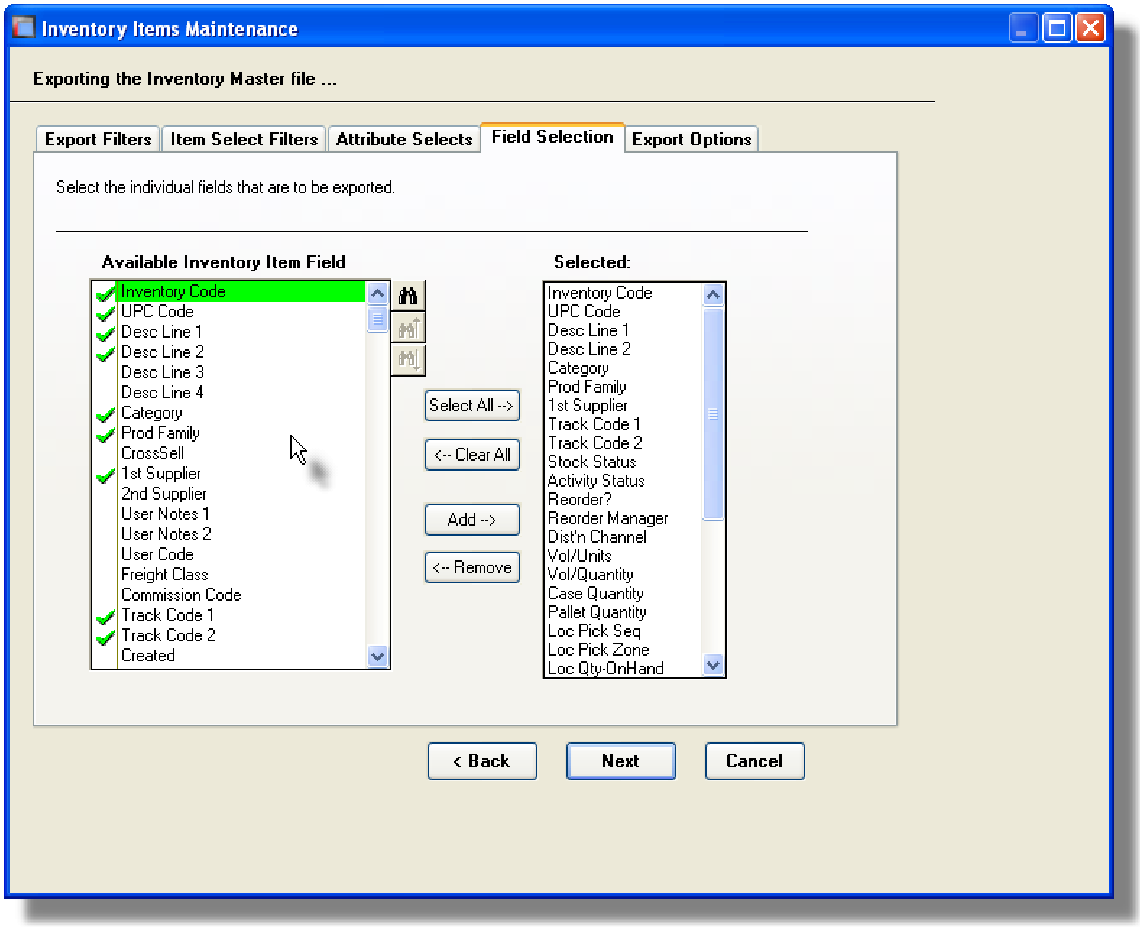
The standard Series 5 Export Options screen 90 will be displayed, from which the Type of Output, the target Folder, and the Filename may be specified. By default, the output filename is **ITEMEXT.XLS**. You may click the Browse button to locate a different folder and input file.

Inventory Export - Field Selection

There are many different fields that are associated to an Inventory Item, and it's associated warehouse location definitions. To be able to select specific fields to output would be a nice feature .... would it not. Well, guess what, you can select the fields you want.

And even better still, once you define the set of fields that are to be exported, you can save those rules as a template to be used at a later date.

The following screen is displayed from which selected fields may be selected. On the left side of the screen, double click to have a particular field included, or excluded.



Exporting the Inventory Master file ...

Select the individual fields that are to be exported.

Available Inventory Item Field

- ✓ Inventory Code
- ✓ UPC Code
- ✓ Desc Line 1
- ✓ Desc Line 2
- Desc Line 3
- Desc Line 4
- ✓ Category
- ✓ Prod Family
- CrossSell
- ✓ 1st Supplier
- 2nd Supplier
- User Notes 1
- User Notes 2
- User Code
- Freight Class
- Commission Code
- ✓ Track Code 1
- ✓ Track Code 2
- Created

Selected:

- Inventory Code
- UPC Code
- Desc Line 1
- Desc Line 2
- Category
- Prod Family
- 1st Supplier
- Track Code 1
- Track Code 2
- Stock Status
- Activity Status
- Reorder?
- Reorder Manager
- Dist'n Channel
- Vol/Units
- Vol/Quantity
- Case Quantity
- Pallet Quantity
- Loc Pick Seq
- Loc Pick Zone
- Loc Qty-OnHand

6.6.1.13 Inventory Items Import

The Series 5 system provides for the capability to import Inventory Master records and Inventory Location records data from a spreadsheet, tab-delimited, or CSV file. The Spreadsheet Import function lets you input or update your Inventory properties from a spreadsheet or tab-delimited file.

The interface is accomplished by reading a selected ASCII text or Excel Workbook files, which you had created manually, or created by some other means. The data associated with any given field is loaded from a column on the spreadsheet. The data for a given Inventory Item is loaded from a row. The types of text files supported include the following:

- **MS Excel Workbooks**
- **Tab Delimited Text**
- **Lotus Text (Comma Delimited with quotation marks)**
- **Slash "\" Delimited Text**
- **CSV Text (Comma Delimited)**

Some points to note when importing Customers:

- You may either import each Inventory Master record information along with the Primary Warehouse Location records' fields; or you may just load Warehouse Location records. Either way, all fields must be input from a single row of input data.
- Those rows with the 1st four characters of the 1st column having **ITEM** or **Item** or **Inve** or **INVE** in column 1 will be ignored. They are assumed to be part of a heading row.
- Blank rows are ignored
- If 4 blank rows are encountered, the import process will terminate.

The standard Series 5 Import Options screen 95 will be displayed, from which the Type of Input, the target Folder, and the Filename may be specified. By default, the input filename for Master Inventory import files is **IM-ItemMaster_In.XLS** and for Inventory Location import files is **IM-ItemLocation_In.XLS**. You may click the Browse button to locate a different folder and input file.

Inventory Master (with Primary Location data) Properties Import Data Formats

For Inventory Master data records, with the Primary Warehouse Location, that are imported, the following fields are input from an Excel spreadsheet, a tab-delimited text file, or a CSV text file.

Column #	***Excel Column***	***Field***	***Format***
	(Inventory Master Property Fields)		
1	A	Inventory Item Code	X(20)
2	B	UPC Code	9(12)
3	C	Description Line 1	X(30)
4	D	Description Line 2	X(30)
5	E	Description Line 3	X(30)
6	F	Description Line 4	X(30)
7	G	Product Category Code	X(6)
8	H	Product Family Code	X(6)
9	I	Cross Sell Code	X(6)
10	J	Re-Order Manager Code	X(6)
11	K	Primary Supplier	X(6)
12	L	Primary Supplier's Part Number	X(20)
13	M	Secondary Supplier	X(6)

14	N	Secondary Supplier's Part Number	X(20)
15	O	Manufacturer's Company Name	X(30)
16	P	Manufacturer's Part Number	X(30)
17	Q	Purchase/Manufactured Flag (Y or N)	X(1)
18	R	OK to Back Order Flag (Y or N)	X(1)
19	S	Base Price-1	9,999,999.999
20	T	Base Price-2	9,999,999.999
21	U	Minimum Order Quantity	999,999.999
22	V	Maximum Order Quantity	999,999.999
23	W	Taxable Flag (Y or N)	X(1)
24	X	Unit of Measure	X(4)
25	Y	Weight in Pounds	9,999.99
26	Z	Serial # Required when Sold (Y or N)	X(1)
27	AA	Custom's Duty Code	X(6)
28	AB	Royalty Code	X(6)
29	AC	Primary Stocking Location	X(6)
	(Primary Location Property Fields)		
30	AD	Picking Sequence Code	X(14)
31	AE	Picking Zone	X(4)
32	AF	Quantity-On-Hand	99,999,999.999
33	AG	Cycle Count Code	X(1)
34	AH	Average Landed Unit Cost	99,999,999.999
35	AI	Last Landed Unit Cost	99,999,999.999
36	AJ	Last Supplier's Unit Cost	99,999,999.999
37	AK	Standard Cost (for Analysis)	99,999,999.999
38	AL	Recommended Minimum PO Quantity	999,999
39	AM	Initial Forecast Average Usage	999,999
40	AN	Weighted "Alpha Factor" {forecasting}	.99

41	AO	Safety Factor {forecasting}	9.9
42	AP	Usage Limit Filter {forecasting}	9.9
43	AQ	Supply Lead Time (days) {forecasting}	999
44	AR	Re-Order Level Cut-Off Quantity	9,999,999
45	AS	Maximum Stocking (Reorder Upto) Quantity	9,999,999
46	AT	Purchasing Advice Policy (P, R, Q, J or N)	X(1)

When loading the Inventory items from a spreadsheet, you may also specify a pre-defined processing directive in column A.

%RADD% – All Inventory Item records for the rows following will be 1st deleted from the system, then updated with the new fields provided. (Note that all data including PTD, YTD and Monthly statistics data is lost)

%DELE% – All Inventory Items codes for the rows following will be deleted from the system and not replaced. Only the Inventory Item Code needs to be specified in column 1 of the input spreadsheet.

%UPDT% – A single field for the specified Inventory Item codes will be updated. The field to be updated is indicated with the code that is read from the 2nd column in the row the %UPDT% directive is found. The following codes in column B are recognized:

PRODCATEGORY - for the Product Category Code
PRODFAMILY - for the Product Family Code
CROSSELLCODE - for Cross Selling Code
PRIMSUPPLYER - for the Primary Supplier Vendor Code
2NDSUPPLIER - for the Alternate Supplier Vendor Code
1STSUPLYCODE - for the Primary Supplier's Part Number
2NDSUPLYCODE - for the Alternate Supplier's Part Number
MNFCTCOMPANY - for the Manufacturer's Name
MNFCTRPART - for the Manufacturer's Part Number

BASEPRICE1 - for the Base Selling Price
UNITMEASURE - for the Unit if Measure
ADDQTYSOLD- qty is added to Qty-Sold PTD and YTD fields
ADDQTYISSUED - qty is added to Qty-Issued PTD and YTD fields
ADDQTYLOST - qty is added to Qty-Lost PTD and YTD fields

In the rows following, specify the Inventory Code in column A, and the new value for the designated field in column B of the input spreadsheet

Inventory Location Properties Import Data Formats

For Inventory Warehouse Location data records that are imported, the following fields are input from an Excel spreadsheet, a tab-delimited text file, or a CSV text file.

Column #	***Excel Column***	***Field***	***Format***
	(Inventory Warehouse Location Property Fields)		
1	A	Inventory Item Code	X(20)
2	B	Stocking Location Code	X(6)
3	C	Picking Sequence Code	X(14)
4	D	Picking Zone	X(4)
5	E	Quantity-On-Hand	99,999,999.999
6	F	Cycle Count Code	X(1)
7	G	Average Landed Unit Cost	99,999,999.999
8	H	Last Landed Unit Cost	99,999,999.999
9	I	Last Supplier's Unit Cost	99,999,999.999
10	J	Standard Cost (for Analysis)	99,999,999.999
11	K	Recommended Minimum PO Quantity	999,999

12	L	Initial Forecast Average Usage	999,999
13	M	Weighted "Alpha Factor" {forecasting}	.99
14	N	Safety Factor {forecasting}	9.9
15	O	Usage Limit Filter {forecasting}	9.9
16	P	Supply Lead Time (days) {forecasting}	999
17	Q	Re-Order Level Cut-Off Quantity	9,999,999
18	R	Maximum Stocking (Reorder Upto) Quantity	9,999,999
19	S	Purchasing Advice Policy (P, R, Q, J or N)	X(1)

When loading the Inventory Location items from a spreadsheet, you may also specify a pre-defined processing directive in column A.

%RADD% – All Inventory Location records for the rows following will be 1st deleted from the system, then updated with the new fields provided. (Note that all data including PTD, YTD and Monthly statistics data is lost)

%DELE% – All Inventory Location codes for the rows following will be deleted from the system and not replaced. Only the Inventory Item Code needs to be specified in column 1 of the input spreadsheet.

%UPDT% – A single field for the specified Inventory Location codes will be updated. The field to be updated is indicated with the code that is read from the 2nd column in the row the %UPDT% directive is found. The following codes in column B are recognized:

PICKSEQ - for the Picking Sequence Code
PICKZONE - for the Picking Sequence Zone
CYCLECNTCODE - for Cycle Count Code
QTYONHAND - for the Quantity-On-Hand
AVERAGECOST - for the Average Landed Cost
LASTCOST - for the Last Landed Cost
STANDARDCOST - for the Standard Reporting Cost
RECOMENDMINPOQTY - for the Recommended Min. PO Quantity
FORECASTAVGUSAGE - for the Forecast Average Usage

ALPHAFACTOR	- for the Weighted Alpha Factor
SAFETYFACTOR	- for the Safety Factor
USAGEFILTER	- for the Usage Limit Filter
LEADTIME	- for the Reorder Lead Time Days
REORDERLEVEL	- for the Reorder Level Cutoff Quantity
MAXREORDRQTY	- for the Max Stocking (Reorder Upto) Qty
PURCHADVPOLICY	- for the Purchasing Advice Policy
ADDQTYSOLD	- qty is added to Qty-Sold PTD and YTD fields; and moved into the Qty-Sold DTD field
ADDQTYISSUED	- qty is added to Qty-Issued PTD and YTD fields; and moved into the Qty-Issued DTD field
ADDQTYLOST	- qty is added to Qty-Lost PTD and YTD fields; and moved into the Qty-Lost DTD field

In the rows following, specify the Inventory Code in column A, the Location Code in column B, and the new value for the designated field in column C of the input spreadsheet. ***(Unless specified above, the value for the field loaded replaces what was already in the selected field).***

6.6.2 Bill-of-Materials Codes Maintenance

The Series 5 Inventory Management system provides for the definition of Bill-of-Material, (BOMP), products. Each Product is made up of an unlimited number of Components. Both the BOMP Products and Components are actually just Inventory Items that are managed by the I/M system.

BOMP Products, as an inventory item itself, may be sold through the Series 5 Customer Order Processing system. Depending on how the Product's Stock Status property is defined, if a BOMP item is sold, it may or may not, be exploded into it's components when printed on associated picking tickets.

A given BOMP product may be comprised of an unlimited number of component items. For each Component defined, the following properties must be set:

- a Picking/Assembly Sequence Number
- the Quantity used to assemble the final Product
- a user defined Attachment Operation code
- a Shrinking Factor

A number of the properties presented for Parent/Component combinations, assume the use of a manufacturing environment. As far as Series 5 usage, these might be used for information purposes only. The Components assigned to a Product can also be another BOMP Product. The system allows for up to 12 levels deep of nesting.

When adding Component to define a Product, a Sequence Number needs to be assigned. This Sequence Number is used to display the order in which the Product is presented either for inquiry or for printing. It is important to establish a protocol for assigning the Sequence Numbers. When adding components, this number is automatically increment by 10 as each is added.

The BOMP Maintenance function is accessed from the I/M Main menu, by selecting **Bill of Materials Products...** from the **Codes Maintenance** drop-down menu.

6.6.2.1 Bill-of-Materials Tree Screen

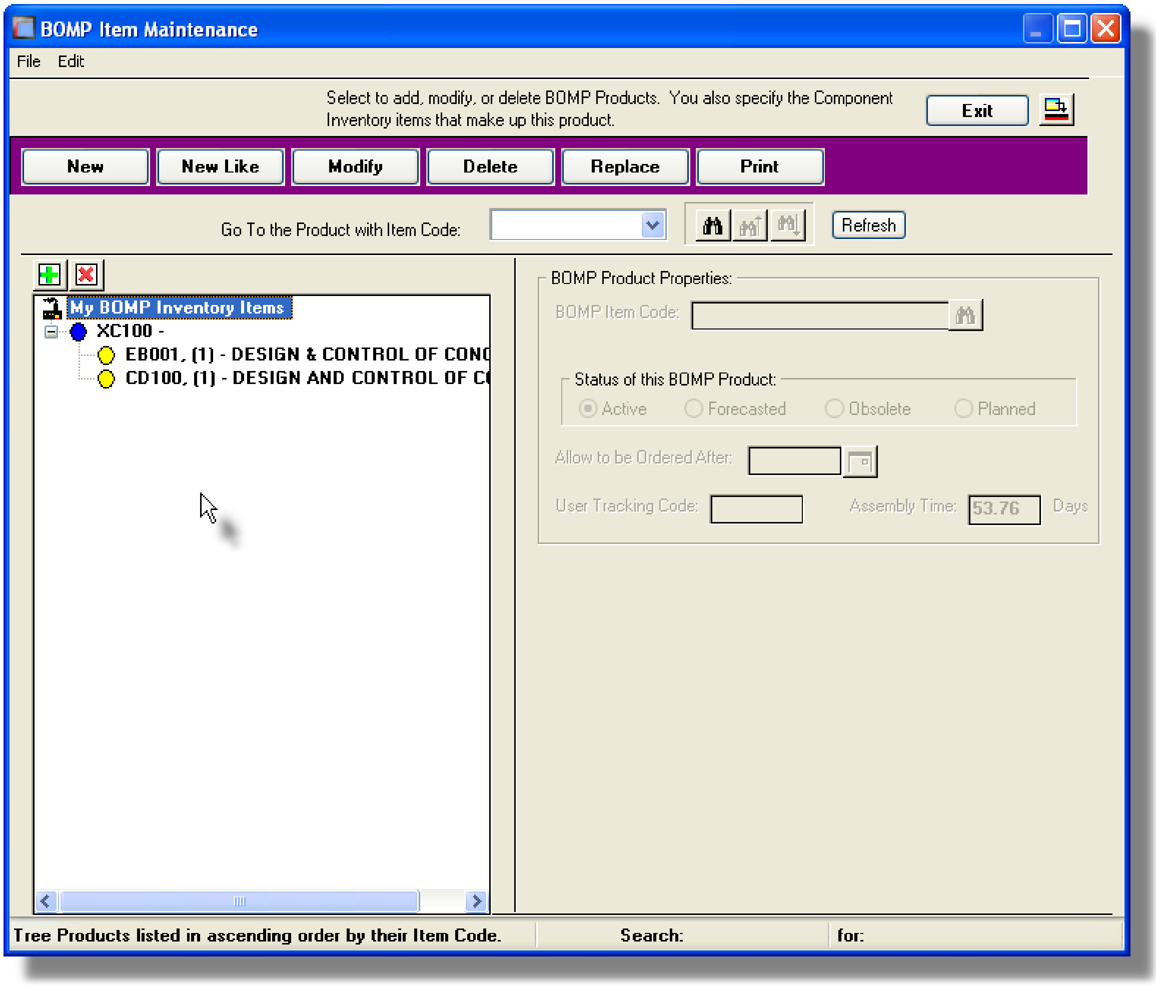
BOMP Products are maintained using a Series 5 tree processing screen.

Bill-of-Materials Products Maintenance Tree Screen

About Tree Display Screens

The left half of the screen displays a tree like structure. The right half of the screen is used to enter or edit the properties associated to the selected BOMP Product or Component.

While any particular Product or Component is being edited, the tree structure on the left is disabled. When control is on the right of the screen, whatever sub-screen is presented must be completed by clicking on either the Update or Cancel push buttons.



Select to add, modify, or delete BOMP Products. You also specify the Component Inventory items that make up this product.

Go To the Product with Item Code:

Assembly Time: 53.76 Days

Tree Products listed in ascending order by their Item Code.

Search:

for:

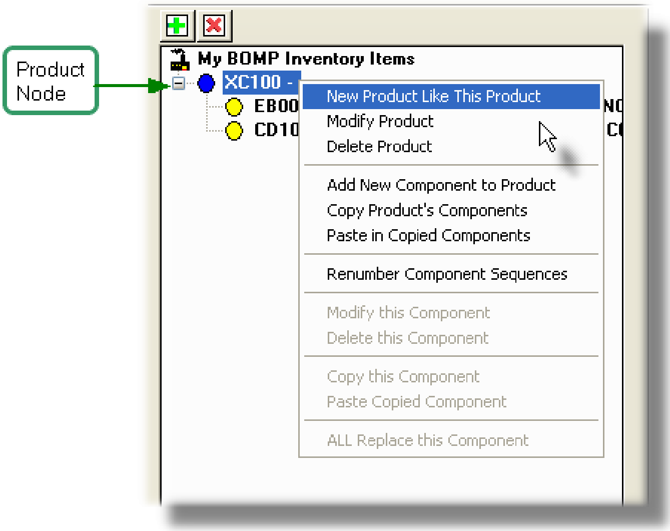
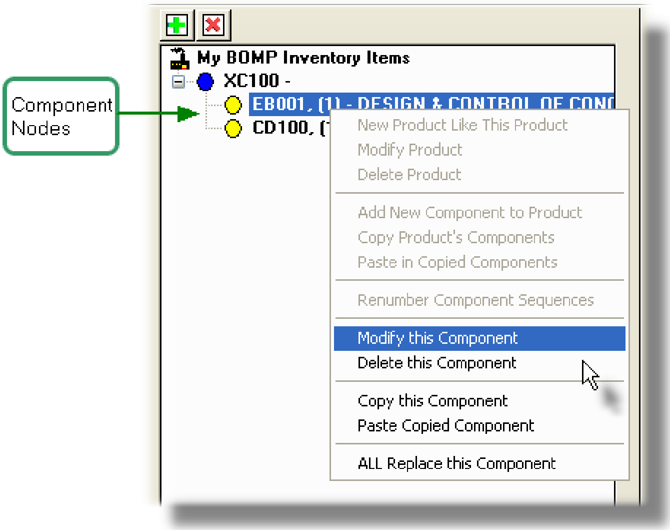
The "Fast Buttons" frame provides the push buttons to launch the most common functions associated to the BOMP products. They will be applied to that item in the tree that is currently highlighted. (ie., if positioned at the top level or on a Product, clicking New will present the screen to have a new Product added. If positioned on a Component, clicking New or Modify will have a new Component added or modified).

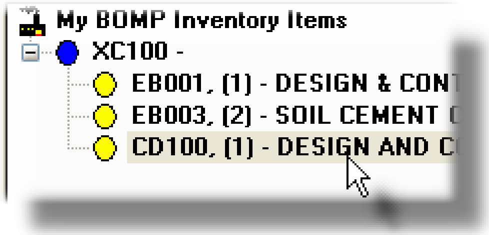
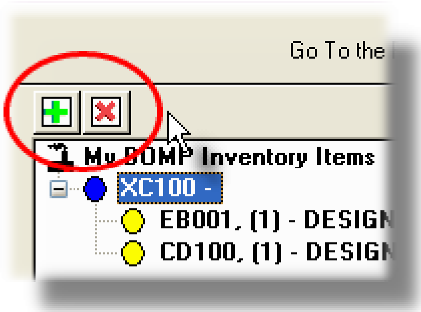
"Fast Buttons"	
New	Add a new Product or Component Item
New Like	Add a new Product or Component Item that is similar to the one currently position upon in the tree. *(This is basically a Copy function)*
Modify	Modify the Product or Component currently selected within the tree
Delete	Delete the Product or Component currently selected within the tree

Replace	For use when control is selecting a given Component, displays a window allowing the given Component to be replaced by a different Inventory Item.
Print	Generate a report listing the BOMP items. ***This function has not yet been implemented.***

Edit an existing Product or Component by first positioning to it within the tree structure, then double-clicking it.

Some of the special features of this ***"tree"*** screen are as follows:

➢ If any specific tree Product node is right-clicked, a pop-up menu is displayed. A number of functions may be performed associated to the select Product. ➢ Products nodes are represented by dark blue circles.	 Product Node My BOMP Inventory Items XC100 - EB00 CD10 New Product Like This Product Modify Product Delete Product Add New Component to Product Copy Product's Components Paste in Copied Components Renumber Component Sequences Modify this Component Delete this Component Copy this Component Paste Copied Component ALL Replace this Component
➢ If any specific tree Component node is right-clicked, a pop-up menu is displayed. A number of functions may be performed associated to the select Product. ➢ Component nodes are represented by yellow circles.	 Component Nodes My BOMP Inventory Items XC100 - EB001, (1) - DESIGN & CONTROL OF CON CD100, (New Product Like This Product Modify Product Delete Product Add New Component to Product Copy Product's Components Paste in Copied Components Renumber Component Sequences Modify this Component Delete this Component Copy this Component Paste Copied Component ALL Replace this Component
➢ For Components nodes listed	

in the tree, the Inventory Item code is display along with the quantity of the item that is used.	 My BOMP Inventory Items XC100 - EB001, (1) - DESIGN & CONT EB003, (2) - SOIL CEMENT (CD100, (1) - DESIGN AND C
➢ The tree display control may be expanded of collapsed by clicking on the green plus or the red x icons.	 Go To the My BOMP Inventory Items XC100 - EB001, (1) - DESIGN CD100, (1) - DESIGN

6.6.2.2 Bill-of-Materials Product Sub-Screen

BOMP – Product Properties Sub-Screen

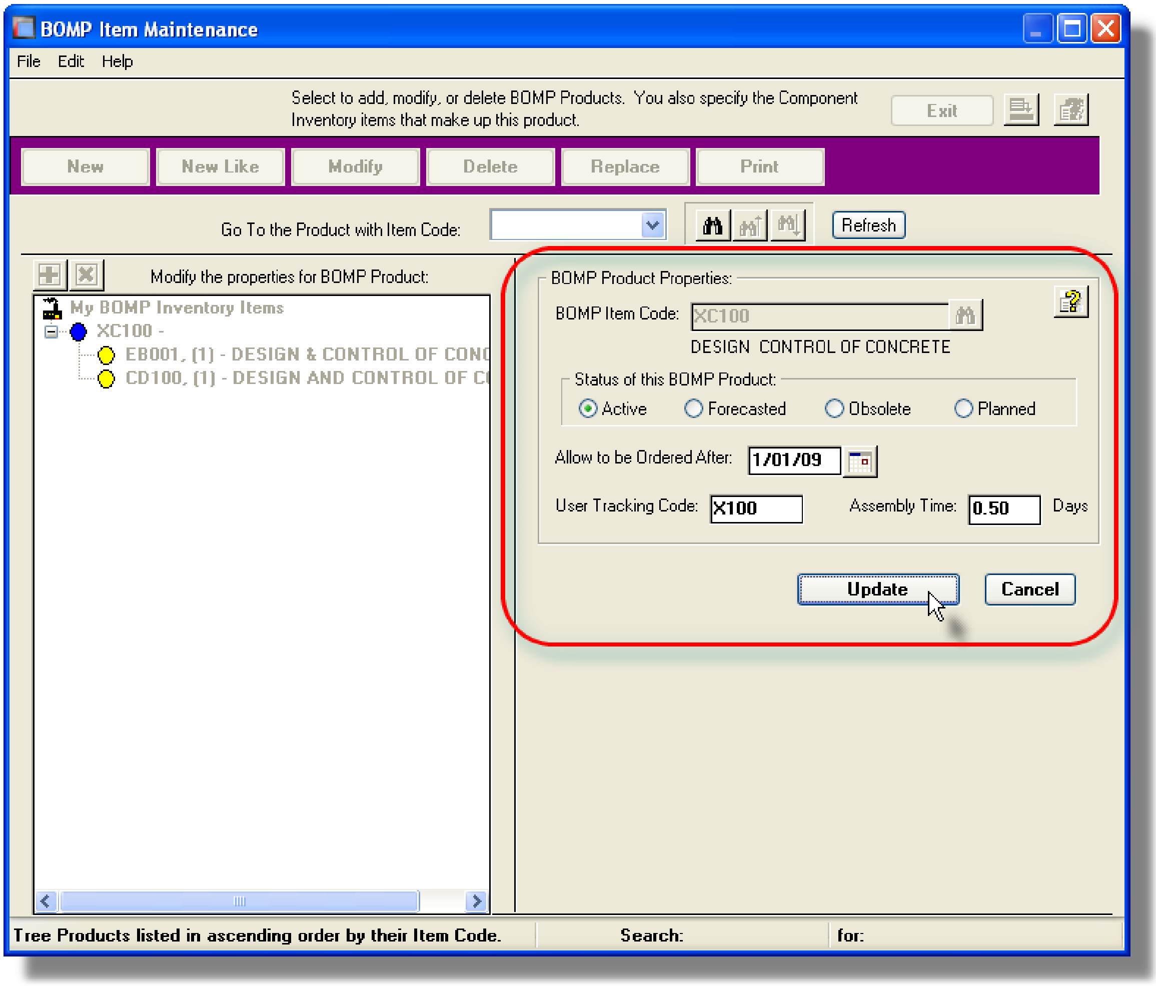
BOMP Products are just regular Inventory Items. You must select an existing inventory item to be used as the Parent item.

BOMP Product Stocking Type Codes

The Stock Type Code property assigned for the Inventory Item master records, for items used under BOMP as Products, should be set as a ***BOMP Kit*** or as a ***BOMP Pre-Assembled Item***. When Kits are sold, they are expanded to their component Items on the Picking Ticket. When BOMP Pre-Assembled items are sold, they are not expanded. In either case the Quantity per Assembly for each Component, per product sold, is committed from inventory as being sold.

(Note that only the upper right portion of the screen is enabled. The tree will not respond if clicked. Either the Update or the Cancel push buttons must be pressed to return control back to the navigation tree).

The descriptive properties associated to each BOMP Product Item are maintained by the following screen:



Select to add, modify, or delete BOMP Products. You also specify the Component Inventory items that make up this product.

Go To the Product with Item Code:

Modify the properties for BOMP Product:

XC100 -
EB001, (1) - DESIGN & CONTROL OF CONC
CD100, (1) - DESIGN AND CONTROL OF C

BOMP Product Properties:

BOMP Item Code: XC100
DESIGN CONTROL OF CONCRETE

Status of this BOMP Product: ● Active ○ Forecasted ○ Obsolete ○ Planned

Allow to be Ordered After: 1/01/09

User Tracking Code: X100 Assembly Time: 0.50 Days

Tree Products listed in ascending order by their Item Code.

Inventory BOMP Product Sub-Screen – Field Definitions

BOMP Item Code *X(20)*

Select the Inventory Item that is to be designated as the Parent for this BOMP item.

Status *radio-buttons*

The status of this BOMP Product may be assigned as follows:

● Active	Depending on what stage the BOMP is in, select the applicable status. Only Active Products may be selected to be sold in the Series 5 Customer Order Processing system.
○ Forecasted	
○ Obsolete	
○ Planned	

Allow to be Ordered After Date	*(mmddyy)*
If this product is in the process of being designed, or fabricated, you may set a date to indicated at what point in the future it may be sold. This product will not be allowed to be sold until after the date specified. Leave the date blank if no restriction is wanted.	
User Tracking Code	*X(6)*
This field is provided for the user to enter a code. It's used for information purposes only.	
Assembly Time (in Days)	*999*
This field is provided for the user to record the time it takes to assemble the Product. It's used for information purposes only.	

6.6.2.3 Bill-of-Materials Component Sub-Screen

BOMP – Component Properties Sub-Screen

Each BOMP Product is made up of an unlimited number of Components. The Components are just regular Inventory Items. You must select existing inventory items to be used as the Components to the parent Product item.

