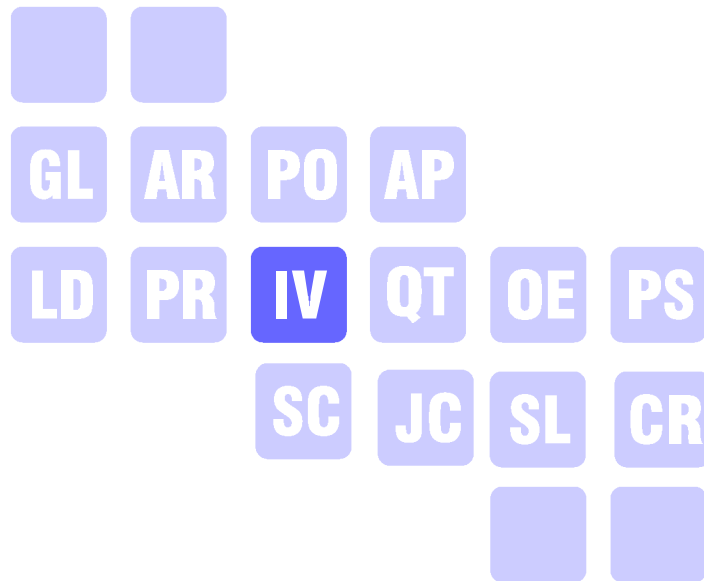




Section 8

INVENTORY



"Quality Business Software Since 1976"

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PREFACE

This manual is designed to assist you in the use of the Starr Computer Systems Inc. Inventory module. In addition to describing and explaining the module, this manual will guide you step-by-step through the operation of each program. For information regarding starting the system, how to operate the screens, how to operate the menus, function keys, file names, how to allocate/expand files, and how records are accessed, please refer to the "Introduction to Starr Accounting", which is Section One at the beginning of this set of documentation.

STARR DOCUMENTATION ON THE WEB








The latest versions of our documentation are available free from our Web site at "<http://www.starrcs.com/>". The documents are in Adobe PDF format. These files can be viewed and printed using the free Adobe Acrobat reader. The reader is available from our Web site.

READER'S COMMENTS FORM

Please note the Reader's Comments form at the back of this manual. Your suggestions are important to us, and we will use them to improve later versions of this manual.

GRAPHICS CONVENTIONS

This manual conforms to other Alpha Micro publications in its use of a standard set of graphics conventions. We hope these conventions simplify our examples and make them easier for you to use. Unless stated otherwise, all sample commands are assumed to be entered at AMOS command level.

SYMBOL	MEANING
filespec	<p>An AMOS file specification that identifies a specific file within an account. A complete filespec for the local computer is made up of the device name, the file name, the file extension, and the account number. For example: DSK0:SYSTEM.INI[1,4]</p> <p>A file specification may also consist of an ersatz name, which specifies a particular disk account, and a file name, like this: SCSLIB:COMPNY.DAT.</p>
TEXT	This bold typeface represents characters you type. Variable parts of the entry are in italics, as noted below.
<i>Text</i>	We use this <i>bold italic</i> type for variable parts of command examples. Replace the text shown with the appropriate entry.
	The key symbol indicates a reference to a key on your keyboard. The name of the key appears inside the key symbol.
	This indicates a control sequence you press on the keyboard. Press  and hold it down while you press the indicated key.
^	When displayed in front of a capital letter, this means the letter is a control character. For example, when you press  , it appears on your screen as ^C (^C is the control character that cancels most programs and returns you to AMOS command level).
	This Halt! symbol indicates an important note you should read carefully before going further in the documentation. Usually, text next to this symbol contains instructions for something you <i>must</i> or <i>must not</i> do, so read it carefully.
	This Hint symbol indicates a helpful bit of information, or a “short cut” that could save you time or trouble.
	This Remember symbol indicates something you should keep in mind while following a set of instructions.

CHAPTER ONE INTRODUCTION

WHAT CAN IT DO FOR ME

The goal of inventory control is to make sure that you always have a given item on the shelf (so you never miss a sale) without having excess inventory on the shelf that doesn't turn quickly. Excess inventory is wasted cash not earning you any profits, and inventory items that are not turning quickly should be eliminated. Controlling your inventory is a daunting task, but our Inventory system makes it much easier. It will tell you what to order and what to get rid of. It will tell you how much to order. It will tell you the profit, margin, and margin percentage for each item. It will give you the information necessary to apply the "just in time" method to your inventory.

Our Inventory system will save you money: you won't be wasting money on excess inventory or inventory items that do not turn. Our Inventory system will also save you time: keeping manual inventory records (or manually computing figures from your computer reports) is very time consuming and is never up to date; it simply is not practical.

When you change from a manual to a computer inventory system there is one very important area that is often overlooked. It is "Now that we have all of this data in the computer how do we keep the prices and reorder levels current?" In Starr Accounting we have a program that imports vendor price changes (either via modem or floppy disk) into the Inventory Master records; we then have a powerful re-pricing program that computes all the pricing levels according to your specified profit margins. We also have a program that computes reorder levels based upon past sales history and your specified multipliers.

Although our Inventory system will stand alone, it works best when linked to the Purchase Order system for purchases and the Order Entry system for customer orders. Our reorder program will automatically generate purchase orders for needed items. Our Order Entry system relieves inventory when the items are sold. Our Quotation system will automatically generate both the purchase order and the customer order from the customer quote.

With our Inventory system, you always have up to the minute information on your inventory. You will be able to replenish your inventory items "just in time". You won't have money tied up in inventory items that do not turn.

FEATURES OF THE SYSTEM

Inventory is probably the most speculative of all of a company's assets. A true measure of the effectiveness of management is the ability with which it supervises the inventory control function.

The Starr Computer Systems Inc. Inventory Management system is designed to:

- Give you better merchandise control
- Allow you to lower your dollar investment in inventory
- Improve customer service and response

The System maintains detailed information on each inventory item including the part number, description, unit of measure, vendor and reorder data, item activity, and complete information on current item costs, pricing, and sales. The system also offers the choice between the three different costing methods: Average, LIFO, and FIFO. Transactions affecting inventory (sales, returns, purchases, transfers) may be applied at any time to insure the inventory data is always up to date and accurate. The inventory records may also be updated by the Starr Order Entry system.

Each program contains a complete set of prompts and other helpful messages that allow even an inexperienced operator to make full use of the system with minimal instruction time.

Particular features of the Starr Computer Systems Inc. Inventory Management system include:

- Stand alone or interface with other systems
- Interactive, menu-driven programs
- Self-instructing user documentation
- Multiple warehouse locations
- Multiple pricing levels
- Extremely powerful and flexible re-pricing program
- Automatic computation of reorder levels
- Reorder program that automatically generates Purchase Orders
- Kits (a part made up of other parts)
- Multiple pricing levels

- Bar Codes
- Alternate (substitute) items
- On-line item query at any time
- Comprehensive management reporting
- Serial number tracking
- Interfaces to Job Costing
- Sample data for training

HOW THE SYSTEM IS DESIGNED

The Inventory Control File controls the Inventory Management System. In the control file the costing method is selected, and the transaction type ranges are defined. The price markups (for re-pricing), as well as other information are also defined here.

The Inventory Management system operates with an Inventory Master file that allows for the creation of each inventory item. This file contains the part number, description, and various other data on item costs, prices, reorder levels, and activity.

The Inventory Transaction file records transactions posted to each inventory item. Purchase, sale, returns, and transfer transactions are processed. Transactions are normally created by other Starr Accounting subsystems, but may also be entered manually.

The Item Vendor file associates a vendor/vendor item number with a Inventory Master record. The Alternate Item file is used to substitute a different part when another part is out of stock. The kits file is used to group a set of parts that can be ordered under a single part number.

Inventory Master records and their associated transactions may displayed on the terminal screen via the "Item inquiry display" program. Master records may be displayed in either "location/item #" or "item #/location" order; thus you have the ability to search multiple locations (warehouses) for a particular part.

Transactions may be applied at any time to the Master file through the "Transaction file maintenance" program. The transactions may be listed by using the "Transaction file" report program.

Several reports are available for the maintaining of stock, analysis, and forecasting. These reports include the "Inventory worksheet", "Price list", "Departmental summary", "Inventory status", "Profit by catalog/page", and the "Year-to-date" reports.

Reorder quantities are printed by the "Reorder levels" report. New reorder quantities are automatically computed via the "Compute reorder levels" program. The "Reorder items" program will reorder items that are below their reorder quantity, and will optionally automatically generate purchase order for the items to be ordered.

At the end of an account period, the "G/L distribution" report is run, then the "End-of-period processing" program is run to update current balances, and provide G/L distributions. The "End-of-year" program resets balances for a new year, and automatically runs the "Purge transactions" program.

BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS

The Inventory System contains fifty programs which collectively perform the creating, maintaining, updating, and report generating functions of the system. Each main program is briefly described below.

- **Control file maintenance**

This program is run one time only, and allows the user to set up the costing method, transaction type ranges, and other control information.

- **Item master maintenance**

This program maintains inventory item master records.

- **Item vendor maintenance**

This program maintains vendor/vendor part number records that are associated with an Item Master file record.

- **Alternate item maintenance**

This program maintains substitute items that can be sold when another item is out of stock.

- **Kits maintenance**

This program maintains inventory kits, which are sets of inventory item part numbers that can be sold as a single part number.

- **Transaction file maintenance**

This program maintains purchase, sale, return, and transfer transactions. This program automatically posts these transactions to their corresponding Item Master records.

- **Item inquiry display**

This program is used to display Item Master information and associated transactions on the terminal screen in a condensed format.

- **Load New prices**

This program loads new prices from a vendor supplied ASCII file.

- **Change prices**

This program changes the Item Master prices in a variety of methods. It can work in either automatic or manual mode.

- **Synchronize Prices**

This program synchronizes cost and prices between two locations. It also produces an audit trail of the updates.

- **End-of-period processing**

This program summarizes all activity for this period. It provides G/L distribution totals, which are automatically posted to the General Ledger.

- **End-of-year processing**

This program updates the Item Master file balance forward amounts, and zeros certain balances to zero in preparation for a new year. It also automatically runs the "Purge transaction file" program.

- **Reset Transaction File**

This program resets the transaction file entry numbers, batch numbers, and accounting periods, in preparation for a new year.

- **Generate item vendor records**

This program automatically generates item vendor records from item master records with the same item number. It is very helpful during your initial data entry of Inventory Master

records, as it eliminates the need to manually enter item vendor records. It prints an audit trail of all generated item vendor records.

- **Generate transfers**

This program is used to transfer some of one inventory item to another inventory item. Although it is usually used to transfer items between warehouse locations, it is possible to transfer items within the same warehouse. Produces an audit trail of generated transactions.

- **Generate adjustments**

This program automatically generates adjustment transactions for items. If you enter the item key and actual item counts (from the Work Sheet report), this program does the adjustment arithmetic, creates the adjustment transactions, and prints an audit trail of the generated transactions.

