

# Solution-IV™ Accounting Inventory Control



*Version 8.60*

285 Davidson Ave. • Suite 302 • Somerset, NJ 08873-4153  
Telephone: 732-560-1377 • Outside NJ 800-524-0430 • Fax: 732-560-1594

Internet address: <http://www.tbred.com>

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# 1 Introduction

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

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

## Thoroughbred Solutions

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

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

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

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

## Inventory Control Features

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

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

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



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

Other standard features include:

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

- Define multiple suppliers, along with their prices, for each item. You can keep purchase history for each vendor; this information is also used by the Solution-IV Purchase Order system.
- Define an unlimited number of alternate items. These are selected in Solution-IV Order Processing when a primary item is out of stock.
- Inventory quantities are committed as soon as orders are entered when integrated with Solution-IV Order Processing.

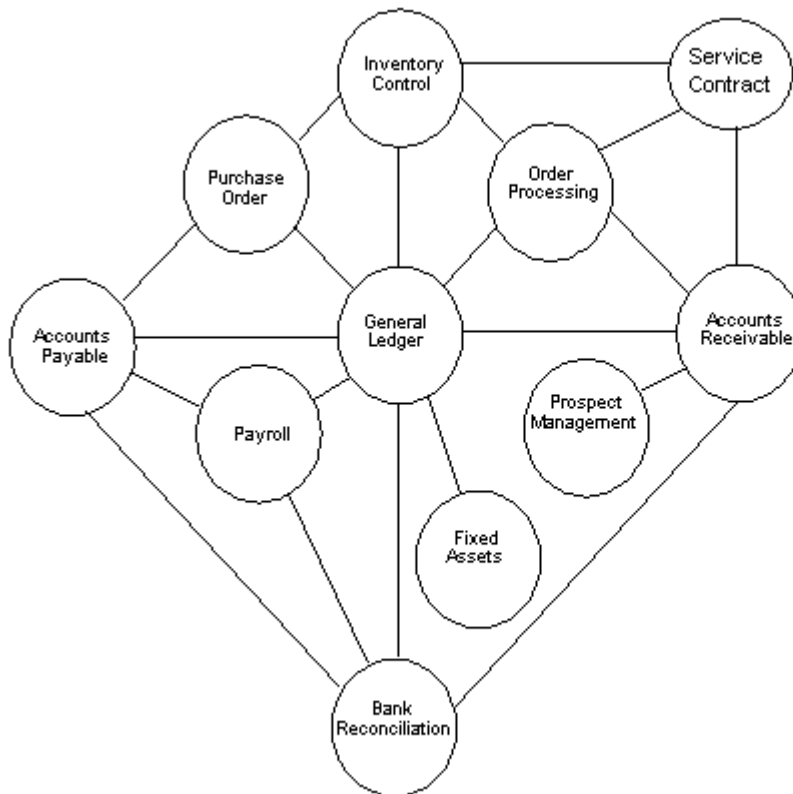
Solution-IV Inventory Control can also produce a wide variety of management reports, including:

- ◆ Transaction Register
- ◆ Item Masterfile Listing
- ◆ Labels
- ◆ Price Lists
- ◆ Requirements Report
- ◆ Status Report
- ◆ Turnover Report
- ◆ Reorder Report
- ◆ Valuation Report
- ◆ Discontinued Item Report
- ◆ Inventory Sales Analysis
- ◆ ABC Analysis Report
- ◆ Transaction Detail Report
- ◆ Inventory Recall Report
- ◆ EOQ Reorder Point Report

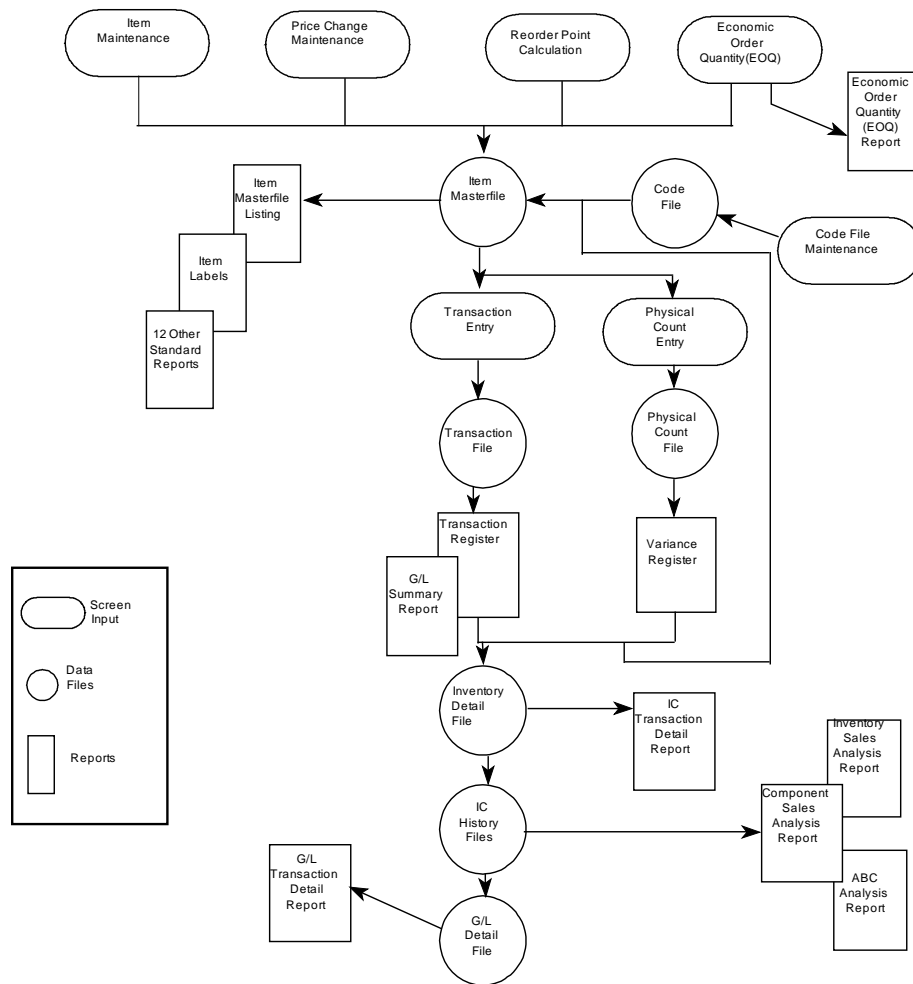
## Thoroughbred Solution-IV Accounting Flowchart

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

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



## Solution-IV Inventory Control Flowchart



## **How to Make the Greatest use of this Manual**

### ***Introduction***

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

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

### ***Suggested Steps***

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

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

## How this Manual is Organized

This manual has been organized to take you through normal Inventory Control activity. As a supplement to these day-to-day procedures we have included a brief explanation of accounting theory, an extensive glossary of accounting terms, and several helpful setup ideas and system design hints.

### Chapter 1

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

### Chapter 2

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

### Chapter 3

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

### Chapter 4

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

### Chapter 5

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

### Chapter 6

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

### Chapter 7

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

### Chapter 8

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

### Appendices

**Appendices** – Contain supplemental information that is helpful to the understanding of Solution-IV Inventory Control. System conversion is detailed in the Appendices. Any messages that you encounter while using the system are also listed and explained in the appendix.

### Glossary

**Glossary** – Provides a list of terms used in the Solution-IV manuals.

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## 2 Inventory Control Menus

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

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

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

## Inventory Control Main Menu

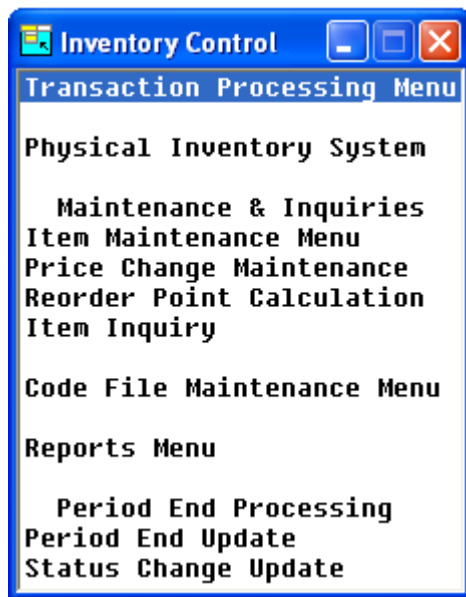
### Introduction

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

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

### How to Execute

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



## Transaction Entry

### Adjustment Entry

Adjustment Entry allows you to make changes (adjustments) to inventory transactions that have already been entered and updated.

Examples of adjustments include such things as correcting quantities or prices.

### Issue Entry

Issue Entry is used for recording items issued (sold) from inventory if you are not using the Order Processing module.

### Receipt Entry

Receipt Entry is used to record items received into inventory if you are not using the Purchase Order Processing module.



**Returns Entry**

Returns Entry is used to record the return of items to inventory that were previously sold or issued. If you are using Order Processing and issue a credit memo, a return will automatically be entered.

**Kit Creation**

Kit Creation is used to record created kit items into inventory and to reduce the components that make up the kit items.

**Transfer Entry**

Transfer Entry is used to record transfers of items between warehouses.

**Transaction Reports & Updates****Transaction Register**

The Transaction Register is an audit report that details the adjustments, issues, receipts, returns, and transfers in the current batch.

The Transaction Register must be printed before the transactions are updated to the permanent Inventory Control and General Ledger files.

**Physical Inventory****Physical Inventory Menu**

This option gives you access to the Physical Inventory Menu which is discussed later in this chapter.

**Masterfile Maintenance****Item Maintenance**

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

**Price Change Maintenance**

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

**Reorder Point Calculation**

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

**Item Inquiry**

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

**Code File Maintenance Menu**

This option will give you access to the Code File Maintenance Menu discussed later in this chapter.

## Reports

### **Item Masterfile Listing**

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

### **Item Label Printing**

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

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

### **Reports Menu**

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

## Period End Processing

### **Period End Update**

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

The Period End Update does the following:

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

### **Status Change Update**

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

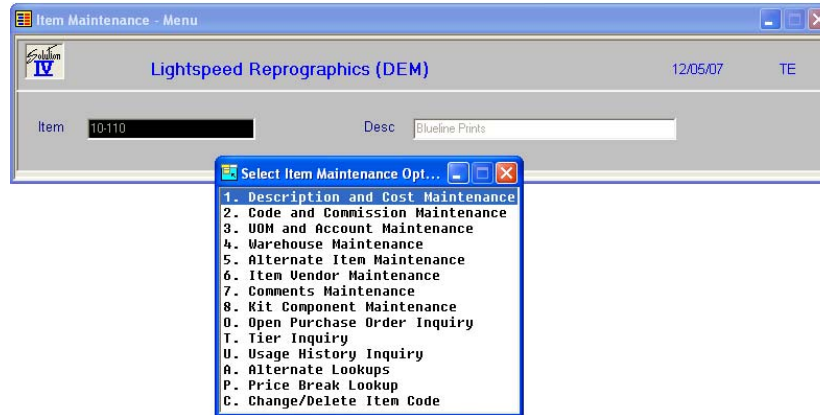
## Item Maintenance Menu

### Introduction

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

### How to Execute

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



## Item Maintenance Options

### Description & Cost Maintenance

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

### Code & Commission Maintenance

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

### UOM & Account Maintenance

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

### Warehouse Maintenance

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

### Alternate Item Maintenance

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

### Vendor Maintenance

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

**Comments Maintenance**

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

**Kit Component Maintenance**

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

**Open Purchase Order Inquiry**

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

**Tier Inquiry**

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

**Usage History Inquiry**

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

**Alternate Lookups**

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

**Change/Delete Item Code**

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

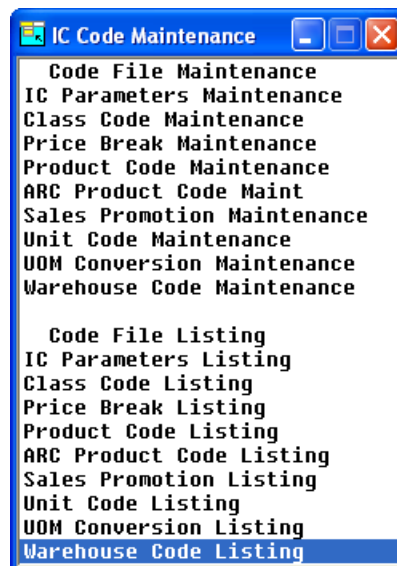
## Code File Maintenance Menu

**Introduction**

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

**How to Execute**

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



## System Parameters

### **IC Parameters Maintenance**

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

### **IC Parameters Listing**

This report shows what was entered in IC Parameters Maintenance.

## Code File Maintenance

### **Class Code Maintenance**

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

### **Price Break Maintenance**

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

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

### **Product Code Maintenance**

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

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

### **ARC Product Code Listing**

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

### **Sales Promotion Maintenance**

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

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

### **Unit Code Maintenance**

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

**UOM Conversion Maintenance**

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

**Warehouse Code Maintenance**

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

|                           |
|---------------------------|
| <b>Code File Listings</b> |
|---------------------------|

**Class Code Listing**

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

**Price Break Listing**

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

**Product Code Listing**

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

**Sales Promotion Listing**

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

**Unit Code Listing**

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

**UOM Conversion Listing**

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

**Warehouse Code Listing**

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

## Reports Menu

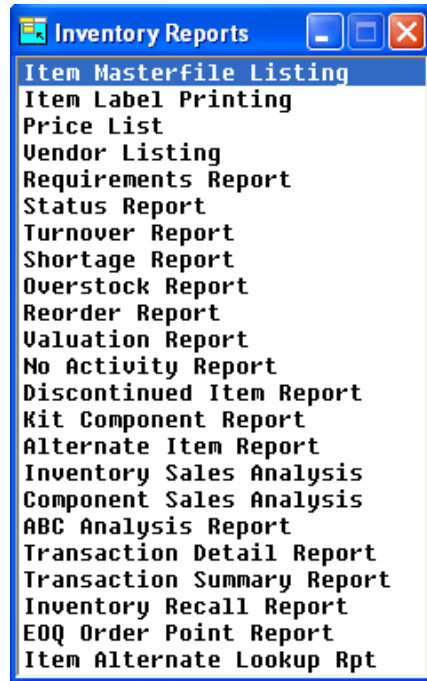
### **Introduction**

This menu gives you access to the monthly reports.

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

### **How to Execute**

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



## Standard Reports

### **Item Masterfile Listing**

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

### **Item Label Printing**

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

### **Price List**

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

### **Vendor Listing**

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

**Requirements Report**

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

**Status Report**

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

**Turnover Report**

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

**Shortage Report**

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

**Overstock Report**

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

**Reorder Report**

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

**Valuation Report**

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

**No Activity Report**

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

**Discontinued Item Report**

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

**Kit Component Report**

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

**Alternate Item Report**

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



## Analysis Reports

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

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

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

This report shows an inventory sales summary, using the components of a kit rather than the kit itself.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

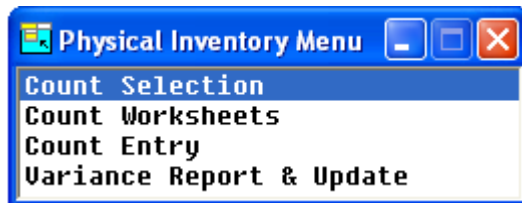
## Physical Inventory Menu

### **Introduction**

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

### **How to Execute**

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



### **Physical Count Selection**

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

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

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

### **Physical Count Worksheets**

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

### **Physical Count Entry**

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

### **Variance Report & Update**

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

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

---

# 3 Inventory Control Setup

---

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

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

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

## IC Parameters Maintenance

### Introduction

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

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

### How to Execute

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

### Description of Fields

#### Segments 1 - 4

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

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

Example:

| Segment | 1 | 2 | 3 | 4 | It will look like this: |
|---------|---|---|---|---|-------------------------|
| 22      | 0 | 0 | 0 |   | XXXXXXXXXXXXXXXXXXXXX   |
| 5       | 5 | 5 | 4 |   | XXXXX-XXXXX-XXXXX-XXXXX |
| 4       | 2 | 1 | 0 |   | XXXX-XX-X               |
| 4       | 0 | 0 | 0 |   | XXXX                    |

**Format**

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

- |          |  |
|----------|--|
| <b>Y</b> | Format the segment, meaning the following:<br>1) Make uppercase, always.<br>2) If numeric, right justify and zero fill.<br>3) If not numeric, left justify and fill with spaces. |
| <b>N</b> | Do not format the segment, meaning display and store it exactly as entered.  |

**Character used to designate non stock item**

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

Examples: \* / : ^

**Post distributions to General Ledger?**

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

- |          |  |
|----------|--|
| <b>Y</b> | Posts to General Ledger during the Inventory Transaction and Physical Count updates. |
| <b>N</b> | Does not post to General Ledger during updates.                                      |

**Post by IC Period or Month?**

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

- |          |   |
|----------|---|
| <b>I</b> | IC Period – Use the “Current sales analysis period number” (below). This means that transactions will be posted to the next month only after IC Period End Processing has been run. |
| <b>M</b> | Month of transaction. Use the month of the transaction that is being posted.<br><i>Example:</i> An invoice dated 11/15/07 would be posted into sales analysis period 11 of 2007.    |

**Number of Periods per inventory year**

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

**Current sales analysis period number**

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

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

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

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

**Verify Physical Counts?**

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

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

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

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

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

**Multiple Warehouses?**

Do you stock inventory in multiple warehouses?

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

**Main Warehouse**

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

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

IC Parameters Maintenance - 2

Lightspeed Reprographics (DEM) 12/05/07 TE

Method used for calculating ABC categories

Percentage in 'A' category

Percentage in 'B' category

Percentage in 'C' category

Carrying cost

Setup cost

Access to regular comments in Item Inquiry

Access to internal comments in Item Inquiry

Access to purchase comments in Item Inquiry

Minimum percentage for shortage reporting

Maximum percentage for overage reporting

Automatically add new vendors to Item Maintenance - Vendor file? ☒ Y

Automatically assign transfer number?  Next transfer

**ABC Method**

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

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

**A-B-C Percentages**

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

**Carrying Cost %**

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

**Setup Cost**

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

**Display Item Comments in Inquiry?**

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

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

**Minimum Percentage for Shortage Reporting**

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

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

**Maximum Percentage for Overage Reporting**

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

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

## IC Parameters Listing

### Introduction

This report shows what was entered in IC Parameters Maintenance.

### How to Execute

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

### Report

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

## Class Code Maintenance

### Introduction

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

### How to Execute

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

### Description of Fields

#### Class Code

Enter up to six alphanumeric characters for the class code.

#### Description

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

#### Status

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

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



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

***Exit the Screen***

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

|                           |
|---------------------------|
| <b>Class Code Listing</b> |
|---------------------------|

***Introduction***

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

***How to Execute***

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

***Report***

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

## Price Break Maintenance

### Introduction

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

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

### How to Execute

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

The screenshot shows the 'Price Break Maintenance' window. At the top, it says 'Lightspeed Reprographics (DEM)' and '12/05/07'. Below the title bar, there are three input fields: 'Item Price Class' with the value '10-110', 'Customer Price Class' with the value 'BlueLine Prints', and 'Price Break Description' with the value 'Standard Table'. Below these, there are two dropdown menus: 'Price Break Method' set to 'D' and 'Based on quantity sold or dollar amounts' set to 'Q'. At the bottom, there is a table with three columns: 'Price Break Table', 'Level', and 'Quantity-Amount'. The table has 10 rows, numbered 0 to 9. The 'Quantity-Amount' column has input fields for each level, and the 'Disc-Markup-Amt' column has input fields for each level.

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

### Description of Fields

#### Item Price Class

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

#### Customer Price Class

Enter the customer price class to which this price-break applies. Leave the customer price class blank if you wish to set up a single price break regardless of the customer price class, or if you want a single price break for the entire inventory.

#### Description

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

**Method**

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

- |          |                        |
|----------|------------------------|
| <b>A</b> | Discount amount        |
| <b>C</b> | Cost markup percentage |
| <b>D</b> | Discount percentage    |
| <b>M</b> | Cost markup amount     |
| <b>P</b> | Actual price           |
| <b>L</b> | Layered pricing        |
| <b>G</b> | Grid Pricing           |
| <b>F</b> | First Pricing          |
| <b>B</b> | Block pricing          |

**Type**

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

- |          |                                 |
|----------|---------------------------------|
| <b>A</b> | Based on dollar amount ordered. |
| <b>Q</b> | Based on quantity ordered.      |
| <b>S</b> | Based on set quantity           |
| <b>C</b> | Based on copy quantity          |

**Quantity-Amount**

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

**Disc-Markup-Amt**

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

**Exit the Screen**

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

## Price Break Listing

### Introduction

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

### How to Execute

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

### Description of Fields

#### From Item Class

#### To Item Class

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

#### From Customer Class

#### To Customer Class

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

#### Print historical breaks?

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

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

### Report

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

## Product Code Maintenance

### Introduction

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

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

### How to Execute

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

**Product Code Maintenance**  
 Lightspeed Reprographics (DEM) 12/05/07 TE

Product Code: 000010 Desc: Blue/Blackline

Costing method: U  
 Item price class:   
 Override description?: N  
 Product code status:   
 Minimum line price: .00  
 Valuation UOM: SQFT  
 Purchase UOM: SQFT  
 Sales UOM: SQFT

General Ledger Accounts

|               |           |
|---------------|-----------|
| Inventory     | 130-01-00 |
| Cost of Sales | 500-01-10 |
| Sales         | 400-01-10 |
| Returns       | 450-01-10 |
| Adjustments   | 135-01-00 |
| Purchases     | 240-01-00 |

Post the following by warehouse?

|                |   |
|----------------|---|
| Inventory?     | Y |
| Cost of Sales? | Y |
| Sales?         | Y |
| Returns?       | Y |
| Adjustments?   | Y |
| Purchases?     | Y |

Are items using this product code

Commissionable? Y  
 Method: S  
 Add'l amount: .00  
 Rate or amount: .000  
 Discountable? N  
 Taxable? Y

### Description of Fields

#### Product Code

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

#### Description

Enter up to 35 characters to describe this product code.

