

# **DAPREX, INC.**

**Specialists in Data Processing**

**Presents...**

## **The Inventory System**

**For The IBM AS/400 (R)**

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# **INTRODUCTION TO INVENTORY**

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This section outlines the general purpose of each menu option on the Inventory Main Menu. Each of these is then examined in detail in subsequent sections of the manual.

**DAILY PROCESSING** - This menu contains all inventory transaction jobs, (receipts, transfers and adjustments), as well as stock status inquiries and reports. Product cost adjustments can also be performed from this menu.

**PHYSICAL INVENTORY** - This menu contains all jobs that are a part of performing a physical inventory, including the printing of count sheets/tickets, the entry, edit and update of the counted quantities and variance reporting.

**MONTH END PROCESSING** - This menu contains month end jobs and reporting.

**FILE MAINTENANCE** - All Master files are entered and maintained on this menu. The Warehouse/Product Build Utility menu is also accessed from this menu. It contains all the jobs necessary to assign/distribute products to individual warehouses.

**FILE LISTINGS** - Listings of each master file can be obtained from this menu.

**FILE INQUIRIES** - Inquiries into each master file are found on this menu.

## **FUNCTION KEYS**

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Throughout the system, various function keys are utilized for special purposes. This section provides a brief overview of these keys and their functions. While ALL of the functions are described here, only those that are listed at the bottom of a particular screen are available from that screen. It is therefore important to read the screens and use the available HELP text to determine which keys can be used in each job. We have tried to be consistent with the use of these function keys and hope this enables our users to adapt quickly and easily to our systems.

<b>F3= EXIT</b>	Exit the screen and return to the menu.
<b>F4= SCAN</b>	Scan on any input field for which there is a master file. I.E. - product#.
<b>F5= RESET</b>	Reset the screen and re-enter the data.
<b>F6= NOTES</b>	Allows the operator to add notes for a record or view existing notes.
<b>F10= ADD</b>	Go to ADD mode when building a file.
<b>F11= UPDATE</b>	Change or delete an entry in a transaction file.
<b>F12= PREVIOUS</b>	Go back to the previous screen.
<b>F16= DISPLAY BY CODE</b>	Display a maintenance file in code order. I.E. the State/Country file.
<b>F17= DISPLAY BY NAME</b>	Display a maintenance file in alphabetical order by description/name.
<b>F20= SHIFT RIGHT</b>	Move the screen to the right to view additional columns of data.

## USING THE DAPREX FILE MAINTENANCE UTILITY

When performing File Maintenance, there are several types of files. The first kind is a non-corporate specific file where multiple records can be entered onto the same screen. These files have relatively few fields, all of which fit on the screen. The Product Category File is an example of this type of file. See below.

PRODUCT CATEGORY MAINTENANCE	
ENTER/UPDATE PRODUCT CATEGORY DESC.	
POSITION TO:	(BY CATEGORY)
<u>CAT.</u>	<u>DESCRIPTION</u>
H&B	HEALTH & BEAUTY PRODUCTS
HSE	HOUSEHOLD ITEMS
RX	PHARMACEUTICALS
STN	STATIONERY

The second kind is almost identical to the first except that it is corporate specific. This means that a Corp# must be entered PRIOR to entering any records to the file. This file type also contains few enough fields that they all fit on one screen. The Printer ID by Warehouse File is an example of this type of file. See below.

PRINTER ID BY WAREHOUSE		
*CORPORATION		1
POSITION TO:		
<u>WHSE#</u>	<u>DESCRIPTION</u>	<u>ID#</u>
001	STAMFORD WHSE	P1
002	NYC WHSE	P2
003	NEWARK WHSE	P3
004	HARTFORD WHSE	P4

When ADDING records to these first two file types, simply key in the necessary data. When all records have been entered or the first screen is full, press **ENTER** to proceed. Press **F20** to accept the new or changed records or **F12** to cancel the new or changed entries. If you have filled the first screen and now want to add more records, type '999' (or as many nines are required to fill the field) at the **POSITION TO** field. This takes you to the end of the file, displaying a blank or partially blank screen on which to make the additional entries. Continue as previously described. When adding records to the file at a later time, either move the cursor to the first blank line and key the new data or enter nines at the **POSITION TO** field.

To CHANGE/UPDATE an existing record, move the cursor to the field in question and key the new data over the old. If the desired record is not displayed, key in the appropriate code at the **POSITION TO** field, or press **F17 (BY DESCRIPTION)**, and key the first few characters of the code description and press **ENTER**. The system displays the screen on which the first matching record appears. Now move the cursor to the desired field and make the changes. Press **ENTER** when all changes have been made, and **F20** to accept the changes. To delete a record, key a '4' in the **DLT** field and **ENTER**. Again, press **F20** to confirm the delete.

The third kind of file is that which may or may not be corporate specific AND contains more fields for each record than will fit on the first screen that is displayed. An example is the Product File. When this menu option is selected for the first time, a screen like that shown below appears.

PRODUCT MASTER MAINTENANCE		
POSITION TO:		(BY PRODUCT)
OPT	PRODUCT	DESCRIPTION
003		120Z HEAD & SHLDRS SHMPO.
004		60Z HEAD & SHLDRS. RINSE
005		BRECK CONDITIONING SHMPO.

Press **F10** to Add a record. The actual entry screen then appears, prompting the operator for the Corp#, Warehouse#, etc. After keying all of the necessary fields, press **ENTER** to accept the record. Continue with the next record to be added. When all records have been entered, press **F12-PREVIOUS** to return to the previous screen. All of the records that were added will be displayed as shown in the following example.

PRODUCT MASTER MAINTENANCE		
POSITION TO:		(BY PRODUCT)
OPT	PRODUCT	DESCRIPTION
003		120Z HEAD & SHLDRS SHMPO.
004		6OZ HEAD & SHLDRS. RINSE
005		BRECK CONDITIONING SHMPO.
006		BRECK HOT OIL TREATMENT
007		SELSUN BLUE - 8 OZ.

To change/update any of the existing records, key a '1' in the **OPT** field and press **ENTER**. The selected record is displayed and you may make any updates/changes or delete the record by pressing **F14=DELETE**. Almost all of the File Inquiries are accessed using the same utility. Some of the files which contain very few records do not use this utility and are accessed in the same manner as in File Maintenance.

## USING THE DAPREX SELECTION UTILITIES

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Throughout the Inventory system, extensive use is made of the Corporation/Warehouse selection utility to designate the entities to be included in reports or inquiries. This section outlines the use of that utility.

On almost every inquiry and report option in the Inventory System, the above mentioned utility is used to allow the operator to select the corp/warehouse(s) to be included. A screen like that below appears showing each Corp/Warehouse combination.

CORPORATION/WAREHOUSE SELECTION UTILITY				
POSITION TO:   __  __  (CORP/WHS)				
<u>SEL</u>	<u>CORP</u>	<u>WHS</u>	<u>NAME</u>	<u>ST</u>
	001	001	STAMFORD	CT
	001	002	BRONX	NY

Simply key a '1' next to the warehouse(s) to be selected and press **ENTER** to proceed. In most cases there is some additional selection, so another screen appears upon pressing **ENTER**. In another type of situation, the operator is prompted to confirm the selections on a secondary screen by pressing **F20**.

## **PROFILE OPTIONS**

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When the DAPREX Inventory Control system is installed at your location, the installer needs to identify which Profile Options are to be active. Profile Options are system instructions regarding certain types of processing and depending on whether an option is active or not, the system handles certain situations differently. Once set, the Profile Options should not be changed without checking with your DAPREX representative.

There are two levels of profiles; one which is generic to all corporations using the Inventory system and one which is corporate specific. All profile options should be answered with a 'Y' or an 'N'. The generic Inventory Profile Options are as follows:

**Multi-Corporate** - Allows multiple corporations for purchase order processing.

**Lots** - Not Used.

**Multi-Warehouse** - Allows multiple warehouses.

**Has Foreign Address** - Indicates that foreign addresses are used.

**Locations** - Uses warehouse locations and displays location fields in the Product/Warehouse file.

**Purchasing Installed** - Has the DAPREX Purchase Order System installed.

**Uses Weighted Products** - Not Used.

**Uses DISTRO System** - Uses the DAPREX Order Entry & Billing system.

**Default Product 2<sup>nd</sup> Screen to 'N' Values** - defaults an 'N' value for each field on the second screen of the Product Master File.

**Auto Change Corp 1 / Warehouse 1 When Change Product \$\$** - A 'Y' indicates that when the product cost is changed in the Product Master file, change the cost in Corp 1/Warehouse 1 also.