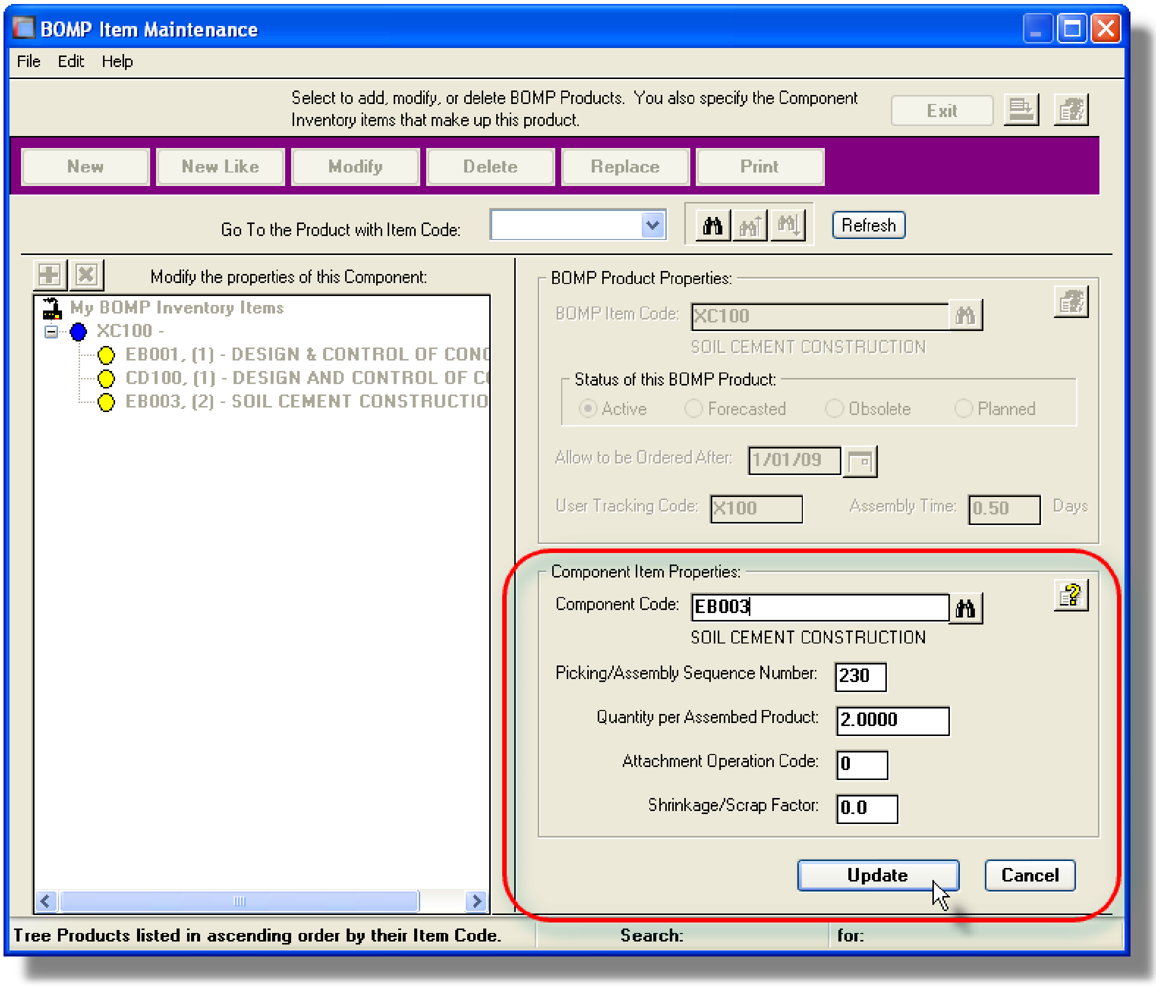
An Inventory Item that is defined to be an existing BOMP Product may also be used as a Component. The system allows up to 12 levels of Components to be used in this manner.

BOMP Component Stocking Type Codes

The Stock Type Code property assigned for the Inventory Item master records, for items used under BOMP as Components, should be set as a ***Component of a BOMP Item*** or as a ***BOMP Kit*** or ***BOMP Pre-Assembled Item***.

(Note that only the bottom right portion of the screen is enabled. The tree will not respond if clicked. Either the Update or the Cancel push buttons must be pressed to return control back to the navigation tree).

The descriptive properties associated to each BOMP Component Item are maintained by the following screen:



Select to add, modify, or delete BOMP Products. You also specify the Component Inventory items that make up this product.

Go To the Product with Item Code:

Modify the properties of this Component:

My BOMP Inventory Items
XC100 -
EB001, (1) - DESIGN & CONTROL OF CONC
CD100, (1) - DESIGN AND CONTROL OF C
EB003, (2) - SOIL CEMENT CONSTRUCTIO

BOMP Product Properties:
BOMP Item Code: XC100
SOIL CEMENT CONSTRUCTION
Status of this BOMP Product: ● Active ○ Forecasted ○ Obsolete ○ Planned
Allow to be Ordered After: 1/01/09
User Tracking Code: X100
Assembly Time: 0.50 Days

Component Item Properties:
Component Code: EB003
SOIL CEMENT CONSTRUCTION
Picking/Assembly Sequence Number: 230
Quantity per Assembed Product: 2.0000
Attachment Operation Code: 0
Shrinkage/Scrap Factor: 0.0

Tree Products listed in ascending order by their Item Code.
Search:
for:

Inventory BOMP Component Sub-Screen – Field Definitions

Component Item Code	***X(20)***
Select the Inventory Item that is to be designated as the Component for this BOMP item. The selected item could be one that has been set up as a BOMP Product. Up to 12 levels of items could be defined.	
Picking/Assembly Sequence	***9(4)***
The sequence number is used to determine the order in which Components are listed when printed or processed. By default these will be assigned by the system in increments of 10.	
Quantity	***9,999.999***
This is the quantity of Component items that is used to build the BOMP Product item. When the BOMP Product parent item is sold in the Series 5 Customer Order Processing	

system, this quantity is used to compute the number of items that are allocated, and where applicable, will be printed on the Pick Ticket for assembly.	
Attachment Operation	***9(4)***
This field is provided for the user to enter a code to indicate how the component is incorporated into the BOMP parent Product. It's used for information purposes only.	
Shrinkage/Scrap Factor	***999.9***
This field is provided for the user to record what percentage of the Component items are lost in the process of manufacturing the BOMP Product. It's used for information purposes only, and could be used in future enhancements.	

6.6.3 Inventory Matrix Set Codes Maintenance

Matrix Sets are defined to be used by the Series 5 Inventory Management system as a way to maintain inventory items that may come in a variety of options such as sizes, colors, shapes or styles. Associated to each Matrix Set are up to three Dimensions. You might consider a Dimension as being a group of attributes such as size, shape or color. Then, associated to each Dimension are up to 35 Attributes. If a Dimension was defined for color, then it's Attributes might be red, green, blue, yellow, etc. If a given inventory item is assigned a Matrix Set Code then in the Series 5 Inventory system, defining the records that hold the stocking information for each variation of that item becomes a simple task. Also, in the Series 5 Customer Order Processing system and the Purchase Order Processing system, the different variations of the inventory item can easily be ordered using a table lookup and entry screen.

Associated to a Matrix Set are the following definitions:

- Matrix Set – Is a definition of a combination of variations that might be associated to an products being sold or purchased. A given Matrix Set may be assigned to multiple Inventory Items
- Matrix Dimension – A Dimension is a define variation or common set of attributes that an Inventory Item might be available in. Color or Style, or Size each would be examples of a Dimension. Up to three Dimensions my be assigned to a Matrix Set. (In other words, the system allows you to define an Inventory Item that is available using up to three different variations).
- Attribute – For a given Dimension you may define up to 35 Attributes. These are the various characteristics the item is available in. For example if the Dimension was color, the Attributes might be green, red, blue and orange.
- Inventory Variant – For an inventory items defined with a Matrix Set, in effect you are defining multiple inventory items that are variations of the primary Inventory Item. These are referred to as Inventory Variants.

Some of the features associated to a Matrix Set are as follows:

- A Matrix Set may be defined with 1, 2 or 3 Dimensions
- Up to 35 attributes may be defined for each Dimension
- To define a set of products that are available in a variety of options, take the following steps
    - ✓ First, define each applicable Dimension with their attributes and add them to the system using the Matrix Set Dimension Codes Maintenance 357
    - ✓ Define the Matrix Set, and add it to the system with the appropriate Dimensions
    - ✓ Add the Base Inventory Item using the Inventory Codes Maintenance function
    - ✓ One of the properties associated to each Inventory item, (found on the Inventory Management's Item Description tab screen 286), is whether or not a Matrix Set is assigned to it. Set this check-box and an addition Inventory Management's"Matrix Set" tab screen 329, is presented. Enter the Matrix Set Code that is to be applied to the item.
    - ✓ On the "Matrix Set" tabbed sub-screen, enter the Matrix Set Code, and click on the [**Auto (Re)Build**] push button. An Inventory Location record will automatically be created for each variation of different combinations of the Attributes for each Dimension assigned to the Matrix Set.
- When entering Quantity properties associated to the variations of Matrix Set Inventory, a grid screen is presented. This screen may be displayed in any of the combinations of Dimensions that are defined for the Matrix Set. The Quantities may be entered directly on the grid screen.

Deleting or Editing Matrix Sets

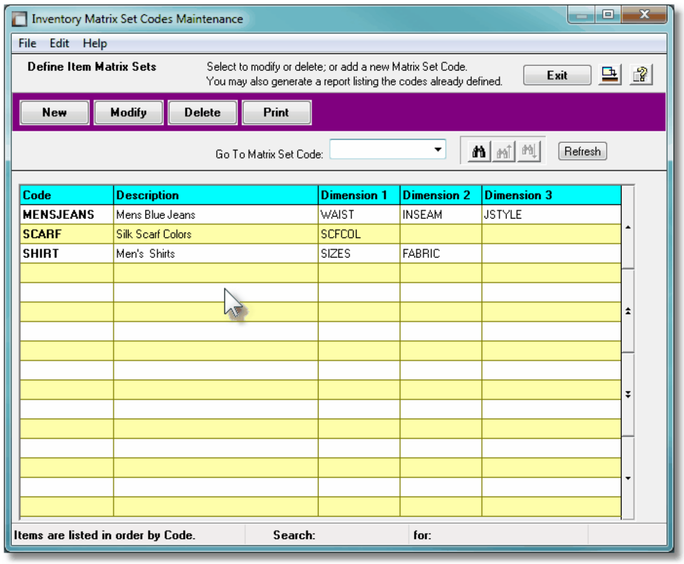
Within the Series 5 Customer Order Entry system and Purchase Order systems, Inventory Items defined with a Matrix Set are stored in their respective transaction files using a combination of the primary Inventory Code, and up to three 3 character Attribute codes. If you change the definition of a Matrix Set, any Orders or Purchase Orders that have not been completed, may not be properly processed. You should delete, or revise a Matrix Set only if all transactions that reference Inventory Items assigned with that Matrix Set are completed and purged from their respective systems.

You may however add additional Attributes to a Dimension that has been assigned to a Matrix Set used by Inventory Items.

The Matrix Set Codes defined here are listed in the Series 5 Matrix Set Code LOV Lookup 58 window.
The Matrix Set Codes Maintenance function is accessed from the I/M Main menu, by select **Inventory Matrix Sets...** from the **Codes Maintenance** drop-down menu.

Matrix Set Codes Maintenance Grid

Inventory Matrix Sets are maintained using a Series 5 grid processing screen.



Define Item Matrix Sets

Select to modify or delete; or add a new Matrix Set Code.
You may also generate a report listing the codes already defined.

Code	Description	Dimension 1	Dimension 2	Dimension 3
MENSJEANS	Mens Blue Jeans	WAIST	INSEAM	JSTYLE
SCARF	Silk Scarf Colors	SCFCOL		
SHIRT	Men's Shirts	SIZES	FABRIC	

Items are listed in order by Code. Search: for:

	"Fast Buttons"
New	Add a new Matrix Set
Modify	Modify the Matrix Set highlighted in the gric
Delete	Delete the Matrix Set highlighted in the gric
Print	Generate a report list Matrix Set Codes alre file

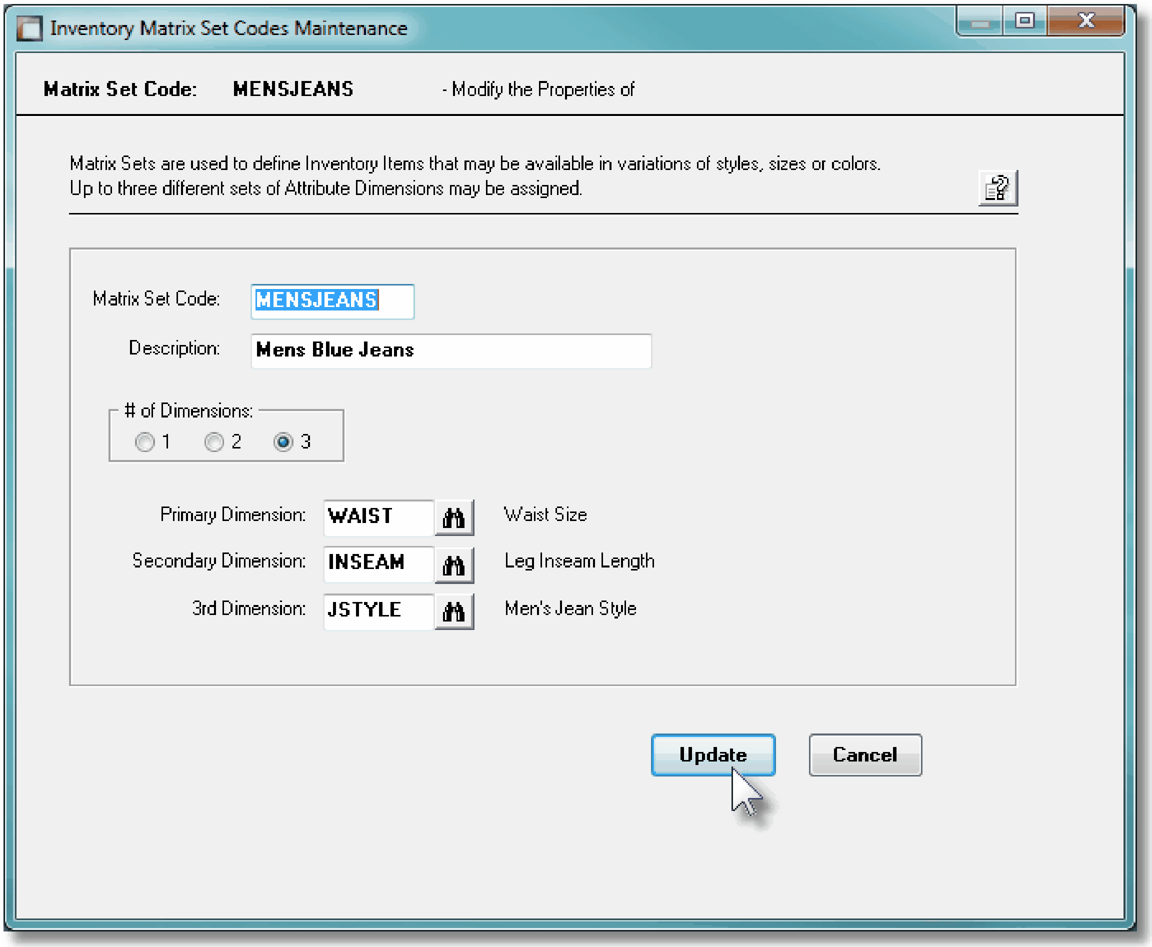
Edit an existing Matrix Set Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

The report listing the Matrix Set Codes on file, if archived, will be catalogued with a report name of **MATRIXSET.LST**.

Inventory Matrix Set Code - Properties Screen

The properties for each Matrix Set Code are defined with the following screen:



Matrix Set Code: MENSJEANS - Modify the Properties of

Matrix Sets are used to define Inventory Items that may be available in variations of styles, sizes or colors.
Up to three different sets of Attribute Dimensions may be assigned.

Matrix Set Code: MENSJEANS
Description: Mens Blue Jeans

# of Dimensions: ○ 1 ○ 2 ● 3

Primary Dimension: WAIST Waist Size
Secondary Dimension: INSEAM Leg Inseam Length
3rd Dimension: JSTYLE Men's Jean Style

Field Definitions

Matrix Set Code	***X(10)***
This is the alphanumeric code assigned to the Matrix Set. Enter this code when a Matrix Set code needs to be used, or assigned to a particular Inventory Item within the Inventory Management system.	
Description	***X(30)***
Is a description of the Matrix Set. This is printed on most reports, and is displayed to most screens where the Matrix Set Code is utilized.	
# of Dimensions	***radio-buttons***
Specify the # of Dimensions that are to be defined for this Matrix Set.	

Primary, Secondary, 3rd Dimensions	***X(6)***
Select the Dimensions that are to be used to define the variations of those Inventory Items associated to the Matrix Set. The order that these are defined are important. They should be assigned in the order of significance. (Note that in the assorted screens that are employed to enter Quantity properties for transaction records utilizing Matrix Set Inventory items, the operator may select the precedence of how variations are presented).	

6.6.4 Matrix Set Dimension Codes Maintenance

Matrix Sets are defined to be used by the Series 5 Inventory Management system as a way to maintain inventory items that may come in a variety of options such as sizes, colors, shapes or styles. Associated to each Matrix Set are up to three Dimensions. You might consider a Dimension as being a group of attributes such as size, shape or color. Then, associated to each Dimension are up to 35 Attributes. If a Dimension was defined for color, then it's Attributes might be red, green, blue, yellow, etc.
Some of the features associated to a Matrix Dimension are as follows:

- Up to 35 attributes may be defined for each Dimension
- A given Dimension may be used in more than one Matrix Set, which in turn may be applied to many different Inventory Items
- When entering Quantity properties associated to the variations of Matrix Set Inventory, a grid screen is presented. This screen may be displayed in any of the combinations of Dimensions that are defined for the Matrix Set. For any given Dimension it's attributes are presented in the order that they are defined.

Matix Set Inventory Item Codes

Within the Series 5 applications, Inventory Items defined with a Matrix Set are stored in their respective transaction files using a combination of the primary Inventory Code, and up to three 3 character Attribute codes. Each Attribute defined for a Dimension has both a Sequence #, and an Attribute Code. When an Inventory Item is assigned a Matrix Set, it's Variant Items Inventory Codes are coded with a maximum of 20 characters as follows:

# of Dimensions	***Extended Inventory Code as Displayed***	***Inventory Code as Stored Internally***
1	XXXXXXXXXXXXXXXXX:AAA	XXXXXXXXXXXXXXXXXAAA
2	XXXXXXXXXXXXXX:AAA-BBB	XXXXXXXXXXXXXXAAABBB
3	XXXXXXXXXXX:AAA-BBB-CCC	XXXXXXXXXXXAAABBBCCC

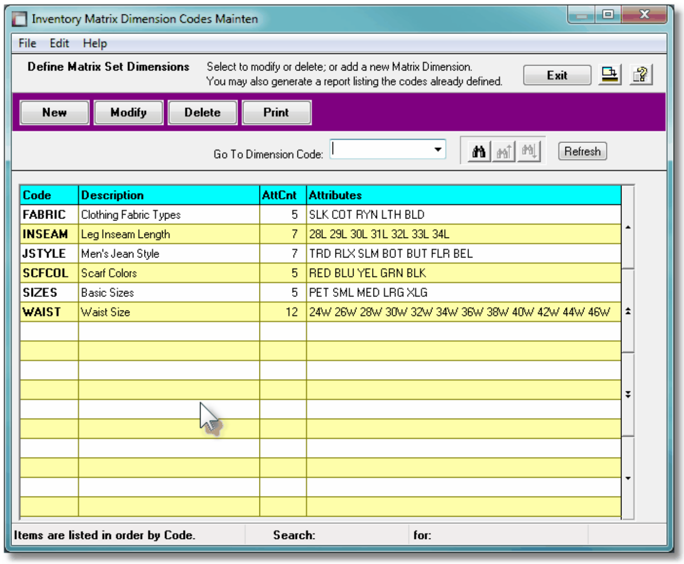
Where XXXXXXXXXXXX is the main Inventory Code, AAA, BBB and CCC are the Attribute Codes assigned to each variation defined in the Dimension.

The Matrix Dimension Codes defined here are listed in the Series 5 Matrix Dimension Code LOV Lookup 58 window.

The Matrix Dimension Codes Maintenance function is accessed from the I/M Main menu, by select **Matrix Set Dimensions...** from the **Codes Maintenance** drop-down menu.

Matrix Dimension Codes Maintenance Grid

Matrix Set Dimensions are maintained using a Series 5 grid processing screen.



Define Matrix Set Dimensions Select to modify or delete; or add a new Matrix Dimension.
You may also generate a report listing the codes already defined.

Code	Description	AttCnt	Attributes
FABRIC	Clothing Fabric Types	5	SLK COT RYN LTH BLD
INSEAM	Leg Inseam Length	7	28L 29L 30L 31L 32L 33L 34L
JSTYLE	Men's Jean Style	7	TRD RLX SLM BOT BUT FLR BEL
SCFCOL	Scarf Colors	5	RED BLU YEL GRN BLK
SIZES	Basic Sizes	5	PET SML MED LRG XLG
WAIST	Waist Size	12	24W 26W 28W 30W 32W 34W 36W 38W 40W 42W 44W 46W

Items are listed in order by Code. **Search:** **for:**

"Fast Buttons"	
New	Add a new Matrix Din Code
Modify	Modify the Matrix Dim Code highlighted in tl
Delete	Delete the Matrix Dim Code highlighted in tl
Print	Generate a report list Matrix Dimension Co already on file

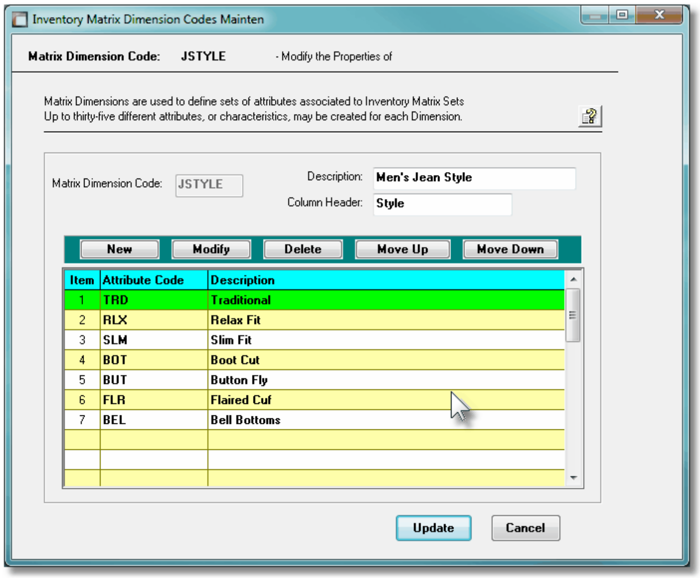
Edit an existing Matrix Dimension Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

The report listing the Matrix Set Codes on file, if archived, will be catalogued with a report name of **MATRIXDIMEN.LST**.

Matrix Dimension Code - Properties Screen

Up to 35 Attributes may be defined for each Dimension. The order in which they are displayed is the order in which they will be presented when Inventory Quantities are entered in the assorted Series 5 applications. Attributes are are maintained using a Series 5 grid processing screen.


Inventory Matrix Dimension Codes Mainten

Matrix Dimension Code: JSTYLE - Modify the Properties of

Matrix Dimensions are used to define sets of attributes associated to Inventory Matrix Sets
Up to thirty-five different attributes, or characteristics, may be created for each Dimension.

Matrix Dimension Code: JSTYLE

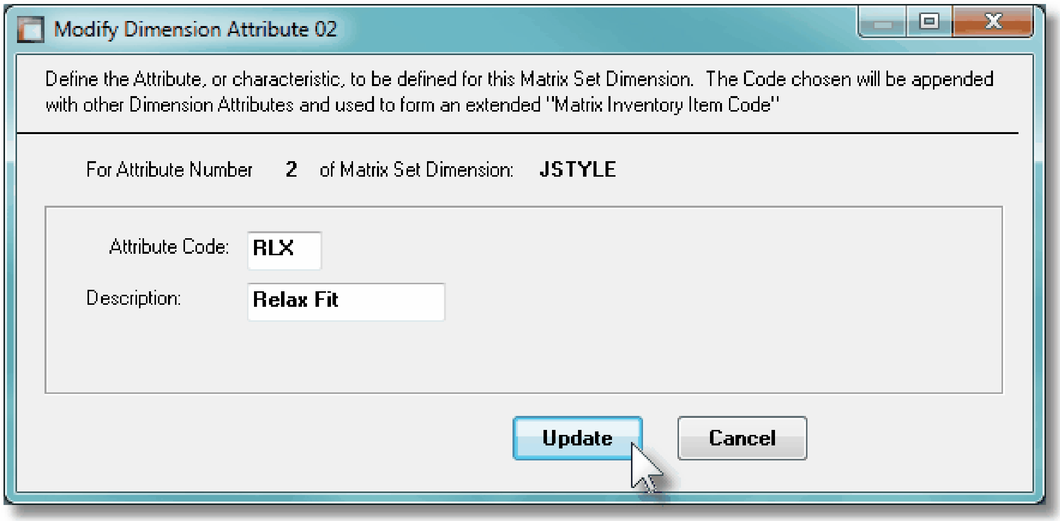
Description: Men's Jean Style

Column Header: Style

Item	Attribute Code	Description
1	TRD	Traditional
2	RLX	Relax Fit
3	SLM	Slim Fit
4	BOT	Boot Cut
5	BUT	Button Fly
6	FLR	Flaired Cuf
7	BEL	Bell Bottoms

"Fast Buttons"	
New	Add a new Attrib Code
Modify	Modify the Attribu highlighted in the
Delete	Delete the Attribu highlighted in the
Print	Generate a repo the Matrix Dime Codes already o
Move Up	The highlighted is shifted up one the grid
Move Down	The highlighted is shifted down in the grid

The properties for each Matrix Dimension Code are defined with the following screen:


Modify Dimension Attribute 02

Define the Attribute, or characteristic, to be defined for this Matrix Set Dimension. The Code chosen will be appended with other Dimension Attributes and used to form an extended "Matrix Inventory Item Code"

For Attribute Number **2** of Matrix Set Dimension: **JSTYLE**

Attribute Code: RLX

Description: Relax Fit

Matirx Dimension Field Definitions

Attribute Code	***X(3)***
This is the alphanumeric code assigned to the Attribute. It will be used to form the Variant	

Inventory Code this both displayed on assorted screens and stored in various data records.

Editing, Deleting Attribute Codes

When an Inventory Item that has been defined with a Matrix Set is stored in any of the Series 5 applications data records, these 3 character Attribute Codes are used to form the Item Code. Changing these codes once active Customer Orders, or Purchase Orders have been entered my cause unexpected results. When changing or deleting these codes, do so only if relevant transactions referencing these Inventory Items have been completed, or are no longer used.

Description	***X(15)***

Is a description of the Attribute. This description is displayed in the headers of the Matrix Set Quantities entry screens when related Inventory Items are referenced in those applications where inventory items are used.

6.6.5 Department Codes Maintenance

Departments are defined to be used by the Series 5 Purchasing system as a way of splitting the costs of purchasing specific inventory goods over a number of different areas of a company. They are used to build Item Distribution Codes that define the breakdown to each Department.

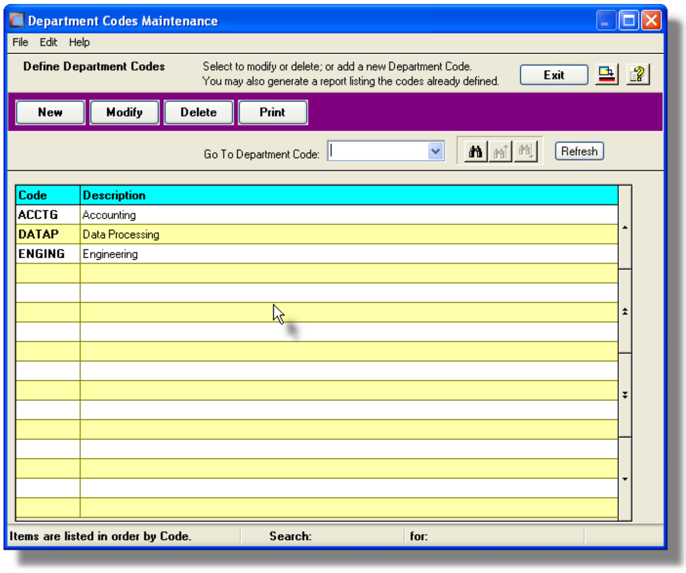
The Department Code is used by the following Series 5 systems as a filter, or sorting key:

- Inventory Purchasing Advise Report
- Printing of Reorder Notices

The Department Codes defined here are listed in the Series 5 Department Code LOV Lookup 58 window.
The Department Codes Maintenance function is accessed from the I/M Main menu, by select **Inventory Departments...** from the **Codes Maintenance** drop-down menu.

Department Codes Maintenance Grid

Inventory Departments are maintained using a Series 5 grid processing screen.



Select to modify or delete; or add a new Department Code.
You may also generate a report listing the codes already defined.

Code	Description
ACCTG	Accounting
DATAP	Data Processing
ENGING	Engineering

Items are listed in order by Code. Search: for:

"Fast Buttons"	
New	Add a new Departme
Modify	Modify the Departme highlighted in the gric
Delete	Delete the Departme highlighted in the gric
Print	Generate a report list Department Codes a file

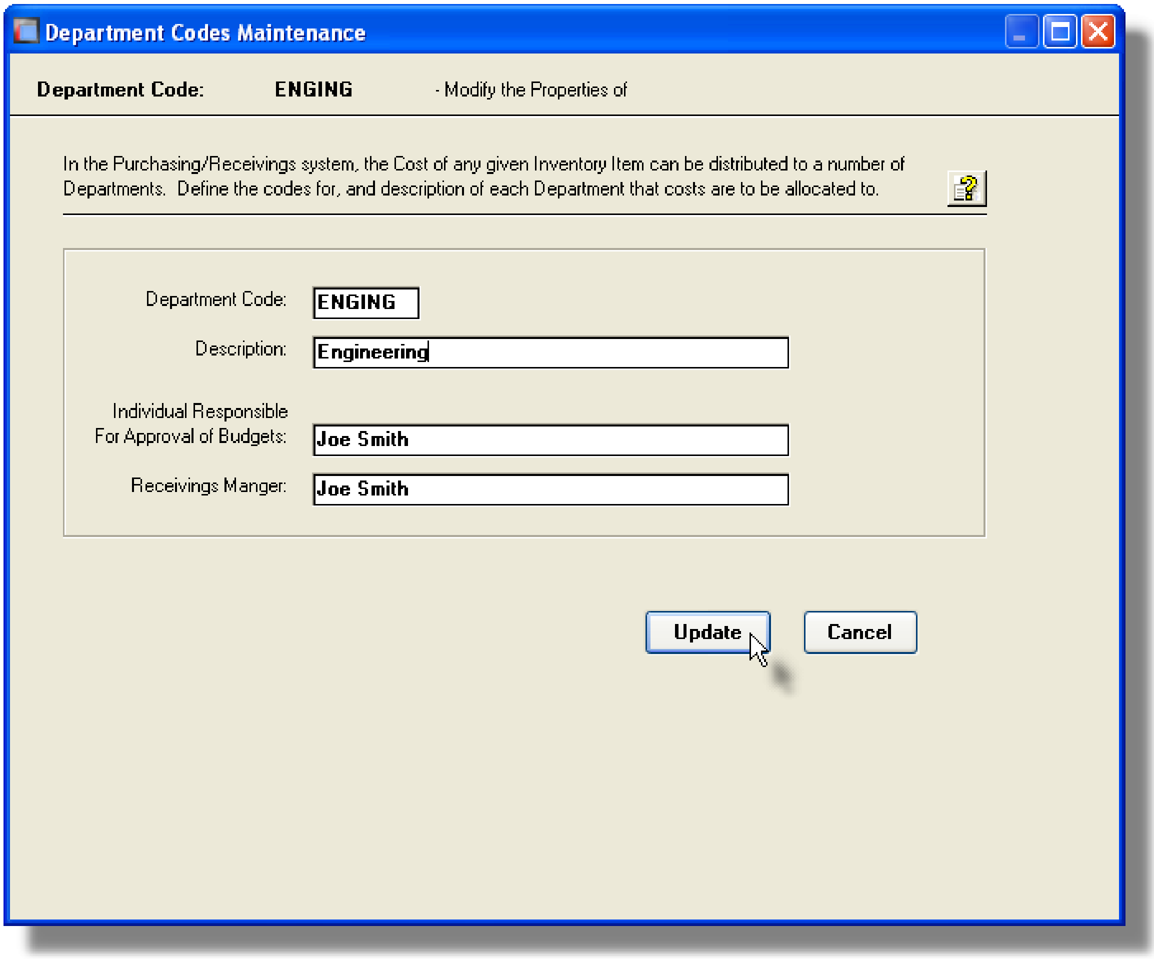
Edit an existing Department Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

The report listing the Department Codes on file, if archived, will be catalogued with a report name of **IMDEPTS.LST**.

Inventory Department Code - Properties Screen

The properties for each Department Code are defined with the following screen:



Department Code: ENGING - Modify the Properties of

In the Purchasing/Receivings system, the Cost of any given Inventory Item can be distributed to a number of Departments. Define the codes for, and description of each Department that costs are to be allocated to.

Department Code: ENGING

Description: Engineering

Individual Responsible For Approval of Budgets: Joe Smith

Receivings Manger: Joe Smith

Field Definitions

Department Code	*X(6)*
This is the alphanumeric code assigned to the Department. Enter this code when a Department code needs to be used within the Inventory Management system.	
Description	*X(30)*
Is a description of the Department. This is printed on most reports, and is displayed to most screens where the Department Code is utilized.	
Approver of Budgets	*X(30)*
Enter the name of the individual who approves the budgets and/or purchases for this Department.	

Receivings Manager	*X(30)*
Enter the name of the individual who is responsible for receiving and checking the goods that are received for this Department.	

6.6.6 Item Distribution Codes Maintenance

Defining Item Department Distributions, is way of splitting the cost of purchasing specific inventory goods over a number of different Departments within a company.

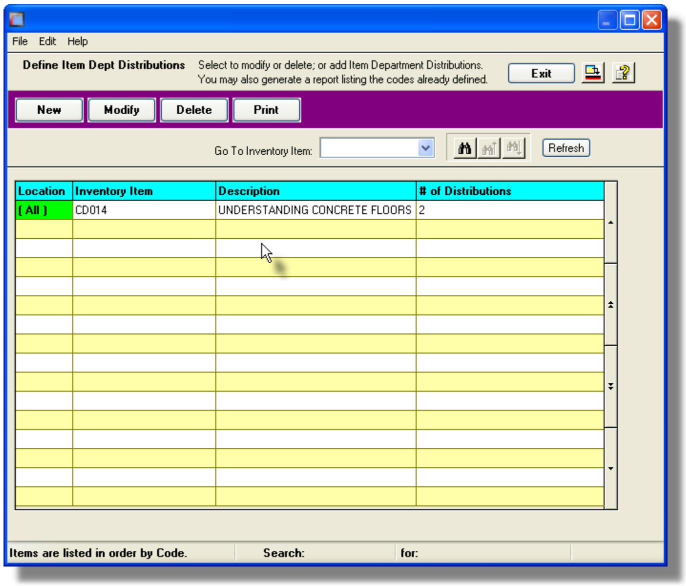
This menu selection lets you define the assorted Departments within your company, to which the cost of inventory is shared, or distributed. Also, by Inventory Number, define the percentages used to share of costs to each Department. You would first add your Department Codes with the Department Code Maintenance 360 routine, then set up your cost allocations within this application.