- **Generate new location masters**

This program automatically generates new Inventory Master records from existing Inventory Master in a different location. That is, it will create a new Inventory Master record which is a duplicate of the old Inventory Master record, except the new Inventory Master record will have a different location. It prints an audit trail of all generated new location masters.

- **Inventory interface**

This program provides an import/export interface to other computer systems, software packages, spreadsheets, etc. Both the Item master and the Transaction file can be imported/exported.

- **Item master report (long form)**

This program produces a complete listing of the Item Master file, with all information on all items. This program has sort and record selection options.

- **Item master report (short form)**

This program produces a listing of selected Item Master file fields. This program has sort and record selection options.

- **Item master comments report**

Prints item master comments (free form comments associated with Item Master records).

- **Item sequence report**

Prints the inventory items in optional key sort sequence. Has sort and record selection options.

- **Item vendor report**

This program produces a complete listing of the Item Vendor file. This program has sort and record selection options.

- **Alternate item report**

This program produces a complete listing of the Alternate Item file. This program has sort and record selection options.

- **Kits file report**

This program produces a complete listing of the Kit Master file. This program has sort and record selection options.

- **Transaction file report**

This program produces a complete listing of the Transaction file. This program has sort and record selection options.

- **Inventory status report**

This program shows basic item information plus the activity of each item. This program has sort and record selection options.

- **Inventory price list report**

Prints item information and selected prices. This program has sort and record selection options.

- **Inventory worksheet report**

Prints inventory worksheet in bin number order. This program is used for comparison when doing a physical count of inventory. This program has record selection options.

- **Departmental summary report**

This program provides a one line summary for each department, showing total inventory investment, year-to-date sales, cost of sales, and other useful management information. This program has record selection options.

- **Year-to-date summary report**

This program shows the activity each item has had since the beginning of the year, plus the dollar revenue and margin for each item this year. This program has record selection options.

- **Print reorder levels report**

Prints item reorder levels information. This program has record selection options.

- **Compute reorder levels**

This program computes, prints, and optionally sets new reorder levels. Computes new reorder levels using the A/R Sales History database. This program has record selection options.

- **Reorder items**

All items whose in-stock quantity is below the reorder level will appear on this report. Has record selection options. Optionally will automatically generate purchase orders for items to be reordered.

- **G/L distribution report**

This program is provided so that the G/L account distribution can be verified to be in balance, before the "End-of-period processing" program is run. It produces a detailed G/L distribution of all transactions. All accounts are summed and balanced. Any accounts that do not exist within the G/L Master file are flagged.

- **Print bin labels**

This program prints bin labels in bin number order. This program has record selection options.

- **Profit by catalog/page**

This program prints profit by catalog/page. Used to determine which pages of your catalog are most profitable; thus helps you design more profitable catalogs.

- **Compare published & unit cost report**

This program prints Inventory Master records whose published cost per sale unit is greater than a specified percentage variance of computed average unit cost (computer without self-correcting. This identifies those records whose average unit cost may be incorrect.

- **Print bar code labels report**

This program prints bar code labels using bar code printer control files. It reads selected inventory purchase transactions to determine which items to print bar codes for. It reads the corresponding inventory master record to get the bar code key to print. Can also print user-defined labels.

- **Serial# file maintenance**

This program maintains purchase, sale, and return serial# records.

- **Serial# inquiry display**

This program is used to display Item Master information and associated serial# records on the terminal screen in a condensed format.

- **Serial# report**

This program prints serial# records for a selected date, item#, and serial# range.

CHAPTER TWO PROCEDURES

UNDERSTANDING THE COSTING METHODS

One of three different costing methods may be selected during system initialization through the Inventory Control file: Average, LIFO, and FIFO. The selection of costing method should be done before any information is entered into the master file or any transactions are entered.

With the exception of average, the last eight costs of an inventory item are maintained through the use of what are commonly referred to as "cost buckets". Each "cost bucket" retains the quantity of the item bought and the cost/unit of that item. The most recent purchase is always located in the highest numbered bucket. For average costing, the cost buckets are not used by the system, and may be manually used for any other purpose. Once a costing method has been selected you should stay with that method for the entire year or the true costs could become distorted. You can only switch methods by manually loading the appropriate Master File fields.

1. Average costing

Average cost is the common method used to calculate the cost of a sale of an inventory item. The average is calculated by taking the item's current inventory investment cost and dividing that by the current balance for that item. The average cost is then applied to any sale of that inventory item as the cost. Then to calculate the profit margin from the sale of that inventory item the sale amount is subtracted from the cost to obtain the net gain.

2. Last In, First Out

The LIFO costing method is used to obtain a more accurate estimate of the actual cost of an inventory item. The LIFO method uses the cost of the last quantity purchased as the cost of the item sold (i.e. the last bucket). The quantity of that bucket is also reduced by the quantity sold. When the last bucket becomes empty the previous bucket is used to calculate the cost for the remaining quantity. This process is repeated until the sale quantity is satisfied. Purchases work in the reverse order (first to last bucket), with the last bucket averaged if all buckets become full.

3. First In, First Out

The FIFO costing method also is used to obtain a more accurate estimate of the actual cost of an inventory item. The FIFO method differs in how the costs are removed from the buckets. Sales are removed from the first bucket(s); all other buckets "move up" if the first bucket becomes empty.

Purchases work first to last bucket, with the last bucket averaged if all buckets become full.

There are many design considerations in the handling of the FIFO/LIFO buckets, as it is necessary to "restore" the buckets when we delete records, etc. The general criteria used is to treat "restores" so that they will be used first. This also means that buckets with the greatest likelihood of similar costs will be averaged; since they follow in time frame. No averaging of the buckets will occur unless all buckets become full.

CALCULATING INVENTORY MASTER UNIT COST

The calculation of the Inventory Item Master "unit cost" is "current cost / current quantity". This computation will be replaced by "purchase cost / sale multiplier" *if* the "current cost / current quantity" amount is less than zero. This makes the "unit cost" dynamically "self-correcting".

If making an Inventory Master adjustment and FIFO or LIFO costing, the system loads the first cost bucket with the average of the adjustments plus the buckets, and clears the remaining cost buckets. Although this does average all the buckets, it does provide more accurate costing of the remaining inventory items. The fact that adjustments were *made* means that one or more of the individual cost buckets were incorrect and the individual bucket would give inaccurate costing *unless* all the buckets were averaged.

HOW THE REORDER PROCESS WORKS

Each item within the Inventory Master file has several fields associated with it to signal this item when the on-hand balance becomes low, and to provide helpful information to reorder this item:

1. Reorder low

When the current quantity is less this number, an order is placed for more items.

2. Reorder high

When the current quantity is less than reorder low, then the quantity to order = reorder high - current quantity.

3. Last reorder date

4. This is the date when the "Reorder" report (see below) was run and this item was found to be at, or under, the reorder level.

The current balance for any item is the number of units that are in stock. Whenever this balance falls below the reorder level low, this item will appear on the "Reorder" report. The first time an item appears on the "Reorder" report, the date of this report will be placed into that item's last reorder date field. This item will continue to appear on the "Reorder" report until that item has been received and entered into the system as a purchase transaction.

INVENTORY KITS

An inventory kit part number is a single part number that represents a set of other individual part numbers and quantities of the individual part numbers in the kit. For example, a "repair kit" could be "one hammer, one screwdriver, one pair of pliers, and fifty nails".

Inventory kits are meant to be a way of carrying individual part numbers in inventory, but having the capability of ordering a single kit part number and having the individual part numbers that make up the kit processed by the single kit part number.

It's important to recognize that Starr Accounting always processes individual part numbers, even when processing kits. Consider the following questions:

1. How do you determine quantity on-hand?

Kit on-hand is computed on the fly, by looking at the individual components that make up the kit. It's OK to break up a pre-assembled kit to satisfy an order of individual parts. Once the individual component order is entered, the kit may not be on-hand.

If you want kits that cannot be broken up, then give the kit a separate part number (not a kit part number).

2. How do you update reserve & BKO?

When a kit item is ordered the reserve and back order quantities of the individual kit components are posted. There is no posting to the Inventory Master kit record.

3. What happens when you bill?

An inventory transaction is created for each component in the kit; this insures accurate inventory costing.

Sales History is the only database that references the kit part number. Thus the "Print Sales History" or the "Sales History kits" are the only reports that can be used to determine how many kits have been sold.

4. What happens when you fill back orders?

Kits are expanded to their individual components.

5. How do you print kits?

Options exist to expand kits on Picking Tickets, Packing Lists, and Invoices. See the O/E and A/R control file documentation.

LOADING INITIAL DATA

The following procedure is used to load your initial inventory when you start using the Starr Inventory system.

The initial data is the same whether loading at the start of a year, or loading mid-year. In both cases, the initial load must represent the balances at the start of a period.

The initial balances are entered directly into the Inventory Master records, but are entered into different fields, depending on the costing method used.

First, we will list those fields that are independent of the costing method used:

1. Location
2. Item key
3. Bar code key
4. Item description
5. Bin
6. Purchase units
7. Sale units
8. Units multiplier
9. Size

10. Weight
11. Volume
12. Department
13. Class
14. Status
15. Page
16. Taxable
17. Serial number tracking?
18. Reorder fields
19. Purchase cost, fee, FET
20. Prices
21. Discount quantities
22. G/L accounts

Next, we will list those fields that must be entered if using average costing:

1. Balance forward quantity

Enter the total quantity on hand of this inventory item.

2. Balance forward amount

Enter the total dollar value of the quantity on hand of this inventory item. For example, if you have five on hand, and they cost you ten dollars each, you would enter a balance forward amount of fifty dollars.

Next, we will list those fields that must be entered if using FIFO or LIFO costing:

1. Cost bucket quantity (1)

Enter the total quantity on hand of this inventory item.

2. Cost bucket amount (1)

Enter the UNIT dollar value of the quantity (1) of this inventory item. For example, if you have five on hand, and they cost you ten dollars each, you would enter a cost bucket amount (1) of ten dollars.

3. Remaining cost buckets

Optionally, you could split your total quantity on hand between several cost buckets, if you know what unit price you paid for each group purchase. However, normally only the first cost bucket is loaded, and all remaining cost buckets are left empty.

DAILY PROCEDURES

After all Inventory activity for the day is done, run the "Transaction file" report to get a transaction listing.

MONTH END PROCEDURES

This procedure is performed after the daily procedures for the last day of the month have been completed, and is *only* done if you are running the inventory as a stand alone system (without Order Entry).

1. Run the "G/L distribution" report. Since this report processes transactions by accounting period, activity for the next period(s) can be entered before processing the period you are closing.

This report is a "preview" of the summary transactions that will be passed into the G/L in the next step. Inventory transactions cannot be changed after being posted into the G/L, so look for errors at this step. You should scan the detail listing looking for transactions that are in the wrong expense account. And lastly, you must make sure that the report total is zero (debits equal credits).

2. Run the "End of period processing" program. Since this report processes transactions by accounting period, activity for the next period(s) can be entered while processing the period you are closing.

This program writes summary transactions into the G/L. The audit trail report is similar to the "G/L distribution" report, and should be in balance, since you "verified" the "G/L distribution" report.