**Costing Method**

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

|          |                            |
|----------|----------------------------|
| <b>A</b> | Weighted Average Cost      |
| <b>U</b> | Unit Cost                  |
| <b>F</b> | First In, First Out (FIFO) |
| <b>L</b> | Last In, First Out (LIFO)  |
| <b>T</b> | Lot Number                 |
| <b>S</b> | Serial Number              |

**Item Price Class**

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

**Override Description?**

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

|          |   |
|----------|---|
| <b>Y</b> | Allows you to change the description of items using this product code in Order Entry. |
| <b>N</b> | Does not allow you to change the description.   |

**Product Code Status**

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

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

**Minimum Line Price**

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

**Valuation UOM**

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

*Examples:* EACH, BOX, CASE, LBS

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

### Purchase UOM

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

### Sales UOM

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

### Commissionable?

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

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

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

### Method

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

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

### Add-on Amount

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

### Rate or Amount

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

**Discountable?**

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

- |          |   |
|----------|---|
| <b>Y</b> | Will calculate a trade discount on items using this product code. The default trade discount rate is in the customer file, but may be overridden in Order Processing. |
| <b>N</b> | Will not calculate a trade discount on items using this product code.   |

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

**Taxable?**

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

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

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

**Inventory**

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

**Cost of Sales**

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

**Sales**

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

**Returns**

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

**Adjustments**

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



**Purchases**

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

**Post Inventory/Cost of Sales/Sales/Etc by Warehouse?**

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

- |          |  |
|----------|--|
| <b>Y</b> | Posts to General Ledger by warehouse. You will specify the department and/or location to which to post in Warehouse Maintenance. |
| <b>N</b> | Posts to the specific accounts entered above.  |

**Exit the Screen**

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

## Product Code Listing

**Introduction**

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

**How to Execute**

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

**Report**

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

## Sales Promotion Maintenance

### Introduction

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

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

### How to Execute

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

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

### Description of Fields

#### Promo Code

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

#### Example:

JULY 4      Independence Weekend Specials.

#### Description

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

#### From Date

#### To Date

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

#### From Item Code

#### To Item Code

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

**From Product Code  
To Product Code**

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

**Promotion Type**

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

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

**Price-Amount-Perc**

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

**Minimum Qty**

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

**Minimum Amt**

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

**Pricing priority**

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

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

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

**Last Used**

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

**Status**

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

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

**Exit the Screen**

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

## Sales Promotion Listing

**Introduction**

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

**How to Execute**

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

**Reports**

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

## Unit Code Maintenance

### Introduction

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

### How to Execute

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

### Description of Fields

#### Unit Code

Enter up to six alphanumeric characters for the unit code.

#### Description

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

#### Status

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

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

### Exit the Screen

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

## Unit Code Listing

### Introduction

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

### How to Execute

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

### Report

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

## UOM Conversion Maintenance

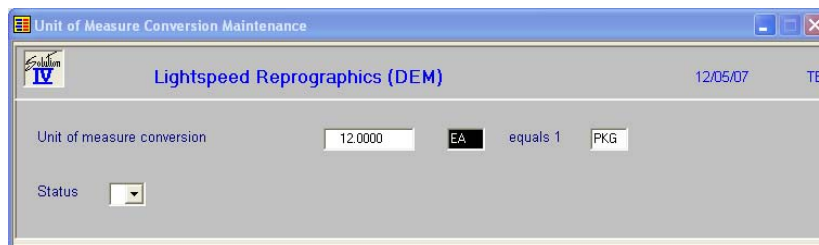
### Introduction

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

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

### How to Execute

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



### Description of Fields

#### Conversion Factor

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

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

#### "Convert from" Unit of Measure

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

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

#### "Convert to" Unit of Measure

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

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

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

### **Status**

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

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

### **Exit the Screen**

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

## **UOM Conversion Listing**

### ***Introduction***

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

### ***How to Execute***

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

### ***Report***

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

## Warehouse Code Maintenance

### Introduction

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

### How to Execute

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

The screenshot shows a software window titled "Warehouse Code Maintenance" for "Lightspeed Reprographics (DEM)". The window contains several input fields and a section for default printers. The fields are as follows:

- Warehouse Code:** NJ
- Desc:** New Jersey
- Address:** 285 Davidson Avenue
- City:** Somerset
- State:** NJ
- ZIP Code:** 08875
- Country:** (empty)
- Contact:** John Smith
- Phone:** 732 560-1377
- Ext:** (empty)
- Telex:** (empty)
- FAX:** -
- GL Location:** 01
- Department:** (empty)
- Status:** (dropdown menu)

On the right side, there is a section for **Default Printers** with four checkboxes and corresponding LP buttons:

- Picking Tickets:** LP
- Shipping Labels:** LP
- COD Tags:** LP
- Packing Lists:** LP

### Description of Fields

#### Warehouse Code

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

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

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

#### Description

Enter up to 35 alphanumeric characters to describe the warehouse.

#### Address 1 & 2

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

#### City

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

#### State

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



**ZIP Code**

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

*Example:* 08875-6712

**Country**

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

**Contact**

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

**Phone**

Enter the phone number for this warehouse location.

**Extension**

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

**Telex**

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

**FAX**

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

**GL Location**

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

**GL Department**

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

**Default Printers**

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

**Status**

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

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

**Exit the Screen**

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

## Warehouse Code Listing

**Introduction**

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

**How to Execute**

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

**Report**

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

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# 4 Item Maintenance

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

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

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

This chapter also details how to use:

- Price Change Maintenance
- Reorder Point Calculation
- Item Inquiry

## How to Design Item Codes

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

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

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

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

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

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

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

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

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

### Numbers Only

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

If you use the numbers-only method, it is important to predetermine the length and format of the item code in the parameters. Otherwise, you might end up with an item code that looks like "0000000000000000001010". If you format a segment, the system will automatically add zeros to the front to keep items in numerical order. Otherwise, the items would print as 1, 10, 100, 101, ..., 11, 110, 111, ..., 12, ..., 2, 20, 200, etc.

### Numbers and Letters

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

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

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

### Letters Only

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

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

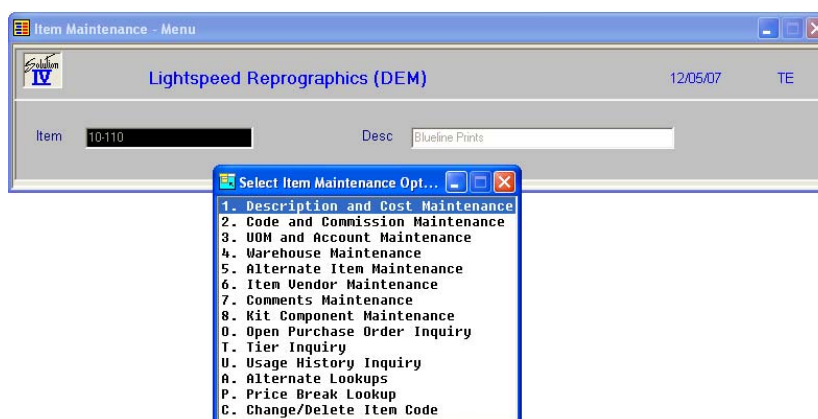
## Item Maintenance

### Introduction

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

### How to Execute

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



### Description of Fields

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

### Item

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

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

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

One item code has been reserved as follows:

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

#### Enter Selection

**#** Enter the option number as shown.

**F4** Returns to item code.

#### Exit the Screen

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

## Description and Cost Maintenance

### Introduction

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

### How to Execute

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

The screenshot shows the 'Item Maintenance - Description & Costs' window for item 10-110, 'BlueLine Prints'. The window is titled 'Lightspeed Reprographics (DEM)' and shows the date 12/05/07 and user TE. The form contains various fields for item details, costs, and production information.

| Field                             | Value           |
|-----------------------------------|-----------------|
| Item                              | 10-110          |
| Desc                              | BlueLine Prints |
| Product Code                      | 000010          |
| Item Type                         | N               |
| Costing Method                    | J               |
| Unit Cost                         | .0600           |
| Last Cost                         | .0600           |
| Average Cost                      | .0000           |
| Valuation UOM                     | SQFT            |
| Purchase UOM                      | SQFT            |
| Sales UOM                         | SQFT            |
| Post kit qty?                     | Y               |
| Show components?                  | Y               |
| Commiss?                          | Y               |
| Tax?                              | Y               |
| Disc?                             | Y               |
| Rounding                          | P               |
| Drop ship?                        | N               |
| Disp Comm                         | Y               |
| Internal?                         | Y               |
| Purchase?                         | Y               |
| Override standard description?    | N               |
| Use Prod Min?                     | N               |
| Incl Min Chg?                     | Y               |
| Extra Desc                        |                 |
| Production & Ordering Information |                 |
| Wgt                               | .000            |
| Dim                               | X               |
| Production days                   | .0              |
| Lead time (days)                  |                 |
| Type                              | A               |
| Alternate sort                    |                 |
| UPC Code                          |                 |
| ABC Code                          | A               |
| EPA restricted?                   | N               |
| Sugg retail price                 | .1300           |
| Delivered markup                  | .0000           |
| Royalty fee                       | .0000           |

### Description of Fields

#### Desc

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

#### Product Code

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

**Item Type**

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

|          |                             |
|----------|-----------------------------|
| <b>S</b> | Standard inventory item.    |
| <b>C</b> | Consignment item.           |
| <b>D</b> | Descriptive line only.      |
| <b>K</b> | Kit (component list) item.  |
| <b>N</b> | Non-stocked inventory item. |
| <b>P</b> | Priced message line.        |
| <b>T</b> | Sales tax only line.        |

**Costing Method**

Enter the letter from the following list representing the cost method you wish to use for this item. See Appendix D for a description of the various available cost methods.

|          |                            |
|----------|----------------------------|
| <b>A</b> | Weighted Average Cost      |
| <b>U</b> | Unit Cost                  |
| <b>F</b> | First In, First Out (FIFO) |
| <b>L</b> | Last In, First Out (LIFO)  |
| <b>T</b> | Lot Number                 |
| <b>S</b> | Serial Number              |

**Unit Cost**

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

**Last Cost**

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

**Average Cost**

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

The weighted average is calculated using the following formula:

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

### **Valuation UOM**

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

*Examples:* EACH, BOX, CASE, LBS

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

### **Purchase UOM**

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

### **Sales UOM**

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

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

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

### **Sugg. Retail Price**

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

### **Delivered markup**

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

### **Royalty fee**

Royalty fee per unit code collected for this item.

### **Post Kit Quantities?**

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

### **Show components?**

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



**Commissionable?**

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

**Taxable?**

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

**Discountable?**

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

**Rounding**

Round square foot calculations?

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

**Drop Ship?**

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

**Display Internal Comment?**

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

**Display Purchase Comment?**

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

**Override Standard Description?**

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

**Use Prod Min?**

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

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

**Incl Min Chg?**

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

- |          |                                |
|----------|--------------------------------|
| <b>Y</b> | The item will be included.     |
| <b>N</b> | The item will not be included. |

**Extra Desc**

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

**Weight**

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

**Item Dimensions**

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

**Production Days**

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

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

**Type**

The production type may be as follows:

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

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

**Lead Time**

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

**Alternate Sort**

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

**UPC Code**

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

**Item ABC Code**

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

**EPA Restricted?**

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

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

**Exit the Screen**

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

## Code and Commission Maintenance

**Introduction**

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

**How to Execute**

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

The screenshot displays a software window titled "Item Maintenance - Codes & Commissions" for "Lightspeed Reprographics (DEM)". The window contains several input fields and checkboxes. The "Item" field is set to "10-110" and "Desc" is "Blue-line Prints". The "Superseded by" field is set to "10-120". The "Primary Vendor" field is empty. The "Default Warehouse" field is empty. The "Item Price Class" field is set to "10-110". The "Minimum line price" field is set to ".00". The "Allow price chg?" checkbox is unchecked. The "Class Code 1" through "Class Code 4" fields are empty. The "Commission Method" dropdown is set to "S". The "Add Amount" field is set to ".00". The "Rate or Amount" field is set to ".000".

**Description of Fields****Superseded by**

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

**Primary Vendor**

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

**Default Warehouse**

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

**Item Price Class**

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

**Minimum Line Price**

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

**Allow price chg?**

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

- Y** Allow price change without password.
- N** Require the password.

**Class Code 1-4**

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

**Commission Method**

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

- A** A fixed amount.
- C** Commission is a percentage of the cost of the item.
- G** Commission is a percentage of the gross profit on the item.
- N** No commission on this item.
- P** Commission is a percentage of the sales price of the item less any trade discounts.
- S** Use the commission method and rate from the sales representative's file.

**Add Amount**

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

**Rate or Amount**

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

*Example:* 10.00% or \$10.00

**Exit the Screen**

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

## UOM and Account Maintenance

### Introduction

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

### How to Execute

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

The screenshot shows a software window titled "Item Maintenance - UOM & Acct Overrides". The window has a header bar with the Lightspeed logo, the text "Lightspeed Reprographics (DEM)", the date "12/05/07", and the user "TE". Below the header, there are two input fields: "Item" with the value "10-110" and "Desc" with the value "Blueline Prints". The main area is divided into two sections. The first section, "Overriding Conversion of Valuation to UOM", contains a table with five rows. Each row has three input fields: a numerical field (all containing ".0000"), a text field (all containing "SQFT equals 1"), and a unit field (all containing "SQFT"). The second section, "Overriding General Ledger Accounts", contains three rows of input fields labeled "Sales Account", "Cost Account", and "Returns Account". The "Sales Account" field is currently filled with a blacked-out value.

### Description of Fields

#### UOM

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

#### Price

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

#### Sales/Cost/Returns Accounts

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

### Exit the Screen

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

## Warehouse Maintenance

### Introduction

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

### How to Execute

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

### Description of Fields

#### Warehouse

Enter up to six alphanumeric characters for the warehouse code.

#### Bin location

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

#### Primary Vendor

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

#### Reorder method

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

- |          |                                 |
|----------|---------------------------------|
| <b>E</b> | Economic order quantity (EOQ).  |
| <b>M</b> | Order to minimum on-hand level. |
| <b>S</b> | Standard order quantity.        |
| <b>Q</b> | Order minimum order quantity.   |

**X** Order to maximum on-hand level.

### **Reorder point**

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

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

### **Recalculate?**

**Y** Automatically recalculates the reorder point during the Reorder Point Calculation.

**N** Leaves the reorder point as entered manually.

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

**C** Indicates that the reorder point was calculated by the system.

**E** Indicates that the reorder point was entered manually.

### **EOQ**

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

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

### **Recalculate?**

**Y** Automatically recalculates the EOQ during the Reorder Point Calculation.

**N** Leaves the EOQ as entered manually.

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

**C** Indicates that the EOQ was calculated by the system.

**E** Indicates that the EOQ was entered manually.

### **Minimum order**

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

### **Standard order**

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

### **Minimum on-hand**

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

### **Maximum on-hand**

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

### **Safety stock**

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

**Average cost**

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

**Premium markup**

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

**Count cycle**

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

**Last**

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

**Beginning Balance**

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

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

**Date of Last Receipt**

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

**Received**

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

**Date Last Issued**

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

**Issued**

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

**Date of Last Return**

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

**Returned**

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

**Date of PO Return**

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

**PO Returns**

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



**Date of Last Adjustment**

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

**Adjustments**

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

**Date of Last Transfer (In)**

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

**Transferred In**

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

**Date of Last Transfer (Out)**

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

**Transferred Out**

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

**Current on-hand balance**

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

**Qty committed from OP**

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

**Qty backordered in OP**

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

**On purchase order**

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

**Date expected**

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

**Exit the Screen**

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

## Alternate Item Maintenance

### Introduction

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

### How to Execute

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

### Description of Fields

#### Alternate

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

#### Desc

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

#### Use alternate item description?

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

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

#### Purpose

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

### Exit the Screen

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

## Item Vendor Maintenance

### Introduction

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

### How to Execute

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

| Level | Quantity | Price |
|-------|----------|-------|
| 0     | .0000    | .0000 |
| 1     | .0000    | .0000 |
| 2     | .0000    | .0000 |
| 3     | .0000    | .0000 |
| 4     | .0000    | .0000 |
| 5     | .0000    | .0000 |
| 6     | .0000    | .0000 |
| 7     | .0000    | .0000 |
| 8     | .0000    | .0000 |
| 9     | .0000    | .0000 |

### Description of Fields

#### Vendor

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

#### Part Number

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

#### Days Lead Time

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

#### UPC Code

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

#### Quantity

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

#### Price

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

**Last Date**

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

**Last Cost**

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

**Quantity (Last Purchased )**

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

**Item Reference**

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

**Exit the Screen**

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

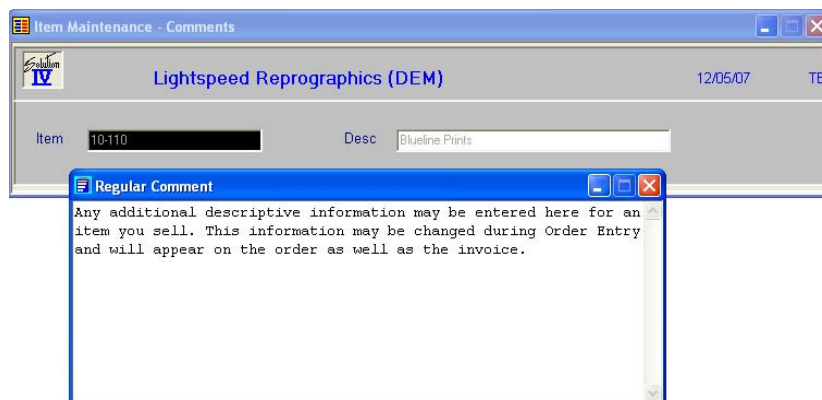
## Comments Maintenance

**Introduction**

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

**How to Execute**

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



**Description of Fields**

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

**Maintain: Regular Comment Internal Comment?**

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

**I** Allows you to maintain the text for internal comment.

**Exit the Screen**

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

## Kit Component Maintenance

**Introduction**

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

**How to Execute**

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

**Description of Fields****Item**

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

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

**Component**

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

**Component Quantity**

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

**Exit the Screen**

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

## Open Purchase Order Inquiry

### Introduction

This option shows a view of all open purchase orders for this item. You can only access this option if you have the Solution-IV Purchase Orders Module defined for this company.

### How to Execute

From the Item Maintenance Menu, select **O. Open Purchase Order Inquiry**.

| Purchase Order Number | Line | UOM | Quantity | Cost   | Extension | Promised Date |
|-----------------------|------|-----|----------|--------|-----------|---------------|
| 0011                  | 2    | EA  | 100.0000 | 2.0000 | 200.00    |               |
|                       |      |     |          |        |           |               |
|                       |      |     |          |        |           |               |
|                       |      |     |          |        |           |               |
|                       |      |     |          |        |           |               |
|                       |      |     |          |        |           |               |
|                       |      |     |          |        |           |               |
|                       |      |     |          |        |           |               |
|                       |      |     |          |        |           |               |
|                       |      |     |          |        |           |               |

### Description of Fields

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

### Exit the Screen

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

## Tier Inquiry

### Introduction

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

### How to Execute

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

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

### Description of Fields

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

### Exit the Screen

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

## Usage History Inquiry

### Introduction

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

### How to Execute

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

| Per   | Quantity | Amount  |
|-------|----------|---------|
| 1     | 21.0000  | 661.50  |
| 2     | 20.0000  | 630.00  |
| 3     | 22.0000  | 693.00  |
| 4     | 21.0000  | 661.50  |
| 5     | 23.0000  | 724.50  |
| 6     | 21.0000  | 661.50  |
| 7     | 22.0000  | 693.00  |
| 8     | 23.0000  | 724.50  |
| 9     | 20.0000  | 630.00  |
| 10    | 23.0000  | 724.50  |
| 11    | 4.0000   | 126.00  |
| 12    | .0000    | .00     |
| 13    | .0000    | .00     |
| Total | 220.0000 | 6930.00 |

| Field           | Value    |
|-----------------|----------|
| Avg Usage       | 15.6700  |
| Est Usage       | 188.0000 |
| On Hand         | 212.0000 |
| On Order        | 4.0000   |
| Committed       | 221.0000 |
| Safe Level      | 0.0000   |
| Last Vendor     |          |
| Last Whse       | NJ       |
| Lead Time       | 0        |
| Production Time | 0.0      |
| Received        | 06/29/07 |
| Issue           | 11/06/07 |
| Returned        |          |
| Adjust          |          |
| Trans In        |          |
| Order           |          |
| Out             |          |
| PO              | 08/20/07 |
| PO Rtn          |          |
| Phys Cnt        |          |

### Description of Fields

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

### Exit the Screen

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



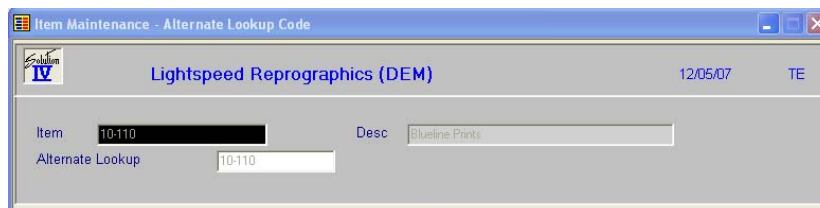
## Alternate Lookups

### Introduction

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

### How to Execute

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



The screenshot shows a software window titled "Item Maintenance - Alternate Lookup Code". Inside the window, the title "Lightspeed Reprographics (DEM)" is centered at the top. To the right of the title, the date "12/05/07" and the user initials "TE" are displayed. Below the title bar, there are three input fields. The first field is labeled "Item" and contains the text "10-110". The second field is labeled "Desc" and contains the text "Blue-line Prints". The third field is labeled "Alternate Lookup" and contains the text "10-110".

### Description of Fields

#### Item

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

#### Alternate Lookup

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

#### Add this Record?

- Y** Adds the record.
- N** Returns you to the item code field.

### Exit the Screen

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

## Price Break Lookup

### Introduction

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

### How to Execute

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

The screenshot shows the 'Item Maintenance - Menu' window. At the top, it says 'Lightspeed Reprographics (DEM)' with a date of '12/05/07' and a user 'TE'. Below this, there are fields for 'Item' (10-110) and 'Desc' (BlueLine Prints). A 'Price Break Lookup' window is open in front of it, displaying a table with the following data:

| Item Class | Cust Class | Price Break Description |
|------------|------------|-------------------------|
| 10-110     |            | Standard Table          |
|            |            |                         |
|            |            |                         |
|            |            |                         |
|            |            |                         |
|            |            |                         |
|            |            |                         |
|            |            |                         |
|            |            |                         |
|            |            |                         |

Press **F2** to display detail:

The screenshot shows the 'Price Break detail explosion' window. It displays details for Item Price Class 10-110. The window is divided into two main sections: 'Level' and 'Customer'. Each section has a table with columns for 'Qty-Amt' and 'Disc-Mark-Amt'.

| Level | Qty-Amt  | Disc-Mark-Amt | Customer | Qty-Amt     | Disc-Mark-Amt |
|-------|----------|---------------|----------|-------------|---------------|
| (0)   | 1.0000   | .1300         | (5)      | 500.0000    | .0800         |
| (1)   | 26.0000  | .1200         | (6)      | 999999.9999 | .0000         |
| (2)   | 51.0000  | .1100         | (7)      | .0000       | .0000         |
| (3)   | 100.0000 | .1000         | (8)      | .0000       | .0000         |
| (4)   | 200.0000 | .0900         | (9)      | .0000       | .0000         |

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

### Exit the Screen

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

## Change or Delete Item Code

### Introduction

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

### How to Execute

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

### Description of Fields

Do you want to Delete Change Inactivate Re-activate

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

### Delete

Delete this record? Yes No

- |          |  |
|----------|--|
| <b>Y</b> | Marks the item for deletion. During the Status Change Update, the item is deleted only if it has had no activity this year and has zero units on hand. |
| <b>N</b> | Does not mark this item for deletion and returns the cursor to the item code field.  |

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

### Change

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

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

### Inactivate

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

### Re-activate

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

### Exit the Screen

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

## Price Change Maintenance

### Introduction

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

### How to Execute

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

The screenshot shows the 'Price Change Maintenance' window for 'Lightspeed Reprographics (DEM)'. The window includes the following fields and values:

- From Item Code:** 10-110
- To Item Code:** ~DEFAULT~
- Report/Update Date Range:**
  - From:** 12/05/07
  - To:** 12/05/17
- From Product Code:** 000010
- To Product Code:** PART2
- From Primary Vendor:** (empty)
- To Primary Vendor:** ~DEFAULT~
- Sales unit of measure to change:** (empty)
- Change effective as of:** 12/05/07
- Change by % , amount or new price:** P (dropdown)
- % or amount to change by:** .00
- Round to nearest:** .0100
- Valid ending numbers:** 0123456789

### Description of Fields

#### From Item Code

#### To Item Code

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

#### From Product Code

#### To Product Code

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

#### From Primary Vendor

#### To Primary Vendor

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

#### Sales unit of measure to change

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

**Change effective as of**

Enter the date on which this price change takes effect.