Distribution records are used when the Purchasing Advice Report 264 is printed, to divide the expected costs of reordering inventory to the departments defined. They are also used by the Purchase Order system to generate multiple Expense or Inventory G/L distributions, based on the percentages and accounts defined, for goods received.

The Item Distributions Maintenance function is accessed from the I/M Main menu, by select **Item Dept. Distributions...** from the **Codes Maintenance** drop-down menu.

Item Distributions Codes Maintenance Grid

Inventory Departmental Distributions are maintained using a Series 5 grid processing screen.



Define Item Dept Distributions Select to modify or delete; or add Item Department Distributions. You may also generate a report listing the codes already defined.

Go To Inventory Item:

Location	Inventory Item	Description	# of Distributions
(All)	CD014	UNDERSTANDING CONCRETE FLOORS	2

Items are listed in order by Code. Search: for:

"Fast Buttons"	
New	Add a new Item Distribu
Modify	Modify the Item Distribu highlighted in the grid
Delete	Delete the Item Distribu highlighted in the grid
Print	Generate a report listin Item Distributions alrea

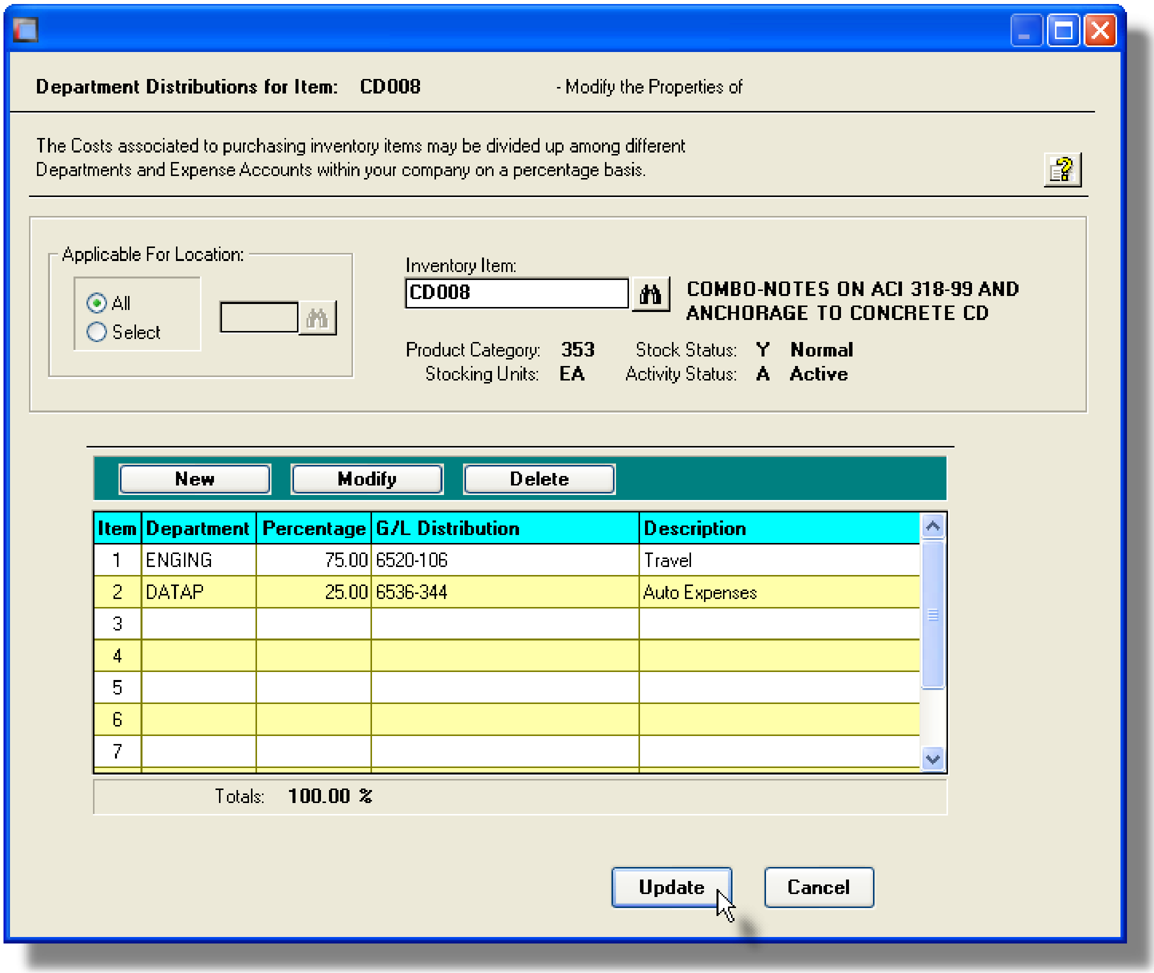
Edit an existing Distribution Set by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print option presents the operator with the standard Item Select Filters 99 screen. This allows you to select specific or a range of Items, Items for selected Product Categories or Families, or Items matching a number of assorted properties.
The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

The report listing the Item Distribution Sets on file, if archived, will be catalogued with a report name of **DEPTDISTS.LST**.

Item Distribution Codes - Properties Screen

Up to 10 Departments may be assigned to each Item Distribution Set. The sum of all distributions entered must be equal to 100% before the system will allow this screen from being exited. Each set is defined with the following screen:



Department Distributions for Item: CD008 - Modify the Properties of

The Costs associated to purchasing inventory items may be divided up among different Departments and Expense Accounts within your company on a percentage basis.

Applicable For Location:
● All
○ Select

Inventory Item: CD008 **COMBO-NOTES ON ACI 318-99 AND ANCHORAGE TO CONCRETE CD**

Product Category: **353** Stock Status: **Y Normal**
Stocking Units: **EA** Activity Status: **A Active**

Item	Department	Percentage	G/L Distribution	Description
1	ENGING	75.00	6520-106	Travel
2	DATAP	25.00	6536-344	Auto Expenses
3				
4				
5				
6				
7				

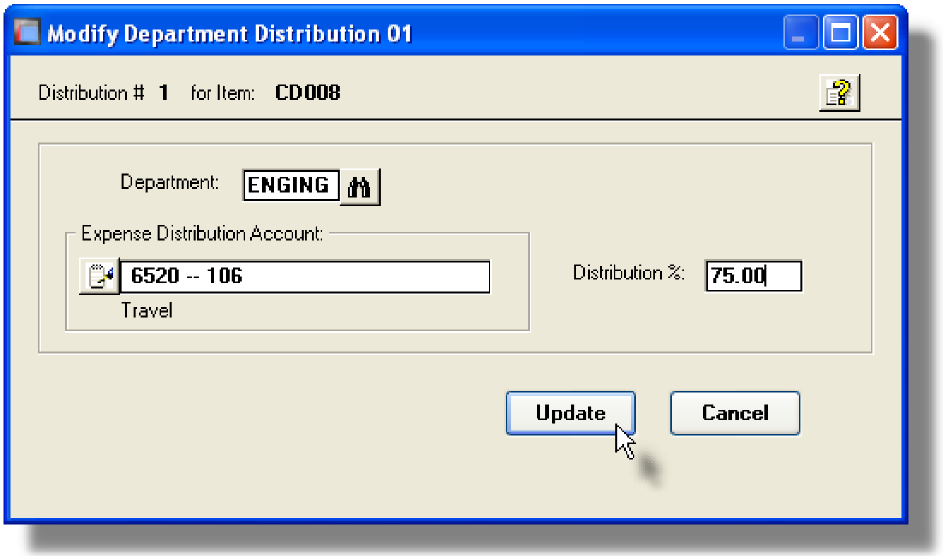
Totals: **100.00 %**

Field Definitions

For Location(s)	***radio-buttons and X(6)***
If the distributions for the item being selected are applicable only to a specific warehouse location, then click the applicable radio-button. The default will be for All Locations. If a specific Location is applicable, then enter that Location Code.	
Inventory Item	***X(20)***
Select the Inventory Item for which the Distribution Set is to apply.	

Item Distribution – Department Account Screen

The Department along with it's G/L Expense account is defined using the following screen:



Modify Department Distribution 01

Distribution # 1 for Item: CD008

Department: ENGING

Expense Distribution Account: 6520 -- 106 Travel

Distribution %: 75.00

Field Definitions

Department Code	***X(6)***
Select the Inventory Department to which the designated percentage of the cost of the item is to be applied to.	
Expense Distribution Account	***9(18)-9(5)***
Enter the Expense account for which the distributed share of the cost of the item is to be	

recorded to. When the Series 5 Purchasing system is used, this is the account that will be assigned when this item is entered in a purchase order.	
Distribution Percent	*999.99- %*
Enter the percentage rate which is used to compute the share of the distribution of the cost for this item. The total of all distribution % values must add up to 100 %.	

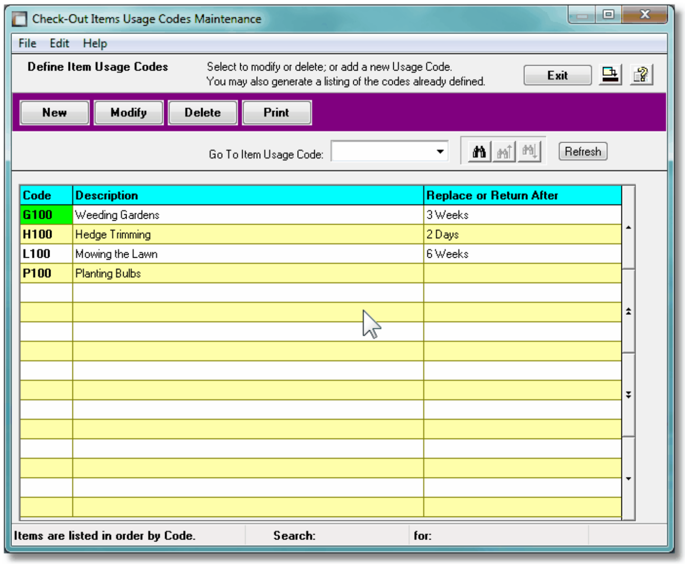
6.6.7 Item Usage Codes

Item Usage Codes are used as one of the properties associated to the process of Issuing or Checking Out of Inventory Items. The Usage Code is meant to define a use or a process for which a given Inventory Item would be used. When an Inventory Item is Issued or Checked Out using Receipts, Issue and Checkout Transaction entry 178 function, a Usage Code may be entered. In such case, it would be assumed that that issued item would eventually be replaced, or that a checked-out item would be checked back in to inventory.

The Item Usage Codes defined here are listed in the Series 5 Item Usage Code LOV Lookup 58 window.
The Item Usage Codes Maintenance function is accessed from the I/M Main menu, by select **Item Usage Codes...** from the **Codes Maintenance** drop-down menu.

Item Usage Codes Maintenance Grid

Inventory Item Usage Codes are maintained using a Series 5 grid processing screen.



Define Item Usage Codes

Select to modify or delete; or add a new Usage Code.
You may also generate a listing of the codes already defined.

Go To Item Usage Code:

Code	Description	Replace or Return After
G100	Weeding Gardens	3 Weeks
H100	Hedge Trimming	2 Days
L100	Mowing the Lawn	6 Weeks
P100	Planting Bulbs	

Items are listed in order by Code. Search: for:

"Fast Buttons"	
New	Add a new Item Usag
Modify	Modify the Item Usag highlighted in the gric
Delete	Delete the Item Usag highlighted in the gric
Print	Generate a report lisi Item Usage Codes a file

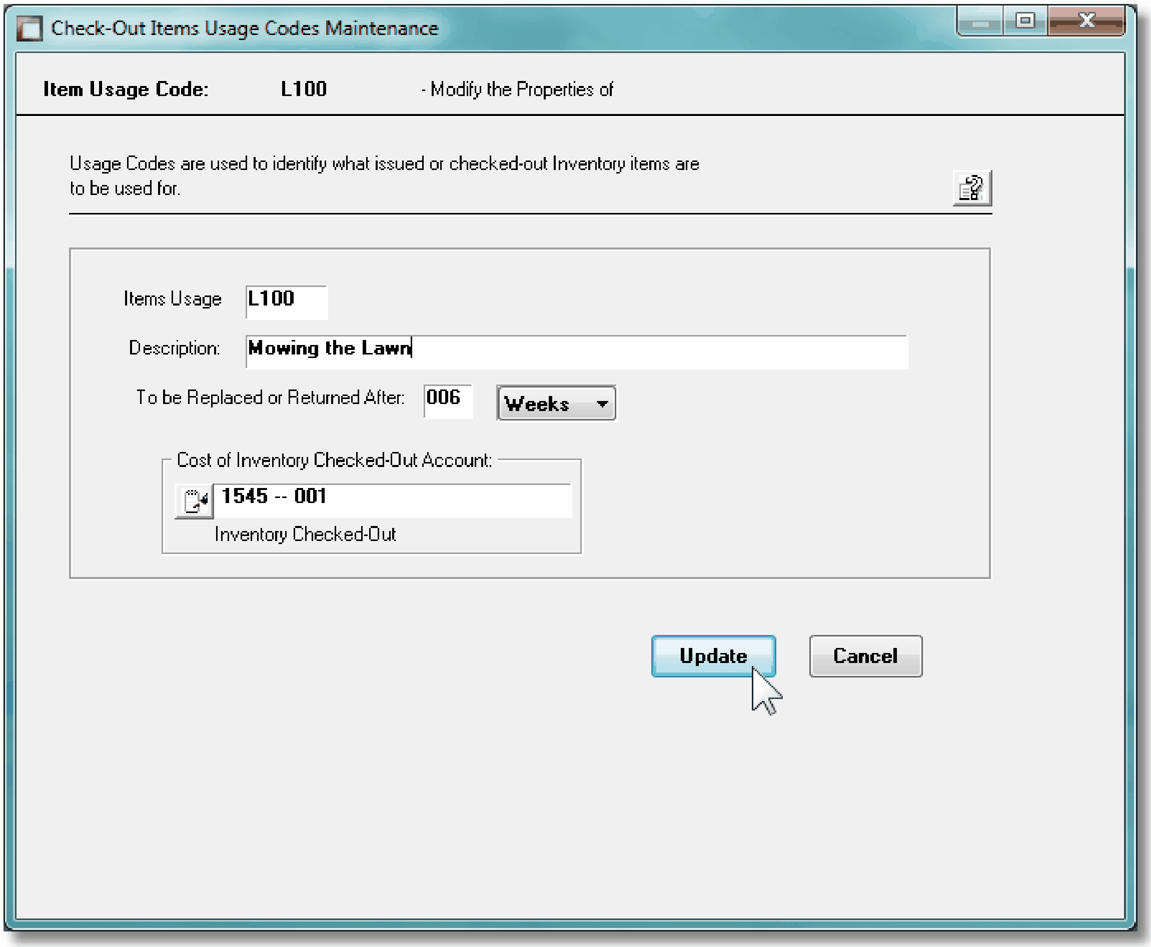
Edit an existing Item Usage Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

The report listing the Item Usage Codes on file, if archived, will be catalogued with a report name of **ITEMUSECODE.LST**.

Item Usage Code - Properties Screen

The properties for each Item Usage Code are defined with the following screen:



Item Usage Code: L100 - Modify the Properties of

Usage Codes are used to identify what issued or checked-out Inventory items are to be used for.

Items Usage: L100

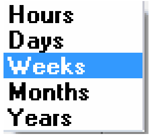
Description: Mowing the Lawn

To be Replaced or Returned After: 006 Weeks

Cost of Inventory Checked-Out Account: 1545 -- 001 Inventory Checked-Out

Field Definitions

Item Usage Code	***X(6)***
This is the alphanumeric code assigned to the Item Usage Code. Enter this code when a Item Usage Code needs to be used within the Inventory Management system.	

Description	*X(60)*
Is a description of what the Inventory Item would be used for. This is printed on most reports, and is displayed to most screens where the Item Usage Code is utilized.	
To be Replaced or Returned After	*999 with a drop-down list*
When Inventory is Checked Out, or Issued, it is assumed that it would be checked in, or replaced at some time in the future. This fields defines a default period of time. Specify the period for which the entered value applied.	
Cost of Inventory Checked-Out Account	*9(18) - 9(5)*
When Inventory is Checked Out, the value of the items causes the G/L Inventory account to be ***Credited***, and a Checked-Out account to be ***Debited***. The account defined here will be used as the default when the Check-Out/In transaction is entered.	

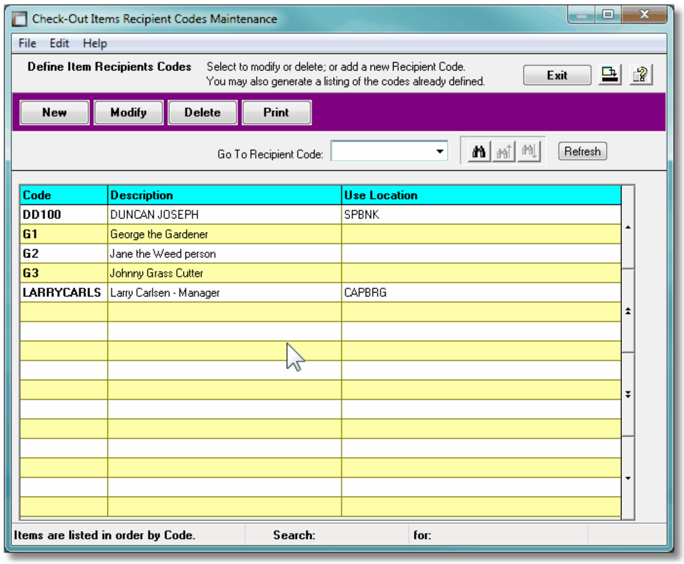
6.6.8 Item Usage Recipients

Usage Recipient Codes are used as one of the properties associated to the process of Issuing or Checking Out of Inventory Items. The Recipient Code is meant to define the individual to whom the item was issued or checked-out by. When an Inventory Item is Issued or Checked Out using Receipts, Issue and Checkout Transaction 178 entry function, a Recipient Code may be entered. In such case, it would be assumed that that issued item would eventually be replaced, or that a checked-out item would be checked back in to inventory.

The Usage Recipient Codes defined here are listed in the Series 5 Usage Recipient Code LOV Lookup 58 window.
The Usage Recipient Codes Maintenance function is accessed from the I/M Main menu, by select **Item Usage Recipient Codes...** from the **Codes Maintenance** drop-down menu.

Item Usage Recipient Codes Maintenance Grid

Inventory Item Usage Recipient Codes are maintained using a Series 5 grid processing screen.



Define Item Recipients Codes

Select to modify or delete; or add a new Recipient Code.
You may also generate a listing of the codes already defined.

Go To Recipient Code:

Code	Description	Use Location
DD100	DUNCAN JOSEPH	SPBNK
G1	George the Gardener	
G2	Jane the Weed person	
G3	Johnny Grass Cutter	
LARRYCARLS	Larry Carlsen - Manager	CAPBRG

Items are listed in order by Code. Search: for:

"Fast Buttons"	
New	Add a new Item Usag Recipient Code
Modify	Modify the Item Usag Recipient Code highl the grid
Delete	Delete the Item Usag Recipient Code highl the grid
Print	Generate a report list Item Usage Recipien already on file

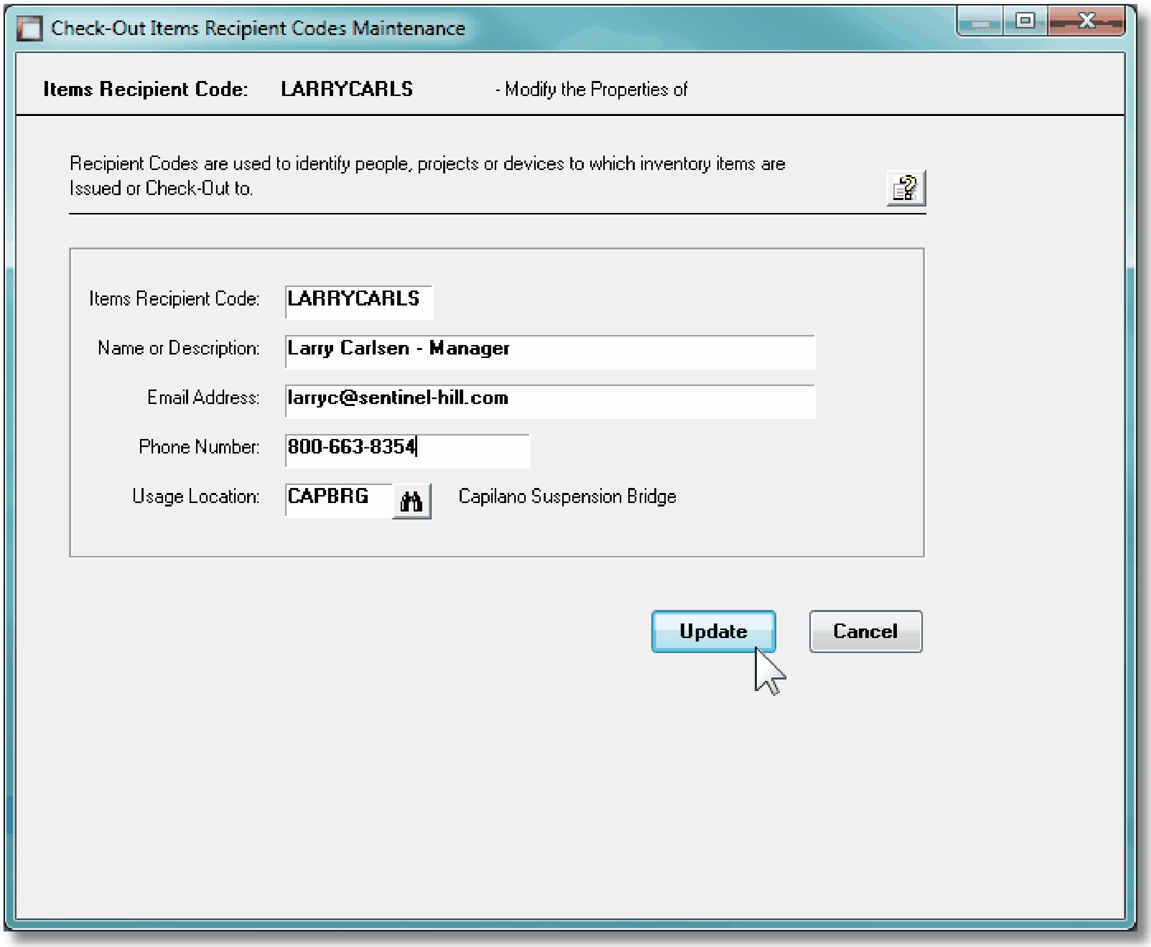
Edit an existing Item Usage Recipient Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled [Report Generation and Printing](107) 107 for full details).*

The report listing the Item Usage Recipient Codes on file, if archived, will be catalogued with a report name of **ITEMRECEIVER.LST**.

Item Usage Recipient Code - Properties Screen

The properties for each Item Usage Recipient Code are defined with the following screen:



Items Recipient Code: LARRYCARLS - Modify the Properties of

Recipient Codes are used to identify people, projects or devices to which inventory items are Issued or Check-Out to.

Items Recipient Code: LARRYCARLS

Name or Description: Larry Carlsen - Manager

Email Address: larryc@sentinel-hill.com

Phone Number: 800-663-8354

Usage Location: CAPBRG Capilano Suspension Bridge

Field Definitions

Item Usage Recipient Code	*X(10)*
This is the alphanumeric code assigned to the Item Usage Recipient Code. Enter this code when a Item Usage Recipient Code needs to be used within the Inventory Management system.	
Name or Description	*X(40)*
Is the name of the recipient. This is printed on most reports, and is displayed to most screens where the Item Usage Recipient Code is utilized.	
Email Address	*X(120)*
Records the email address of the recipient person.	

Phone Number	***(20)***
Records the phone number of the recipient person.	
Usage Location	***X(6)***
When Inventory is Checked Out, or Issued, by this individual, it is assumed that it would be used in a specific location. This fields defines a default Usage Location that will be assigned when this Recipient is assigned.	

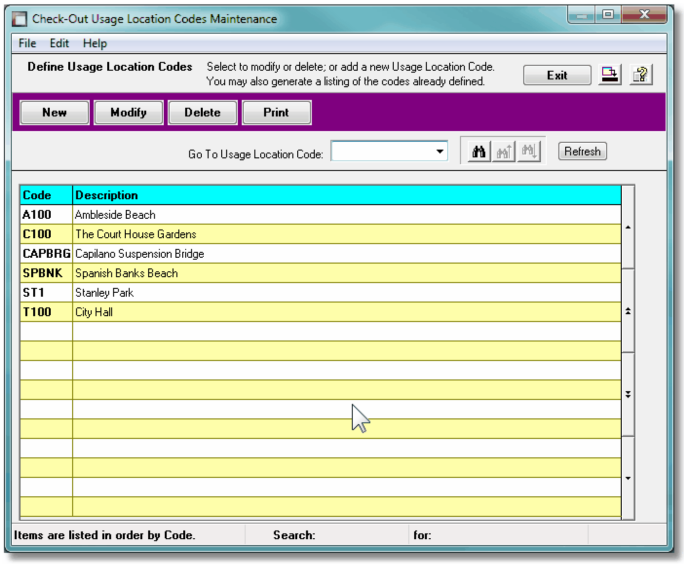
6.6.9 Item Usage Locations

Usage Location Codes are used as one of the properties associated to the process of Issuing or Checking Out of Inventory Items. The Usage Location Code is meant to define the physical location where the issued or checked-out inventory item is to be used. When an Inventory Item is Issued or Checked Out using Receipts, Issue and Checkout Transaction 178 entry function, a Usage Location Code may be entered.

The Item Usage Location Codes defined here are listed in the Series 5 Usage Location Code LOV Lookup 58 window.
The Item Usage Location Codes Maintenance function is accessed from the I/M Main menu, by select **Item Usage Location Codes...** from the **Codes Maintenance** drop-down menu.

Item Usage Location Codes Maintenance Grid

Inventory Item Usage Location Codes are maintained using a Series 5 grid processing screen.



Define Usage Location Codes Select to modify or delete; or add a new Usage Location Code. You may also generate a listing of the codes already defined.

Go To Usage Location Code:

Code	Description
A100	Ambleside Beach
C100	The Court House Gardens
CAPBRG	Capilano Suspension Bridge
SPBNK	Spanish Banks Beach
ST1	Stanley Park
T100	City Hall

Items are listed in order by Code. Search: for:

"Fast Buttons"	
New	Add a new Item Usag Location Code
Modify	Modify the Item Usag Location Code highli the grid
Delete	Delete the Item Usag Location Code highli the grid
Print	Generate a report list Item Usage Location already on file

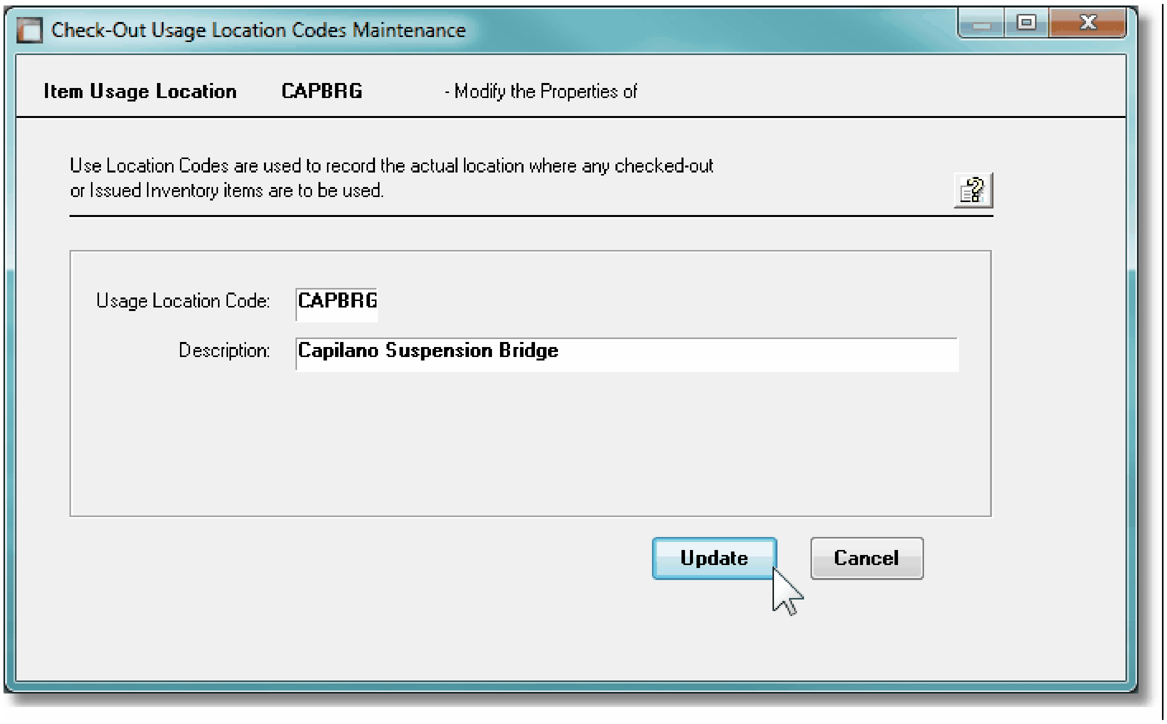
Edit an existing Item Usage Location Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

The report listing the Item Usage Location Codes on file, if archived, will be catalogued with a report name of **USAGLOCATION.LST**.

Item Usage Location Code - Properties Screen

The properties for each Item Usage Location Code are defined with the following screen:



Item Usage Location CAPBRG - Modify the Properties of

Use Location Codes are used to record the actual location where any checked-out or Issued Inventory items are to be used.

Usage Location Code: CAPBRG

Description: Capilano Suspension Bridge

Field Definitions

Item Usage Location Code	***X(6)***
This is the alphanumeric code assigned to the Item Usage Location Code. Enter this code when a Item Usage Location Code needs to be used within the Inventory Management system.	
Description	***X(60)***
Is a description of the Location. This is printed on most reports, and is displayed to most screens where the Item Usage Location Code is utilized.	

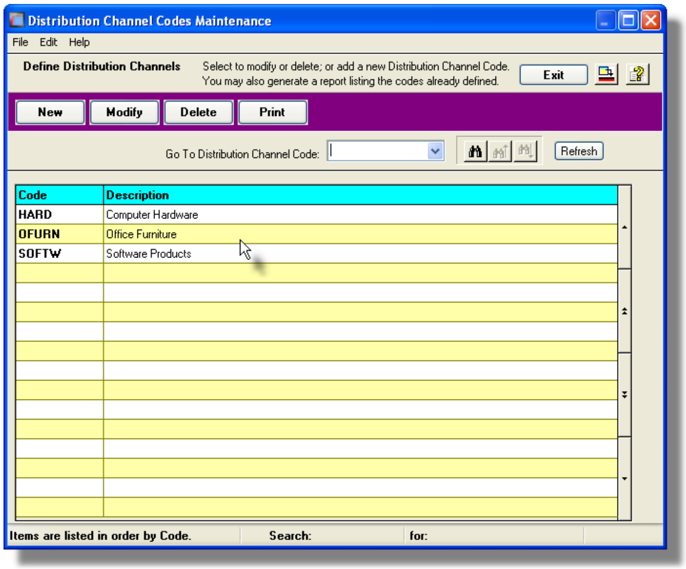
6.6.10 Distribution Channel Codes Maintenance

Distribution Channels are used to identify sets of inventory items that have similar properties with respect to the limits of quantity that can be ordered on Customers' orders.

The Distribution Channel Codes defined here are listed in the Series 5 Distribution Channel Code LOV Lookup 58 window.
The Distribution Channel Codes Maintenance function is accessed from the I/M Main menu, by select **Distribution Channel Codes...** from the **Codes Maintenance** drop-down menu.

Distribution Channel Codes Maintenance Grid

Inventory Distribution Channel Codes are maintained using a Series 5 grid processing screen.


Distribution Channel Codes Maintenance
File Edit Help
Define Distribution Channels
Exit
New
Modify
Delete
Print
Go To Distribution Channel Code:
Refresh
Items are listed in order by Code.
Search:
for:

Select to modify or delete; or add a new Distribution Channel Code. You may also generate a report listing the codes already defined.

