

# *Solution-IV*<sup>™</sup> Accounting Inventory Control



*Version 8.521*

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A. Inventory Control Messages; B. Understanding the Accounting Theory Behind Inventory Control;  
C. What to do with all the Paper Generated; D. Glossary



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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.

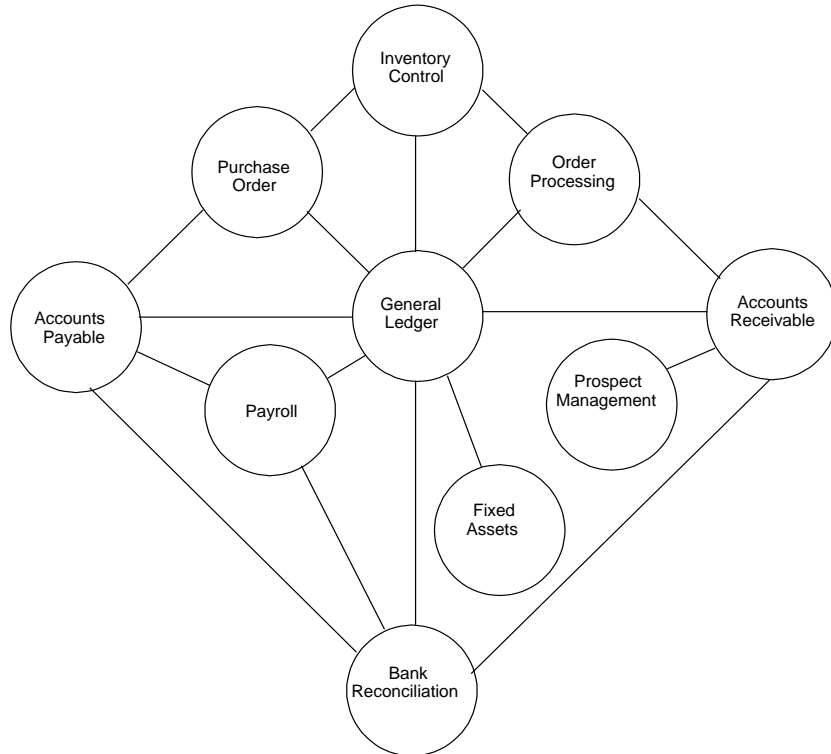
Solution-IV Inventory Control can also produce a wide variety of management reports, including:

- ◆ 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

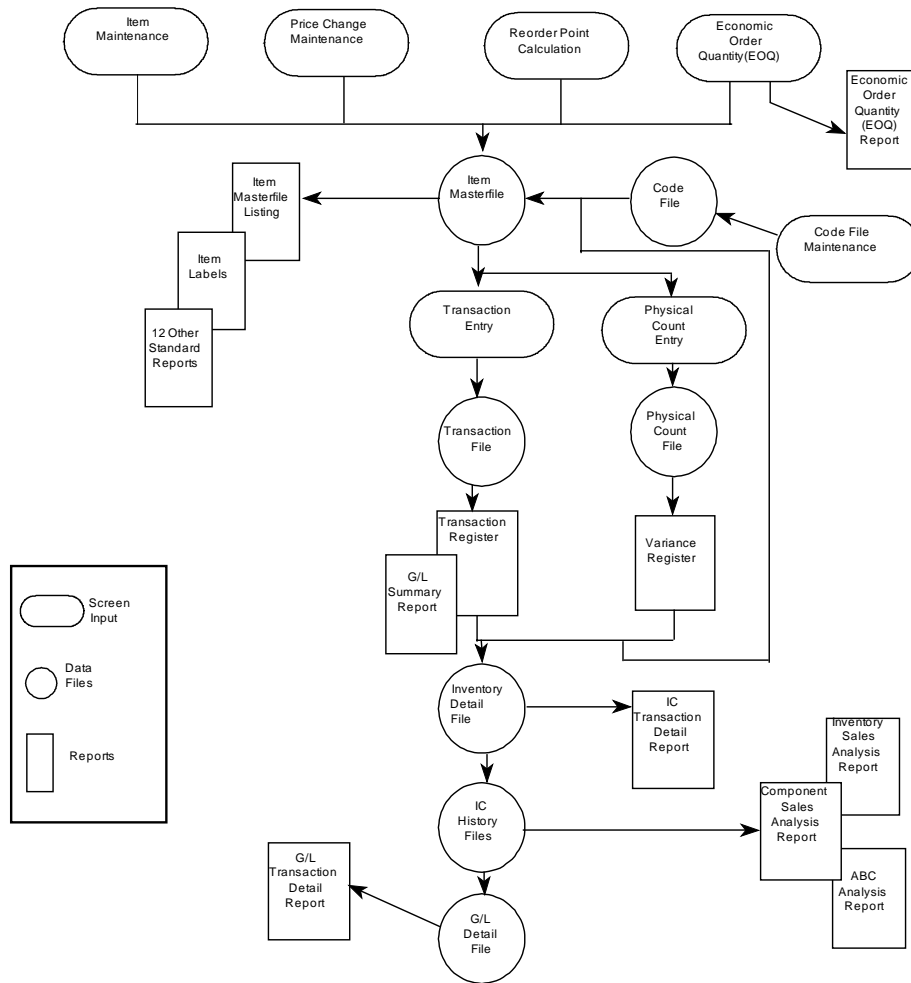
## Thoroughbred Solution-IV Accounting Flowchart

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.

### **Glossary**

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

### **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.

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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
- Monthly 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 option **5**, Inventory Control.

Term: TA		Inventory Control Main Menu		05/29/97	
Menu: ICM		Lightspeed Distributors (DEM)		12:42 PM	
<b>Transaction Entry</b> 1 Adjustment Entry 2 Issue Entry 3 Receipt Entry 4 Returns Entry 5 Transfer Entry			<b>Maintenance &amp; Inquiries</b> 8 Item Maintenance Menu 9 Price Change Maintenance 10 Reorder Point Calculation 11 Item Inquiry 12 Code File Maintenance Menu		
<b>Transaction Registers &amp; Updates</b> 6 Transaction Register & Update			<b>Reports</b> 13 Item Masterfile Listing 14 Item Label Printing 15 Monthly Reports Menu		
<b>Physical Inventory System</b> 7 Physical Inventory Menu			<b>Period End Processing</b> 16 Period End Update 17 Status Change Update		
Selection: _____					

## 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.

### 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.

### **Monthly 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.

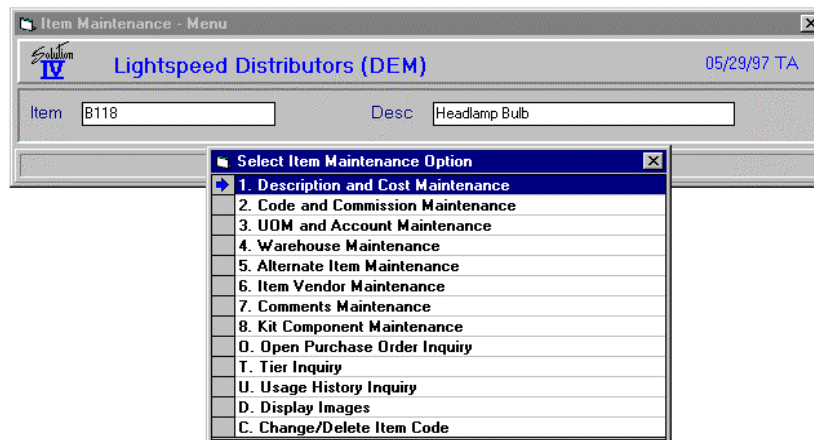
## Item Maintenance Menu

### 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 option 8, 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.

**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 option **12**, Code File Maintenance Menu.

Term: TA	IC Code File Maintenance Menu	05/29/97
Menu: ICC	Lightspeed Distributors (DEM)	12:46 PM

Inventory Control Parameters	
1	IC Parameters Maintenance
2	IC Parameters Listing

Code File Maintenance	
3	Class Code Maintenance
4	Price Break Maintenance
5	Product Code Maintenance
6	Sales Promotion Maintenance
7	Unit Code Maintenance
8	UOM Conversion Maintenance
9	Warehouse Code Maintenance

Code File Listings	
10	Class Code Listing
11	Price Break Listing
12	Product Code Listing
13	Sales Promotion Listing
14	Unit Code Listing
15	UOM Conversion Listing
16	Warehouse Code Listing

Selection: \_\_\_\_\_

## 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.

**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.

## Monthly 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 option **15**, Monthly Reports Menu.

Term: TA	IC Monthly Reports Menu	05/29/97
Menu: ICR	Lightspeed Distributors (DEM)	12:47 PM

Standard Reports		Analysis Reports	
1	Price List	13	Inventory Sales Analysis
2	Vendor Listing	14	Component Sales Analysis
3	Requirements Report	15	ABC Analysis Report
4	Status Report	16	Transaction Detail Report
5	Turnover Report	17	Inventory Recall Report
6	Shortage Report	18	EOQ Order Point Report
7	Overstock Report		
8	Reorder Report		
9	Valuation Report		
10	Discontinued Item Report		
11	Kit Component Report		
12	Alternate Item Report		

Selection: \_\_\_\_\_

## Standard Reports

### Inventory 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.

### Inventory 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.

### Inventory 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.

### Inventory 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.

### Inventory 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.



**Inventory 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.

**Inventory 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.

**Inventory 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.

**Inventory 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.

**Discontinued Item Report**

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

**Inventory 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.

<b>Analysis Reports</b>
-------------------------

**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 of 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.

***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.

## 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 option 7, Physical Inventory Menu.

```

Term: TA                      Physical Inventory Menu          05/29/97
Menu: ICP                    Lightspeed Distributors (DEM)  12:47 PM

      Physical Inventory System
      1 Count Selection
      2 Count Worksheets
      3 Count Entry
      4 Variance Report & Update

Selection: _____
  
```

### 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 option **1**, IC Parameters Maintenance.

The screenshot shows the 'IC Parameters Maintenance' window for 'Lightspeed Distributors (DEM)' dated 05/29/97. The window contains the following fields and values:

Item segment	Length	Format
1	06	Y
2	00	Y
3	00	
4	00	

Other settings include:

- Character used to designate non stock item: ☒ (blank)
- Post distributions to General Ledger?: ☒ Y
- Number of periods per inventory year: 12
- Current sales analysis period number: 4
- Number of periods to average for sales analysis: 3
- Verify physical counts?: ☐ N
- Base counts upon current on-hand or frozen quantity?: ☐ F
- Do you have multiple warehouses?: ☒ Y
- Main warehouse code: NJ

At the bottom, there is a text entry field: 'Enter the special character for non-stock items'.

### 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				It will look like this:
1	2	3	4	
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.

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

**Non-Stock Item Character**

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

Examples: \* / : ^

**Enable General Ledger?**

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

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

**Number of Periods**

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:

The screenshot shows a software window titled "IC Parameters Maintenance - 2" with a subtitle "Lightspeed Distributors (DEM)" and a date "05/29/97 TA". The window contains the following fields and controls:

- Method used for calculating ABC categories:** A dropdown menu set to "D".
- Percentage in 'A' category:** Input field with value "10.000".
- Percentage in 'B' category:** Input field with value "25.000".
- Percentage in 'C' category:** Input field with value "65.000".
- Carrying cost:** Input field with value "30.00".
- Setup cost:** Input field with value "10.00".
- Access to regular comments in Item Inquiry:** A dropdown menu set to "C".
- Access to internal comments in Item Inquiry:** A dropdown menu set to "C".
- Minimum percentage for shortage reporting:** Input field with value "100.00".
- Maximum percentage for overage reporting:** Input field with value "100.00".
- Automatically add new vendors to Item Maintenance - Vendor file?:** A checkbox checked with "Y".

At the bottom of the window, there is a legend: "D-Dollar usage Q-Quantity on hand U-Units usage".

**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 option **2**, IC Parameters Listing.

### Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. You will then be returned automatically to the Code File Maintenance Menu.

```

03/31/00 03:34 PM          IC Parameters Listing          Term: T0
                          Lightspeed Distributors (DEM)      Page: 1
-----
Item code segments:      6
Format segments?       Y

Character used to designate non-stock item: /
Post distributions to General Ledger?      Y

Number of periods per inventory year:      12
Current sales analysis period number:      4
Number of periods to average for sales analysis:  3

Verify physical counts? N
Base counts upon current or frozen quantity: F - Frozen

Do you have multiple warehouses? Y
Main warehouse code:      NJ

Method used for calculating ABC categories: D - Dollar Usage
Percentage in 'A' category: 10.000
Percentage in 'B' category: 25.000
Percentage in 'C' category: 65.000

Carrying cost:          30.00
Setup cost:             10.00

Access to regular comments in Item Inquiry: C - Read/Write
Access to internal comments in Item Inquiry: C - Read/Write

Minimum percentage for shortage reporting: 100.00
Maximum percentage for overage reporting:  100.00

Automatically add new vendors to Item Masterfile - Vendor file? Y

```

## 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 option **3**, Class Code Maintenance.

### Description of Fields

#### Class Code

Enter up to six alphanumeric characters for the class code.

*Examples:* 24          24" Frames

BIKES    Bicycle Discount Structure

#### Description

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

#### Status

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

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

### Exit the Screen

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

## Class Code Listing

### Introduction

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

### How to Execute

From the Code File Maintenance Menu, select option **10**, Class Code Listing.

### Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. You will then be returned automatically to the Code File Maintenance Menu.

03/31/00 03:34 PM	Class Code Listing	Term: T0
	Lightspeed Distributors (DEM)	Page: 1
-----		
Class		
Code	Description	
-----		
24"	24" size frames	
26"	26" size frames	
BIKES	Bikes discount structure	
MISC	Accessories discount structure	
4 Class Codes Printed		

## 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 option **4**, Price Break Maintenance.

Level	Quantity-Amount	Disc-Markup-Amt
0	1.0000	10.0000
1	5.0000	15.0000
2	10.0000	20.0000
3	9999999.9999	.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:

- A** Discount amount
- C** Cost markup percentage

**D** Discount percentage

**M** Cost markup amount

**P** Actual price

**Type**

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

**A** Based on dollar amount ordered.

**Q** Based on quantity ordered.

**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 option **11**, Price Break Listing.

### Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. You will then be returned automatically to the Code File Maintenance Menu.

03/31/00 03:35 PM		Price Break Code Listing Lightspeed Distributors (DEM)		Term: T0 Page: 1	
Item Class	Customer Class	Price Break Description	Pricing Method Level	Quantity	Amount
BIKES	A	Bike Products - Level "A"	Discount percentage off break price based on quantity breaks		
			0	1.0000	10.0000 %
			1	5.0000	15.0000 %
			2	10.0000	20.0000 %
			3	9,999,999.9999	0.0000 %
BIKES	B	Bike Products - Level "B"	Discount percentage off break price based on quantity breaks		
			0	1.0000	13.0000 %
			1	5.0000	18.0000 %
			2	10.0000	23.0000 %
			3	9,999,999.9999	0.0000 %
BIKES	C	Bike Products - Level "C"	Discount percentage off break price based on quantity breaks		
			0	1.0000	16.0000 %
			1	5.0000	21.0000 %
			2	10.0000	26.0000 %
			3	9,999,999.9999	0.0000 %
MISC	A	Accessories - Level "A"	Discount percentage off break price based on quantity breaks		
			0	1.0000	5.0000 %
			1	9,999,999.9999	0.0000 %
MISC	B	Accessories - Level "B"	Discount percentage off break price based on quantity breaks		
			0	1.0000	8.0000 %
			1	9,999,999.9999	0.0000 %
MISC	C	Accessories - Level "C"	Discount percentage off break price based on quantity breaks		
			0	1.0000	11.0000 %
			1	9,999,999.9999	0.0000 %
6 Price Break Codes Printed					

## Product Code Maintenance

### Introduction

Product codes is 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 option **5**, Product Code Maintenance.

**Product Code Maintenance**  
**Lightspeed Distributors (DEM)** 05/29/97 TA

Product Code: BIKES Desc: Bicycles

Costing method: L  
 Item price class:   
 Override description?: Y  
 Product code status:   
 Valuation UOM: EA  
 Purchase UOM: EA  
 Sales UOM: EA

**General Ledger Accounts**

Inventory	130-00-00
Cost of Sales	500-00-00
Sales	400-00-00
Returns	450-00-00
Adjustments	135-00-00
Purchases	510-00-00

**Are items using this product code**

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

**Post the following by warehouse?**

Inventory?	Y
Cost of Sales?	Y
Sales?	Y
Returns?	Y
Adjustments?	Y
Purchases?	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.

#### Examples:

BIKES      Bicycles  
 TRIKES    Tricycles  
 ACCESS    Accessories

#### Description

Enter up to 35 characters to describe this product code.