**Product Scan - Load by Prod=Y, By Scan=N** -

**Only Load Active Products in Scans Y/N** - A 'Y' indicates that only the active products are to be shown in the Product Scan programs. An 'N' forces the system to include all products. A product is designated as active or inactive in the Product Master File.

**Auto Create Products in All Warehouses on Product Adds** - A 'Y' automatically creates a record for each warehouse in the Corp/Warehouse file when a new product is added to the Product Master file.

**Use Price Change Tracking for Products** - A 'Y' indicates that if product price is greater than the established percentage rate (in data area). Notify the user and make them accept the difference.

**Track Inv. Transactions by Dept.** - reserved for Animal Med. Ctr.

**Change All Warehouses' Cost=Product Cost if Product Changes** - A 'Y' indicates that if you change the product cost in the Product Master file, the system will change the cost for that product in any other Corp/Warehouse where it exists.

**Change All Warehouses' All Product Category When Master Changes** - A 'Y' indicates that if you change the product category in the Product Master file, the system will change the category for that product in any other Corp/Warehouse where it exists.

**Update Fixed Assets Products from Inventory** – A 'Y' automatically updates the Product File in the Fixed Assets system when adding products to the Product File in the Inventory system. Key an 'N' if you are not using the DAPREX Fixed Assets system or if you do not want to link the two systems.

**Access Books Maint. From Product Maint.** – DFW Only

**Product Maintenance: Type and Stock Y/N Required** – A 'Y' indicates that the Product Type and Stock Y/N fields are required when adding/updating the Product File.

**Default Values In Product Maintenance** - A 'Y' defaults the following values for new product records: Order/retail/price unit of measure: **EA**; Order/price um ratio: **1**; Cost type: **S**; Price/\$/%: **P**, Stock Y/N: **Y**. . . AMQUIP.

**Print Quantity Totals on Variance Report** - A 'Y' prints quantity totals on the Inventory Variance reports. This is meaningful only if all products use the same unit of measure.

**No Page Break on Count Sheet by Location** – A 'Y' indicates that the count sheet by location will not do a page break when the location changes.

**Allow Single Character Product Scan Build** - allows the product scan to be built off of one character if you have single characters in the product description.

The corporate specific Inventory Profile Options are as follows:

**Allow Change to U/M in Physical Inv. Counting** - Indicates whether the operator can change the unit of measure during Physical Inventory Count Entry.

**Allow Change to Standard Cost in Inv. Counting** - Indicates whether the operator can change the standard cost during Physical Inventory Count Entry.

**Print Headings at 10 CPI** - Prints the report headings at 10 characters per inch. This is element 256. Roll the screen forward until it is displayed.

Once the corporate specific profiles have been created for one corporation, they can be cloned to another corporation by pressing **F24=Clone** and entering the To Corp#. If data already exists for the To Corp#, the operator is prompted to press **F20** to copy ALL profile settings, **F15** to clone only those options that are blank in the To Corp# or **F12** to cancel the clone procedure.

## **GENERAL FUNCTIONS FILE MAINTENANCE**

The General Functions File Maintenance Menu contains generic files that are used by ALL of the DAPREX libraries. If these files have been built and are in use by other libraries, it is not necessary to recreate them here. The menu appears as below.

1. CORPORATION MAINTENANCE
2. DIVISION MAINTENANCE
3. DEPARTMENT MAINTENANCE
4. CHART OF ACCOUNT MAINTENANCE
5. REJECTION MASK MAINTENANCE
6. JOB MAINTENANCE
  
10. 4 LEVEL ENTITY VALIDATION

Each of these files is discussed in detail with reference to its function and importance within the system. Refer to the On-line HELP text for further explanations of individual fields.

## **CORPORATION MASTER**

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The Corporation is the highest level in the General Ledger hierarchy of Corporation/Division/Department, and represents a single corporate entity. Up to 999 corporations may be active on the system and each has its own fiscal year and A/R aging categories, (Current, Overdue, 30 Days etc.). Multiple corporations may share a Customer File.

## **DIVISION MASTER**

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The Division is the second level of the G/L hierarchy Corporation/Division/Department and represents a separate P&L entity, cost center etc. Divisions are corporate specific and a maximum of 999 may exist in any one corporation. Each division may be broken down further into departments.

## **DEPARTMENT MASTER**

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The Department represents the third level of the G/L hierarchy and its use is entirely optional. It also is a P&L entity as a subsidiary to a division, and departmental reporting can be on an individual or consolidated basis. For those companies where a divisional breakdown is sufficient, it is not necessary to make any entries to this file. For those companies wishing to use departments, it is important to know that up to 999 departments can be active on the system and that they can cut across corporate and divisional boundaries. For Example: Dept #1 - Data Processing, can be used by any division within any corporation except where prohibited by the Rejection Mask.

## **CHART OF ACCOUNTS**

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This file contains a master list of ALL possible G/L account numbers and names that are used by the active corporation(s). Using the Chart of Accounts - Rejection Mask (see that section), use of certain accounts can be limited to specific corporate/divisional /departmental entities.

When setting up the Chart of Accounts, you must use the following ranges for your accounts.

100000	-	199999	ASSETS
123001	-	123999	RESERVED FOR INTERCORPORATE DUE TO AND DUE FROM ACCOUNTS
200000	-	299999	LIABILITIES
300000	-	999999	INCOME AND EXPENSES

It is important to remember that the descriptions of the accounts will be constant from corporation to corporation.

NOTE: For the coding of intercorporate Due to and Due From accounts, the last three digits of the account number represent the due to or from corporation number. (i.e. 123001 is for Corp# 001, 123055 is for Corp# 055).

## **CHART OF ACCOUNTS - REJECTION MASK**

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The Chart of Accounts Rejection Mask file allows the operator to indicate which account(s) from the master Chart of Accounts are not used or are invalid for certain corporate/divisional/departmental entities. By creating this "Rejection Mask" for an account, no postings can be made to that account within the specified corporation/division/department. For example: In the Chart of Accounts there is a Travel and Entertainment account. This account is only valid in two of the three divisions within the corporation. The operator needs to create a record in this file to indicate that this account is INVALID for the third division. By the same token, the account may be valid for Corporation 1 but invalid for Corporation 2. Or to take it a step further, it may only be valid for certain departments within certain divisions of a corporation.

## **JOB MASTER**

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The Job Master file is not used in the Inventory system.

## **4 LEVEL ENTITY VALIDATION**

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Entry to this file is optional, but if used, it should contain all of the valid entity (Corp/Div/Dept/Job) combinations that are to be used throughout the system. The divisions are already corporate specific so if those two levels are the only ones used, it is not necessary to make any entries here. If you are using either or both the Department and Job levels in the G/L, you can create the matrix of valid combinations to reduce the numbers of errors in posting transactions. As it currently exists, departments and jobs can be used with any Corp. and Div. This file allows the user to define those entities where the department(s) and/or job(s) are valid. In addition to creating this file, the appropriate profile option under General Ledger must be activated.

## **FILE MAINTENANCE**

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The File Maintenance Menu contains all the programs necessary to create the files that are used in the Inventory System. (Some, like the Corporation and Product files, may have already been built in other DAPREX libraries. It is not necessary to recreate them here). The Warehouse/Product Build Utility Maintenance menu is also accessed from this menu.

1. CORPORATION MAINTENANCE
2. WAREHOUSE MAINTENANCE
3. PRODUCT MASTER MAINTENANCE
4. LOT MAINTENANCE
5. WAREHOUSE/PRODUCT BUILD UTILITY
6. WAREHOUSE PRODUCT MAINTENANCE
7. PRODUCT CATEGORY MAINTENANCE
8. PRODUCT CLASS MAINTENANCE
9. PRODUCT TYPE MAINTENANCE
10. REASON/STATUS CODE MAINTENANCE
11. UNIT OF MEASURE MAINTENANCE
12. VENDOR MASTER MAINTENANCE
13. LOCATION MASTER MAINTENANCE
16. BOM PRODUCT MAINTENANCE

Each of these files is discussed in detail with reference to its function and importance within the system. (The Corporation File has been outlined in the previous section). Refer to the On-line HELP text for further explanations of individual fields.