Code	Description
HARD	Computer Hardware
OFURN	Office Furniture
SOFTW	Software Products

	"Fast Buttons"
New	Add a new Distributic Channel Code
Modify	Modify the Distributio Channel Code highlig the grid
Delete	Delete the Distributio Channel Code highlig the grid
Print	Generate a report list Distribution Channel already on file

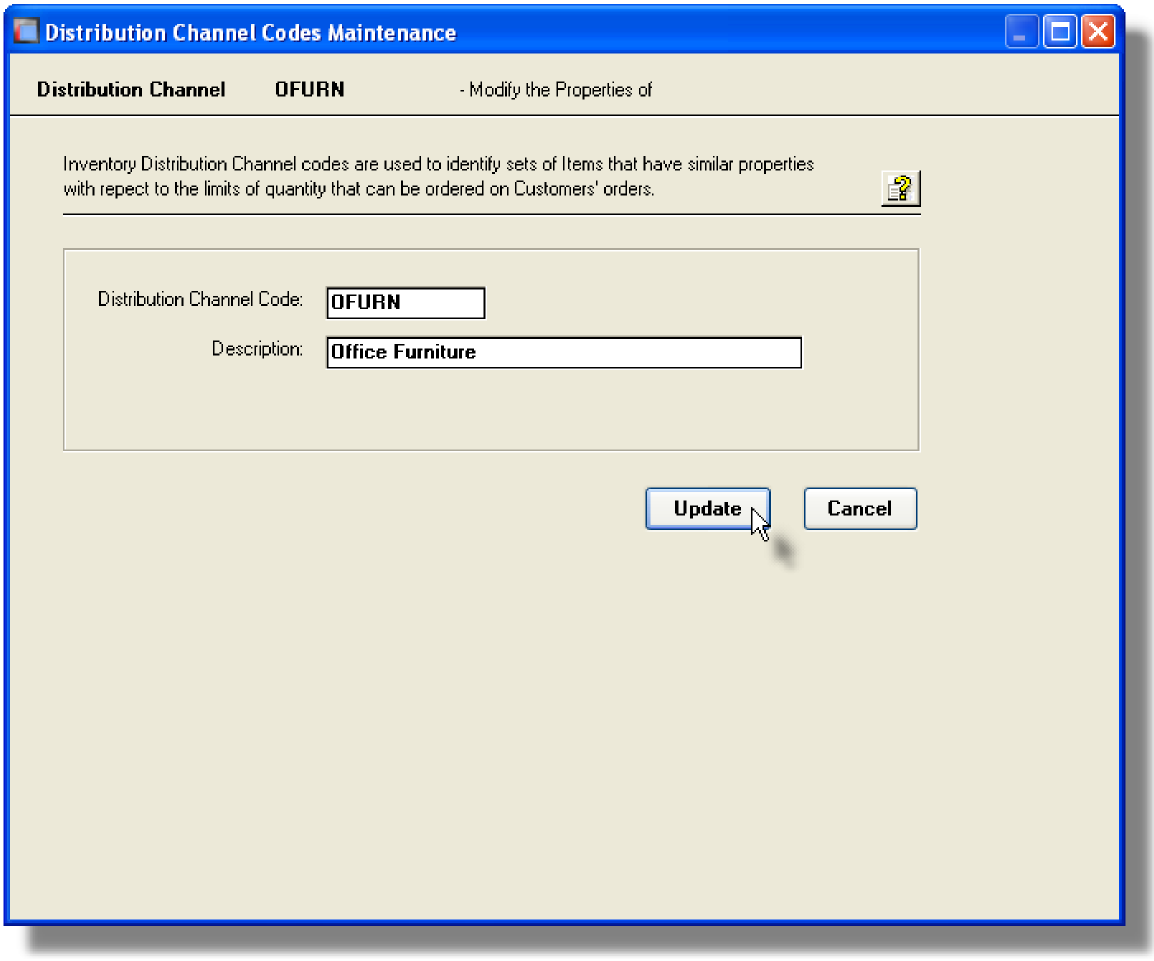
Edit an existing Distribution Channel Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

The report listing the Distribution Channel Codes on file, if archived, will be catalogued with a report name of **IMDSTCHANL.LST**.

Distribution Channel Code - Properties Screen

The properties for each Distribution Channel Code are defined with the following screen:



Distribution Channel OFURN - Modify the Properties of

Inventory Distribution Channel codes are used to identify sets of Items that have similar properties with repect to the limits of quantity that can be ordered on Customers' orders.

Distribution Channel Code: OFURN

Description: Office Furniture

Field Definitions

Distribution Channel Code	***X(10)***
This is the alphanumeric code assigned to the Distribution Channel. Enter this code when a Distribution Channel code needs to be used within the Inventory Management system.	
Description	***X(30)***
Is a description of the Distribution Channel. This is printed on most reports, and is displayed to most screens where the Distribution Channel Code is utilized.	

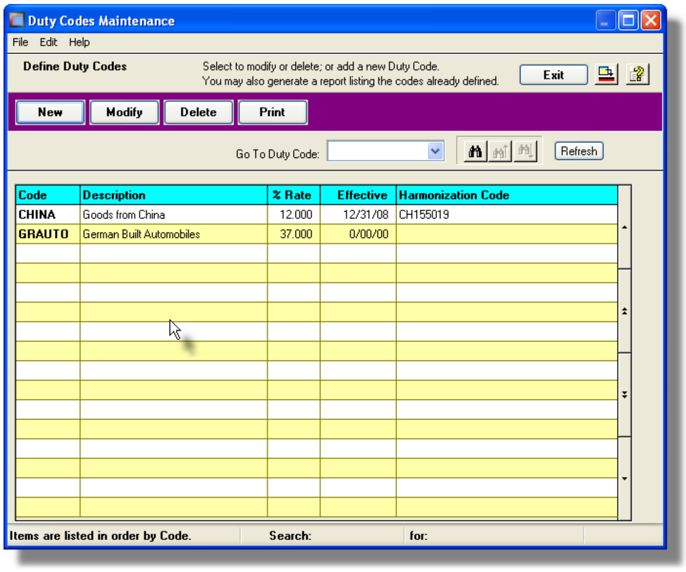
6.6.11 Duty Codes Maintenance

Duty Codes are used as one of the properties of Inventory Items. From the Series 5 Purchasing system, when an Inventory Item that has a Duty Code assigned is ordered or received, the associated rate is used to compute any Duty charges that will apply.

The Duty Codes defined here are listed in the Series 5 Duty Code LOV Lookup 58 window. The Duty Codes Maintenance function is accessed from the I/M Main menu, by select **Duty Codes...** from the **Codes Maintenance** drop-down menu.

Duty Codes Maintenance Grid

Inventory Duty Codes are maintained using a Series 5 grid processing screen.



Select to modify or delete; or add a new Duty Code.
You may also generate a report listing the codes already defined.

Code	Description	% Rate	Effective	Harmonization Code
CHINA	Goods from China	12.000	12/31/08	CH155019
GRAUTO	German Built Automobiles	37.000	0/00/00	

Items are listed in order by Code. Search: for:

"Fast Buttons"	
New	Add a new Duty Cod
Modify	Modify the Duty Code highlighted in the gric
Delete	Delete the Duty Code highlighted in the gric
Print	Generate a report list Duty Codes already

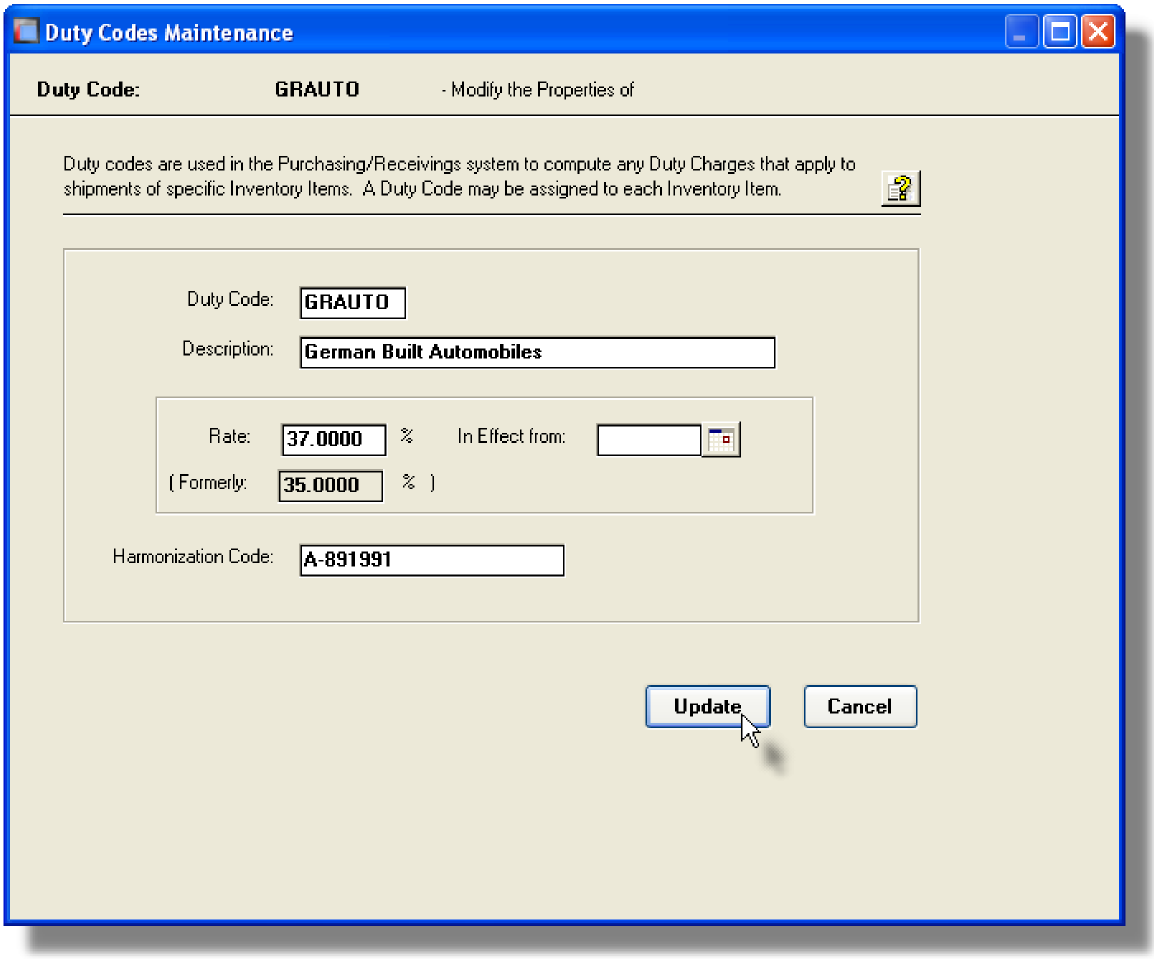
Edit an existing Duty Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

The report listing the Duty Codes on file, if archived, will be catalogued with a report name of **DUTYCODES.LST**.

Duty Code - Properties Screen

The properties for each Duty Code are defined with the following screen:



Duty Code: GRAUTO - Modify the Properties of

Duty codes are used in the Purchasing/Receivings system to compute any Duty Charges that apply to shipments of specific Inventory Items. A Duty Code may be assigned to each Inventory Item.

Duty Code: GRAUTO

Description: German Built Automobiles

Rate: 37.0000 % In Effect from:

(Formerly: 35.0000 %)

Harmonization Code: A-891991

Field Definitions

Duty Code	***X(10)***
This is the alphanumeric code assigned to the Duty Code. Enter this code when a Duty Code needs to be used within the Inventory Management system.	
Description	***X(30)***
Is a description of the Duty. This is printed on most reports, and is displayed to most screens where the Duty Code is utilized.	
Rate	***99.9999-***
Duty Codes are assigned to Inventory Items as one of their properties. In the Purchase Order Processing system, when inventory that has a Duty Code assigned is ordered or received, this is the rate that is used to compute duty charges.	

In Effect From Date	***(mmddyy)***
Duty will be computed using the defined Rate for Purchase Orders goods that are received, on or after this date. The Former Rate is used for goods received prior to this date.	
Harmonization Code	***X(14)***
This is the government assigned "Harmonization Code", for the Duty that is charged. This is for information purposes only.	

6.6.12 Cross Sell Codes Maintenance

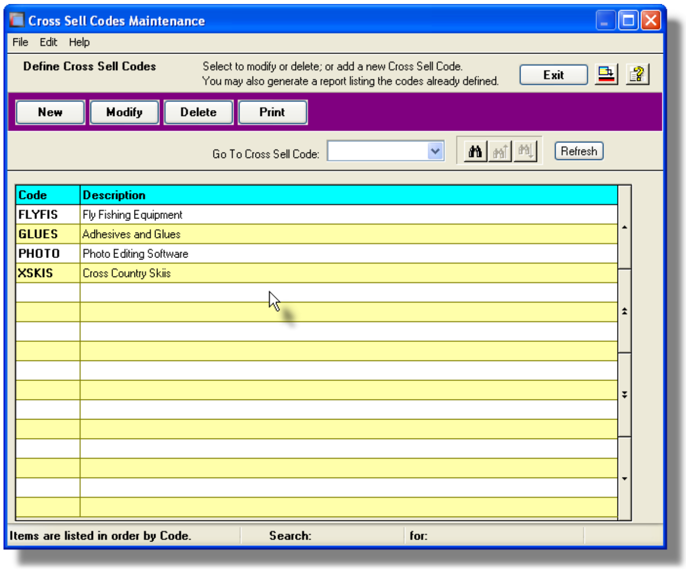
Cross Sell Codes are used as one of the properties of Inventory Items. It is meant to be used to group similar items that would be of interest for a customer to purchase. In other words, if a customer were to purchase an item that belonged to a Cross Sell set, then they might very well be interested in purchasing other items that had the same Cross Sell code assigned.

In the Series 5 Customer Order Processing system, when an Inventory Item that has a Cross Sell Code assigned is ordered, the operator is notified, and presented with a list of other items with the same Cross Sell Code. If they were taking phone orders, they might advise the customer accordingly, and attempt to sell them more goods.

The Cross Sell Codes defined here are listed in the Series 5 Cross Sell Code LOV Lookup 58 window.
The Cross Sell Codes Maintenance function is accessed from the I/M Main menu, by select **Item Cross Sell Codes...** from the **Codes Maintenance** drop-down menu.

Cross Sell Codes Maintenance Grid

Inventory Cross Sell Codes are maintained using a Series 5 grid processing screen.



Define Cross Sell Codes

Select to modify or delete; or add a new Cross Sell Code.
You may also generate a report listing the codes already defined.

Code	Description
FLYFIS	Fly Fishing Equipment
GLUES	Adhesives and Glues
PHOTO	Photo Editing Software
XSKIS	Cross Country Skiis

Items are listed in order by Code. Search: for:

"Fast Buttons"	
New	Add a new Cross Se
Modify	Modify the Cross Sel highlighted in the gric
Delete	Delete the Cross Sel highlighted in the gric
Print	Generate a report list Cross Sell Codes alr file

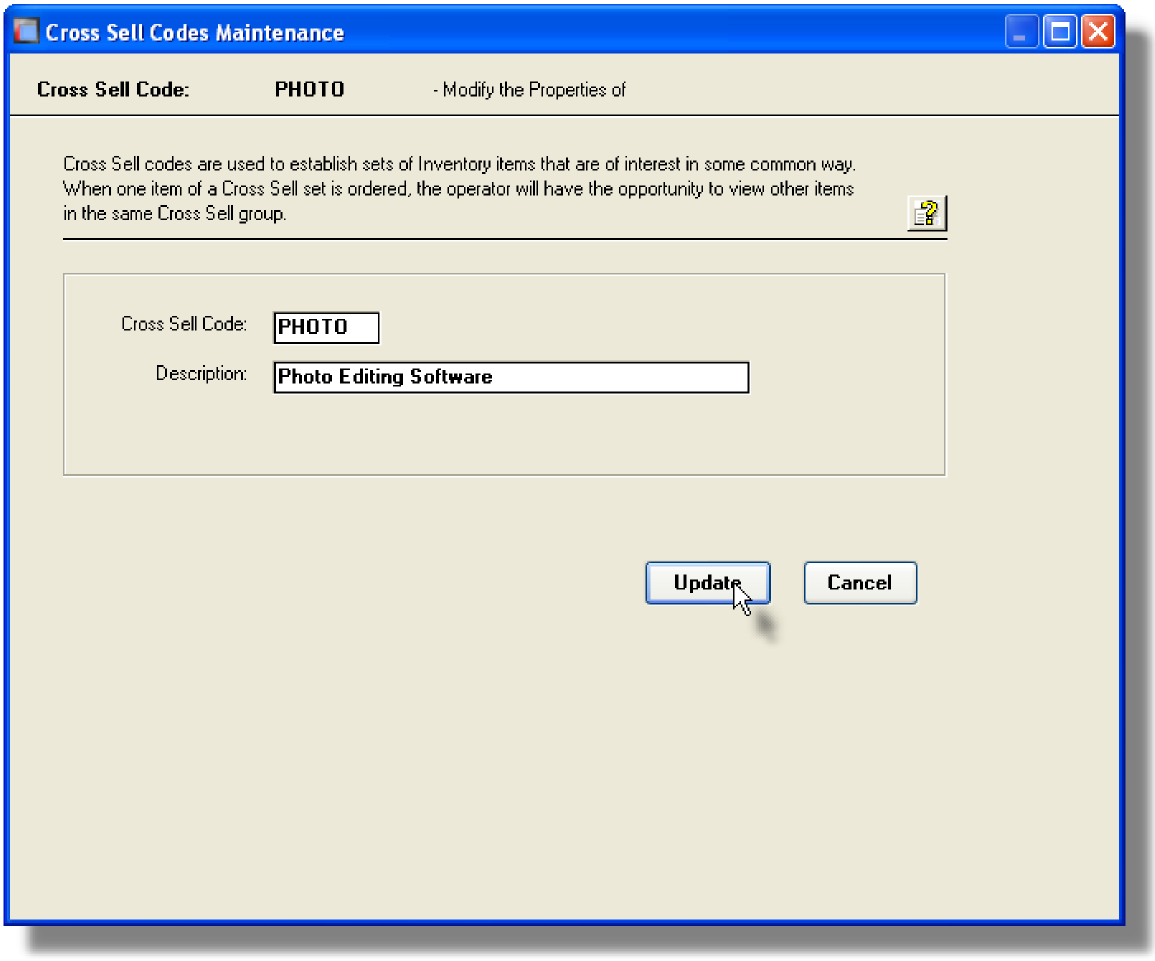
Edit an existing Cross Sell Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

The report listing the Cross Sell Codes on file, if archived, will be catalogued with a report name of **XSELLCODES.LST**.

Cross Sell Code - Properties Screen

The properties for each Cross Sell Code are defined with the following screen:



Cross Sell Code: PHOTO - Modify the Properties of

Cross Sell codes are used to establish sets of Inventory items that are of interest in some common way. When one item of a Cross Sell set is ordered, the operator will have the opportunity to view other items in the same Cross Sell group.

Cross Sell Code: PHOTO

Description: Photo Editing Software

Field Definitions

Cross Sell Code	***X(10)***
This is the alphanumeric code assigned to the Cross Sell Code. Enter this code when a Cross Sell Code needs to be used within the Inventory Management system.	
Description	***X(30)***
Is a description of the Cross Sell. This is printed on most reports, and is displayed to most screens where the Cross Sell Code is utilized.	

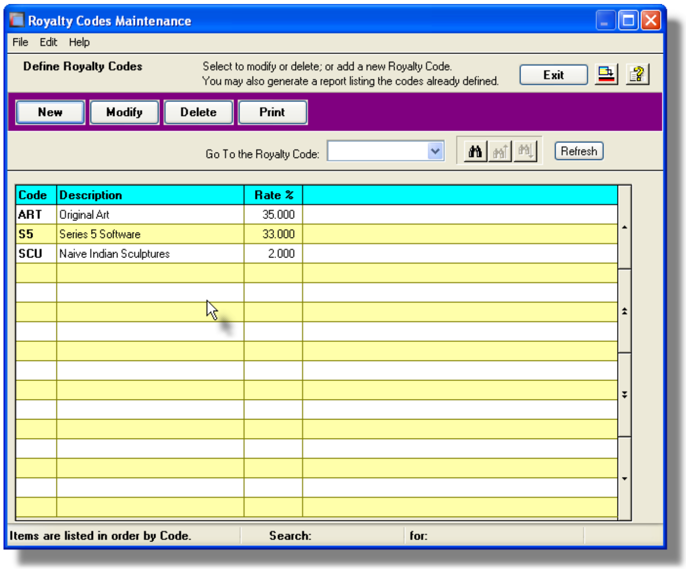
6.6.13 Royalty Codes Maintenance

Royalty Codes are used as one of the properties of Inventory Items. If when an Inventory item is sold from the Series 5 Customer Order Processing system, that has a Royalty Code, then it suggests that a royalty has to be paid out to a particular company or individual. The Sales Analysis by Royalty report will product totals of all applicable orders, and display the computed royalty amounts that are due to be paid out.

The Royalty Codes defined here are listed in the Series 5 Royalty Code LOV Lookup 58 window.
The Royalty Codes Maintenance function is accessed from the I/M Main menu, by select **Royalty Codes...** from the **Codes Maintenance** drop-down menu.

Royalty Codes Maintenance Grid

Inventory Royalty Codes are maintained using a Series 5 grid processing screen.



Define Royalty Codes

Select to modify or delete; or add a new Royalty Code.
You may also generate a report listing the codes already defined.

Code	Description	Rate %
ART	Original Art	35.000
S5	Series 5 Software	33.000
SCU	Naive Indian Sculptures	2.000

Items are listed in order by Code. Search: for:

"Fast Buttons"	
New	Add a new Royalty C
Modify	Modify the Royalty C highlighted in the gric
Delete	Delete the Royalty C highlighted in the gric
Print	Generate a report list Royalty Codes alreac

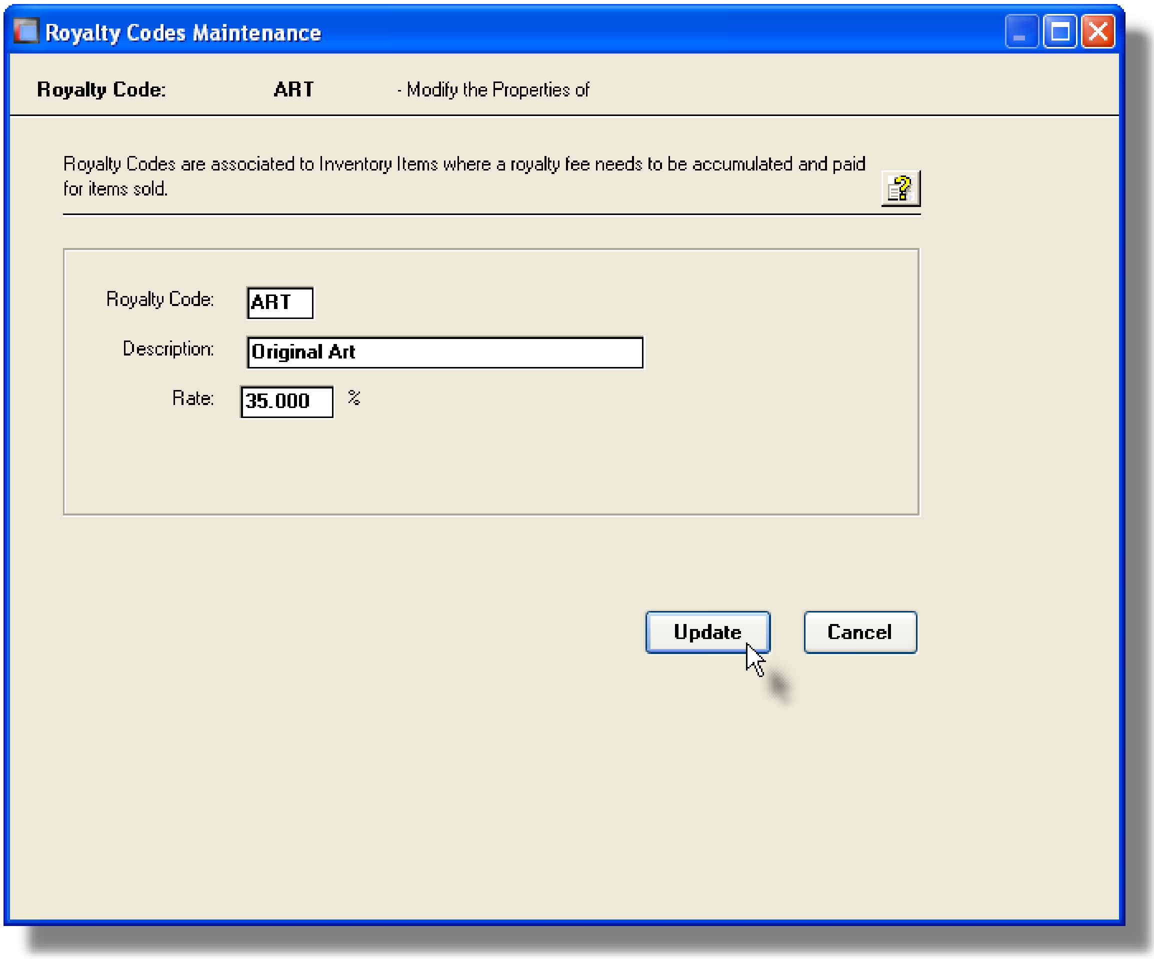
Edit an existing Royalty Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

The report listing the Royalty Codes on file, if archived, will be catalogued with a report name of **ROYALTYON.LST**.

Royalty Code - Properties Screen

The properties for each Royalty Code are defined with the following screen:



Royalty Code: ART - Modify the Properties of

Royalty Codes are associated to Inventory Items where a royalty fee needs to be accumulated and paid for items sold.

Royalty Code: ART

Description: Original Art

Rate: 35.000 %

Field Definitions

Royalty Code	***X(10)***
This is the alphanumeric code assigned to the Royalty Code. Enter this code when a Royalty Code needs to be used within the Inventory Management system.	
Description	***X(30)***
Is a description of the Royalty. This is printed on most reports, and is displayed to most screens where the Royalty Code is utilized.	
Rate	***99.9999-***
Royalty Codes are assigned to Inventory Items as one of their properties. In the Customer Order Processing system, the Sales Analysis by Royalty report will compute any royalty amounts due based on the rate specified.	

6.6.14 Location Codes Maintenance

The Series 5 Inventory Management and Customer Order Processing systems provides for the capability to maintain inventory at multiple warehouse locations. The Location Codes is used to identify each of these locations. Locations could be established for different cities, different warehouses, or even just different stocking locations within a given warehouse.

The use of the Location Code is used throughout the Series 5 systems as filters, as grouping and sorting keys, for defining special rates and for maintaining levels of inventory quantities. Goods are received to a Location using the Purchasing system, and customer orders are shipped from Locations using the Customer Order Processing system. When new inventory is defined to the I/M system, there are properties that must be established for each Location where they will be stored.

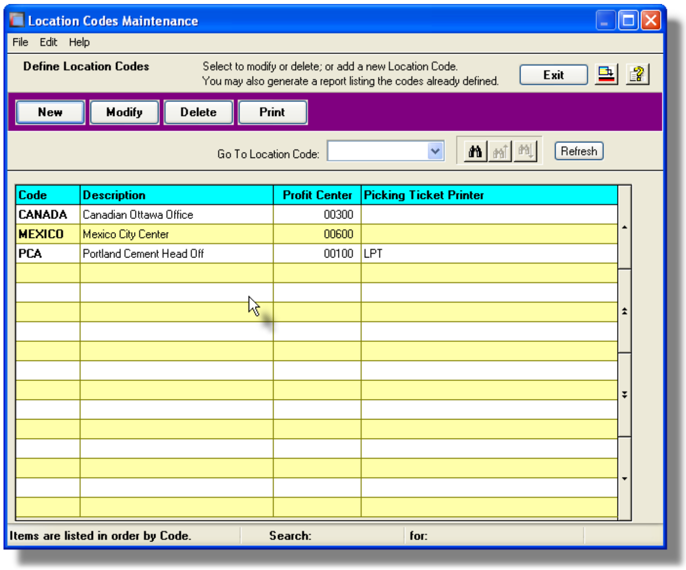
Warehouse Locations

Even if you only have a single warehouse location, it must be defined with a Location Code. One of the properties associated to the I/M Control Preferences is whether or not a single Locations is used or not. This must be set as required. Another property is that defining the Default Location. This should have the Location Code associated to the primary warehouse assigned to it.

The Location Codes defined here are listed in the Series 5 Location Code LOV Lookup 58 window.
The Location Codes Maintenance function is accessed from the I/M Main menu, by select **Location Codes...** from the **Codes Maintenance** drop-down menu.

Location Codes Maintenance Grid

Inventory Location Codes are maintained using a Series 5 grid processing screen.



Define Location Codes

Select to modify or delete; or add a new Location Code.
You may also generate a report listing the codes already defined.

Go To Location Code:

Code	Description	Profit Center	Picking Ticket Printer
CANADA	Canadian Ottawa Office	00300	
MEXICO	Mexico City Center	00600	
PCA	Portland Cement Head Off	00100	LPT

Items are listed in order by Code. Search: for:

	"Fast Buttons"
New	Add a new Location
Modify	Modify the Location highlighted in the gri
Delete	Delete the Location highlighted in the gri
Print	Generate a report lis Location Codes alre

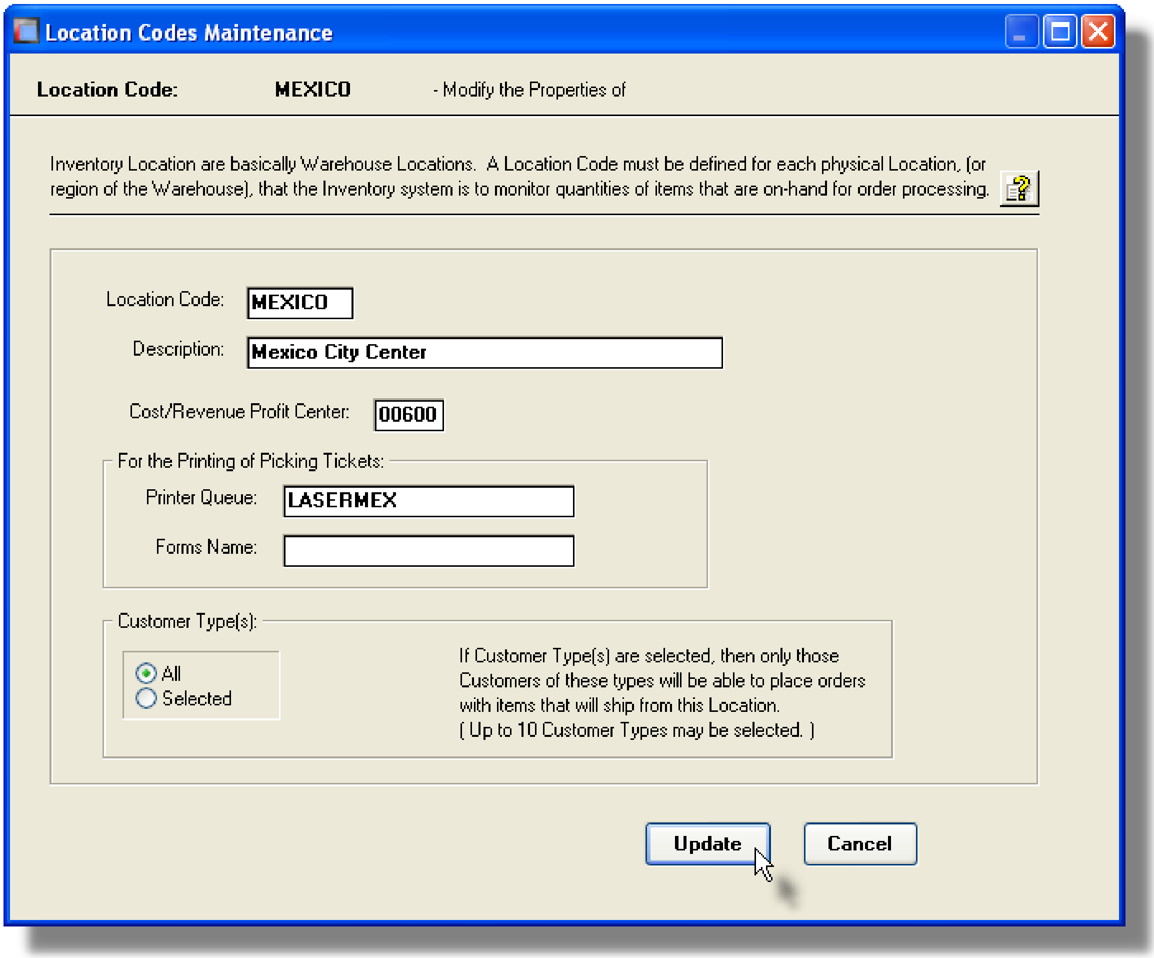
Edit an existing Location Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

The report listing the Location Codes on file, if archived, will be catalogued with a report name of **LOCATIONS.LST**.

Location Code - Properties Screen

The properties for each Location Code are defined with the following screen:



Location Code: MEXICO - Modify the Properties of

Inventory Location are basically Warehouse Locations. A Location Code must be defined for each physical Location, (or region of the Warehouse), that the Inventory system is to monitor quantities of items that are on-hand for order processing.

Location Code: MEXICO

Description: Mexico City Center

Cost/Revenue Profit Center: 00600

For the Printing of Picking Tickets:

Printer Queue: LASERMEX

Forms Name:

Customer Type(s):

● All

○ Selected

If Customer Type(s) are selected, then only those Customers of these types will be able to place orders with items that will ship from this Location. (Up to 10 Customer Types may be selected.)