If the audit trail report total is non-zero (debits not equal to credits), then you must make adjusting G/L Transaction file entries to correct the account balances.

YEAR END PROCEDURES

This procedure is performed after the monthly procedures for the last month of the year, including "End of period processing" have been performed. You must *not* enter any new INV transactions for the new year until after the year is closed.

At end-of-year, do the following steps:

1. If you are running the inventory as a stand alone system (without Order Entry), do the following steps:
 - a) Run the "G/L distribution" report, to make sure you are in balance.
 - b) Run the "End of period processing" program.
2. Run the "End of year processing" program.

The "Purge Inventory transactions" program will then be automatically run.

3. Run the "Print transactions" program, for accounting period "All".

There should no transactions remaining.

Any "other" transactions should be deleted via the "Transaction file maintenance" program.

SPECIAL NOTE AT END OF YEAR

Starr Accounting uses accounting period for inventory transactions. This means that you can enter transactions for a new period without closing an existing period. This is also true at end of year. However, inventory is different than the other Starr Accounting modules. You *must* run the inventory "End of year processing" *at the end of your accounting year*, even if you have not closed the other accounting modules. This is a requirement because Starr Accounting does not require that inventory transactions be written from Order Entry; thus the inventory counts cannot be computed from the transactions. If you wait until after the end of year (e.g. after accounting period "12") before running the inventory "End of year processing", those transactions after "12" will be purged, and the balance forward fields will represent the balance on the date you closed.

In Starr Accounting, up to twenty-six periods can be defined in the G/L Accounting Period file; this means you can wait up to one year *after* the end of the year before closing the year. The first period after the end of year will be period "13", the next will be period "14", etc. However, it important to remember that *all* of the Starr Accounting modules use the G/L Accounting period file. This means that all accounting modules *except inventory* must be closed at the same time. If you wait to close the other accounting modules after period "12", then you can use the inventory "Reset transaction file" to renumber the inventory transaction accounting periods.

CHAPTER THREE PROGRAMS

CONTROL FILE MAINTENANCE

This program is run during system creation and is used to define control information. Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu.

Use the ESP print key to print the data to the default printer.

Record Fields

The record fields are:

1. Record number
The control file record number.
2. Custom option
Used to control custom Inventory features. No custom options are currently defined.
Enter the sum of the features to turn on multiple features.
3. Batch number
The current transaction batch number. Automatically maintained by the system; incremented by one every time a batch of transactions is added.
4. Entry number
The current transaction entry number. Automatically maintained by the system; incremented by one every time a transaction is added.

It's very important that this field not be changed to a lower number, when transactions already exist with the same lower numbers. If you do, you will get "record already exist" errors when adding transaction, since the entry number is already used by a previous record.

5. Document number

Last document number used.

6. Costing method

Inventory costing method. Average, FIFO, or LIFO.

7. Write serial number

Enter "Yes" if you want to write Inventory serial number records from P/O receiving, A/R billing, and Inventory transactions; else enter "No".

8. Use bar codes

Enter "Yes" if you are using barcodes and the inventory master bar code field is different than the item# field, else enter "No".

9. Sale account

Default non-stock sale account.

10. Inventory account

Default non-stock inventory account.

11. Cost goods account

Default non-stock cost of goods sold account.

12. Automatic re-pricing multipliers

Price multiplier (x)

ITEM FILE MAINTENANCE

This program is used to maintain inventory master records.

Item master comments can be entered from this program using the "Update comments" subprogram; see the "SUBPROGRAMS" section of the "System User's Guide" for more information.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank.

Record Fields

1. Location

The inventory item warehouse location.

2. Item key

The inventory part number.

3. Bar code key

The inventory item number bar code.

4. Item sequence #

The inventory item key sort sequence number. This field modifies the item key report sequence to print in sequence #/item key order. This field is used if you don't want your reports to print in item key (part number) order, and use the sequence # to cause the items to print in sequence # order.

5. Description

Inventory part description.

6. Bin

Bin location.

7. Purchase units

Purchase unit of measure.

8. Sale units

Sale unit of measure.

-
9. Multiplier
Number of sale units in one purchase unit.
 10. Size
Unit size.
 11. Weight
Unit shipping weight.
 12. Volume
Unit shipping volume.
 13. Department
Department ID
 14. Class
Item class (0-255).
 15. Status
Item status (0-255).
 16. Page
Catalog/page number.
 17. Taxable
Is the item taxable?
 18. Serial numbers
Track serial numbers?
 19. Reorder low
Reorder when current quantity is less than reorder low.
 20. Reorder high

When current quantity is less than reorder low, then order based upon (reorder high) - (current quantity).

21. Lead time

Reorder lead time, before item arrives.

22. Purchase cost

Published cost per purchase unit.

23. Purchase fee

Additional cost per purchase unit.

24. Purchase minimum

Minimum reorder quantity , in purchase units.

25. Last purchase date

Automatically maintained by the system.

26. Last sale date

Automatically maintained by the system.

27. Last price change date

Automatically maintained by the system.

28. Current quantity

Automatically maintained by the system.

29. Current cost

Automatically maintained by the system.

30. Average unit cost

In add mode, the system sets the initial value of the “unit cost” to “purchase cost / sale multiplier”. This means that new products will be costed correctly when invoiced even if they have not been received into inventory.

-
31. Price (x)
Item price (x), from highest price to lowest price.
32. Quantity discount (x)
Will pay price (1) when ordering an amount less than or equal to quantity (1).
Will pay price (2) when ordering an amount more than quantity (1) but less than or equal to quantity (2).
Will pay price (3) when ordering an amount more than quantity (2) but less than or equal to quantity (3).
Will pay price (4) when ordering an amount more than quantity (3) but less than or equal to quantity (4).
Will pay price (5) when ordering an amount greater than or equal to quantity (5).
33. Sale account
Default sale/usage account.
34. Inventory account
Default inventory account.
35. Cost goods account
Default cost of goods sold account.
36. Balance forward date
Automatically maintained by the system.
37. Balance forward quantity
Balance forward quantity. This field only applies if you are using the average costing method.
38. Balance forward amount
Balance forward dollar amount. This field only applies if you are using the average costing method.

-
- 39. Year-to-date quantity purchased
 - Year-to-date purchased dollar amount
 - 40. Year-to-date sold quantity
 - 41. Year-to-date sold amount
 - Year-to-date cost sales dollar amount.
 - 42. Year-to-date retail sold amount
 - Year-to-date retail sales dollar amount.
 - 43. Year-to-date return quantity
 - 44. Year-to-date return amount
 - Year-to-date cost returns dollar amount.
 - 45. Year-to-date retail returns dollar amount
 - 46. Reserve quantity
 - Quantity reserved via order entry.
 - 47. Back order quantity
 - Quantity on back order.
 - 48. Purchase order quantity
 - Quantity on purchase order.
 - 49. Year to date transfer quantity
 - Year to date warehouse transfer quantity.
 - 50. Year to date transfer amount
 - Year to date warehouse transfer dollar amount.
 - 51. Year to date adjustment quantity

- Year to date adjustment quantity.
- 52. Year to date adjustment amount
 - Year to date adjustment dollar amount.
- 53. Bucket quantity (x)
 - Cost bucket quantity (x).
- 54. Bucket amount (x)
 - Cost bucket dollar amount (x).

ITEM VENDOR MAINTENANCE

This program is a database identifying the vendors that you purchase this part number from, and their part number for that item.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank.

Record Fields

1. Item number
 - The inventory part number.
2. Sequence number
 - The system automatically assigns the next sequence number.
3. Vendor key
 - The vendor key for this item.
4. Vendor's part number

ALTERNATE ITEM MAINTENANCE

This program maintains a database identifying alternate items; normally accessed when the item originally ordered is out of stock.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank.

Record Fields

1. Item number
The inventory part number.
2. Sequence number
The system automatically assigns the next sequence number.
3. Alternate item number
Substitute part number.

KITS MAINTENANCE

This program maintains a database identifying the components of each kit. A kit is a set or group of individual parts that make up a single part number to be sold.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank.

Record Fields

1. Item number
The inventory part number.
2. Sequence number

The system automatically assigns the next sequence number.

3. Kit item number

Kit (component) part number.

4. Kit quantity used

TRANSACTION FILE MAINTENANCE

This program is used to maintain inventory purchase, sale, return, transfer, and adjustment transactions. These transactions are usually created automatically by the Purchase Order and Order Entry systems, but may also be entered manually.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank. The master password is required to change a transaction that has already been posted to the General Ledger, unless the password is blank.

Each record contains a field called the transaction flag. This flag is used by the system to identify the status of that transaction. The value of the flag will be the SUM of the status conditions. The various conditions follow:

Status condition 1

This condition exists when the inventory transaction has been posted to its corresponding Inventory Master record.

Status condition 2

This condition exists when the inventory transaction has been posted to its corresponding G/L Master record.

Status condition 128

This condition exists when the inventory transaction has been posted to its corresponding Job Costing Master record.

Record Fields

The record fields are:

1. Entry number

The transaction entry number.

In add mode, ignore this field. It will fill in automatically as records are added.

When not in add mode, this field is used to access specific records by entry number. To access the first record in a file, press the F9 key; to access the last record in a file, press the F10 key.

2. Location

Inventory item warehouse location.

3. Item number

Inventory item part number.

4. Document number

Your internal document number.

5. Transaction type

Will be “Purchase”, “Sale”, “Return”, “Transfer”, or “Adjustment”.

Each transfer is a set of two transactions; one for the “transfer from” and one for the “transfer to” side. The transactions will have the same document number, and the transaction descriptions will reference the other side. ***One restriction: if you do a transfer and later change one of the transfer transactions, you must then also modify the other side for the pair of transactions to stay in balance.***

6. Description

Transaction description.

7. Document date

The date of this transaction in MMDDYY format.

8. Accounting period

The accounting period that corresponds to the document date.

9. Quantity

The item quantity

10. Unit amount

The item unit dollar amount. See the associated help file.

11. Multiplier

For purchases, this is the number of sale units in one purchase unit.

12. Unit cost

The average cost per sale unit.

When the Inventory Master average unit cost is zero, the Inventory Transaction average unit cost defaults to zero (the same as the Inventory Master average cost). This properly costs items that exist in inventory but have no investment (written off items, supplier promotional items, etc.).

Function key F4 sets the transaction unit cost to the corresponding Item Master average unit cost. Function key F5 sets the transaction unit cost to the corresponding Item Master published cost divided by the sale multiplier. You do not need to use these function keys to set the transaction unit cost, as it is set automatically; however the function keys may be used to override the automatic values.

13. Customer or vendor key

For purchases, the vendor key; for sales, the customer key.

14. Serial number

The item serial number.

15. Job key

The Job Costing key.

16. Job cost code

- The Job Cost posting code.
17. Job warranty code
- The Job Cost warranty code.
18. Batch number
- Your internal entry batch number. In add mode, press the F3 key for the next automatically assigned batch number. If left blank, the system will automatically assign the number.
19. Sale account
- The sale or usage account.
20. Inventory account
- The inventory account.
21. Cost goods account
- The cost of goods sold account.