#### Costing Method

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

**A**      Weighted Average Cost  
**U**      Unit Cost

- F** First In, First Out (FIFO)
- L** Last In, First Out (LIFO)
- T** Lot Number
- S** Serial Number

**Item Price Class**

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

**Override Description?**

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

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

**Product Code Status**

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

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

**Valuation UOM**

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

*Examples:* EACH, BOX, CASE, LBS

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

**Purchase UOM**

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



**Sales UOM**

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

**Commissionable?**

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

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

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

**Method**

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

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

**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:

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

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

**Taxable?**

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

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

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

**Inventory**

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

**Cost of Sales**

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

**Sales**

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

**Returns**

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

**Adjustments**

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

**Purchases**

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

**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.

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

***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 option **12**, Product Code Listing.

### Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. You will then be returned automatically to the Code File Maintenance Menu.

03/31/00 03:35 PM		Product Code Listing Lightspeed Distributors (DEM)						Term: T0 Page: 1			
Product Code	Description	Costing Method	Unit of Measure: Value Purch Sales			Post to GL by Warehouse? Inven COS Sales Rtrns Adjus Purch					
BIKES	Bicycles	LIFO	EA	EA	EA	Y	Y	Y	Y	Y	Y
	General Ledger Accounts:	Inventory:	130-00-00		Inventory - NJ						
		Cost of Sales:	500-00-00		Cost of sales - Bikes						
		Sales:	400-00-00		Sales - Bikes						
		Returns:	450-00-00		Returns - Bikes						
		Adjustments:	135-00-00		Inventory adjustments - NJ						
		Purchases:	240-00-00		Purchases						
	Order Entry Questions:	Commissionable?	Y		Taxable?	Y					
		Method:	S		Discountable?	Y					
		Add-on amount:		0.0000	Override Description?	Y					
		Rate or Amount:		0.0000							
		Price Break Code:									
MISC	Miscellaneous	LIFO	EA	EA	EA	Y	Y	Y	Y	Y	Y
	General Ledger Accounts:	Inventory:	130-00-00		Inventory - NJ						
		Cost of Sales:	500-00-00		Cost of sales - Bikes						
		Sales:	400-00-00		Sales - Bikes						
		Returns:	450-00-00		Returns - Bikes						
		Adjustments:	135-00-00		Inventory adjustments - NJ						
		Purchases:	240-00-00		Purchases						
	Order Entry Questions:	Commissionable?	Y		Taxable?	Y					
		Method:	S		Discountable?	Y					
		Add-on amount:		0.0000	Override Description?	Y					
		Rate or Amount:		0.0000							
		Price Break Code:									
TRIKES	Tricycles	LIFO	EA	EA	EA	Y	Y	Y	Y	Y	Y
	General Ledger Accounts:	Inventory:	130-00-00		Inventory - NJ						
		Cost of Sales:	500-00-00		Cost of sales - Bikes						
		Sales:	400-00-00		Sales - Bikes						
		Returns:	450-00-00		Returns - Bikes						
		Adjustments:	135-00-00		Inventory adjustments - NJ						
		Purchases:	240-00-00		Purchases						
	Order Entry Questions:	Commissionable?	Y		Taxable?	Y					
		Method:	S		Discountable?	Y					
		Add-on amount:		0.0000	Override Description?	Y					
		Rate or Amount:		0.0000							
		Price Break Code:									
~NSTK~	Non Stock Products	LIFO	EA	EA	EA	Y	Y	Y	Y	Y	Y
	General Ledger Accounts:	Inventory:	130-00-00		Inventory - NJ						
		Cost of Sales:	500-00-00		Cost of sales - Bikes						
		Sales:	400-00-00		Sales - Bikes						
		Returns:	450-00-00		Returns - Bikes						
		Adjustments:	135-00-00		Inventory adjustments - NJ						
		Purchases:	240-00-00		Purchases						
	Order Entry Questions:	Commissionable?	Y		Taxable?	Y					
		Method:	S		Discountable?	Y					
		Add-on amount:		0.0000	Override Description?	Y					
		Rate or Amount:		0.0000							
		Price Break Code:									
4 Product Codes Printed											

## 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 option 6, Sales Promotion Maintenance.

	Month to Date	Year to Date	Last Year
Sales	0.0000	0.0000	0.0000
Cost of sales	0.0000	0.0000	0.0000
Number of invoices	0	0	0

### 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 option **13**, Sales Promotion Listing.

### Sample Reports

After selecting a printed or displayed copy, you will see reports similar to the following. You will then be returned automatically to the Code File Maintenance Menu.

03/31/00 03:35 PM		Sales Promotion Code Listing		Term: T0	
		Lightspeed Distributors (DEM)		Page: 1	
-----					
Promo Code	Description	Starting Date	Ending Date	Promotion	Type
-----					
JULY4	July 4th Sales	07/01/00	07/04/00	Discount %	
	From Item:	Discount %			10.0000
	To Item: ZZZZZZ				
	From Product: BIKES				
	To Product: ~NSTK~				
	Minimum quantity:	0.0000			
	Minimum amount:	0.0000			
	Use lower of promotion or contract price				
	Last Used:				
	Sales:	0.0000	0.0000		0.0000
	Cost of Goods Sold:	0.0000	0.0000		0.0000
	Number of Invoices:	0.	0.		0.



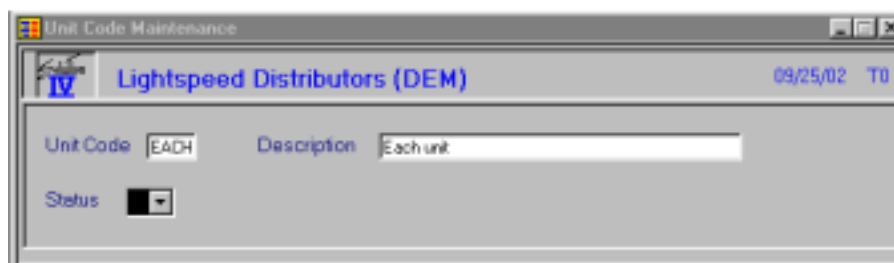
## Unit Code Maintenance

### 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 option **7**, Unit Code Maintenance.



### Description of Fields

#### Unit Code

Enter up to six alphanumeric characters for the unit code.

*Examples:* 24          24" Frames

BIKES    Bicycle Discount Structure

#### 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 option **14**, Unit Code Listing.

### Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. You will then be returned automatically to the Code File Maintenance Menu.

09/25/02 01:49 PM		Unit Code Listing	Term: T0
		Lightspeed Distributors (DEM)	Page: 1
-----			
Unit Code	Description		
-----			
CASE	Case		
EACH	Each		
GR	Gross		

## 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 option **8**, 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 option **15**, UOM Conversion Listing.

### **Sample Report**

After selecting a printed or displayed copy, you will see a report similar to the following. You will then be returned automatically to the Code File Maintenance Menu.

```
03/31/00 03:38 PM    Unit of Measure Conversion Code Listing      Term: T0
                      Lightspeed Distributors (DEM)                Page: 1
-----
```

```
10.      EA    equals 1 CASE
```

## 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 option **9**, Warehouse Code Maintenance.

### Description of Fields

#### Warehouse Code

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

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

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

#### Description

Enter up to 35 alphanumeric characters to describe the warehouse.

#### Address 1 & 2

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

#### City

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

#### State

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

**ZIP Code**

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

*Example:* 08875-6712

**Country**

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

**Contact**

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

**Phone**

Enter the phone number for this warehouse location.

**Extension**

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

**Telex**

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

**FAX**

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

**GL Location**

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

**GL Department**

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

**Default Printers**

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

**Status**

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

- |                     |  |
|---------------------|--|
| <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. |

**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 option **16**, Warehouse Code Listing.

### Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. You will then be returned automatically to the Code File Maintenance Menu.

03/31/00 03:38 PM		Warehouse Code Listing		Term: T0	
		Lightspeed Distributors (DEM)		Page: 1	
-----					
Warehouse Code	Description/ Address	Default Printers			
-----					
CA	California Warehouse 147 S. Van Ness St.  San Francisco, CA 92807 Contact: Mike Sullivan Phone: 415 555-2135 GL Location: 01 CA	Picking Tickets: LP Shipping Labels: LP COD Tags: LP Packing Lists: LP			
NJ	New Jersey Warehouse 5230 S. Barrymore  Somerset, NJ 08875 Contact: Keith Fairchild Phone: 908 555-1785 GL Location: 00 NJ	Picking Tickets: LP Shipping Labels: LP COD Tags: LP Packing Lists: LP			
2 Warehouse Codes Printed					

---

# 4 Item Maintenance

---

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

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

- Description & Cost Maintenance
- Code & Commission Maintenance
- UOM & Account Maintenance
- Warehouse Maintenance
- Alternate Item Maintenance
- Vendor Maintenance
- Comments Maintenance
- Component List Maintenance
- Change/Delete Item Code
- Open Order Inquiry
- Tier Inquiry
- Usage History Inquiry

This chapter also details how to use:

- Price Change Maintenance
- Reorder Point Calculation
- Item Inquiry

## How to Design Item Codes

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

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

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

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

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

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

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

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

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

### Numbers Only

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

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

### Numbers and Letters

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

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

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

### **Letters Only**

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

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

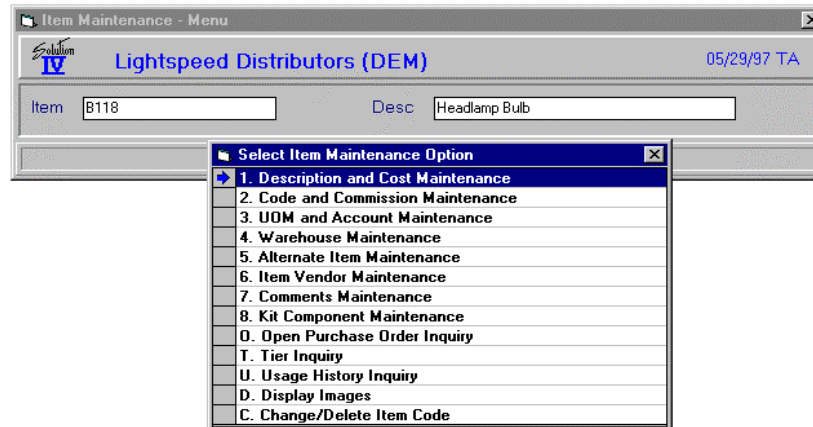
## Item Maintenance

### Introduction

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

### How to Execute

From the Inventory Control Main Menu, select option **8**, Item Maintenance.



### 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 option **1**, Description & Cost Maintenance.

**Item Maintenance - Description & Costs**

Solution IV Lightspeed Distributors (DEM) 05/29/97 TA

Item: B118 Desc: Headlamp Bulb

Product Code: MISC Miscellaneous Item Type: S

Costing Method: A

Unit Cost: .2500

Last Cost: .1200

Average Cost: .1000

Valuation UOM: EA

Purchase UOM: EA

Sales UOM: EA

In Order Entry:

Commissionable? ☒ Y Taxable? ☒ Y

Discountable? ☒ Y Drop ship? ☐ N

Display internal comment? ☒ Y

Override standard description? ☒ Y

Production & Ordering Information:

Weight: .00

Dimensions: by by

Production days: .0 Type: A

Lead time (days):

Alternate sort:

UPC Code:

ABC Code: A

EPA restricted? ☐ N

Suggested retail price: .0000

Post kit quantities? ☒ Y Show components? ☒ Y

### Description of Fields

#### Desc

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

#### Product Code

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

#### Item Type

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

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

**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.

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

**Unit Cost**

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

**Last Cost**

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

**Average Cost**

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

The weighted average is calculated using the following formula:

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

**Valuation UOM**

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

*Examples:* EACH, BOX, CASE, LBS

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

**Purchase UOM**

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

**Sales UOM**

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

**Sales Unit of Measure List Price**

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

**Sugg. Retail Price**

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

**Post Kit Quantities?**

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

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

**Show components?**

**Y** Displays the list of components for kit items on orders, packing lists, and invoices in Order Processing.

**N** Shows only the kit level description in Order Processing.

**Commissionable?**

**Y** Calculates a sales representative's commission on this item. The default commission rate is in the sales representative file but may be overridden in Order Processing.

**N** This item is not normally subject to commissions.

**Taxable?**

**Y** Calculates sales tax on this item. It is important to note that if the customer has a resale number, sales tax will not be calculated on the entire order, regardless of this flag.

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

**Discountable?**

**Y** Calculates a trade discount on this item. The default trade discount rate is in the customer file, but may be overridden in Order Processing.

**N** This item is not usually subject to trade discounts.

**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.



**Override 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.

**Weight**

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

**Item Dimensions**

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

**Production Days**

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

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

**Type**

The production type may be as follows:

**A** The number of production days is an absolute number of days.

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

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

**Lead Time**

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

**Alternate Sort**

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

**UPC Code**

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

**Item ABC Code**

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

**EPA Restricted?**

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

**Y**      This is an EPA restricted item.

**N**      This item is not restricted.

***Exit the Screen***

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

## Code and Commission Maintenance

### Introduction

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

### How to Execute

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

The screenshot shows a software window titled "Item Maintenance - Codes & Commissions" for "Lightspeed Distributors (DEM)". The date "05/29/97 TA" is in the top right. The form contains the following fields:

- Item: B118
- Desc: Headlamp Bulb
- Superseded by: (empty)
- Primary Vendor: (empty)
- Default Warehouse: (empty)
- Item Price Class: (empty)
- Class Code 1: (empty)
- Class Code 2: (empty)
- Class Code 3: (empty)
- Class Code 4: (empty)
- Commission Method: S (dropdown)
- Add Amount: .00
- Rate or Amount: .00

At the bottom, there is a status bar with "F2-Lookup F3-Maintain code file".

### Description of Fields

#### Supersede

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 Chapter 3.

#### 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 option **3**, UOM and Account Maintenance.

The screenshot shows a window titled "Item Maintenance - UOM & Acct Overrides" for item "B118" (Headlamp Bulb). The window is divided into two main sections: "Overriding Conversion of Valuation to Sales UOM" and "Overriding General Ledger Accounts".

**Overriding Conversion of Valuation to Sales UOM:** This section contains a table with three columns: "EA", "equals 1", and "EA". The first row is pre-filled with ".0000", "EA equals 1", and "EA". Below this are four empty rows for additional conversions.

**Overriding General Ledger Accounts:** This section contains three rows of input fields for "Sales Account", "Cost Account", and "Returns Account". Each row has two adjacent input boxes.

At the bottom of the window, there is a status bar with the text "F2-Lookup F3-Maintain code file".

### Description of Fields

#### Sales UOM

The sales 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 option **4**, Warehouse Maintenance.

**Item Maintenance - Warehouse**

**Lightspeed Distributors (DEM)** 05/29/97 TA

Item: B118 Desc: Headlamp Bulb  
 Warehouse: NJ New Jersey Warehouse  
 Bin location: N100

Reorder method: E  
 Reorder point: .0000  
 Recalculate? Y E/C C  
 EOQ: 200.0000  
 Recalculate? Y E/C C

Minimum order: .0000  
 Standard order: .0000  
 Minimum on-hand: .0000  
 Maximum on-hand: .0000  
 Safety stock: .0000  
 Average cost: .1000  
 Physical count cycle:

**Current Period Quantities**

Beginning Balance		.0000
Received	03/03/97	100.0000
Issued	02/19/97	6.0000
Returned		.0000
PO Returns		.0000
Adjustments		.0000
Transferred In		.0000
Transferred Out		.0000

**Current on-hand balance** 94.0000  
 Qty committed from OP 2.0000  
 Qty backordered in OP .0000  
 On purchase order 100.0000  
 Date expected 04/24/97

### Warehouse

Enter up to six alphanumeric characters for the warehouse code.

### Bin Number

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.

### Reorder Method

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

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

### Reorder Point

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

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

**Recalculate?**

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

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

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

**EOQ**

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

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

**Recalculate?**

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

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

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

**Minimum Order**

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

**Standard Order**

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

**Minimum On Hand**

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

**Maximum On Hand**

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

**Safety Stock Level**

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.

**Physical 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.

**Beginning Bal**

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.

**Rcvd**

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.

**Issue**

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.

**Rtrn**

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 Return**

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.

**Adj**

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.



**Trans 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.

**Trans Out**

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

**Ending Bal**

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

**Qty Committed**

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**

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.

```

03/31/00 04:06 PM      Inventory Warehouse Report      Term: T0
                        Lightspeed Distributors (DEM)      Page: 1
-----
Item Code              Item Description
  Whse   Bin Number
-----
S124      Schwoosh - 10 speed - 24"      BIKES  EA
CA        C320
Reorder Method: E   Point:      .0000  Recalculate: Y Process: C
EOQ:      .0000  Calculate: Y Process: C
Physical Count Cycle:
Minimum Order Quantity:      .0000      Minimum On-Hand:      .0000
Standard Order Quantity:      .0000      Maximum On-Hand:      .0000
Warehouse Average Cost:      200.0000      Safety Level:      .0000

                        Last      Date      Quantity
Beginning:                        0.0000
Ordered:
Issued:                        0.0000
Received: 03/03/00      15.0000
Returned:                        0.0000
PO Retrnr:                        0.0000
Adjusted:                        0.0000
Trans In:                        0.0000
Trans Out:                        0.0000
On Hand:                        15.0000
Committed:                        0.0000
Backorder:                        0.0000
Purch Ord: 03/01/00      10.0000      03/03/00

```

## 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 option **5**, Alternate Item Maintenance.

Item Maintenance - Alternates	
Lightspeed Distributors (DEM) 05/29/97 TA	
Item	S124
Alternate	S126
Desc	Schwoosh - 10 speed - 24"
Desc	Schwoosh - 10 speed - 26"
Use alternate item description? <input checked="" type="checkbox"/> Y	

### Description of Fields

#### Alter

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.