Field Definitions

Location Code	***X(10)***

This is the alphanumeric code assigned to the Location Code. Enter this code when a Location Code needs to be used within the Series 5 systems.	
Description	***X(30)***
Is a description of the Location. This is printed on most reports, and is displayed to most screens where the Location Code is utilized.	
Cost/Revenue Profit Center	***9(5)***
When G/L Distributions are generated from within the Order Processing or Inventory Management systems, the G/L Account assigned may be derived from a number of different sources. One of the properties found in the I/M Control Preferences, is used to define how the Profit Center is assigned. If that field is set to designate the Profit Center be assigned from the Location, then this field needs to be set to the desired Profit Center number.	
Picking Ticket – Printer Queue	***X(20)***
The Customer Order Processing system can handle orders that are picked from multiple warehouse locations. Picking Tickets are printed for each of the different locations. You might have a different printed set up in each warehouse. If Pick Tickets are to be printed directly to each warehouse location, enter the Series 5 Printer Queue associated to that printer.	
Picking Ticket – Forms Name	***X(25)***
This field is no longer being used. It is present only to be compatible with earlier versions of the Inventory system.	
Customer Type(s)	***radio-buttons***
When orders are entered in the Series 5 Customer Order Processing system, they are assigned a Location Code. The items ordered are shipped from the associated warehouse location. Should the need arise to restrict all goods shipped from a given Location to a particular set of customers, these fields are used to do so. Set the ***Selected*** radio-button, and a window will be displayed, from which Customer Type codes may be selected. Only customers that have been assigned any of the selected Customer Types, as one of their properties, will be allowed to have orders filled from this location.	

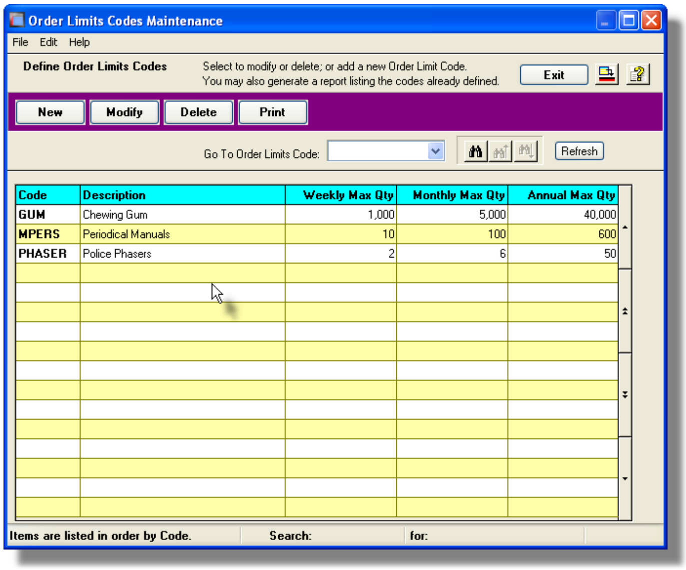
6.6.15 Order Limit Codes Maintenance

Order Limit Codes are planned to be used as one of the properties of Inventory Items. The intent is to be able to restrict customers from purchasing too many of any particular items. The Series 5 Customer Order Processing system, when make sure that for the given periods of time, no more that the specified number of items could be purchased by any given Customer. This feature has not yet been implemented and is reserved for a future enhancement when demand requires it be adopted.

The Order Limit Codes defined here are listed in the Series 5 Order Limit Code LOV Lookup 58 window.
The Order Limit Codes Maintenance function is accessed from the I/M Main menu, by select **Order Limit Codes...** from the **Codes Maintenance** drop-down menu.

Order Limit Codes Maintenance Grid

Inventory Order Limit Codes are maintained using a Series 5 grid processing screen.



Define Order Limits Codes

Select to modify or delete; or add a new Order Limit Code.
You may also generate a report listing the codes already defined.

Go To Order Limits Code:

Code	Description	Weekly Max Qty	Monthly Max Qty	Annual Max Qty
GUM	Chewing Gum	1,000	5,000	40,000
MPERS	Periodical Manuals	10	100	600
PHASER	Police Phasers	2	6	50

Items are listed in order by Code. Search: for:

"Fast Buttons"	
New	Add a new Order Lim
Modify	Modify the Order Lim highlighted in the gric
Delete	Delete the Order Lim highlighted in the gric
Print	Generate a report list Order Limit Codes al file

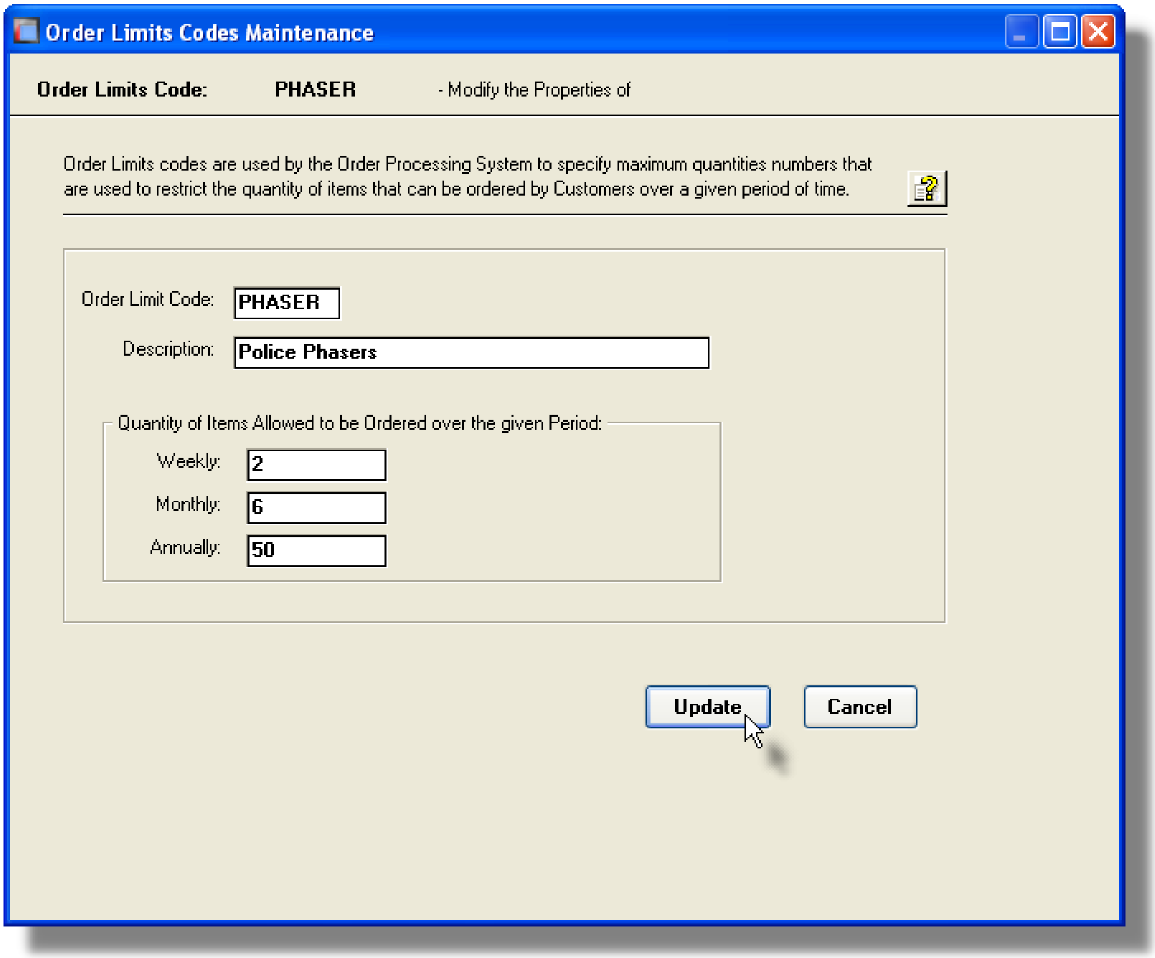
Edit an existing Order Limit Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

The report listing the Order Limit Codes on file, if archived, will be catalogued with a report name of **ORDERLIMIT.LST**.

Order Limit Code - Properties Screen

The properties for each Order Limit Code are defined with the following screen:



Order Limits Code: **PHASER** - Modify the Properties of

Order Limits codes are used by the Order Processing System to specify maximum quantities numbers that are used to restrict the quantity of items that can be ordered by Customers over a given period of time.

Order Limit Code: PHASER

Description: Police Phasers

Quantity of Items Allowed to be Ordered over the given Period:

Weekly: 2

Monthly: 6

Annually: 50

Field Definitions

Order Limit Code	***X(10)***
This is the alphanumeric code assigned to the Order Limit Code. Enter this code when a Order Limit Code needs to be used within the Inventory Management system.	
Description	***X(30)***
Is a description of the Order Limit. This is printed on most reports, and is displayed to most screens where the Order Limit Code is utilized.	
Quantity Allowed	***999,999,999***
For each of the given periods of time, enter the maximum number of items that can be ordered by a single Customer.	

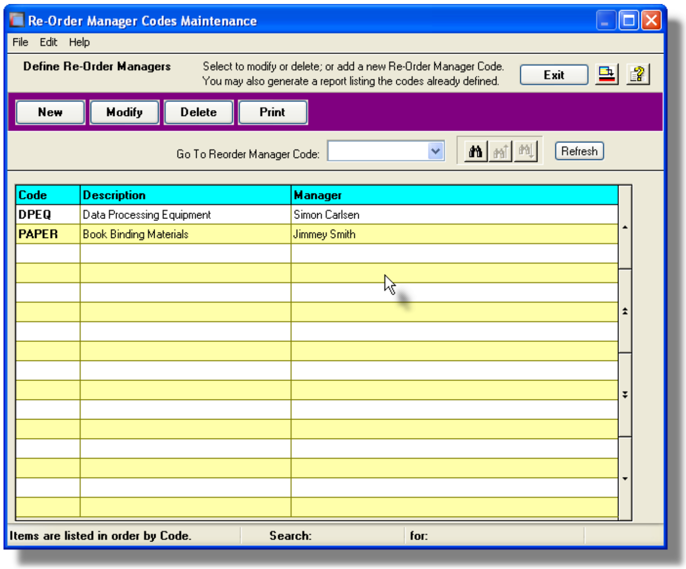
6.6.16 Re-Order Manager Codes Maintenance

Re-Order Manager Codes are planned to be used as one of the properties of Inventory Items. The intent is to be able to assign a specific individual who is responsible for managing the Purchasing of specific groups of inventory. The Series 5 Purchasing system would use this code when generating the Purchasing Advice Report. This feature has not yet been implemented and is reserved for a future enhancement when demand requires it be adopted.

The Re-Order Manager Codes defined here are listed in the Series 5 Re-Order Manager Code LOV Lookup 58 window.
The Re-Order Manager Codes Maintenance function is accessed from the I/M Main menu, by select **Re-Order Manager Codes...** from the **Codes Maintenance** drop-down menu.

Re-Order Manager Codes Maintenance Grid

Inventory Re-Order Manager Codes are maintained using a Series 5 grid processing screen.



Define Re-Order Managers

Select to modify or delete; or add a new Re-Order Manager Code.
You may also generate a report listing the codes already defined.

Go To Reorder Manager Code:

Code	Description	Manager
DPEQ	Data Processing Equipment	Simon Carlsen
PAPER	Book Binding Materials	Jimmey Smith

Items are listed in order by Code. Search: for:

	"Fast Buttons"
New	Add a new Re-Order Code
Modify	Modify the Re-Order Code highlighted in tl
Delete	Delete the Re-Order Code highlighted in tl
Print	Generate a report lis Re-Order Manager C already on file

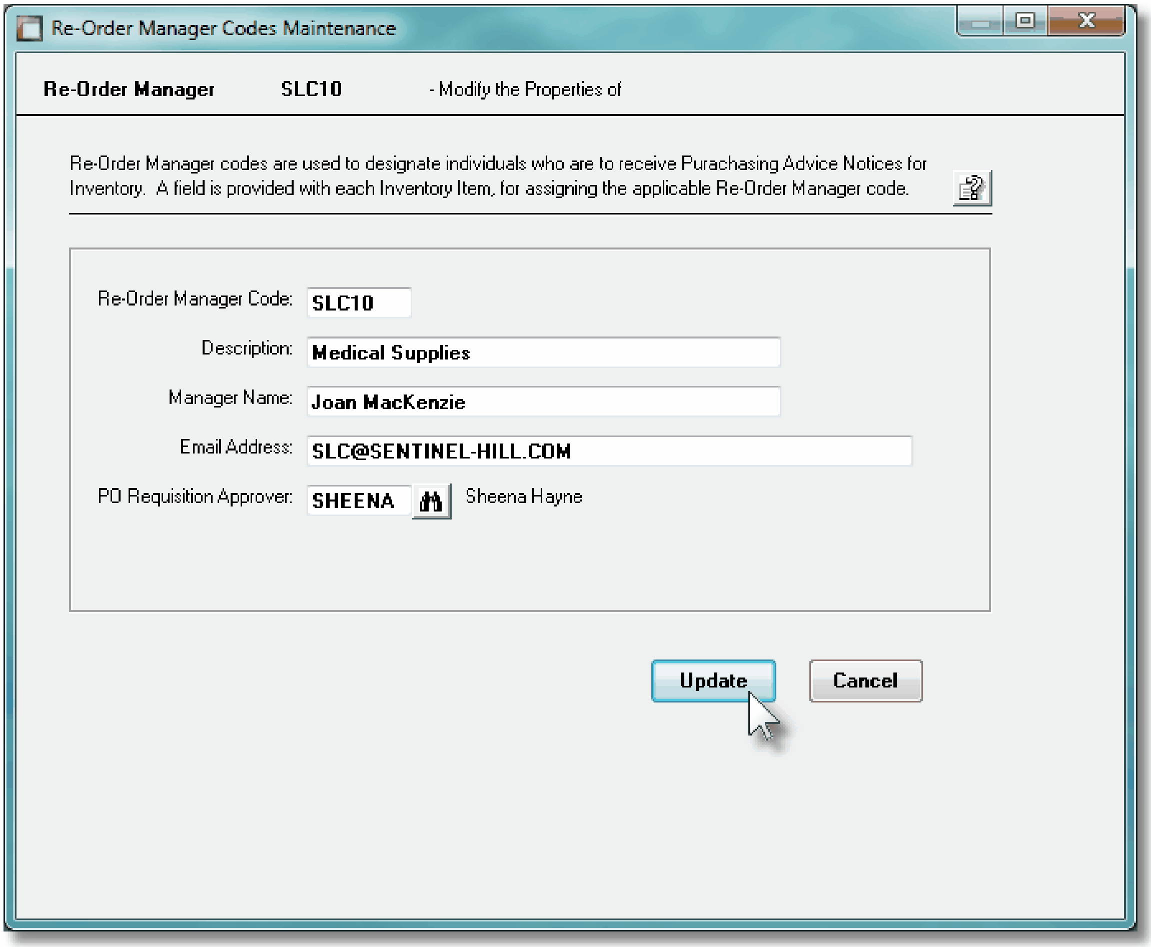
Edit an existing Re-Order Manager Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

The report listing the Re-Order Manager Codes on file, if archived, will be catalogued with a report name of **REORDERMGR.LST**.

Re-Order Manager Code - Properties Screen

The properties for each Re-Order Manager Code are defined with the following screen:



Re-Order Manager SLC10 - Modify the Properties of

Re-Order Manager codes are used to designate individuals who are to receive Purachasing Advice Notices for Inventory. A field is provided with each Inventory Item, for assigning the applicable Re-Order Manager code.

Re-Order Manager Code: SLC10
Description: Medical Supplies
Manager Name: Joan MacKenzie
Email Address: SLC@SENTINEL-HILL.COM
PO Requisition Approver: SHEENA Sheena Hayne

Field Definitions

Re-Order Manager Code	***X(10)***
This is the alphanumeric code assigned to the Re-Order Manager Code. Enter this code when a Re-Order Manager Code needs to be used within any of the Series 5 systems.	
Description	***X(30)***
Is a description of the Re-Order Manager. This is printed on most reports, and is displayed to most screens where the Re-Order Manager Code is utilized.	
Manager's Name	***X(30)***
Is the name of the individual assigned as the manager.	

Manager's Email Address	*X(40)*
Is the manager's email address. In the event an application might be developed that will email reports to the manager, their email address is recorded.	
PO Requisition Approver Code	*X(6)*
When Requisitions are created from the Series 5 Inventory Management System' Purchasing Advice Processing system, a Requisition User is assigned as the Approver. For those Requisitions created for a given Reorder Manager, the Requisition User defined here will be assigned as the default Approver for the created Requisition.	

6.6.17 Text Codes Maintenance

Pre-defined Comments may be defined for use in the Inventory Management and Customer Order Processing systems. Comment Codes with free flowing text of 30 character lines for a total of up to 1000 characters, may be created.

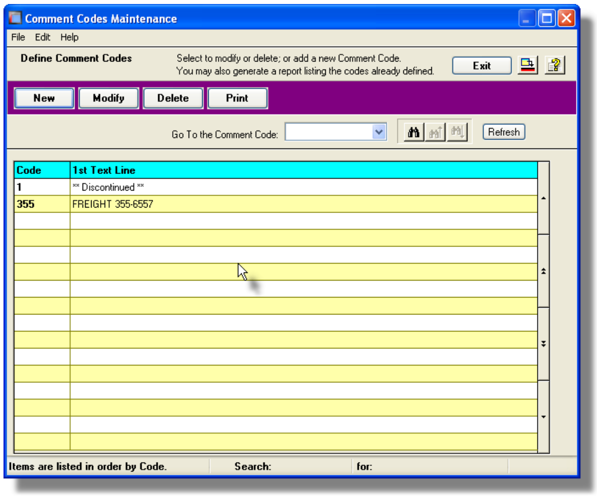
Text Codes may be assigned to Inventory Items to provide extended descriptions. They are displayed or printed as follows:

- On Picking Tickets to provided extended descriptions.
- To Invoices to provided additional descriptions.

The Comment Codes defined here are listed in the Series 5 Comment Code LOV Lookup 58 window.
The Comment Codes Maintenance function is accessed from the I/M Main menu, by selecting **Text Comments...** from the **Codes Maintenance** drop-down menu.

Comment Codes Grid

Comment Codes are maintained using a Series 5 grid processing screen.



Define Comment Codes

Select to modify or delete; or add a new Comment Code.
You may also generate a report listing the codes already defined.

Go To the Comment Code:

Code	1st Text Line
1	** Discontinued **
355	FREIGHT 355-6557

Items are listed in order by Code. Search: for:

"Fast Buttons"	
New	Add a new Comment
Modify	Modify the Comment highlighted in the grid
Delete	Delete the Comment highlighted in the grid
Print	Generate a report listing the Comment Codes on file

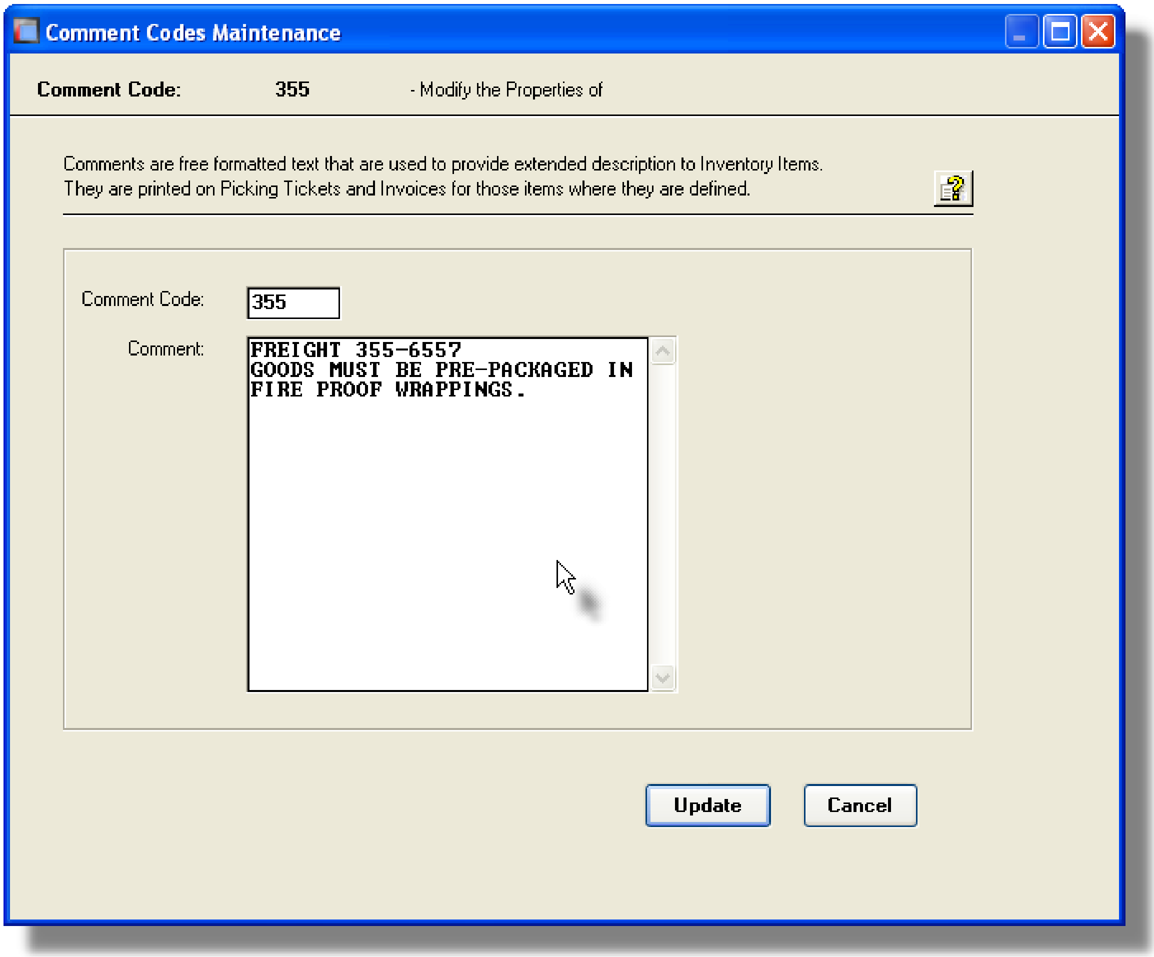
Edit an existing Comment by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

The report listing the Location Codes on file, if archived, will be catalogued with a report name of **IMCOMMENTS.LST**.

Comment Code - Properties

The properties for each Comment are defined with the following screen:



Comment Code: 355 - Modify the Properties of

Comments are free formatted text that are used to provide extended description to Inventory Items.
They are printed on Picking Tickets and Invoices for those items where they are defined.

Comment Code: 355

Comment:

```
FREIGHT 355-6557
GOODS MUST BE PRE-PACKAGED IN
FIRE PROOF WRAPPINGS.
```

Field Definitions

Comment Code	***X(6)***
This is the code used to identify this Comment.	
Comment	***X(1000)***
Enter the text of the comment. Lines of text will automatically wrap at the right edge of the field. You may press the Enter key to force a new line. Each line can contain up to 30 characters. The entire comment may only contain up to 1,000 characters of text.	

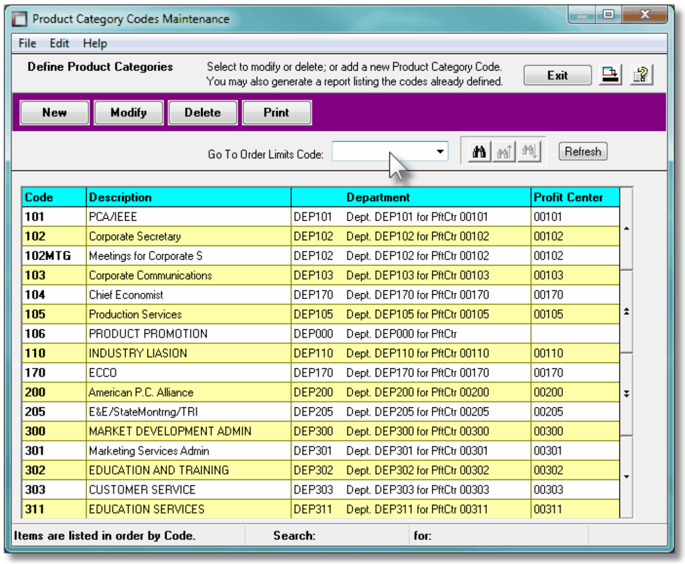
6.6.18 Product Category Codes Maintenance

All Inventory Items must be assigned to a Product Category. The Product Category Code is used throughout the Series 5 systems as filters, as grouping and sorting keys, for defining special rates and in particular, to define the G/L accounts to be used for Cost and Revenue distributions that might be generated.

The Product Category Codes defined here are listed in the Series 5 Product Category Code LOV Lookup 58 window.
The Product Category Codes Maintenance function is accessed from the I/M Main menu, by select **Product Category Codes...** from the **Codes Maintenance** drop-down menu.

Product Category Codes Maintenance Grid

Product Category Codes are maintained using a Series 5 grid processing screen.



Define Product Categories

Select to modify or delete; or add a new Product Category Code.
You may also generate a report listing the codes already defined.

Go To Order Limits Code:

Code	Description	Department	Profit Center
101	PCA/IEEE	DEP101 Dept. DEP101 for PftCtr 00101	00101
102	Corporate Secretary	DEP102 Dept. DEP102 for PftCtr 00102	00102
102MTG	Meetings for Corporate S	DEP102 Dept. DEP102 for PftCtr 00102	00102
103	Corporate Communications	DEP103 Dept. DEP103 for PftCtr 00103	00103
104	Chief Economist	DEP170 Dept. DEP170 for PftCtr 00170	00170
105	Production Services	DEP105 Dept. DEP105 for PftCtr 00105	00105
106	PRODUCT PROMOTION	DEP000 Dept. DEP000 for PftCtr	
110	INDUSTRY LIASION	DEP110 Dept. DEP110 for PftCtr 00110	00110
170	ECCO	DEP170 Dept. DEP170 for PftCtr 00170	00170
200	American P.C. Alliance	DEP200 Dept. DEP200 for PftCtr 00200	00200
205	E&E/StateMontrng/TRI	DEP205 Dept. DEP205 for PftCtr 00205	00205
300	MARKET DEVELOPMENT ADMIN	DEP300 Dept. DEP300 for PftCtr 00300	00300
301	Marketing Services Admin	DEP301 Dept. DEP301 for PftCtr 00301	00301
302	EDUCATION AND TRAINING	DEP302 Dept. DEP302 for PftCtr 00302	00302
303	CUSTOMER SERVICE	DEP303 Dept. DEP303 for PftCtr 00303	00303
311	EDUCATION SERVICES	DEP311 Dept. DEP311 for PftCtr 00311	00311

Items are listed in order by Code. Search: for:

	"Fast Buttons"
New	Add a new Product C Code
Modify	Modify the Product C Code highlighted in tl
Delete	Delete the Product C Code highlighted in tl
Print	Generate a report list Product Category Cc already on file

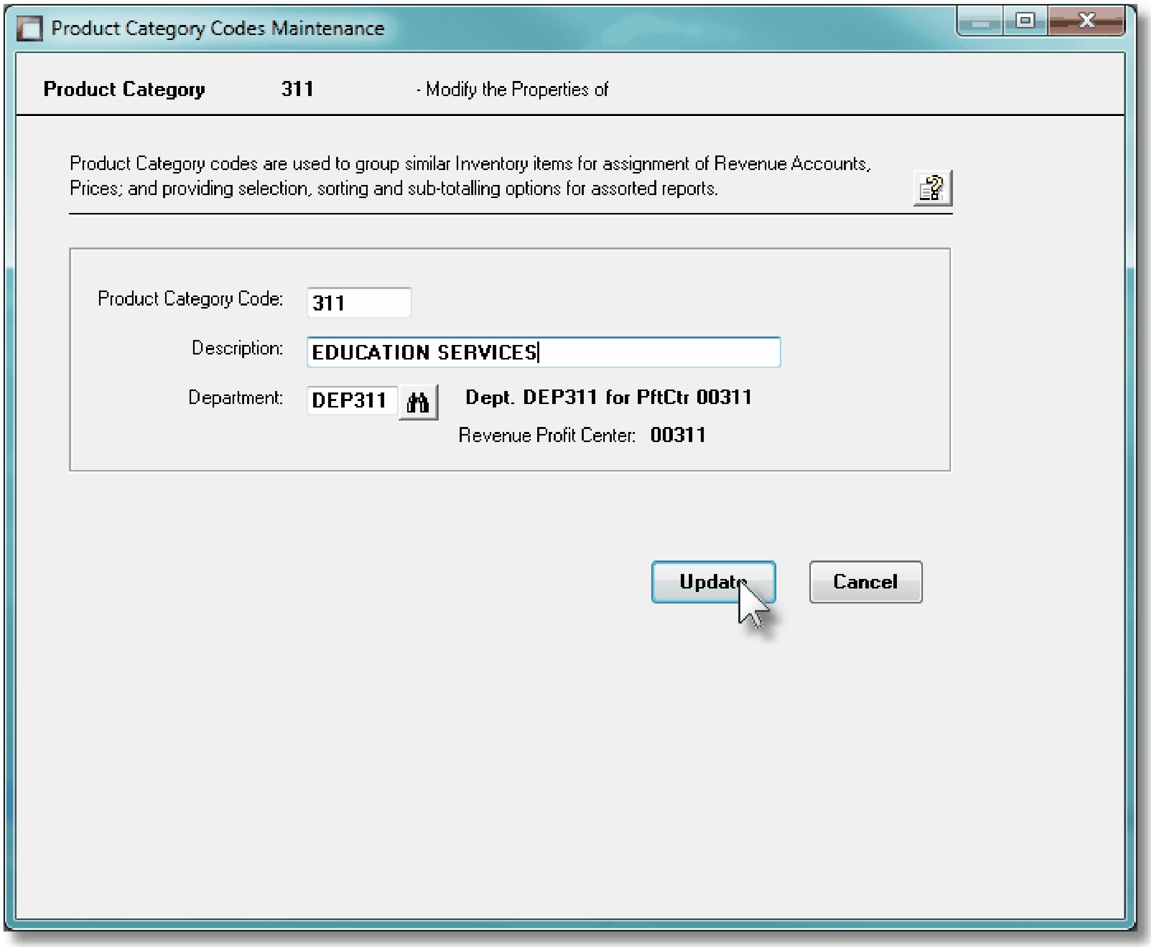
Edit an existing Product Category Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

The report listing the Product Category Codes on file, if archived, will be catalogued with a report name of **PRODCATGRY.LST**.

Product Category Code - Properties Screen

The properties for each Product Category Code are defined with the following screen:



Product Category 311 - Modify the Properties of

Product Category codes are used to group similar Inventory items for assignment of Revenue Accounts, Prices; and providing selection, sorting and sub-totalling options for assorted reports.

Product Category Code: 311

Description: EDUCATION SERVICES

Department: DEP311 Dept. DEP311 for PftCtr 00311

Revenue Profit Center: 00311

Field Definitions

Product Category Code	*X(10)*
This is the alphanumeric code assigned to the Product Category Code. Enter this code when a Product Category Code needs to be used within the Series 5 systems.	
Description	*X(30)*
Is a description of the Product Category. This is printed on most reports, and is displayed to most screens where the Product Category Code is utilized.	
Department	*X(6)*
Product Categories must be assigned to a Department. Associated to each Department is a Profit Center. When G/L Distributions are generated from within the Order Processing or Inventory Management systems, the G/L Account assigned may be derived from a number of different sources.	

One of the properties found in the I/M Control Preferences, is used to define how the Profit Center is assigned. If that field is set to designate the Profit Center be assigned from the Product Category, then this field needs to be set to the Department Code that has assigned to it, the desired Profit Center number.

6.6.19 Product Category Accounts Maintenance

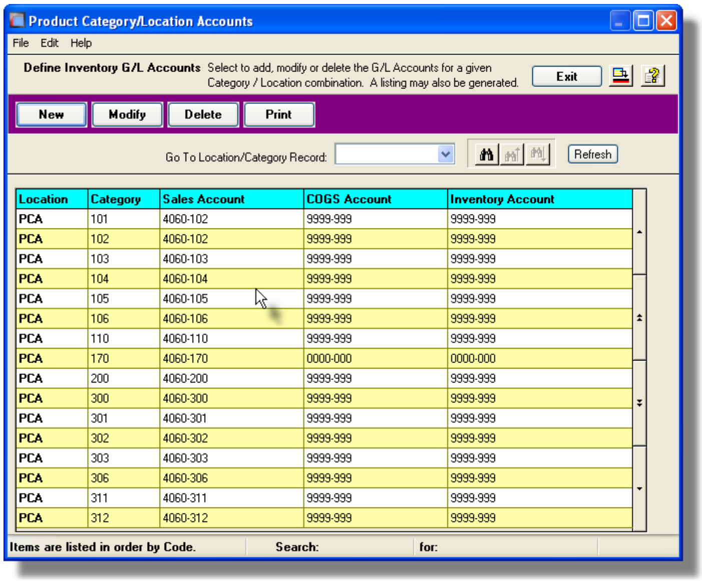
When the Series 5 Inventory Management system is used in conjunction with the the Customer Order Processing system, if the intent is to have the system generate Cost-of-Goods account distributions and Revenue distributions when invoices are posted, then you must define these records. Neither the Item Master nor the Item Location records provide fields for defining these accounts. Revenue and/or COG distributions can only be defined for inventory associated to a Product Category. All Inventory Items must be assigned to a Product Category.

Note that different sets of accounts, may however, be defined for each warehouse location.

The Product Category Accounts Maintenance function is accessed from the I/M Main menu, by select **Product Category Accounts...** from the **Codes Maintenance** drop-down menu.

Product Category Accounts Maintenance Grid

Product Category Accounts are maintained using a Series 5 grid processing screen.



Define Inventory G/L Accounts Select to add, modify or delete the G/L Accounts for a given Category / Location combination. A listing may also be generated.