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

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

- P** Change prices by a percentage amount.
- A** Change prices by a dollar amount.
- N** Change prices to this new price amount.

**Percentage or amount to change by**

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

**Round to nearest**

Enter the amount to which prices should be rounded.

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

**Valid ending numbers on price amount**

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

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

**From Date****To Date**

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

**Price Change Update**

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

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

- Y** Updates the pricing file as indicated.
- N** Returns to the first field on the screen.

Price Change Maintenance -2

Lightspeed Reprographics (DEM) 12/05/07 TE

Change Inventory?

Update Suggested List Price?

Change Contracts?

From Customer Code

To Customer Code

Change Price Breaks?

From Item Class Code

To Item Class Code

From Customer Class Code

To Customer Class Code

**Change Inventory?**

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

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

**N** Do not process inventory items.

**Update Suggested List Price?**

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

**Y** Updates the suggested list price.

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

**Change Contracts?**

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

**Y** Include contracts in the processing.

**N** Do not process contracts.

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

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

**Change Price Breaks?**

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

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

**N** Do not process price breaks.

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

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

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

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

**Exit the Screen**

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

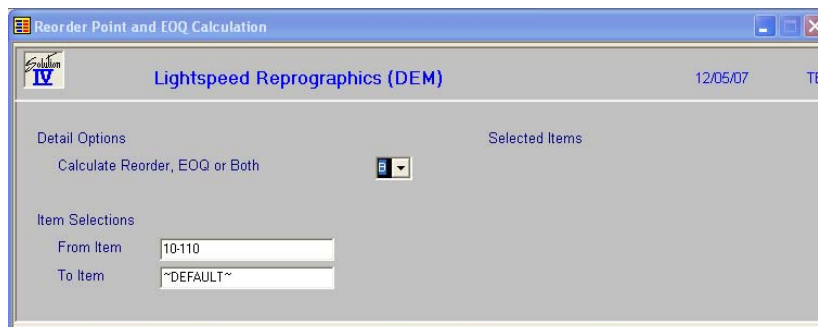
## Reorder Point Calculation

**Introduction**

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

**How to Execute**

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

**Description of Fields****Calculate Reorder, EOQ, or Both**

- |          |   |
|----------|---|
| <b>R</b> | Recalculates the reorder point only.  |
| <b>E</b> | Recalculates the economic order quantity only.  |
| <b>B</b> | Recalculates both reorder point and EOQ, plus minimum and maximum quantities on-hand. |

**From Item****To Item**

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

**Exit the Screen**

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

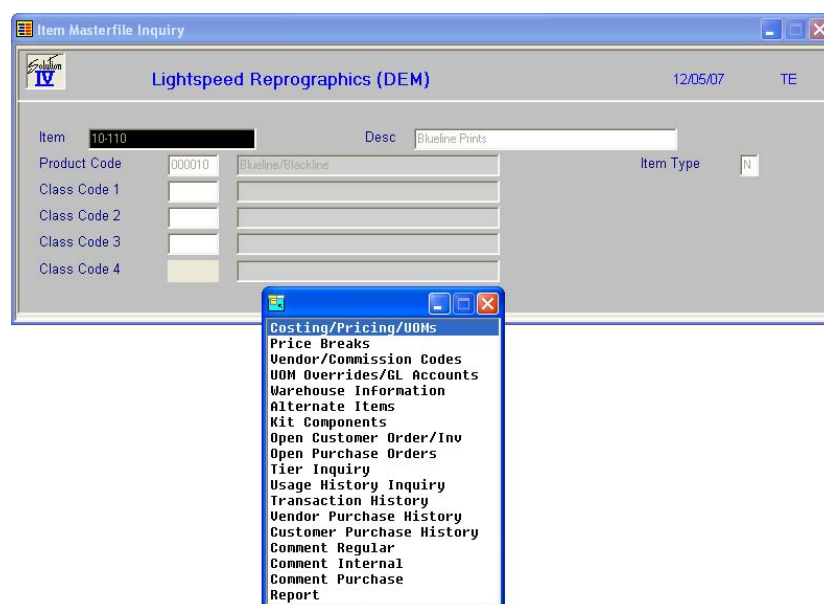
## Item Inquiry

### Introduction

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

### How to Execute

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



### Description of Fields

#### Item

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

### From the Item Inquiry Menu

#### Costing/Pricing/UOMs

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

#### Price Breaks

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

#### Vendor/Commission Codes

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

#### UOM Overrides/GL Accounts

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

#### Warehouse Information

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



|                               |  |
|-------------------------------|--|
| <b>Warehouse Detail Data</b>  | This option displays the detail data for the item warehouse record selected from the Warehouse Information view. |
| <b>Committed Order Detail</b> | This option displays a detailed view of the open orders that have this item.                                     |
| <b>On PO Detail</b>           | This Option displays a detailed view of the purchase orders for this item.                                       |
| <b>Usage History Inquiry</b>  | This option displays information for this item, this warehouse, on the usage history.                            |

**Alternate Items**

This option displays a view of alternate items available for this item.

**Kit Components**

This option displays a view of the components used for this item.

**Open Customer Order/Inv**

This option displays a view of orders and invoices for this item.

**Open Purchase Order**

This option displays a view of open purchase orders for this item.

**Tier Inquiry**

This option displays a view of tiers for this item.

**Usage History Inquiry**

This option displays information for this item on the usage history.

**Transaction History**

This option displays a view of the transactions that have been processed for this item.

**Vendor Purchase History**

This option displays a view of the purchase history for this item in vendor code sequence.

**Customer Purchase History**

This option displays a view of the purchase history for this item in customer code sequence.

**Comment Regular**

This option displays the regular comment for this item.

**Comment Internal**

This option displays the internal comment for this item.

**Comment Purchase**

This option displays the purchase comment for this item.

**Report**

This option produces a report of all of the information for this item.

**Exit the Screen**

When you are finished with an item, press **F4** to select another item. When you are finished with Item Inquiry, press **F4** from the item code to return to the Inventory Control Main Menu.

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# 5 Transaction Processing

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This chapter explains how to perform the following:

- Adjustment Entry
- Unit Adjustment Select
- Unit Adjustment Entry
- Issue Entry
- Receipt Entry
- Returns Entry
- Kit Creation
- Transfer Entry
- Transfer Tickets
- Open Transfer Report
- Transaction Register and Update

You will be spending the bulk of your time in this section of the manual because this is the core of the Solution-IV Inventory Control system.

**Note:** The transaction processing functions use a "batch" or "holding" file. This means that when you enter an adjustment, issue, receipt, return, or transfer into transaction entry, it is only in the transaction entry file. You then have the opportunity to print the register and verify that everything you entered is correct. If you do not update the transactions, you can return to the entry function and make any necessary changes.

The permanent files are modified only when you run the Transaction Update. After the update is run, you must make any necessary changes using Adjustment Entry.

## Adjustment Entry

### Introduction

Adjustment Entry allows you to make changes to (adjust) inventory transactions that have already been entered and updated.

Examples of adjustments include such things as correcting quantities or costs.

### How to Execute

From the Transaction Processing Menu, select **Adjustment Entry**.

The screenshot shows a software window titled "C Transaction Entry" for "Lightspeed Reprographics (DEM)". The date "12/10/07" and user "TA" are in the top right. The window contains several input fields: "Warehouse" with "NJ" and a dropdown for "New Jersey"; "Reference" with "Unit Adj" and a "Date" field set to "12/05/07"; "Location", "Department", "To Warehouse", "Vendor Code", "Always post by codes?" (checkbox), "Last Operator", "Comment", and a "Total" field showing "1.00".

### Description of Fields

#### Warehouse

Enter the warehouse code representing the warehouse that stores the items you need to adjust.

#### Reference

Enter up to 15 alphanumeric characters for the reference number for this batch of transactions. You may want to use the same reference number as the original transaction.

#### Date

Enter the date of this transaction.

#### Comment

Enter a comment for this transaction.

The system prompts:

Is the displayed information correct? Yes No Lines Delete

Select **Lines**.

| Line | Item Code | Quantity | UOM | Description       | Price | Cost    | Pack    | Rcpt |
|------|-----------|----------|-----|-------------------|-------|---------|---------|------|
| 1    | 2L-768    |          |     | Lithium Batteries |       |         |         |      |
|      |           | 100.0000 | PKG |                   |       | 14.0000 | 1400.00 |      |
|      |           |          |     |                   |       |         |         |      |
|      |           |          |     |                   |       |         |         |      |
|      |           |          |     |                   |       |         |         |      |
|      |           |          |     |                   |       |         |         |      |

**Line****Enter**

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

**Line #**

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

**Up arrow**

Goes to the next line above.

**Down arrow**

Goes to the next line below.

**Page-up**

Goes to the previous screen.

**Page-down**

Goes to the next screen.

**Line Delete**

Deletes that line and moves all lines below up.

**Line Insert**

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

**Item Code**

Enter up to 22 alphanumeric characters representing the item you wish to adjust.

**Lot/Serial**

If this item has either a lot or serialized costing method, enter the lot number or serial number. If it is not one of these types, this field will be skipped.

**Quantity**

Enter the quantity by which you want to adjust this item.

*Example:* If you originally entered 50 and it should have been 500, enter 450.

**UOM**

Enter the unit of measure that applies to this transaction.

**Cost**

Enter the amount per unit by which you are adjusting this item.

*Example:* If the cost was originally entered as \$5.00 and should have been \$50.00, enter \$45.00.

### Extension

This field contains the extension of cost times quantity. It cannot be overridden.

### Changing An Adjustment Still In The Transaction Entry File

One of the best features of a batch oriented entry file is that you have the opportunity to correct the “mistakes” before they become a permanent part of your records.

To correct an adjustment before you have run the Transaction Update, enter the warehouse and reference. You will then see the following prompt:

**Is the information correct: Yes No Lines Delete**

- Y** Saves the adjustment as shown on the screen.
- N** Allows you to change the date of the transaction.
- L** Allows you to modify the lines on this transaction.
- D** Deletes this adjustment from the transaction entry file.

### Exit The Screen

When you are finished entering adjustments, press **F4** from the warehouse code to return to the Transaction Processing Menu.

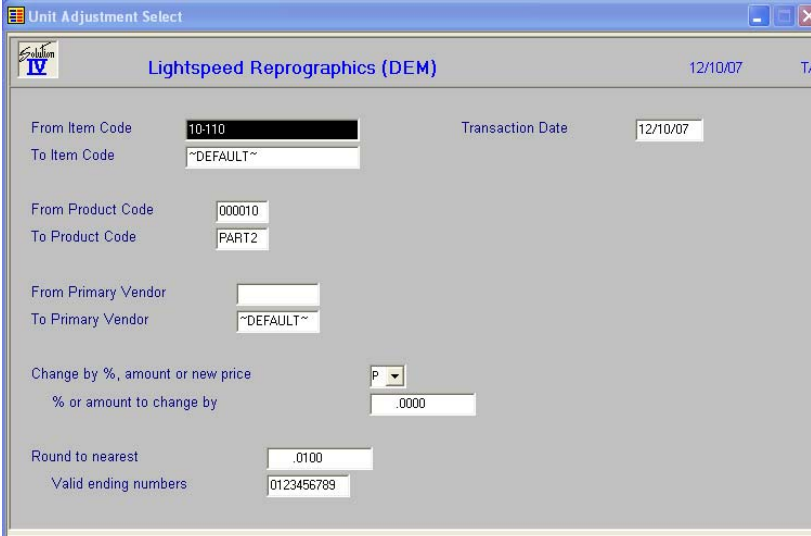
## Unit Adjustment Selection

### Description

Unit Adjustment Selection allows you to change the unit cost of items that are using the unit costing method, by either a fixed amount or a percentage, for a range of items, product lines, or primary vendors. This will create an adjustment entry in the transaction file that can then be maintained through adjustment entry. This adjustment will be strictly for unit costing method items and should be done with extreme care.

### How to Execute

From the Transaction Processing Menu, select **Unit Adjustment Selection**.



Unit Adjustment Select

Lightspeed Reprographics (DEM) 12/10/07 TA

From Item Code: 10-110 Transaction Date: 12/10/07

To Item Code: ~DEFAULT~

From Product Code: 000010

To Product Code: PART2

From Primary Vendor:

To Primary Vendor: ~DEFAULT~

Change by %, amount or new price: P

% or amount to change by: .0000

Round to nearest: .0100

Valid ending numbers: 0123456789

**Description of Fields****From Item Code****To Item Code**

Enter the starting and ending item code for which this adjustment applies. The adjustment will only affect items inside this From/To Item Code range.

**From Product Code****To Product Code**

Enter the starting and ending product code for which this adjustment applies. The adjustment will only affect items in product codes inside this From/To Product Code range.

**From Primary Vendor****To Primary Vendor**

Enter the starting and ending vendor code for which this adjustment applies. The adjustment will only affect items with a primary vendor code inside the From/To Vendor Code range.

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

You have the option of adjusting by a percentage or an amount. Enter the appropriate option from the following:

- |          |   |
|----------|---|
| <b>P</b> | Change cost by a percentage amount          |
| <b>A</b> | Change cost by a dollar amount              |
| <b>N</b> | Change cost to this actual new price amount |

**% or amount to change by**

Enter the percentage or dollar amount, depending on what selection was made above, by which to change adjustments.

**Round to nearest**

Enter the amount to which prices should be rounded. For example, .01 - Rounds prices to the nearest penny and 1.00 - Rounds prices to the nearest dollar.

**Valid ending numbers**

Enter the valid ending numbers for the adjustment cost. The ending digit which will be checked depending on the rounding selected. For example, if prices are rounded to the nearest dollar, the dollars column will be checked.

**Exit The Screen**

When you are finished entering unit cost adjustments, press **F4** to return to the Transaction Processing Menu.

## Unit Adjustment Entry

### Description

Unit Adjustment Entry allows you to make changes to inventory transactions that have already been entered and updated. These adjustments are strictly for unit cost method items.

### How to Execute

From the Transaction Processing Menu, select **Unit Adjustment Entry**.

The screenshot shows a software window titled "C Transaction Entry" for "Lightspeed Reprographics (DEM)". The window contains several input fields for transaction details. The "Warehouse" field is set to "NJ" with a dropdown arrow. The "Reference" field is labeled "Unit Adj" and is empty. The "Date" field is set to "12/05/07". The "Location" field is empty. The "Department" field is empty. The "To Warehouse" field is empty. The "Vendor Code" field is empty. The "Always post by codes?" checkbox is unchecked. The "Last Operator" field is empty. The "Comment" field is empty. The "Total" field is set to "1.00".

### Description of Fields

#### Warehouse

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

#### Reference

Enter up to 15 alphanumeric characters for the reference number for this batch of transactions.

#### Date

Enter the date of this transaction.

#### Location

The location code is used to segment your General Ledger by location, division or profit center for the purpose of producing separate Income Statements.

Enter the location code whose size will change based on the size of the segment as designated in General Ledger Parameter Maintenance.

#### Department

The Department code is used to segment your General Ledger by department, division or profit center for the purpose of producing separate Income Statements.

Enter the department code whose size will change based on the size of the segment as designated in General Ledger Parameter Maintenance.

**Always post by codes?**

You have the option of applying the location and department to every item in this transaction or only those items that have a product code that indicates that posting will be done by warehouse.

**Y** Always apply this location and/or department.

**N** Apply this location and/or department only if the product code for this item indicates that postings are done by warehouse.

**Comment**

Enter a comment for this transaction.

The system prompts:

**Is the displayed information correct? Yes No Lines Delete**

Select **Lines**.

The screenshot shows two overlapping windows from the 'Lightspeed Reprographics (DEM)' application. The top window, 'IC Transaction Entry', displays transaction details for '12/10/07' and 'TA'. It includes fields for Warehouse (NJ), Location, Reference (Unit Adj), Date (12/05/07), Department, To Warehouse, and a checkbox for 'Always post by codes?'. The bottom window, 'IC Transaction Entry - Lines', shows a table of transaction lines. The first line is selected, showing item code '70-P15', description 'Pilot G-2,07 fine ink/gel pens', quantity '2.0000', UOM 'PKG', price, cost '.5000', and extension '1.00'. The table has columns for Line Item Code, Quantity, UOM, Description, Price, Cost, Extension, Pack, and Rcpt.

| Line Item Code | Quantity | UOM | Description                    | Price | Cost  | Extension | Pack | Rcpt |
|----------------|----------|-----|--------------------------------|-------|-------|-----------|------|------|
| 1 70-P15       | 2.0000   | PKG | Pilot G-2,07 fine ink/gel pens |       | .5000 | 1.00      |      |      |
|                |          |     |                                |       |       |           |      |      |
|                |          |     |                                |       |       |           |      |      |
|                |          |     |                                |       |       |           |      |      |
|                |          |     |                                |       |       |           |      |      |
|                |          |     |                                |       |       |           |      |      |

**Exit The Screen**

When you are finished entering unit cost adjustments, press **F4** to return to the Transaction Processing Menu.



## Issue Entry

### Introduction

Issue Entry is used for recording items issued or sold from inventory if you are not using the Solution-IV Order Processing Module.

### How to Execute

From the Transaction Processing Menu, select **Issue Entry**.

The screenshot shows the 'IC Transaction Entry' window for 'Lightspeed Reprographics (DEM)'. The window has a title bar with 'IC Transaction Entry' and standard window controls. Below the title bar is a menu bar with 'Transaction Entry Issues'. The main area contains several input fields: 'Warehouse' (NJ), 'Reference' (ISS102), 'Date' (12/05/07), 'Location' (01), 'Department' (01), 'Always post by codes?' (N), 'Last Operator' (JOY), 'Comment' (empty), and 'Total' (0.00). The 'Warehouse' field has a dropdown arrow next to it. The 'Date' field has a calendar icon next to it. The 'Always post by codes?' field has a dropdown arrow next to it. The 'Last Operator' field has a dropdown arrow next to it. The 'Comment' field is a text box. The 'Total' field is a text box.

### Description of Fields

#### Warehouse

Enter the warehouse code representing the warehouse from which the items in this transaction were issued.

#### Reference

Enter up to 15 alphanumeric characters for the reference number for this batch of transactions. The invoice number is a good reference number.

#### Date

Enter the date of this transaction.

#### Location

The location code is used to segment your General Ledger by location, division or profit center for the purpose of producing separate Income Statements.

Enter the location code whose size will change based on the size of the segment as designated in General Ledger Parameter Maintenance.

#### Department

The Department code is used to segment your General Ledger by department, division or profit center for the purpose of producing separate Income Statements.

Enter the department code whose size will change based on the size of the segment as designated in General Ledger Parameter Maintenance.

**Always post by codes?**

You have the option of applying the location and department to every item in this transaction or only those items that have a product code that indicates that posting will be done by warehouse.

**Y** Always apply this location and/or department.

**N** Apply this location and/or department only if the product code for this item indicates that postings are done by warehouse.

**Comment**

Enter a comment for this transaction.

The system prompts:

**Is the displayed information correct? Yes No Lines Delete**

Select **Lines**.

The screenshot shows two overlapping windows from the 'Lightspeed Reprographics (DEM)' application. The top window, 'IC Transaction Entry', contains fields for Warehouse (NJ), Reference (ISS102), Date (12/05/07), Location (01), Department (01), and a checkbox for 'Always post by codes?' (set to N). It also has a 'Last Operator' field (JOY) and a 'Total' field (3,000.00). The bottom window, 'IC Transaction Entry - Lines', displays a table of transaction lines.

| Line | Item Code | Quantity | UOM | Description       | Price   | Cost | Pack    | Rcpt |
|------|-----------|----------|-----|-------------------|---------|------|---------|------|
| 1    | 2L-768    |          |     | Lithium Batteries |         |      |         |      |
|      |           | 200.0000 | EA  |                   | 15.0000 |      | 3000.00 |      |
| 2    |           |          |     |                   |         |      |         |      |
|      |           |          |     |                   |         |      |         |      |
|      |           |          |     |                   |         |      |         |      |
|      |           |          |     |                   |         |      |         |      |

**Line****Enter**

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

**Line #**

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

**Up arrow**

Goes to the next line above.

**Down arrow**

Goes to the next line below.

**Page-up**

Goes to the previous screen.

**Page-down**

Goes to the next screen.

**Line Delete**

Deletes that line and moves all lines below up.

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

**Item Code**

Enter up to 22 alphanumeric characters representing the item issued.

**Lot/Serial**

If this item has either a lot or serialized costing method, enter the lot number or serial number. If it is not one of these types, this field will be skipped.

**Quantity**

Enter the number of units of this item issued on this transaction.

**UOM**

Enter the unit of measure that applies. This field defaults to the standard sales unit of measure.

**Price**

Enter the price at which these were issued or sold. The price defaults to the standard list price for this item.

**Extension**

This field contains the quantity multiplied by the price. It cannot be overridden.

***Changing an Issue Still in the Transaction Entry file***

One of the best features of a batch oriented entry file is that you have the opportunity to correct the "mistakes" before they become a permanent part of your records.

To correct an issue before you have run the Transaction Update, enter the warehouse and reference. You will then see the following prompt:

**Is the information correct: Yes No Lines Delete**

- |          |   |
|----------|---|
| <b>Y</b> | Saves the issue as shown on the screen.             |
| <b>N</b> | Allows you to change the date of the transaction.   |
| <b>L</b> | Allows you to modify the lines on this transaction. |
| <b>D</b> | Deletes this issue from the transaction entry file. |

***Exit the Screen***

When you are finished entering issues, press **F4** from the warehouse code to return to the Transaction Processing Menu.

## Receipt Entry

### Introduction

Receipt Entry is used to record items received into inventory if you are not using the Solution-IV Purchase Order system.

### How to Execute

From the Transaction Processing Menu, select **Receipt Entry**.

### Description of Fields

#### Warehouse Code

Enter the warehouse code representing the warehouse into which you received these items.

#### Reference

Enter up to 15 alphanumeric characters for the reference number for this batch of transactions. You can use your purchase order number or the bill of coding number for the reference number.