ITEM INQUIRY DISPLAY

This program is used to display the Inventory Master information on the terminal screen, as well as all inventory transactions that are associated with this item.

The inventory master file can be accessed in either "location/item #" or "item #/location" order. The "item #/location" option provides an easy way to check availability of an item at other locations when one location is out of an item.

Transactions are displayed in document number order.

The lower right hand corner of the display contains three numbers in the format "beginning-line/ending-line total lines". The "total lines" number represents the total set of transactions that can be displayed. The "beginning-line" and "ending-line" numbers represent the subset of transactions that are currently displayed (e.g. if you were displaying the last twelve transactions in a set of one hundred transactions the display would be "0089/0100 0100").

Twelve transactions at a time are displayed, and the user can "browse" through the transactions in both the forward and the backward direction; either a line at a time or twelve lines at a time. Use the F1 key to go to the next line. Use the F2 key to go to the previous line. Use the F3 key to go

to the next page (ahead twelve lines). Use the F4 key to go to the previous page (back twelve lines). Use function key F5 to set the beginning transaction display at a specified line number.

Account Master Display Fields

The Inventory Master fields are displayed at the top of the screen. The inventory fields are:

1. Location
Inventory item warehouse location.
2. Item number
Inventory item part number.
3. Description
4. Price (x)
5. Reorder quantity low
6. Reorder quantity high
7. Reorder lead time
8. Item unit weight
9. Year-to-date quantity purchased
Year-to-date quantity sold
10. Year-to-date quantity returned
11. Item unit volume
12. Current on hand quantity
13. Current investment amount
14. Reserve quantity
15. Back order quantity
16. Purchase order quantity

Transaction Display Fields

The Transaction fields are displayed on the bottom of the screen. The fields are:

1. Location
Item key (part number)
2. Document number
3. Transaction type
4. Accounting period
5. Transaction date
6. Transaction quantity
7. Transaction amount
8. Transaction flag
9. Entry number

LOAD NEW PRICES

This program for loads vendor supplied price updates into the Inventory master file. The vendor prices updates can be provided via modem or floppy disk. The update file must contain ASCII records, with each record terminated by a carriage return/line feed. Each record must contain the part number and the new list price somewhere within the record, and may contain other fields. The fields can be comma delimited, or may be identified by their relative position within the record.

Once the list prices are updated, the remaining prices and cost can be computed from the "Change prices" program.

The program prints an audit trail of changed prices, showing both the old and the new prices.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the vendor supply file name (the ASCII file containing the price changes).
6. Enter the location to update, or "All" for all locations.
7. Enter the primary vendor for this item. Will use the *first* vendor match in the item vendor file (the primary vendor) to get *your* part number for this item. If there is no item vendor record for this inventory item, the software will assume that you are using the vendor's part number for this item (*your* part number and the vendor's part number are the same).
8. Enter the coma delimited fields indicator. If the ASCII data contains comma delimited fields terminated by a carriage return/line feed enter "Yes" and enter the following comma delimited parameters; else enter "No".
 - a) Enter the number of comma delimited fields in each record (e.g. if each record contained part number and then price, the number of comma delimited fields would be two).
 - b) Enter the field number that contains the inventory item part number. The first field in the record is field # "1".
 - c) Enter the field number that contains the inventory item list price.
9. Enter the position dependent fields indicator. If the ASCII data has fields in the same position in each record with spaces between the fields enter "Yes" and enter the following position dependent parameters; else enter "No".

- a) Enter the starting position of the inventory item part number. The first position in the record is position # "1".
 - b) Enter the ending position of the inventory item part number.
 - c) Enter the starting position of the inventory item list price.
 - d) Enter the ending position of the inventory item list price.
 - e) Enter the field number that contains the inventory item list price.
10. Enter the new department for updated Inventory Master records, or "None" to *not* update the department field.
 11. Enter the new class for updated Inventory Master records, or "None" to *not* update the class field.
 12. Enter the delete file option. Enter "Yes" to delete the vendor supplied price update file; else enter "No".

Report Fields

The report fields are:

1. Item location
2. Item key (part number)
3. Item description
4. Old department
5. Old class
6. Old price (1)
7. New department
8. New class
9. New price (1)

CHANGE PRICES

This program changes Inventory Master prices bases upon a set of specified multipliers, and prints an audit trail of both the old and new prices. Prices can be changed for only a specified subset of the total inventory items at a time, based upon selection criteria (documented below).

Prices can be changed via either manual or automatic modes.

Manual mode means:

1. Automatically bring up the next selected item, with both the old and the new computed prices displayed.
2. Give the operator the option of accepting the new prices, have the program compute new prices using a manually entered base price, manually enter all five prices, skip this item, or stop re-pricing.

Automatic mode means to automatically compute new prices for the specified range of items using the specified multipliers.

In both automatic and manual mode, an option exists to subtract the Inventory Master purchase fee from the price before computing the new price, then added back in after the new price is calculated. The sales unit multiplier, to obtain the purchase-handling fee per sale unit, divides the purchase-handling fee.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.

5. Enter the location to match, or "All" for all locations.
6. Enter the department to match, or "All" for all departments.
7. Enter the class to match, or "All" for all classes.
8. Enter the vendor key group to match, or "All" for all vendors.

Selection is made on the first vendor record for that item.
9. Enter the part number item key low and item key high, which is the beginning and ending item number to process.
10. Enter the rounding unit for the new prices. For example: unit ".01" rounds to the nearest penny, unit ".05" rounds to the nearest nickel, unit ".10" rounds to the nearest dime, unit "1.00" rounds to the nearest dollar.
11. Enter the base price number, when using published cost or one of the five price levels as the base price (all other prices computed from the base price using the multipliers). Base price number "7" means we are not using a base (i.e. are computing new published cost and price levels strictly via the multipliers).

The published cost is normally used as the base.

Please note that when using a base price, that item will be multiplied by it's multiplier first, before being used to compute the other prices.

12. Enter the published cost multiplier.
13. Enter the price multiplier for the five prices.
14. Enter the purchase fee option for the five prices. Enter "Yes" to subtract/add the purchase fee; else enter "No". If the purchase fee is zero in the Inventory Master record, this option will have no effect on the new prices.

Use the XYZ Sample Company to learn how this program works, before changing prices on your real data, and *always* back up your Inventory data before running this program. If you put in an incorrect multiplier, you could accidentally blitz all of your prices.

Consider the following examples:

1. A supplier has increased their prices by 10%.

Use "no base", and all the multipliers will be "1.1".

2. A supplier has increased their prices by 10%, and you want a 50% margin on price (1) and a 25% margin on price (2). You do not use prices 3-5.

Use "pub-cost" base, a cost multiplier of "1.1", price (1) multiplier of "2.0", price (2) multiplier of "1.3333333333", and price 3-5 multipliers of zero.

3. You want to manually key in the new prices for a supplier.

Use "no base" and set all of the multipliers to "1.0".

Report Fields

The report has two lines for each transaction. The report fields are:

Line one:

1. Item location
Item key (part number)
2. Item description
3. Vendor key
4. Old published cost
5. Old price (x)

Line two:

1. Purchase fee per purchase unit.
2. New published cost
3. New price (x)

SYNCHRONIZE PRICES

This program synchronizes cost and prices between two locations (i.e. updates one location's inventory costs and prices with the cost and prices from another location. It also produces an audit trail of the updates.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the old location to process (the existing location).
6. Enter the department to match, or "All" for all departments.
7. Enter the class to match, or "All" for all classes.
8. Enter the status to match, or "All" for all statuses.
9. Enter the part number low to high range to match.
10. Enter the location to update.

Report Fields

The report fields are:

1. Location
2. Item number
3. Item Description

4. Vendor/Fee
5. Publish cost
6. Price(x)

END OF PERIOD PROCESSING

This program summarizes and updates all activity for this period. G/L distribution records are automatically passed to the G/L Transaction file by this program.

The "G/L Distribution" report program should be run for the current accounting month before running the "End of period processing program". This is the only way that we know in advance whether the G/L accounts are in balance.

This program accumulates totals for each account, marks the transaction as posted to the G/L, and writes an inventory summary transaction to the G/L Transaction file for each account.

Only sales and returns are processed. Purchases are processed via the Accounts Payable system.

If using the Purchase Order system and the Order Entry systems, there would not be any posting done via this program, as purchases are posted to the General Ledger via the Accounts Payable system and sales are posted to the General Ledger via the Accounts Receivable system. Inventory transactions written by these subsystems will be already marked as "posted to the General Ledger", to eliminate double posting.

There is always the possibility of manually entered Inventory transactions, so this program should be run to "catch" any of those transactions.

This program generates two reports: an audit trail of all transactions posted to the G/L, and a G/L transaction register.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the end of period date in MMDDYY format.
6. Enter the ending date of the last accounting period to process.
7. Enter the accounting period low to high range to process. To be sure to pick up any old transactions that may have been posted, accounting period low should be zero.
8. Enter the detail option. Enter "Yes" to print transaction detail. Enter "No" to skip transaction detail.
9. If using the Inventory as a stand-alone system, enter the purchase G/L account; else leave this field blank.

Audit Trail Report Fields

See the "Transaction file" report documentation for a listing of the report fields.

G/L Transaction Report Fields

The report has two lines for each transaction. The report fields are:

Line one:

1. Account number
2. Description
3. Reference
4. Document amount

5. Job key
6. Job cost code
7. Job warranty code
8. Source code
9. Accounting period
10. Document date

Line two:

1. Running total
2. Flag
3. Operator key
4. Batch number
5. Document number
6. Entry number

END OF YEAR PROCESSING

This program prepares the system to begin processing a new year's transactions.

It sets the balance forward date, resets the Inventory Master file balance forward amounts, and zeros the year to date fields. If none are on hand, sets the balance forward amount and current amount to zero.

It then automatically runs the "Purge INV transactions" program, which deletes the transactions. The purge program prints a complete audit trail.

You *must* run the inventory "End of year processing" *at the end of your accounting year*, even if you have not closed the other accounting modules. See the "Special Note at End of Year" section of this manual.

If FIFO or LIFO costing and the YTD adjustment quantity or amount fields are non-zero, loads the first cost bucket with the new year balance forward quantity and unit amount, then clears the

remaining cost buckets. Although this effectively averages all the buckets, it does provide more accurate costing of the remaining inventory items. The fact that adjustments were *made* means that one or more of the individual cost buckets were incorrect and the individual bucket would give inaccurate costing *unless* all the buckets were averaged.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format.
5. Enter the end of year date in MMDDYY format.
6. Enter the print detail option.

Enter "Yes" to print the purge program transaction detail. Enter "No" to not print the purge program transaction detail.

7. Enter the dummy item quantity

Your inventory master may contain dummy items that do not have a cost, but are included in the inventory master to keep track of sale counts (e.g. labor). These items have this number in balance forward quantity and zero in balance forward amount.