Go To Location/Category Record:

Location	Category	Sales Account	COGS Account	Inventory Account
PCA	101	4060-102	9999-999	9999-999
PCA	102	4060-102	9999-999	9999-999
PCA	103	4060-103	9999-999	9999-999
PCA	104	4060-104	9999-999	9999-999
PCA	105	4060-105	9999-999	9999-999
PCA	106	4060-106	9999-999	9999-999
PCA	110	4060-110	9999-999	9999-999
PCA	170	4060-170	0000-000	0000-000
PCA	200	4060-200	9999-999	9999-999
PCA	300	4060-300	9999-999	9999-999
PCA	301	4060-301	9999-999	9999-999
PCA	302	4060-302	9999-999	9999-999
PCA	303	4060-303	9999-999	9999-999
PCA	306	4060-306	9999-999	9999-999
PCA	311	4060-311	9999-999	9999-999
PCA	312	4060-312	9999-999	9999-999

Items are listed in order by Code. Search: for:

"Fast Buttons"	
New	Add a new Product Category Account properties
Modify	Modify the Product Category Account properties highlighte the grid
Delete	Delete the Product Category properties highlighted in the gri
Print	Generate a report lis the Product Categor Accounts already on

Edit an existing Product Category Account properties by double-clicking it's associated row.

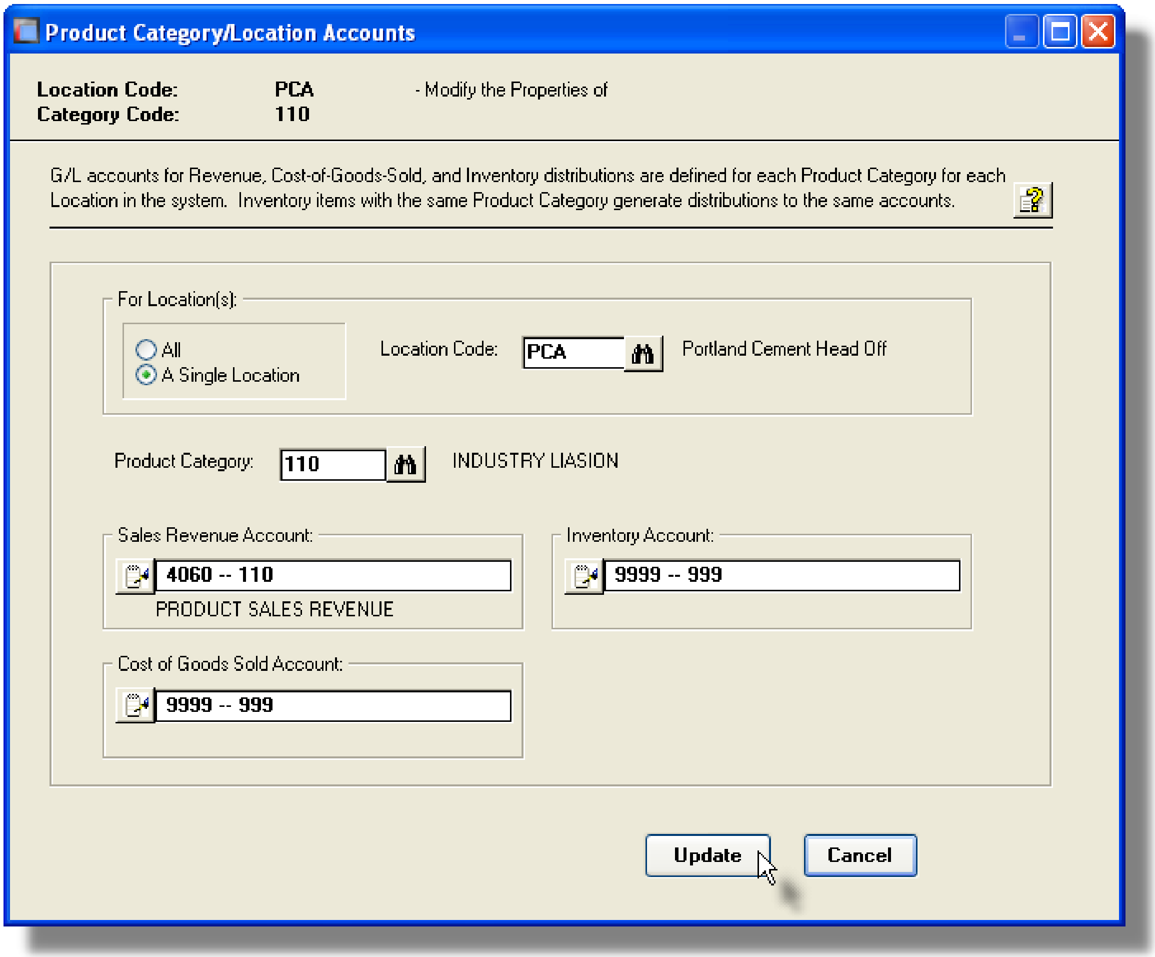
Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

The report listing the Product Category Accounts on file, if archived, will be catalogued with a report name of **CATLOCACCT.LST**.

Product Category Accounts - Properties Screen

The properties for each Product Category Account are defined with the following screen:



Product Category/Location Accounts

Location Code: PCA - Modify the Properties of
Category Code: 110

G/L accounts for Revenue, Cost-of-Goods-Sold, and Inventory distributions are defined for each Product Category for each Location in the system. Inventory items with the same Product Category generate distributions to the same accounts.

For Location(s):
○ All
● A Single Location
Location Code: PCA Portland Cement Head Off

Product Category: 110 INDUSTRY LIASION

Sales Revenue Account: 4060 -- 110 PRODUCT SALES REVENUE

Inventory Account: 9999 -- 999

Cost of Goods Sold Account: 9999 -- 999

Field Definitions

For Location(s)	***radio-buttons and X(6)***
If the distributions for items associated to the given Product Category are applicable only	

to a specific warehouse location, then click the applicable radio-button. The default will be for All Locations. If a specific Location is applicable, then enter that Location Code.	
Product Category	***X(6)***
Enter the Product Category Code for which the G/L Accounts are to be defined for.	
Sales Revenue Account	***9(18) - 9(5)***
Within the Order Processing system, when G/L Revenue accounts are assigned to specific ordered Inventory Items that belong to the designated Product Category, this is the G/L account that will be used.	
Cost of Goods Sold Account	***9(18) - 9(5)***
Within the Order Processing system, when Inventory Items that belong to the designated Product Category are sold, this is the G/L account that will be assigned to record the cost.	
Inventory Account	***9(18) - 9(5)***
When Inventory Items that belong to the designated Product Category are received by the Item Receipts and Transfers 178 operation, this is the G/L account that is used to record the value of goods as distributions that end up in the General Ledger system. This account is also used when a Purchase Order is entered with Inventory Items that belong to the designated Product Category.	

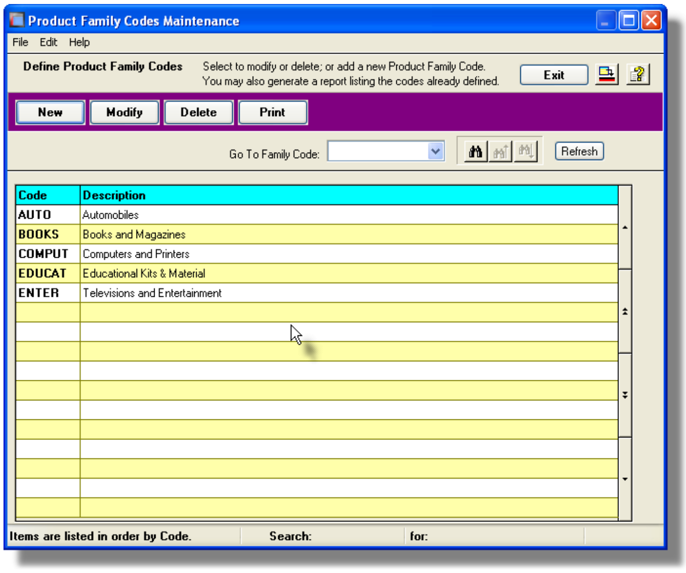
6.6.20 Product Family Maintenance

The Product Family is used to categorize Inventory Items. It is one of the properties associated to each item. The Product Family Code is used as a filter in many reporting and analysis functions that are based on inventory items. It is also used for sorting or grouping inventory items in different reports.

The Product Family Codes defined here are listed in the Series 5 Product Family Code LOV Lookup 58 window.
The Product Family Codes Maintenance function is accessed from the I/M Main menu, by select **Product Family Codes...** from the **Codes Maintenance** drop-down menu.

Product Family Codes Maintenance Grid

Product Family Codes are maintained using a Series 5 grid processing screen.



Define Product Family Codes

Select to modify or delete; or add a new Product Family Code.
You may also generate a report listing the codes already defined.

Code	Description
AUTO	Automobiles
BOOKS	Books and Magazines
COMPUT	Computers and Printers
EDUCAT	Educational Kits & Material
ENTER	Televisions and Entertainment

Items are listed in order by Code. Search: for:

	"Fast Buttons"
New	Add a new Product F Code
Modify	Modify the Product F Code highlighted in tl
Delete	Delete the Product F Code highlighted in tl
Print	Generate a report list A/R Product Family a file

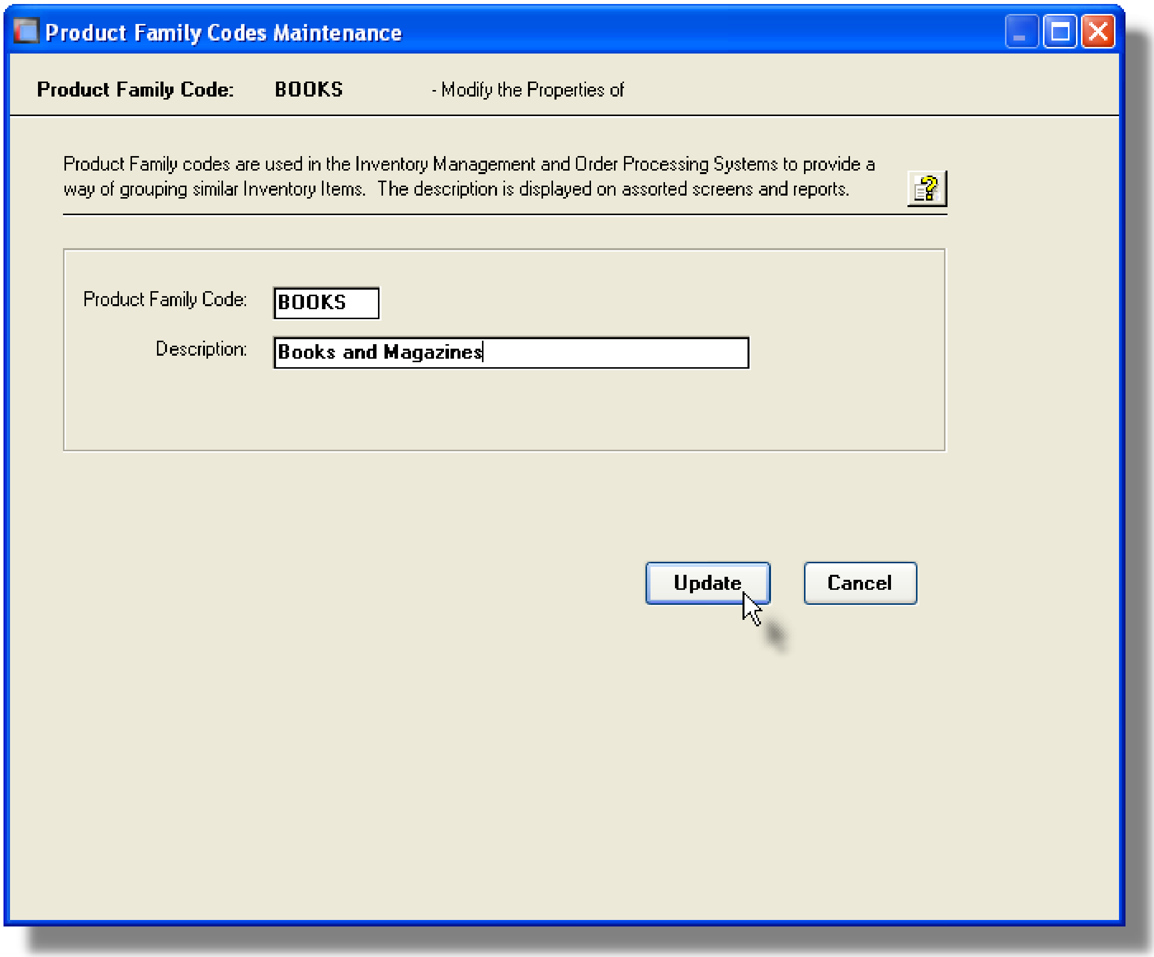
Edit an existing Product Family Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 107 for full details).*

The report listing the Product Family codes on file, if archived, will be catalogued with a report name of **PRODFAMILY.LST**.

Product Family Code - Properties Screen

The properties for each Product Family Code are defined with the following screen:



Product Family Code: BOOKS - Modify the Properties of

Product Family codes are used in the Inventory Management and Order Processing Systems to provide a way of grouping similar Inventory Items. The description is displayed on assorted screens and reports.

Product Family Code: BOOKS

Description: Books and Magazines

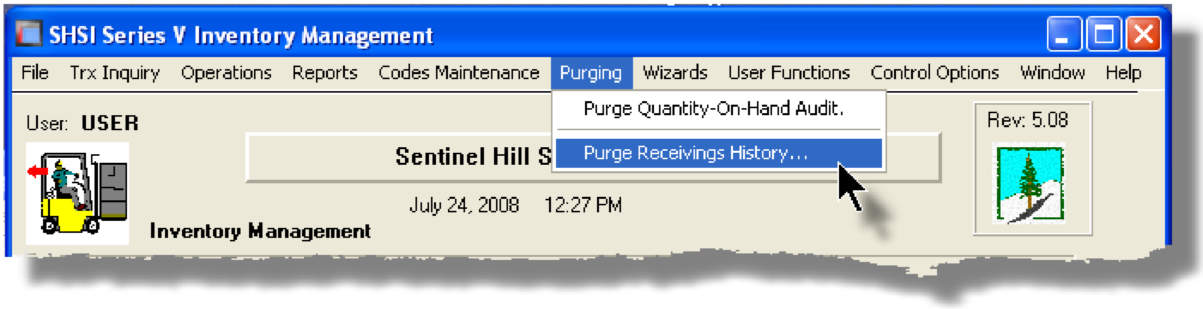
Field Definitions

Product Family Code	***X(6)***
This is the alphanumeric code assigned to the Product Family. Enter this code when it is required for use within the Inventory Management system.	
Description	***X(30)***
Is a description of the Product Family. This is printed on most reports, and is displayed to most screens where the Product Family Code is utilized.	

6.7 Purging

The topics in this chapter describe functions and procedures that are a available under the **Purging** drop down menu on the Inventory Management menu. These menu items are used to remove old history records to free up disk space and overhead in the related data files.

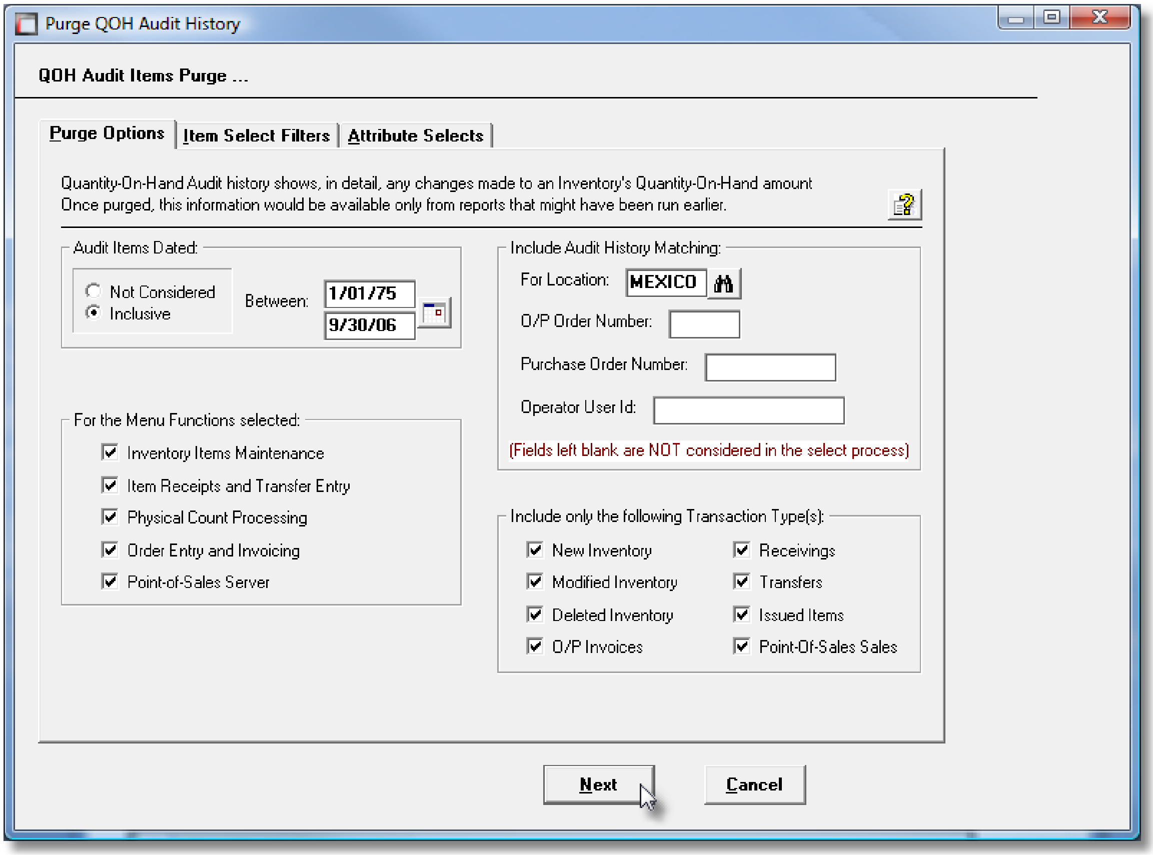
These functions are available from the I/M Menu Bar as shown:



6.7.1 Purge Quanty-On-Hand Audit Records

The Inventory Quantity-On-Hand Update Audit records provides a history of all changes made to the Quantity-On-Hand field, for all Inventory Items for each Location, from both the Customer Order Processing system and the Inventory Management system. Over a period of time, depending on the activity of your systems, the Audit History file may grow in size. It may be prudent, to occasionally purge this file.

The following screen is displayed for entry of the options and filters that may be set when Purging the Quantity-On-Hand Audit History file.



Quantity-On-Hand Audit history shows, in detail, any changes made to an Inventory's Quantity-On-Hand amount
Once purged, this information would be available only from reports that might have been run earlier.

Audit Items Dated:
○ Not Considered
● Inclusive
Between: 1/01/75 9/30/06

For the Menu Functions selected:
☑ Inventory Items Maintenance
☑ Item Receipts and Transfer Entry
☑ Physical Count Processing
☑ Order Entry and Invoicing
☑ Point-of-Sales Server

Include Audit History Matching:
For Location: MEXICO
O/P Order Number:
Purchase Order Number:
Operator User Id:
(Fields left blank are NOT considered in the select process)

Include only the following Transaction Type(s):
☑ New Inventory
☑ Modified Inventory
☑ Deleted Inventory
☑ O/P Invoices
☑ Receivings
☑ Transfers
☑ Issued Items
☑ Point-Of-Sales Sales

When executing the purge, the operator is presented with the standard Item Select Filters screen 99 and Attribute Selects screen 104. These allow you to specify selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria.

Quantity-On-Hand Audit Purge Options Screen - Field Definition

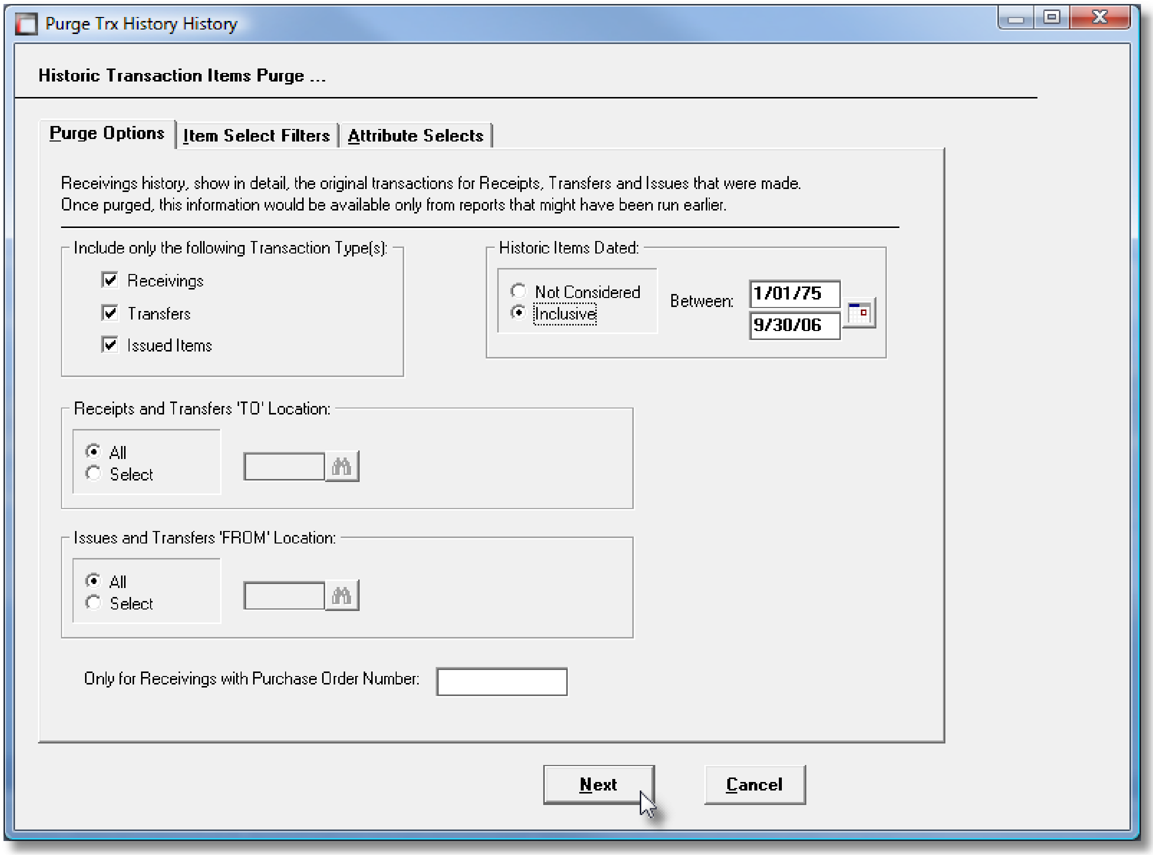
Audit Items Dated	***radio-buttons and (mmddyy)***
Select to have All audit records selected regardless of their dates; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.	
Include only Audit History — for Location	***X(6)***
To have only those audit records for Items stocked at a particular Inventory warehouse Location selected. *(Leave the field blank if it is not to be considered as a selection filter).*	
Include only Audit History — for O/P Order	***9(6)***
To have only those Items associated to a specified processed O/P Order selected.	

(Leave the field blank if it is not to be considered as a selection filter).	
Include only Audit History — for Purchase Order	***9(10)***
To have only those audit records that were received for inventory, associated to a specified Purchase Order, selected. *(Leave the field blank if it is not to be considered as a selection filter)*.	
Include only Audit History — for Operator Id	***X(15)***
To have only those audit records selected that were associated to operations performed by a specific operator. *(Leave the field blank if it is not to be considered as a selection filter)*.	
Include History for selected Menu Functions	***check-boxes***
To select only those audit records associated to particular menu functions, set the corresponding check boxes.	

6.7.2 Purge Receivings History

The Receipts and Transfer History records provides a history of all receipts and transfers that have occurred in the Inventory Management system. Over a period of time, depending on the activity of your systems, the History file may grow in size. It may be prudent, to occasionally purge this file.

The following screen is displayed for entry of the options and filters that may be set when Purging the Receipts and Transfer History file.



Purge Trx History History

Historic Transaction Items Purge ...

Purge Options | Item Select Filters | Attribute Selects

Receivings history, show in detail, the original transactions for Receipts, Transfers and Issues that were made. Once purged, this information would be available only from reports that might have been run earlier.

Include only the following Transaction Type(s):
☑ Receivings
☑ Transfers
☑ Issued Items

Historic Items Dated:
○ Not Considered
● Inclusive
Between: 1/01/75 9/30/06

Receipts and Transfers 'TO' Location:
● All
○ Select

Issues and Transfers 'FROM' Location:
● All
○ Select

Only for Receivings with Purchase Order Number:

When executing the purge, the operator is presented with the standard Item Select Filters screen 99 and Attribute Selects screen 104. These allow you to specify selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria.

Receipts and Transfers History Purge Options Screen - Field Definition

Include only Transaction Type(s)	***check-boxes***
To have only those history records of particular types of transactions selected. *(Leave the field blank if it is not to be considered as a selection filter).*	☑ Receivings ☑ Transfers ☑ Issued Items
Historic Items Dated	***radio-buttons and (mmddyy)***
Select to have All history records selected regardless of their dates; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.	

Historic Items — "To" Location ***radio-buttons and X(6)***

To have only those Receipts and Transfers history items associated to a specified warehouse Location selected, click the "Select" button, and enter the associated Location code. *(Leave the "ALL" button clicked for All Locations)*.

Historic Items — "From" Location ***radio-buttons and X(6)***

To have only those Issues and Transfers history items associated from a specified warehouse Location selected, click the "Select" button, and enter the associated Location code. *(Leave the "ALL" button clicked for All Locations)*.

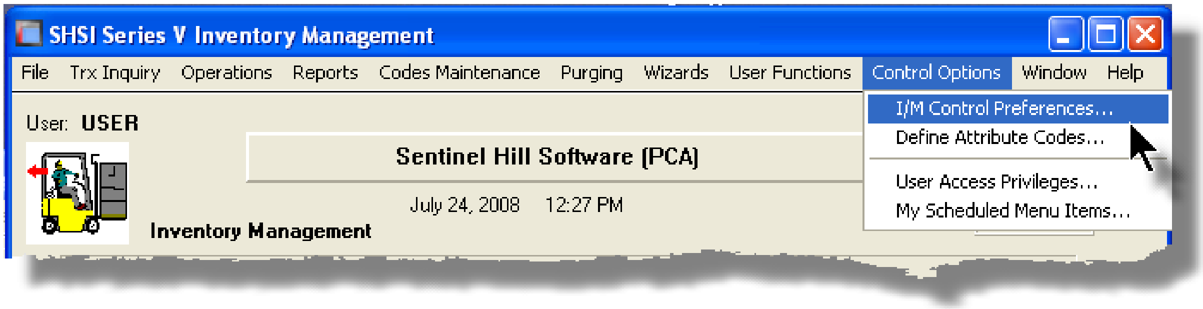
Include only Receipts for a given PO Number ***X(10)***

To have only those Receipts associated to a particular Purchase Order Number listed, enter that PO #. *(Leave the field blank if it is not to be considered as a selection filter)*.

6.8 Control Option Functions

The topics in this chapter describe functions and procedures that are a available under the **Control Options** drop down menu on the Inventory Management menu. These menu items are used to set up control options, and user access rights to the application.

These functions are available from the I/M Menu Bar as shown:

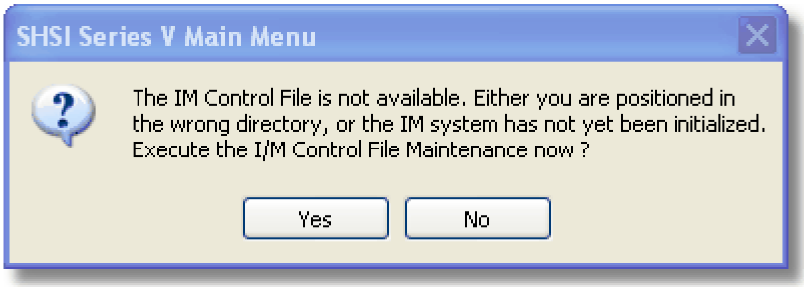

SHSI Series V Inventory Management
File
Trx Inquiry
Operations
Reports
Codes Maintenance
Purging
Wizards
User Functions
Control Options
Window
Help
User: USER
Sentinel Hill Software [PCA]
July 24, 2008 12:27 PM
Inventory Management
I/M Control Preferences...
Define Attribute Codes...
User Access Privileges...
My Scheduled Menu Items...

6.8.1 I/M Control Preferences

The I/M Control Preference function governs the overall structure of the I/M system for the specific Company System that your are signed on with.

− Accessing the I/M Control Properties for the first time

When setting up the system for the first time, a message will be displayed advising you that the IM Control is not available. Click the **Yes** button. You will then be advised of an Error 35. At this point you need to click the **Yes** button again to proceed.



The IM Control File is not available. Either you are positioned in the wrong directory, or the IM system has not yet been initialized. Execute the I/M Control File Maintenance now ?

The I/M system preferences window will be displayed. There are a number of different categories of options, each grouped in a tabbed sub-screen. As you finish editing each screen, click the **Next >** button at the bottom.

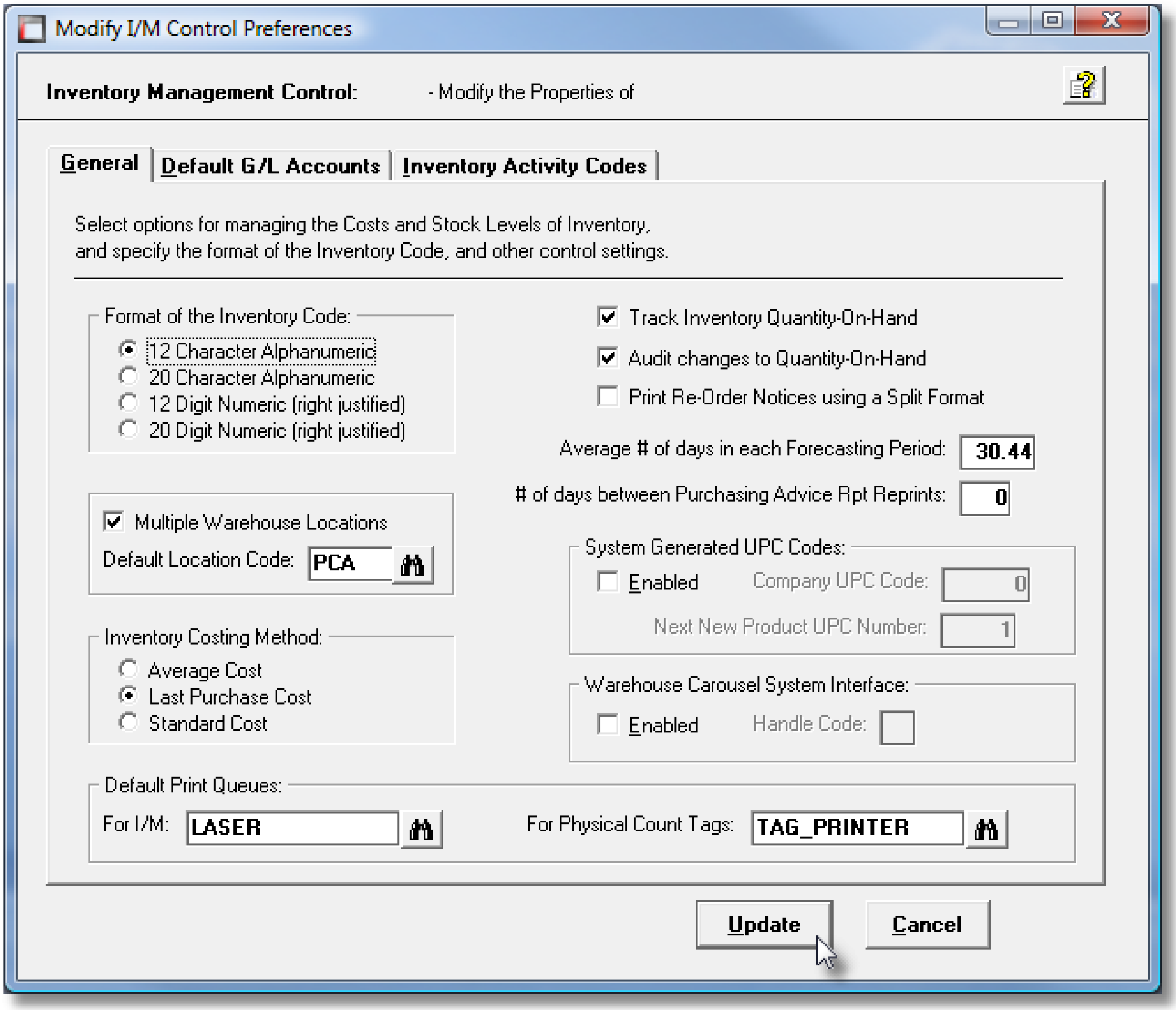
Setup Tip

As you may not have actually entered any Master Code records that may be referenced in these screens, just enter any value. (Particularly in the Accounts fields). You can also come back to edit the Control Preferences later.

Once your I/M Control Preferences is established, the system can then be used.

6.8.1.1 General Tab Screen

Defines the properties for basic Inventory Management processing.


Modify I/M Control Preferences
Inventory Management Control:
- Modify the Properties of
General
Default G/L Accounts
Inventory Activity Codes
Update
Cancel

Select options for managing the Costs and Stock Levels of Inventory, and specify the format of the Inventory Code, and other control settings.