#### Date

Enter the date of this transaction.

#### Vendor Code

Enter the vendor code representing the vendor from whom you purchased the items in this transaction. If you are not tracking by vendor, you may leave this field blank.

#### Comment

Enter a comment for this transaction.

The system prompts:

**Is the displayed information correct? Yes No Lines Delete**

Select **Lines**.

**IC Transaction Entry**

Lightspeed Reprographics (DEM) 12/10/07 TA

Transaction Entry Receipts

Warehouse: NJ [New Jersey] Location: [ ]

Reference: REC102 Date: 12/05/07 Department: [ ]

To Warehouse: [ ] Always post by codes? ☐

Vendor Code: 0000000123 123 Party Supply Outlet Last Operator: JOY

Comment: [ ] Total: 12,269.00

---

**IC Transaction Entry - Lines**

| Line Item Code | Quantity | UOM | Description       | Price | Cost     | Extension | Pack | Rcpt |
|----------------|----------|-----|-------------------|-------|----------|-----------|------|------|
| 1              | 2L-768   |     | Lithium Batteries |       |          |           |      |      |
|                | 50.0000  | EA  |                   |       | 245.3600 | 12269.00  |      |      |
|                |          |     |                   |       |          |           |      |      |
|                |          |     |                   |       |          |           |      |      |
|                |          |     |                   |       |          |           |      |      |
|                |          |     |                   |       |          |           |      |      |

**Line**

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

**Line #**

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

**Up arrow**

Goes to the next line above.

**Down arrow**

Goes to the next line below.

**Page-up**

Goes to the previous screen.

**Page-down**

Goes to the next screen.

**Line Delete**

Deletes that line and moves all lines below up.

**Line Insert**

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

**Item Code**

Enter up to 22 alphanumeric characters representing the item received into inventory.

**Lot/Serial**

If this item has either a lot or serialized costing method, enter the lot number or serial number. If it is not one of these types, this field will be skipped.

**Quantity**

Enter the quantity of this item received into inventory. Enter the number of units based on the units of measure entered in the next field.

**UOM**

Enter the unit of measure that applies to this transaction. This field defaults to the standard purchase unit of measure for this item.

**Cost**

Enter the cost at which these items were purchased.

**Extension**

This field contains the extension of quantity multiplied by the cost. It cannot be overridden.

**Changing a Receipt Still in the Transaction Entry File**

One of the best features of a batch oriented entry file is that you have the opportunity to correct the "mistakes" before they become a permanent part of your records.

To correct a receipt before you have run the Transaction Update, enter the warehouse and the reference. You will then see the following prompt:

**Is the information correct: Yes No Lines Delete**

- Y** Saves the receipt as shown on the screen.
- N** Allows you to change the date of the transaction and the vendor.
- L** Allows you to modify the lines on this transaction.
- D** Deletes this receipt from the transaction entry file.

**Exit the Screen**

When you are finished entering receipts, press **F4** from the warehouse code to return to the Transaction Processing Menu.

**Returns Entry****Introduction**

Returns Entry is used to record the return of items to inventory that were previously issued or sold. If you are using Solution-IV Order Processing and issue a RMA and credit memo, you do not need to do this function, as the return will be processed automatically.

**How to Execute**

From the Transaction Processing Menu, select **Returns Entry**.

The screenshot shows a software window titled "IC Transaction Entry" with a sub-header "Lightspeed Reprographics (DEM)". The window contains several input fields and a total field. The fields are organized as follows:

|              |        |                       |          |               |
|--------------|--------|-----------------------|----------|---------------|
| Warehouse    | NJ     | New Jersey            | Location | 01            |
| Reference    | RET102 | Date                  | 12/05/07 | Department    |
| To Warehouse |        | Always post by codes? | N        | Last Operator |
| Vendor Code  |        |                       | JOY      |               |
| Comment      |        |                       | Total    | 3,750.00      |

**Description of Fields****Warehouse Code**

Enter the warehouse code representing the warehouse to which the items were returned.

**Reference**

Enter up to 15 alphanumeric characters for the reference number for this batch of transactions. You may use the RMA or credit memo number as the reference.

**Date**

Enter the date of this transaction.

**Location**

The location code is used to segment your General Ledger by location, division or profit center for the purpose of producing separate Income Statements.

Enter the location code whose size will change based on the size of the segment as designated in General Ledger Parameter Maintenance.

**Department**

The Department code is used to segment your General Ledger by department, division or profit center for the purpose of producing separate Income Statements.

Enter the department code whose size will change based on the size of the segment as designated in General Ledger Parameter Maintenance.

**Always post by codes?**

You have the option of applying the location and department to every item in this transaction or only those items that have a product code that indicates that posting will be done by warehouse.

**Y** Always apply this location and/or department.

**N** Apply this location and/or department only if the product code for this item indicates that postings are done by warehouse.

**Comment**

Enter a comment for this transaction.

The system prompts:

**Is the displayed information correct? Yes No Lines Delete**

Select **Lines**.

The screenshot shows two windows from the 'Lightspeed Reprographics (DEM)' application. The top window, 'IC Transaction Entry', displays transaction details for a return dated 12/10/07. The bottom window, 'IC Transaction Entry - Lines', shows a table of transaction lines.

**IC Transaction Entry Details:**

- Warehouse: NJ (New Jersey)
- Location: 01
- Reference: RET102
- Date: 12/05/07
- Department: (empty)
- To Warehouse: (empty)
- Vendor Code: (empty)
- Always post by codes?: N
- Last Operator: JOY
- Comment: (empty)
- Total: 3,750.00

**IC Transaction Entry - Lines Table:**

| Line | Item Code | Quantity | UOM | Description       | Price   | Cost | Extension | Pack | Rcpt |
|------|-----------|----------|-----|-------------------|---------|------|-----------|------|------|
| 1    | 2L-768    | 250.0000 | EA  | Lithium Batteries | 15.0000 |      | 3750.00   |      |      |
|      |           |          |     |                   |         |      |           |      |      |
|      |           |          |     |                   |         |      |           |      |      |
|      |           |          |     |                   |         |      |           |      |      |
|      |           |          |     |                   |         |      |           |      |      |
|      |           |          |     |                   |         |      |           |      |      |

|                    |  |
|--------------------|--|
| <b>Line</b>        |  |
| <b>Enter</b>       | If the line exists, <b>Enter</b> modifies it. If the line is blank, <b>Enter</b> adds one.                       |
| <b>Line #</b>      | Goes to that line. If you enter a line that is greater than the total number of lines, it goes to the last line. |
| <b>Up arrow</b>    | Goes to the next line above.   |
| <b>Down arrow</b>  | Goes to the next line below.   |
| <b>Page-up</b>     | Goes to the previous screen.   |
| <b>Page-down</b>   | Goes to the next screen.   |
| <b>Line Delete</b> | Deletes that line and moves all lines below up.  |
| <b>Line Insert</b> | Inserts a line at that spot and moves all lines below down.  |

**Item Code**

Enter up to 22 alphanumeric characters representing the item returned to inventory.

**Lot/Serial**

If this item has either a lot or serialized costing method, enter the lot number or serial number. If it is not one of these types, this field will be skipped.

**Quantity**

Enter the number of units of this item returned to inventory. Enter the number of units as a positive number for a normal return.

**UOM**

Enter the unit of measure that applies to this transaction.

**Price**

Enter the price at which this item was originally issued or sold.

**Extension**

This field contains the extension of quantity multiplied by the price. It cannot be overridden.

***Changing a Return Still in the Transaction Entry File***

One of the best features of a batch oriented entry file is that you have the opportunity to correct mistakes before they become a permanent part of your records.

To correct a return before you have run the Transaction Update, enter the warehouse and the reference. You will then see the following prompt:

**Is the information correct: Yes No Lines Delete**

|          |  |
|----------|--|
| <b>Y</b> | Saves the return as shown on the screen.             |
| <b>N</b> | Allows you to change the date of the transaction.    |
| <b>L</b> | Allows you to modify the lines on this transaction.  |
| <b>D</b> | Deletes this return from the transaction entry file. |

***Exit the Screen***

When you are finished entering receipts, press **F4** from the warehouse code to return to the Transaction Processing Menu



## Kit Creation

### Introduction

Kit Creation is used to record created kit items into inventory and to reduce the components that make up the kit items.

### How to Execute

From the Transaction Processing Menu, select **Kit Creation**.

The screenshot shows a software window titled "C Transaction Entry" for "Lightspeed Reprographics (DEM)". The window contains several input fields and a total field. The fields are organized as follows:

- Warehouse:** A dropdown menu showing "NJ" and "New Jersey".
- Reference:** A text field containing "00000000012345".
- Date:** A date field showing "12/05/07".
- Location:** A text field.
- Department:** A text field.
- To Warehouse:** A text field.
- Vendor Code:** A text field.
- Always post by codes?:** A checkbox.
- Last Operator:** A text field showing "JOY".
- Comment:** A large text area.
- Total:** A text field showing "13,500.00".

### Description of Fields

#### Warehouse Code

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

#### Reference

Enter up to 15 alphanumeric characters for the reference number for this batch of transactions.

#### Date

Enter the date for this batch of transactions.

#### Vendor Code

Enter the vendor code representing the vendor from whom you purchased the items in this transaction. If you are not tracking by vendor, you may leave this field blank.

#### Comment

Enter a comment for this transaction.

The system prompts:

Is the displayed information correct? Yes No Lines Delete

Select **Lines**.

**IC Transaction Entry**

Lightspeed Reprographics (DEM) 12/10/07 TA

Transaction Entry Kit Creation

Warehouse NJ New Jersey Location  
 Reference 00000000012345 Date 12/05/07 Department  
 To Warehouse Vendor Code Always post by codes?  
 Last Operator JOY  
 Comment Total 13,500.00

---

**IC Transaction Entry - Lines**

| Line | Item Code | Quantity | UOM | Description           | Price | Cost | Extension | Pack | Rcpt |
|------|-----------|----------|-----|-----------------------|-------|------|-----------|------|------|
| 1    | 75-KPK    | 3.0000   | EA  | Kit - Printer/Scanner |       |      |           |      |      |
|      |           |          |     |                       |       |      |           |      |      |
|      |           |          |     |                       |       |      |           |      |      |
|      |           |          |     |                       |       |      |           |      |      |
|      |           |          |     |                       |       |      |           |      |      |
|      |           |          |     |                       |       |      |           |      |      |

**Line**

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

**Line #**

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

**Up arrow**

Goes to the next line above.

**Down arrow**

Goes to the next line below.

**Page-up**

Goes to the previous screen.

**Page-down**

Goes to the next screen.

**Line Delete**

Deletes that line and moves all lines below up.

**Line Insert**

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

**Item Code**

Enter up to 22 alphanumeric characters representing the item received into inventory.

**Lot/Serial**

If this item has either a lot or serialized costing method, enter the lot number or serial number. If it is not one of these types, this field will be skipped.

**Quantity**

Enter the quantity of this item received into inventory. Enter the number of units based on the units of measure entered in the next field.

**UOM**

Enter the unit of measure that applies to this transaction. This field defaults to the standard purchase unit of measure for this item.

**Cost**

Enter the cost at which these items were purchased.

**Extension**

This field contains the extension of quantity multiplied by the cost. It cannot be overridden.

**Changing a Receipt Still in the Transaction Entry File**

One of the best features of a batch oriented entry file is that you have the opportunity to correct the "mistakes" before they become a permanent part of your records.

To correct a receipt before you have run the Transaction Update, enter the warehouse and the reference. You will then see the following prompt:

**Is the information correct: Yes No Lines Delete**

- Y** Saves the receipt as shown on the screen.
- N** Allows you to change the date of the transaction and the vendor.
- L** Allows you to modify the lines on this transaction.
- D** Deletes this kit from the transaction entry file.

The Components screen will display:

The screenshot displays three stacked windows from the 'IC Transaction Entry' application. The top window, titled 'IC Transaction Entry', shows a header for 'Lightspeed Reprographics (DEM)' with a date of 12/10/07 and user 'TA'. Below the header is a 'Transaction Entry Kit Creation' section with fields for Warehouse (NW), Location (New Jersey), Reference (00000000012345), Date (12/05/07), To Warehouse, Vendor Code, Department, Always post by codes?, and Last Operator (JOY). The middle window, titled 'IC Transaction Entry - Lines', shows a table with columns: Line Item Code, Quantity, UOM, Description, Price, Cost, Extension, Pack, and Rcpt. It contains one line item with Line Item Code 1, Quantity 3.0000, UOM EA, and Description Kit - Printer/Scanner. The bottom window, titled 'IC Transaction Entry - Components', shows a table with columns: Line Item Code, Description, Price, Cost, Extension, Pack, and Rcpt. It contains two line items: Line Item Code 1 with Description Kit 8000, Price 3.0000, Cost 3.0000, Extension 3.0000, Pack EA, and Rcpt; and Line Item Code 2 with Description Kit Scanner, Price 3.0000, Cost 3.0000, Extension 3.0000, Pack EA, and Rcpt.

**Exit the Screen**

When you are finished entering kits, press **F4** from the warehouse code to return to the Transaction Processing Menu.

## Transfer Entry

### Introduction

Transfer Entry is used to record transfers of items between warehouses.

### How to Execute

From the Transaction Processing Menu, select **Transfer Entry**.

The screenshot shows the 'IC Transaction Entry' window for 'Lightspeed Reprographics (DEM)'. The window has a title bar with standard Windows controls. Inside, there's a header area with the company name and date. Below that, a tab labeled 'Transaction Entry Transfers' is active. The main area contains several input fields: 'Warehouse' (NJ), 'Reference' (TRA102), 'Date' (12/06/07), 'To Warehouse' (CA), 'Vendor Code' (empty), 'Location' (empty), 'Department' (empty), 'Always post by codes?' (checkbox), 'Last Operator' (JOY), 'Comment' (empty), and 'Total' (0.00).

### Description of Fields

#### Warehouse

Enter the warehouse code representing the warehouse from which you are transferring.

#### Reference

Enter up to 15 alphanumeric characters for the reference number for this batch of transactions. If you have not done so already, you should have pre-numbered transfer slips so you can maintain control over your transfers between warehouses.

#### Date

Enter the date of the transfer.

#### To Warehouse

Enter the code representing the warehouse to which you are transferring.

#### Comment

Enter a comment for this transaction.

The system prompts:

**Is the displayed information correct? Yes No Lines Delete**

Select **Lines**.

**IC Transaction Entry**

Lightspeed Reprographics (DEM) 12/10/07 TA

Transaction Entry Transfers

Warehouse: NJ New Jersey Location:

Reference: TRA102 Date: 12/06/07 Department:

To Warehouse: CA California Always post by codes? ☐

Vendor Code:  Last Operator: JOY

---

**IC Transaction Entry - Lines**

| Line Item Code       | Quantity             | UOM                  | Description          | Price                | Cost                 | Extension            | Pack                 | Rcpt                 |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 1                    | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

**Line**

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

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

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

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

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

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

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

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

**Item Code**

Enter up to 22 alphanumeric characters representing the item being transferred.

**Lot/Serial**

If this item has either a lot or serialized costing method, enter the lot number or serial number. If it is not one of these types, this field will be skipped.

**Quantity**

Enter the quantity of this item being transferred.

**UOM**

Enter the unit of measure associated with the quantity transferred.

**Changing a Transfer Still in the Transaction Entry File**

One of the best features of a batch oriented entry file is that you have the opportunity to correct the "mistakes" before they become a permanent part of your records.

To correct a transfer before you have run the Transaction Update, enter the "from" warehouse and the reference. You will see the following prompt:

**Is the information correct: Yes No Lines Delete**

- |          |  |
|----------|--|
| <b>Y</b> | Saves the transfer as shown on the screen.             |
| <b>N</b> | Allows you to change the date and "to" warehouse.      |
| <b>L</b> | Allows you to modify the lines on this transaction.    |
| <b>D</b> | Deletes this transfer from the transaction entry file. |

**Exit the Screen**

When you are finished entering transfers, press **F4** from the warehouse code to return to the Transaction Processing Menu.

## Transaction Register and Update

**Introduction**

The Transaction Register is an audit report that details the adjustments, issues, receipts, returns, and transfers in the current batch. The report gives you the opportunity to check the accuracy of the information entered into the transaction entry functions prior to posting to the permanent Inventory and General Ledger files.

**Note:** The Transaction Register is an audit report and must be kept with your permanent accounting records.

**How to Execute**

From the Transaction Processing Menu, select **Transaction Register & Update**.

**Description of Fields**

**Enter Posting Date**

Enter the date you wish to use for posting the transactions to General Ledger. This date is very important because it controls the period in which these transactions appear.

*Example:* If today is 4/3/07 and you are still entering transactions for March, be sure the posting date is 3/31/07.

**Note:** Because the General Ledger uses the posting date, not the transaction date when posting, be sure your transaction batches are separated by month.

A Date Range screen will display with the following fields:

**From Date**

**To Date**

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

**Type**

Enter the transaction types that you wish to update. If you wish to update all transaction types, leave the field blank. Enter all transactions types you wish to update without any spaces or punctuation.

*Example:* RCIS or IS

|           |             |
|-----------|-------------|
| <b>AD</b> | Adjustments |
| <b>CK</b> | Create Kit  |
| <b>IS</b> | Issues      |
| <b>RC</b> | Receipts    |
| <b>RT</b> | Returns     |
| <b>TR</b> | Transfers   |

#### **From Warehouse**

#### **To Warehouse**

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

You will then see several screens displayed with the message, **Scanning Transactions** followed by the prompt:

**Do you want a printed copy? Yes No**

- Y** Prints a hard copy of the Transaction Register.
- N** Displays the Transaction Register on the screen. You cannot update if you display the register on the screen.

If the Transaction Register was printed to the printer, the system prompts:

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

- Y** Updates the batch to the permanent files and then clears the transaction file.
- N** Returns to the Inventory Control Main Menu. You can make any necessary corrections using the appropriate Transaction Entry function, then reprint the register.

#### **Reports**

After selecting a printed or displayed copy, the system prompts **Do you want to continue the update?** When the update is finished, you will be returned automatically to the Transaction Processing Menu.

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# 6      **Physical Inventory**

---

This chapter describes the options that are available from the Physical Inventory Menu. They include:

- Count Selection
- Count Worksheets
- Count Entry
- Variance Report and Update



## Count Selection

### Introduction

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

The frozen inventory count will be saved so that any invoices that are entered and updated to the system between the time when the inventory is frozen and when the actual counts are entered may optionally be included in the adjustment made to on-hand quantity.

### How to Execute

From the Physical Inventory System Menu, select **Count Selection**.

The screenshot shows the 'Physical Count Selection' window. The title bar reads 'Physical Count Selection'. The window header includes the 'Lightspeed Reprographics (DEM)' logo, the date '12/06/07', and the user 'TD'. The main area is titled 'Count Selections' and contains the following fields:

- From Warehouse: [Blank]
- To Warehouse: NJ
- From Product: 000010
- To Product: PART2
- From Item: 10-110
- To Item: ~DEFAULT~
- From Vendor: [Blank]
- To Vendor: ~DEFAULT~
- Use Class Code Number: 1
- From Class: [Blank]
- To Class: 70-110
- Print Selected Cycles Only?: N
- From Cycle: [Blank]
- To Cycle: ZZ
- Selected Cycles: [Four empty boxes]

### Count Selection Processing

Physical Count: New Merge

**New** Clears any previous count selections that were started but never updated.

**Merge** Combines this selection with any prior ones.

### Description of Fields

The Physical Inventory Count Selection process builds the physical count sheet-printing file based on the ranges, which you may specify on this screen. Only items, which match the ranges specified here, will be included on the Physical Count Sheets.

#### From Warehouse

#### To Warehouse

Enter the first and last warehouse codes in the range you wish to count, or press **Enter** to select all warehouses.

**From Product  
To Product**

Enter the first and last product code in the range you wish to count, or press **Enter** to select all product codes.

**From Item  
To Item**

Enter the first and last item code in the range you wish to count, or press **Enter** to select all items.

**From Vendor  
To Vendor**

Enter the first and last vendor code in the range of primary vendors you wish to count or press **Enter** to select all vendors.

**Use Class Code Number?**

Enter class code 1, 2, 3, or 4.

**From Class  
To Class**

Enter up to 6 alphanumeric characters for the class code. The class code is a file verified sort option used in item maintenance as a means of classifying your item. Several reports can be printed by class code.

**Selected Cycles**

Do you want to count only items with a selected physical count cycle?

**Y** Allows you to select up to five individual count cycles.

**N** Allows you to enter a range of physical count cycles.

If you answer **N**, the system prompts:

**From Cycle  
To Cycle**

Enter the first and last physical count cycle you wish to count, or press **Enter** twice to select all physical count cycles.

**Count Selection Processing**

After answering the above questions the system prompts:

Count Sequence: Bin Number item code

**Bin Number** Prints the count worksheets in bin number order. You will also enter the count in this order.

**Item Code** Prints the count worksheets in item code order.

**Exit the Screen**

The Physical Count Selection will now take place. When it is finished you will be returned to the Physical Inventory Menu.

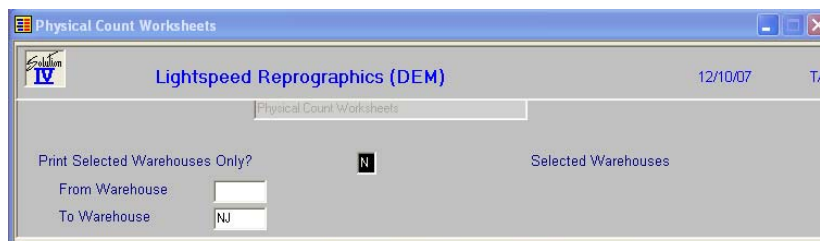
## Count Worksheets

### Introduction

This option prints the counting worksheets using the items selected during Physical Count Selection. The worksheets are printed in the order the selection was done.

### How to Execute

From the Physical Inventory System Menu, select **Count Worksheets**.



### Description of Fields

#### Print Selected Warehouses Only?

You have the option of printing a range of selected warehouses.

**Y** Displays a view and allows you to print count sheets for selected warehouses.

**N** Allows you to enter a range of warehouses.

If you enter **N**, the system prompts:

#### From Warehouse

#### To Warehouse

Enter the first and last warehouse codes in the range you wish to print, or press **Enter** twice to print Count Sheets for all warehouses.

### Reports

Select a printed or displayed copy. When the reports are finished, you will be returned automatically to the Physical Inventory System Menu.

## Count Entry

### Introduction

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

If you have items in multiple bins, it is not necessary to manually add the various quantities together. You may enter the quantities individually, separated by commas.

*Example:* If you enter 10, 3, 14, 22, the system will display a total count of 49.

### How to Execute

From the Physical Inventory System Menu, select **Count Entry**.

### Description of Fields

If you stated in Inventory Control Parameters that you wish to verify physical counts, you will receive the following prompt:

#### Physical Count: Primary Verify

**P or Enter** Allows you to enter the initial or primary counts.

**V** Allows you to enter verified count.

#### Warehouse Code

If you are entering items directly from the count sheets, in the order that they appear on the count sheets, press **Down Arrow** to retrieve the next item. You will then skip to the lot/serial number field, if applicable or the appropriate count list.