## 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 option **6**, Item Vendor Maintenance.

The screenshot shows a software window titled "Item Maintenance - Vendor" for "Lightspeed Distributors (DEM)" dated "05/29/97 TA". The window contains the following fields and tables:

Item	B118	Desc	Headlamp Bulb
Vendor	GOODYEAR	Name	Goodyear Lights & Lamps
Part Number			
Days Lead Time			

Level	Quantity	Price	Last Purchase Information	
0	.0000	.0000	Date	03/03/97
1	.0000	.0000	Cost	.1000
2	.0000	.0000	Quantity	100.0000
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.

#### 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.

***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.

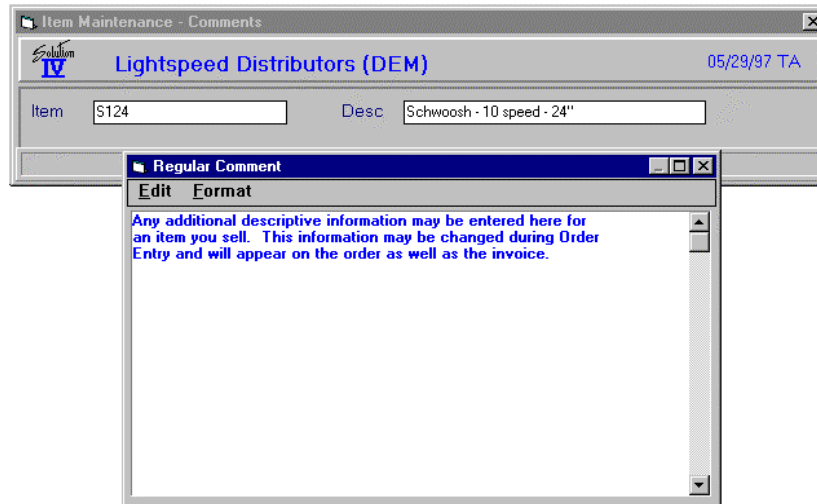
## Comments Maintenance

### 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 option **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.

## Component List 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 option **8**, Kit Component Maintenance.

Item Maintenance - Kit Components	
<div> <div> <b>IV</b> </div> <div> <b>Lightspeed Distributors (DEM)</b> </div> <div> 05/29/97 TA </div> </div>	
Item	H118
Component	W118
Component Quantity	4.
Desc	Headlamp Assembly
Desc	Headlamp Wires

### Description of Fields

#### Comp

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 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 option **O**, Open Purchase Order Inquiry.

Purchase Order Number	UOM	Quantity	Cost	Extension	Promise Date
0009	EA	100.0000	.1200	12.00	04/24/97

### 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.



## 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 option **T**, Tier Inquiry.

The screenshot shows a software window titled "Item Maintenance - Menu". Inside, there's a header bar with "Solution IV" logo, "Lightspeed Distributors (DEM)", and a date "05/29/97 TA". Below this, there are input fields for "Item" (containing "DRL7") and "Desc" (containing "Titanium Derailer - 7 oz."). A "Tier Lookup" table is displayed in the foreground, showing two rows of data.

Whse	Lot/Serial # or	Quantity	Cost
CA	#L201	10.0000	35.0000
NJ	#L200	9.0000	35.0000

### 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 option **U**, Usage History Inquiry.

	Quantity	Amount
Per 1	.0000	.00
2	.0000	.00
3	6.0000	12.00
4	.0000	.00
5	.0000	.00
6	.0000	.00
7	.0000	.00
8	.0000	.00
9	.0000	.00
10	.0000	.00
11	.0000	.00
12	.0000	.00
13	.0000	.00
Total	6.0000	12.00

Average Usage	6.0000
Estimated Usage	72.0000
Quantity On Hand	194.0000
Quantity On Order	100.0000
Committed	2.0000
Safety Level	0.0000
Last Vendor	
Last Warehouse	NJ
Lead Time	0
Production Time	0.0

Last Dates	
Received	03/03/97
Returned	
Transferred In	
Transferred Out	
Physical Count	
Issue	02/19/97
Adjusted	
Ordered	
PO	03/01/97
PO Return	

### 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.

## 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 option **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

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

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

**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 option **9**, Price Change Maintenance.

### Description of Fields

#### From Item Code

#### To Item Code

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

#### 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.

**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.

03/31/00 04:07 PM		Price Change Report		Term: T0
		Lightspeed Distributors (DEM)		Page: 1
-----				
Item code		Description		
UOM	Date	Old Price	New Price	
-----				
B118		Headlamp Bulb		
EA	03/31/00	2.0000	2.1000	
C118		Headlamp Casing		
EA	03/31/00	12.0000	12.6000	
DRL7		Titanium Derailier - 7 oz.		
EA	03/31/00	75.0000	78.7500	
E118		Headlamp Electric Element		
EA	03/31/00	17.0000	17.8500	
F100		Generic Frame		
EA	03/31/00	895.0000	939.7500	
F124		24" Custom Bike Frame		
EA	03/31/00	895.0000	939.7500	
F126		26" Custom Bike Frame		
EA	03/31/00	895.0000	939.7500	
H118		Headlamp Assembly		
EA	03/31/00	24.0000	25.2000	
HM292		Hand Made Super Bike		
EA	03/31/00	1200.0000	1260.0000	
K124		Whiz Bang Custom Bike Kit - 24"		
EA	03/31/00	900.0000	945.0000	
K126		Whiz Bang Custom Bike Kit - 26"		
EA	03/31/00	900.0000	945.0000	
R100		Rainbow Rascals Tricycle		
EA	03/31/00	159.0000	166.9500	
S124		Schwoosh - 10 speed - 24"		
EA	03/31/00	495.0000	519.7500	
S125		Schwoosh - 10 speed - 25"		
EA	03/31/00	495.0000	519.7500	
S126		Schwoosh - 10 speed - 26"		
EA	03/31/00	495.0000	519.7500	
15 Price Changes Printed				

## 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 option **10**, Reorder Point Calculation.

### Description of Fields

#### Calculate Reorder, EOQ, or Both

- R** Recalculates the reorder point only.
- E** Recalculates the economic order quantity only.
- B** 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 option **11**, Item Inquiry.

**Item Inquiry - Description & Costs**

**Lightspeed Distributors (DEM)** 05/29/97 TA

Item: B118 Desc: Headlamp Bulb

Product Code: MISC Miscellaneous Item Type: S

Costing Method: A

Unit Cost	.2500
Last Cost	.1200
Average Cost	.1000

Valuation UOM: EA

Purchase UOM	EA	2.0000
Sales UOM	EA	.0000
		.0000
		.0000
		.0000

Suggested retail price: .0000

Post kit quantities? ☒ Show components? ☒

**In Order Entry**

Commissionable? ☒ Taxable? ☒

Discountable? ☒ Drop ship? ☒

Display internal comment? ☒

Override standard description? ☒

**Production & Ordering Information**

Weight: .00

Dimensions: by by

Production days: .0 Type: A

Lead time (days):

Alternate sort:

UPC Code:

ABC Code: A

EPA restricted? ☒

### Description of Fields

#### Item Code

Enter the code for the item you wish to display. The constant information about this item will be displayed on the screen.

You will then receive the following prompt:

**Display: Item Codes P-brk UOM/Acct Whse/alt Vendor/comp Hist Bck Rpt Txt**

#### Item

Displays information about the item as shown above.

#### Codes

Displays the code and commission information about the item.

#### P-brk

Displays available price breaks for the item. Press **Enter** to scroll through each price break for the item.

#### UOM/Acct

Displays overriding sales units of measure and General Ledger accounts for the item.



*Whse/alt*

Displays the various warehouses, quantities of the item, and available alternates on-hand. Press **Enter** to scroll from top to bottom view; press **F4** from the view to return to the prompt. The usual **Up Arrow**, **Down Arrow**, **Page Up** and **Page Down** keys allow you to move within the view.

*Vend/comp*

Displays the vendors from whom you purchase this item, as well as the last purchase date and quantity. A second view displays the components that make up this item if the item is a kit-type. Press **Enter** to move from view to view and **F4** to return to the prompt. The usual **Up Arrow**, **Down Arrow**, **Page Up** and **Page Down** keys allow you to move within the view.

*Hist*

Displays a view of all the transactions that have occurred for this item that still remain in the history files. Use the **Up Arrow**, **Down Arrow**, **Page Up** and **Page Down** keys to move within the history. Press **F4** to return to the prompt.

*Bck*

Displays a view showing the open orders for this item, and the quantity backordered. Use the **Up Arrow**, **Down Arrow**, **Page Up**, and **Page Down** keys to move within the history. Press **F4** to return to the prompt.

*Rpt*

Prints a report showing the information displayed on all these screens, for this item only.

*Txt*

This option will follow with the prompt:

**Display: Regular comment Internal comment**

**R** Displays the regular comment for this item.

**I** Displays the internal comment for this item.

Press **F4** to return to the initial prompt.

**Exit the Screen**

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

```

03/31/00 04:05 PM                      Item Inquiry                      Term: T0
                                      Item Code: S124                      Page: 1
-----
Description: Schwoosh - 10 speed - 24"
Alt Sort: 2          UPC Code: S124
Costing Method: L      Commission Method: S
  Unit Cost:          200.0000    Add Amount:          0.00
  Last Cost:          200.0000    Rate/Amount:         .00
  Avg Cost:           200.0000
Product Code:  BIKES  Bicycles
Supersede:
Prime Vendor:          Valuation: EA
Def Warehouse:         Purchase:  EA
Item Price Cls:        Sales:     EA      495.0000      .0000
Class code 1:          .0000          .0000
Class code 2:          .0000          .0000
Class code 3:          .0000          .0000
Class code 4:          .0000          .0000
-----
Drop Disc Comm Tax
  N   Y   Y   Y
Override Desc?      Y
Show Components?    Y
Disp Int Comment?   Y
EPA Restricted?     N
ABC Code:           A
Weight:             24.00
Lead Time:          14
SRP:                495.0000

Whse  Description                      On Hand Qty      Average Cost
CA     California Warehouse              15.0000          200.0000
      Safety Level:                      0.0000

NJ     New Jersey Warehouse              9.0000           200.0000
      Safety Level:                      0.0000

Vendor Cd  Name                      Part number      Lst Purch
A002       Auto & Bike Parts - East                      03/03/00
A003       Auto & Bike Parts - West                      03/03/00
PEDAL      Pedal Manufacturers of America                03/06/00

Item Comment:
  Any additional descriptive information may be entered here for
  an item you sell.  This information may be changed during Order
  Entry and will appear on the order as well as the invoice.

Item Internal Comment:
  Make sure this frame size is correct.

```

---

# 5 Transaction Processing

---

This chapter explains how to perform the following:

- Adjustment Entry
- Issue Entry
- Receipt Entry
- Returns Entry
- Transfer Entry
- 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 Inventory Control Main Menu, select option **1**, Adjustment Entry.

IC Transaction Entry		Lightspeed Distributors (DEM)		05/29/97 TA	
Transaction Entry Adjustment					
Warehouse	NJ	New Jersey Warehouse	Location		
Reference	ADJ101		Department		
Date	05/29/97				
To Warehouse					
Vendor Code			Total	0.00	

### Description of Fields

#### Warehouse Code

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.

The system prompts:

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

Select **Lines**.

**IC Transaction Entry**

**Lightspeed Distributors (DEM)** 05/11/02 T0

Transaction Entry Adjustment

Warehouse: NJ New Jersey Warehouse Location:   
Reference: ADJ-12 Date: 05/25/97   
To Warehouse: Department:   
Vendor Code: Transaction Total: 2.60

---

**IC Transaction Entry - Lines**

Line	Item Code	Quantity	UOM	Description	Price	Cost	Extension
1	B118	20.0000	EA	Headlamp Bulb		.1400	2.80
2	C118	10.0000	EA	Headlamp Casing		.0000	.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 Inventory Control Main 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 Inventory Control Main Menu, select option **2**, Issue Entry.

IC Transaction Entry

**Lightspeed Distributors (DEM)** 05/29/97 TA

Transaction Entry Issues

Warehouse: NJ New Jersey Warehouse Location: 00

Reference: ISS101

Date: 05/29/97 Department:

To Warehouse: Vendor Code: Total: 0.00

### Description of Fields

#### Warehouse Code

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

#### References

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.

The system prompts:

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

Select **Lines**.

IC Transaction Entry

**Lightspeed Distributors (DEM)** 09/11/02 TO

Warehouse: CA California Warehouse Location:

Reference: C18107 Date: 09/01/02 Department:

To Warehouse: Vendor Code: Transaction Total: 62.00

IC Transaction Entry - Lines

Line Item Code	Quantity	UOM	Description	Price	Cost	Extension
1 BT18	2.0000	EA	Headlamp Bulb	2.0000		4.00
2 CT18	2.0000	EA	Headlamp Cover	12.0000		24.00
3 ET18	2.0000	EA	Headlamp Lens Element	17.0000		34.00

**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 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**

**Y** Saves the issue as shown on the screen.

**N** Allows you to change the date of the transaction.

**L** Allows you to modify the lines on this transaction.



**D** Deletes this issue from the transaction entry file.

***Exit the Screen***

When you are finished entering issues, press **F4** from the warehouse code to return to the Inventory Control Main 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 Inventory Control Main Menu, select option **3**, Receipt Entry.

Warehouse		NJ	New Jersey Warehouse	Location	
Reference		REC101		Department	
Date		05/29/97			
To Warehouse					
Vendor Code		A002	Auto & Bike Parts - East	Total	0.00

### Description of Fields

#### Warehouse Code

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

#### Reference

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

#### Date

Enter the date of this transaction.

#### Vendor Code

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

The system prompts:

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

Select **Lines**.

**Line**

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

**Line #**

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

**Up arrow**

Goes to the next line above.

**Down arrow**

Goes to the next line below.

**Page-up**

Goes to the previous screen.

**Page-down**

Goes to the next screen.

**Line Delete**

Deletes that line and moves all lines below up.

**Line Insert**

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

**Item Code**

Enter up to 22 alphanumeric characters representing the item 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 Inventory Control Main 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 Inventory Control Main Menu, select option **4**, Returns Entry.

### 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.

The system prompts:

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

Select **Lines**.

**IC Transaction Entry - Returns**

**Lightspeed Distributors (DEM)** 09/11/02 TD

Warehouse: NJ New Jersey Warehouse Location:   
Reference: RET-570 Date: 05/22/97 Department:   
To Warehouse: Vendor Code: Transaction Total: 240.00

**IC Transaction Entry - Lines**

Line Item Code	Description	Quantity	UOM	Price	Cost	Extension
1 C118	Headlamp Casing	20.0000	EA	12.0000		240.00
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 returned to inventory.

**Lot/Serial**

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

**Quantity**

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

**UOM**

Enter the unit of measure that applies to this transaction.

**Price**

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

**Extension**

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

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

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

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

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

**Y** Saves the return as shown on the screen.

**N** Allows you to change the date of the transaction.

**L** Allows you to modify the lines on this transaction.

**D** Deletes this return from the transaction entry file.

**Exit the Screen**

When you are finished entering receipts, press **F4** from the warehouse code to return to the Inventory Control Main Menu.

## Transfer Entry

### Introduction

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

### How to Execute

From the Inventory Control Main Menu, select option **5**, Transfer Entry.

Warehouse	NJ	New Jersey Warehouse	Location	
Reference	TRA101		Department	
Date	05/29/97			
To Warehouse	CA	California Warehouse		
Vendor Code			Total	0.00

### Description of Fields

#### Warehouse Code

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.

The system prompts:

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

Select **Lines**.



**Line**

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

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

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

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

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

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

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

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

**Item Code**

Enter up to 22 alphanumeric characters representing the item being transferred.

**Lot/Serial**

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

**Quantity**

Enter the quantity of this item being transferred.

**UOM**

Enter the unit of measure associated with the quantity transferred.

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

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

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

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

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

***Exit the Screen***

When you are finished entering transfers, press **F4** from the warehouse code to return to the Inventory Control Main 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 Inventory Control Main Menu, select option **6**, Transaction Register.

### 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 4/3/02 and you are still entering transactions for March, be sure the posting date is 3/31/02.

**Note:** Because the General Ledger uses the posting date, not the transaction date when posting, be sure your transaction batches are separated by month.

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.

### Sample Reports

After selecting a printed or displayed copy, you will see reports similar to the following. The system then displays the **Do you want to continue the update?** question. When the update is finished, you will be returned automatically to the Inventory Control Main Menu.