Format of the Inventory Code:
- ● 12 Character Alphanumeric
- ○ 20 Character Alphanumeric
- ○ 12 Digit Numeric (right justified)
- ○ 20 Digit Numeric (right justified)

☑ Multiple Warehouse Locations
Default Location Code: PCA

Inventory Costing Method:
- ○ Average Cost
- ● Last Purchase Cost
- ○ Standard Cost

☑ Track Inventory Quantity-On-Hand
☑ Audit changes to Quantity-On-Hand
☐ Print Re-Order Notices using a Split Format

Average # of days in each Forecasting Period: 30.44
# of days between Purchasing Advice Rpt Reprints: 0

System Generated UPC Codes:
☐ Enabled Company UPC Code: 0
Next New Product UPC Number: 1

Warehouse Carousel System Interface:
☐ Enabled Handle Code:

Default Print Queues:
For I/M: LASER
For Physical Count Tags: TAG_PRINTER

Field Definitions

Format of the Inventory Code	***radio-buttons***

You may choose the format of your Inventory Code.

● 12 character Alpha Code	Click the appropriate button for the desired code
○ 20 character Alpha Code	
○ 12 Digit Numeric Code	
○ 20 Digit Numeric Code	

Multiple Warehouse Locations ?	***check-box***

The Inventory Management system supports the stocking of inventory at multiple Warehouse Locations. As such, when entering Orders, or producing reports, the operators will be able to select the Location that is applicable. If you have only a single Warehouse leave the box unchecked, and where the opportunity exists to select a Location, the Default Location, (defined by the field following), will always be used, and the field will be automatically skipped. If you do have multiple Warehouse Locations, set the check box.

Default, or Primary Location

X(6)

This field must hold the Location Code for the primary Inventory Warehouse. Where there is only one warehouse, the associated Location Code must be defined here also. This Location is always used as the default to all applications in the Order Entry and Inventory systems where entry of a Location Code is required. This must be a valid location code defined in the location code file.

Inventory Costing Method

radio-buttons

A Last Cost of an Inventory Item (unit cost at last purchase), an Average Cost (Cost x Volume Weighted Average) and a Standard Cost (entered manually), are maintained in the Inventory Item Location file for each item. These values can be directly maintained or automatically modified by receiving transactions for that item. When orders are entered, the cost of sales calculations for items entered on those orders is either the Last Cost, Average Cost, or Standard Cost, depending on which option is selected here. Select the desired costing method. These amounts will affect the Cost of Sales and Profit figures.

● Average Cost	Click the appropriate button for the desired code
○ Last Purchase Cost	
○ Standard Cost	

Track Inventory Quantity-On-Hand

check-box

This option is used to determine whether or not the Quantity-Committed fields for Inventory Items are to maintained when Customer Order's are entered. This field should normally be set with a check mark so that you will properly keep track of the quantity of inventory that you have in stock. Then, if an item is ordered that exceeds the Quantity-On-Hand minus its Quantity-Previously-Committed, a Back Order or Out of Stock Status will be set, depending on the Back Order status defined for the Inventory Item.

Installations where Inventory counts vary unpredictably, may wish to leave this field unchecked. In this case, the operators will be allowed to enter any quantity during order entry regardless of what values of Quantity-On-Hand or Quantity-Committed may exist for that item.

Whether or not Inventory Control is selected, the Quantity-On-Hand field in the Inventory file will be updated when Invoices are printed and the operator may at any time still specify

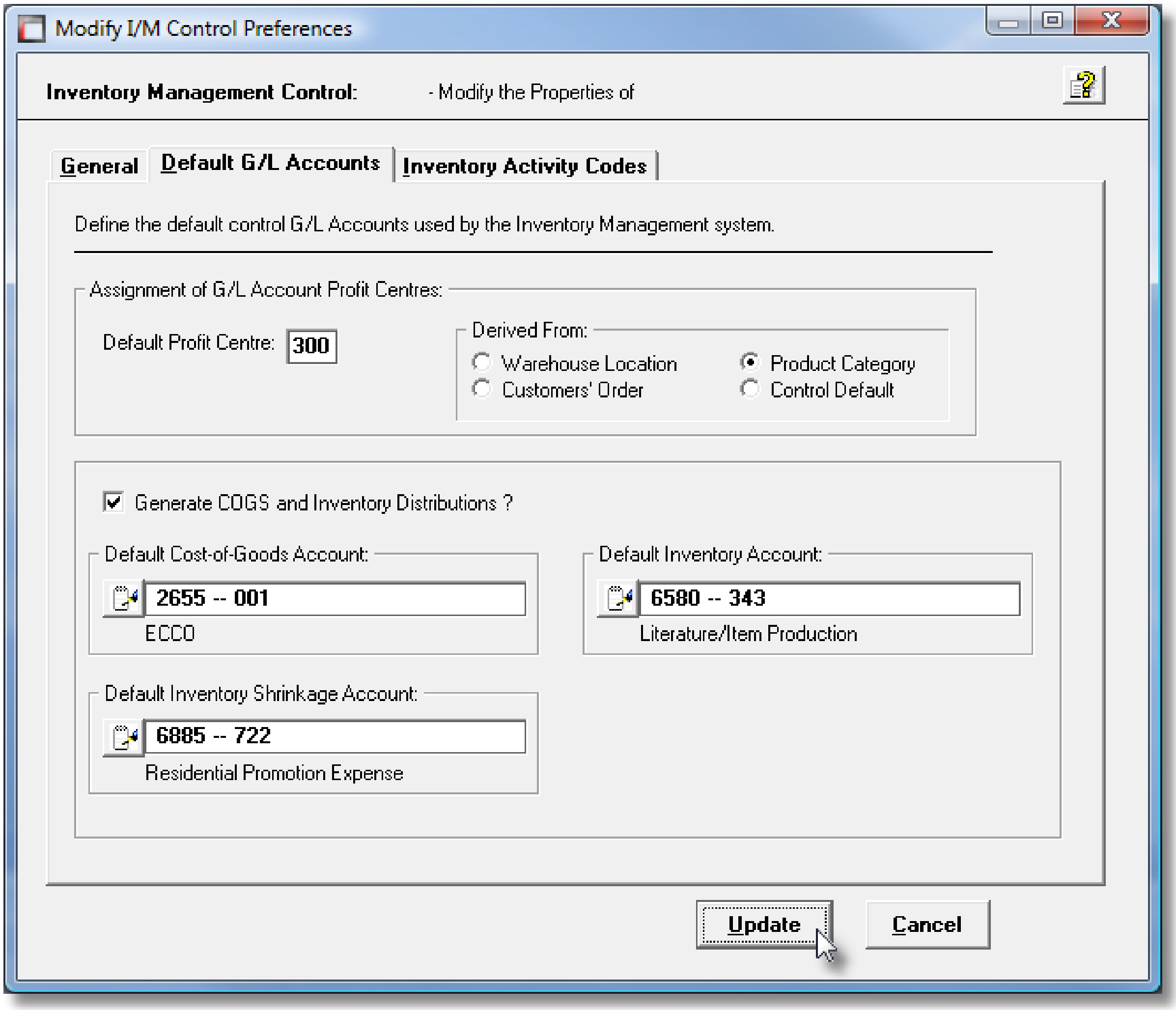
in change mode (of Order Entry), hat an item should be listed as Out of Stock or Back Ordered on the Order.	
Audit Changes to Quantity-On-Hand	***check-box***
As an option, the system will maintain an audit file which records all changes made to each Inventory Item's Quantity-On-Hand field. An entry is made from the Item Maintenance, Item Location Control Maintenance, Inventory Entry/Editing and the Invoice Posting applications that records the date, time, Username, Item Code, Location and old and new values. A report is available. If you leave this field unchecked, then no audit is kept.	
Print Re-Order Notices using a Split Format	***check-box***
There are two different layouts available for printing of Reorder Notices. Set the check-box for layout that is split. (Try it out both ways and decide what you like).	
Average # of days in each Forecasting Period	***99.99***
This field is used in the Item Inventory Usage Forecasting application. Enter the average number of days in your forecasting period. If forecasting is performed monthly, set this value to 30.44, (the default). The figure is used in the formula to compute the Recommended Minimum Order quantity.	
# of days Between Purchasing Advice Report Reprints	***9(3)***
Inventory Items are listed on the Purchasing Advice Report when the Quantity-On-Hand has gone below the Reorder Level or is Out-of-Stock. These items are not printed again until new stock has been received, and the Quantity-on-Hand again goes below the level again. Set this field to the number of days that will be allowed to pass before these items are Reprinted in the event that no receipts are made as a result of being printed the first time.	
System Generated UPC Code - Enabled ?	***check-box***
When new Inventory Items are added, if this field is checked, then the system will automatically assign a new UPC Code for the item. It will be computed using the Company's assigned UPC Code, and the Next Product UPC Number as defined by the two fields following.	
System Generated UPC Code - Company UPC Code Prefix	***9(6)***

This is the number assigned to the Company to be used as the primary segment of the UPC code used for products sold. If you wish to have the system automatically compute and assign UPC codes, this field must be set correctly.	
System Generated UPC Code - Next New Product UPC Code	*9(5)*
If you wish to have the system automatically compute and assign UPC codes, this field will be used as for the secondary segment of the UPC code. It represents the product number. After assigned, it will be incremented.	
Warehouse Carousel System Interface - Enabled ?	*check-box*
If your warehouse has an automated Carousel Picking system, and you wish to make use of the interface options available from the Series 5 Inventory Management and Order Processing systems, set the check-box. The Picking Ticket application will produce an interface file that may be down loaded to your Carousel system.	
Warehouse Carousel System Interface - Handle Code	*9(6)*
If using a Carousel Picking system(s), and you have more than one carousel, you may assign a one character code to designate which carousel is to be used by this Company System's Inventory Management system. When building the Picking Interface file, it will be written into a directory folder specified by a variable, that uses this Handle Code, defined in the Configuration file. For example, if a Handle Code of **A** were assigned, the following variable needs to be created to define the interface file's directory: **SHSI_A_CAROUSEL_PATH c:\accounting\carpick_a**	
Default Print Queue for I/M	*X(20)*
Select the Series 5 Printer Queue that would be used to typically print the reports generated for this Inventory Management system. When any of the reporting functions are executed, this printer will be displayed as the default, unless overridden by the user's assigned Printer Queue. Print Queues are defined by a System Maintenance function. *(Refer to the Systems Management Help if required)*.	
Default Print Queue for Physical Count Processing Tags	*X(20)*
Select the Series 5 Printer Queue that would be used to print the Tags used by the Physical Count Processing function. Print Queues are defined by a System Maintenance	

function. *(Refer to the Systems Management Help if required)*.

6.8.1.2 Default G/L Accounts Tab Screen

Defines the defaults for the significant G/L Accounts used in the I/M processing



Inventory Management Control: - Modify the Properties of

Define the default control G/L Accounts used by the Inventory Management system.

Assignment of G/L Account Profit Centres:

Default Profit Centre: 300

Derived From:
○ Warehouse Location ● Product Category
○ Customers' Order ○ Control Default

☑ Generate COGS and Inventory Distributions ?

Default Cost-of-Goods Account: 2655 -- 001
ECCO

Default Inventory Account: 6580 -- 343
Literature/Item Production

Default Inventory Shrinkage Account: 6885 -- 722
Residential Promotion Expense

Field Definitions

Default Profit Center	***9(5)***

The Default Profit Centre is entered and becomes the G/L profit centre to which sales distributions are made. During Order Entry, this is the default value of the profit center entered for the order entry batch.

Default Profit Center Derived From	***radio-buttons***

When G/L Distributions are generated from within the Order Processing or Inventory Management systems, this field will define how the Profit Centre portion of the account is assigned. The possible values and sources are defined as follows:

● Warehouse Location	Click the appropriate button for the desired source
○ Customer's Order	
○ Inventory Item's Product Category	
○ From I/M Control Properties	

When setting up your Location Codes, Product Category Codes or when entering a new Order, you may specify a Profit Centre.

Generate COGS and Inventory Distributions ?	***check-box***

This option controls whether or not G/L Distributions for Cost-Of-Goods Sold and Inventory are generated. If checked, then the following distributions are generated:

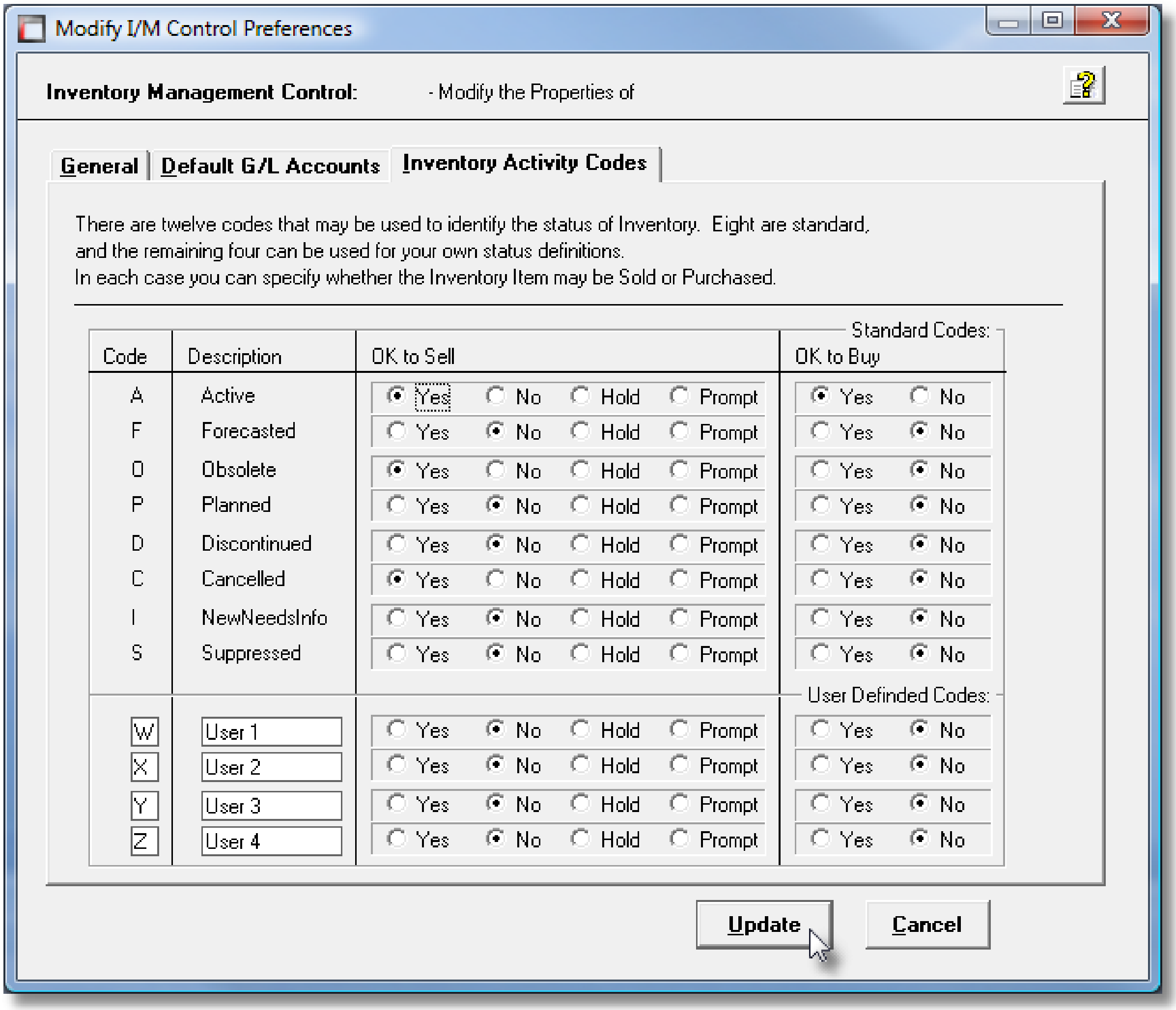
System	*Transaction*	*Debit*	*Credit*
I/M	Inter-Warehouse Transfer of Inventory	Destination Location Inventory	Source Location Inventory
I/M	Inventory Issues	Cost-of-Goods	From Location Inventory
I/M	Inventory Checked Out	Cost of Checked-Out Inventory	From Location Inventory
I/M	Inventory Checked In	Destination Location Inventory	Cost of Checked-Out Inventory
O/P	Order Invoice Posting	Cost-of-Goods	Inventory
O/P	Physical Count Processing Losses	Shrinkage	Inventory

Default Cost-Of-Goods Account	***9(18) - 9(5)***

This account becomes the default for the G/L distribution for Cost of Goods Sold. The main account may come from this field, while the profit centre may be determined by either the Location, Product Category, or Order, depending on the source of the profit centre as specified by the preceding field. This account is not used if one is defined by the Product Category Account record, for the item being entered for an order or received into inventory.	
Default Inventory Shrinkage Account	***9(18) - 9(5)***
This account becomes the default for the Inventory Shrinkage Account as defined by the Physical Count Processing application. For each inventory item counted, any discrepancies, or loss of inventory, will be recorded to a Shrinkage Account.	
Default Inventory Account	***9(18) - 9(5)***
This account becomes the default for the G/L distribution for Inventory. The main account may come from this field, while the profit centre may be determined by either the Location, Product Category, or Order, depending on the source of the profit centre as specified by field above. This account is not used if one is defined by the Product Category Account record, for the item being entered for an order or received into inventory.	

6.8.1.3 Inventory Activity Tab Screen

Defines the properties associated to default for the Overdue Analysis and the Automatic assigning of Customer Credit Limits in the I/M system.


Modify I/M Control Preferences
Inventory Management Control:
- Modify the Properties of
General
Default G/L Accounts
Inventory Activity Codes
Update
Cancel

There are twelve codes that may be used to identify the status of Inventory. Eight are standard, and the remaining four can be used for your own status definitions.
In each case you can specify whether the Inventory Item may be Sold or Purchased.

Code	Description	OK to Sell	OK to Buy
			Standard Codes:
A	Active	● Yes ○ No ○ Hold ○ Prompt	● Yes ○ No
F	Forecasted	○ Yes ● No ○ Hold ○ Prompt	○ Yes ● No
O	Obsolete	● Yes ○ No ○ Hold ○ Prompt	○ Yes ● No
P	Planned	○ Yes ● No ○ Hold ○ Prompt	○ Yes ● No
D	Discontinued	○ Yes ● No ○ Hold ○ Prompt	○ Yes ● No
C	Cancelled	● Yes ○ No ○ Hold ○ Prompt	○ Yes ● No
I	NewNeedsInfo	○ Yes ● No ○ Hold ○ Prompt	○ Yes ● No
S	Suppressed	○ Yes ● No ○ Hold ○ Prompt	○ Yes ● No
			User Definded Codes:
W	User 1	○ Yes ● No ○ Hold ○ Prompt	○ Yes ● No
X	User 2	○ Yes ● No ○ Hold ○ Prompt	○ Yes ● No
Y	User 3	○ Yes ● No ○ Hold ○ Prompt	○ Yes ● No
Z	User 4	○ Yes ● No ○ Hold ○ Prompt	○ Yes ● No

Field Definitions

Activity Code(s) *X(1)*

There are twelve codes that may be used to identify the status of each of your Inventory Items, when assigned. For each Code, you will be able to specify whether or not it is OK to Sell or OK to Buy the item when the corresponding code is assigned.

Four of these codes may be used to define your own status, in the event none of the standard ones are applicable. These will default to **W**, **X**, **Y** and **Z**, but may be reassigned as you wish. (You will not be able to use any of the other standard codes).

Description *X(10)*

For the 4 codes that you can define, you can enter a brief description. This will appear on the selection screen for the Inventory Item when displaying the possible Activity codes.

OK to Sell	***radio-buttons***

Select the desired result as to whether or not the Item can be sold, for the particular code.

● Yes	Yes it can be sold
○ No	No it can't
○ Hold	Don't sell it even if there is stock on hand
○ Prompt	Prompt the operator if it's OK to sell or not

OK to Buy	***radio-buttons***

Used by the Purchase Order system and the Purchasing Advice reporting function, select the desired result as to whether or not the Item can be purchased or not.

● Yes	Yes it can be sold
○ No	No it can't

6.8.2 Define Inventory Attribute Codes

The I/M system provides for the capability to define up to 15 user defined Inventory Attribute Codes. These are basically different types of information that you can dream up that is used to categorize or describe your inventory. These codes are presented as selection filters in a variety of reporting and operational functions throughout each of the Series 5 systems that are driven by the Inventory Master file.

Once you have established these codes, you will need to enter the valid values that are associated to each code. Once valid codes have been entered, they can be assigned to your Customers.

As an example, suppose you have a number of items that have are made of different materials, or are of a different color. You might set up an Item Attribute code as follows:

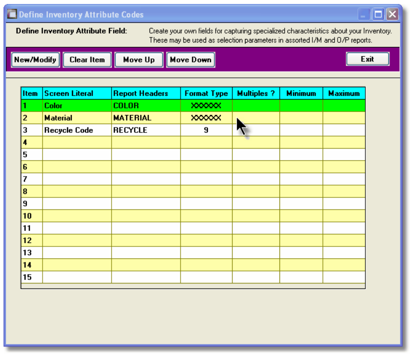
1) Select **Define Attribute Codes** from the I/M's **Control Option** sub-menu. Set up a new item named Material. We'll set it up as a 6 character Alpha Code, and allow multiple values to be assigned to a given inventory item.

2) Now you can set up the different Material Type codes that you may want to assign to your products. From the I/M's Code Maintenance sub-menu, there will now be a menu item called Material Codes... Click on this menu item to define the Material Type codes that will be valid in your system. (Ie., RUBBER for rubber, PLASTC for plastic, GLASS for glass for a CDBARD for cardboard, etc.).

3) Now that you have defined the Attribute Code, and set up the codes that are allowed, you may now assign them to your Inventory Items. Under the properties for each Inventory Item there is a tabbed screen titled Attributes. For each attribute that has been set up, there will be a field displayed where you can enter one or more of the valid codes that has been defined.

The Define Attributes Grid Screen

Up to 15 Item Attribute Codes may be defined. The following screen is displayed.



Define Inventory Attribute Field: Create your own fields for capturing specialized characteristics about your Inventory. These may be used as selection parameters in assorted I/M and O/P reports.

Item	Screen Literal	Report Headers	Format Type	Multiples ?	Minimum	Maximum
1	Color	COLOR	XXXXXX			
2	Material	MATERIAL	XXXXXX			
3	Recycle Code	RECYCLE	9			
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

"Fast Buttons"	
New/Modify	Select a blank row in the grid and click to have a new Attribute Code added; or, ... select an existing code's row, and click to have it edited
Clear Item	Delete the code highlighted in the grid
Move Up	Shift the highlighted code up 1 row in the grid. The order displayed in the grid is the order attribute codes are displayed in the I/M Codes Maintenance sub-menu, and on the Inventory's properties screen
Move Down	Shift the highlighted code up 1 row in the grid.

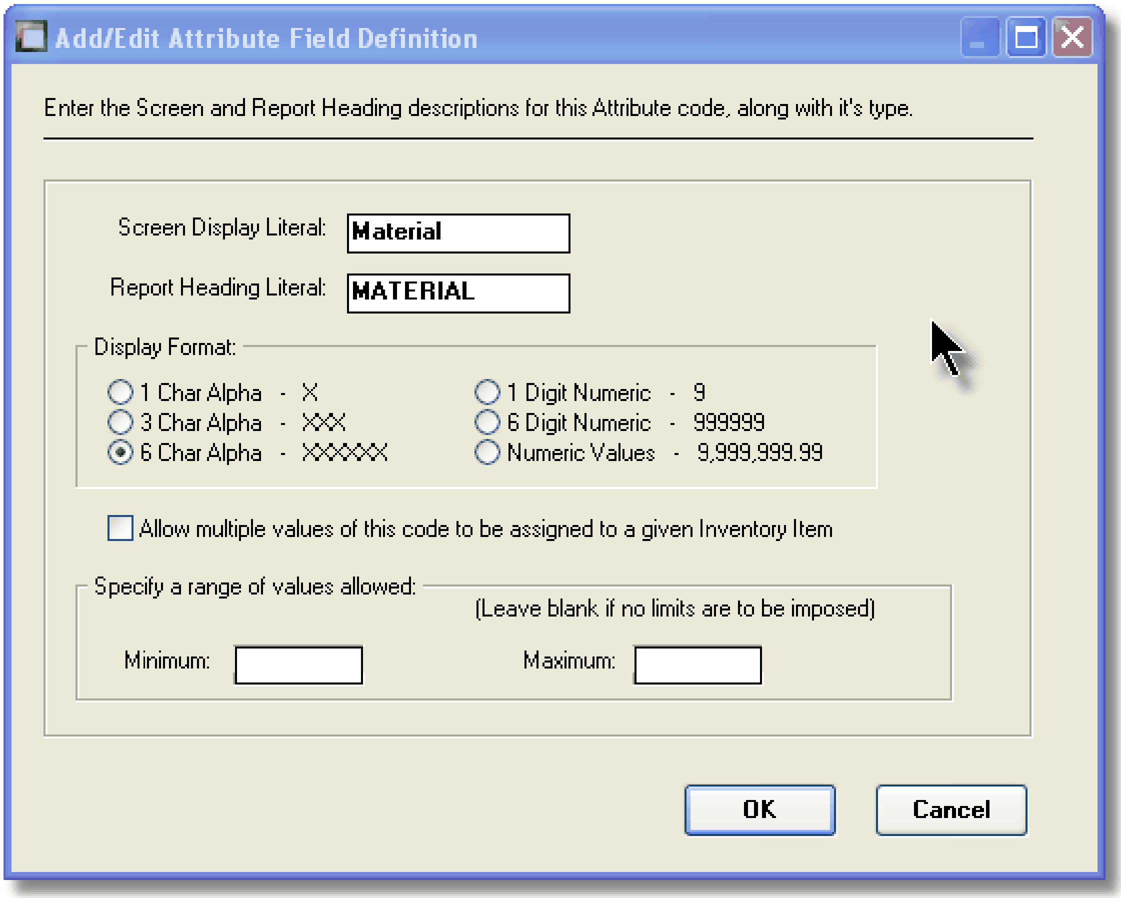
Once your I/M Attribute Codes have been set up, you will have to add the valid codes that are associated to each one.

6.8.2.1 Attribute Code Properties

Each Attribute Code that is set up for the Inventory Management system has properties defining the format of the code, and how it might be used.

Item Attribute Code Properties Screen

Following is the screen for each Attribute defined.



Add/Edit Attribute Field Definition

Enter the Screen and Report Heading descriptions for this Attribute code, along with it's type.

Screen Display Literal: Material

Report Heading Literal: MATERIAL

Display Format:

○ 1 Char Alpha - X
○ 3 Char Alpha - XXX
● 6 Char Alpha - XXXXXX
○ 1 Digit Numeric - 9
○ 6 Digit Numeric - 999999
○ Numeric Values - 9,999,999.99

☐ Allow multiple values of this code to be assigned to a given Inventory Item

Specify a range of values allowed: (Leave blank if no limits are to be imposed)

Minimum:

Maximum:

Field Definitions

Screen Display Literal *X(15)*

The text entered here is used to describe your attribute code. It is used in the I/M Codes Maintenance sub-menu, in the Inventory's Attributes properties screen, in the Codes "Lookup" screen and in the screen used for entry of Inventory Attribute Select filters. The description here should be entered in upper and lower case with the 1st char of each word capitalized.

Report Heading Literal *X(15)*

When attribute codes are used in assorted reports, the text entered ere is used in the report's header. This text should be entered in upper case.

Display Format *radio-buttons*

This option defines the format of the code.

○ 1 Character Alpha - X	Click the applicable button to select the format for the validation codes or values that will be defined for this Attribute code.
○ 3 Character Alpha - XXX	
● 6 Character Alpha - XXXXXX	
○ 1 Digit Numeric - 9	
○ 6 Digit Numeric - 999999	
○ Numeric Values - 9,999,999.99	

Allow multiple values to be assigned to a given Inventory Item *check-box*

If you wish to create an Attribute Code that can have multiple values assigned of it for a given Inventory Item, then you need to set the check-box. An example of such a code might be one called “Color”, where for a given item, you would hope to record which colors the item has been painted, perhaps Red and Green. There is extra system overhead associated with allowing multiple codes, so it should be assigned only after careful consideration.

Minimum/Maximum Range Values *X(n) or 9(n)*

You may specify minimum and maximum values that are allowed to be entered for this attribute code. If left blank then no limits will be imposed. (Even though no limits are set here, any code that is entered must still have been defined in this Attributes Codes Maintenance function.

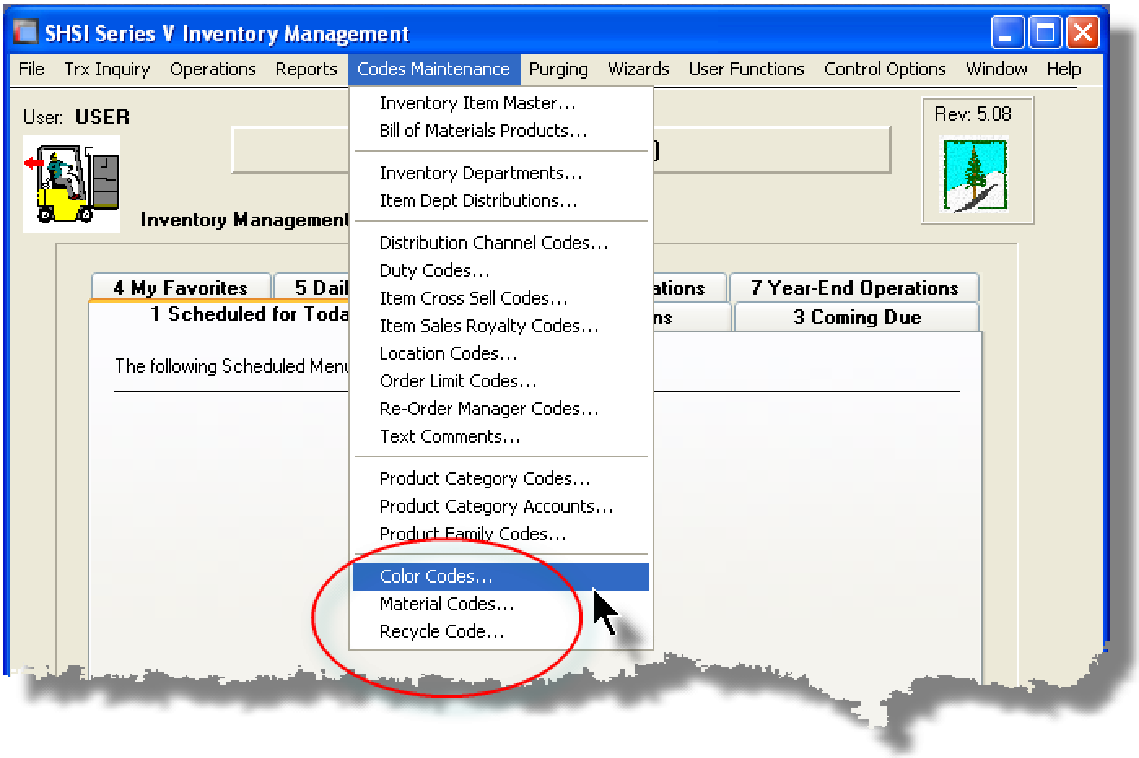
6.8.2.2 My Item Attribute Codes Maintenance

For each of the attribute codes that have been set up, you will need to define those codes that are valid. There will be a menu item for each at the bottom of the I/M's **Codes**

Maintenance drop down menu. These menu items are used to set up codes allowed for your defined attribute code.

Accessing the "My Attributes" Codes Maintenance

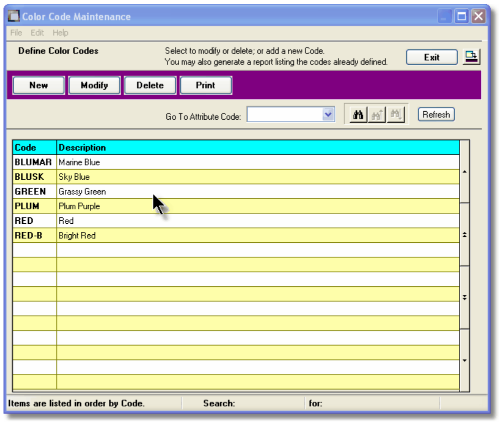
These functions are available from the I/M Menu Bar as shown:



In this example, there are Attributes codes for Color, Material and Recycle Codes.

"My Attributes" Codes Grid Screen

Each of the attribute codes are maintained in a grid screen as shown:



Define Color Codes

Select to modify or delete; or add a new Code.
You may also generate a report listing the codes already defined.

Go To Attribute Code:

Code	Description
BLUMAR	Marine Blue
BLUSK	Sky Blue
GREEN	Grassy Green
PLUM	Plum Purple
RED	Red
RED-B	Bright Red

Items are listed in order by Code. Search: for:

"Fast Buttons"	
New	Have a new Color Code added
Modify	Modify the Color Code highlighted in the grid
Delete	Delete the Color Code highlighted in the grid
Print	Print a report listing the Color Codes on file

In this example, it's for a color code set up for Color Codes.