If you are entering a specific item/bin, out of order from the count sheets, enter the appropriate six-character warehouse code.

#### Bin Number

If you selected the physical count in bin number sequence, enter the bin number for which you wish to enter the count.

#### Item Code

If you selected the physical count in item code sequence, enter the item code for which you wish to enter the count.

**Lot/Serial**

If this item has either a lot or serialized costing method, enter the lot number or serial number for this item.

**Initial Count**

Enter the actual initial physical count from your Physical Count Sheets. You may enter multiple numbers (like counts from multiple bins) separated by commas and the system will calculate the total for you.

*Example:* Entering 100.57, 12, 42.1 displays 154.67

**Verified Count**

If you are entering the verified physical counts, enter the verified physical count from your Physical Count Sheets. You may enter multiple numbers separated by commas and the system will calculate the total for you.

*Example* Entering 100.57, 12, 42.1 displays 154.67

**Exit the Screen**

When you are finished entering the counts, press **F4** at the warehouse code to return to the Physical Inventory Menu.

## Variance Report and Update

### Introduction

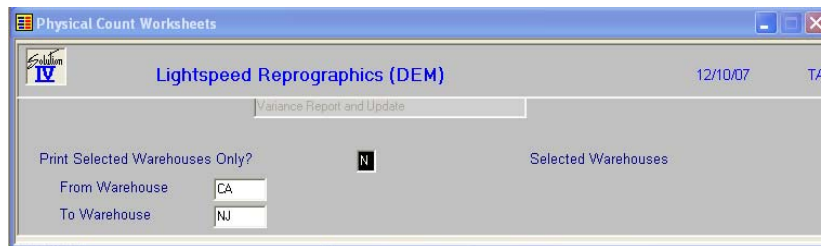
The Variance Report is an audit report detailing the physical count(s) just entered. It shows both the initial and verified counts along with the calculated (perpetual) on-hand quantities. The variance is shown in both quantity and dollar amounts.

After verifying that the information listed on the register is correct, and if the initial and verified counts are the same, you can update the counts to the permanent Inventory and General Ledger files.

**Note:** The Variance Report is an audit report and must be kept with your permanent accounting records.

### How to Execute

From the Physical Inventory System Menu, select **Variance Report & Update**.



### Description of Fields

#### Print Selected Warehouses Only?

If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report.

- Y** Displays a view and allows you to select individual records to print on the report.
- N** Allows you to enter a range of records to print.

#### From Warehouse To Warehouse

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

The system will prompt:

#### Are the report selection options correct?

If the report selections are correct select Yes, a screen will display allowing you to enter the posting date.

#### Enter Posting Date

Enter the date you wish to use for posting the adjustments to General Ledger. This date is very important since it controls the General Ledger period in which the adjustments will appear. Make sure the date is at least in the proper month.

*Example* If today is 4/3/07 and you are entering the count for 3/31/07, be sure the posting date is 3/31/07.

**Do you want a printed copy? Yes No**

- Y** Prints the Variance Report to the printer.
- N** Displays the Variance Report on the screen. You cannot update if you display the report on the screen.

If you choose to enter verified counts, the system prompts:

**Physical Count: Primary Verified**

- P** Prints the initial count figures only. When the report is finished, you will be returned automatically to the Physical Inventory Menu and you will not be allowed to update.
- V** Prints both the primary and verified counts on the report. If the counts are both the same, you will continue to the update question.

**Enter the transaction number**

Enter the transaction number for posting to General Ledger. This number should be unique.

If the following conditions are met:

- Report printed to the printer
- All counts were entered
- The primary and verified counts are the same ( if applicable), the system prompts:

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

- Y** Updates this count selection batch to the permanent files, and then clears the count selection file.
- N** Returns to the Physical Inventory Menu. You may make any necessary corrections to any of the counts and reprint the Variance Report.

**Update Not Allowed**

If you receive the message **Update not allowed**, press **Enter** to continue. One of the following conditions may exist with your count:

1. Initial count does not match the verified count.  
Check the Variance Report for any differences (an \* will appear in the far right column of the report). Make the appropriate corrections before reprinting the register.
2. The count was not entered for one or more items/bins.  
Check the Variance Report for the following message:  
**\*\* Count not entered \*\***  
Make the necessary corrections and reprint the Variance Report.

**Reports**

Select a printed or displayed copy. When the report and update are finished, you will be returned automatically to the Physical Inventory System Menu.

---

# 7 Inventory Control Reports

---

This chapter describes how to execute Solution-IV Inventory Control reports along with examples of each report. They include:

## ***Standard Reports***

- Item Masterfile Listing
- Item Label Printing
- Inventory Price List
- Inventory Vendor Listing
- Inventory Requirements Report
- Inventory Status Report
- Inventory Turnover Report
- Inventory Shortage Report
- Inventory Overstock Report
- Inventory Reorder Report
- Inventory Valuation Report
- No Activity Report
- Discontinued Item Report
- Kit / Component Report
- Alternate Item Report

## ***Analysis Reports***

- Inventory Sales Analysis
- Component Sales Analysis
- ABC Analysis Report
- Transaction Detail Report
- Transaction Summary Report
- Inventory Recall Report
- EOQ Reorder Point Report
- Item Alternate Lookup Report



## Item Masterfile Listing

### Introduction

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

### How to Execute

From the Inventory Control Reports Menu, select **Item Masterfile Listing**.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the order in which you wish to print this report.

- 1**      **Item Code:** Prints all, selected, or a range of item codes sorted in item code order.
- 2**      **Alternate Sort:** Prints all items falling into the selected range of alternate sorts in alternate sort/item code order.
- 3**      **Product:** Prints all items assigned to the selected range of products in product code/item code order.
- 4**      **Primary Vendor:** Prints all items assigned to the selected range of primary vendors in vendor code/item code order.
- 5**      **Default Warehouse:** Prints all items falling into the selected range of warehouses in default warehouse code/item code order.
- 6 - 9**      **Class Code 1 - 4:** Prints all items falling into the selected range of class codes in class code/item code order.
- 10**      **UPC Code:** Prints all items falling to the selected range of UPC codes in UPC code/item code order.

**Detail Options****Print Descriptive Information?**

- Y** Prints item descriptive information (fields found on first screen of Item Maintenance) on the report.
- N** Prints only the item code and description on the report.

**Print Code Information?**

- Y** Prints code information for each item on the report.
- N** Omits code information on the report.

**Print Regular Comments?**

- Y** Prints the inventory item regular comment on the report.
- N** Omits the regular comment on the report.

**Print Internal Comments?**

- Y** Prints the inventory item internal comment on the report.
- N** Omits the internal comment on the report.

**Print Purchase Comments?**

- Y** Prints the inventory item purchase comment on the report.
- N** Omits the purchase comment on the report.

**Print Only Consignment Items?**

- Y** Prints only those items flagged as being "on consignment".
- N** Prints all items within the selected list or range.

**Current, Inactive, Deleted, or All**

You may print this report for Current (active records, inactive records, records marked for deletion or all.

- C** Report only the current records.
- I** Report only the records marked as inactive.
- D** Report only on the records marked as deleted.
- A** Report on all records.

**Print Selected Items Only?**

If you selected to sort by item code, you have the option of printing individual items on the Masterfile listing.

- Y** Displays a view and allows you to select individual items to print on the report.
- N** Allows you to enter a range of items.

If you select **N** or select to print by a sort option other than item code, the system prompts:

**From Sort Option****To Sort Option**

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print the entire range.

**Report**

After selecting a printed or displayed copy, you will be returned automatically to the Inventory Control Reports Menu.

## Item Label Printing

### Introduction

This option is used to print labels using information from the item Masterfile. You may find the labels useful for labeling stock or bin locations.

### How to Execute

From the Inventory Control Reports Menu, select **Item Label Printing**.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1**            **Item Code:** Prints the selected range of items in item code order.
- 2**            **Default Warehouse:** Prints all items in the selected range of warehouses in warehouse/bin location order.

### Detail Options

#### Print Selected Items Only?

If you selected to sort by item code, you have the option of printing labels for individual items.

- Y**            Displays a view and allows you to select individual items to print on the labels.
- N**            Allows you to enter a range of items or warehouses to print.

If you entered **N**, or selected to sort in warehouse order, the system prompts:

#### From Sort Option

#### To Sort Option

Enter the first and last codes in the range that you wish to print or press **Enter** twice to print all codes.

**Current, Inactive, Deleted, or All**

You may print this report for Current (active records, inactive records, records marked for deletion or all.

- |          |   |
|----------|---|
| <b>C</b> | Report only the current records.              |
| <b>I</b> | Report only the records marked as inactive.   |
| <b>D</b> | Report only on the records marked as deleted. |
| <b>A</b> | Report on all records.                        |

**Exit the Screen**

When the labels are finished, you will be automatically returned to the Inventory Control Reports Menu.

## Price List

**Introduction**

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

**How to Execute**

From the Inventory Control Reports Menu, select **Price List**.

The screenshot shows a window titled 'Item Price List' with a menu bar containing 'File', 'Edit', 'Format', 'Tools', 'Window', and 'Help'. Below the menu bar is a title bar with 'Lightspeed Reprographics (DEM)', the date '12/06/07', and the user 'TD'. The main area is divided into two panes: 'Sort Options' and 'Selected Items'. The 'Sort Options' pane contains a list of 8 options: 1) Item Code, 2) Alternate Sort, 3) Product, 4) Primary Vendor, 5) Class Code 1, 6) Class Code 2, 7) Class Code 3, and 8) Class Code 4. Below this list is a text field 'Enter Sort Option' with the value '1'. The 'Detail Options' section has three checkboxes: 'Print price break levels?' (checked), 'Print cost information?' (checked), and 'Print Selected Items Only?' (unchecked). At the bottom, there are two text fields: 'From Code' with the value '10-110' and 'To Code' with the value '~DEFAULT~'.

**Sort Options****Enter Sort Option**

Enter the option number corresponding to the sort order for which you wish to print this report.

- |          |   |
|----------|---|
| <b>1</b> | <b>Item Code:</b> Prints all, selected, or a range of item codes sorted in item code order.                                   |
| <b>2</b> | <b>Alternate Sort:</b> Prints all items falling into the selected range of alternate sorts in alternate sort/item code order. |

- 3**            **Product:** Prints all items assigned to the selected range of products in product code/item code order.
- 4**            **Primary Vendor:** Prints all items assigned to the selected range of primary vendors in vendor code/item code order.
- 5-8**        **Class Code 1-4:** Prints all items falling into the selected range or class codes in class code/item code order.

**Print Price Break Levels?**

**Y**            Prints the price break levels on this report.

**N**            Prints the report without price breaks.

**Print Cost Information?**

**Y**            Prints item cost information on the report.

**N**            Omits cost information from the report.

**Print Selected Items Only?**

If you selected to sort by item code, you have the option of printing the report for individual items.

**Y**            Displays a view and allows you to select individual items to print on the report.

**N**            Allows you to enter a range of items or warehouses to print.

If you entered **N**, or selected to sort in a sort option other than item code, the system prompts:

**From Sort Option****To Sort Option**

Enter the first and last codes in the range that you wish to print or press **Enter** twice to print all codes.

**Report**

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## Vendor Listing

### Introduction

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

### How to Execute

From the Inventory Control Reports Menu, select **Vendor Listing**.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1**      **Item Code:** Prints all, selected, or a range of item codes sorted in item code order.
- 2**      **Vendor Code:** Prints all items assigned to the selected range of primary vendors in vendor code/item code order.

### Detail Options

#### Print Price Break Levels?

- Y**      Prints the vendor's price break levels on this report.
- N**      Prints the report without price breaks.

#### Print Selected Items Only?

If you selected to sort by item code, you have the option of printing individual items on the report.

- Y**      Displays a view allowing you to select individual items to print on the report.
- N**      Allows you to enter a range of items to print.

If you select **N**, or select to sort in vendor code order, the system prompts:

#### From Sort Option

#### To Sort Option

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print the entire range.

**Report**

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## Requirements Report

**Introduction**

This report shows: quantity on-hand, committed in order processing, and on open purchase order. This report is useful for making purchasing decisions.

**How to Execute**

From the Inventory Control Reports Menu, select **Requirements Report**.

**Sort Options****Enter Sort Option**

Enter the option number corresponding to the sort order for which you wish to print this report.

- |          |   |
|----------|---|
| <b>1</b> | <b>Item Code:</b> Prints all, selected, or a range of item codes sorted in item code order.             |
| <b>2</b> | <b>Warehouse:</b> Prints all items in the selected range of warehouses in warehouse/bin location order. |

**Detail Options****Print Selected Items Only?**

If you selected to sort by item code, you have the option of printing individual items on the report.

**Y** Displays a view and allows you to select individual items to print on the report.

**N** Allows you to enter a range of items.

If you select **N**, or select to sort by warehouse, the system prompts:

**From Sort Option****To Sort Option**

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print the entire range.

**Print which item types?**

**A** Print all item types.

**C** Print only consignment items.

**N** Print only non-stock items.

**R** Print all items that are not consignment or non-stock.

**Report**

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.



## Status Report

### Introduction

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

### How to Execute

From the Inventory Control Reports Menu, select **Status Report**.

The screenshot shows a software window titled "Inventory Status Report" for "Lightspeed Reprographics (DEM)". The date "12/06/07" and user "TD" are in the top right. The window is divided into several sections:

- Sort Options:** A list of 10 options: 1) Item Code, 2) Alternate Sort, 3) Product, 4) Primary Vendor, 5) Def Warehouse, 6) Class Code 1, 7) Class Code 2, 8) Class Code 3, 9) Class Code 4, and 10) UPC Code.
- Enter Sort Option:** A text box containing the number "1".
- Detail Options:** Three checkboxes: "Print warehouse detail?" (checked), "Print which item types?" (set to "A" in a dropdown), and "Print Selected Items Only?" (checked).
- From Code:** A text box containing "10-110".
- To Code:** A text box containing "~DEFAULT~".
- Selected Items:** A large empty area on the right side of the window.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- |              |   |
|--------------|---|
| <b>1</b>     | <b>Item Code:</b> Prints all, selected, or a range of item codes sorted in item code order.   |
| <b>2</b>     | <b>Alternate Sort:</b> Prints all items falling into the selected range of alternate sorts in alternate sort/item code order.       |
| <b>3</b>     | <b>Product:</b> Prints all items assigned to the selected range of products in product code/item code order.                        |
| <b>4</b>     | <b>Primary Vendor:</b> Prints all items assigned to the selected range of primary vendors in vendor code/item code order.           |
| <b>5</b>     | <b>Default Warehouse:</b> Prints all items falling into the selected range of warehouses in default warehouse code/item code order. |
| <b>6 - 9</b> | <b>Class Code 1 - 4:</b> Prints all items falling into the selected range of class codes in class code/item code order.             |
| <b>10</b>    | <b>UPC Code:</b> Prints all items falling to the selected range of UPC codes in UPC code/item code order.                           |

**Detail Options****Print warehouse detail?**

- Y** Prints warehouse-by-warehouse detail for each item on this report.
- N** Prints a single line for each item summarizing all warehouses.

**Print which item types?**

- A** Print all item types.
- C** Print only consignment items.
- N** Print only non-stock items.
- R** Print all items that are not consignment or non-stock.

**Print Selected Items Only?**

If you selected to sort by item code, you have the option of printing individual items on the report.

- Y** Displays a view and allows you to select individual items to print on the report.
- N** Allows you to enter a range of items.

If you select **N**, or a sort option other than item code, the system prompts:

**From Sort Option****To Sort Option**

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print the entire range.

**Report**

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## Turnover Report

### Introduction

This report shows the usage patterns for each item.

### How to Execute

From the Inventory Control Reports Menu, select **Turnover Report**.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- |              |   |
|--------------|---|
| <b>1</b>     | <b>Item Code:</b> Prints all, selected, or a range of item codes sorted in item code order.   |
| <b>2</b>     | <b>Alternate Sort:</b> Prints all items falling into the selected range of alternate sorts in alternate sort/item code order.       |
| <b>3</b>     | <b>Product:</b> Prints all items assigned to the selected range of products in product code/item code order.                        |
| <b>4</b>     | <b>Primary Vendor:</b> Prints all items assigned to the selected range of primary vendors in vendor code/item code order.           |
| <b>5</b>     | <b>Default Warehouse:</b> Prints all items falling into the selected range of warehouses in default warehouse code/item code order. |
| <b>6 - 9</b> | <b>Class Code 1 - 4:</b> Prints all items falling into the selected range of class codes in class code/item code order.             |
| <b>10</b>    | <b>UPC Code:</b> Prints all items falling to the selected range of UPC codes in UPC code/item code order.                           |

**Detail Options****Print Warehouse Detail?**

- Y** Prints warehouse-by-warehouse detail on each item on this report.
- N** Prints a single line for each item summarizing all warehouses.

**Print which item types?**

- A** Print all item types.
- C** Print only consignment items.
- N** Print only non-stock items.
- R** Print all items that are not consignment or non-stock.

**Print Selected Items Only?**

If you selected to sort by item code, you have the option of printing individual items on the report.

- Y** Displays a view and allows you to select individual items to print on the report.
- N** Allows you to enter a range of items or warehouses to print.

If you entered **N**, or selected to sort in an order other than item code, the system prompts:

**From Sort Option****To Sort Option**

Enter the first and last codes in the range that you wish to print or press **Enter** twice to print all codes.

**Report**

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## Shortage Report

### Introduction

This report shows items that have less on-hand than the minimums set up in the inventory Masterfile.

### How to Execute

From the Inventory Control Reports Menu, select **Shortage Report**.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- |              |   |
|--------------|---|
| <b>1</b>     | <b>Item Code:</b> Prints all, selected, or a range of item codes sorted in item code order.   |
| <b>2</b>     | <b>Alternate Sort:</b> Prints all items falling into the selected range of alternate sorts in alternate sort/item code order.       |
| <b>3</b>     | <b>Product:</b> Prints all items assigned to the selected range of products in the product code/item code order.                    |
| <b>4</b>     | <b>Primary Vendor:</b> Prints all items assigned to the selected range of primary vendors in vendor code/item code order.           |
| <b>5</b>     | <b>Default Warehouse:</b> Prints all items falling into the selected range of warehouses in default warehouse code/item code order. |
| <b>6 - 9</b> | <b>Class Code 1 - 4:</b> Prints all items falling into the selected range of class codes in class code/item code order.             |
| <b>10</b>    | <b>UPC Code:</b> Prints all items falling to the selected range of UPC codes in UPC code/item code order.                           |

**Detail Options****Print Warehouse Detail?**

- Y** Prints warehouse-by-warehouse detail for each item on this report.
- N** Prints a single line for each item summarizing all warehouses.

**Print which item types?**

- A** Print all item types.
- C** Print only consignment items.
- N** Print only non-stock items.
- R** Print all items that are not consignment or non-stock.

**Print Selected Items Only?**

If you selected to sort by item code, you have the option of printing individual items on the report.

- Y** Displays a view and allows you to select individual items to print on the report.
- N** Allows you to enter a range of items or warehouses to print.

If you entered **N**, or selected to sort in an order other than item code, the system prompts:

**From Sort Option****To Sort Option**

Enter the first and last codes in the range that you wish to print or press **Enter** twice to print all codes.

**Report**

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## Overstock Report

### Introduction

This report shows items that have more on-hand than the maximums set up in the item Masterfile.

### How to Execute

From the Inventory Control Reports Menu, select **Overstock Report**.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- |              |   |
|--------------|---|
| <b>1</b>     | <b>Item Code:</b> Prints all, selected, or a range of item codes sorted in item code order.   |
| <b>2</b>     | <b>Alternate Sort:</b> Prints all items falling into the selected range of alternate sorts in alternate sort/item code order.       |
| <b>3</b>     | <b>Product:</b> Prints all items assigned to the selected range of products in the product code/item code order.                    |
| <b>4</b>     | <b>Primary Vendor:</b> Prints all items assigned to the selected range of primary vendors in vendor code/item code order.           |
| <b>5</b>     | <b>Default Warehouse:</b> Prints all items falling into the selected range of warehouses in default warehouse code/item code order. |
| <b>6 - 9</b> | <b>Class Code 1 - 4:</b> Prints all items falling into the selected range of class codes in class code/item code order.             |
| <b>10</b>    | <b>UPC Code:</b> Prints all items falling to the selected range of UPC codes in UPC code/item code order.                           |

**Detail Options****Print Warehouse Detail?**

- Y** Prints warehouse-by-warehouse detail for each item on this report.
- N** Prints a single line for each item summarizing all warehouses.

**Print which item types?**

- A** Print all item types.
- C** Print only consignment items.
- N** Print only non-stock items.
- R** Print all items that are not consignment or non-stock.

**Print Selected Items Only?**

If you selected to sort by item code, you have the option of printing individual items on the report.

- Y** Displays a view and allows you to select individual items to print on the report.
- N** Allows you to enter a range of items or warehouses to print.

If you entered **N**, or selected to sort in an order other than item code, the system prompts:

**From Sort Option****To Sort Option**

Enter the first and last codes in the range that you wish to print or press **Enter** twice to print all codes.

**Report**

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.



## Reorder Report

### Introduction

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

### How to Execute

From the Inventory Control Reports Menu, select **Reorder Report**.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1**      **Item Code:** Prints all, selected, or a range of item codes sorted in item code order.
- 2**      **Alternate Sort:** Prints all items falling into the selected range of alternate sorts in alternate sort/item code order.
- 3**      **Product:** Prints all items assigned to the selected range of products in the product code/item code order.
- 4**      **Primary Vendor:** Prints all items assigned to the selected range of primary vendors in vendor code/item code order.
- 5**      **Default Warehouse:** Prints all items falling into the selected range of warehouses in default warehouse code/item code order.
- 6 - 9**      **Class Code 1 - 4:** Prints all items falling into the selected range of class codes in class code/item code order.
- 10**      **UPC Code:** Prints all items falling to the selected range of UPC codes in UPC code/item code order.

**Detail Options****Only Items Below Reorder Point?**

- Y** Prints only items below the reorder point as entered in the item Masterfile.
- N** Prints items regardless of reorder point.

**Only Items Below Safety Level?**

- Y** Prints only items below the stock safety level as entered in the item Masterfile.
- N** Prints items regardless of stock safety level.

**Print Selected Items Only?**

If you selected to sort by item code, you have the option of printing individual items on the report.

- Y** Displays a view and allows you to select individual items to print on the report.
- N** Allows you to enter a range of items or warehouses to print.

If you entered **N**, or selected to sort in an order other than item code, the system prompts:

**From Sort Option****To Sort Option**

Enter the first and last codes in the range that you wish to print or press **Enter** twice to print all codes.

**Report**

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## Valuation Report

### Introduction

This report shows the book (valuation) value of the inventory by item. This report is very useful for insurance companies or any other auditor trying to determine the value of your inventory.