03/31/00 04:17 PM		Transaction Register						Term: T0	
Posting Date: 03/31/00		Lightspeed Distributors (DEM)						Page: 1	
		Issues							
-----									
Item Code		Description	UOM	Lot / Serial No.	Quantity	Cost	Cost Extension	Price	Price Extension
-----									
Transaction Date: 03/01/00									
CA California Warehouse									
Reference No: IS#107									
B118 Headlamp Bulb		EA		2.0000	0.1000	0.20	2.0000	4.00	
C118 Headlamp Casing		EA		2.0000	1.0000	2.00	12.0000	24.00	
E118 Headlamp Electric Element		EA		2.0000	3.5000	7.00	17.0000	34.00	
						-----		-----	
						9.20		62.00	
					Non Consignment	Consignment	Total		
Cost:					9.20	0.00	9.20		
Price:					62.00	0.00	62.00		
* - Consignment Item									

03/31/00 04:17 PM		Transaction Journal (ICTR)		Term: T0	
Posting Date: 03/31/00		General Ledger Account Summary		Page: 1	
		Lightspeed Distributors (DEM)			
-----		-----		-----	
Account Code		Debit		Credit	
-----		-----		-----	
130-01-00	Inventory - CA			9.20	
500-01-00	Cost of sales - Bikes - CA	9.20			
		-----		-----	
		9.20		9.20	

---

# 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 Menu, select option 1, Count Selection.

### Count Selection Processing

Physical Count: New Merge

**New** Clears any previous count selections that were started but never updated.

**Merge** Combines this selection with any prior ones.

### Description of Fields

The Physical Inventory Count Selection process builds the physical count sheet-printing file based on the ranges, which you may specify on this screen. Only items, which match the ranges specified here, will be included on the Physical Count Sheets.

#### From Warehouse

##### To Warehouse

Enter the first and last warehouse codes in the range you wish to count, or press **Enter** to select all warehouses.

#### From Product

##### To Product

Enter the first and last product code in the range you wish to count, or press **Enter** to select all product codes.

**From Item  
To Item**

Enter the first and last item code in the range you wish to count, or press **Enter** to select all items.

**From Vendor  
To Vendor**

Enter the first and last vendor code in the range of primary vendors you wish to count or press **Enter** to select all vendors.

**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 Menu, select option **2**, 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.

### Sample Reports

After selecting a printed or displayed copy, you will see reports similar to the following.

When the reports are finished, you will be returned automatically to the Physical Inventory Menu.



03/31/00 04:10 PM		Physical Inventory Count Worksheets Lightspeed Distributors (DEM)			Term: T0 Page: 1
Bin Number	Item	Description	Lot/Serial	Count	UOM
Warehouse: CA California Warehouse					
	B118	Headlamp Bulb			EA
	C118	Headlamp Casing			EA
	DRL7	Titanium Derailer - 7 oz.	#L201		EA
	E118	Headlamp Electric Element			EA
	F100	Generic Frame			EA
	F124	24" Custom Bike Frame			EA
	F126	26" Custom Bike Frame			EA
	H118	Headlamp Assembly			EA
	HM292	Hand Made Super Bike	#S150		EA
	HM292	Hand Made Super Bike	#S151		EA
	HM292	Hand Made Super Bike	#S152		EA
	K124	Whiz Bang Custom Bike Kit - 24"			EA
	K126	Whiz Bang Custom Bike Kit - 26"			EA
	R100	Rainbow Rascals Tricycle			EA
	S124	Schwoosh - 10 speed - 24"			EA
	S125	Schwoosh - 10 speed - 25"			EA
	S126	Schwoosh - 10 speed - 26"			EA
	TAPE	Handlebar Tape			EA
	W118	Headlamp Wires			EA
	W124	Aluminum Wheel - 24"			EA
	W126	Aluminum Wheel - 26"			EA
C100	B118	Headlamp Bulb			EA
C105	C118	Headlamp Casing			EA
C110	E118	Headlamp Electric Element			EA
C115	H118	Headlamp Assembly			EA
C120	W118	Headlamp Wires			EA
C125	DRL7	Titanium Derailer - 7 oz.	#L201		EA
C130	TAPE	Handlebar Tape			EA
C150	F100	Generic Frame			EA
C155	F124	24" Custom Bike Frame			EA
C160	F126	26" Custom Bike Frame			EA
C200	W124	Aluminum Wheel - 24"			EA
C210	W126	Aluminum Wheel - 26"			EA

## 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 Menu, select option **3**, Count Entry.

The screenshot shows a software window titled "Physical Count Entry". At the top, it displays "Solution IV" and "Lightspeed Distributors (DEM)" along with the date "05/29/97 TA". The main area contains several input fields: "Warehouse" with the value "CA", "Bin Number" with "C105", "Item Code" with "C118", and "Lot/Serial" which is empty. Below these is a "Valuation UOM" field with "EA". At the bottom, there are two rows of count fields: "Initial Count" with "5,713" and "25.0000", and "Verified Count" with an empty field and ".0000". A dropdown menu is open next to the "Bin Number" field, showing "California Warehouse" and "Headlamp Casing".

### 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 Menu, select option **4**, Variance Report and Update.

### Description of Fields

#### 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 4/3/02 and you are entering the count for 3/31/02, be sure the posting date is 3/31/02.

#### 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.

**Sample Reports**

After selecting a printed or displayed copy, you will see reports similar to the following. When the report and update are finished, you will be returned automatically to the Physical Inventory Menu.

03/31/00 04:11 PM		Physical Count Register				Term: T0	
Posting Date: 03/31/00		Lightspeed Distributors (DEM)				Page: 1	
Reference: P110		Physical Count					
Reference Number	Item Code	Description	UOM	Lot / Serial No.	Quantity	Cost	Price
						Extension	Extension
Transaction Date: 03/31/00							
CA	California Warehouse						
	Reference No: P110						
B118		Headlamp Bul EA			90.0000-	0.1000	9.00-
C118		Headlamp Cas EA			85.0000-	1.0000	85.00-
DRL7		Titanium Der EA	#L201		7.0000	35.0000	245.00
						Non Consignment	Consignment
Cost:						151.00	0.00
							Total
							151.00
* - Consignment Item							

03/31/00 04:12 PM		Physical Count Journal (ICPC)		Term: T0
Posting Date: 03/31/00		General Ledger Account Summary		Page: 1
Reference: P110		Lightspeed Distributors (DEM)		
-----		-----		
Account Code		Debit	Credit	
-----		-----		
130-01-00	Inventory - CA	151.00		
135-01-00	Inventory adjustments - CA		151.00	
		-----	-----	
		151.00	151.00	

03/31/00 04:10 PM Reference: 123		Physical Inventory Variance Report Lightspeed Distributors (DEM)			Term: T0 Page: 1	
Warehouse Code	Description	Perpetual Qty On-hand	Initial Count	Verified (2nd) Count	Variance Quantity	Variance Amount
CA	California Warehouse					
B118	Headlamp Bulb	100.0000	10.0000		90.0000-	9.00-
C118	Headlamp Casing	100.0000	15.0000		85.0000-	85.00-
DRL7	Titanium Derailier - 7 oz. Lot/Serial: #L201	10.0000	17.0000		7.0000	245.00
	Item Total:	10.0000	17.0000		7.0000	245.00
E118	Headlamp Electric Element	100.0000	0.0000		100.0000-	350.00-
** Count not entered **						
F100	Generic Frame	10.0000	0.0000		10.0000-	4000.00-
** Count not entered **						
F124	24" Custom Bike Frame	10.0000	0.0000		10.0000-	4000.00-
** Count not entered **						
F126	26" Custom Bike Frame	10.0000	0.0000		10.0000-	4000.00-
** Count not entered **						
H118	Headlamp Assembly	50.0000	0.0000		50.0000-	500.00-
** Count not entered **						
HM292	Hand Made Super Bike					
** Count not entered **						
	Lot/Serial: #S150	1.0000	0.0000		1.0000-	700.00-
HM292	Hand Made Super Bike					
** Count not entered **						
	Lot/Serial: #S151	1.0000	0.0000		1.0000-	700.00-
HM292	Hand Made Super Bike					
** Count not entered **						
	Lot/Serial: #S152	1.0000	0.0000		1.0000-	700.00-
	Item Total:	3.0000	0.0000		3.0000-	2100.00-
K124	Whiz Bang Custom Bike Kit - 24"	10.0000	0.0000		10.0000-	6000.00-
** Count not entered **						
K126	Whiz Bang Custom Bike Kit - 26"	10.0000	0.0000		10.0000-	6000.00-
** Count not entered **						
R100	Rainbow Rascals Tricycle	15.0000	0.0000		15.0000-	1200.00-
** Count not entered **						
S124	Schwoosh - 10 speed - 24"	15.0000	0.0000		15.0000-	2600.00-
** Count not entered **						
S125	Schwoosh - 10 speed - 25"	15.0000	0.0000		15.0000-	3000.00-
** Count not entered **						
S126	Schwoosh - 10 speed - 26"	15.0000	0.0000		15.0000-	2600.00-
** Count not entered **						
TAPE	Handlebar Tape	25.0000	0.0000		25.0000-	40.00-
** Count not entered **						
W118	Headlamp Wires	100.0000	0.0000		100.0000-	100.00-
** Count not entered **						
W124	Aluminum Wheel - 24"	20.0000	0.0000		20.0000-	240.00-
** Count not entered **						
W126	Aluminum Wheel - 26"	0.0000	0.0000		0.0000	0.00
** Count not entered **						
B118	Headlamp Bulb	100.0000	0.0000		100.0000-	10.00-
** Count not entered **						
C118	Headlamp Casing	100.0000	0.0000		100.0000-	100.00-
03/31/00 04:10 PM Reference: 123		Physical Inventory Variance Report Lightspeed Distributors (DEM)			Term: T0 Page: 2	
Warehouse Code	Description	Perpetual Qty On-hand	Initial Count	Verified (2nd) Count	Variance Quantity	Variance Amount
** Count not entered **						
E118	Headlamp Electric Element	100.0000	0.0000		100.0000-	350.00-
** Count not entered **						
H118	Headlamp Assembly	50.0000	0.0000		50.0000-	500.00-
** Count not entered **						
W118	Headlamp Wires	100.0000	0.0000		100.0000-	100.00-
** Count not entered **						
DRL7	Titanium Derailier - 7 oz. Lot/Serial: #L201	10.0000	0.0000		10.0000-	350.00-
** Count not entered **						
	Item Total:	10.0000	0.0000		10.0000-	350.00-
TAPE	Handlebar Tape	25.0000	0.0000		25.0000-	40.00-
** Count not entered **						
F100	Generic Frame	10.0000	0.0000		10.0000-	4000.00-
** Count not entered **						
F124	24" Custom Bike Frame	10.0000	0.0000		10.0000-	4000.00-
** Count not entered **						
F126	26" Custom Bike Frame	10.0000	0.0000		10.0000-	4000.00-
** Count not entered **						
W124	Aluminum Wheel - 24"	20.0000	0.0000		20.0000-	240.00-
** Count not entered **						
W126	Aluminum Wheel - 26"	0.0000	0.0000		0.0000	0.00
** Count not entered **						
HM292	Hand Made Super Bike					
** Count not entered **						
	Lot/Serial: #S150	1.0000	0.0000		1.0000-	700.00-
HM292	Hand Made Super Bike					
** Count not entered **						
	Lot/Serial: #S151	1.0000	0.0000		1.0000-	700.00-
HM292	Hand Made Super Bike					
** Count not entered **						
	Lot/Serial: #S152	1.0000	0.0000		1.0000-	700.00-
	Item Total:	3.0000	0.0000		3.0000-	2100.00-
R100	Rainbow Rascals Tricycle	15.0000	0.0000		15.0000-	1200.00-
** Count not entered **						
S124	Schwoosh - 10 speed - 24"	15.0000	0.0000		15.0000-	2600.00-

** Count not entered **					
S125	Schwoosh - 10 speed - 25"	15.0000	0.0000	15.0000-	3000.00-
** Count not entered **					
S126	Schwoosh - 10 speed - 26"	15.0000	0.0000	15.0000-	2600.00-
** Count not entered **					
K124	Whiz Bang Custom Bike Kit - 24"	10.0000	0.0000	10.0000-	6000.00-
** Count not entered **					
K126	Whiz Bang Custom Bike Kit - 26"	10.0000	0.0000	10.0000-	6000.00-
** Count not entered **					
Warehouse Total:		1,236.0000	42.0000	1,194.0000-	73769.00-

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# 7 Inventory Control Reports

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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
- Discontinued Item Report
- Kit / Component Report
- Alternate Item Report

## ***Analysis Reports***

- Inventory Sales Analysis
- Component Sales Analysis
- ABC Analysis Report
- Transaction Detail Report
- Inventory Recall Report
- EOQ Reorder Point 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 Main Menu, select option **13**, 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 Consignment Items Only?**

- Y** Prints only those items flagged as being "on consignment".
- N** Prints all items within the selected list or range.

**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.

**Sample Report**

After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you will be returned automatically to the Inventory Control Main Menu.

03/31/00 03:39 PM

Item Code Listing  
 Lightspeed Distributors (DEM)  
 Sorted by Item Code

Term: T0  
 Page: 1

Item Code	Description	Alt Sort	UPC Code	Cst	Drp	Override	Production
				Mtd	TypShp	Com Dis Tax Dsc	Weight Days A/+
S124	Schwoosh - 10 speed - 24"	2	S124		L S N	Y Y Y Y	24.00 2.0 A
	Superseded by:		Product Code: BIKES		Def Whse:	Primary Vendor:	
	Class Codes:						
	Price Class:						
	Suggested Price:	495.0000	Unit of Measure				
			Valuation:	EA			
			Purchase:	EA			
			Sales -	EA	495.0000	.0000	
	Dimensions:	by by				.0000	
	ABC Code: A					.0000	
	EPA Restricted: N					.0000	
						.0000	
	Costs - Unit:	200.0000				.0000	
	Last:	200.0000				.0000	
	Aver:	200.0000	Commission Method:	S			
	Lead Time:	14	Add Amt:	0.00			
			Rate:	0.000			
	Override Accounts:						
	Sales:						
	Cost:						
	Returns:						
	Last Ordered:	Last Returned:	Last Vendor:				
	Last Issued: 02/27/00	Last Physical Count:	Last Warehouse: NJ				
	Last Received: 03/06/00	Last Transfer:	Last PO Return:				
	Last Adjusted:	Last Purchase Order: 03/01/00					
	Comment:						
	Any additional descriptive information may be entered here for an item you sell. This information may be changed during Order Entry and will appear on the order as well as the invoice.						
	Internal Comment:	Display in order entry					
	Make sure this frame size is correct.						

## 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 Main Menu, select option **14**, 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.

### Exit the Screen

When the labels are finished, you will be automatically returned to the Inventory Control Main Menu

B118  
Headlamp Bulb  
CA California Warehouse  
C100

B118  
Headlamp Bulb  
NJ New Jersey Warehouse  
N100

C118  
Headlamp Casing  
CA California Warehouse  
C105

C118  
Headlamp Casing  
NJ New Jersey Warehouse  
N105

DRL7  
Titanium Derailer - 7 oz.  
CA California Warehouse  
C125

DRL7  
Titanium Derailer - 7 oz.  
NJ New Jersey Warehouse  
N125

E118  
Headlamp Electric Element  
CA California Warehouse  
C110

E118  
Headlamp Electric Element  
NJ New Jersey Warehouse  
N110

## Inventory 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 Monthly Reports Menu, select option **1**, Inventory Price List.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1 Item Code:** Prints all, selected, or a range of item codes sorted in item code order.
- 2 Alternate Sort:** Prints all items falling into the selected range of alternate sorts in alternate sort/item code order.
- 3 Product:** Prints all items assigned to the selected range of products in product code/item code order.
- 4 Primary Vendor:** Prints all items assigned to the selected range of primary vendors in vendor code/item code order.
- 5-8 Class Code 1-4:** Prints all items falling into the selected range or class codes in class code/item code order.

#### Print Price Break Levels?

**Y** Prints the price break levels on this report.

**N** Prints the report without price breaks.

#### Print Cost Information?

**Y** Prints item cost information on the report.

**N** Omits cost information from the report.

**Print Selected Items Only?**

If you selected to sort by item code, you have the option of printing the report for individual items.

**Y**      Displays a view and allows you to select individual items to print on the report.

**N**      Allows you to enter a range of items or warehouses to print.

If you entered **N**, or selected to sort in a sort option other than item code, the system prompts:

**From Sort Option**

**To Sort Option**

Enter the first and last codes in the range that you wish to print or press **Enter** twice to print all codes.

***Sample Report***

After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you are automatically returned to the Inventory Control Main Menu.