Grid Display Search options

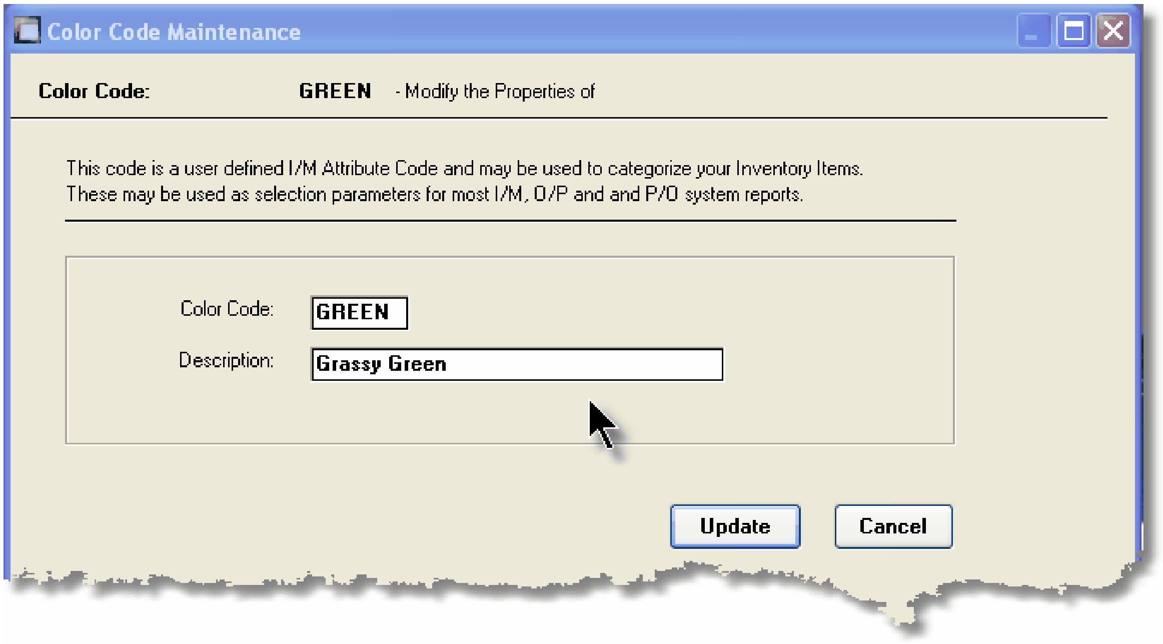
You may search for specific records displayed in the grid using a number of relevant fields.

Click on the Search icon.
A search string may be entered for the following fields:

- Code Description

"My Attribute" Code Screen

An example of the screen displayed for entering the properties for *My Attribute* code. (In this case it's for a Color Code).



Color Code: **GREEN** - Modify the Properties of

This code is a user defined I/M Attribute Code and may be used to categorize your Inventory Items.
These may be used as selection parameters for most I/M, O/P and and P/O system reports.

Color Code: GREEN

Description: Grassy Green

"My Attribute" Code Screen Field Definitions

"X*xxxxx*" Code X(1), X(3), X(6), 9(1), 9(6) or 9,999,999.99

Enter the alphanumeric code or numeric value that will be used to identify this attribute code. The format is defined for the type of code.

Description X(30)

This is the text description of the associated code.

Part VII

7 Appendix

7.1 I/M Data Files

The Series 5 system provides for a reasonably flexible approach to defining where your data files are kept on your system. Your System's Manager will have established how this is configured. *If you are accessing this documentation to figure that out, please refer to the help for "Inventory Management Systems Management".*

Regardless whether processing under UNIX, or MS Windows, the structures of the file system will be similar, and the name of the files are the same. Remember that UNIX filenames are case sensitive.

7.1.1 Data Directory Structure

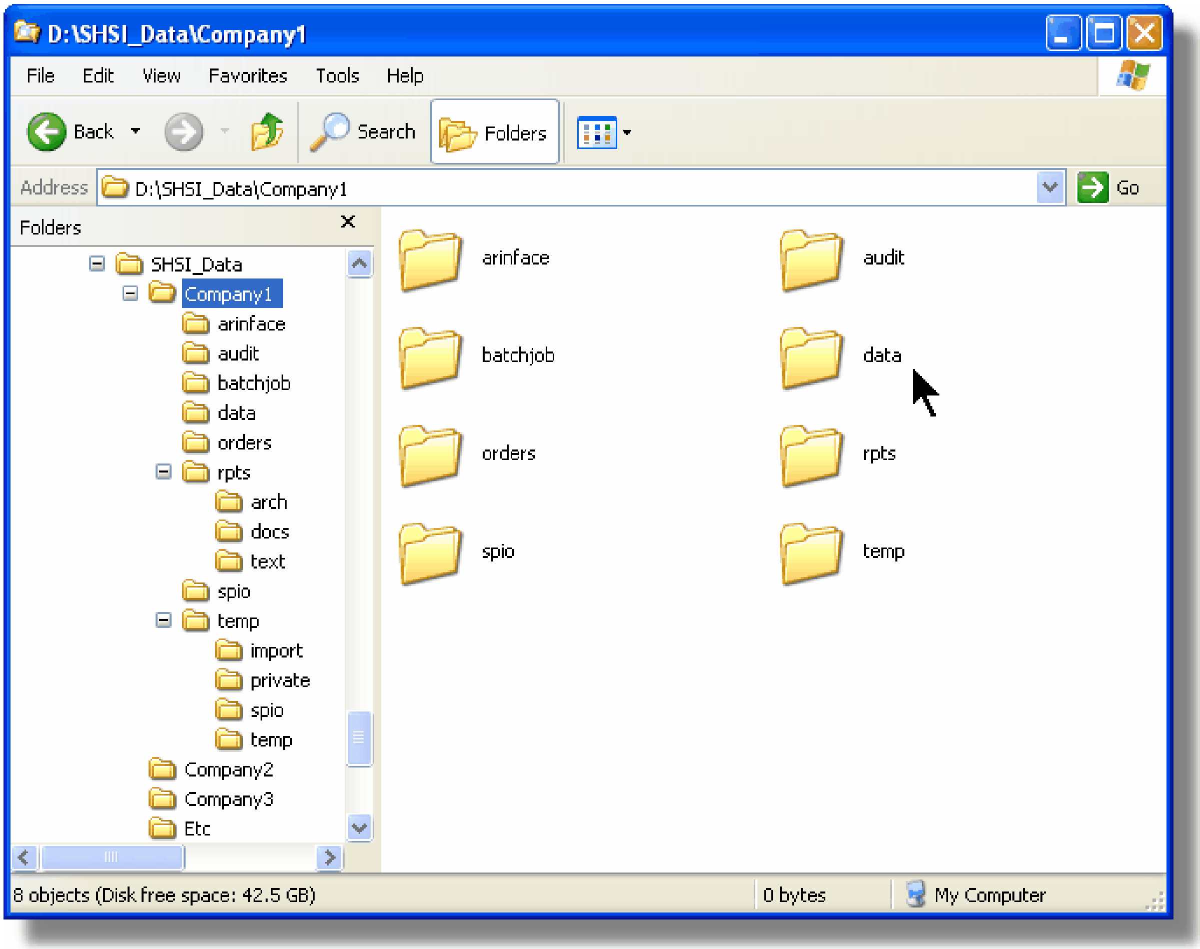
Each Company maintained on your system will have a directory structure that is separate from one another.

Important Note

The Series 5 system allows you to maintain accounting files for a number of different companies systems. The data files for each of these companies should be kept in a separate directory structure.

Sample Directory Structure under Windows

This tree diagram shows the structure for 3 Companies defined in this system, one of which has been expanded for this display.



- Structures for 3 companies are shown under the SHSI_Data folder. **Company1**, **Compan2** and **Company3**
- The Series 5 Control files are stored in the **d:\SHSI_Data\etc** sub-folder.
- The actual accounting data files are stored in the **data** sub-folder within each **Companyi** directory
- Archived reports are stored in the **rpts\arch** sub-folder

Edit an existing Company by double-clicking it associated row. Standard Series 5 grid controls apply.

7.1.2 I/M System Control Files

These files are used to hold the information to manage your Inventory Management data files. They may be be found in the directory specified for the associated company system. There is only one of each of the following files.

I/M System Control files

Filename	***Description***
ATTCNTRL.*XXX*	Holds the definitions of the I/M Inventory Attribute Codes
IMCNTROL.*XXX*	Holds the Control properties information for the I/M system
CODSELCT.*XXX*	Used by those applications that offer record filtering screens. If a set of random codes are selected as filters, they are stored temporarily in this file.
FLEXCTRL.*XXX*	Holds the definition of the G/L Account Number.
RECENTS.*XXX*	A number of maintenance and processing functions remembers the most recently accessed codes. These are stored in this file.
USERACC5.*XXX*	Holds the access rights of all users to all Series 5 systems.

Please Take Notice

The actual extension of the filenames listed will be that defined in the properties for your particular Company System.

7.1.3 I/M Company Data Files

These files are used to hold the master codes and transaction records used by the I/M application. They may be be found in the directory specified for the associated company system.

I/M System Data files

Filename	***Description***
ATTRCODE.*XXX*	This file holds the Item Attribute Codes records
BMPRODCT.*XXX*	Holds the subordinate items that are used to make up BOMP products
COMMENT.*XXX*	Holds the I/M system's defined Comment Text

	Codes
DFLTEMPL.*XXX*	The Inventory Maintenance routine provides a function that exports selected fields to a spreadsheet. The set of fields selected may be saved as a template. This file holds these templates.
DUTYCODE.*XXX*	Hold the master I/M system's Duty Codes records.
EXTRCOST.*XXX*	Hold the Extra Cost Codes records. They are used both by the I/M and Purchasing systems.
IMCATCOD.XXX	Hold the master I/M system's Inventory Category Codes records.
IMPHYCOUNT.*XXX*	Used by the Physical Count Processing function to hold the Inventory Count Tag records.
INVWORDS.*XXX*	Each word of the Inventory Item Description field is recorded as a key to access the that Inventory Item. This is the file that holds those key words.
ITEMFILE.*XXX*	Hold the master I/M system's Inventory records.
ITEMNOTE.*XXX*	Holds the Inventory Item' Purchasing Notes records when defined
ITMATCOD.*XXX*	When an Inventory Item has multiple values defined for a single particular Attribute Code,they are stored in this file.
ITMFAMLY.*XXX*	Holds the master Inventory Cross-Sell and Inventory Family Code records.
LOCATION.*XXX*	Holds the master Warehouse Location Code records.
OEDEPTFL.*XXX*	Hold the master I/M system's Department Codes records.
OEITMDST.*XXX*	These records define the Inventory Item Department Distributions. They are used to indicated departmental break down of costs when associated inventory is purchased.
OEITMLOC.*XXX*	This file holds the Inventory Item Location records. There is one record for each master Inventory Item that is stocked at any warehouse location.
OETRXFIL.*XXX*	These records are the Inventory Receiving

	transaction records. Holds the master A/R Customer records. They record any Item Receipts or Transfers that are entered into the system. These records are moved to the associated history file, then deleted when the posting function is executed.
OETRXHST.*XXX*	This file holds the historic Inventory Receiving transaction records. Customer's Follow-Up records. *(This file tends to become rather large if you have a great number of Transactions being entered, and should be purged keeping only the last 3-4 years worth on file).*
ORDLIMIT.*XXX*	Holds the Order Limit Code records.
PLOCACCT.*XXX*	These records defined the Expense, Revenue and COGS G/L accounts that might be assigned to any Product Category or Location.
REORDMGR.*XXX*	Holds the master Reorder Manage Code records.
ROYALTYC.*XXX*	Holds the master Royalty Code records.
QOH_AUDIT.*XXX*	This file holds the Quantity-On-Hand Audit records. They represent an audit of any time the Quantity-On-Hand field of any inventory item is changed

7.2 System Operational Variables

Some aspects of the Series 5 I/M system can be controlled through runtime configuration variables. This mechanism provides a great deal of flexibility, because these variables can be modified by each site as well as directly by an AcuGT program.

Configuration variables are maintained in a runtime configuration file. This standard text file can be modified by the host system's text editor. Each entry in the runtime configuration file consists of a single line. All entries start with a keyword, followed by one or more spaces or tabs, and then one or more values.

These variables may also be defined in each operators' execution environment. On both UNIX and Windows systems, these would be defined as environment variables.

7.2.1 Environment Variables

The following variables may be defined for the operator's environment. Under UNIX, these may be seen by entering the shell **env** command. Under Windows, these may be seen by entering the DOS **set** command.

Variable	***Description***	***Description***
APPDATA	C:\Documents and Settings \xxxxxx\Application Data	The 1st 2 characters are used to determine the users' Home Drive on their PC. (Is set up by Windows)
SHSI_USER_NAME	SHSI5.LARRY	The default Signon User code used when signing onto the system from a client PC.
USERNAME	SHSI	The Windows client signon name. Used to determine the operators actual "/My Documents" folder pathname. (Is set up by Windows)
S5_DIR	D:\S5	Required ONLY by the user building the Series 5 executables

7.2.2 Configuration Variables

The following variables may be defined in the runtime configuration file. These variables can only be defined or updated by your Systems Manager, or support staff from Sentinel Hill Software Inc.

Processing Tip

If you need to maintain different sets of operating environments on your system, you may do so by setting up different runtime configuration files. In this case, the different environments would execute totally independent of one another. In particular, the two variables that would provide total independence are **SHSI_CTRL_PATH** and **CODE-PREFIX**.

Control and File Management Variables

The following variables are used to define the location of different sets of files used by the Series 5 applications. (Those in red are critical to proper execution)

Variable	***Default or Sample Argument***	***Description***
ACURUN_NAME	wrun32	The name of the AcuGT runtime. Used to build the command line for Background Job Execution
ccc_SPIO_PATH	d:\acctg \company1 \spiodir	The default directory used for import/export for Series 5 Company System ccc. This is also used as the directory where the form letters for A/R Dunning Letters are stored.
ccc_ORTXT_PATH	d:\acctg \company1	The default directory used for importing O/P Text Orders for Series 5 Company System ccc

	\txtorders	
ccc_TRXTXT_PATH	d:\acctg\company1\trxinput	The default directory used for importing A/R and A/P transactions for Series 5 Company System ccc
ccc_IMAUDIT_PATH	d:\acctg\company1\imaudit	The default directory used for maintaining O/P Inventory Audit files for Series 5 Company System cc
CODE_PREFIX	d:\S5\bin\runs	The directory path in which the executable programs reside.
IAMESS_x1	"OK to Sell Text line 1"	Lines of text displayed in O/P when an item is out of stock, and operator is prompted. These are the 3 lines used in the prompt. The x is used to allow for different sets of texts for different Inventory Activity Codes that may have been set up for the Inventory Item in question. • A - Active • F - Forecasted • O - Obsolete • F - Planned • D - Discontinued • C - Canceled • I - Needs Information • S - Suppressed
IAMESS_x2	"OK to Sell Text line 2"	see above
IAMESS_x3	"OK to Sell Text line 3"	see above
HELP_PREFIX	d:\S5\bin\help	The directory path in which the Help files reside.
IMAGE_PREFIX	d:\S5\bin\images	The directory path in which all bitmapped images are stored.
LAUNCH_BCKGRND_CMD	wrun32 -d -c d:\s5\etc\cblcfgui	This is the shell command that is used to execute jobs submitted for execution in the Background Job Processor
m-THIN-DRIVE-MAP	/user/larry/data	On thin client systems, when attempting to print to, or save text export to a file on mapped drive M, (which is mapped to a directory on the UNIX server), then the file will actually be written to the directory path specified as the argument
MANIFEST_IN_PATH	d:\acctg\company\manifest-dir	
PI-INV-DESC**N**	B Software Development	Defines the Invoice Layout Generation Type and Descriptive text printed on P/I Invoices for charges that are sub-totalled by their WIP Consolidation Flag when set to **N**, (where **N** = 1, ... 9)
SHSI_ACUCON-EREQUEST-MODE	1, 2, 3, or 4	Used to determine how E-Requests are handled by the Web Management system: ➢ 1 - Use AcuConnect on a remote server ➢ 2 - Use AcuConnect initiated from the

		E-Request Server program running on the PC ➢ 3 - Don't use AcuConnect at all. Process requests directly from the E-Request Server program on the PC ➢ 4 - Use AcuConnect only for requests that don't generate MS Word or Excel documents
SHSI_CTRL_PATH		The Series 5 applications are controlled using a number of system files. These files are stored in the directory path defined here.
SHSI_JOBQ_PATH		When functions are set up to be executed in the Background or Night Job Processor, information about the job is stored in a file that is written in the directory path defined here.
SHSI_REMOTE	BRANCH10	If entering A/P Transactions in a remote branch where the Batch file is to be transmitted to head office, this is the 8 character branch code embedded in the A/P Batch's created by field.
SORT_DIR	c:\windows\temp	The directory path in which temporary sort files are created used by the system. On FAT systems, this path should be on the users PC. On THIN systems, it should be on the UNIX server.
WIN32_NATIVECTLS	1 or 0	Set to 1 to enable the workstation's theme in how the Windows controls are displayed. This is only available to Windows XP, Windows Vista and Windows 7 using Acu-GT 8.1 or later.
V-VERSION	3	The default Revision of the type of AcuGT files to be used. Must be set to 3

Mail Management Control Variables

The following variables are used to define to define Forms that may be printed. The argument strings are printer command strings that are unique to the given types of printers.

Variable	***Default or Sample Argument***	***Description***
DOS_MAIL_CMD	d:\s5\util\DOSEMAIL %RECEIVER_NAME% %RECEIVER_ADDRESS% %SENDER_NAME% %SENDER_ADDRESS% SUBJECT% %MESSAGE_FILE	

	% %ATTACHMENT% %ATTACHMENT2% The shell command that is executed on Windows systems to have email sent using a mail program other that MS Outlook, (or other MS mail programs). In the Series 5 system, is used to access a 3rd party utility to send email to Lotus Notes users. Each pseudo variable will be replaced with the applicable string, or path.	
DOS_MAIL_PATH		The directory path in which the temporary mail messages are created on the Windows PC when mail is sent using the DOS_MAIL_CMD
UNIX_MAIL_CMD		The shell command that is executed on UNIX systems to have email sent
UNIX_MAIL_PATH		The directory path in which the temporary mail messages are created on the UNIX server when mail is sent using the UNIX_MAIL_CMD.
WEB_EDOCS_DIRECTORY	d:\s5\WEB-Etmp	The directory path in which temporary files are created used to send attachments as emails on MS Windows platforms.

Printer Control Variables

The following variables are used to define to define Forms that may be printed. The argument strings are printer command strings that are unique to the given types of printers.

Variable	***Default or Sample Argument***	***Description***
<my queue name 1>	PRINTER1 -P SPOOLER	Defines a Series 5 Print Queue named **PRINTER1** that is designated as a Windows printer. When the runtime opens a file assigned to "***-P SPOOLER***, it automatically initiates a job with the Windows spooler and constructs print pages in accordance with the program. The runtime uses the default printer and font. If the user looks for the job in the spooler, it is named with the current title of the AcuGT-GT window. *Note that you must also set up a Printer*

		*Queue named **PRINTER1** using the Printer Queue Maintenance function found on the Main Menu under System Maintenance on the menu bar.*
<my queue name 2>	LARRYPRINTER2 -P SPOOLER-DIRECT	Defines a Series 5 Print Queue named **LARRYPRINTER2.** You would define the queue with ***-P SPOOLER-DIRECT*** if a Series 5 form was to be assigned to this printer output, or if the application formatted the printout with embedded control codes. In this case, the print job to be sent to the printer via the Windows spooler, but the program does not use the spooler to format the pages. You must use embedded control codes to handle formatting (much as you would under UNIX if you used the UNIX spooler).
<my queue name 3>		
	The following variables are used to identify the default settings for the different types of special forms that may be printed. Each variable must have 3 arguments, as follows, providing the Queue Name, the Create Option, and the Target output: <ccccc>-FORM-Q <Queue-Name> <Create-Option> <Output-Target> where: <ccccc> is the Series 5 Company System code to which the variable is to be applied to <Queue-Name> is one of the Series 5 Queues that has been defined <Create-Option> is either **RECREATE**, **APPEND** or **DISTINCT** <Output-Target> is one of the following: **PRINTER** - Output to the selected Printer Queue **PRINT** - Output to the selected Printer Queue **ARCHIVE** - Output only as Archived **DISK** - Output only as Archived **PRINT&ARCHIVE** - Output to the selected Printer Queue and have Archived **BOTH** - Output to the selected Printer Queue and have Archived **BROWSE** - Output to the Series 5 Browser **ASCIIDISK** - Output to disk as an ASCII Text document **WORDDISK** - Output to disk as an MS Word document	

	PRINT&WORD - Output to disk as an MS Word document and to selected Printer **ARCHIVE&WORD** - Output to disk as an MS Word document and have Archived **WORD2003** - Output to disk as an MS Word 2003 document **PRINT&WORD2003** - Output to disk as an MS Word 2003 document and to the selected Printer **ARCHIVE&WORD2003** - Output to disk as an MS Word 2003 document and have Archived **WORD2007** - Output to disk as an MS Word 2003 document **PRINT&WORD2007** - Output to disk as an MS Word 2003 document and to the selected Printer **ARCHIVE&WORD2007** - Output to disk as an MS Word 2003 document and have Archived **PDFDISK** - Output to disk as a PDF document **PRINT&PDF** - Output to disk as a PDF document and to the selected Printer Queue **ARCHIVE&PDF** - Output to disk as a PDF document and have Archived	
ccc-OP-INVOICE-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P Invoices
ccc-OP-INV-REPRINT-Q	<my queue name> RECREATE PRINT	Print Queue used for O/P Reprinted Invoices
ccc-OP-POS-INVOICE-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P Point-of-Sales Invoices
ccc-OP-QUOTE-PRINT-Q	<my queue name> RECREATE ARCHIVE&PDF	Print Queue used for O/P Customer Quotes
ccc-xxx-PACKSLIPS-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P Packing Slips for Location xxx
ccc-xxx-PICKS-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P Pick Tickets for Location xxx
ccc-xxx-QPICKS-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P QuickPick Ticket for Location xxx for
ccc-AP-CHECK-Q	<my queue name> RECREATE BOTH	Print Queue used for A/P Checks
ccc-AP-QUICK-CHECK-Q	<my queue name> RECREATE BOTH	Print Queue used for A/P Quick Checks
ccc-AR-STATEMENT-Q	<my queue name> RECREATE DISK	Print Queue used for A/R Statements
ccc-PI-INVOICE-Q	<my queue name> RECREATE PRINT&WORD	Print Queue used for PI Invoices
ccc-PI-INV-	<my queue name>	Print Queue used for PI Reprinted Invoices

REPRINT-Q	RECREATE ARCHIVE&WORD	
ccc-PURCHASE-ORDER-Q	<my queue name> RECREATE ARCHIVE&WORD2007	Print Queue used for PO Purchase Orders
ccc-PO-REQUISITION-Q	<my queue name> RECREATE ARCHIVE&WORD	Print Queue used for PO Requisitions
ccc-QI-INVOICE-Q	<my queue name> RECREATE PDFDISK	Print Queue used for QI Invoices
ccc-QI-INV-REPRINT-Q	<my queue name> RECREATE ARCHIVE&WORD	Print Queue used for QI Reprinted Invoices
FMnnn-DESC	For Dual Page Dunning Letters	Report Print Form # nnn - The description of the form displayed on the print options screen
FMnnn-INIT	<text string>	Report Print Form # nnn - Printer command string to Initialize print job
FMnnn-RESET	<text string>	Report Print Form # nnn - Printer command to reset printer
FMnnn-SELECT-TRAY-1	<text string>	Report Print Form # nnn - Printer command string to select paper from tray 1
FMnnn-SELECT-TRAY-2	<text string>	Report Print Form # nnn - Printer command string to select paper from tray 2
FMnnn-SELECT-TRAY-3	<text string>	Report Print Form # nnn - Printer command string to select paper from tray 3
FMnnn-ODD-PAGE-HEAD	<text string>	Report Print Form # nnn - Printer command string for odd page headers
FMnnn-ODD-PAGE-FOOT	<text string>	Report Print Form # nnn - Printer command string for odd page footers
FMnnn-EVEN-PAGE-HEAD	<text string>	Report Print Form # nnn - Printer command string for even page headers
FMnnn-EVEN-PAGE-FOOT	<text string>	Report Print Form # nnn - Printer command string for even page footers
FMnnn-RPT-DATE-LINE	<text string>	Report Print Form # nnn - Printer command string for report date line
FMnnn-RPT-TITLE	<text string>	Report Print Form # nnn - Printer command string for report title line
FMnnn-RPT-LEGENDS	<text string>	Report Print Form # nnn - Printer command string for report legends lines
FMnnn-RPT-HEADERS	<text string>	Report Print Form # nnn - Printer command string for report headers lines
FMnnn-USER-CODE-1	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-2	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-3	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii

FMnnn-USER-CODE-4	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-5	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-6	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-7	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-8	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-9	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-10	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
MSWORD-DEFAULT-SPECS	"LANDSCAPE" "Courier New" 8	Defined specifications for outputting Series 5 reports to an MS Word Document Arguments are: <Orientation> <Font> <Fontsize> <Template-Name> • The font must be defined on the clients PC • Orientation must be LANDSCAPE or PORTRAIT • The Template is an MS Word defined template and must be stored in MS Word's Template directory
MSWORD-AR-STMT-SPECS	LANDSCAPE "Courier New" 8	Defined specifications for outputting A/R Statements to an MS Word Document
MSWORD-CS-INV-SPECS	PORTRAIT "Courier New" 8 Invoice-Template	Defined specifications for outputting Cement Shipment Invoices to an MS Word Document
MSWORD-DUNSTMT-SPECS	LANDSCAPE "Arial" 10 Letter-Template	Defined specifications for outputting A/R Dunning Letters to an MS Word Document
MSWORD-GL-FINS-SPECS	LANDSCAPE "Courier New" 8	Defined specifications for outputting G/L Financial Statements to an MS Word Document
MSWORD-OP-FINS-SPECS	PORTRAIT "Courier New" 8 Invoice-Template	Defined specifications for outputting O/P Invoices to an MS Word Document
MSWORD-OP-QUOTE-SPECS	PORTRAIT "Courier New" 10 Quotes-Template	Defined specifications for outputting O/P Quotes to an MS Word Document
MSWORD-PAKSLIP-SPECS	LANDSCAPE "Courier New" 8 Pack-Template	Defined specifications for outputting O/P Packing Slips to an MS Word Document
MSWORD-PI-INV-SPECS	PORTRAIT "Courier New" 8 Invoice-Template	Defined specifications for outputting P/I Invoices to an MS Word Document
MSWORD-PO-	PORTRAIT "Courier	Defined specifications for outputting P/O

FORMS-SPECS	New" 10 purchase order.dot	Purchase Orders to an MS Word Document
MSWORD-PO-REQS-SPECS	PORTRAIT "Courier New" 10 requisition.dot	Defined specifications for outputting P/O Requisitions to an MS Word Document
MSWORD-QI-INV-SPECS	PORTRAIT "Courier New" 8 Misc-Invoice-Template	Defined specifications for outputting Q/I Miscellaneous Invoices to an MS Word Document
MSWORD-WEB-RPT-SPECS	LANDSCAPE "Courier New" 7	Defined specifications for outputting E-Request server reports to an MS Word Document
XXX-BITMAP	Row Column Pixel-Height Pixel-Width Filename	For Series 5 Printer Queue XXX Outputs the speciifed bitmap file to the given row/column of the page at the specifed pixel Height/Width on every page of the report.
SHSI-RPT-DESTINATION	4	Sets the default output target selection for all reports generated in Series 5 that are not programatically targeted. The argument is an integer digit representing the desired target as follows: 1 - To the printer 2 - Archived 3 - Both the printer & Archived 4 - to be Browsed Only 8 - to disk as an ASCII file 17 - To disk as an MS Word 2003 document 19 - To disk as an MS Word 2003 document & Archived 26 - To disk as an MS Word 2007 document 30 - To disk as an MS Word 2007 document & Archived 35 - To disk as an MS Word 2007 saved as a PDF file You would typically have the argument set to either 1, 2 or 4.

Web Server Control and File Management Variables

The following variables are used to define the location of different sets of files used by the Series 5 CGI service routines executing on a Web Server.

Variable	***Default or***	***Description***

	Sample Argument	
CODE-PREFIX	/web/..../shweb/acubin	The directory path in which the executable CGI programs reside.
SHSI-WEB-LOG-FILE	/web/..../shweb/acutemp	The full path and filename which is used to log messages, generated by the system, by CGI service routines executing on a Web server.
SHSI-WEB-TRACE-MODE	0 or 1	If = 1, then messages are output to the execution error log file. Should be set to zero unless specifically need to debug the execution of CGI service routines.
WEB-COMPANY-1	40	The Series 5 Company code assigned to Web Company 1 (Code embedded in Web Page ID codes)
WEB-COMPANY-2	50	The Series 5 Company code assigned to Web Company 2
WEB-COMPANY-3	SHSI	The Series 5 Company code assigned to Web Company 3
WEB-COMPANY-4	PCA	The Series 5 Company code assigned to Web Company 4
WEB-COMPANY-5	AUSI	The Series 5 Company code assigned to Web Company 4
WEB-OP-LOCATION-1	10	The Inventory Warehouse Location code for orders submitted over the Web for Company 1
WEB-OP-LOCATION-2	20	The Inventory Warehouse Location code for orders submitted over the Web for Company 2
WEB-OP-LOCATION-3	30	The Inventory Warehouse Location code for orders submitted over the Web for Company 3
WEB-OP-LOCATION-4	40	The Inventory Warehouse Location code for orders submitted over the Web for Company 4
WEB-OP-LOCATION-5	EAST	The Inventory Warehouse Location code for orders submitted over the Web for Company 5
WEB-EDOCS-DIRECTORY	/web/..../shweb/acutemp	The directory path in which temporary files are created used to send attachments as emails on UNIX web servers.
WEB-MGMT-CTRL-PATH	@accserver:/acctg/shsi_ctrl	For CGI service routines on a Web server, defines the directory path of the location where the Series 5 control files reside.

7.3 Runtime Error Codes

These Unfortunately things don't always operate the way they should. For a variety of reasons, the application will on occasion generate some nasty looking error codes and messages.

These can be divided up into three categories of errors:

- ❑ Application generated Errors
- ❑ Microsoft Word or Excel generated Errors

Generally when an error occurs the application that was executing will bomb out. Any of these errors should be immediately reported to you System Manager, or to Sentinel Hill Software's support team.

When reporting an error, please attempt to record the following bits of information:

- What application you were executing
- What menu item you were executing
- What screen was being displayed just before the error was reported
- What field or control your mouse was position on when the error occurred
- What key or control was struck or clicked when the error occurred
- If possible, identify the Transaction record, or Master Code record that was being operated on at the time
- The error code, along with the accompanying descriptive text, if any.

Please Take Note

If it is at all possible, you should get a screen shot of your screen with the error message displayed. This would greatly assist in identifying the cause of the error.

7.3.1 Application Error Codes

Here is a description of the assorted errors generated from the application that will cause it to terminate abnormally.

Error Code	*Message*	*Possible Problem*
24	Disk full for Indexed file WRITE	There is not enough disk space allocated to the data folder the data file resides in
30-XX	Hardware Error Failure	There is a serious hardware failure. The

		secondary code value xx is set by the operating system.
34	Disk full for Sequential file WRITE	There is not enough disk space allocated to the data folder the data file resides in
35	File not found for Open	The application attempted to open a file that could not be found. Contact your Systems Manager or Sentinel Hill Software support for assistance.
37-07	User does not have permission to access file	The user does not appropriate access rights to open the file
37-XX	System failure on opening a file	The application attempted to open the file in the wrong mode
37-99	Windows runtime not network enabled	Non-Networked runtime attempted to open a file on a remote system
39-XX	File Mismatch on OPEN	An older version of the file was being accessed, or application programming error.The secondary code value xx indicates the type of mismatch.
41	File Already Open	An application programming error. Contact Sentinel Hill Software support.
42	File Not Open	An application programming error. Contact Sentinel Hill Software support.
47-XX	File not opened in the correct mode	An application programming error. Contact Sentinel Hill Software support.
48-XX	File not opened in the correct mode	An application programming error. Contact Sentinel Hill Software support.
49-XX	File not opened in the correct mode	An application programming error. Contact Sentinel Hill Software support.
94-10	Too many files opened by process	The max number of files has been reached. The configuration variable MAX-FILES should be increased.
98	The file has become corrupt	The file has become corrupt for some reason. You must use the AcuGT's **vutil** utility to rebuild the file. Contact your Systems Manager or Sentinel Hill Software support for assistance. (From a DOS or UNIX prompt you will need to issue the command ***vutil32 -rebuild filename***).
9C	Max number of locks specified.	The max number of files that can be locked has been reached. Either the configuration variable

		MAX-LOCKS should be increased, or an application programming error has caused the problem. (By default MAX-LOCKS is the same as MAX-FILES)
9D-XX	Internal error from host file system	An internal error has occurred when attempting to access a file over the network using AcuGT's Acuserver running on the primary server. The most likely problem is that the host server network is down, or the host server file server process has failed. Contact your Systems Manager. The xx is the host system's error code.

7.3.2 Microsoft Utility Errors

TheSeries 5 systems internally makes calls to Microsoft's Word and Excel utilities. On occasion, these utilities will report an error which causes the application to abort. Here are the documented errors that have been encountered to date.

From	***Message***	***Possible Problem***
Word	Unable to satisfy the requested call	When attempting to print a document directly from Word, and a problem exists on the network, or the remote printer is probably not turned on.
Excel	Class is not licensed for use (error 800A03EC)	When outputting a string to a spreadsheet there was a "=", "+", or "-" character in the 1st character of the string. Excel thinks this is the start of an equation that does not make sense. If possible insert the "'" , (single quote), character as the 1st character of the string being output.

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