The "End of year" program looks for Item Master records that have this number in the balance forward quantity and a balance forward amount of zero. For these items it does not re-calculate the balance forward numbers as the starting value for the new year. However, it does reset the year-to-date fields to zero, to keep track of sale counts for the new year.

Report Fields

See the "Purge INV transactions" program documentation.

RESET TRANSACTION FILE

This program resets the Transaction file entry numbers, document numbers, and batch numbers. It can also renumber non-zero accounting periods, and resets the Control file to correspond to the new entry, batch numbers. It is normally run after the year-end purge of the Transaction file.

Resetting the entry numbers and accounting periods involves changing the ISAM record keys. If the system is unable to change a key, an error listing will be created.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is system date.
5. Enter the renumber entries option. Enter "Yes" to renumber entry numbers starting with entry number "00000001", else enter "No".
6. Enter the renumber documents option. Enter "Yes" to renumber document numbers starting with document number "00000001", else enter "No".
7. Enter the renumber batch option. Enter "Yes" to renumber batch numbers starting with document number "1" else enter "No".

8. Enter the period offset. This +/- offset will be added to each non-zero accounting period.

This is usually a negative number. Often, we roll past the end of the year several months before closing the year. This causes the first month of the new year to be accounting period 13, the second month of the new year to be accounting period 14, etc. After closing the year we need a period offset of -12 to reset the first month to 1, the second month to 2, etc.

If you do not want to change the accounting periods, use a period offset of zero.

Report Fields

The report is only printed if errors occur. The report fields are:

1. Old entry number
2. New entry number
3. Error message

GENERATE ITEM VENDOR RECORDS

This program automatically generates item vendor records from item master records with the same item number. It is very helpful during your initial data entry of Inventory Master records, as it eliminates the need to manually enter item vendor records.

The location, department, and class fields are used to select records for a particular vendor; you can also select for a part number range. The selected records are used to generate corresponding item/vendor records. The program will not generate a vendor record for an item if it already exists for that item/vendor.

The program prints an audit trail of all generated item vendor records.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the location to process, or enter "All" for all locations.
6. Enter the class to process, or enter "All" for all classes.
7. Enter the item key low to high range to process.
8. Enter the vendor key corresponding to the selected Inventory Master records. Must already exist in the A/P Vendor Master file.
9. Enter the strip prefix option.

Sometimes there is a prefix on our part number, which indicates the vendor. If there is a prefix followed by a dash, this option will strip the prefix and dash when creating the vendor part number (e.g. our part number "ABC-WIDGET" would become vendor part number "WIDGET"). Enter "Yes" to strip the prefix; else enter "No".

Report Fields

The report fields are:

1. Our part number
2. Sequence number
3. Item description
4. Vendor key
5. Vendor part number

GENERATE TRANSFERS

This new program is used to transfer some of one inventory item to another inventory item. Although it is usually used to transfer items between warehouse locations, it is possible to transfer items within the same warehouse.

There are two transactions generated; one for the “transfer from” and one for the “transfer to” side. The transactions will have the same document number, and the transaction descriptions will reference the other side. *One restriction: if you modify one side, you must also modify the other side for the set of transactions to be in balance.*

Produces an audit trail of generated transactions.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the transfer from location to process.
6. Enter the transfer from item key to process.
7. If basing the transfer amount on purchase cost, enter the transfer to purchase cost per sale unit. This optional field is used to default the transfer to “XFR Amt” field.
8. If basing the transfer amount on unit cost, enter the transfer to average cost per sale unit. This optional field is used to default the transfer to “XFR Amt” field.
9. Enter the “XFR Amt default” field. Used to set which of the two preceding fields will be used to default the transfer to “XFR Amt” field. A pop-up field.

10. Enter the transfer to location.
11. Enter the transfer to item key. If the transfer from location and the transfer to location are different, will default to the transfer from item key.

If no warehouse master exists for the warehouse you are transferring to then a window will come up for the option of creating a new warehouse master file. The operating steps are:

- a) Add new master
“Yes” to add new inventory master for the new location, or “No” to not add a new inventory master for the new location.
 - b) Zero amounts
“Yes” to zero the Inventory Master quantity and amount fields, or “No” to copy over the existing data
 - c) Press EXECUTE to accept the settings in this window. If a new inventory master file is created; you will be notified.
12. Enter the transfer to quantity (the quantity you are transferring from the “transfer from” to the “transfer to” item#.
 13. Enter the transfer to unit dollar amount per sale unit. Although the default value can be overwritten, the default value should already be correct.
 14. Enter EXECUTE to process the item. Enter function key F1 after processing the last item, to print the report.

Report Fields

See the "Transaction file" report documentation for the report fields.

GENERATE ADJUSTMENTS

This program automatically generates adjustment transactions for items. If you enter the item key and actual item counts (from the Work Sheet report), this program does the adjustment arithmetic, creates the adjustment transactions, and prints an audit trail of the generated transactions.

The program also prints transaction type totals.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the location to process.
6. Enter the item key to process.
7. Enter the average cost per item.

You may not want to take the default value for this field (please recall that we are making an *adjustment*, thus the default value may be incorrect).

8. Enter the new current quantity (the quantity on the shelf)

Again you may not want to take the default value for this field (please recall that we are making an *adjustment*, thus the default value may be incorrect).

The program will compute the adjustment quantity and adjustment amount for you, but give you the ability to manually override these fields. Please recall: adjustment amount is *total* dollar amount, it is *not* adjustment per unit.

9. Enter EXECUTE to process the item. Enter function key F1 after processing the last item, to print the report.

Report Fields

See the "Transaction file" report documentation for the report fields.

GENERATE NEW LOCATION MASTERS

This program automatically generates new Inventory Master records from existing Inventory Master in a different location. That is, it will create a new Inventory Master record which is a duplicate of the old Inventory Master record, except the new Inventory Master record will have a different location. An option exists to zero the new Inventory Master quantity and amount fields.

The program prints an audit trail of all generated new location masters.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the old location to process (the existing location).
6. Enter the location to match, or "All" for all locations.
7. Enter the department to match, or "All" for all departments.
8. Enter the class to match, or "All" for all classes.
9. Enter the status to match, or "All" for all statuses.

10. Enter the part number low to high range to match.
11. Enter the new location to create.
12. Enter the zero amounts option. Enter "Yes" to zero new Inventory Master quantity and amount fields; else enter "No".

Report Fields

The report fields are:

1. Item number
2. Item description
3. Department
4. Class
5. Status

I/V INTERFACE

This program provides an import/export interface to other computer systems, software packages, spreadsheets, etc. Both the Item master and the Transaction file can be imported/exported. The text data must be in ASCII, comma delimited format with each data element within quotes. Each text record must end with a carriage return line feed pair. See the on-line help for complete text file requirements.

When importing, the program always adds to the Item/Transaction database. Any errors are printed on an error report.

This program can be used to export data to a spreadsheet, manipulate the data in the spreadsheet, and then import the new data back in to the database. In this case, you would need to allocate a new empty database before importing to avoid duplicate database entries.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is system date.
5. Enter the Import/Export option.
6. Enter the database option. Either Item Master or Transaction file can be imported/exported.
7. Enter the ASCII comma delimited text file name. When exporting, the database output will be written to this file. When importing, text records will be read and then used to add new database records.
8. Enter the Export Transaction file Accounting Periods low to high. Use only when exporting transactions.

Report Fields

The error report fields are:

1. Error message
2. Database text fields

The text record fields are printed in quotes with a comma between the fields. This isn't the actual text record; the quotes and commas are added to the output to distinguish between the data elements.

SERIAL NUMBER MAINTENANCE

This program is used to maintain serial/lot number transactions. These transactions are usually created automatically by the Purchase Order and Order Entry systems, but may also be entered manually.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank.

Record Fields

The record fields are:

1. Item number
Inventory item part number.
2. Serial number
Serial/lot number.
3. Sequence number
Automatically generated by the system.
4. Transaction type
The transaction type.
5. Transaction description
The transaction description.
6. Transaction date
The date of this transaction in MMDDYY format.
7. Source system
The accounting module that created this transaction.
8. Source key
The vendor/customer key that purchased/sold this item.

9. Source document #

The purchase order #/invoice # that references this purchase/sale.

SERIAL NUMBER INQUIRY DISPLAY

This program is used to display the Inventory Master information on the terminal screen, as well as all serial # lot # transactions that are associated with this item.

Transactions are displayed in sequence number order.

The lower right hand corner of the display contains three numbers in the format "beginning-line/ending-line total lines". The "total lines" number represents the total set of transactions that can be displayed. The "beginning-line" and "ending-line" numbers represent the subset of transactions that are currently displayed (e.g. if you were displaying the last twelve transactions in a set of one hundred transactions the display would be "0089/0100 0100").

Twelve transactions at a time are displayed, and the user can "browse" through the transactions in both the forward and the backward direction; either a line at a time or twelve lines at a time. Use the F1 key to go to the next line. Use the F2 key to go to the previous line. Use the F3 key to go to the next page (ahead twelve lines). Use the F4 key to go to the previous page (back twelve lines). Use function key F5 to set the beginning transaction display at a specified line number

Account Master Display Fields

The Inventory Master fields are displayed at the top of the screen. The inventory fields are:

1. Location
Inventory item warehouse location.
2. Item number
Inventory item part number.
3. Description
4. Price (x)
5. Reorder quantity low
6. Reorder quantity high

7. Reorder lead time
8. Item unit weight
9. Year-to-date quantity purchased
10. Year-to-date quantity sold
11. Year-to-date quantity returned
12. Item unit volume
13. Current on hand quantity
14. Current investment amount
15. Reserve quantity
16. Back order quantity
17. Purchase order quantity

Transaction Display Fields

The Transaction fields are displayed on the bottom of the screen. The fields are:

1. Serial number
2. Sequence number
3. Transaction type
4. Transaction description
5. Transaction date
6. Source system
7. Source key
8. Source document #

SERIAL NUMBER REPORT

This program prints all item serial number data. The program will extract and sort the data, and then print it in item/serial #/sequence # order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the transaction date low to high range to match.
6. Enter the part number low to high range to match.
7. Enter the serial number low to high range to match.

Report Fields

The report fields are:

1. Item number
2. Serial/lot number
3. Sequence number
4. Transaction type

5. Transaction description
6. Transaction date
7. Source system
8. Source key
9. Source document #

MASTER FILE (LONG FORM)

This program prints all item master data. Data is printed at seven records per page. The program will extract and sort the data, and then print it in either location/item number order or location/item description order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the location to match, or "All" for all locations.
6. Enter the department to match, or "All" for all departments.
7. Enter the class to match, or "All" for all classes.

8. Enter the status to match, or "All" for all statuses.
9. Enter the vendor key group to match, or "All" for all vendors.
Selection is made on the first vendor record for that item.
10. Enter the part number low to high range to match.