### How to Execute

From the Inventory Control Reports Menu, select **Valuation Report**.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- |          |   |
|----------|---|
| <b>1</b> | <b>Item Code:</b> Prints all, selected, or a range of item codes sorted in item code order.                                 |
| <b>2</b> | <b>Warehouse:</b> Prints all items falling into the selected range of warehouses in default warehouse code/item code order. |
| <b>3</b> | <b>Product (Whse-Prod):</b> Prints all, selected, or a range of products plus warehouse information in product code order.  |

### Detail Options

#### Print Warehouse Detail?

- |          |   |
|----------|---|
| <b>Y</b> | Prints warehouse-by-warehouse detail from each item on this report. |
| <b>N</b> | Prints a single line for each item summarizing all warehouses.      |

#### Print item with zero on hand?

- |          |  |
|----------|--|
| <b>Y</b> | Prints items with zero quantity on hand. |
| <b>N</b> | Do not print zero quantity items.        |

**Print which item types?**

- A** Print all item types.
- C** Print only consignment items.
- N** Print only non-stock items.
- R** Print all items that are not consignment or non-stock.

**Print Selected Items Only?**

If you selected to sort by item code, you have the option of printing individual items on the report.

- Y** Displays a view and allows you to select individual items to print on the report.
- N** Allows you to enter a range of items or warehouses to print.

If you entered **N**, or selected to sort in warehouse order, the system prompts:

**From Sort Option****To Sort Option**

Enter the first and last codes in the range that you wish to print or press **Enter** twice to print all codes.

**From Warehouse****To Warehouse**

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

**Report**

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## No Activity Report

### Introduction

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

### How to Execute

From the Inventory Control Reports Menu, select **No Activity Report**.

### Sort Options

#### Enter Sort Option

Enter the appropriate sort sequence for this report.

- 1**      **Item Code:** Prints all, selected, or a range of item codes sorted in item code order.
- 2**      **Warehouse:** Prints all, selected, or a range of item codes sorted in warehouse code order.
- 3**      **Product (Whse-Prod):** Prints all, selected, or a range of item codes sorted in product code order.

### Detail Options

#### Print warehouse detail?

- Y**      Prints warehouse-by warehouse detail on this report.
- N**      Prints a single line summarizing all warehouses.

#### No Activity since date?

Enter the starting date for this report. Only items that have had no transactions since this date will appear on this report.

**Print Selected Items only?**

If you have chosen to print the report sorted in its primary sort option, you have the option of entering specific codes or a range of codes to include on the report.

**Y** Displays a view and allows you to select individual records to print on the report.

**N** Allows you to enter a range of records to print.

**From Code****To Code**

If you are printing this report for a range of items, enter the starting and ending item codes.

**From Warehouse****To Warehouse**

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

**Report**

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## Discontinued Item Report

**Introduction**

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

**How to Execute**

From the Inventory Control Reports Menu, select **Discontinued Item Report**.

**Sort Options****Enter Sort Option**

Enter the option number corresponding to the sort order for which you wish to print this report.

**1** **Item Code:** Prints all, selected, or a range of item codes sorted in item code order.

- 2**        **Alternate Sort:** Prints all items falling into the selected range of alternate sorts in alternate sort/item code order.
- 3**        **Product:** Prints all items assigned to the selected range of products in the product code/item code order.
- 4**        **Primary Vendor:** Prints all items assigned to the selected range of primary vendors in vendor code/item code order.
- 5**        **Default Warehouse:** Prints all items falling into the selected range of warehouses in default warehouse code/item code order.
- 6 - 9**    **Class Code 1 - 4:** Prints all items falling into the selected range of class codes in class code/item code order.
- 10**      **UPC Code:** Prints all items falling to the selected range of UPC codes in UPC code/item code order.

**Detail Options****Print Selected Items Only?**

If you selected to sort by item code, you have the option of printing individual items on the report.

- Y**        Displays a view and allows you to select individual items to print on the report.
- N**        Allows you to enter a range of items or warehouses to print.

If you entered **N**, or selected to sort in an order other than item, the system prompts:

**From Sort Option**  
**To Sort Option**

Enter the first and last codes in the range that you wish to print or press **Enter** twice to print all codes.

**Report**

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## Kit Component Report

### Introduction

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

### How to Execute

From the Inventory Control Reports Menu, select **Kit Component Report**.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- |   |  |
|---|--|
| 1 | <b>Item Code:</b> Prints all, selected, or a range of kits, with the components listed below, in item code order.        |
| 2 | <b>Component:</b> Prints all, selected or a range of components, with the kits to which they belong, in component order. |

### Detail Options

#### Print Selected Items Only?

Because the kits and components are both item codes, you have the option of printing individual kits or components on the report.

- |   |   |
|---|---|
| Y | Displays a view and allows you to select individual items to print on the report. |
| N | Allows you to enter a range of items or warehouses to print.                      |

If you entered N, the system prompts:

#### From Sort Option

#### To Sort Option

Enter the first and last codes in the range that you wish to print or press **Enter** twice to print all codes.

### Report

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.



## Alternate Item Report

### Introduction

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

### How to Execute

From the Inventory Control Reports Menu, select **Alternate Item Report**.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- |              |   |
|--------------|---|
| <b>1</b>     | <b>Item Code:</b> Prints all, selected, or a range of item codes sorted in item code order.   |
| <b>2</b>     | <b>Alternate Sort:</b> Prints all items falling into the selected range of alternate sorts in alternate sort/item code order.       |
| <b>3</b>     | <b>Product:</b> Prints all items assigned to the selected range of products in the product code/item code order.                    |
| <b>4</b>     | <b>Primary Vendor:</b> Prints all items assigned to the selected range of primary vendors in vendor code/item code order.           |
| <b>5</b>     | <b>Default Warehouse:</b> Prints all items falling into the selected range of warehouses in default warehouse code/item code order. |
| <b>6 - 9</b> | <b>Class Code 1 - 4:</b> Prints all items falling into the selected range of class codes in class code/item code order.             |
| <b>10</b>    | <b>UPC Code:</b> Prints all items falling to the selected range of UPC codes in UPC code/item code order.                           |

**Detail Options****Print Selected Items Only?**

If you selected to sort by item code, you have the option of printing individual items.

**Y** Displays a view and allows you to select individual items to print on the report.

**N** Allows you to enter a range of items or warehouses to print.

If you selected **N**, or selected to sort in an order other than item code, the system prompts:

**From Sort Option****To Sort Option**

Enter the first and last codes in the range that you wish to print or press **Enter** twice to print all codes.

**Report**

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## Inventory Sales Analysis

### Introduction

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

### How to Execute

From the Inventory Control Reports Menu, select **Inventory Sales Analysis**.

### Detail Options

#### Print Sales?

- Y** Prints dollar sales amounts on the report.
- N** Omits dollar sales amounts from the report.

#### Print Cost of Sales?

- Y** Prints item cost information on the report.
- N** Omits cost information from the report.

#### Print Quantities?

- Y** Prints unit quantities sold on the report.
- N** Omits unit quantities on the report.

#### Print Gross Profit?

- Y** Prints dollar gross profit amounts on the report.
- N** Omits dollars gross profit amounts from the report.

#### Print Profit Percentage?

- Y** Prints gross profit percentages on the report.
- N** Omits gross profit percentages from the report.

**Print number of invoices?**

- Y** Prints the number of invoices on which each item has appeared on the report.
- N** Does not print number of invoices.

**Print Averages?**

- Y** Prints averages per period based on number of invoices for quantities, sales and costs.
- N** Does not print averages.

**Sort by Qty Amount or Profit**

- Q** Sorts report by quantity sold.
- A** Sorts report based on dollar amount sold.
- P** Sorts report based on gross profit.
- N** Sorts the report in item code order.

**Ascending or Descending**

If you answer Q, A, or P above, select one of these options:

- A** Sorts report in ascending order.
- D** Sorts report in descending order.

**Print Selected Years Only?**

- Y** Allows you to select individual years for which to print sales analysis on this report.
- N** Allows you to enter a range of years to print.

If you select **N**, the system prompts:

**From Year**  
**To Year**

Enter the first and last years in the range that you wish to print, or press **Enter** twice to select all years for which you have information.

**Print Selected Items Only?**

- Y** Displays a view and allows you to select individual items to print on the report.
- N** Allows you to enter a range of items.

If you select **N**, the system prompts:

**From Item**  
**To Item**

Enter the first and last items in the range that you wish to print or press **Enter** twice to print all items.

**Report**

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## Component Sales Analysis

### Introduction

This report shows an inventory sales summary, using the components of a kit as opposed to the kit itself.

We cannot show sales information of both kits and components on the same report, because the sales figures would be doubled up. Instead, we give you the option of seeing the sales analysis by kit or component.

### How to Execute

From the Inventory Control Reports Menu, select **Component Sales Analysis**.

### Detail Options

#### Print Component Quantities?

**Y** Prints unit quantities sold on the report.

**N** Omits unit quantities on the report.

#### Print Component Usage Ratio?

**Y** Prints percentage of this component in this kit versus this component in all kits.

**N** Does not print this percentage.

#### Print ratio vs. total sales?

**Y** Prints percentage of this component in this kit versus this component in all other kits plus all other direct sales of this item.

**N** Does not print this percentage.

#### Print Kits with no Sales?

**Y** Prints kits which have never been sold.

**N** Omits kits with no sales.

**Print Selected Years Only?**

**Y** Allows you to select individual years for which to print sales analysis on this report.

**N** Allows you to enter a range of years to print.

If you select **N**, the system prompts:

**From Year****To Year**

Enter the first and last years in the range that you wish to print, or press **Enter** twice to select all years for which you have information.

**Print Selected Items Only?**

**Y** Displays a view and allows you to select individual items to print on the report.

**N** Allows you to enter a range of items to print.

If you select **N**, the system prompts:

**From Item****To Item**

Enter the first and last items in the range that you wish to print or press **Enter** twice to print all items.

**Reports**

After selecting a printed or displayed copy, you will be returned automatically to the Inventory Control Reports Menu.

## ABC Analysis Report

**Introduction**

This report shows items ranked by the ABC percentages as defined in your Inventory Control Parameters. The report always recalculates the items falling into the ABC ranking's, as they may change from day to day.

**How to Execute**

From the Inventory Control Reports Menu, select **ABC Analysis Report**.

**Description of Fields****Print Selected Items Only?**

**Y** Displays a view and allows you to select individual items to print on the report.

**N** Allows you to enter a range of items to print.

If you select **N**, the system prompts:

**From Item**

**To Item**

Enter the first and last codes in the range that you wish to print or press **Enter** twice to print all codes.

**Report**

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## Transaction Detail Report

**Introduction**

This report shows all of the inventory transactions for each item in the selected range.

**How to Execute**

From the Inventory Control Reports Menu, select **Transaction Detail Report**.

The screenshot shows the 'Transaction Detail Report' window. At the top, it says 'Lightspeed Reprographics (DEM)' and '12/06/07 TD'. Below this, there are several sections:

- Sort option:** A list with three options: 1 Item, 2 Warehouse, and 3 Product. A text box labeled 'Enter Sort Option' contains the number '1'.
- Date Ranges:** 'From Date' is 12/06/97, 'To Date' is 12/06/17. There is a dropdown for 'Trans or Posting date' set to 'T' and a dropdown for 'Trans Type' set to 'A'.
- Print Selected Items Only?** A checkbox labeled 'N'.
- Item and Warehouse Ranges:** 'From Item' is 10-110, 'To Item' is ~DEFAULT~. 'From Whse' is empty, 'To Whse' is NJ.
- Product Ranges:** 'From Prod' is 000010, 'To Prod' is PART2.

**Sort Options**

**Enter Sort Option**

Enter the appropriate sort sequence for this report based on the sort sequence list on the screen.

- 1 Item Code:** Prints all, selected, or a range of item codes sorted in item code order.
- 2 Warehouse:** Prints all, selected, or a range of item codes sorted in warehouse code order.
- 3 Product:** Prints all items assigned to the selected range of products in the product code/item code order.

**Description of Fields****From Date****To Date**

Enter the first and last dates in the range that you wish to print or press **Enter** twice to print all dates.

**Trans or Posting date**

On this report, you have the option of printing the report based on the actual transaction date or the G/L posting date for the given date range.

**T** Prints the journal based upon the transaction date.

**P** Prints the journal based upon the posting date.

**Transaction Type**

Enter the transaction type you wish to see on the report from the following list:

|           |  |
|-----------|--|
| <b>A</b>  | All Transaction Types                        |
| <b>AD</b> | Adjustments                                  |
| <b>CK</b> | Kit Creations                                |
| <b>IK</b> | Kit Issues                                   |
| <b>IS</b> | Issues (Using Inventory Transaction Entry)   |
| <b>PC</b> | Physical Counts                              |
| <b>PI</b> | Purchase Order Invoices                      |
| <b>PE</b> | Period End                                   |
| <b>PR</b> | Purchase Order Receipts                      |
| <b>PT</b> | Purchase Order Returns                       |
| <b>RC</b> | Receipts (Using Inventory Transaction Entry) |
| <b>RK</b> | Kit Returns                                  |
| <b>RT</b> | Returns (Using Inventory Transaction Entry)  |
| <b>SJ</b> | Sales Journal (Order Processing)             |
| <b>SK</b> | Kit Sales (Order Processing)                 |
| <b>TR</b> | Transfers between warehouses                 |

**Print Selected Items Only?**

**Y** Displays a view allows you to select individual items to print on the report.

**N** Allows you to enter a range of items to print.

If you select **N**, the system prompts:

**From Whse****To Whse**

Enter the first and last warehouse in the range that you wish to print or press **Enter** twice to print all warehouses.



**From Prod**  
**To Prod**

Enter the first and last product codes in the range that you wish to print or press **Enter** twice to print all product codes.

**From Item**  
**To Item**

Enter the first and last items in the range that you wish to print or press **Enter** twice to print all items.

**Report**

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## Transaction Summary Report

**Introduction**

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

**How to Execute**

From the Inventory Reports Menu, select **Transaction Summary Report**.

The screenshot shows the 'Transaction Summary Report' window for 'Lightspeed Reprographics (DEM)'. The window has a title bar with standard Windows controls. Inside, there's a header area with the company name and date '12/06/07'. Below this, there are several sections for filtering data:

- Sort option:** A list with '1) Item', '2) Warehouse', and '3) Product'. Below it is a text field 'Enter Sort Option' containing the number '1'.
- Date Range:** 'From Date' is '06/09/07' and 'To Date' is '12/06/07'.
- Trans Type:** A dropdown menu showing 'A'.
- Print Selected Items Only?:** A checkbox that is unchecked, with 'N' next to it.
- Item Range:** 'From Item' is '10-110' and 'To Item' is '~DEFAULT~'.
- Warehouse Range:** 'From Warehouse' is empty and 'To Warehouse' is 'NJ'.
- Product Range:** 'From Product' is '000010' and 'To Product' is 'PART2'.

**Sort Options**

**Enter Sort Option**

Enter the appropriate sort sequence for this report based on the sort sequence list on the screen.

- 1**      **Item Code:** Prints all, selected, or a range of item codes sorted in item code order.

- 2 Warehouse:** Prints all, selected, or a range of item codes sorted in warehouse code order.
- 3 Product:** Prints all items assigned to the selected range of products in the product code/item code order.

**From Date****To Date**

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

**Trans Type**

Input the transaction type to print on this report. Only one type allowed for summary report.

|           |  |
|-----------|--|
| <b>A</b>  | All Transaction Types                        |
| <b>AD</b> | Adjustments                                  |
| <b>CK</b> | Kit Creations                                |
| <b>IK</b> | Kit Issues                                   |
| <b>IS</b> | Issues (Using Inventory Transaction Entry)   |
| <b>PC</b> | Physical Counts                              |
| <b>PI</b> | Purchase Order Invoices                      |
| <b>PE</b> | Period End                                   |
| <b>PR</b> | Purchase Order Receipts                      |
| <b>PT</b> | Purchase Order Returns                       |
| <b>RC</b> | Receipts (Using Inventory Transaction Entry) |
| <b>RK</b> | Kit Returns                                  |
| <b>RT</b> | Returns (Using Inventory Transaction Entry)  |
| <b>SJ</b> | Sales Journal (Order Processing)             |
| <b>SK</b> | Kit Sales (Order Processing)                 |
| <b>TR</b> | Transfers between warehouses                 |

**Print Selected Items Only?**

If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or range of codes to include on this report.

- Y** Displays a view and allows you to select individual records to print on the report.
- N** Allows you to enter a range of records to print.

**From Item****To Item**

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

**From Warehouse****To Warehouse**

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

**From Product****To Product**

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

**Report**

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## Inventory Recall Report

### Introduction

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

### How to Execute

From the Inventory Control Reports Menu, select **Inventory Recall Report**.

### Description of Fields

#### Item Code

Enter up to 22 characters representing the Inventory Control item that you wish to recall.

#### Clear Recall File First?

You have the option of clearing the recall file and starting over or merging this selection with and existing selection.

- Y** Clear current recall file before building a new list.
- N** Retains existing recall file and merges new records.

#### Selected Lot/Serial Numbers

- Y** Allows you to select individual lot/serial numbers to recall.
- N** Allows you to enter a range of lot/serial numbers to recall.

If you select **N**, the system prompts:

#### From Lot/Serial Number

#### To Lot/Serial Number

Enter the first and last lot/serial numbers in the range that you wish to print, or press **Enter** twice to select all lot/serial numbers.

### Report

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## EOQ Order Point Report

### Introduction

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

- 1) How much should we buy at one time?
- 2) When should we buy?

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

### How to Execute

From the Inventory Control Reports Menu, select **EOQ Order Point Report**.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- |          |   |
|----------|---|
| <b>1</b> | <b>Item Code:</b> Prints all, selected, or a range of item codes sorted in item code order.                         |
| <b>2</b> | <b>Default Warehouse:</b> Prints all items in each of the selected warehouses in warehouse code/bin location order. |

### Detail Options

#### Print Selected Items Only?

- |          |   |
|----------|---|
| <b>Y</b> | Displays a view and allows you to select individual items to print on the report. |
| <b>N</b> | Allows you to enter a range of items.   |

If you select **N**, or to sort in warehouse order, the system prompts:

#### From Sort Option

#### To Sort Option

Enter the first and last codes in the range that you wish to print or press **Enter** twice to print all codes.

### Report

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

## Item Alternate Lookup Rpt

### Introduction

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

### How to Execute

From the Inventory Reports Menu, select **Item Alternate Lookup Rpt.**

### Sort Options

#### Enter Sort Option

Many reports can be printed in various sort sequences. Enter the appropriate sort sequence for this report based on the sort sequence list on the screen.

- 1**      **Item Code:** Prints all, selected, or a range of item codes sorted in item code order.
- 2**      **Alternate:** Prints all item codes within the alternate range.

#### Print Selected Items Only?

If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report as follows:

- Y**      Displays a view and allows you to select individual records to print on the report.
- N**      Allows you to enter a range of records to print.

#### From Code To Code

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

### Report

After selecting a printed or displayed copy, you will be automatically returned to the Inventory Control Reports Menu.

---

# 8 Period End Processing

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This chapter describes the options that are available during Period End Processing. They include:

- Period End Update
- Status Change Update

Each of these functions is usually executed only once each month, after all transactions have been entered for the current month and before any entries are made for the next month.

## Period End Update

### Introduction

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

The period end update does the following:

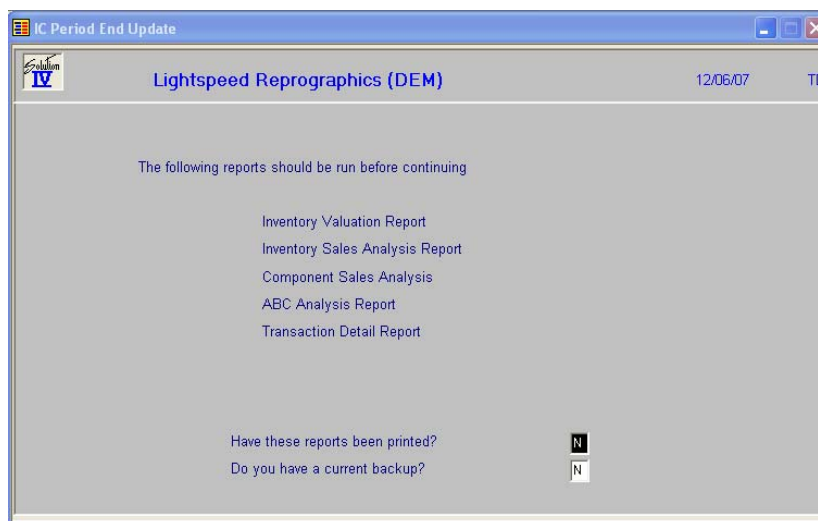
- Removes zero balance tiers from the tier file.
- Removes superseded items from the item Masterfile.
- Zeros-out all month-to-date buckets throughout the inventory system, such as in the item Masterfile.
- Recalculates the ABC analysis figures and writes them to the item Masterfile.

If you are running year-end, the period end update will also transfer the year-to-date buckets to the last year buckets and zero-out all year-to-date buckets.

If you desire, period end will also clear data from the historical files using the dates entered.

### How to Execute

From the Inventory Control Main Menu, select **Period End Update**.



### Description of Fields

#### Have these reports been printed?

The following reports should be printed before processing period end because data will be cleared from these files:

- Inventory Valuation Report
- Inventory Sales Analysis Report
- Component Sales Analysis
- ABC Analysis Report
- Transaction Detail Report

If you have printed your final copy of these reports, answer **Y**.

**Do you have a current backup?**

It is **VERY IMPORTANT** that you make backups before processing period end. Even if you do not make other backups during the month, at least make them at this time.

If you have current backups, answer **Y**.

If you answer **Y** to both of the above questions, you will see the following screen. Otherwise you will be returned automatically to the Inventory Control Main Menu.

**Full month end processing?**

Month end processing zeros out all month-to-date buckets throughout the Inventory Control system, such as in the item Masterfile, and item/warehouse file.

Be sure you have completed all inventory transactions for the month and that you have printed the required reports before running month end processing.

**Important:** Month end processing should be run before entering any transactions for the following month!

**Full year end and month end processing?**

Year end does everything that month end does, plus:

- Clears all year-to-date buckets throughout the system including the item Masterfile and item/warehouse file.
- Rolls the year-to-date figures into the last year buckets.

You have the option of running your Inventory Control year on a calendar or on a fiscal year basis.

All the warnings that apply to month-end processing, apply to year-end processing as well.



**Recalculate Inventory ABC Codes?**

You have the option of recalculating the ABC codes in the Inventory Masterfile during the Period End Update.

**Y**            Recalculates the ABC codes in the Inventory Masterfile.

**N**            Retains the existing ABC codes.

**Recalculate average cost?**

You have the option of recalculating the average cost field in the Inventory Masterfile and the warehouse files during the Period End Update for LIFO, FIFO, Serial and Lot cost items.

**Y**            Recalculate the average cost.

**N**            Retains the existing average cost.

**Note:** This may be run independent of month or year-end processing.

***Exit the Screen***

When the period end update is finished, you will be returned to the Inventory Control Main Menu.

## Status Change Update

### Introduction

The status change Update takes all the item master file and code file entries that you have marked to change or delete, verifies their validity, and then affects the change. A report is printed prior to the update detailing the changes/deletes, before giving you the option of continuing the update or not.