03/31/00 03:41 PM

Item Price List  
 Lightspeed Distributors (DEM)  
 Sorted by Item Code

Term: T0  
 Page: 1

Item Code	Description	Product Code	UOM	List Price & Sales Prices	Unit Cost	Average Cost	Gross Profit
B118	Headlamp Bulb	MISC	EA	0.0000 2.0000	0.2500	0.1000	95.00
C118	Headlamp Casing	MISC	EA	0.0000 12.0000	1.0000	1.0000	91.67
DRL7	Titanium Derailier - 7 oz.	MISC	EA	95.0000 75.0000	35.0000	35.0000	63.16 53.33
E118	Headlamp Electric Element	MISC	EA	0.0000 17.0000	3.5000	3.5000	79.41
F100	Generic Frame	BIKES	EA	995.0000 895.0000	400.0000	400.0000	59.80 55.31
F124	24" Custom Bike Frame	BIKES	EA	995.0000 895.0000	400.0000	400.0000	59.80 55.31
F126	26" Custom Bike Frame	BIKES	EA	995.0000 895.0000	400.0000	400.0000	59.80 55.31
H118	Headlamp Assembly	MISC	EA	40.0000 24.0000	10.0000	10.0000	75.00 58.33
HM292	Hand Made Super Bike	BIKES	EA	0.0000 1200.0000	700.0000	700.0000	41.67
K124	Whiz Bang Custom Bike Kit - 24"	BIKES	EA	1195.0000 900.0000	600.0000	600.0000	49.79 33.33
K126	Whiz Bang Custom Bike Kit - 26"	BIKES	EA	1195.0000 900.0000	600.0000	600.0000	49.79 33.33
R100	Rainbow Rascals Tricycle	TRIKES	EA	159.0000 159.0000	80.0000	80.0000	49.69 49.69
S124	Schwoosh - 10 speed - 24"	BIKES	EA	495.0000 495.0000	200.0000	200.0000	59.60 59.60
S125	Schwoosh - 10 speed - 25"	BIKES	EA	495.0000 495.0000	200.0000	200.0000	59.60 59.60
S126	Schwoosh - 10 speed - 26"	BIKES	EA	495.0000 495.0000	200.0000	200.0000	59.60 59.60
TAPE	Handlebar Tape	MISC	EA	3.9500 3.9500	2.0000	2.0000	49.37 49.37
TKS	Thank you for your business	MISC	EA	0.0000 0.0000	0.0000	0.0000	
W118	Headlamp Wires	MISC	EA	0.0000 3.0000	1.0000	1.0000	66.67
W124	Aluminum Wheel - 24"	MISC	EA	29.9500 29.9500	15.0000	15.0000	49.92 49.92
W126	Aluminum Wheel - 26"	MISC	EA	29.9500 29.9500	15.0000	15.0000	49.92 49.92

20 Inventory Prices Printed



## Inventory 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 Monthly Reports Menu, select option **2**, Inventory 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.

**Sample Report**

After selecting a printed or displayed copy, you will see a report similar to the following.

When the report is finished, you will be automatically returned to the Inventory Control Main Menu.

03/31/00 03:42 PM		Inventory Vendor Listing Lightspeed Distributors (DEM) Sorted by Item Code				Term: T0 Page: 1	
Item Code	Description	UOM	Prod Code	Vendor's Part Number	Date	Last Purchase Cost	Quantity
GOODYEAR B118 C118	Goodyear Lights & Lamps Headlamp Bulb Headlamp Casing	EA	MISC		03/03/00 03/03/00	0.1000 1.0000	100.0000 100.0000
A002 DRL7	Auto & Bike Parts - East Titanium Derailleur - 7 oz.	EA	MISC		03/03/00	35.0000	10.0000
A003 DRL7	Auto & Bike Parts - West Titanium Derailleur - 7 oz.	EA	MISC		03/03/00	35.0000	10.0000
GOODYEAR E118	Goodyear Lights & Lamps Headlamp Electric Element	EA	MISC		03/03/00	3.5000	100.0000
A002 F100	Auto & Bike Parts - East Generic Frame	EA	BIKES		03/03/00	400.0000	7.0000
A003 F100	Auto & Bike Parts - West Generic Frame	EA	BIKES		03/03/00	400.0000	10.0000
A002 F124	Auto & Bike Parts - East 24" Custom Bike Frame	EA	BIKES		03/03/00	400.0000	7.0000
A003 F124	Auto & Bike Parts - West 24" Custom Bike Frame	EA	BIKES		03/03/00	400.0000	10.0000
A002 F126	Auto & Bike Parts - East 26" Custom Bike Frame	EA	BIKES		03/03/00	400.0000	7.0000
A003 F126	Auto & Bike Parts - West 26" Custom Bike Frame	EA	BIKES		03/03/00	400.0000	10.0000
GOODYEAR H118	Goodyear Lights & Lamps Headlamp Assembly	EA	MISC		03/03/00	10.0000	50.0000
A002 HM292	Auto & Bike Parts - East Hand Made Super Bike	EA	BIKES		03/03/00	700.0000	1.0000
A003 HM292	Auto & Bike Parts - West Hand Made Super Bike	EA	BIKES		03/03/00	700.0000	1.0000
A002 K124	Auto & Bike Parts - East Whiz Bang Custom Bike Kit - 24"	EA	BIKES		03/03/00	600.0000	10.0000
A003 K124	Auto & Bike Parts - West Whiz Bang Custom Bike Kit - 24"	EA	BIKES		03/03/00	600.0000	10.0000
A002 K126	Auto & Bike Parts - East Whiz Bang Custom Bike Kit - 26"	EA	BIKES		03/03/00	600.0000	10.0000
A003 K126	Auto & Bike Parts - West Whiz Bang Custom Bike Kit - 26"	EA	BIKES		03/03/00	600.0000	10.0000
A002 R100	Auto & Bike Parts - East Rainbow Rascals Tricycle	EA	TRIKES		03/03/00	80.0000	15.0000
A003 R100	Auto & Bike Parts - West Rainbow Rascals Tricycle	EA	TRIKES		03/03/00	80.0000	15.0000
A002 S124	Auto & Bike Parts - East Schwoosh - 10 speed - 24"	EA	BIKES		03/03/00	200.0000	15.0000
A003 S124	Auto & Bike Parts - West Schwoosh - 10 speed - 24"	EA	BIKES		03/03/00	200.0000	15.0000
PEDAL S124	Pedal Manufacturers of America Schwoosh - 10 speed - 24"	EA	BIKES		03/06/00	200.0000	2.0000
A002 S125	Auto & Bike Parts - East Schwoosh - 10 speed - 25"	EA	BIKES		03/03/00	200.0000	15.0000
A003 S125	Auto & Bike Parts - West Schwoosh - 10 speed - 25"	EA	BIKES		03/03/00	200.0000	15.0000
A002 S126	Auto & Bike Parts - East Schwoosh - 10 speed - 26"	EA	BIKES		03/03/00	200.0000	15.0000
A003 S126	Auto & Bike Parts - West Schwoosh - 10 speed - 26"	EA	BIKES		03/03/00	200.0000	15.0000

## Inventory 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 Monthly Reports Menu, select option **3**, Inventory Requirements Report.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1 Item Code:** Prints all, selected, or a range of item codes sorted in item code order.
- 2 Warehouse:** Prints all items in the selected range of warehouses in warehouse/bin location order.

### Detail Options

#### Print Selected Items Only?

If you selected to sort by item code, you have the option of printing individual items on the report.

- Y** Displays a view and allows you to select individual items to print on the report.
- N** Allows you to enter a range of items.

If you select **N**, or select to sort by warehouse, the system prompts:

#### From Sort Option

#### To Sort Option

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print the entire range.

### Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following.

When the report is finished, you will be automatically returned to the Monthly Reports Menu

03/31/00 03:43 PM		Inventory Requirements Report Lightspeed Distributors (DEM) Sorted by Item Code							Term: T0 Page: 1
Item Code	Item Description	UOM	Vendor	Part Num	Last Purchased	Cost			
Whse	Bin Number	On Hand	Committed	Available	On Purchase Order	Re-order Point	Estimated Annual Usage		
B118		Headlamp Bulb		MISC EA					
CA	C100	100.0000	0.0000	100.0000	0.0000	0.0000			
NJ	N100	94.0000	2.0000	92.0000	GOODYEAR	0.0000	03/03/00	0.1000	
					GOODYEAR	0.0000	72.00	03/03/00	0.1000
C118		Headlamp Casing		MISC EA					
CA	C105	100.0000	0.0000	100.0000	0.0000	0.0000			
NJ	N105	94.0000	2.0000	92.0000	GOODYEAR	0.0000	03/03/00	1.0000	
					GOODYEAR	0.0000	72.00	03/03/00	1.0000
DRL7		Titanium Derailleur - 7 oz.		MISC EA					
CA	C125	10.0000	0.0000	10.0000	A002	10.0000	0.0000		
					A003		03/03/00	35.0000	
NJ	N125	9.0000	0.0000	9.0000	A002	10.0000	0.0000	12.00	03/03/00
					A003		03/03/00	35.0000	
E118		Headlamp Electric Element		MISC EA					
CA	C110	100.0000	0.0000	100.0000	0.0000	0.0000			
NJ	N110	90.0000	2.0000	88.0000	GOODYEAR	0.0000	03/03/00	3.5000	
					GOODYEAR	0.0000	120.00	03/03/00	3.5000
F100		Generic Frame		BIKES EA					
CA	C150	10.0000	0.0000	10.0000	A002	10.0000	0.0000		
					A003		03/03/00	400.0000	
NJ	N150	7.0000	0.0000	7.0000	A002	13.0000	0.0000	03/03/00	400.0000
					A003		03/03/00	400.0000	
F124		24" Custom Bike Frame		BIKES EA					
CA	C155	10.0000	0.0000	10.0000	A002	10.0000	0.0000		
					A003		03/03/00	400.0000	
NJ	N155	5.0000	1.0000	4.0000	A002	13.0000	1.0000	24.00	03/03/00
					A003		03/03/00	400.0000	
F126		26" Custom Bike Frame		BIKES EA					
CA	C160	10.0000	0.0000	10.0000	A002	10.0000	0.0000		
					A003		03/03/00	400.0000	
NJ	N160	5.0000	1.0000	4.0000	A002	13.0000	1.0000	24.00	03/03/00
					A003		03/03/00	400.0000	
H118		Headlamp Assembly		MISC EA					
CA	C115	50.0000	0.0000	50.0000	0.0000	0.0000			
NJ	N115	50.0000	2.0000	48.0000	GOODYEAR	0.0000	03/03/00	10.0000	
					GOODYEAR	0.0000	03/03/00	10.0000	
HM292		Hand Made Super Bike		BIKES EA					
CA	C300	3.0000	0.0000	3.0000	A002	0.0000	0.0000		
					A003		03/03/00	700.0000	
NJ	N300	2.0000	0.0000	2.0000	A002	0.0000	0.0000	12.00	03/03/00
					A003		03/03/00	700.0000	
K124		Whiz Bang Custom Bike Kit - 24"		BIKES EA					
CA	C350	10.0000	0.0000	10.0000	A002	5.0000	0.0000		
					A003		03/03/00	600.0000	
NJ	N350	8.0000	2.0000	6.0000	A002	5.0000	1.0000	24.00	03/03/00
					A003		03/03/00	600.0000	
K126		Whiz Bang Custom Bike Kit - 26"		BIKES EA					
CA	C360	10.0000	0.0000	10.0000	A002	5.0000	0.0000		
					A003		03/03/00	600.0000	
NJ	N360	8.0000	2.0000	6.0000	A002	5.0000	1.0000	24.00	03/03/00
					A003		03/03/00	600.0000	

## Inventory 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 Monthly Reports Menu, select option **4**, Inventory Status Report.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1 Item Code:** Prints all, selected, or a range of item codes sorted in item code order.
- 2 Alternate Sort:** Prints all items falling into the selected range of alternate sorts in alternate sort/item code order.
- 3 Product:** Prints all items assigned to the selected range of products in product code/item code order.
- 4 Primary Vendor:** Prints all items assigned to the selected range of primary vendors in vendor code/item code order.
- 5 Default Warehouse:** Prints all items falling into the selected range of warehouses in default warehouse code/item code order.
- 6 - 9 Class Code 1 - 4:** Prints all items falling into the selected range of class codes in class code/item code order.
- 10 UPC Code:** Prints all items falling to the selected range of UPC codes in UPC code/item code order.

**Detail Options****Print Warehouse Detail?**

- Y** Prints warehouse-by-warehouse detail for each item on this report.
- N** Prints a single line for each item summarizing all warehouses.

**Print Consignment Items Only?**

- Y** Prints only those items flagged as being "on consignment".
- N** Prints all items within the selected range or list.

**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.

**Sample Report**

After selecting a printed or displayed copy, you will see a report similar to the following.  
When the report is finished, you will be automatically returned to the Monthly Reports Menu.

03/31/00 03:45 PM

Item Status Report  
 Lightspeed Distributors (DEM)  
 Sorted by Item Code

Term: T0  
 Page: 1

Item Code	Item Description			On Purchase Order	UOM	Product Re-order Point	Vendor Estimated Annual Usage	Unit Cost	Sugg. Price		
	On Hand	Committed	Available						Date Last Issue	Rec'd	Return
B118					EA	MISC		0.2500		0.0000	
CA	100.0000	0.0000	100.0000	0.0000		0.0000				03/03/00	
NJ	94.0000	2.0000	92.0000	0.0000		0.0000	72.0000		02/20/00	03/03/00	
Total:	194.0000	2.0000	192.0000	0.0000		0.0000	72.0000		02/20/00	03/03/00	
C118					EA	MISC		1.0000		0.0000	
CA	100.0000	0.0000	100.0000	0.0000		0.0000				03/03/00	
NJ	94.0000	2.0000	92.0000	0.0000		0.0000	72.0000		02/20/00	03/03/00	
Total:	194.0000	2.0000	192.0000	0.0000		0.0000	72.0000		02/20/00	03/03/00	
DRL7					EA	MISC		35.0000		95.0000	
CA	10.0000	0.0000	10.0000	10.0000		0.0000				03/03/00	
NJ	9.0000	0.0000	9.0000	10.0000		0.0000	12.0000		02/24/00	03/03/00	
Total:	19.0000	0.0000	19.0000	20.0000		0.0000	12.0000		02/24/00	03/03/00	
E118					EA	MISC		3.5000		0.0000	
CA	100.0000	0.0000	100.0000	0.0000		0.0000				03/03/00	
NJ	90.0000	2.0000	88.0000	0.0000		0.0000	120.0000		02/20/00	03/03/00	
Total:	190.0000	2.0000	188.0000	0.0000		0.0000	120.0000		02/20/00	03/03/00	
F100					EA	BIKES		400.0000		995.0000	
CA	10.0000	0.0000	10.0000	10.0000		0.0000				03/03/00	
NJ	7.0000	0.0000	7.0000	13.0000		0.0000				03/03/00	
Total:	17.0000	0.0000	17.0000	23.0000		0.0000				03/03/00	
F124					EA	BIKES		400.0000		995.0000	
CA	10.0000	0.0000	10.0000	10.0000		0.0000				03/03/00	
NJ	5.0000	1.0000	4.0000	13.0000		1.0000	24.0000		02/20/00	03/03/00	
Total:	15.0000	1.0000	14.0000	23.0000		1.0000	24.0000		02/20/00	03/03/00	
F126					EA	BIKES		400.0000		995.0000	
CA	10.0000	0.0000	10.0000	10.0000		0.0000				03/03/00	
NJ	5.0000	1.0000	4.0000	13.0000		1.0000	24.0000		02/20/00	03/03/00	
Total:	15.0000	1.0000	14.0000	23.0000		1.0000	24.0000		02/20/00	03/03/00	
H118					EA	MISC		10.0000		40.0000	
CA	50.0000	0.0000	50.0000	0.0000		0.0000				03/03/00	
NJ	50.0000	2.0000	48.0000	0.0000		0.0000				03/03/00	
Total:	100.0000	2.0000	98.0000	0.0000		0.0000				03/03/00	
HM292					EA	BIKES		700.0000		0.0000	
CA	3.0000	0.0000	3.0000	0.0000		0.0000				03/03/00	
NJ	2.0000	0.0000	2.0000	0.0000		0.0000	12.0000		02/24/00	03/03/00	

## Inventory Turnover Report

### Introduction

This report shows the usage patterns for each item.

### How to Execute

From the Monthly Reports Menu, select option **5**, Inventory Turnover Report.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1 Item Code:** Prints all, selected, or a range of item codes sorted in item code order.
- 2 Alternate Sort:** Prints all items falling into the selected range of alternate sorts in alternate sort/item code order.
- 3 Product:** Prints all items assigned to the selected range of products in product code/item code order.
- 4 Primary Vendor:** Prints all items assigned to the selected range of primary vendors in vendor code/item code order.
- 5 Default Warehouse:** Prints all items falling into the selected range of warehouses in default warehouse code/item code order.
- 6 - 9 Class Code 1 - 4:** Prints all items falling into the selected range of class codes in class code/item code order.
- 10 UPC Code:** Prints all items falling to the selected range of UPC codes in UPC code/item code order.

### Detail Options

#### Print Warehouse Detail?

- Y** Prints warehouse-by-warehouse detail on each item on this report.
- N** Prints a single line for each item summarizing all warehouses.