## WAREHOUSE

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The Warehouse File contains general information about each warehouse for the various corporations including the number of location levels (row, aisle, bin etc). There may be up to 999 warehouses per corporation. See sample screen below.

```
INFM01          WAREHOUSE MAINTENANCE

                DESCRIPTION
CORP# ... 001 DAPREX INC.
WHSE# ... 001 COMMERCE RD.

-----

ADDRESS1 ... PURCHASING DEPARTMENT
ADDRESS2 ... 1212 COMMERCE RD.
CITY ..... STAMFORD          ST CT  ZIP 06902 -

PHONE ..... 203-584-8280
FAX # ..... 203-584-8511
TELEX .....

NUMBER OF LOCATION LEVELS FOR WAREHOUSE (0-6) ... 1
GENERATE TRANSACTIONS FOR WAREHOUSE (Y/N) ..... Y

NOTES ON FILE: Y

ENTER F6=NOTES F12=PREVIOUS F14=DELETE
```

## PRODUCT

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The Product File contains general information about each product that is stocked at any or all of the active warehouses, including unit of measure, cost and classification data. When entering products into this file for the first time, you may want to use the 'Duplication Feature' which allows you to designate those fields which are identical for all products OR for the group of products being entered. (This feature is turned on by pressing **F15=DUP**, placing an 'X' next to those fields to be duplicated, and pressing **ENTER**. Then press **F12** to return to the entry screen. At the bottom of the screen, "**F15=Dup**" appears in reverse image to indicate that this feature is activated. To turn off this feature, press **F15**, then **F5** to Clear the duplicate value selections, and **F12** to return to the entry screen.). After designating the fields to be duplicated, the first product is keyed in with the appropriate values, (i.e. Category = 100, and Taxable Y/N = N) and those fields are duplicated for all subsequent entries until the values of those fields are changed or the Duplication Feature is turned off.

In addition to entering the products into the Product Master File, they must at some point be assigned to the warehouses where they will be stocked. This can be done while entering the product into this file, (if there is only 1 warehouse, it SHOULD always be done now) or later on using the Warehouse/Product Build Utility. (See that section of this manual for a further explanation.) This feature is activated by pressing **F19=Warehouse Distribution**. This allows the operator to select the

warehouses in which the products are to be valid. (I.E. Inventory will be maintained at these warehouse locations and orders for the products may be processed for these locations). It also copies certain basic information (selling, purchasing and inventory unit of measure, and average cost) to the Product/Warehouse File. After pressing **F19**, the Warehouse Selection screen appears. Key a '1' next to each warehouse in which the products to be entered will be valid and press **ENTER** to return to the entry screen. At the bottom of the screen, "**F19=WhsDist**" appears in reverse image to indicate that this feature is activated. When entering products, they will be distributed to the selected warehouses. To turn off this feature, press **F19**, and then remove the '1' in the **SEL** column next to each selected warehouse. When you return to the Product entry screen, the "**F19=WhsDist**" is no longer in reverse image.

If there are going to be many active warehouses, it is recommended that only one be selected here for the Warehouse Distribution as there are more efficient ways of creating the data for the Product Warehouse file. See the section on Inventory Setup for further details.

See sample Product Master screen below.

```

INFM03          PRODUCT MASTER MAINTENANCE          MODE: UPDATE

PRODUCT No ... 022          ACTIVE . Y
DESCRIPTION .. PENS - BLUE - MEDIUM POINT - SPECIAL    HOT KEY#
-----

CATEGORY (*) 002          PROCESS TYPE
CLASS . (*)  OFC OFFICE PRODUCTS FURNITURE
TYPE .. (*)  ADD ADDITIONAL PRODUCTS
STOCK Y/N : Y  (IS THIS A STOCK ITEM)
-----

ORDER/INVOICE UNIT OF MEASURE (*)  UM  U/M DESC  RATIO U/M TO EACH
PRICING UNIT OF MEASURE (*)         EA  EACH      1
RETAIL UNIT of MEASURE (*)          EA  EACH      1
-----

ENTER COSTS, PRICING, AND QUANTITIES IN EACHES
STD/AVG COST  6.9900 STD COST TYPE  COST VAR %
BASE PRICE    6.99 (P,$,OR%) %    BASE=ACT SELL PRICE (A)
RTL PRICE     ROUND TO          ROUNDING CODE (0,1,2,4) 0
MINIMUM QTY  500  MAX. QTY 2000  ADD ON AMOUNT .00

ENTER F4=SELECT* F12=PREVIOUS F14=DLT          (C) DAPREX - 1994

```

## LOTS

The Lot File is only used by those corporations who maintain a lot inventory. Multiple lots per product can be entered, each with its own data.

## **WAREHOUSE/PRODUCT BUILD UTILITY**

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The Warehouse/Product Build Utility Menu contains all the programs necessary to add products to the various warehouses used in the Inventory System.

1. **WAREHOUSE PRODUCT BUILD UTILITY**
2. **SELECT WAREHOUSE TO REMOVE FROM SELECTION FILE**
3. **PRODUCT SELECTION REPORT BY WAREHOUSE**
4. **PRODUCT SELECTION INQUIRY BY WAREHOUSE**
5. **SELECT WAREHOUSE LOCATION FOR POSTING**
6. **CREATE WAREHOUSE BY COPYING EXISTING WAREHOUSE**
7. **DELETE INACTIVE RECORDS FROM WAREHOUSE PRODUCT FILE**

Each of these files is discussed in detail with reference to its function and importance within the system.

## USING THE WAREHOUSE/PRODUCT BUILD PROGRAMS

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The Warehouse/Product Build Utility is a series of programs which performs the assignment or distribution of inventory products to the appropriate corp/warehouse locations. The assignment of products can be done for ALL products, for selected Product Categories, or for individual products. These programs are very useful if there are multiple warehouses carrying some but not all of the same products, if a new warehouse is opened, or if a new line of products is to be added to the various locations. (If you are a single corporation with one warehouse, this entire section can be skipped, as the products can be added to the Warehouse/Product file at the time of Product File entry using the **F19-Warehouse Distribution** option. The same holds true if there are perhaps two warehouses, each stocking exactly the same items as the other.)

In the situation where different warehouses stock some but not all of the same items, or perhaps entirely different items, the programs on the Warehouse/Product Build Utility menu provide the ability to selectively assign the items to be stocked at the individual warehouses, along with selling, purchasing and inventory units of measure, and standard cost data.

There are several steps to this process and one or multiple warehouses may be selected for processing. The first step is to select the warehouse(s) for which to generate the Warehouse/Product file. The operator can then designate whether to assign ALL products, certain product categories, or individual products, to the selected warehouse(s). (If any warehouses were selected in error, they can be deleted from the selection file prior to update). The second step is to print an edit list of those products assigned to the selected warehouse(s). This listing should be carefully checked for errors. The third step allows the operator to inquire on the products assigned to an individual warehouse, and if necessary, to delete any items that are not to be added to a particular warehouse. (If a product already exists in the file for one of the selected warehouses, it IS NOT duplicated.) The edit listing can then be reprinted as a final check before updating. The fourth step is the actual update to the Warehouse/Product file once the edit list is correct.

Finally there is a menu option which allows you to create the Warehouse/Product file for one warehouse by copying that of another.

## **WAREHOUSE/PRODUCT BUILD UTILITY**

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This program allows the operator to select the warehouse(s) for which to generate the Warehouse/Product file. In addition to selecting the warehouse(s), the operator has three options: 1 - *Distribute ALL products to the selected warehouses*, 2 - *Select individual product categories to be distributed*, or 3 - *Select individual products to be distributed*. If option 2 or 3 is chosen, an additional screen appears, allowing the operator to select the product categories or products to be distributed.

In generating the Warehouse/ Product file for a warehouse, the system does not duplicate products that may already exist for that warehouse. Since this program can also be used (after initial setup of the system) to add new products to the Warehouse/Product file for a warehouse, it is important to know that data cannot be inadvertently destroyed or duplicated.

## **SELECT WAREHOUSE TO REMOVE FROM SELECTION FILE**

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This option is used to delete a warehouse from the selection file that was created in the previous step. If a warehouse was selected in error, or the wrong distribution option was taken, deleting that record here allows the operator to recreate that warehouse's work file. Upon selection of this menu option, the Corp/Warehouses selected in the previous step are displayed. Simply key a '1' next to those records to be deleted and press **F15=Continue**. The selected records are now displayed for verification. Press **F20** to confirm selection of these records or **F12** to return to the selection screen and make changes. To recreate the work file for a given warehouse, return to step #1, Warehouse/Product Build Utility.

## **PRODUCT SELECTION REPORT BY WAREHOUSE**

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This option prints a list of the products distributed to selected warehouses. This listing should be carefully checked for any errors or omissions. Upon selection of this menu option, the Corp/Warehouse Selection screen is displayed. Simply key a '1' next to the record(s) for which to print the report and press **F15=Continue**. The selected records are now displayed for verification. Press **F20** to confirm and run the report(s) or **F12** to return to the selection screen and make changes.