**Important:** This is a powerful function, which may result in codes or items being deleted or irreversibly combined with others. Make sure you have current backups before continuing!

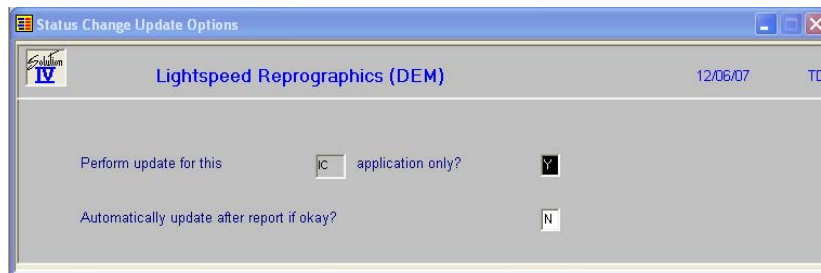
### Before You Start

Before you start the Status Change Update, you must do the following:

- Make a current backup for your own protection.
- Make sure the transaction entry and physical count files have been updated.
- Make sure no one else is using Solution-IV.

### How to Execute

From the Inventory Control Main Menu, select **Status Change Update**.



### Procedures for Status Change

1. Make sure the entry files are empty and that no one else is using the system (any company, any application).
2. The system builds a list of all records that are marked to be changed or deleted (status = C or D).
3. Once the list is built, the system checks all of the records to be deleted and insures that they are not being used elsewhere (except in the history files).

*Example:* If you are deleting product code ACCESS, ACCESS may not be used by any items in the item Masterfile, but may exist on records in the history file.

4. It then checks the records to be changed and insures that the "change to" is not going to be changed to something else or deleted.
5. A report is printed showing the changed deletions to be made and any conflicts found in steps three and four. If there are any conflicts, the remaining steps are skipped.

If there are no conflicts, the system prompts:

**Are you sure you want to continue the update?**

- Y**            Computes the status changes as indicated on the report in the order below.
- N**            Does not do the update and returns to the menu.
- 6.**            The requested changes are performed.
- 7.**            The requested deletes are performed.
- 8.**            The history files are marked if anything was changed. There are multiple flags in each record for each of the history files. Each flag corresponds to each element that could be changed (they are normally blank). If the element has been changed, the associated flag is set to 'C'.

**Exit the Screen**

When the Status Change Update is complete, you will be returned to the Inventory Control Main Menu.

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# 9 Appendices

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- A. Inventory Control Messages
- B. Understanding the Theory Behind Inventory Control
- C. What to do with all the Paper Generated
- D. Glossary

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# A Inventory Control Messages

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Most messages that you will encounter when using the Solution-IV Inventory Control system are described in the appropriate chapters of this manual, where the operation you are performing is documented.

This appendix contains additional messages that may be displayed during the normal processing of your system. These messages are not discussed in the body of the manual because they are not frequently displayed.

The messages are grouped as follows:

- Inventory Recall Report
- Item Maintenance
- Parameters Maintenance
- Period End Processing
- Price Change Maintenance
- Transaction Entry

**Inventory Recall Report****No items or Lot/Serial Numbers found in history.**

You will receive this message if you try to run this report and there are no lot/serial number type items in the range you selected.

**Item Maintenance****Item may not be kit, lot or serial type.**

A kit type item may not have kit, lot, or serial type items for its components.

**Item must be kit type.**

You will receive this message in Component List Maintenance if you are trying to add components to an item that has not been designated as a kit-type.

**Missing unit of measure conversion record.**

You will receive this message if you enter a purchase to valuation or valuation to sales combination that has not been set up in UOM Conversion Table Maintenance.

For example, you will receive the message if you set up an item as follows:

|                            |      |
|----------------------------|------|
| Purchase Unit of Measure:  | CASE |
| Valuation Unit of Measure: | 6PAK |
| Sales Unit of Measure:     | EACH |

and the unit of measure conversion table does not have the CASE to 6PAK or 6PAK to EACH conversion defined.

**Purchase Order system not found.**

You will receive this message if you try to access Open Order Inquiry from the Item Maintenance Menu and you do not have the Solution-IV Purchase Order files defined for this company.

**Parameters Maintenance****ABC percentages must total 100.**

The sum of A, B, and C percentages must equal 100.

**Existing items may not be readable. Accept?**

You will receive this message if you change the structure of your item codes.

|          |  |
|----------|--|
| <b>Y</b> | Makes the change to the structure of you item codes.   |
| <b>N</b> | Returns the structure of the items to the format it was before you tried to make the change. |

**Period End Processing****File x already exists.**

The backup file you have entered already exists. You must enter a new name for the backup file or remove the old backup file.

**Price Change Maintenance**

Price change found: Merge Report Clear file Delete Update

If a price change selection has been found, you will receive this message and have the following options:

- M** Merges your current selection with the selection made previously.
- R** Prints the Price Change Register, allowing you to see the prior selection.
- C** Clears the prior selection(s) from the price change file.
- D** Deletes the price change currently on the screen.
- U** Updates the price changes currently in the price change file.

**Transaction Entry****Item x superseded.**

The item you are trying to enter has been superseded by another item. The superseded item code will be substituted for the one you entered.

**Single warehouse company, no transfers.**

Transfer Entry will not function if you only have one warehouse because the function is designed to record transfers between warehouses.

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# B Understanding the Accounting Theory Behind Inventory Control

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You can use the Solution-IV Inventory Control package without understanding accounting, but you may find the following concepts helpful in understanding what the system is doing.

## **Definition**

Inventory Control is the component of accounting that gives you the information you need to manage your inventory stocks. Solution-IV Inventory Control tracks your on-hand quantities as well as usage (sales) of items, giving you the information you need to reduce the amount of inventory to the most efficient quantities. Since inventory may be one of the greatest costs of doing business, proper use of an inventory control system can be a tremendous factor in increasing profitability.

Solution-IV Inventory Control produces many reports, informing you of what inventory is moving, which items are most profitable, and which items need to be reordered. If you are using General Ledger, the Inventory Control package sends information there to help give you a complete picture of the financial condition of your company.

## **Accounting Components**

Every company's financial picture is made up of the following basic elements:

- **Assets** - anything of value that the company owns.  
*Examples:* cash, accounts receivable, inventory, property
- **Liabilities** - anything that the company owes to someone else.  
*Examples:* accounts payable, notes payable
- **Equity** - what the company is worth.  
*Examples:* owner's equity, capital stock, retained earnings
- **Revenue** - income or earnings.  
*Examples:* sales revenue, interest income
- **Expenses** - the cost of doing business.  
*Examples:* cost of sales, payroll expense, supplies

Your inventories may comprise a substantial part of your assets.

## **Cash vs. Accrual**

There are two acceptable ways of keeping your accounting records.



- Under an accrual method of accounting, revenue is recorded into the General Ledger whenever you make a sale, not when you actually receive payment. Operating under an accrual basis, you are better able to match revenue to expenses, giving a better picture of the actual profitability of your company. Most companies operate under an accrual basis.

If you operate under a cash basis, you do not actually record the revenue in the General Ledger until the payment is received. The Solution-IV Inventory Control package does not make postings in this manner. If you need to operate on a cash basis, your accountant can help you reverse your postings at the end of each month, to give you an accurate picture of your company's financial condition under a cash basis.

### **Debits & Credits**

In the simplest of terms, every account has a debit side and a credit side. If total debits are more than total credits, the account has a debit balance. If total credits are more than total debits, the account has a credit balance. Each account has a normal debit or credit balance. The table on the following page demonstrates what happens with each basic component.

### **Pluses & Minuses**

Debits and credits cause some confusion when thought of as pluses and minuses. In general, in the General Ledger, debits are entered as positive numbers and credits are entered as negative numbers. This may be confusing because revenue is a credit account (see the following table) which means the amounts posted to it are usually negative numbers. We have tried to eliminate this confusion in the Inventory Control package by doing the debits and credits (pluses and minuses) for you.

While in Solution-IV Inventory Control, you will have to enter very few negative numbers. The only time you will need to enter negatives is when you are entering adjustments to previously received goods or to goods entered with an improper cost. If you enter a return, use the Return Entry function and enter all numbers as positive numbers. The system will automatically do the conversion to negative numbers

| <b>Account Type</b> | <b>Normal Balance</b> | <b>Debits</b>    | <b>Credits</b>   |
|---------------------|-----------------------|------------------|------------------|
| Asset               | Debit                 | Increase Balance | Decrease Balance |
| Liability           | Credit                | Decrease Balance | Increase Balance |
| Equity              | Credit                | Decrease Balance | Increase Balance |
| Revenue             | Credit                | Decrease Balance | Increase Balance |
| Expense             | Debit                 | Increase Balance | Decrease Balance |

### **Postings**

The basis of double entry accounting, which Solution-IV uses, requires that every entry be composed of two entries - a debit and a credit. The chart at the end of this section shows the actual postings made by Inventory Control to General Ledger.

Your postings to General Ledger can get even more sophisticated by posting to General Ledger by warehouse. If you have separate warehouses and wish to track your inventory, sales, cost of sales, etc. by warehouse, you have that option. See the example below to understand how it works:

If your General Ledger accounts are set up as xxx-xx where the second segment represents the location, you might have the following accounts:

|        |                            |
|--------|----------------------------|
| 120-00 | Inventory - New Jersey     |
| 120-01 | Inventory - California     |
| 450-00 | Cost of Sales - New Jersey |
| 450-01 | Cost of Sales - California |

In this simple case, you would define only one product code for your inventory, with 120-00 for the inventory account, and 450-00 for the cost of sales account. Next, define the warehouse codes; one for New Jersey, with a location code of 00, and a second for California with a location code of 01.

When you issue a \$100 item out of your New Jersey warehouse, the posting would be as follows:

|        |                            |          |
|--------|----------------------------|----------|
| 120-00 | Inventory -New Jersey      | \$100.00 |
| 450-00 | Cost of Sales - New Jersey | \$100.00 |

If you were to issue the same item out of the California warehouse, the posting would appear as follows:

|        |                            |          |
|--------|----------------------------|----------|
| 120-01 | Inventory - California     | \$100.00 |
| 450-01 | Cost of Sales - California | \$100.00 |

### ***Subsidiary Ledger***

A subsidiary ledger is a supporting ledger consisting of a group of similar accounts, the total of which is in agreement with a controlling account in the General Ledger. The purpose behind a subsidiary ledger is to keep unnecessary detail out of the General Ledger.

In Solution-IV Inventory Control, the Inventory Valuation Report can be considered to be a subsidiary ledger because it contains the details of which items are valued at what costs and how many of each item you have. The report total should match the sum of the inventory accounts in the General Ledger. The supporting documents for the Inventory Valuation Report (Order Processing Sales Journals and Inventory Transaction Registers) are also considered to be subsidiary ledgers because they can be used to substantiate the numbers on the Valuation Report.

### ***Item Types***

The following is a description of the available item types and how they might be used. Each item must be assigned an item type since the type affects how the item is treated, especially if you are using Solution-IV Order Processing.

*S - Standard Item*

Most of your inventory will probably be defined as an S-type. These are normal items that you stock and sell.

*Example:* 10S-SCH-26-BLU: Schwoosh 10 speed, 26" frame, blue

*C - Consignment Item*

A consignment item is an item stored in your warehouse that you are selling for another party. You have not yet paid for it, and you will not be invoiced until the item is sold. With a consignment item, no posting is made to inventory and cost of sales when the item is sold. Consignment items do appear on your valuation report, for insurance purposes should disaster befall your warehouses.

*Example:* 10S-KM-CUST: Custom 10 speeds by Katherine Michaels

*D - Descriptive Line*

You may define descriptive lines for printing on your orders and invoices using a D-type item. You may also set up codes with short descriptions that can be overridden on an invoice-by-invoice basis.

*Examples:* TKS: Thank you for your order!

C: Enter comment here.

*K - Kit type*

A kit-type item is an item made up of a list of component items that are also stocked in your inventory. The components of a kit may not be kits themselves, nor may the components use lot or serial number costing, though the kit itself may have a lot or serial number.

*N - Nonstocked Item*

You may choose to define item codes even for those items that you do not stock in your warehouses, but always drop ship from your suppliers. If an item is designated as an N-type, the system will not check to see if there is sufficient quantity on-hand to fill an order, since the on-hand quantity will always be zero.

*P - Priced message*

A priced message is similar to a descriptive line except the priced message has a flat amount associated with it.

*Example:* Bike Assembly \$50.00

*T - Sales Tax*

The sales tax type item is used if you want to put sales tax on a line in the body of the invoice instead of just in the 'totals' area. By having it as a separate type, it will post to the sales tax file in Accounts Receivable as well.

**Costing Methods**

The following section describes the different inventory costing methods supported by Solution-IV Accounting. You will need to work with your accountant to determine the best method for your business.

**FIFO**

When you use FIFO (first-in, first-out) costing, the value of the inventory is determined by assuming that the items acquired or produced first are sold first. This keeps the value of all items in stock at the latest price paid for them. In inflationary times, FIFO costing increases both the gross margin and the stated value of remaining inventory.

*Example:* 25 bicycle pedals purchased by your company for resale at a cost of \$35 each remain in inventory. You purchase 10 more at a cost of \$40. Your inventory is now valued at  $(25 \times \$35) + (10 \times \$40)$  or \$1275. If you sell 30 of them, the cost of sale will be computed as  $(25 \times \$35) + (5 \times \$40)$  or \$1075, with a remaining inventory value of  $(5 \times \$40)$  or \$200.

**LIFO**

When you use LIFO (last-in, first-out) costing, the value of the inventory is determined by assuming that the items acquired or produced last are sold first. This keeps the value of all items in stock at the earliest price paid for them. In inflationary times, LIFO costing reduces both the gross margin and the stated value of remaining inventory, thereby reducing your tax base.

*Example:* 25 bicycle pedals purchased by you for resale at a cost of \$35 each remain in inventory. You purchase 10 more at a cost of \$40. Your inventory is now valued at  $(25 \times \$35) + (10 \times \$40)$  or \$1275. If you sell 30 of them the cost of sale will be computed as  $(10 \times \$40) + (20 \times \$35)$  or \$1100, with a remaining inventory value of  $(5 \times \$35)$  or \$175.

**Lot/Serial Numbers**

When you have items that have specific assigned lot or serial numbers, you will track the cost of the item directly to the specific item sold. When you receive an item into inventory, the system will ask for both the lot/serial number and the cost. The cost entered at this time will be used when the item is eventually sold.

**Unit Cost**

When you use the unit cost costing method, the value of the inventory is determined by a predetermined amount previously entered in the item Masterfile. The cost is calculated using that number and may have little or no relation to the true cost of the item.

*Example:* The unit cost of your bicycle pedals is predetermined to be \$35. 25 pedals remain in inventory at a cost of \$35 each. You purchase 10 more at \$40 each. Your inventory value will be calculated at  $(35 \times \$35)$  or \$1225. If you sell 30 of them the cost will be computed as  $(30 \times \$35)$  or \$1050 with a remaining inventory value of  $(5 \times \$35)$  or \$175.

**Weighted Average**

When you use the weighted average costing method, the value of the inventory is determined by averaging the cost of goods already in stock with goods just received.

*Example:* 25 bicycle pedals purchased by you for resale at a cost of \$35 each remain in inventory. You purchase 10 more at \$40. Your inventory is now valued at  $(25 \times \$35) + (10 \times \$40)$  or a total of \$1275 or \$36.43 each. If you sell 30 of them, the cost of the sale will be computed as  $(\$36.43 \times 30)$  or \$1092.90, with a remaining inventory value of  $(\$36.43 \times 5)$  or \$182.15.

**Economic Order Quantities (EOQ)**

The Economic Order Quantity, or EOQ, combined with the Reorder Point calculation, is designed to help you determine the most efficient reorder level and order quantity for each item.

The calculation is as follows:

$$EOQ = \sqrt{(2 * A * S) / C}$$

where:

A = quantity issued over all periods

S = setup cost from the parameters

C = carrying cost from the parameters

It is important to note that it may not be possible to order the exact EOQ due to vendors only selling items in larger lot quantities, but the calculated EOQ will still be useful in determining when and approximately how much to order.

### **Reorder Point**

The reorder point is calculated as follows:

Estimated monthly usage \*

(Item lead-time in days / 30.42) + safety stock level)

Where estimated monthly usage is average sales over however many months have been specified in the IC Parameters. A "sale" is either an IC issue or an OP invoice.

### **ABC Percentages**

The ABC percentages are used to help you group your items into three distinct categories, enabling you to see which items are generating the bulk of your sales. You set the basis for the groups in the parameters, for example setting A to the top 10% of your items, B to the next 25%, and C to the last 65%. When you recalculate the ABC percentages, items will be assigned to the appropriate category. The ABC Analysis Report prints items ranked by their ABC percentage.

### **Pricing**

If you are using the Solution-IV Order Processing module as well, you will be using a very sophisticated discount pricing scheme which warrants explanation. When in any of the order entry functions (quotes, orders, invoices, RMAs), each time you enter a line, the following algorithm is executed to determine the appropriate price for the item. Factors include the quantity purchased, the customer, contract, and sales promotions in effect.

1. PRICE = list price from the item Masterfile.
2. Using the ITEM-PRICE-CLASS and the CUSTOMER-PRICE-CLASS, use the "price break" file to see if a quantity price break exists. If so, PRICE = computed price from the "price break" file.
3. Using the contract file, see if a contract exists for this customer/item combination. If a valid contract exists, then PRICE = price from contract file.
4. Using the sales promotion file, see if this item has a valid sales promotion in effect. If one exists and the sales promotion price takes priority over the contract price (either because it has priority or the lesser of the two has priority and the sales promotion price is less), then PRICE = price from the sales promotion file.

## General Ledger Accounts Used

| Account Type  | Name          | Where Defined                                     |
|---------------|---------------|---|
| Asset         | Inventory     | Adjustments<br>Inventory Control<br>Product Codes |
| Liability     | Purchases     | Inventory Control<br>Product Codes                |
| Cost of Sales | Cost of Sales | Inventory Control<br>Product Codes                |
| Revenue       | Sales Returns | Inventory Control<br>Product Codes                |

## Inventory Control Postings

| Type of Entry             | Account                 | Debit  | Credit |
|---------------------------|-------------------------|--------|--------|
| Issues                    | Cost of Sales           | 100.00 |        |
|                           | Inventory               |        | 100.00 |
| Transfers                 | Inventory - Warehouse 2 | 100.00 |        |
|                           | Inventory - Warehouse 1 |        | 100.00 |
| Receipts                  | Inventory               | 100.00 |        |
|                           | Purchases               |        | 100.00 |
| Returns                   | Inventory               | 100.00 |        |
|                           | Cost of Sales           |        | 100.00 |
| Adjustments<br>(too many) | Inventory               | 100.00 |        |
|                           | Adjustments             |        | 100.00 |
| Adjustments<br>(too few)  | Adjustments             | 100.00 |        |
|                           | Inventory               |        | 100.00 |

Make the same adjustments as above for Physical Count Posting.

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# C

## What to do with all the Paper Generated

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Solution-IV Inventory Control generates a great deal of paper from the multitude of reports it prints. This appendix explains why so much paper is generated and what you are supposed to do with it.

### ***Why?***

The entire line of the Solution-IV Accounting System has been designed to comply with the Generally Accepted Accounting Principles (GAAP). In general, GAAP are broad concepts and detailed practices including all conventions, rules, and procedures that comprise accepted accounting practice at any given time. They have become generally accepted by agreement in industry.

The paper generated by the Solution-IV Inventory Control system complies with GAAP, providing an audit trail, or sufficient backing, for every entry in the General Ledger, a principle mandated by GAAP. The Transaction Registers, Variance Report, and Status Change Register provide this necessary audit trail.

### ***What You Need to Keep***

In general, you will need to keep the final copy of each of the reports listed below. The final copy is the one printed just before you run the update. If you printed the report several times, you can identify the final copy by looking at the date and time the report was printed. It is important that you keep only the final copy and discard the earlier ones.

The reports that you **MUST** keep are:

- Transaction Registers (both)
- Variance Report
- Status Change Register

Keep the final copies of the reports you print before running the Period End Update as well. In general, these reports consist of the following:

- Inventory Valuation Report
- Inventory Sales Analysis Reports
- Component Sales Analysis
- ABC Analysis Report
- Transaction Detail Report

### ***How to Organize Saved Reports***

The following are suggestions on how best to file and organize printed reports. Review them and determine the one that works most effectively for you.

#### ***Ring Binders***

If your company is relatively small and is printing only a few reports each month, standard three-ring binders may be the best method for you. Use dividers to separate the reports by month. You should have at least four binders, one for each of the following:

- Transaction Registers
- Variance Reports
- Status Change Register
- Monthly Reports

#### ***Data Binders***

If your company is a little larger, computer data binders may work better for you. They hold more printed information and do not require the extra time it takes to tear off the feed strips and to punch the holes. You should have a binder for each of the registers, plus one for each report - a total of 8 binders. Use dividers specially made for data binders to help organize the contents. Disadvantages of data binders are that (1) they are large and cumbersome to handle, and (2) it may be difficult to take pages out if necessary.

#### ***Filing Cabinet***

A third way to file your reports is to use hanging file folders and your filing cabinet. You should use a separate folder for each type of report and file them by month. For example, you would label a folder "Transaction Registers - January". If you print many reports, and need to make copies of them from time to time, this will be the easiest system for you. Be sure to keep the reports in date order in the file folder.

### ***A Closing Note***

Try to keep your filing system as up to date as possible. Although it may seem tedious, saving and organizing your reports is beneficial. In the event of a system problem, you will find the saved reports invaluable in tracing data entry in the system. In an accounting or IRS audit, you will be able to provide the information needed easily and quickly. With proper storage, corrections will be easier to make and audits will take less time, saving you both time and money.



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# D Glossary

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## **1099 Reporting**

1099 reporting is the filing of a 1099 tax form with the federal government. This is a report of all payments made to individual vendor of more than an amount specified by the government in a calendar year.

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## **Account or Account Code**

An account is the basic component of a formal accounting system. It records all additions and deductions and shows balances of assets, liabilities, owners' equity, revenues and expenses.

There are two types of accounts: debit and credit. Asset and expense accounts are usually debit accounts. Liability, equity and revenue accounts are usually credit accounts.

## **Accounting**

The process of recording, organizing, reporting and interpreting the financial data of a business.

## **Accounting Period**

An accounting period is an interval of time for which a financial statement is prepared. In most businesses, each month is a separate accounting period.

Solution-IV allows you to store data for as many as 26 accounting periods (2 full years).

## **Accounting System**

An accounting system is a method for interpreting the financial performance of a business. It includes the raw data, procedures and equipment needed to make this analysis.

## **Accounts Payable**

Accounts payable is a record of money owed and payments made by a business to creditors. It is a current liability showing the actual dollar amount owed to creditors.

## **Accounts Receivable**

Accounts receivable is a record of money owed and payments made to a business by customers. It is a current asset showing the actual dollar amount owed by customers.