**Print 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.

***Sample Report***

After selecting a printed or displayed copy, you will see a report similar to the following.

When the report is finished, you will be automatically returned to the Monthly Reports Menu.

03/31/00 03:46 PM

Inventory Turnover Report  
 Lightspeed Distributors (DEM)  
 Sorted by Item Code

Term: T0  
 Page: 1

Item Code	Est. Annual	Item Description	Avg. Qty	Actual Qty	UOM	Product Line
Whse	Units Sold	Dollars Sold	On hand	On hand		Inventory Turnover
B118		Headlamp Bulb			EA	MISC
CA	0.0000	0.00	0.0000	100.0000		
NJ	72.0000	2.04	0.0000	94.0000		
C118		Headlamp Casing			EA	MISC
CA	0.0000	0.00	0.0000	100.0000		
NJ	72.0000	12.00	0.0000	94.0000		
DRL7		Titanium Derailer - 7 oz.			EA	MISC
CA	0.0000	0.00	0.0000	10.0000		
NJ	12.0000	75.00	0.0000	9.0000		
E118		Headlamp Electric Element			EA	MISC
CA	0.0000	0.00	0.0000	100.0000		
NJ	120.0000	17.04	0.0000	90.0000		
F100		Generic Frame			EA	BIKES
CA	0.0000	0.00	0.0000	10.0000		
NJ	0.0000	0.00	0.0000	7.0000		
F124		24" Custom Bike Frame			EA	BIKES
CA	0.0000	0.00	0.0000	10.0000		
NJ	24.0000	894.96	0.0000	5.0000		
F126		26" Custom Bike Frame			EA	BIKES
CA	0.0000	0.00	0.0000	10.0000		
NJ	24.0000	894.96	0.0000	5.0000		
H118		Headlamp Assembly			EA	MISC
CA	0.0000	0.00	0.0000	50.0000		
NJ	0.0000	0.00	0.0000	50.0000		
HM292		Hand Made Super Bike			EA	BIKES
CA	0.0000	0.00	0.0000	3.0000		
NJ	12.0000	1200.00	0.0000	2.0000		
K124		Whiz Bang Custom Bike Kit - 24"			EA	BIKES
CA	0.0000	0.00	0.0000	10.0000		
NJ	24.0000	900.00	0.0000	8.0000		
K126		Whiz Bang Custom Bike Kit - 26"			EA	BIKES
CA	0.0000	0.00	0.0000	10.0000		
NJ	24.0000	900.00	0.0000	8.0000		
R100		Rainbow Rascals Tricycle			EA	TRIKES
CA	0.0000	0.00	0.0000	15.0000		
NJ	60.0000	159.00	0.0000	10.0000		
S124		Schwoosh - 10 speed - 24"			EA	BIKES
CA	0.0000	0.00	0.0000	15.0000		
NJ	96.0000	495.00	0.0000	9.0000		
S126		Schwoosh - 10 speed - 26"			EA	BIKES
CA	0.0000	0.00	0.0000	15.0000		
NJ	84.0000	495.00	0.0000	10.0000		

14 Inventory Items Printed

## Inventory 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 Monthly Reports Menu, select option **6**, Inventory Shortage Report.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1 Item Code:** Prints all, selected, or a range of item codes sorted in item code order.
- 2 Alternate Sort:** Prints all items falling into the selected range of alternate sorts in alternate sort/item code order.
- 3 Product:** Prints all items assigned to the selected range of products in the product code/item code order.
- 4 Primary Vendor:** Prints all items assigned to the selected range of primary vendors in vendor code/item code order.
- 5 Default Warehouse:** Prints all items falling into the selected range of warehouses in default warehouse code/item code order.
- 6 - 9 Class Code 1 - 4:** Prints all items falling into the selected range of class codes in class code/item code order.
- 10 UPC Code:** Prints all items falling to the selected range of UPC codes in UPC code/item code order.

**Detail Options****Print Warehouse Detail?**

**Y** Prints warehouse-by-warehouse detail for each item on this report.

**N** Prints a single line for each item summarizing all warehouses.

**Print 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.

**Sample Report**

After selecting a printed or displayed copy, you will see a report similar to the following.

When the report is finished, you will be automatically returned to the Monthly Reports Menu.

03/31/00 03:46 PM		Inventory Shortage Report Lightspeed Distributors (DEM) Sorted by Item Code					Term: T0 Page: 1	
Item Code	Item Description			UOM	Product Line	Net	Est. Usage	No. of Periods
	Minimum	On Hand	Committed	On	Purchase Order	Shortage	per Period	Supply On Hand
B118	Headlamp Bulb			EA	MISC			
C118	Headlamp Casing			EA	MISC			
DRL7	Titanium Derailier - 7 oz.			EA	MISC			
E118	Headlamp Electric Element			EA	MISC			
F100	Generic Frame			EA	BIKES			
F124	24" Custom Bike Frame			EA	BIKES			
F126	26" Custom Bike Frame			EA	BIKES			
H118	Headlamp Assembly			EA	MISC			
HM292	Hand Made Super Bike			EA	BIKES			
K124	Whiz Bang Custom Bike Kit - 24"			EA	BIKES			
K126	Whiz Bang Custom Bike Kit - 26"			EA	BIKES			
R100	Rainbow Rascals Tricycle			EA	TRIKES			
S124	Schwoosh - 10 speed - 24"			EA	BIKES			
S125	Schwoosh - 10 speed - 25"			EA	BIKES			
S126	Schwoosh - 10 speed - 26"			EA	BIKES			
NJ	0.0000	10.0000	28.0000		10.0000	8.0000	7.00	1.14-
TAPE	Handlebar Tape			EA	MISC			
W118	Headlamp Wires			EA	MISC			
W124	Aluminum Wheel - 24"			EA	MISC			
W126	Aluminum Wheel - 26"			EA	MISC			

19 Inventory Items Printed

## Inventory 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 Monthly Reports Menu, select option **7**, Inventory Overstock Report.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1 Item Code:** Prints all, selected, or a range of item codes sorted in item code order.
- 2 Alternate Sort:** Prints all items falling into the selected range of alternate sorts in alternate sort/item code order.
- 3 Product:** Prints all items assigned to the selected range of products in the product code/item code order.
- 4 Primary Vendor:** Prints all items assigned to the selected range of primary vendors in vendor code/item code order.
- 5 Default Warehouse:** Prints all items falling into the selected range of warehouses in default warehouse code/item code order.
- 6 - 9 Class Code 1 - 4:** Prints all items falling into the selected range of class codes in class code/item code order.
- 10 UPC Code:** Prints all items falling to the selected range of UPC codes in UPC code/item code order.

**Detail Options**

**Print Warehouse Detail?**

**Y** Prints warehouse-by-warehouse detail for each item on this report.

**N** Prints a single line for each item summarizing all warehouses.

**Print 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.

**Sample Report**

After selecting a printed or displayed copy, you will see a report similar to the following.

When the report is finished, you will be automatically returned to the Monthly Reports Menu.

03/31/00 03:47 PM

Inventory Overstock Report  
 Lightspeed Distributors (DEM)  
 Sorted by Item Code

Term: T0  
 Page: 1

Item Code		Item Description	Maximum	On Hand	Committed	UOM	Product Line	On Purchase Order	Net Overstock	Est. Usage per Period	No. of Periods Supply On Hand
B118	CA	Headlamp Bulb	0.0000	100.0000	0.0000	EA	MISC	0.0000	100.0000	0.00	
	NJ		0.0000	94.0000	2.0000			0.0000	92.0000	6.00	15.33
C118	CA	Headlamp Casing	0.0000	100.0000	0.0000	EA	MISC	0.0000	100.0000	0.00	
	NJ		0.0000	94.0000	2.0000			0.0000	92.0000	6.00	15.33
DRL7	CA	Titanium Derailer - 7 oz.	0.0000	10.0000	0.0000	EA	MISC	10.0000	20.0000	0.00	
	NJ		0.0000	9.0000	0.0000			10.0000	19.0000	1.00	19.00
E118	CA	Headlamp Electric Element	0.0000	100.0000	0.0000	EA	MISC	0.0000	100.0000	0.00	
	NJ		0.0000	90.0000	2.0000			0.0000	88.0000	10.00	8.80
F100	CA	Generic Frame	0.0000	10.0000	0.0000	EA	BIKES	10.0000	20.0000	0.00	
	NJ		0.0000	7.0000	0.0000			13.0000	20.0000	0.00	
F124	CA	24" Custom Bike Frame	0.0000	10.0000	0.0000	EA	BIKES	10.0000	20.0000	0.00	
	NJ		0.0000	5.0000	1.0000			13.0000	17.0000	2.00	8.50
F126	CA	26" Custom Bike Frame	0.0000	10.0000	0.0000	EA	BIKES	10.0000	20.0000	0.00	
	NJ		0.0000	5.0000	1.0000			13.0000	17.0000	2.00	8.50
H118	CA	Headlamp Assembly	0.0000	50.0000	0.0000	EA	MISC	0.0000	50.0000	0.00	
	NJ		0.0000	50.0000	2.0000			0.0000	48.0000	0.00	
HM292	CA	Hand Made Super Bike	0.0000	3.0000	0.0000	EA	BIKES	0.0000	3.0000	0.00	
	NJ		0.0000	2.0000	0.0000			0.0000	2.0000	1.00	2.00
K124	CA	Whiz Bang Custom Bike Kit - 24"	0.0000	10.0000	0.0000	EA	BIKES	5.0000	15.0000	0.00	
	NJ		0.0000	8.0000	2.0000			5.0000	11.0000	2.00	5.50
K126	CA	Whiz Bang Custom Bike Kit - 26"	0.0000	10.0000	0.0000	EA	BIKES	5.0000	15.0000	0.00	
	NJ		0.0000	8.0000	2.0000			5.0000	11.0000	2.00	5.50
R100	CA	Rainbow Rascals Tricycle	0.0000	15.0000	0.0000	EA	TRIKES	15.0000	30.0000	0.00	
	NJ		0.0000	10.0000	4.0000			15.0000	21.0000	5.00	4.20
S124	CA	Schwoosh - 10 speed - 24"	0.0000	15.0000	0.0000	EA	BIKES	10.0000	25.0000	0.00	
	NJ		0.0000	9.0000	3.0000			10.0000	16.0000	8.00	2.00
S125	CA	Schwoosh - 10 speed - 25"	0.0000	15.0000	0.0000	EA	BIKES	10.0000	25.0000	0.00	
	NJ		0.0000	15.0000	1.0000			10.0000	24.0000	0.00	
S126	CA	Schwoosh - 10 speed - 26"	0.0000	15.0000	0.0000	EA	BIKES	10.0000	25.0000	0.00	
TAPE	CA	Handlebar Tape	0.0000	25.0000	0.0000	EA	MISC	0.0000	25.0000	0.00	
	NJ		0.0000	20.0000	4.0000			0.0000	16.0000	5.00	3.20
W118	CA	Headlamp Wires	0.0000	100.0000	0.0000	EA	MISC	0.0000	100.0000	0.00	
	NJ		0.0000	90.0000	2.0000			0.0000	88.0000	10.00	8.80
W124	CA	Aluminum Wheel - 24"	0.0000	20.0000	0.0000	EA	MISC	0.0000	20.0000	0.00	
	NJ		0.0000	20.0000	0.0000			0.0000	20.0000	0.00	
W126	CA	Aluminum Wheel - 26"	0.0000	0.0000	0.0000	EA	MISC	20.0000	20.0000	0.00	
	NJ		0.0000	20.0000	0.0000			0.0000	20.0000	0.00	

19 Inventory Items Printed

## Inventory 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 Monthly Reports Menu, select option **8**, Inventory 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.

**Sample Report**

After selecting a printed or displayed copy, you will see a report similar to the following.

When the report is finished, you will be automatically returned to the Monthly Reports Menu.

03/31/00 03:48 PM		Item Reorder Report Lightspeed Distributors (DEM) Sorted by Item Code						Term: T0 Page: 1	
Item Code	Item Description			Prod	UOM	Vendor	Reorder Point	Safety Level	Recommended Order Qty
	On Hand	Committed	Available	On Purchase Order	Estimated Annual Usage				
S126		Schwoosh - 10 speed - 26"			BIKES	EA			
NJ	10.0000	28.0000	18.0000-	10.0000	84.00		3.0000	0.0000	0.0000

## Inventory 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 Monthly Reports Menu, select option **9**, Inventory Valuation Report.

**Inventory Valuation Report**

Solution IV Lightspeed Distributors (DEM) 05/29/97 TA

**Sort Options**

1) Item Code  
2) Warehouse

Enter Sort Option

**Detail Options**

Print warehouse detail?   
Print consignment items only?   
Print Selected Items Only?   
From Code   
To Code

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1 Item Code:** Prints all, selected, or a range of item codes sorted in item code order.
- 2 Warehouse:** Prints all items falling into the selected range of warehouses in default warehouse code/item code order.

### Detail Options

#### Print Warehouse Detail?

**Y** Prints warehouse-by-warehouse detail form each item on this report.

**N** Prints a single line for each item summarizing all warehouses.

#### Print Consignment Items Only?

**Y** Prints only those items flagged as being “on consignment”.

**N** Prints all items in the selected range.

#### Base Report on Average Cost?

**Y** Prints report based on the weighted average cost regardless of costing method.

**N** Prints report based on the normal costing method for each item.

**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.

***Sample Report***

After selecting a printed or displayed copy, you will see a report similar to the following.

When the report is finished, you will be automatically returned to the Monthly Reports Menu.

03/31/00 03:49 PM		Inventory Valuation Report Lightspeed Distributors (DEM) Sorted by Item Code					Term: T0 Page: 1
Item Code	Description	Lot / Serial No.	Ref No.	Date	Quantity	Cost	Extension
B118	Headlamp Bulb		EA MISC				
CA					100.0000	0.1000	10.00
NJ					94.0000	0.1000	9.40
Item Total:					194.0000		19.40
C118	Headlamp Casing		EA MISC				
CA					100.0000	1.0000	100.00
NJ					94.0000	1.0000	94.00
Item Total:					194.0000		194.00
DRL7	Titanium Derailier - 7 oz.		EA MISC				
CA	California Warehouse	#L201	0000000000000005	03/03/00	10.0000	35.0000	350.00
NJ	New Jersey Warehouse	#L200	0000000000000002	03/03/00	9.0000	35.0000	315.00
Item Total:					19.0000		665.00
E118	Headlamp Electric Element		EA MISC				
CA					100.0000	3.5000	350.00
NJ					90.0000	3.5000	315.00
Item Total:					190.0000		665.00
F100	Generic Frame		EA BIKES				
CA	California Warehouse		1 0000000000000005	03/03/00	10.0000	400.0000	4000.00
NJ	New Jersey Warehouse		1 0000000000000002	03/03/00	7.0000	400.0000	2800.00
Item Total:					17.0000		6800.00
F124	24" Custom Bike Frame		EA BIKES				
CA	California Warehouse		1 0000000000000005	03/03/00	10.0000	400.0000	4000.00
NJ	New Jersey Warehouse		1 0000000000000002	03/03/00	5.0000	400.0000	2000.00
Item Total:					15.0000		6000.00
F126	26" Custom Bike Frame		EA BIKES				
CA	California Warehouse		1 0000000000000005	03/03/00	10.0000	400.0000	4000.00
NJ	New Jersey Warehouse		1 0000000000000002	03/03/00	5.0000	400.0000	2000.00
Item Total:					15.0000		6000.00
H118	Headlamp Assembly		EA MISC				
CA	California Warehouse		1 0000000000000004	03/03/00	50.0000	10.0000	500.00
NJ	New Jersey Warehouse		1 0000000000000001	03/03/00	50.0000	10.0000	500.00
Item Total:					100.0000		1000.00
HM292	Hand Made Super Bike		EA BIKES				
CA	California Warehouse	#S150	0000000000000005	03/03/00	1.0000	700.0000	700.00
CA	California Warehouse	#S151	0000000000000005	03/03/00	1.0000	700.0000	700.00
CA	California Warehouse	#S152	0000000000000005	03/03/00	1.0000	700.0000	700.00
NJ	New Jersey Warehouse	#S148	0000000000000002	03/03/00	1.0000	700.0000	700.00
NJ	New Jersey Warehouse	#S149	0000000000000002	03/03/00	1.0000	700.0000	700.00
Item Total:					5.0000		3500.00
K124	Whiz Bang Custom Bike Kit - 24"		EA BIKES				
CA	California Warehouse		1 0000000000000005	03/03/00	10.0000	600.0000	6000.00
NJ	New Jersey Warehouse		1 0000000000000002	03/03/00	8.0000	600.0000	4800.00
Item Total:					18.0000		10800.00
K126	Whiz Bang Custom Bike Kit - 26"		EA BIKES				
CA	California Warehouse		1 0000000000000005	03/03/00	10.0000	600.0000	6000.00
NJ	New Jersey Warehouse		1 0000000000000002	03/03/00	8.0000	600.0000	4800.00
Item Total:					18.0000		10800.00
R100	Rainbow Rascals Tricycle		EA TRIKES				
CA	California Warehouse		1 0000000000000005	03/03/00	15.0000	80.0000	1200.00
NJ	New Jersey Warehouse		1 0000000000000002	03/03/00	10.0000	80.0000	800.00
Item Total:					25.0000		2000.00

## Discontinued Item Report

### Introduction

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

### How to Execute

From the Monthly Reports Menu, select option **10**, 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.