Report Fields

The report has five lines for each record. The report fields are:

Line one:

1. Location
2. Item number
3. Item description
4. Bar code key
5. Department
6. Size
7. Bin
8. Purchase units
9. Sale units
10. Units multiplier

Line two:

1. Catalog page
2. Sale account
3. Inventory account
4. Cost of goods sold account

5. Taxable code
6. Serial number tracking indicator
7. Class
8. Status
9. Last purchase date
10. Last sale date
11. New price date
12. Balance forward date
13. Quantity reserved
14. Quantity on back order
15. Quantity on purchase order

Line three:

1. Federal excise tax
2. Published cost
3. Purchase fee
4. Reorder level low
5. Reorder level high
6. Lead time
7. Balance forward quantity
8. Purchase quantity
9. Sold quantity
10. Returned quantity
11. Current quantity

Line four:

1. Price (x)
2. Unit volume
3. Balance forward amount
4. Purchase amount
5. Sold amount
6. Returned amount
7. Current amount

Line five:

1. Price quantity (x)
2. Unit weight
3. Retail sold amount
4. Retail returned amount
5. Average unit cost

MASTER FILE (SHORT FORM)

This program prints selected item master data. Data is printed at seventeen records per page. The program will extract and sort the data, and then print it in either location/item number order or location/item description order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the location to match, or "All" for all locations.
6. Enter the department to match, or "All" for all departments.
7. Enter the class to match, or "All" for all classes.
8. Enter the status to match, or "All" for all statuses.
9. Enter the vendor key group to match, or "All" for all vendors.

Selection is made on the first vendor record for that item.
10. Enter the part number low to high range to match.

Report Fields

The report has two lines for each transaction. The report fields are:

Line one:

1. Location
2. Item number
3. Item description
4. Bar code
5. Department
6. Size

7. Bin
8. Purchase units
9. Sale units
10. Units multiplier

Line two:

1. Price (1)
2. Quantity reserved
3. Quantity on back order
4. Quantity on purchase order
5. Balance brought forward quantity
6. Purchase quantity
7. Sold quantity
8. Returned quantity
9. Current quantity
10. Current amount
11. Average cost

MASTER FILE COMMENTS

This program prints item master comments records. The program will extract and sort the data, and then print it in either item or description order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the location to match, or "All" for all locations.
6. Enter the department to match, or "All" for all departments.
7. Enter the class to match, or "All" for all classes.
8. Enter the status to match, or "All" for all statuses.
9. Enter the vendor key group to match, or "All" for all vendors.
Selection is made on the first vendor record for that item.
10. Enter the item key low to high range to match.

Report Fields

The report fields are:

1. Item location
2. Item number
3. Item description
4. Item master comments. This follows the first three items and continues onto other lines until it is finished printing.

ITEM SEQUENCE REPORT

This program prints inventory items in their optional key sort sequence. The program will extract and sort the data, and then print it in either location/item number order or location/item description order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the location to match, or "All" for all locations.
6. Enter the department to match, or "All" for all departments.
7. Enter the class to match, or "All" for all classes.
8. Enter the status to match, or "All" for all statuses.
9. Enter the vendor key group to match, or "All" for all vendors.

Selection is made on the first vendor record for that item.

10. Enter the part number low to high range to match.

Report Fields

The report fields are:

1. Location
2. Item number
3. Item description
4. Item sequence number
5. Purchase units
6. Sale units
7. Units multiplier
8. Class
9. Sale units
10. Price (1)

ITEM VENDOR REPORT

This program prints item vendor (vendor/vendor part number for an item) records. The program will extract and sort the data, and then print it in either item/vendor or description/vendor order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.

3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the location to match, or "All" for all locations.
6. Enter the department to match, or "All" for all departments.
7. Enter the class to match, or "All" for all classes.
8. Enter the status to match, or "All" for all statuses.
9. Enter the vendor key group to match, or "All" for all vendors.
Selection is made on the first vendor record for that item.
10. Enter the part number low to high range to match.

Report Fields

The report fields are:

1. Item number
2. Record sequence number
3. Item description
4. Vendor key for this item
5. Vendor's part # for this item

TRANSACTION FILE REPORT

A complete listing of the transactions can be obtained using this program. Also prints transaction type quantity and amount totals.

The transactions can be printed in the following orders:

1. Entry number

2. Location, item number, document number

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the accounting period low to high range to process.
6. Enter the transaction dates low to high to process.
7. Enter the batch number low to high range to process.
8. Enter the entry number low to high range to process.
9. Enter the part number low to high range to process.
10. Enter the transaction type to match, or "All" for all transaction types.
11. Enter the print detail option.

Report Fields

The report has two lines for each transaction. The report fields are:

Line one:

1. Location

2. Item number
3. Transaction type
4. Document number
5. Document description
6. Accounting period
7. Document date
8. Item unit quantity
9. Item unit amount
10. Multiplier
11. Unit cost
12. "Item unit quantity" multiplied by "Item unit amount".

Line two:

1. Customer/vendor
2. Serial number
3. Job key
4. Job cost code
5. Job warranty code
6. Sale account
7. Inventory account
8. Cost of goods sold account
9. Transaction flag
10. Operator key

11. Batch number
12. Entry number

STATUS REPORT

This program prints inventory item master status. Prints G/L account totals, location totals, and grand totals.

The records can be printed in the following orders:

1. location/department
2. location/vendor
3. location/item number
4. location/account #

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the location to match, or "All" for all locations.
6. Enter the department to match, or "All" for all departments.

7. Enter the class to match, or "All" for all classes.
8. Enter the status to match, or "All" for all statuses.
9. Enter the vendor key group to match, or "All" for all vendors.

Selection is made on the first vendor record for that item.
10. Enter the part number low to high range to match.
11. Enter the G/L account key group to match, or "All" for all accounts.

Report Fields

The report fields are:

1. Item number
2. Item description
3. Department
4. Quantity purchased
5. Quantity transferred
6. Quantity sold
7. Quantity returned
8. Quantity reserved
9. Quantity on back order
10. Current balance
11. Dollar investment

PRICE LIST

This program prints the price list for selected prices. The program will extract and sort the data, and then print it in either location/item number order or location/description order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the location to match, or "All" for all locations.
6. Enter the department to match, or "All" for all departments.
7. Enter the class to match, or "All" for all classes.
8. Enter the status to match, or "All" for all statuses.
9. Enter the vendor key group to match, or "All" for all vendors.

Selection is made on the first vendor record for that item.

10. Enter the part number low to high range to match.
11. Enter the item key low to high range to match.
12. Enter print options. You may select published cost, quantity on hand, investment, single/double spacing and any combination of five headings and prices.

Report Fields

The report fields are:

1. Location
2. Item number
3. Item description
4. Sale units
5. Published cost
6. Price (x)

WORK SHEET

This program prints an inventory item master work sheet. This program is used to take physical inventory. It prints location and grand totals.

The report can be printed in the following orders:

1. location/bin number/item number
2. location/item #

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.

5. Enter the location to match, or "All" for all locations.
6. Enter the department to match, or "All" for all departments.
7. Enter the class to match, or "All" for all classes.
8. Enter the status to match, or "All" for all statuses.
9. Enter the vendor key group to match, or "All" for all vendors.
Selection is made on the first vendor record for that item.
10. Enter the part number low to high range to match.
11. Enter the bin location low and high range to match.
12. Enter the G/L account number, or "All" for all accounts.

Report Fields

The report fields are:

1. Bin
2. Item number
3. Item description
4. Sale units
5. Published cost per sale unit
6. Average unit cost
7. Current balance
8. Total dollar investment
9. Actual balance

This space is blank, so that you can write in the actual balance on hand (if different than current balance)

DEPARTMENT SUMMARY

This program prints a one line inventory item master summary for each department, showing total inventory investment, year-to-date sales, year-to-date cost of sales, and other useful management information. The program will extract and sort the data, and then print the summary totals for each location/department. Both location and grand totals are printed.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the location to match, or "All" for all locations.
6. Enter the department to match, or "All" for all departments.
7. Enter the class to match, or "All" for all classes.
8. Enter the status to match, or "All" for all statuses.
9. Enter the vendor key group to match, or "All" for all vendors.
Selection is made on the first vendor record for that item.
10. Enter the part number low to high range to match.

Report Fields

The report fields are:

1. Item department

2. Current dollar investment

3. Year-to-date retail sales

$(\text{Year-to-date retail sales}) = (\text{Year-to-date retail sales}) - (\text{Year-to-date retail returns})$

4. Year-to-date cost of sales

$(\text{Year-to-date cost of sales}) = (\text{Current amount}) - (\text{Balance forward amount})$

5. Year-to-date/current ratio

$(\text{Year-to-date cost of sales}) \text{ divided by } (\text{Current dollar investment})$

6. Percent total investment

This department's percentage of the overall company investment total.

7. Percent total sales

This department's percentage of the overall company total sales.

YEAR-TO-DATE SUMMARY

This program prints an inventory item master year-to-date summary. This shows the activity each item has had since the beginning of the year, plus the dollar revenue and margin for each item this year. The program will extract and sort the data, and then print it in location/department order. It prints department totals, location totals, and grand totals.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the location to match, or "All" for all locations.
6. Enter the department to match, or "All" for all departments.
7. Enter the class to match, or "All" for all classes.
8. Enter the status to match, or "All" for all statuses.
9. Enter the vendor key group to match, or "All" for all vendors.
Selection is made on the first vendor record for that item.
10. Enter the part number low to high range to match.
11. Enter the number of accounting periods.

This program computes averages per accounting period; thus needs to know the number of accounting periods so far this year. This number can be a fraction (e.g. 2.50).

Report Fields

The report fields are:

1. Item number
2. Item description
3. Year-to-date average price

- (year-to-date retail sales amount) divided by (year-to-date sales quantity)
4. Year-to-date average cost
(year-to-date sales amount) divided by (year-to-date sales quantity)
 5. Periods average quantity sold
(year-to-date quantity sold) divided by (accounting periods)
 6. Year-to-date quantity sold
 7. Year-to-date revenue
 8. Margin
(Year-to-date retail sales amount) minus (year-to-date sales amount).
 9. Margin percent
(Margin divided by year-to-date retail sales amount) times 100.

PRINT REORDER LEVELS

This program prints item reorder level information (reorder low, reorder high, current balance, etc.). It prints department totals, location totals, and grand totals.

The report can be printed in the following orders:

1. location/department
2. location/vendor
3. location/item #

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the location to match, or "All" for all locations.
6. Enter the department to match, or "All" for all departments.
7. Enter the class to match, or "All" for all classes.
8. Enter the status to match, or "All" for all statuses.
9. Enter the vendor key group to match, or "All" for all vendors.

Selection is made on the first vendor record for that item.

10. Enter the part number low to high range to match.

Report Fields

The report fields are:

1. Item number
2. Item description
3. Purchase units
4. Sale units
5. Sale multiplier
6. Reorder low
7. Reorder high

8. Purchase lead time
9. Purchase minimum
10. Current balance
11. Current dollar investment

COMPUTE REORDER LEVELS

This program computes, prints, and optionally sets new reorder levels. It prints department totals, location totals, and grand totals.