## **Accrual Basis**

Accrual basis accounting records revenues and expenses for the current accounting period even though payments will not be received or paid until a later accounting period. This is to be distinguished from cash basis.

Most companies operate on the accrual basis.

See Accrued Asset and Accrued Liability.

## **Accrued Asset**

An accrued asset is a revenue that is recorded when it is earned, not when a payment is received. The revenue then appears on financial statements for the period in which it is earned. (It may also be called an accrued income.)

*Example:* If you sell a camera for \$295 on credit, this transaction is immediately recognized as revenue and recorded in accounts receivable (even though cash has not yet been received).

**Accrued Liability**

An accrued liability is an expense recorded when it is incurred, not when a payment is made. The expense then appears on financial statements for the period in which it is incurred. (It may also be called an accrued expense).

*Example:* If you purchase on credit 5 dictionaries at \$24.95 each, the \$124.75 transaction is immediately recognized as an expense even though cash has not been paid.

**Accumulated Depreciation**

Accumulated depreciation is the sum of all recorded depreciation for a particular asset (or group of assets) since the date of acquisition.

**Activity**

Activity is the continuous completing of transactions. This activity, whether an expense or a revenue, changes the account balance.

The Solution-IV General Ledger allows you to see the activity of each account for a given accounting period.

**Adjusting Entry**

An adjusting entry is a general journal entry that corrects an account or brings that account up to date.

These entries are usually made at the end of an accounting period, but may be made whenever it is considered appropriate.

**Aging Period**

The aging period is an interval of time following a sale or a purchase that defines a revenue or expense as outstanding. The length of this period is different for each company.

*Example:* A loan company may want a listing of payments that are 2 weeks late.

**Allowance for Bad Debts**

Allowance for bad debts is an asset account that offsets uncollectible revenue. The amount is usually estimated as a percentage of accounts receivable, based on previous experience with unpaid accounts.

**Alphanumeric**

Alphanumeric describes a combination of letters and/or numbers.

*Example:* L48, 56SJ, E913S, 1234, and ASTVLS are alphanumeric.

**Amortization**

Amortization is the writing-off of the cost of an intangible asset over its economic life. It is usually used with leasehold improvements, organization costs, or goodwill.

**Asset**

An asset is anything that is owned by a business and has a monetary value.

*Example:* Buildings, fixtures, equipment, supplies and cash are assets.

**Audit Report**

An audit report verifies the accuracy of information entered into the computer. An audit report must be printed before updating the permanent files.

**Audit Trail**

An audit trail is a detailed record of accounting activity. It is a means of examining transactions from the time they are entered into a journal until they are printed in the financial statements.

**Average Cost Method**

The average cost method is a system of inventory costing. The value of inventory is determined by averaging the cost of goods in stock with goods recently received.

*Example:* 25 bicycle pedals purchased by you for resale at a cost of \$35 each remain in inventory. You purchase 10 more at \$40. Your inventory is now valued at  $(25 \times \$35) + (10 \times \$40)$  or a total of \$1275 or \$36.43 each. If you sell 30 of them, the cost of the sale will be computed as  $\$36.43 \times 30$  or \$1092.90, with a remaining inventory value of  $\$36.43 \times 5$  or \$182.15. See Standard Cost, LIFO and FIFO.

**B****Back Order**

A back order is a request for items that are currently out of stock. As soon as they become available they are shipped to the customer.

**Backup**

A backup is a copy of computer files on a portable medium (such as a floppy diskette or tape cartridge). Should the computer files be corrupted or destroyed the backup can be used to replace the data.

Backups should be made at regular intervals.

**Bad Debt**

A bad debt is a revenue that is partially or completely uncollectible. It becomes an expense when it is established that the customer will not pay the obligation and it is not practical to enforce payment.

**Balance**

A balance is the difference between total debits and total credits of an account at a given time. An individual account is said to have a debit balance if debits are greater than credits, a credit balance if credits are greater than debits, or a zero balance if debits equal credits.

**Balance Forward**

Balance forward is a technique used in accounts receivable summarizing all transaction activity at the end of an accounting period. The balance is then carried forward to the next accounting period.

See Open Item.

**Balance Sheet**

A balance sheet is a financial statement summarizing the financial status of a business at a specific time. It is a detailed presentation of the assets, liabilities and owner's equity as in the fundamental accounting equation:  $\text{Assets} = \text{Liabilities} + \text{Equity}$ .

**Bank Reconciliation**

A bank reconciliation compares the bank statement to the depositor's records. Differences should be analyzed and explained by deposits in transit, checks outstanding, bank charges, and errors.

**Bucket**

A bucket is a field on the screen or in a file where data is displayed or stored. Often it is a field that does not allow user input such as the data in a specific aging category.

**Budget**

A budget is a financial plan or goal for a specific period of time. It can be used to compare with actual results.

**C****Capital**

In accounting, capital is too general to be used by itself. In most cases it means the ownership of the assets of a business by the proprietor(s).

See Equity.

**Cash Basis**

Cash basis accounting records revenue only when a payment is received and records an expense only when a payment is made. The payments are recorded on financial statements for the period in which they are made.

Very small businesses usually operate on a cash basis.

*Example:* When the sale of a product or a service is made, the transaction is not recorded until cash is received. This is to be distinguished from accrual basis.

**Cash Discount**

A cash discount is the amount deducted from a customer's bill when a prompt payment of that invoice is made.

**Character**

A character is a symbol, letter, or number.

**Chart of Accounts**

The chart of accounts is a table of contents for the General Ledger. It lists the accounts systematically with assets followed by liabilities, capital, revenue, cost of sales and expenses.

**Check Register**

A check register is a listing of check numbers and invoices paid. It is available when computer checks are generated, hand-written checks are entered, or as a summary at the end of the period.

**Company**

A company is an organization with its own separate assets, liabilities and equity. It may, however, be a division, branch office, department or subsidiary of a single organization. Solution-IV separates all files by company. In Solution-IV a company may also be referred to as a business or an entity.

**Compressed Printing**

Compressed printing is a feature available on some 80-character printers. It allows reports formatted for a 132-character column width to be printed on an 8-inch by 11-inch page.

**Credit**

A credit decreases an asset or an expense account and increases a liability, equity, or revenue account. It is entered on the right side of a ledger account.

**Credit Balance**

See Balance.

**Credit Limit**

A credit limit is the maximum dollar amount in merchandise a customer may receive prior to payment. Once this amount is reached, the customer must make a payment before receiving additional merchandise.

**Credit Memo**

A credit memo is a document notifying a customer that his account has been credited. It is usually a result of a return. A credit memo reduces accounts receivable.

**Current Asset**

A current asset is expected to be converted into cash or depleted in one year or less.

**Current Liability**

Also called short term liability. See Liability.

**Current Liquidity Ratio**

See Liquidity Ratios.

**Current Ratio**

See Liquidity Ratios.

**Cursor**

The cursor is a character on a computer terminal screen which marks the place where typed characters are entered.

**D****Data File**

See File.

**Debit**

A debit increases an asset or an expense account and decreases a liability, equity, or revenue account. It is entered on the left side of the ledger account.

**Debit Balance**

See balance.

**Depreciation**

Depreciation is the decrease in value of a fixed asset over a period of time. The loss of value is caused by wear or obsolescence.

**Direct Labor**

Direct labor is the labor cost to convert raw materials into finished goods.

**Discount Due Date**

The discount due date is the last day a payment may be made to receive a cash discount. After this date the full price must be paid.

**Diskette**

A diskette, computer storage media, is made of flexible plastic rather than rigid metal. It is a portable medium and can be easily stored.

**Due Date**

The due date is the date on which payment must be made.

**Dunning Message**

Dunning messages are messages that may be printed on a customer statement. The messages usually are different, depending on how late the customer's oldest invoice is.

*Example:* Your account is past due please pay promptly. Thank you!

**E****Economic Life**

The economic life of a fixed asset is the time during which it is usable. When it must be replaced, its economic life is over.

**Equity**

Equity is the investment in a business by the owner. It can be expressed as:  $\text{Equity} = \text{Assets} - \text{Liabilities}$ .

**Expense**

An expense is a cost incurred while operating a business.

*Example:* The electric bill is an expense of operating a retail store.

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**FIFO**

FIFO (an abbreviation for first-in, first-out) is a method of assigning cost to inventory. Those items acquired or produced first are used or sold first. This keeps the value of all items in stock at the latest price to be paid for them.

In inflationary times, costing by FIFO increases both the gross margin and the stated value of remaining inventory.

*Example:* 25 bicycle pedals purchased by your company for resale at a cost of \$35 each remain in inventory. You purchase 10 more at a cost of \$40. Your inventory is now valued at  $(25 \times \$35) + (10 \times \$40)$  or \$1275. If you sell 30 of them, the cost of sale will be computed as  $(25 \times \$35) + (5 \times \$40)$  or \$1075, with a remaining inventory value of  $(5 \times \$40)$  or \$200.

See LIFO, Standard Cost and Average Cost.

**Field**

A field is the place on the computer terminal screen where a single item of data is entered.

*Example:* In a customer masterfile record, the customer name is typed in the customer name field and the customer address is typed in the customer address field.

See Key.

**File**

A computer file is a collection of related records stored under a unique name. Data files contain accounting information such as journal entries and account balances. Program files contain instructions used by the computer.

**Financial Statement**

A financial statement is a report of the financial status of a business. It can be a balance sheet, profit and loss statement, or any other presentation of financial data.

**Fiscal Year**

The fiscal year is an accounting period that does not necessarily follow the calendar year. It might consist of 12 months, 13 periods of 28 days each or 4-4-5 weeks (each 13 weeks equaling 1/4 year).

**Fixed Asset**

A fixed asset is a physical item having a useful life of one year or more. It is also referred to as property, plant, equipment, or plant assets.

*Example:* A copy machine is a fixed asset.

**Floppy Disk**

See Diskette.

**Function**

A function is an operation that performs a job.

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**GAAP**

See Generally Accepted Accounting Principles.

**General Ledger**

The General Ledger summarizes all business transactions, grouping them by account code. Financial statements are prepared from this information.

**Generally Accepted Accounting Principles (GAAP)**

Generally Accepted Accounting Principles provide guidelines for conventions, rules, and procedures currently considered acceptable accounting practice.

**Goodwill**

Goodwill is an intangible asset whose dollar value is derived from the management skills and reputation of a business. It represents the potential earning power of a business beyond the current market value of its assets. Goodwill is usually recognized only at the time a business is sold.

**Gross Profit**

Gross profit is the difference between the selling price and the cost of the items being sold. It does not recognize other expenses such as rent, telephone, or utilities.

**Gross Profit Percentage**

Gross profit percentage shows the relationship of gross profit to sales. It can be expressed as:  $\text{Gross Profit Percentage} = (\text{Total Sales} - \text{Total Cost of Sales}) / \text{Total Sales}$ .

**H****Hard Disk**

The hard disk is computer storage media made of rigid material and is either fixed or removable. It has greater storage capacity and handles data faster than diskettes.

**Hardware**

Hardware is a general term referring to the computer and its associated equipment.

**I****Income**

Income is the excess of revenues over expenses. It may be expressed as:  $\text{Income} = \text{Revenues} - \text{Expenses}$ .

**Income Statement**

An income statement is a report that balances total revenues and total expenses over a period of time. A positive balance is a profit, while a negative balance is a loss. It is also called a profit and loss statement or a statement of operations.

**Intangible Asset**

An intangible asset is a long term asset without physical substance.

*Examples:* Copyrights, franchises, patents, trademarks, and goodwill are intangible assets.

**Integration**

Integration is the bringing of separate parts together. It can be used to describe the transferring of data from one system to another or the entering of data into the system once and having it transferred to all related files.

*Example:* Accounts Payable is integrated with General Ledger. Entries to Accounts Payable which are relevant to General Ledger are automatically transferred to General Ledger.

**Interactive System**

An interactive system does not allow the user to enter invalid data.

*Example:* Solution-IV is an interactive system and does not accept the entry of a company code that has not yet been created.

**Interest**

Interest is the amount of money paid for the use of money over time.

**Inventory**

An inventory is the stock owned by a business at any given time. It can be finished goods held for direct sale or component parts used in manufacturing for future sale.

**Inventory Costing**

Inventory costing is the method of determining the value of items in inventory.

See LIFO, FIFO, Average Cost, and Standard Cost.

**Invoice**

An invoice is a complete list of goods or services delivered to the buyer by the seller. It also shows quantity, price, shipping charges, terms, and other costs or discounts.

**J****Journal Entry**

A journal entry is the primary means of entering financial data into the General Ledger. The sum of the debits and credits in a journal entry must always equal zero.

*Example:* The journal entry for the purchase of \$250 of office supplies (paid in cash) would consist of a \$250 credit to cash and a \$250 debit to office supplies expense.

**K****Key**

A key is a specialized field (see Field). Since the system uses the characters entered in this field to access records in a specific file, the key entry must be unique.

*Example:* In Solution-IV Customer Maintenance Masterfile, the customer code is the key field.

**L****LIFO**

LIFO (an abbreviation for last-in, first-out) is a method of assigning cost to inventory. Those items acquired or produced last are used or sold first. This keeps the value of all items in stock at the earliest price paid for them.

In inflationary times costing inventory by LIFO reduces both the gross margin and the stated value of remaining inventory.

*Example:* 25 bicycle pedals purchased by you for resale at a cost of \$35 each remain in inventory. You purchase 10 more at a cost of \$40. Your inventory is now valued at  $(25 \times \$35) + (10 \times \$40)$  or \$1275. If you sell 30 of them the cost of sale will be computed as  $(10 \times \$40) + (20 \times \$35)$  or \$1100, with a remaining inventory value of  $(5 \times \$35)$  or \$175.

See FIFO, Standard Cost and Average Cost.

**Labor Burden**

Labor burden is the expense incurred for workers in addition to their actual wages.

*Example:* The employer's share of FICA (Social Security), federal and state unemployment insurance tax, workers' compensation insurance premiums, and employer-paid union contributions are part of the labor burden.

**Leasehold Improvement**

A leasehold improvement is a fixed asset purchased by the lessee for a rented property. Usually it may not be removed from the property when the lease expires.

*Example:* The installation of new fixtures and walls are leasehold improvements.

**Leverage Ratios**

Leverage ratios indicate how much the business is encumbered by its liabilities. It is the relationship of liabilities to assets and of debt to equity.

**Liability**

A liability is the amount of money due creditors.

**Types of liabilities:**

1. Current(or short term)-full payment is due in 1 year or less.
2. Long term-full payment is not expected for over 1 year.

**Liquidity Ratios**

Liquidity ratios indicate how much of the assets are easily available.

The Current Ratio is the relationship of current assets to current liabilities. It can be expressed as:  $\text{Current Ratio} = \text{Current Assets} / \text{Current Liabilities}$ .

The Quick Ratio is the relationship of current assets less inventory to the current liabilities. It can be expressed as:  $\text{Quick Ratio} = (\text{Current Assets} - \text{Inventory}) / \text{Current Liabilities}$ .

**List Price**

A list price is a published price subject to customer discounts.

**Long Term Liability**

See Liability.

**M****MTD**

MTD is an abbreviation for month-to-date. In Solution-IV it usually refers to the activity of an account (such as General Ledger account codes, customers, or vendors) so far this month.

**Masterfile**

A masterfile is a computer file containing all related data elements for a specific record.

**Multi-Company Accounting**

See Multi-Company Environment.

**Multi-Company Environment**

A multi-company environment allows the user to maintain separate sets of records for different businesses. Solution-IV is a multi-company environment system. It is also called multi-company accounting.

**Multi-User Accounting System**

A multi-user system allows more than one user to access a specific program from different terminals at the same time. All users can access the same files (except when a file has been security protected).

**N****Net Asset**

The net asset is the total stockholders' equity. It can be expressed as:  $\text{Net Assets} = \text{Total Assets} - \text{Total Liabilities}$ .

**Net Income**

See Net Profit.

**Net Profit**

The net profit results when income exceeds costs and expenses. A Net Loss occurs when costs and expenses exceed income.

**O****Open Item**

Open item accounting is the accounts receivable procedure which tracks each transaction in the customer record. Statements for open item customers show all invoices that are not fully paid regardless of the period in which they originated.

See Balance Forward.

**Operating Expense**

An operating expense includes marketing and administrative expenses. It is all expenses other than the cost of goods, cost of labor, interest, and income tax.

**Operator Code**

The operator code is an identifier from 1 to 3 characters long that must be entered to gain access to the system or to a function.

**Overhead**

Overhead is an expense not directly related to a specific job. These expenses occur whether or not a specific job is under way.

*Example:* Wages to office personnel, office supplies, rent, and utilities are overhead.

**Overhead Burden**

Overhead burden is all overhead expenses except for labor that can be applied to the cost of producing goods or services.

**Overhead Rate**

An overhead rate applies a predetermined rate to a contract or job to cover overhead burden. It is usually based on labor hours or direct material dollars.

**Overtime**

Overtime is the number of hours of work done beyond regular hours. These records are kept for payroll purposes.

*Example:* Overtime might be anything over 8 hours a day or 40 hours a week.

**P****Paid-in Capital**

Paid-in capital is the amount of money invested as equity when a business is started.

**Parameter**

A parameter is a format definition. When setting up Solution-IV, the system may be customized by setting parameters such as the length of the account size, the position of the location segment and the position of the department segment.

**Perpetual Inventory Method**

The perpetual inventory method is a continuous count of merchandise. The inventory count is updated at the time of a purchase or a sale.

**Physical Inventory**

A physical inventory is a list of merchandise on hand, determined by an actual count.

**Profit Center**

A profit center is a part of a business generating its own income and incurring its own expenses. It is separated from the rest of the business for accounting purposes. A conceptual division (rather than a physical department) of a company may also be a profit center.

*Example:* One store in a chain of stores may be designated a profit center.



**Profitability Ratios**

The profitability ratio is the relationship of the net profit to the size of the business. It may be expressed as:

Net Profit Margin = Net Profit / Total Sales

Return on Assets = Net Profit / Total Assets

Return on Equity = Net Profit / Total Equity

Earnings per Share = Net Profit / Total Shares of Stock

**Program File**

See File.

**Purchase Order**

A purchase order is a document requesting a vendor to ship a specified quantity of merchandise.

**Q****Quantity Pricing**

Quantity pricing is a system that provides a lower price when larger quantities are ordered.

*Example:* 10 bicycle tires may be ordered at \$9.95 each, while 100 bicycle tires may be ordered at \$9.45 each.

**Quick Ratio**

See Liquidity Ratios.

**R****Range**

A range is a group defined by two specific end points.

*Examples:* The number 2 is within the range of numbers from 1 to 10. The letter G is outside the range of all letters from A to C.

**Ratio Analysis**

A ratio analysis is a financial report assessing the performance of a business. It analyzes the activity in terms of leverage ratios, liquidity ratios, and profitability ratios for a business over a specific period of time.

**Record**

A record is related data stored in a computer file.

*Example:* Information for each company (company name, address, telephone number, federal ID number and applications used) is a single record in the Company Masterfile.

**Recurring Entry**

A recurring entry is a fixed journal entry that occurs on a regular basis.

*Example:* Rent, loan payments, and flat rate utility fees may be recurring entries.

**Reorder Amount**

The reorder amount is the minimum quantity of stock allowed in inventory. When that number is reached, an order is placed to replenish the stock.

*Example:* If the reorder amount for handlebars is 25, an order will not be placed until the inventory reaches 25 handlebars.

**Reorder Level**

See Reorder Amount.

**Retainage**

Retainage is an amount of money withheld from payment until an entire job (or a specified portion of the job) is completed. It is most often used in construction.

**Retained Earnings**

Retained earnings are profits reinvested in the business as stockholder equity. It is also the accumulated profits, minus any losses or dividends, of a company from its creation.

**Reversing Entry**

A reversing entry cancels a previous entry. A credit is used to cancel a debit and a debit is used to cancel a credit.

**S****Sales Allowance**

The sales allowance is a reduction of the previously agreed upon selling price.

**Sales Returns**

A sales return is a product returned by the customer. When merchandise is returned, a debit must be made to the sales return and allowances account, and a credit to Accounts Receivable.

**Security**

Security is a system safeguard against unauthorized entry.

**Short Term Liability**

Also called current liability. See Liability.

**Source Document**

A source document is the original transaction record. It is used to enter data into the computer file.

*Example:* The vendor invoice is a source document which contains information such as the vendor invoice number, the invoice date, terms, discount, and sales tax which is entered into the computer files.

**Standard Cost Method**

The standard cost method is a system of inventory costing. It uses a predetermined amount for a specific item to value the inventory and establish the sales price.

See LIFO, FIFO and Average Cost methods.

*Example:* The standard cost of your bicycle pedals is predetermined to be \$35. 25 pedals remain in inventory at a cost of \$35 each. You purchase 10 more at \$40 each. Your inventory value will be calculated at  $(35 \times \$35)$  or \$1225. If you sell 30 of them the cost will be computed as  $(30 \times \$35)$  or \$1050 with a remaining inventory value of  $(5 \times \$35)$  or \$175.

**T****Terms**

Terms are the conditions of payment agreed to by the customer and are included on the invoice. Discount terms are often used to encourage prompt payment.

*Example:* Terms of payment such as 2/10 net 30 (a 2% discount is allowed if payment is made within 10 days), might be offered to encourage prompt payment.

**Trade Discount**

A trade discount is a reduction from the list price.

**Transaction**

A transaction is an event that affects the financial position of a business.

*Example:* The purchase of 2 bicycle pumps @ \$7.50 each is a transaction requiring the following journal entries: a \$15 debit to inventory and a \$15 credit to cash.

**Trial Balance**

The trial balance is a report showing the balance of each account in the General Ledger. The total credits must always equal the total debits in the General Ledger.

**Two-Step Billing**

In a two-step billing procedure the first step is to enter the customer order and the second step is to prepare the invoice for that order. The invoice is not prepared until the ordered items are shipped.

**V****Variance**

A variance is the difference between an actual amount and an estimated amount. It can be shown as an amount (e.g., \$1000 over) or as a percentage (e.g. -2%).

*Example:* If \$500 is budgeted for office supplies and \$450 is spent, the variance is \$50 under (or -10%).

**Voucher**

A voucher is a document that legitimizes an invoice and authorizes payment. Solution-IV Accounts Payable allows the entry of records using either the vendor's invoice number or your company's voucher number.

**W****W-2 Form**

A W-2 form is a statement of an employee's total earnings received and total taxes paid during the calendar year. The IRS requires that a W-2 be prepared for and distributed to each employee.

**W-4 Form**

The W-4 is a form completed by the employee informing the company of the amount of income tax that should be withheld from that employee's wages. The form is provided by the IRS and is also called the Employee's Withholding Exemption Certificate.

**Working Capital**

Working capital is the amount of capital in current use in the operation of a business. It can be expressed as: Working Capital = Current Assets – Current Liabilities.

**Write-Off**

See Amortization.

**Y****YTD**

YTD is an abbreviation for year-to-date. In Solution-IV it usually refers to the activity of an account (such as General Ledger account codes, Customers, or Vendors) so far this fiscal year.