**Sample Report**

After selecting a printed or displayed copy, you will see a report similar to the following.

When the report is finished, you will be automatically returned to the Monthly Reports Menu.

03/31/00 03:55 PM		Discontinued Item Report Lightspeed Distributors (DEM) Sorted by Item Code			Term: T0 Page: 1
-----					
Item Code	Item Description	UOM	Prod Code	Replaced by Item Code	
-----					
B118	Headlamp Bulb	EA	MISC	H118	
C118	Headlamp Casing	EA	MISC	H118	
2 Inventory Items Printed					

## 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 Monthly Reports Menu, select option **11**, Kit/Component Report.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1 Item Code:** Prints all, selected, or a range of kits, with the components listed below, in item code order.
- 2 Component:** Prints all, selected or a range of components, with the kits to which they belong, in component order.

### Detail Options

#### Print Selected Items Only?

Because the kits and components are both item codes, you have the option of printing individual kits or components on the report.

- Y** Displays a view and allows you to select individual items to print on the report.
- N** Allows you to enter a range of items or warehouses to print.

If you entered **N**, the system prompts:

#### From Sort Option

#### To Sort Option

Enter the first and last codes in the range that you wish to print or press **Enter** twice to print all codes.

### Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you will be automatically returned to the Monthly Reports Menu.

03/31/00 03:55 PM

Kit Component Report  
 Lightspeed Distributors (DEM)  
 Sorted by Item Code

Term: T0  
 Page: 1

Item Code Component	Item Description Component Description	UOM Component Qty	Product
H118	Headlamp Assembly	EA	MISC
This item uses the following components:			
B118	Headlamp Bulb	1.0000	
C118	Headlamp Casing	1.0000	
E118	Headlamp Electric Element	1.0000	
W118	Headlamp Wires	4.0000	
K124	Whiz Bang Custom Bike Kit - 24"	EA	BIKES
This item uses the following components:			
F124	24" Custom Bike Frame	1.0000	
TAPE	Handlebar Tape	1.0000	
W124	Aluminum Wheel - 24"	2.0000	
K126	Whiz Bang Custom Bike Kit - 26"	EA	BIKES
This item uses the following components:			
F126	26" Custom Bike Frame	1.0000	
TAPE	Handlebar Tape	1.0000	
W126	Aluminum Wheel - 26"	2.0000	

3 Inventory Items Printed



## 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 Monthly Reports Menu, select option **12**, Alternate Item Report.

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1 Item Code:** Prints all, selected, or a range of item codes sorted in item code order.
- 2 Alternate Sort:** Prints all items falling into the selected range of alternate sorts in alternate sort/item code order.
- 3 Product:** Prints all items assigned to the selected range of products in the product code/item code order.
- 4 Primary Vendor:** Prints all items assigned to the selected range of primary vendors in vendor code/item code order.
- 5 Default Warehouse:** Prints all items falling into the selected range of warehouses in default warehouse code/item code order.
- 6 - 9 Class Code 1 - 4:** Prints all items falling into the selected range of class codes in class code/item code order.
- 10 UPC Code:** Prints all items falling to the selected range of UPC codes in UPC code/item code order.

**Detail Options****Print Selected Items Only?**

If you selected to sort by item code, you have the option of printing individual items.

**Y** Displays a view and allows you to select individual items to print on the report.

**N** Allows you to enter a range of items or warehouses to print.

If you selected **N**, or selected to sort in an order other than item code, the system prompts:

**From Sort Option****To Sort Option**

Enter the first and last codes in the range that you wish to print or press **Enter** twice to print all codes.

**Sample Report**

After selecting a printed or displayed copy, you will see a report similar to the following.

When the report is finished, you will be automatically returned to the Monthly Reports Menu.

03/31/00 03:56 PM		Alternate Item Report		Term: T0	
		Lightspeed Distributors (DEM)		Page: 1	
		Sorted by Item Code			
Item Code	Item Description	UOM	Prod Code		
K124	Whiz Bang Custom Bike Kit - 24"	BIKES	EA	BIKES	
S124	Schwoosh - 10 speed - 24"				
K126	Whiz Bang Custom Bike Kit - 26"	BIKES	EA	BIKES	
S126	Schwoosh - 10 speed - 26"				
2 Inventory Items Printed					

## 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 Monthly Reports Menu, select option **13**, Inventory Sales Analysis.

**Inventory Sales Analysis Report**

**Lightspeed Distributors (DEM)** 05/29/97 TA

**Detail Options**

Print sales? ☐ Y

Print cost of sales? ☐ Y

Print quantities? ☐ Y

Print gross profit? ☐ Y

Print profit percentage? ☐ Y

Print number of invoices? ☐ Y

Sort by Qty, Amt or Profit ☐ N

Ascending or Descending ☐ D

Print Selected Years Only? ☒ N

From Year  00

To Year  99

Sel

Print Selected Items Only? ☒ N

From Item  B118

To Item  W126

### 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 Percent?

**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.

**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.

**Sample Report**

After selecting a printed or displayed copy, you will see a report similar to the following.  
When the report is finished, you will be automatically returned to the Monthly Reports Menu.

03/31/00 03:58 PM

IC Sales Analysis  
Lightspeed Distributors (DEM)Term: T0  
Page: 1

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
B118	2000											
Quantity:	0	0	6	0	0	0	0	0	0	0	0	0
Sales:	0	0	11	0	0	0	0	0	0	0	0	0
Cost:	0	0	1	0	0	0	0	0	0	0	0	0
Profit:	0	0	10	0	0	0	0	0	0	0	0	0
Profit %:	0.00	0.00	90.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Invoices:	0	0	1	0	0	0	0	0	0	0	0	0
C118	2000											
Quantity:	0	0	6	0	0	0	0	0	0	0	0	0
Sales:	0	0	65	0	0	0	0	0	0	0	0	0
Cost:	0	0	6	0	0	0	0	0	0	0	0	0
Profit:	0	0	59	0	0	0	0	0	0	0	0	0
Profit %:	0.00	0.00	90.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Invoices:	0	0	1	0	0	0	0	0	0	0	0	0
DRL7	2000											
Quantity:	0	0	1	0	0	0	0	0	0	0	0	0
Sales:	0	0	68	0	0	0	0	0	0	0	0	0
Cost:	0	0	35	0	0	0	0	0	0	0	0	0
Profit:	0	0	33	0	0	0	0	0	0	0	0	0
Profit %:	0.00	0.00	48.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Invoices:	0	0	1	0	0	0	0	0	0	0	0	0
E118	2000											
Quantity:	0	0	10	0	0	0	0	0	0	0	0	0
Sales:	0	0	153	0	0	0	0	0	0	0	0	0
Cost:	0	0	35	0	0	0	0	0	0	0	0	0
Profit:	0	0	118	0	0	0	0	0	0	0	0	0
Profit %:	0.00	0.00	77.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Invoices:	0	0	1	0	0	0	0	0	0	0	0	0
F100	2000											
Quantity:	0	0	0	0	0	0	0	0	0	0	0	0
Sales:	0	0	0	0	0	0	0	0	0	0	0	0
Cost:	0	0	0	0	0	0	0	0	0	0	0	0
Profit:	0	0	0	0	0	0	0	0	0	0	0	0
Profit %:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Invoices:	0	0	0	0	0	0	0	0	0	0	0	0
F124	2000											
Quantity:	0	0	2	0	0	0	0	0	0	0	0	0
Sales:	0	0	1611	0	0	0	0	0	0	0	0	0
Cost:	0	0	800	0	0	0	0	0	0	0	0	0
Profit:	0	0	811	0	0	0	0	0	0	0	0	0
Profit %:	0.00	0.00	50.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Invoices:	0	0	1	0	0	0	0	0	0	0	0	0
F126	2000											
Quantity:	0	0	2	0	0	0	0	0	0	0	0	0
Sales:	0	0	1611	0	0	0	0	0	0	0	0	0
Cost:	0	0	800	0	0	0	0	0	0	0	0	0
Profit:	0	0	811	0	0	0	0	0	0	0	0	0
Profit %:	0.00	0.00	50.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Invoices:	0	0	1	0	0	0	0	0	0	0	0	0
H118	2000											
Quantity:	0	0	0	0	0	0	0	0	0	0	0	0
Sales:	0	0	0	0	0	0	0	0	0	0	0	0
Cost:	0	0	0	0	0	0	0	0	0	0	0	0
Profit:	0	0	0	0	0	0	0	0	0	0	0	0
Profit %:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Invoices:	0	0	0	0	0	0	0	0	0	0	0	0
HM292	2000											
Quantity:	0	0	1	0	0	0	0	0	0	0	0	0
Sales:	0	0	1080	0	0	0	0	0	0	0	0	0
Cost:	0	0	700	0	0	0	0	0	0	0	0	0
Profit:	0	0	380	0	0	0	0	0	0	0	0	0
Profit %:	0.00	0.00	35.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Invoices:	0	0	1	0	0	0	0	0	0	0	0	0
K124	2000											
Quantity:	0	0	2	0	0	0	0	0	0	0	0	0
Sales:	0	0	1620	0	0	0	0	0	0	0	0	0
Cost:	0	0	1200	0	0	0	0	0	0	0	0	0
Profit:	0	0	420	0	0	0	0	0	0	0	0	0
Profit %:	0.00	0.00	25.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Invoices:	0	0	2	0	0	0	0	0	0	0	0	0

03/31/00 03:58 PM

IC Sales Analysis  
Lightspeed Distributors (DEM)Term: T0  
Page: 2

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
K126	2000											
Quantity:	0	0	2	0	0	0	0	0	0	0	0	0
Sales:	0	0	1620	0	0	0	0	0	0	0	0	0
Cost:	0	0	1200	0	0	0	0	0	0	0	0	0
Profit:	0	0	420	0	0	0	0	0	0	0	0	0
Profit %:	0.00	0.00	25.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Invoices:	0	0	2	0	0	0	0	0	0	0	0	0
R100	2000											
Quantity:	0	0	5	0	0	0	0	0	0	0	0	0
Sales:	0	0	715	0	0	0	0	0	0	0	0	0
Cost:	0	0	400	0	0	0	0	0	0	0	0	0
Profit:	0	0	315	0	0	0	0	0	0	0	0	0
Profit %:	0.00	0.00	44.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Invoices:	0	0	2	0	0	0	0	0	0	0	0	0
S124	2000											

Quantity:	0	0	8	0	0	0	0	0	0	0	0	0
Sales:	0	0	3565	0	0	0	0	0	0	0	0	0
Cost:	0	0	1600	0	0	0	0	0	0	0	0	0
Profit:	0	0	1965	0	0	0	0	0	0	0	0	0
Profit %:	0.00	0.00	55.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Invoices:	0	0	3	0	0	0	0	0	0	0	0	0
S126												
Quantity:	0	0	7	0	0	0	0	0	0	0	0	0
Sales:	0	0	3119	0	0	0	0	0	0	0	0	0
Cost:	0	0	1400	0	0	0	0	0	0	0	0	0
Profit:	0	0	1719	0	0	0	0	0	0	0	0	0
Profit %:	0.00	0.00	55.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Invoices:	0	0	3	0	0	0	0	0	0	0	0	0
TAPE												
Quantity:	0	0	5	0	0	0	0	0	0	0	0	0
Sales:	0	0	18	0	0	0	0	0	0	0	0	0
Cost:	0	0	10	0	0	0	0	0	0	0	0	0
Profit:	0	0	8	0	0	0	0	0	0	0	0	0
Profit %:	0.00	0.00	44.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Invoices:	0	0	1	0	0	0	0	0	0	0	0	0
W118												
Quantity:	0	0	10	0	0	0	0	0	0	0	0	0
Sales:	0	0	27	0	0	0	0	0	0	0	0	0
Cost:	0	0	10	0	0	0	0	0	0	0	0	0
Profit:	0	0	17	0	0	0	0	0	0	0	0	0
Profit %:	0.00	0.00	62.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Invoices:	0	0	1	0	0	0	0	0	0	0	0	0
Report Total												
Quantity:	0	0	67	0	0	0	0	0	0	0	0	0
Sales:	0	0	15283	0	0	0	0	0	0	0	0	0
Cost:	0	0	8197	0	0	0	0	0	0	0	0	0
Profit:	0	0	7086	0	0	0	0	0	0	0	0	0
Profit %:	0.00	0.00	46.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Invoices:	0	0	21	0	0	0	0	0	0	0	0	0

## 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 Monthly Reports Menu, select option **14**, Component Sales Analysis.

### Detail Options

#### Print 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.

**Sample Reports**

After selecting a printed or displayed copy, you will see reports similar to the following.

When the reports are finished, you are automatically returned to the Monthly Reports Menu.



03/31/00 03:59 PM		Component Sales Analysis Lightspeed Distributors (DEM)										Term: T0 Page: 1
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
-----												
Kit: K124			Whiz Bang Custom Bike Kit - 24"									
Year: 2000	0	0	2	0	0	0	0	0	0	0	0	0
Component: F124			24" Custom Bike Frame									
Quantity:	0	0	2	0	0	0	0	0	0	0	0	0
% of Comp:	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%
% of Total:	0%	0%	50%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Component: TAPE			Handlebar Tape									
Quantity:	0	0	2	0	0	0	0	0	0	0	0	0
% of Comp:	0%	0%	50%	0%	0%	0%	0%	0%	0%	0%	0%	0%
% of Total:	0%	0%	22%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Component: W124			Aluminum Wheel - 24"									
Quantity:	0	0	4	0	0	0	0	0	0	0	0	0
% of Comp:	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%
% of Total:	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%
-----												
Kit: K126			Whiz Bang Custom Bike Kit - 26"									
Year: 2000	0	0	2	0	0	0	0	0	0	0	0	0
Component: F126			26" Custom Bike Frame									
Quantity:	0	0	2	0	0	0	0	0	0	0	0	0
% of Comp:	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%
% of Total:	0%	0%	50%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Component: TAPE			Handlebar Tape									
Quantity:	0	0	2	0	0	0	0	0	0	0	0	0
% of Comp:	0%	0%	50%	0%	0%	0%	0%	0%	0%	0%	0%	0%
% of Total:	0%	0%	22%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Component: W126			Aluminum Wheel - 26"									
Quantity:	0	0	4	0	0	0	0	0	0	0	0	0
% of Comp:	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%
% of Total:	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%

03/31/00 03:59 PM		Component Sales Analysis Summary Lightspeed Distributors (DEM)										Term: T0 Page: 1
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
-----												
F124												
Comp 2000:	0	0	2	0	0	0	0	0	0	0	0	0
Sold 2000:	0	0	2	0	0	0	0	0	0	0	0	0
Total 2000:	0	0	4	0	0	0	0	0	0	0	0	0
-----												
F126												
Comp 2000:	0	0	2	0	0	0	0	0	0	0	0	0
Sold 2000:	0	0	2	0	0	0	0	0	0	0	0	0
Total 2000:	0	0	4	0	0	0	0	0	0	0	0	0
-----												
TAPE												
Comp 2000:	0	0	4	0	0	0	0	0	0	0	0	0
Sold 2000:	0	0	5	0	0	0	0	0	0	0	0	0
Total 2000:	0	0	9	0	0	0	0	0	0	0	0	0
-----												
W124												
Comp 2000:	0	0	4	0	0	0	0	0	0	0	0	0
-----												
W126												
Comp 2000:	0	0	4	0	0	0	0	0	0	0	0	0

## 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 Monthly Reports Menu, select option **15**, 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.

### Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you are automatically returned to the Monthly Reports Menu.