It computes the reorder levels for each inventory item via the following algorithm, unless the reorder low quantity is less than or equal to “-99999”:

1. Compute total quantity sold by reading Sales History for a specified date range.
2. Compute average quantity sold by dividing total quantity sold by a specified divisor
3. Compute reorder low by multiplying average quantity sold by a specified low multiplier.
4. Compute reorder high by multiplying average quantity sold by a specified high multiplier.

The report can be printed in the following orders:

1. location/department
2. location/vendor
3. location/item #

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the location to match, or "All" for all locations.
6. Enter the department to match, or "All" for all departments.
7. Enter the class to match, or "All" for all classes.
8. Enter the status to match, or "All" for all statuses.
9. Enter the vendor key group to match, or "All" for all vendors.

Selection is made on the first vendor record for that item.

10. Enter the part number low to high range to match.
11. Enter the sales history low to high range to match.
12. Enter the quantity sold divisor.

Average quantity sold is the total quantity sold (obtained via Sales History for a date range) divided by the quantity sold divisor. It is normally the number of accounting periods in the Sales History low to high date range.

13. Enter the reorder low multiplier. Reorder low will be computed as the average quantity sold times the reorder low multiplier.
14. Enter the reorder high multiplier. Reorder low will be computed as the average quantity sold times the reorder high multiplier.
15. Enter the update inventory option. Enter "Yes" to update the Inventory Master records with the new reorder quantities.

Report Fields

The report fields are:

1. Item number
2. Item description
3. Purchase units
4. Sale units
5. Sale multiplier
6. Purchase lead time
7. Old reorder low
8. Old reorder high
9. New reorder low
10. New reorder high

REORDER ITEMS REPORT

This program processes items whose current balance is below their reorder low quantity. The program will extract and sort the data, and then print it in location/vendor/vendor item number order.

Items whose current balance exceeds the reorder level low will be skipped. Items whose reorder level high is zero will also be skipped.

The reorder quantity is the reorder level high minus the current quantity minus the purchase order quantity (adjusted by the units multiplier) plus the reserve quantity. An item will appear on this report when the reorder quantity is greater than zero.

An option exists to automatically generate purchase orders for items that need to be reordered.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the location to match, or "All" for all locations.
6. Enter the department to match, or "All" for all departments.
7. Enter the class to match, or "All" for all classes.
8. Enter the status to match, or "All" for all statuses.
9. Enter the vendor key group to match, or "All" for all vendors.

Selection is made on the first vendor record for that item.
10. Enter the part number low to high range to match.
11. Enter the purchase order option. Enter "Yes" to automatically generate purchase orders; else enter "No". If not generating purchase orders, the following parameters can be skipped.
12. Enter the purchase order requestor.
13. Enter the purchase order buyer.
14. Enter the purchase order date.
15. Enter the purchase order promised date.
16. Enter the purchase order shipping instructions.

Report Fields

The report fields are:

1. Item number
2. Item description
3. Vendor key
4. Vendor item number
5. Current balance in sale units
6. Reorder quantity in purchase units
7. Purchase units
8. Published cost per purchase unit
9. Last purchase date

G/L DISTRIBUTION REPORT

This program is provided so that the G/L account distribution can be verified to be in balance, before the "End-of-period processing" program is run. The report total must be zero before the "End-of-period processing" program is run; otherwise your General Ledger will be out of balance.

It produces a detailed G/L distribution of all transactions through an accounting period. All accounts are summed and balanced. Any accounts that do not exist within the G/L Master file are identified with an "*INVALID ACCOUNT*" account description.

The transactions are printed in G/L account number, item key order.

Only sales and returns are processed. Purchases are processed via the Accounts Payable system.

If using the Purchase Order system and the Order Entry systems, there would not be any transactions processed via this program, as purchases are posted to the General Ledger via the Accounts Payable system and sales are posted to the General Ledger via the Accounts Receivable system. Inventory transactions written by these subsystems will be already marked as "posted to the General Ledger", to eliminate double posting.

There is always the possibility of manually entered Inventory transactions, so this program should be run to "catch" any of those transactions.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the end of period date in MMDDYY format.
6. Enter the end of period date.
7. Enter the accounting period low to high range to process. To be sure to pick up any old transactions that may have been posted, accounting period low should be zero.
8. Enter the detail option. Enter "Yes" to print transaction detail. Enter "No" to skip transaction detail.
9. If using the Inventory System as a stand alone module (not linked to Purchase Order or Accounts Payable) then enter the General Ledger purchase credit account number. Otherwise, leave this field blank.

Report Fields

The report fields are:

1. G/L account

2. Account description
3. Item key
4. Transaction type
5. Transaction description
6. Job key
7. Vendor key
8. Accounting period
9. Transaction date
10. Transaction quantity
11. Transaction unit amount
12. Transaction flag

BIN LABELS

This program prints bin labels for a selected set of items. The program will extract and sort the data, and then print it in location/bin/item number order. There is an option to lineup the label.

The labels must be one-up (one across). They must be at least three inches wide, as the program prints up to thirty characters of data on a line. They may be any length.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with labels. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the location to match, or "All" for all locations.
6. Enter the department to match, or "All" for all departments.
7. Enter the class to match, or "All" for all classes.
8. Enter the status to match, or "All" for all statuses.
9. Enter the vendor key group to match, or "All" for all vendors.

Selection is made on the first vendor record for that item.
10. Enter the part number. low to high range to match.
11. Enter the bin location low to high range to match.
12. Enter how many of each label to print.
13. Enter the number of lines per label.
14. Enter "Yes" to have your printer do a form feed when exiting this program (you want to put regular paper/forms in this printer); else enter "No" (you want to leave labels in this printer).

Report Fields

The report has six lines for each item. The report fields are:

1. Blank
2. Item key
3. Item description
4. Item bin
5. Blank

6. Blank

PROFIT BY CATALOG PAGE REPORT

This program prints profit by catalog page, as an aid in producing more effective catalogs and sale flyers. The catalog page number is stored in each Inventory Master record.

The report is printed in catalog page, item key order. Totals are printed for each catalog page.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the end of period date in MMDDYY format.
6. Enter the catalog page to process, or "All" for all catalog pages.
7. Enter the item # low to high range to process.

Report Fields

The report fields are:

1. Item key

2. Item description
3. Year to date quantity sold
4. Year to date sales
Sales are reduced by returns.
5. Year to date cost of sales
6. Year to date profit

COMPARE PUBLISHED & UNIT COST REPORT

This program prints Inventory Master records whose published cost per sale unit is greater than a specified percentage variance of computed average unit cost (computed without self-correcting). This identifies those records whose average unit cost may be incorrect.

This report can be printed in department, vendor, or item number order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.
2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter "All" for all locations or enter the individual location.
6. Enter "All" for all departments or enter the individual departments

7. Enter "All" for all classes or enter the individual class.
8. Enter "All" for all statuses or enter the individual status.
9. Enter "All" for all vendor key groups or enter the individual vendor key group.
10. Enter the part numbers low to high to process
11. Enter the maximum cost per sale unit percentage variance allowed to skip a record.

Report Fields

The report fields are:

1. Item key
2. Item description
3. Purchase Units
4. Sale Units
5. Sale Multiplier
6. Publish costs per sale unit
7. Unit cost per sale unit
8. Current Balance
9. Investment

PRINT BAR CODE LABELS

This program prints bar code labels using bar code printer control files. It reads selected inventory purchase transactions to determine which items to print bar codes for. It reads the corresponding inventory master record to get the bar code key to print. Prints labels either automatically or in manual review mode. Can also print user defined labels.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.
2. The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.
3. Prepare the printer by loading it with labels. Set the paper in the printer to the first line of a new page.
4. Enter the number of copies of the report desired. Default is 1.
5. Enter the run date in MMDDYY format. Default is the system date.
6. Enter the accounting period low to high range to match.
7. Enter the transaction date low to high range to match.
8. Enter the batch number low to high range to match.
9. Enter the entry number low to high range to match.
10. Enter the part number low to high range to match.
11. Enter the bar code printer control file name to use. File "SCSLIB:IVTLBL.DAT" is a sample control file, but it will vary with different bar code printers.

Report Fields

The report fields will be as defined in the bar code control file. Please see our sample.

PURGE INV TRANSACTION FILE

This program purges the Inventory Transaction file for an accounting period low to high range.

It purges transactions that meet all of the following criteria:

1. Posted to Inventory Master file
2. Posted to General Ledger file

If the purge was automatically run by the "End of year" program, the purge also sets the accounting period of the not purged transactions to zero.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the beginning accounting period to purge.
6. Enter the ending accounting period to purge.
7. Enter the print detail option.

Enter "Yes" to print the transaction detail. Enter "No" to not print the transaction detail.

Report Fields

See the "Transaction file" report documentation for a listing of the report fields.

CHAPTER FOUR SAMPLE REPORTS

This section contains some selected sample reports (edited for brevity).
See Chapter One for a complete listing of all the standard reports available.
Control file reports are not included in this section; see the control file documentation.

ITEM REPORT (SHORT FORM) : LOC/ITEM ORDER : LOC All : DEPT All : CLASS All : STATUS All : VENDOR All
ITEMS - ~~~~~

LOC	ITEM#	ITEM DESCRIPTION			BAR CODE	DEPT	SIZE	BIN	PUR UNITS	SAL UNITS	PRICE (1)
	QTY RES	QTY BKO	QTY P/O	BBF QTY	PUR QTY	XFR QTY	SLD QTY	RET QTY	CUR QTY	CUR AMT	AVG COST
	WID-B	Blue Widget			WID-B	MIS		M-987	each	each	16.00
	0.00	0.00	0.00	100.00	120.00	0.00	2.00	0.00	218.00	1190.00	5.4587
	WID-G	Green Widget			WID-G	MIS		M-442	each	each	24.00
	0.00	0.00	0.00	100.00	0.00	0.00	3.00	0.00	97.00	970.00	10.0000
	WID-R	Red Widget			WID-R	ABC		A-548	each	each	200.00
	0.00	0.00	0.00	10.00	5.00	0.00	4.00	0.00	11.00	1100.00	100.0000
	WID-Y	Yellow Widget			WID-Y	ABC		M-457	each	each	100.00
	0.00	0.00	0.00	30.00	12.00	0.00	0.00	0.00	42.00	2100.00	50.0000

4 records printed.

5360.00 investment

07/12/96 06:09:04

XYZ (SAMPLE) COMPANY
INVENTORY

PAGE 1

ITEM VENDOR REPORT : ITEM#, VENDOR ORDER : LOC All : DEPT All : CLASS All : STATUS All : VENDOR All
ITEMS - ~~~~~

ITEM#	SEQ#	ITEM DESCRIPTION	VENDOR KEY	VENDOR ITEM#
WID-B	0010	Blue Widget	COX	A-4411

1 records printed.

07/12/96 06:13:32

XYZ (SAMPLE) COMPANY
INVENTORY

PAGE 1

KITS : LOC/ITEM#, LOC/COMP ITEM# ORDER : LOC All : DEPT All : CLASS All : STATUS All : VENDOR All
ITEMS - ~~~~~

LOC	ITEM#	DESCRIPTION	SEQ#	CLOC	COMP	ITEM#	COMP DESCRIPTION	COMP QTY
	KIT	A kit item	0010			WID-B	Blue Widget	1.00
			0020			WID-G	Green Widget	2.00

2 records printed.