## **PRODUCT SELECTION INQUIRY BY WAREHOUSE**

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The option allows the operator to view the products that have been distributed to an individual warehouse, and if necessary, to delete any items that are NOT to be stocked at that warehouse. The Product Selection Report by Warehouse should then be reprinted as a final check before updating.

Upon selection of this option, the Corp/Warehouse Selection screen is displayed. Simply key a '1' next to the location on which to inquire and press **ENTER**. A list of the distributed products is displayed. (Use the ROLL keys to view additional screens of data). To delete an item from the warehouse, key a '4' next to the product# and press **ENTER**. To view the product category, unit of measure and cost data for an item, key a '1' next to the product# and press **ENTER**. When all deletions have been made, press **F12=Previous** and **F3** to end. Reprint the edit list to confirm that the file is correct before proceeding with the update.

## **SELECT WAREHOUSE LOCATION FOR POSTING**

---

This option allows the operator to select and update a warehouse(s) and its distributed products to the Warehouse/Product File. All of the products distributed to the selected warehouse (as listed in the Product Selection Report) are posted to the Warehouse/Product File. Only the following fields are copied from the Product File into the Warehouse/Product file. The **PRICING UOM** from the Product File becomes the **SELLING UOM**, the **ORDER UOM** becomes both the **PURCHASING** and **INVENTORY UOM**, and the **COST** is only copied if it is a standard cost. The operator must then use the Warehouse/Product Maintenance option on the File Maintenance menu to update the remaining fields in the Warehouse/Product file.

Upon selection of this option, the Corp/Warehouse selection screen appears. Simply key a '1' next to the warehouse(s) to update and **F15** to continue. The selected records are now displayed for verification. Press **F20** to confirm and post or **F12** to return to the selection screen and make changes.

## **CREATE WAREHOUSE BY COPYING EXISTING WAREHOUSE**

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This option allows the operator to generate Warehouse/Product records for one warehouse FROM another, copying ALL or selected fields from the model warehouse. This option is especially useful when a new warehouse is added that is identical , (or almost identical) to an existing warehouse.

Upon selection of this option the operator keys in the **FROM** and **TO CORP/WAREHOUSES** and indicates with a 'Y' or an 'N' whether to update **existing** products in the **TO WAREHOUSE** with the designated fields. (Only those products with zero quantities will be updated if a 'Y' is keyed in response to this question).

There are two methods of generating records for the **TO WAREHOUSE**. The first is to copy ALL fields (except quantities) from one warehouse to the other. If this is the case, simply press **F15=SUBMIT COPY** once the above data has been keyed. The second is to copy selected fields by using **F6=SELECT EXCLUDE FIELDS**. This allows the operator to exclude fields which should NOT be copied. (I.E. - the vendor from whom the product is purchased is different at the new warehouse.) After keying the **FROM** and **TO CORP/WAREHOUSES**, press **F6** and key an 'X' next to those fields to be excluded in this copy procedure, or press **F10** to exclude ALL. See sample below.

**TYPE AN X IN FRONT OF FIELDS TO EXCLUDE:**

<b>PRODUCT CATEGORY</b>	<b>PRODUCT WEIGHT</b>
<b>DEFAULT VENDOR</b>	<b>PRODUCT EFF. DATE</b>
<b>BASE UOM</b>	<b>PRODUCT STATUS CD.</b>
<b>SELLING UOM</b>	<b>STANDARD CODE</b>
<b>PURCHASING UOM</b>	<b>STOCK CHECK/PROD.</b>
<b>INVENTORY UOM</b>	<b>STOCK CHK/EXP DATE</b>
<b>EXTENSION RECORDS</b>	<b>USAGE TRACKING</b>
<b>CONVERSION RECS. USED</b>	
<b>MINIMUM UNITS</b>	
<b>MAXIMUM UNITS</b>	

When selections have been made, press **F12** to return to the previous screen and press **F15-SUBMIT COPY** to process. The appropriate records are copied and now exist in the Warehouse/Product File.

## **DELETE INACTIVE RECORDS FROM WAREHOUSE/PRODUCT FILE**

---

This option deletes inactive products for a selected corp/warehouse from the Warehouse/Product file. Inactive products are those that have zero balances in **all** of the quantity fields in the Product Warehouse File. Upon selection of this option, the Corp/Warehouse selection screen appears. Simply key a '1' next to the warehouse(s) from which to delete inactive products and **F15** to continue. The selected Corp/Whses are now displayed for verification. Press **F20** to confirm and post or **F12** to return to the selection screen and make changes...

## **WAREHOUSE/PRODUCT FILE**

---

The Warehouse/Product File contains the specific unit of measure, costing, stocking and quantity (on-hand, on order etc.) data for each product that is stocked at each warehouse. Since this data varies by warehouse location, all of this information MUST BE maintained separately. The Warehouse/Product file is usually generated either at the time of building the Product Master File, (using **F19=Warehouse Distribution**) or through the Warehouse/Product Build Utility Menu. (See that section.) However, not all fields are generated using either of these methods. It is necessary to use this menu option to enter and maintain fields such as **VENDOR#**, etc., AFTER the file has been generated using the above methods. See sample screen below.

<b>INFM09</b>	<b>Product/Warehouse Maintenance</b>	<b>6/01/95</b>
<b>Corp# 1</b>		
<b>Whse# 1</b>	<b>Prod# 22</b>	<b>GIFT WRAP PAPER - ROLL - CHRISTMAS</b>
<b>Category (*) ..</b>	<b>STN</b>	<b>STATIONERY CATEGORY</b>
<b>Unit of Measure</b>	<b>Cost Information</b>	<b>Stocking Information</b>
<b>Base UM (*) EA EACH</b>	<b>Avg. Cost/ EA 6.5000</b>	<b>Stock Check Y (Y/N)</b>
<b>Sell UM (*) EA EACH</b>	<b>Last Cost/ EA 6.5000</b>	<b>Stk Chk Exp 12/12/89</b>
<b>Pur. UM (*) CS CASE OF 22</b>	<b>Avg.Cost Upd 8/18/93</b>	<b>Stk Weight</b>
<b>Inv. UM (*) CS CASE OF 22</b>	<b>Avg. Cost/ CS 143.0000</b>	<b>Prd Eff Date 12/12/90</b>
<b>Quantities in : CASE OF 22</b>	<b>Location Information</b>	<b>Misc. Information</b>
<b>On Hand ... 559 (*)</b>	<b>Stocking . BIN15</b>	<b>Vendor # (*)</b>
<b>On Purchase Order: 5 (*)</b>	<b>Picking .</b>	
<b>On Customer Order: 6 (*)</b>	<b>Other ..</b>	<b>Notes ... N</b>
<b>In Transit ... :</b>		
<b>Unreleased ... :</b>		
<b>Minimum Stocking : 50</b>		
<b>Reorder Point . : 60</b>		
<b>Enter F4=Select(*) F12=Previous F14=Delete F6=Notes F24=View PO's</b>		

## **PRODUCT CATEGORY**

---

The Product Category file contains all of the product category codes and descriptions to be used in the Product File. Product Categories are general classifications of the products. Use of this file is optional.

## **PRODUCT CLASS**

---

This file contains all of the Product Class codes and descriptions to be used in the Product file. Product classes are another classification of your products, typically a sub-classification to a product category. Use of this file is optional.

## **PRODUCT TYPE**

---

This file contains all of the Product Type codes and descriptions to be used in the Product file. Product types are yet another classification for your products, and are also used for grouping like products together when posting departmental requisitions and revenue from sales to the General Ledger. IF you are using the Purchasing Requisition subsystem, AND want to create G/L entries for those transactions, you should enter the G/L codes (Corp#, Div#, Dept#, Acct#/MAD#) as applicable. If yours is a multi-corporate/divisional/departmental environment, you may only want to make entries to the Acct#/MAD# fields, letting the Corp#, Div# and Dept# default from the Requisition Header screen. Use of this file is optional. See sample screen below.

```
INFM06          PRODUCT TYPE FILE MAINTENANCE

TYPE PRODUCT TYPE CODE, PRESS ENTER.

PRODUCT TYPE ....: SNL

DESCRIPTION ..... SEASONAL PRODUCTS

                ACCT #
                CRP DIV DPT  MAD #  JOB
* INVENTORY G/L ACCT ....   1   1   1  780000
* SALES G/L ACCT .....     1           100100
* REQ EXPENSE ACCT .....           911300

DELETE RECORD .....      D=DELETE

F3=EXIT F4=SELECT(*) F6=NOTES F8=SELECT MAD#
F12=PREVIOUS (C) DAPREX - 1992
```

## REASON/STATUS CODES

This file contains all of the reason/status codes to be used in the Inventory Transaction programs on the Inventory Maintenance Menu. A Reason is an explanation of why an inventory transaction, (i.e. transfer or an adjustment), took place. A Status is an explanation of why a certain product at any or all warehouse locations is considered Released or Unreleased. Primarily it is used for lot inventories where a product is on an unreleased status; i.e. the lot has been recalled or has not yet received final approval. When a Status is Unreleased, the inventory quantity in question is NOT part of the On-Hand quantity, rather it is in the Unreleased bucket. When a Status is released, the inventory quantity becomes part of the On-Hand quantity.

## UNIT OF MEASURE MAINTENANCE

The Unit of Measure File contains the various units of measure used in the system. Each unit of measure is assigned a code, description, and its ratio to one. For example, a dozen would have a ratio of 12 to one, a gross, 144 to one, etc. For things like cases where the ratio to one can vary by product, set up codes like C6-Case/6, C12-Case/12, etc. If there is a unique unit of measure that is valid for only one product, key in the product# at the **PRODUCT NUMBER** field. This will prevent that unit of measure from being assigned to any other product than that specified here. The **TYP** field is reserved for future use.

INFM11 UNIT OF MEASURE MAINTENANCE				
ENTER/UPDATE UNIT OF MEASURE AND RATIOS . . .				
POSITION TO . . . .			U/M & PRODUCT	
D	U/M	U/M DESC	PRODUCT NUMBER	RATIO
	DZ	DOZEN		12
	EA	EACH		1
	M	THOUSAND		1000
	C12	CASE OF 12		12
	C24	CASE OF 24		24
	C27	CASE OF 27	CR10529	27

F3=EXIT ENTER ROLL KEY 4=DLT X=NOTES F17=BY DESC

## VENDOR MASTER

The Vendor File contains general information about the vendors used in the Inventory and Purchasing Systems. The vendor numbers are used in the Product/Warehouse file to indicate the vendor from whom the product is usually purchased. See sample screen below.

```
INFM13          VENDOR MASTER MAINTENANCE

VND# ...   122
NAME ...   METTA MANUFACTURING SUPPLY CO
-----
ADDRESS1 ... 714 OLD KINGS HIGHWAY
ADDRESS2 ...
CITY ..... DARIEN                STATE (*) CT
ZIP .....  06854 - 0714
PHONE ....  203-655-9561
FAX .....  203-655-3949          TELEX  203-655-9094
VENDOR CONTACT .. JOSEPH GOLDSTEIN
CONTACT TITLE ..
SHIP VIA (*) ... 1
TERMS (*) .... 1 COD              DISCOUNT ..
REQUIRE THEIR PART# ON P.O. (Y/N) ... Y
NOTES ON FILE:

ENTER F6=NOTES F12=PREVIOUS F4=SELECT(*)
F14=DELETE
```

## LOCATION MASTER MAINTENANCE

The Location Master File contains the various warehouse location codes and descriptions, (if any), used in the Inventory system. Specifically these are used in the Warehouse Product file to indicate the Stocking and Picking locations for individual products.

## **BOM PRODUCT MASTER MAINTENANCE**

The Bill of Materials Product File allows the user to assign component products to a Bill of Materials product#. (A B.O.M. product# is one that contains a 'Y' in response to the '**IS PRODUCT ON BILL OF MATERIALS MASTER?**' field on the second screen of the Product File.) After keying the product# for which to assign component products, press **ENTER** to proceed. Now enter each component product# along with the following data as necessary. If the component quantity is fixed per unit ordered, (i.e. 1 instructor manual), key the fixed quantity and an '*F*' for *Fixed* in the **QTY TYPE** field. If the component quantity is to be the same as the units ordered quantity, leave the **QTY** field blank and key a '*U*' in the **QTY TYPE** field. If the component quantity is variable, you may key a default quantity and a '*V*' in the **QTY TYPE** field. The **U/M** field should contain the appropriate unit of measure (the system uses the Order U/M from the Product File if left blank) and the **SLS TYPE** should contain an '*S*' if the component is a sales item, or an '*R*' if a rental item. See sample screen below.

<b>INFM21</b>		<b>Bill of Materials Product Master Maintenance</b>						
<b>Key Component Product &amp; Information, press Enter.</b>								
4=Delete Qty Type=U/F/V Sales Type=R/S								
BOM Prod# . . . .		IBM1A	PC START SET					
Position to . . . .		(Component Product)						
(*)		Qty (*)		Sls				
<u>D Prod#</u>	<u>Description</u>	<u>Qty</u>	<u>Typ</u>	<u>U/M</u>	<u>Desc</u>	<u>Typ</u>		
3116	IBM PS/2 MODEL 80 PERSONAL COM	1	V	EA	EACH	S		
3117	IBM 4102 SUPER VGA COLOR MONIT	1	V	EA	EACH	S		
3119	IBM PROPRINTER MODEL 3 - WIDE	1	V	EA	EACH	S		
Enter F3=Exit F4=Select(*) F12=Previous Roll Keys						(c) DAPREX - 1993		

## **FILE LISTINGS**

---

The FILE LISTINGS menu contains the following options.

1. CORPORATION LISTING
2. WAREHOUSE LISTING
3. PRODUCT MASTER LISTING
- 4.
- 5.
6. WAREHOUSE PRODUCT LISTING
7. PRODUCT CATEGORY LISTING
8. PRODUCT CLASS LISTING
9. PRODUCT TYPE LISTING
10. REASON/STATUS CODE LISTING
11. UNIT OF MEASURE LISTING
12. VENDOR MASTER LISTING
13. LOCATION MASTER LISTING

Each menu option prints a listing of the master file.

## **FILE INQUIRIES**

---

The FILE INQUIRIES menu contains the following options.

1. CORPORATION INQUIRY
2. WAREHOUSE INQUIRY
3. PRODUCT MASTER INQUIRY
- 4.
- 5.
6. WAREHOUSE PRODUCT INQUIRY
7. PRODUCT CATEGORY INQUIRY
8. PRODUCT CLASS INQUIRY
9. PRODUCT TYPE INQUIRY
10. REASON/STATUS CODE INQUIRY
11. UNIT OF MEASURE INQUIRY
12. VENDOR MASTER INQUIRY
13. STOCK STATUS INQUIRY
14. PRODUCT SEARCH UTILITY
15. LOCATION MASTER INQUIRY

Each menu option allows the operator to inquire on each of the master files listed here.

## USING THE DAPREX FILE INQUIRY UTILITY

Almost all of the File Inquiries are all accessed using the same utility. Some of the files which contain very few records do not use this utility and are accessed in the same manner as in File Maintenance.

The Inquiry Utility allows the operator to search by code, (i.e. Product Category Code) or by description, (i.e. Household Items, Pharmaceuticals). The function keys **F16=By Code** and **F17=By Description**, allow the operator to select the search method. 'By Code' is the default mode. (In certain cases where the file being inquired upon is corporate specific, it is necessary to first key in the corporation number.)

Upon selection of any of the File Inquiry menu options, a screen similar to that shown below appears. With the cursor positioned at the field **POSITION TO**, key in the code with which to start your inquiry. (To search by description, press **F17** and key in the description with which to start the search.) Let's use the Product Category File as an example.

PRODUCT CATEGORY FILE INQUIRY	
KEY SELECTION FOR INQUIRY	
POSITION TO:	(BY CATEGORY)
CAT.	DESCRIPTION
H&B	HEALTH & BEAUTY PRODUCTS
HSE	HOUSEHOLD ITEMS
RX	PHARMACEUTICALS
STN	STATIONERY

If the screen is not displaying the record in which you are interested, key in either the code or description on which to search and press **ENTER**. The system then displays all records in the file starting with the one you have requested. Use the **ROLL FORWARD** key to view additional records or key in a new code or description at the **POSITION TO** field and press **ENTER**.

## PRODUCT SEARCH UTILITY

This menu option allows the operator to determine where there are existing records for selected products throughout the Inventory System files. Individual products or a range of products can be selected for the search. A report is printed showing those files where records are found for the selected product(s).

## **DAILY PROCESSING**

---

The Daily Processing Menu contains all the programs necessary to create inventory transactions, (transfers in/out, adjustment up/down, and receipts), print Inventory reports and much more.

1. INVENTORY TRANSACTION ENTRY
2. INVENTORY TRANSACTION EDIT
3. STOCK STATUS INQUIRY
4. STOCK STATUS REPORT
5. WAREHOUSE/PRODUCT INQUIRY
- 6.
7. PRODUCT COST ADJUSTMENTS
9. INVENTORY TRANSACTION INQUIRY
10. PRODUCT COST TRACKING REPORT
11. WAREHOUSE TRANSFER ENTRY
12. UPDATE BOOKSTORE SHELF LOCATION

Each of these files is discussed in detail with reference to its function and importance within the system.

## INVENTORY TRANSACTION ENTRY

This menu option allows the operator to enter a variety of inventory transactions including transfers, adjustments up/down, and receipts of merchandise (when the DAPREX Purchasing System is not being used). It also prints an Inventory Transaction Register for the entries made.

Upon selection of this option, the Corp/Warehouse selection screen appears. After selecting the **CORPORATION** and **WAREHOUSE** for which to enter transactions, select the transaction type.  
*1=Receipts, 2=Adjustments, 3=Transfers.*

### RECEIPTS

To process a receipt of merchandise, key the **PRODUCT#**, **QUANTITY RECEIVED**, **SPLIT QUANTITY**, if any, **UNIT OF MEASURE**, **REASON CODE**, **VENDOR#**, **PO#** (optional), and **UNIT COST** (optional). Press **ENTER** to process the transaction and continue. See sample screen below.

```
INIA99          INVENTORY TRANSACTION ENTRY

CORP . . 001 DAPREX INC.
WHSE . . 001 COMMERCE RD.

TRANSACTION DATE . . . 6/01/95

PRODUCT NUMBER (*) . . 022

QUANTITY . . . . . 500      SPLIT AMT . .      U/M (*) CS
REASON CODE (*) . . . R  RECEIPT OF GOODS

-----
                        RECEIPTS

VENDOR NUMBER (*) . . 122
PURCHASE ORDER # . . 225912
UNIT COST . . . . .      2.13

F4=SELECT(*) F12=PREVIOUS ENTER=PROCESS
```

## ADJUSTMENTS

To process inventory adjustments, key the **PRODUCT#**, **QUANTITY**, **+/- CODE**, **SPLIT QUANTITY**, if any, **UNIT OF MEASURE**, **REASON CODE**, and **UNIT COST**, (optional). Press **ENTER** to process the transaction and continue. See sample screen below

```
INIA99          INVENTORY TRANSACTION ENTRY

CORP . . 001 DAPREX INC.
WHSE . . 001 COMMERCE RD.

TRANSACTION DATE . . . 6/01/95

PRODUCT NUMBER (*) . . 022

QUANTITY . . . . . 15 (+/-) SPLIT AMT . .   U/M (*) CS

REASON CODE (*) . . . A ADJUST INVENTORY

-----
                        ADJUSTMENTS

UNIT COST . . . . .

F4=SELECT(*) F12=PREVIOUS ENTER=PROCESS
```

## TRANSFERS

To process inventory transfers, key the **PRODUCT#**, **QUANTITY TRANSFERRED**, **SPLIT QUANTITY**, if any, **UNIT OF MEASURE**, **REASON CODE**, **TRANSFER TO CORP/WHSE#**, and **TRANSFER #** (optional). Press **ENTER** to process the transaction and continue. The system creates the FROM and the TO transaction records. See sample screen below.

```
INIA99          INVENTORY TRANSACTION ENTRY

CORP . . 001 DAPREX INC.
WHSE . . 001 COMMERCE RD.

TRANSACTION DATE . . . 6/01/95

PRODUCT NUMBER (*) . . 022

QUANTITY . . . . . 250      SPLIT AMT . .   U/M (*) CS

REASON CODE (*) . . . T WAREHOUSE TRANSFER

-----

                        TRANSFER

TRANSFER TO CORP #/WHSE # . . 1 2
TRANSFER NUMBER . . . . . 22569

F4=SELECT(*) F12=PREVIOUS ENTER=PROCESS
TRANSACTION
```

When all transactions have been entered, press **F12** to return to the Corp/Whse selection screen and **F3** to exit. The Transaction Register is automatically printed.

## INVENTORY TRANSACTION EDIT

---

Prints an on demand Inventory Transaction listing of the any/all inventory transactions made through the Inventory Transaction Entry program. A range of dates and Corp/Warehouse selection are used to determine which transactions are included. Key a '1' next to the warehouse(s) for which to print the Inventory Transaction Register when the Corp/Warehouse Selection screen appears, **F15** to continue and **F20** to print the report.

## **STOCK STATUS INQUIRY**

---

This menu option allows the operator to inquire on product availability at one, selected or all warehouses. After selecting the warehouse(s) on which to inquire, enter the product#. The system displays the **ON HAND, ON ORDER, AVAILABLE AND ON P.O.** quantities. To view quantity usage, press **F24**. This screen displays the 12 month usage of the product at each warehouse.

## **STOCK STATUS REPORT**

---

Prints a Stock Status Report for a selected warehouse(s). Upon selection of this option, the following selection screen appears.

<b>INIA13</b>	<b>STOCK STATUS REPORTS</b>
<b>LIST REPORT BY .....</b>	<b>P = PRODUCT</b> <b>C = CATEGORY</b> <b>V = VENDOR</b>
<b>PRINT COSTING .....</b>	<b>Y Y=YES</b>
<b>PRINT QTY USAGE .....</b>	<b>N Y=YES</b>
<b>INCLUDE ALL PRODUCTS</b> <b>OR</b>	
<b>ONLY WITH QUANTITY .....</b>	<b>A A=ALL</b> <b>O=ONLY WITH SOME QTY</b>
<b>INCLUDE ONLY PRODUCT CLASS (*)...</b>	<b>LEAVE BLANK TO INCLUDE ALL</b>
<b>INCLUDE ONLY PRODUCT TYPE (*)...</b>	<b>LEAVE BLANK TO INCLUDE ALL</b>

After making your selections, press **ENTER** to continue. The Warehouse selection screen appears next. Select the desired warehouse(s) by keying a '1' in the **OPT** field and press **ENTER** and **F3** to process.

## **WAREHOUSE/PRODUCT INQUIRY**

---

This menu option allows the operator to inquire into the Warehouse/Product file for selected products. The unit of measure, costing, and stocking data is displayed along with inventory quantities and miscellaneous information.

## **PRODUCT COST ADJUSTMENTS**

---

This menu option allows the user to change product unit costs in the Product Master File, the Warehouse/Product File, and/or for individual inventory transactions, (receipts, transfers and adjustments).

Upon selection of this menu option, the operator can choose which type of unit cost adjustment to make; *1=Global Cost Adjustment* (replaces the unit cost in the Product Master File and/or the unit cost in the Warehouse/Product file), *2=Warehouse Cost Adjustment* (replaces the unit cost in a selected Warehouse/Product File for one or many products), or *3=Transaction Cost Adjustment* (replaces the unit cost that was originally entered with an inventory transaction).

### **GLOBAL COST ADJUSTMENT**

After selecting this option, a listing of all products and their current unit cost in the Product Master file is displayed. (Use the ROLL keys to display additional screens of data.) To change the unit cost in the Product Master file ONLY, simply enter the new cost into the **NEW COST** field, and a transaction reason code into the **TR** field, if applicable. To change the unit cost of a product in any or all of the Warehouse/Product records ONLY, (without affecting the Product Master file), key a '1' in the **OPT.** field. A secondary screen appears displaying the current cost for the product at each valid warehouse. Simply enter the new cost and a transaction reason code, (if applicable) for those warehouses whose costs need to be changed.

To change BOTH the Product Master and Warehouse/Product files, key a '1' into the **OPT.** field and the new cost for the Product Master file on the first screen. The second screen is displayed as described above.

Press **ENTER** when all new costs have been entered. If any of the individual cost changes exceed the cost variance% for that Product as designated in the Product File, an appropriate error message appears at the bottom of the screen. Press **F20** to accept the changes or **F12** to cancel and start over.

### **WAREHOUSE COST ADJUSTMENT**

After selecting this option, the Corp/Warehouse selection screen appears. Key a '1' next to the warehouse for which to make cost adjustments and press **ENTER**. A listing of all valid products for the warehouse and their current unit costs are displayed. (Use the ROLL keys to display additional screens of data.) To change the unit cost in the Product Master file ONLY, simply enter the new cost into the **NEW COST** field, and a transaction reason code into the **TR** field, if applicable. To change the unit cost of a product in any or all of the Warehouse/Product records ONLY, (without affecting the Product Master file), key a '1' in the **OPT.** field. A secondary screen appears displaying the current cost for the product at each valid warehouse. Simply enter the new cost and a transaction reason code, (if applicable) for those warehouses whose costs need to be changed.

To change BOTH the Product Master and Warehouse/Product files, key a '1' into the **OPT.** field and the new cost for the Product Master file on the first screen. The second screen is displayed as described above.

Press **ENTER** when all new costs have been entered. If any of the individual cost changes exceed the cost variance% for that Product as designated in the Product File, an appropriate error message appears at the bottom of the screen. Press **F20** to accept the changes or **F12** to cancel and start over.

### **TRANSACTION COST ADJUSTMENT**

After selecting this option, the Corp/Warehouse selection screen appears. Key a '1' next to the warehouse for which to make cost adjustments and press **ENTER**. A listing of all inventory transactions for the warehouse and their unit costs are displayed. (Use the ROLL keys to display additional screens of data.)

### **INVENTORY TRANSACTION INQUIRY**

This option provides an inquiry into the historical inventory transaction records for a selected Corp/warehouse. The transactions are listed in reverse chronological sequence and can be sorted by product#, transaction type and transaction#.

### **COST CHANGE TRACKING REPORT**

This option prints a report of cost changes for selected products in a selected Corp/Warehouse for all or selected dates. The transaction type indicates how the change was made, i.e. master file change, inventory transaction etc.

### **WAREHOUSE TRANSFER ENTRY**

This option facilitates the transfer of multiple products from one Corp/Warehouse to another.

# **PHYSICAL INVENTORY**

---

The Physical Inventory Menu contains all the programs necessary to perform a physical inventory, including creating count sheets and/or tickets, printing a variance report and updating the master files with the counts taken.

1. BATCH BUILD UTILITY
2. REPRINT COUNT SHEETS/TICKETS
3. INVENTORY SELECTIONS REPORT
4. COUNT SHEET/TICKET ENTRY
5. OUTSTANDING SHEET/TICKET REPORT
6. INVENTORY VALUE VARIANCE REPORT
7. UPDATE INVENTORY MASTER FROM COUNT FILE
8. DELETE PHYSICAL INVENTORY FILES

Each of these files is discussed in detail with reference to its function and importance within the system.

## **BATCH BUILD UTILITY**

---

The Batch Build Utility allows the operator to create physical inventory count batches for a specified warehouse(s) by selecting individual products or a range of products, selecting all products in a product category, or selecting all products purchased from a vendor. Each batch represents an independent counting entity and multiple batches can be created at the same time, but counted and updated at separate times. (This facilitates performing partial physical count.) When creating the batches, the operator decides whether to create count sheets, count tickets or both, for each batch. After the batch has been created, the system displays all outstanding batches, showing the batch#, description, creation date, status, and batch type (*1=Tickets, 2=Sheets, 3=Both*).

The first step in creating a count batch is to select the warehouse where the physical inventory is going to be performed. Simply key a '1' next to the desired warehouse when the Corp/Warehouse Selection screen appears and press **ENTER** to continue. A screen now appears displaying any outstanding batches; press **F10** to ADD a batch. Select the desired print option (*1=Tickets, 2=Sheets, 3=Both*) and press **ENTER**. Type in the batch description, (the system assigns a sequential batch#) and select the creation option, (*1=Select Products by Product#, 2=Select Products by Category, 3=Select Products by Vendor*). Any combination of these three options can be used in the creation of a batch.

### **SELECT PRODUCTS BY PRODUCT#**

After selecting this option, the system displays all the products that exist in the Warehouse/Product file for the selected warehouse. To select individual products for inclusion in this batch, key a '1' next to those products. To select a range of products, key a 'B' next to the starting product# and an 'E' next to the ending product#. A combination of the two methods can be used as well. When all products have been selected for this batch, press **ENTER** and **F15** to continue. A confirmation screen appears displaying all the selected products. To delete any selected products, key a '4' next to those products and press **ENTER**. To return to the selection screen to select additional products, press **F12**. Press **F20** at the confirmation screen to accept the selections and exit the program.

### **SELECT PRODUCTS BY CATEGORY**

After selecting this option, the system displays all the product categories. Key a '1' next to those product categories to be included in this batch, press **ENTER** and **F15** to continue. A confirmation screen appears displaying all the selected categories. To delete any selected categories, key a '4' next to those categories and press **ENTER**. To return to the selection screen to select additional categories, press **F12**. Press **F20** at the confirmation screen to accept the selections and exit the program.

### **SELECT PRODUCTS BY VENDOR**

After selecting this option, the system displays all the inventory vendors. Key a '1' next to those vendors whose products are to be included in this batch, press **ENTER** and **F15** to continue. A confirmation screen appears displaying all the selected vendors. To delete any selected vendors, key a '4' next to those vendors and press **ENTER**. To return to the selection screen to select additional vendors, press **F12**. Press **F20** at the confirmation screen to accept the selections and exit the program.

When all of selections have been made for a batch, press **F12** twice to return to the Batch Selection screen displaying all outstanding batches. The next step is to print a batch edit list. Key a '2', (*Print Unposted Batch Entry Listing*), in the **OPT.** field next to the batch(s) for which to print the report and press **ENTER**. The batch edit list prints each product in the batch along with its default vendor, Product category, average cost and other data. Verify that the included products are correct before proceeding. If necessary, additions or deletions can be made from this batch file prior to printing the actual count tickets or sheets.

If errors or omissions are found on the batch edit listing, key a '1', (*Change Batch Entries*) next to the batch# to be changed on the Batch Selection screen and press **ENTER**. The batch#, description, type and status are displayed along with all of the products included in the batch. Press **F10** to change the batch description or add MORE products to the batch. Enter a '2' in the **OPT.** field next to any product to display additional product data. Enter a '4' in the **OPT.** field to delete a product from the batch.

If a batch was created in error, key a '4', (*Delete Batch*) next to the batch# on the Batch Selection screen and press **ENTER**. The entire batch is deleted.

Once it has been determined that the batch contains all of the desired products, it needs to be posted in order to print the count tickets and/or sheets. A batch is posted by keying a '5', (*Post Batch*), next to the batch# and pressing **ENTER**. A posting verification screen appears showing the batch#, description etc. Press **F20** to post the batch or **F12** to return to the Batch Selection screen. A detailed Posted Batch report is produced a the posted batch now has a **BATCH STATUS** of 'P' on the Batch Selection screen.

Now the posted batch tickets/and or sheets can be printed by keying a '6', (*Print Posted Batch*), next to the batch# and pressing **ENTER**. The printing option screen appears as below.

```
PHYSICAL INVENTORY COUNT MAINTNANCE
PRINT POSTED BATCH OPTIONS
BATCH NUMBER: 480 11
TYPE SELECTIONS, THEN PRESS F15 TO SUBMIT PRINT JOB:
PRINT CURRENT INVENTORY ON SHEET/TICKET (Y/N) .
ENTER NUMBER OF BLANK SHEETS TO PRINT . . . . .
SELECT (1) OF THE FOLLOWING PRINT OR PAGE BREAK
OPTIONS:
PRINT BY PRODUCT (P) OR BY LOCATION (L) . . .
SORT BY DESCRIPTION (Y/N) . . . . . N
PAGE BREAK ON VENDOR NUMBER (V) . . . . .
PAGE BREAK ON PRODUCT CATEGORY (C) . . . . .
```

Key a 'Y' to print the current inventory On-Hand quantities on the count sheet/ticket, or 'N' not to print them. To print blank count sheets/tickets for additional products that may possibly be counted, enter the # of sheets/tickets to print. Now indicate whether to print by Product# or by Location#. If you select 'L' for location, you can print in product description sequence by keying a 'Y' at the **SORT BY DESCRIPTION** prompt, or print in product# sequence by leaving that at 'N'. Finally, select ONE of the page break options; key a 'P' to break on product#, a 'V' to break on vendor#, or a 'C' to break on category. When all selections have been made, press **F15** to print. The posted and printed batch now has a **BATCH STATUS** of 'PP' on the Batch Selection screen.

After the count sheets/tickets have been printed but **PRIOR TO COUNTING**, the batch must be frozen. Freezing a batch essentially takes a snapshot of the on-hand quantities of the products in a count batch and saves that data for future comparison against the actual counts that are taken. The system can then compute the variances and appropriately adjust the frozen on-hand quantities, to reflect actual inventory levels. Key a '7', (*Freeze Batch*), next to the desired batch# and press **ENTER**. A Frozen Batch Listing is printed and the posted, printed and frozen batch now has a **BATCH STATUS** of 'PF' on the Batch Selection screen. **DO NOT PROCESS ANY TRANSACTIONS (SALES, PURCHASE ORDER RECEIPTS OR INVENTORY RECEIPTS/ADJUSTMENTS/TRANSFERS) UNTIL THE PHYSICAL COUNTS HAVE BEEN ENTERED AND CHECKED AND THE INVENTORY VARIANCES HAVE BEEN UPDATED USING MENU OPTION #7-UPDATE INVENTORY MASTER FROM COUNT FILE.**

## **REPRINT COUNT SHEETS/TICKETS**

---

This menu option allows you to reprint all or selected sheets/tickets from a posted batch. Enter the batch#, (use **F4** to select a batch#), the sheet# OR the ticket# to be reprinted and press **ENTER**. If you do not know which sheet#/ticket# should be reprinted or if more than one needs to be reprinted, press **ENTER** to display a list of the tickets/sheets in that batch.

To reprint selected sheets/tickets, key a '1' in the **OPT** field next to the appropriate sheet#s/ticket#s. Press **F15** to reprint ALL tickets in the batch.

After all reprint selections have been made, press **F3** to exit. The Reprint Verification screen appears listing the selected batches and sheet/ticket numbers. If there are any errors, key a '4' in the **OPT** field to delete a reprint selection, or a '1' to view a selected sheet/ticket. Press **F3** to exit and print the documents, **F12** to return to the selection screen, or **F15** to exit and cancel the print request.

## **INVENTORY SELECTIONS REPORT**

---

The Inventory Selections report lists EITHER the products that WERE selected for counting in a selected Corp/Warehouse or those products that were NOT selected for counting. These listing can be used to double-check that all of the products in the warehouse have been accounted for in the creation of count batches, especially when performing a COMPLETE physical inventory.

## **COUNT SHEET/TICKET ENTRY**

---

This program allows the operator to enter the physical inventory counts. After keying the batch#, (use **F4** to search for a valid batch#) key in an individual sheet or ticket# to update, or leave that field blank and press **ENTER**. The system then displays a list of the sheets/tickets that make up the batch, allowing the operator to select one or all for update.

### **COUNT ENTRY BY SHEET**

Once all of the sheet numbers for a batch are displayed, key a '1' to select an individual sheet# for update. All of the products on that count sheet are then displayed. Key a '1' next to the product(s) to update or press **F15** to update ALL products, one after the next. Enter the counted units and split units, (if any) for each product and press **ENTER** to continue.

### **COUNT ENTRY BY TICKET**

Once all of the ticket numbers for a batch are displayed, key a '1' to select an individual ticket for update, or **F15** to update ALL tickets. Enter the counted units and split units, (if any) for each product and press **ENTER** to continue.

### **ENTERING BLANK SHEET/TICKET COUNTS**

If blank sheets/tickets were printed and products counted using those sheets, the entry of those counts is different only in that the product# and unit of measure must be entered along with the counted quantities.

When all the counted quantities have been entered, press **F12** and **F3** to exit. The Inventory Value Variance report should be printed.

**\*\*\*\* IMPORTANT \*\*\*\***

When updating a sheet/ticket after the count has been entered for the FIRST time, you MUST REENTER the counted quantity in the **UPDATED COUNTED UNITS** and **SPLIT UNITS** fields, EVEN if you simply want to review it without changing the original counted quantity. Otherwise when you press **ENTER**, the system sees a zero in those two fields and sets the counted quantities to zero.

When all the counted quantities have been entered, press **F12** and **F3** to exit. The Inventory Value Variance report should be printed.

## **OUTSTANDING SHEET/TICKET REPORT**

---

This report can be run for the sheets/tickets that HAVE been counted or for those that HAVE NOT been counted for a selected Corp/Warehouse. The Counted report lists the products for which counts have been entered for each sheet# and ticket# produced for that product. The Uncounted report lists the products for which counts have not been entered for each outstanding sheet and ticket# produced for that product.

## **INVENTORY VALUE VARIANCE REPORT**

---

The Inventory Value Variance report prints inventory quantities and values before and after the physical counts have been entered, providing unit and dollar variances. The report can be printed in product or product category sequence for a selected warehouse(s).

Only those products included in frozen batches are included on the variance report and options exist to include ALL products in ALL frozen batches or in selected batches.

## **UPDATE INVENTORY MASTER FROM COUNT FILE**

---

This program updates the on-hand quantities in the Warehouse/Product file with the quantity variances shown on the variance report. The variances are added to the current on-hand quantities. The update can be performed for ALL or selected batches within the selected warehouses.

Once the Corp/Warehouse selection screen is displayed, key a '1' next to the Corp/Warehouses for which to update ALL counted batches, or a '2' to update selected counted. When your entries have been made, press **F15** to continue. If a '2' was keyed for any Corp/Warehouse, a Batch Selection screen appears. Key a '1' next to the batch(s) to update for that Corp/Warehouse and press **F15** to continue.

The Corp/Warehouse Confirmation screen appears displaying the update selections. Press **F20** to update if everything is correct, or **F12** to return to the selection screens. To view selected batches, key a '1' into the **OPT** field.

## **DELETE PHYSICAL INVENTORY FILES**

---

This menu option deletes ALL batches, (counted and uncounted), for a selected Corp/Warehouse. This job MUST be run after all count sheets/tickets have been entered and the Inventory files updated from those counts. Key a '1' next to each Corp/Warehouse from which to delete the physical inventory files and press **F15** to continue. The Deletion Confirmation screen appears; press **F20** to delete or **F12** to return to the selection screen.

## **MONTH END**

---

The MONTH END menu contains the following options.

1. **CREATE EOM INVENTORY FILE**
2. **EOM INVENTORY REPORT**
3. **EOM INVENTORY VARIANCE REPORT**

## **CREATE EOM INVENTORY FILE**

---

This menu option creates a snapshot on the inventory on-hand quantities and average costs for a selected corp/warehouse and month ending date. This job must be run prior to entering transactions for the new month in order to be accurate. Upon selection of this menu option, the following screen appears. Simply enter the applicable data and press **ENTER** to proceed.

```
INIB04          CREATE EOM INVENTORY FILE

KEY CORP/WHSE, MONTH END DATE, PRESS ENTER.

(*) CORP .....
   WHSE .....   (LEAVE BLANK FOR ALL WAREHOUSES)

MONTH END DATE / 0 MONTH / YEAR
```

If the data for this month has already been created for the selected Corp/Warehouse, the following message appears, allowing you to cancel the job or recreate the data file based on current data.

```
THE EOM INVENTORY FOR THIS MONTH END DATE ALREADY
EXISTS. PRESS F12 TO CANCEL OR F20 TO REMOVE THE
EXISTING DATA AND RECREATE THE MONTHLY FILE.
```

## **EOM INVENTORY REPORT**

---

This menu option prints the end of month inventory for one or a selected range of months. A separate report is printed for each month and warehouse selected. Only those items that have an on-hand balance are included in the report.

## **EOM INVENTORY VARIANCE REPORT**

---

This menu option shows the inventory variance +/- for each product, comparing the two month end dates entered. It prints up to 10 warehouses for the selected corporation in a side by side format.

## **SUPERVISOR MENU**

---

The SUPERVISOR menu contains the following options.

- 1 RESET WAREHOUSE COSTS FROM PRODUCT MASTER**
- 2 RESET ON-ORDER QUANTITY IN PWHSP FROM P/O S**
- 3 DELETE INACTIVE RECORDS FROM WAREHOUSE/PRODUCT FILE & TRANSACTION FILE**

## **RESET WAREHOUSE COSTS FROM PRODUCT MASTER**

This menu option replaces the Average Cost and Last Cost for all products in selected warehouses with the cost values in the Product Master File.

## **RESET ON-ORDER QUANTITY IN PWHSP FROM PO'S**

This menu option recalculates the On Purchase Order quantity in the Product Warehouse File based on current outstanding purchase orders. This option only needs to be used if the On PO Qty is not correct in the file.

## **DELETE INACTIVE PRODUCTS FROM PROD/WHSE AND TRANS. FILES**

This option deletes inactive products for a selected corp/warehouse from the Warehouse/Product file. Inactive products are those that have been flagged as inactive in the Product Master file and that have zero balances in **all** of the quantity fields in the Product Warehouse File. There may or may not be historical transactions and an option is given as to whether or not to remove those transactions from the ITRNP file.

Upon selection of this option, the Corp/Warehouse selection screen appears. Simply key a '1' next to the warehouse(s) from which to delete inactive products and **F15** to continue. The selected records are now displayed for verification. Press **F20** to confirm and post or **F12** to return to the selection screen and make changes. If **F20** was selected, the prompt 'Remove Inventory Transaction History Y/N' appears. Key a 'Y' to remove the inactive product from the Warehouse Product File AND to delete the inventory transactions or an 'N' to remove the inactive product from the Warehouse Product File but leave the inventory transactions intact.

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