03/31/00 04:01 PM		ABC Analysis Report Lightspeed Distributors (DEM)						Term: T0 Page: 1	
Item Code	Description	UOM	Prod Code	Qty On Hand	Est Annual Qty Usage	Est Annual \$ Usage	Seq	ABC Analysis %	ABC
B118	Headlamp Bulb	EA	MISC	194.0000	72	144	1	0.00	A
C118	Headlamp Casing	EA	MISC	194.0000	72	864	2	0.00	A
DRL7	Titanium Derailier - 7 oz.	EA	MISC	19.0000	12	900	3	0.00	A
E118	Headlamp Electric Element	EA	MISC	190.0000	120	2040	4	0.00	A
F100	Generic Frame	EA	BIKES	17.0000	0	0	5	0.00	A
F124	24" Custom Bike Frame	EA	BIKES	15.0000	24	21480	6	0.00	A
F126	26" Custom Bike Frame	EA	BIKES	15.0000	24	21480	7	0.00	A
H118	Headlamp Assembly	EA	MISC	100.0000	0	0	8	0.00	A
HM292	Hand Made Super Bike	EA	BIKES	5.0000	12	14400	9	0.00	A
K124	Whiz Bang Custom Bike Kit - 24"	EA	BIKES	18.0000	24	21600	10	0.00	A
K126	Whiz Bang Custom Bike Kit - 26"	EA	BIKES	18.0000	24	21600	11	0.00	A
R100	Rainbow Rascals Tricycle	EA	TRIKES	25.0000	60	9540	12	0.00	A
S124	Schwwoosh - 10 speed - 24"	EA	BIKES	24.0000	96	47520	13	0.00	A
S125	Schwwoosh - 10 speed - 25"	EA	BIKES	30.0000	0	0	14	0.00	A
S126	Schwwoosh - 10 speed - 26"	EA	BIKES	25.0000	84	41580	15	0.00	A
TAPE	Handlebar Tape	EA	MISC	45.0000	60	237	16	0.00	A
TKS	Thank you for your business	EA	MISC	0.0000	0	0	17	0.00	A
W118	Headlamp Wires	EA	MISC	190.0000	120	360	18	0.00	A
W124	Aluminum Wheel - 24"	EA	MISC	40.0000	0	0	19	0.00	A
W126	Aluminum Wheel - 26"	EA	MISC	20.0000	0	0	20	0.00	A

20 Inventory Items Printed

## Transaction Detail Report

### Introduction

This report shows all of the inventory transactions for each item in the selected range.

### How to Execute

From the Monthly Reports Menu, select option **16**, Transaction Detail Report.

**Transaction Detail Report**

Lightspeed Distributors (DEM) 05/29/97 TA

**Date Ranges**

From Date 01/01/90

To Date 12/31/99

**Transaction Type** A

**Print Selected Items Only?** ☒ N

From Item B118

To Item W126

AD-Adj IS-Iss RC-Rcpt PC-PCnt RT-Rtn TR-Tns SJ-Sjrl PR-PRcpt PT-PRtn PI-Plnrv

### 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.

#### Transaction Type

Enter the transaction type you wish to see on the report from the following list:

- A** All Transaction Types
- AD** Adjustments
- IS** Issues (Using Inventory Transaction Entry)
- PC** Physical Counts
- PI** Purchase Order Invoices
- PR** Purchase Order Receipts
- PT** Purchase Order Returns
- RC** Receipts (Using Inventory Transaction Entry)
- RT** Returns (Using Inventory Transaction Entry)
- SJ** Sales Journal (Order Processing)
- TR** 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 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.

***Sample Report***

After selecting a printed or displayed copy, you will see a report similar to the following.  
When the report is finished, you are automatically returned to the Monthly Reports Menu.

03/31/00 04:01 PM				Inventory Transaction Detail Report Lightspeed Distributors (DEM)							Term: T0 Page: 1	
Whse Code	Tran Date	Type	Ref	Vendor / Customer	Lot / Serial	UOM	To Whse	Quantity	Unit Cost	Price	Cost Extension	
B118 Headlamp Bulb												
CA	03/03/00	PR	0000000000000004			EA		100.0000	0.1000		10.00	
NJ	02/20/00	SJ	0000000000000100	H001		EA		6.0000	0.1000	2.0000	0.60	
NJ	03/03/00	PR	0000000000000001			EA		100.0000	0.1000		10.00	
										Total Cost:	20.60	
										Total Price:	12.00	
C118 Headlamp Casing												
CA	03/03/00	PR	0000000000000004			EA		100.0000	1.0000		100.00	
NJ	02/20/00	SJ	0000000000000100	H001		EA		6.0000	1.0000	12.0000	6.00	
NJ	03/03/00	PR	0000000000000001			EA		100.0000	1.0000		100.00	
										Total Cost:	206.00	
										Total Price:	72.00	
DRL7 Titanium Derailer - 7 oz.												
CA	03/03/00	PR	0000000000000005		#L201	EA		10.0000	35.0000		350.00	
NJ	02/24/00	SJ	0000000000000101	JOE'S	#L200	EA		1.0000	35.0000	75.0000	35.00	
NJ	03/03/00	PR	0000000000000002		#L200	EA		10.0000	35.0000		350.00	
										Total Cost:	735.00	
										Total Price:	75.00	
E118 Headlamp Electric Element												
CA	03/03/00	PR	0000000000000004			EA		100.0000	3.5000		350.00	
NJ	02/20/00	SJ	0000000000000100	H001		EA		10.0000	3.5000	17.0000	35.00	
NJ	03/03/00	PR	0000000000000001			EA		100.0000	3.5000		350.00	
										Total Cost:	735.00	
										Total Price:	170.00	
F100 Generic Frame												
CA	03/03/00	PR	0000000000000005			EA		10.0000	400.0000		4000.00	
NJ	03/03/00	PR	0000000000000002			EA		7.0000	400.0000		2800.00	
										Total Cost:	6800.00	
										Total Price:	0.00	
F124 24" Custom Bike Frame												
CA	03/03/00	PR	0000000000000005			EA		10.0000	400.0000		4000.00	
NJ	02/20/00	SJ	0000000000000100	H001		EA		2.0000	400.0000	895.0000	800.00	
NJ	03/03/00	PR	0000000000000002			EA		7.0000	400.0000		2800.00	
										Total Cost:	7600.00	
										Total Price:	1790.00	
F126 26" Custom Bike Frame												
CA	03/03/00	PR	0000000000000005			EA		10.0000	400.0000		4000.00	
NJ	02/20/00	SJ	0000000000000100	H001		EA		2.0000	400.0000	895.0000	800.00	
NJ	03/03/00	PR	0000000000000002			EA		7.0000	400.0000		2800.00	
										Total Cost:	7600.00	
										Total Price:	1790.00	
H118 Headlamp Assembly												
CA	03/03/00	PR	0000000000000004			EA		50.0000	10.0000		500.00	
NJ	03/03/00	PR	0000000000000001			EA		50.0000	10.0000		500.00	
										Total Cost:	1000.00	
										Total Price:	0.00	

## 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 who purchased the specified lot/serial number, when, and for how much.

### How to Execute

From the Monthly Reports Menu, select option **17**, 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.

### Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you are automatically returned to the Monthly Reports Menu.

03/31/00 04:02 PM

Inventory Recall Report  
Lightspeed Distributors (DEM)Term: T0  
Page: 1

Item Code	Description	Lot/Serial Num	Lst Tran	Total	Quantity
JOE'S	Joe's Bike Town 15 Olcott Square Hillsborough, NJ 08876	Contact: Joe George Phone: 201 555-2060			
HM292	Hand Made Super #S147		02/24/00		1.0000

## 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 Monthly Reports Menu, select option **18**, EOQ Order Point Report. The

### Sort Options

#### Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1 Item Code:** Prints all, selected, or a range of item codes sorted in item code order.
- 2 Default Warehouse:** Prints all items in each of the selected warehouses in warehouse code/bin location order.

### Detail Options

#### Print Selected Items Only?

**Y** Displays a view and allows you to select individual items to print on the report.

**N** Allows you to enter a range of items.

If you select **N**, or to sort in warehouse order, the system prompts:

#### From Sort Option

#### To Sort Option

Enter the first and last codes in the range that you wish to print or press **Enter** twice to print all codes.



**Sample Report**

After selecting a printed or displayed copy, you will see a report similar to the following.  
When the report is finished, you are automatically returned to the Monthly Reports Menu.

03/31/00 04:02 PM		EOQ Order Point Report Lightspeed Distributors (DEM) Sorted by Item Code							Term: T0 Page: 1	
Warehouse	Item Code	On Hand	Description Committed	Available	UOM	Reorder Point	EOQ	Estimated Annual Usage	Safety Level	Lead Time
B118			Headlamp Bulb		MISC	EA				
CA	100.0000	0.0000	100.0000	0.0000	0.0000 C	0.0000 C	0.0000 C		0.0000	0
NJ	94.0000	2.0000	92.0000	0.0000	0.0000 C	219.0000 C	72.00		0.0000	0
C118			Headlamp Casing		MISC	EA				
CA	100.0000	0.0000	100.0000	0.0000	0.0000 C	0.0000 C	69.0000 C	72.00	0.0000	0
NJ	94.0000	2.0000	92.0000	0.0000	0.0000 C				0.0000	0
DRL7			Titanium Derailier - 7 oz.		MISC	EA				
CA	10.0000	0.0000	10.0000	10.0000	0.0000 C	0.0000 C	5.0000 C	12.00	0.0000	0
NJ	9.0000	0.0000	9.0000	10.0000	0.0000 C				0.0000	0
E118			Headlamp Electric Element		MISC	EA				
CA	100.0000	0.0000	100.0000	0.0000	0.0000 C	0.0000 C	0.0000 C	120.00	0.0000	0
NJ	90.0000	2.0000	88.0000	0.0000	0.0000 C	48.0000 C			0.0000	0
F100			Generic Frame		BIKES	EA				
CA	10.0000	0.0000	10.0000	10.0000	0.0000 C	0.0000 C	0.0000 C		0.0000	10
NJ	7.0000	0.0000	7.0000	13.0000	0.0000 C	0.0000 C			0.0000	10
F124			24" Custom Bike Frame		BIKES	EA				
CA	10.0000	0.0000	10.0000	10.0000	0.0000 C	0.0000 C	0.0000 C	24.00	0.0000	10
NJ	5.0000	1.0000	4.0000	13.0000	1.0000 C	2.0000 C			0.0000	10
F126			26" Custom Bike Frame		BIKES	EA				
CA	10.0000	0.0000	10.0000	10.0000	0.0000 C	0.0000 C	0.0000 C	24.00	0.0000	10
NJ	5.0000	1.0000	4.0000	13.0000	1.0000 C	2.0000 C			0.0000	10
H118			Headlamp Assembly		MISC	EA				
CA	50.0000	0.0000	50.0000	0.0000	0.0000 C	0.0000 C	0.0000 C		0.0000	10
NJ	50.0000	2.0000	48.0000	0.0000	0.0000 C	0.0000 C			0.0000	10
HM292			Hand Made Super Bike		BIKES	EA				
CA	3.0000	0.0000	3.0000	0.0000	0.0000 C	0.0000 C	0.0000 C	12.00	0.0000	0
NJ	2.0000	0.0000	2.0000	0.0000	0.0000 C	1.0000 C			0.0000	0
K124			Whiz Bang Custom Bike Kit - 24"		BIKES	EA				
CA	10.0000	0.0000	10.0000	5.0000	0.0000 C	0.0000 C	0.0000 C	24.00	0.0000	14
NJ	8.0000	2.0000	6.0000	5.0000	1.0000 C	2.0000 C			0.0000	14
K126			Whiz Bang Custom Bike Kit - 26"		BIKES	EA				
CA	10.0000	0.0000	10.0000	5.0000	0.0000 C	0.0000 C	0.0000 C	24.00	0.0000	14
NJ	8.0000	2.0000	6.0000	5.0000	1.0000 C	2.0000 C			0.0000	14
R100			Rainbow Rascals Tricycle		TRIKES	EA				
CA	15.0000	0.0000	15.0000	15.0000	0.0000 C	0.0000 C	0.0000 C	60.00	0.0000	14
NJ	10.0000	4.0000	6.0000	15.0000	2.0000 C	7.0000 C			0.0000	14
S124			Schwosh - 10 speed - 24"		BIKES	EA				
CA	15.0000	0.0000	15.0000	10.0000	0.0000 C	0.0000 C	0.0000 C	96.00	0.0000	14
NJ	9.0000	3.0000	6.0000	10.0000	4.0000 C	6.0000 C			0.0000	14
S125			Schwosh - 10 speed - 25"		BIKES	EA				
CA	15.0000	0.0000	15.0000	10.0000	0.0000 C	0.0000 C	0.0000 C		0.0000	14
NJ	15.0000	1.0000	14.0000	10.0000	0.0000 C	0.0000 C			0.0000	14
S126			Schwosh - 10 speed - 26"		BIKES	EA				
CA	15.0000	0.0000	15.0000	10.0000	0.0000 C	0.0000 C	0.0000 C	84.00	0.0000	14
NJ	10.0000	28.0000	18.0000-	10.0000	3.0000 C	5.0000 C			0.0000	14
TAPE			Handlebar Tape		MISC	EA				
CA	25.0000	0.0000	25.0000	0.0000	0.0000 C	0.0000 C	0.0000 C	60.00	0.0000	10
NJ	20.0000	4.0000	16.0000	0.0000	2.0000 C	45.0000 C			0.0000	10
W118			Headlamp Wires		MISC	EA				
CA	100.0000	0.0000	100.0000	0.0000	0.0000 C	0.0000 C	0.0000 C	120.00	0.0000	0
NJ	90.0000	2.0000	88.0000	0.0000	0.0000 C	89.0000 C			0.0000	0
W124			Aluminum Wheel - 24"		MISC	EA				
CA	20.0000	0.0000	20.0000	0.0000	0.0000 C	0.0000 C	0.0000 C		0.0000	12
NJ	20.0000	0.0000	20.0000	0.0000	0.0000 C				0.0000	12
W126			Aluminum Wheel - 26"		MISC	EA				
CA	0.0000	0.0000	0.0000	20.0000	0.0000 C	0.0000 C	0.0000 C		0.0000	12
NJ	20.0000	0.0000	20.0000	0.0000	0.0000 C				0.0000	12
38 Inventory Items Printed										

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# 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:

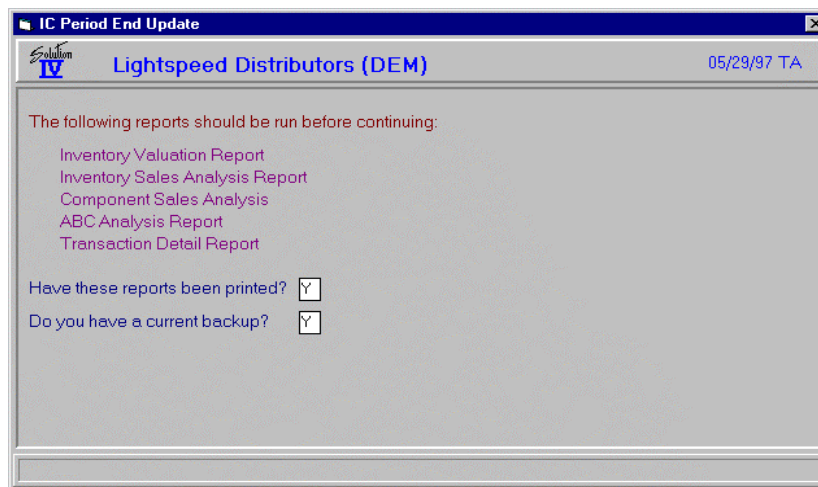
- Removes zero balance tiers from the tier file.
- Removes superseded items from the item Masterfile.
- Zeros-out all month-to-date buckets throughout the inventory system, such as in the item Masterfile.
- Recalculates the ABC analysis figures and writes them to the item Masterfile.

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 option **16**, 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.

**Clear historical transactions?**

Every transaction in the system is saved to a combination of historical transaction files. This is done so those events can be recreated (with effort) if necessary. As you might imagine, however, this file can get rather large, rather fast. We therefore give you the option of clearing these files periodically.

**Y**      Clears data from the historical files based on the date entered below.

**N**      History files are left alone.

**Clear transactions older than**

Enter the oldest date for which you wish to maintain historical information.

**Copy transactions before clear?**

This feature will copy transactions to be deleted to a separate file before deleting them from the standard history file.

If you would like to copy the transactions to be cleared to a separate file so you can back them up before actually deleting them:

**Y**      Gives you that option.

**N**      Will remove the transactions without a copy, removing them forever.

**Filename for copy**

Enter up to seven characters for the filename to which you wish to copy the history file for backup.

***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 of 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!

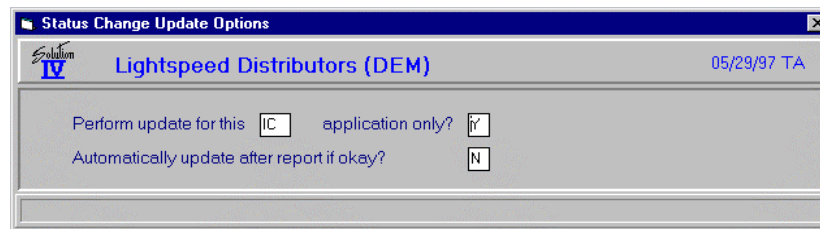
### Before You Start

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 option **17**, 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.

**Y**      Makes the change to the structure of your item codes.

**N**      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  $(25 \times \$35)$  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 Inventory Control Product Codes Inventory Control Product Codes
Liability	Purchases	Inventory Control Product Codes
Cost of Sales	Cost of Sales	Inventory Control Product Codes
Revenue	Sales Returns	Inventory Control 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 (too many)	Inventory	100.00	
	Adjustments		100.00
Adjustments (too few)	Adjustments	100.00	
	Inventory		100.00

Make the same adjustments as above for Physical Count Posting.

---

# 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.

<b>A</b>
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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.

**F****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.

**G****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.

<b>S</b>
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**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.

<b>T</b>
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**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.

<b>V</b>
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**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.