TRANSACTION FILE REPORT : ENTRY NUMBER ORDER : PERIODS 01 - 01 : BATCHES 0 - 99999999
ENTRIES 0 - 99999999 : ITEMS - ~~~~~ : TRAN TYPE All

LOC	ITEM#	TY	DOC#	DESCRIPTION	AP	DOC	DATE	UNIT	QTY	UNIT	AMT	MULT	UNIT	COST	QTY*AMT	
CUST/VEND SERIAL#		LOC2 LOC2 ACCT JOB#			JC	JW	SALE	ACCT	INV	ACCT	COG	ACCT	FLAG	OPR	BATCH	ENTRY
WID-B	COX	P	00000001	P/O# 00000001 Blue Widget	01	01/20/91			20.00		5.0000	1.00		5.0000	100.00	
					0	0			131				1	Z	1	00000001
WID-R	COX	P	00000001	P/O# 00000001 Red Widget	01	01/20/91			5.00		100.0000	1.00		100.0000	500.00	
					0	0			131				1	Z	1	00000002
WID-Y	COX	P	00000001	P/O# 00000001 Yellow Widget	01	01/20/91			10.00		50.0000	1.00		50.0000	500.00	
					0	0			131				1	Z	1	00000003
WID-B		S	00000002	O/E SALE, INVOICE# 00002007	01	01/31/91			2.00		16.0000	1.00		5.0000	32.00	
					0	0	30101		131		431		1	Z	2	00000004
WID-G		S	00000003	O/E SALE, INVOICE# 00002007	01	01/31/91			3.00		24.0000	1.00		10.0000	72.00	
					0	0	30102		131		431		1	Z	2	00000005
WID-R		S	00000004	O/E SALE, INVOICE# 00002007	01	01/31/91			4.00		200.0000	1.00		100.0000	800.00	
					0	0	30101		131		431		1	Z	2	00000006
WID-Y	COX	P	00000005	P/O# 00000002 Yellow Widget	01	01/31/91			2.00		50.0000	1.00		50.0000	100.00	
					0	0			131				1	Z	3	00000007
WID-B	COX	P	00004458	BUY 100 @ \$6.00	01	01/31/91			100.00		6.0000	1.00		6.0000	600.00	
				JOB1	3	0	30101		131		431		129		4	00000008

8 records printed.

XYZ (SAMPLE) COMPANY
INVENTORY

STATUS : LOC/ITEM# ORDER : LOC All : DEPT All : CLASS All : STATUS All : VENDOR All
ITEMS - ~~~~~ : INV ACCOUNT All

ITEM#	ITEM DESCRIPTION	DEPT	PUR QTY	XFR QTY	SLD QTY	RET QTY	RES QTY	BKO QTY	CUR BAL	INVESTMENT
WID-B	Blue Widget	MIS	120.00	0.00	2.00	0.00	0.00	0.00	218.00	1190.00
WID-G	Green Widget	MIS	0.00	0.00	3.00	0.00	0.00	0.00	97.00	970.00
WID-R	Red Widget	ABC	5.00	0.00	4.00	0.00	0.00	0.00	11.00	1100.00
WID-Y	Yellow Widget	ABC	12.00	0.00	0.00	0.00	0.00	0.00	42.00	2100.00
*** Location totals			137.00	0.00	9.00	0.00	0.00	0.00	368.00	5360.00
*** Grand totals			137.00	0.00	9.00	0.00	0.00	0.00	368.00	5360.00

4 records printed.

07/12/96 06:17:30

XYZ (SAMPLE) COMPANY
INVENTORY

PAGE 1

PRICE LIST : LOC/ITEM ORDER : LOC All : DEPT All : CLASS All : STATUS All : VENDOR All
ITEMS - ~~~~~

LOC	ITEM#	ITEM DESCRIPTION	SALE UNITS	PRICE (1)	PRICE (2)	PRICE (3)	PRICE (4)	PRICE (5)	PUB COST
	WID-B	Blue Widget	each	16.00	14.00	12.00	10.00	8.00	5.0000
	WID-G	Green Widget	each	24.00	22.00	20.00	18.00	16.00	10.0000
	WID-R	Red Widget	each	200.00	180.00	160.00	140.00	120.00	100.0000
	WID-Y	Yellow Widget	each	100.00	90.00	80.00	70.00	60.00	50.0000

4 records printed.

5360.00 investment

07/12/96 06:18:20

XYZ (SAMPLE) COMPANY
INVENTORY

PAGE 1

WORK SHEET : LOC/BIN/ITEM# ORDER : LOC All : DEPT All : CLASS All : STATUS All : VENDOR All
ITEMS - ~~~~~ : BINS - ~~~~~ : INVENTORY ACCOUNT All

BIN	ITEM#	ITEM DESCRIPTION	SAL UNITS	PUB COST/SAL	UNIT COST	CUR BAL	INVESTMENT	ACTUAL
A-548	WID-R	Red Widget	each	100.0000	100.0000	11.00	1100.00	
M-442	WID-G	Green Widget	each	10.0000	10.0000	97.00	970.00	
M-457	WID-Y	Yellow Widget	each	50.0000	50.0000	42.00	2100.00	
M-987	WID-B	Blue Widget	each	5.0000	5.4587	218.00	1190.00	
*** Location totals						368.00	5360.00	
*** Grand totals						368.00	5360.00	

4 records printed.

XYZ (SAMPLE) COMPANY
INVENTORY

DEPARTMENT SUMMARY : LOC/DEPARTMENT ORDER : LOC All : DEPT All : CLASS All : STATUS All : VENDOR All
ITEMS - ~~~~~

DEPT	INVESTMENT	YTD SALES	YTD COST SALES	YTD/CURR RATIO	% TOTAL INVEST	% TOTAL SALES
-----	-----	-----	-----	-----	-----	-----
ABC	3200.00	800.00	400.00	0.13	59.70	88.50
MIS	2160.00	104.00	40.00	0.02	40.30	11.50
*** Location totals	5360.00	904.00	440.00	0.08	100.00	100.00
*** Grand totals	5360.00	904.00	440.00	0.08	100.00	100.00

2 records printed.

YEAR TO DATE SUMMARY : LOC/DEPT ORDER : LOC All : DEPT All : CLASS All : STATUS All : VENDOR All
ITEMS - ~~~~~ : PERIODS 1

ITEM#	ITEM DESCRIPTION	YTD AVG PRICE	YTD AVG COST	PERIODS AVG QTY SOLD	YTD QTY SOLD	YTD REVENUE	MARGIN	MARGIN PERCENT
WID-B	Blue Widget	16.00	5.00	2.00	2.00	32.00	22.00	68.75
WID-G	Green Widget	24.00	10.00	3.00	3.00	72.00	42.00	58.33
*** Department MIS totals				5.00	5.00	104.00	64.00	61.54
*** Location totals				9.00	9.00	904.00	464.00	51.33
*** Grand totals				9.00	9.00	904.00	464.00	51.33

4 records printed.

07/12/96 06:21:05

XYZ (SAMPLE) COMPANY
INVENTORY

PAGE 1

PRINT REORDER LEVELS : LOC/ITEM# ORDER : LOC All : DEPT All : CLASS All : STATUS All : VENDOR All
ITEMS - ~~~~~

ITEM#	ITEM DESCRIPTION	PUR UNITS	SAL UNITS	SAL MULT	REO LOW	REO HIGH	LEAD	PUR MIN	CUR BAL	INVESTMENT
WID-B	Blue Widget	each	each	1.00	10.00	15.00	4	0.00	218.00	1190.00
WID-G	Green Widget	each	each	1.00	5.00	10.00	3	0.00	97.00	970.00
WID-R	Red Widget	each	each	1.00	25.00	40.00	5	0.00	11.00	1100.00
WID-Y	Yellow Widget	each	each	1.00	30.00	50.00	3	0.00	42.00	2100.00
*** Location totals									368.00	5360.00
*** Grand totals									368.00	5360.00

4 records printed.

COMPUTE REORDER LEVELS : LOC/ITEM# ORDER : LOC All : DEPT All : CLASS All : STATUS All : VENDOR All
ITEMS - ~~~~~ : DATES - 07/12/96 : DIVISOR 1 : LOW MULT 1 : HIGH MULT 3 : UPDATE INV No

ITEM#	ITEM DESCRIPTION	PUR UNITS	SAL UNITS	SAL MULT	LEAD	PUR MIN	OLD R-LO	OLD R-HI	NEW R-LO	NEW R-HI
WID-B	Blue Widget	each	each	1.00	4	0.00	10.00	15.00	10.00	15.00
WID-G	Green Widget	each	each	1.00	3	0.00	5.00	10.00	5.00	10.00
WID-R	Red Widget	each	each	1.00	5	0.00	25.00	40.00	25.00	40.00
WID-Y	Yellow Widget	each	each	1.00	3	0.00	30.00	50.00	30.00	50.00

*** Location totals 368.00 on hand. 5360.00 investment.

*** Grand totals 368.00 on hand. 5360.00 investment.

0 sales history records processed, & 4 records printed.

07/12/96 06:23:44

XYZ (SAMPLE) COMPANY
INVENTORY

PAGE 1

REORDERS : LOC/VENDOR/VENDOR ITEM# ORDER : LOC All : DEPT All : CLASS All : STATUS All : VENDOR All
ITEMS - ~~~~~

ITEM#	ITEM DESCRIPTION	VENDOR	VENDOR ITEM#	CUR BAL	REORD QTY	PUR UNITS	PUB COST	LAST PUR
WID-R	Red Widget			11.00	29.00	each	100.0000	01/20/91

*** Vendor totals 2900.00 purchase investment

*** Location totals 2900.00 purchase investment

*** Grand totals 2900.00 purchase investment

1 records printed.

07/12/96 06:24:49

XYZ (SAMPLE) COMPANY
INVENTORY

PAGE 2

PROFIT BY CATALOG/PAGE : ITEM# ORDER : CATALOG/PAGE GROUP All : ITEMS - ~~~~~ : CATALOG/PAGE M-57

ITEM#	ITEM DESCRIPTION	YTD QTY SOLD	YTD SALES	YTD COST	YTD PROFIT
WID-G	Green Widget	3.00	72.00	30.00	42.00
*CATALOG/PAGE M-57 TOTALS		3.00	72.00	30.00	42.00
***GRAND TOTALS		9.00	904.00	440.00	464.00

4 records printed.

DOCUMENT HISTORY INVENTORY USER'S GUIDE

REVISION	RELEASE	DATE	DESCRIPTION
00	4.06	04/01/97	New PDF document; adapted from old format.
01	4.07	07/14/97	September 1, 1997
02	4.08	09/01/98	September 1, 1998 release.
03	4.09	09/01/99	September 1, 1999 release.

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READER'S COMMENTS

We appreciate your help in evaluating our documentation efforts. Please feel free to attach any additional comments.

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Comments: