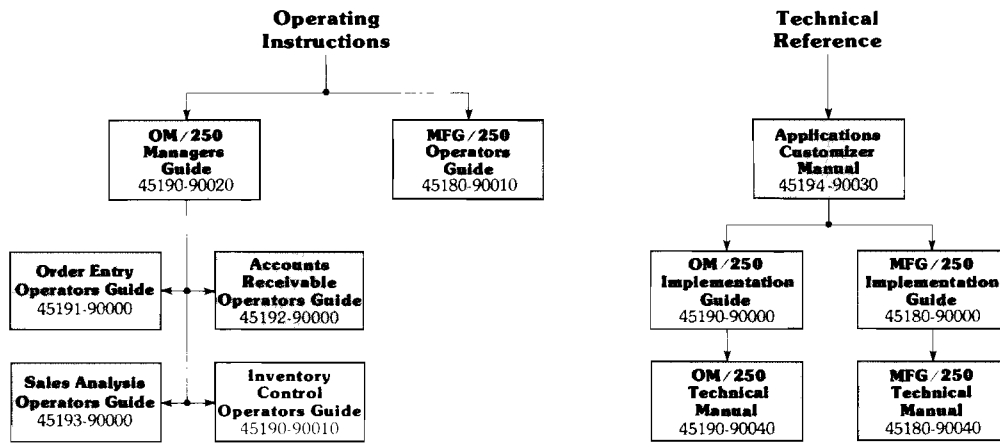


**OM/250
Inventory Control
Operators Guide**

HP 250

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HP 250 Applications Software Documentation

OM/250
INVENTORY CONTROL OPERATORS GUIDE

Manual Part No. 45190-90010



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June 1979 . . . FIRST EDITION

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PREFACE

The OM/250 Inventory Control software provides an easy and sensible approach to Inventory Control. It assumes that the operator is knowledgeable of general business practices, but has no expertise in computers or programmable calculators. Before discussing this software package, let's answer the following questions:

- * What is Inventory Control?
- * What can Inventory Control do for you?
- * What's in this manual?

What Is Inventory Control?

Inventory Control is designed to track items on hand in inventory. It can also be used as a management tool for determining a minimum level of inventory to carry matching a desired level of customer satisfaction.

What Can Inventory Control Do For You?

This software allows you to:

- * Determine when to make item purchases for restocking.
- * Determine the quantity of an item to purchase.
- * Carry stocking information on parts stored in multiple warehouses.
- * Determine an on-going inventory based on a concept called "cycle counting".
- * Print reports with item sorted according to user specifications.

What's In This Manual?

This manual steps you through the daily, monthly and yearly procedures needed to operate your Inventory Control software. It is recommended that you read the HP 250 System Operators Guide and become familiar with the Quick Reference Cards before using the Inventory Control module.

CHAPTER 1: MODULE ACCOUNTING

Provides inventory terminology and calculations.

CHAPTER 2: PROCESSING CYCLES

Describes daily, monthly and yearly processing in Inventory Control through job cycles.

CHAPTER 3: REPORTS

Describes all Inventory Control Reports.

CHAPTER 4: GLOSSARY

Defines all fields used in Inventory Control.

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CHAPTER 4: GLOSSARY

This chapter provides an overview of the terminology and calculations used in Inventory Control. For further term and field information refer to the Glossary.

MONTHLY USAGE--AVERAGING PERIOD

Monthly usage is the amount of units used each month. Monthly usage is determined by use of a method known as "exponential smoothing" which has the effect of minimizing fluctuations caused by months of high or low demand. The formula for monthly usage is as follows:

Monthly Usage = Last Period Use (1-X) + Current Period Use (X)

Example: 104 = 100 (.8) + 120 (.2)

X is the smoothing factor. X weights current period use and last period use for the determination of monthly usage. The higher the value of X the more sensitive the exponential smoothing model is to current demand for an item. X is determined by the formula for monthly average computations:

$$X = \frac{2}{\frac{N}{30.416667} + 1}$$

N is the value entered for averaging period.

Past experience has shown an X of approximately .2 is a good starting point. Later, X can be modified as more information is obtained about demand fluctuations from the History Report. A rule of thumb is .1 to .2 for stable demand and .2 to .5 for widely fluctuating demand. The value N (averaging period) should then originally be set from 90 to 600 days with 275 days setting X = to .2.

Monthly Usage is used for determining both Reorder Point (ROP) and Economic Order Quantities (EOQ) and, as a result, is critical information for determining required inventory levels. For this reason, the first time Monthly Usage is entered it should closely approximate Monthly Usage in prior months. The closer the Monthly Usage entered is to actual Monthly Usage, the more accurate will be the computations of EOQ and ROP when first converting to OM/250. The Monthly Usage figure is automatically recomputed after each month end passes.

AVERAGE ON HAND

Average On Hand is the average number of units on hand at a given time. Average On Hand is also determined by use of the exponential smoothing method; however, there are differences between the formula for Average On Hand and Monthly Usage. The first difference is Average On Hand is updated each time a transaction affects the number of units on hand (Receipt of Items, Sale of Items, Sales Return, Write Off of Items and Count Adjustments). The second difference is in the formula for computing the exponential smoothed average. The formula for computing Average On Hand is:

$$\begin{array}{l} \# \text{ of days} \\ \text{since last} \\ \text{transaction} \\ \text{affecting} \\ \text{qty. on hand} \end{array} \quad \left[\begin{array}{l} \text{Qty. On Hand Before } (1-X) + \\ \text{New Qty. On Hand } (X) \text{ Transaction} \end{array} \right]$$

If there have been 3 days since the last transaction, for example, the following computation will take place to determine Average On Hand. If 100 units are received and 100 units were on hand before the receipt with $X=.01$ the new value for Average On Hand will be 105.

1	100 (.99)	+	200 (.01)	=	101
2	101 (.99)	+	200 (.01)	=	103
3	103 (.99)	+	200 (.01)	=	105

The value for X is also computed differently for Average On Hand computations.

$$X = \frac{2}{N + 1}$$

As a result X will always be smaller for determination of Average On Hand as compared to the Monthly Usage computation of X. The smaller X value, however, is offset due to the fact that (1) Average On Hand computations will generally occur more often than Monthly Usage computations which occur only at month end and (2) Average On Hand computations are repeatedly put through the exponential smoothing equation depending on the number of days since the last transaction affecting the quantity on hand while Monthly Usage is put through the smoothing equation only once each month.

Average On Hand is used in determining turnover rates and should originally be set to the quantity of units actually on hand.

SAFETY STOCK--LEAD TIME

Safety stock is also referred to as "reserve stock", "buffer stock", or "protective stock". The purpose of safety stock is to maintain inventory levels necessary to satisfy customer demand while awaiting replenishment of inventory levels. The waiting period is determined by the lead time, or the time required to order and receive an item from the vendor and store it in the stockroom.

Lead time is entered in weeks and should be based on past experience from the vendor. The lead time is important for developing reorder point levels for each item and, as such, the lead time entered should closely affect actual lead times for accurate ROP computations. Safety stock is entered in units and is also part of the ROP computations. The main need for safety stock is to protect the inventory from periods where actual usage is greater than forecasted usage (Monthly Usage) while awaiting stock replenishments.

Safety stock can originally be set at one fourth to one half of the monthly usage figure. As item demand is developed, the level of safety stock can be raised or lowered. Consider the following monthly history for Product A and Product B.

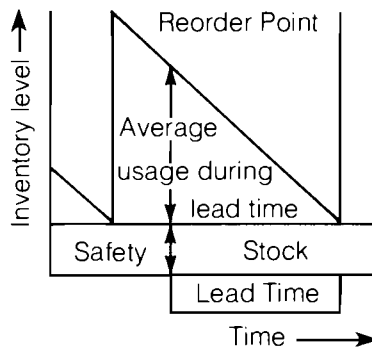
Month	Demand for A	Demand for B
1	100	100
2	102	152
3	96	72
4	98	48
5	104	128
	<u>104</u>	<u>128</u>
Average	100/month	100/month

Safety stock levels for Product A can be lowered to 10% of monthly usage because of the stable demand. For Product B, however, safety stock must be increased to 60% to insure adequate stock is on hand.

REORDER POINT (ROP)

Reorder Point can be calculated after Monthly Usage, Lead Time and Safety Stock are entered. A figure for ROP need not be entered; it is automatically calculated when ROP is left blank when adding an item.

The ROP is intended to provide a reorder signal to replenish the inventory and still meet expected demand during the replenishment period. The following graph illustrates ROP with safety stock:



Determining the Reorder Point

Reorder Point is calculated as follows:

$$\begin{array}{rcll} \text{ROP} & = & \text{Lead Time} * \text{Weekly Usage} & + \text{Safety Stock} \\ 425 & = & 4 \text{ weeks} * 100 & + 25 \end{array}$$

Weekly Usage = Monthly Usage/4.3.

Thus, as the stock level dips below 425, the reorder process is triggered. This information is present in the Reorder Report.

ORDER COSTS

Order costs are entered when adding product codes in inventory. Order costs are the costs associated with an order from the time the order is placed to the time the items are stocked in the warehouse. The costs of placing an order are:

1. Clerical costs of preparing the purchase order
2. Processing and receiving costs
3. Costs to put the inventory in stock
4. Clerical cost of updating inventory quantities on the books.

Order costs should be entered on a cost per order basis for each product code; therefore, the above values should be expressed in dollars per order.

CARRYING COSTS

Carrying costs are entered when adding product codes in inventory. Carrying costs are the costs associated with carrying an item in inventory for one year. The costs which make up carrying costs for an item are:

1. Desired rate of return on the investment in inventory
2. Costs for storage space
3. Breakage
4. Obsolescence
5. Deterioration
6. Insurance
7. Property Taxes.

Carrying costs should be entered as a percent of the cost of the inventory item in question; therefore, each of the above costs should be assigned a percentage when determining the carrying cost for a certain product code. These costs should be based on the cost of carrying one item for one year as a percent of total acquisition cost for the item.

ACQUISITION COSTS

Acquisition costs are the costs of buying or manufacturing the stock. These costs usually do not affect inventory policy unless quantity discounts are involved. For example, the costs of acquiring 3000 units in 30 lots of 100 for \$10.00 each are the same as acquiring 6 lots of 500 when there are no quantity discounts for the larger quantity. Therefore, the relevant costs for inventory ordering policy are usually confined to ordering and carrying costs.

ECONOMIC ORDER QUANTITY (EOQ)

EOQ is an inventory model which seeks to minimize order and carrying cost for an item, thus minimizing the total relevant cost for items in inventory. EOQ information can be found on the Buyer's Guide Report and Reorder Report. The total costs for an inventory policy consist of:

$$\text{Total Order Cost} + \text{Total Carrying Cost} + \text{Total Acquisition Cost}$$

EOQ is determined by the following formula:

$$\sqrt{\frac{(2) (\text{Annual Usage}) * (\text{Cost per Purchase Order})}{\text{Annual Carry Cost of One Unit for One Year}}}$$

$$\text{Annual Usage} = 12 * \text{Monthly Usage}$$

For example, If:

$$\begin{aligned} \text{Monthly Usage} &= 100 \\ \text{Cost per Purchase Order} &= \$25 \\ \text{Annual Carry Cost} &= 25\% \\ \text{Unit Cost} &= \$5.00 \end{aligned}$$

The EOQ would be:

$$\sqrt{\frac{2 * 12 * 100 * 25}{5 * .25}}$$

$$\sqrt{\frac{60000}{1.25}} = \sqrt{48000} = 220 \text{ Units}$$

EOQ is determined in units. To convert to orders per year the following formula can be used.

$$\frac{\text{Annual Requirements}}{\text{EOQ}} = \frac{1200}{220} \text{ or } 5.5 \text{ orders per year}$$

REPLACEMENT COST

In order to get useful information pertaining to replacement cost for inventory, it is necessary to keep replacement cost data updated. This information can be obtained from the vendor or your purchasing department.

CYCLE COUNT CLASSIFICATION ANALYSIS (ABC ANALYSIS) PHYSICAL INVENTORY COUNT SHEET RECOUNT REPORT

Cycle Count is an analytical management tool for focusing attention and applying control in the areas which will give the greatest results. Cycle Count refers to how often an inventory item should be counted and is expressed in weeks. When used in conjunction with the Classification Analysis Report, A items or the items which usually account for 20% of the total items but 80% of the total dollar value of inventory can be cycle counted more often. This provides additional control over the majority of the inventory dollar value by looking at only a small percent of total inventory items.

Either 26 or 52 weeks can originally be entered for fast moving items and 52 weeks for the slower moving ones. As time progresses, the cycle count field can be modified to coincide with the ABC analysis report:

A	items	set	to	26	weeks
B	items	set	to	39	weeks
C	items	set	to	52	weeks

The Physical Inventory Count Sheet Report states when to count items on a periodic basis. This report allows only items which need cycle counts to be listed. Alternately, all items can be listed. Also available is the ability to state the number of items that you want to count, so the counting can be spread out over an extended period, not all at one time. In this way, the task of taking inventory all at one time can be spread out over the entire year.

The discrepancies between book counts and physical counts should be entered in the Add Transaction of Inventory Control, Recount Adjustment with a separate report generated for all discrepancies.

AVERAGE TURNOVER
YTD TURNOVER, MTD TURNOVER
DAYS SUPPLY REMAINING

The Turnover Ratios relate the sale of an item to the average number of units of that item. The resulting ratios can provide information about such factors as:

1. Changes in cost of holding inventories items
2. Changes in product mixes
3. Changes in expectations regarding future inventory pricing policies
4. Operating performance of items.

Average Turnover, YTD Turnover, MTD Turnover, and Days Supply Remaining are all located on the Inventory Turnover Report. These figures are determined as follows:

$$\begin{aligned} \text{Average Turnover} &= \frac{\text{Average Monthly Usage} * 12}{\text{Average on Hand}} \\ \text{YTD Turnover} &= \frac{\text{YTD Issues}}{\text{Average on Hand}} \\ \text{MTD Turnover} &= \frac{\text{MTD Issues}}{\text{Average on Hand}} \\ \text{Days Supply Remaining} &= \frac{\text{Quantity Available} - \text{Safety Stock}}{\text{Average Monthly Usage}} \end{aligned}$$

This gives supply remaining in months. To convert to days, the number of months is multiplied by 31.

LIFO/FIFO LAYERS IN CONVERSION

When adding an item in conversion mode only, one layer can be entered while adding the item. In order to enter layers, either LIFO or FIFO, the first layer should be entered when adding the item and the remaining layers must be added by adding a receipt transactions in IC. For example, if an item has the following quantities and layers, the layers would be entered when originally adding an item:

Layer	Quantity	Cost
1	10	2.00
2	10	2.10
3	10	2.20

First, 10 units should be entered at a cost of 2.00. Then layer 2 should be received in add transaction at 2.10. Then layer 3 should be received in add transaction at 2.20. Another way to enter layers is to originally enter no quantity when adding the item and then adding 3 transactions, one for each of the above layers.

DIFFERENCES BETWEEN QUANTITY AVAILABLE IN INVENTORY CONTROL AND ORDER ENTRY

Quantity Available is calculated for IC as follows:

Quantity Available = Quantity on Hand + Quantity on Order - Quantity Allocated - Quantity Back Ordered

For Order Entry, quantity available can be computed differently, depending on how quantity available is defined in the control file. The user can specify whether quantity on order and quantity back ordered should be included in the computation of quantity available.

If quantity back ordered is included in the computation, the quantity is reserved for the back order and cannot be allocated to another order. If quantity back ordered is not used in the computation, the quantity is not reserved and could be allocated to another order.

If quantity on order is used in the computation, all items on order (items which are not on hand) are included in the quantity available to fill the order. If this quantity is not used, you can only allocate the items on hand.

This chapter provides guidelines for processing in Inventory Control. The guidelines describe the different processing functions such as adding inventory items, transferring stock, deleting a product code, etc. Following each functional description is a job cycle, a circular diagram showing the steps to complete the function.

To enter the Inventory Control module:

1. Place the disc labeled HP250 in a disc drive and lock drive door.
2. Type RUN"HP250" and press .
3. Accept system date or enter new date through the ENTER NEW DATE softkey.
4. If the following message appears:

WARNING: POSSIBLE DATA BASE INTEGRITY PROBLEM.

Press the CONTINUE softkey.

This leads you through a disc entry cycle of AR/OE, IC, SA, AR1, AR2, IC1 and SA1 checking data integrity of each disc. If the check fails--return to your back-up discs.

5. Enter your password.
6. Press the Inventory Control softkey as seen below:

Please select a function.

ACCTS-RECEIVABL	ORDER ENTRY	INVENTORY CONTROL	SALES ANALYSIS			BACK UP	EXIT
<input type="button"/>	<input type="button"/>	<input type="button"/>	<input type="button"/>	<input type="button"/>	<input type="button"/>	<input type="button"/>	<input type="button"/>

↑

The IC module contains these six features:

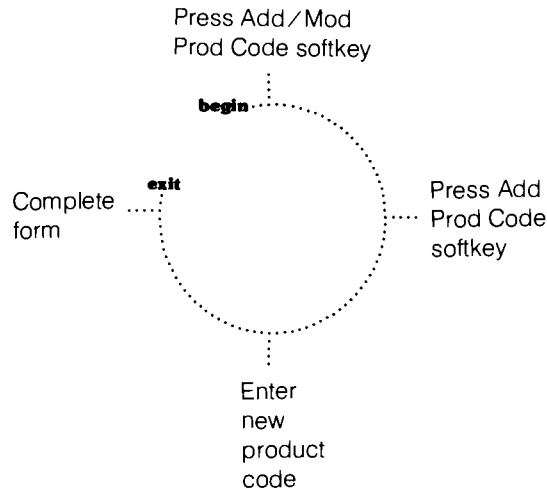
- * Add/Modify Product Codes
- * Add/Modify Items
- * Add/Modify Transactions
- * Activity Report
- * Post
- * Month End/Year Processing

ADD/MODIFY PRODUCT CODES

This function allows the adding, modifying, and deleting of product codes.

Add Product Code

Add Product Code enters a new product code classification to your current inventory records through the following cycle and fields.



Add Product Code

Product Code - The code of a particular set of products. For example, all Phillips screwdrivers may have a 17 code while all needle-nosed pliers are code 29. A product code must exist prior to adding an item.

Description - A brief description of the product code in specific or general terms.

Fixed Order Cost - All costs associated with placing an order to a vendor (paperwork, freight, mileage, etc.). The cost must be equal to or greater than 0.

Carrying Cost - The costs of carrying an item in inventory for one year expressed as a percent of the item's cost. The percentage must be equal to or greater than 0.

Inventory Account Number - Designates the particular General Ledger account number to which inventory should be debited or credited. The only format allowed is XXXX.XX.

Inventory Entity Number - Designates the entity number involved in the debit or credit of inventory. It is a four character integer from 0 thru 9999.

Cost of Goods Account Number - Designates the General Ledger account number to which the costs of goods sold should be billed. The only format allowed is XXXX.XX.

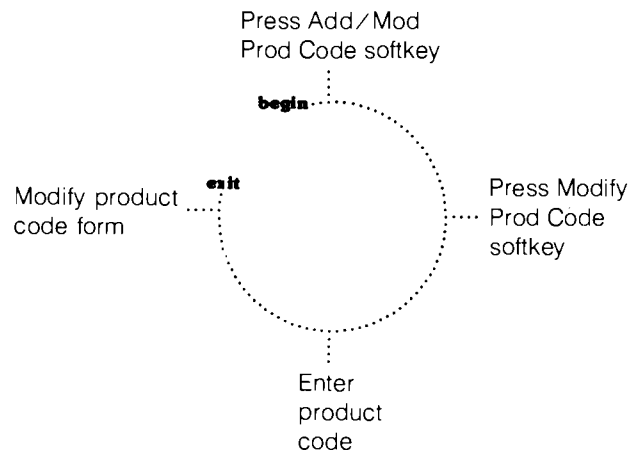
Cost of Goods Entity Number - References the entity who should be billed. It is a four character integer from 0 thru 9999.

Sales Account Number - Designates the General Ledger account number for the sales account of a product code. The only format allowed is XXXX.XX.

Sales Entity Number - The number of the entity responsible for sales of a product. It is a four character integer from 0 thru 9999.

Modify Product Code

Modify Product Code allows the modifying of product code information (as entered during Add Product Code).

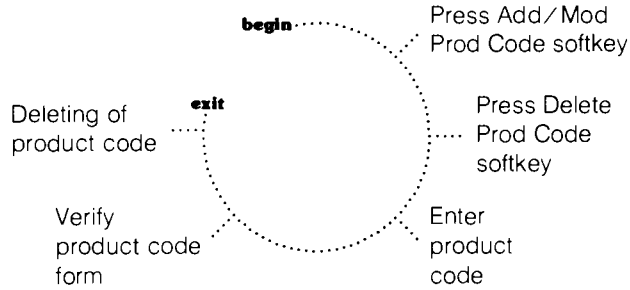


Modify Product Code

Delete Product Code

Delete Product Code allows the deleting of a product code from your current inventory listing.

NOTE: A product code cannot be deleted if it has existing items in inventory.



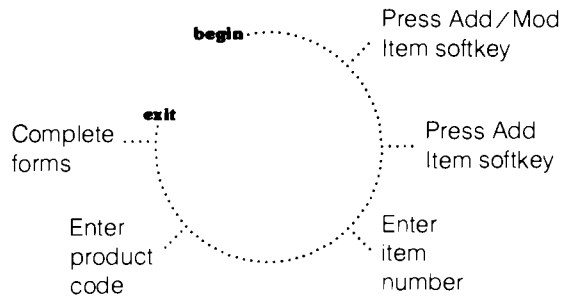
Delete Product Code

ADD/MODIFY ITEMS

This function allows adding, modifying, and deleting inventory items.

Add Item

Add Item enters a new item classification to your current inventory records through the following cycle and fields.



Add Item

Item Number - The item number or unique ID associated with a part.

Product Code - The code of a particular set of products. A product code must exist prior to adding an item.

Unit of Measure Issue - Describes the numerical quantity in which an item is issued.

Unit of Measure Receipt - Describes the numerical quantity in which an item is received. If editing, Unit of Measure Issue per Unit of Measure Receipt must also be modified.

U/M Issues Per U/M Receipt - The number of units of measure issue to one unit of measure receipt. For example, if unit of measure issue is Jar (JR) and unit of measure receipt is Case (CS), with 24 jars per case, then U/M Issues per U/M Receipt equals 24. This field should be blank if they are equal. A Broken Case Charge will be applied in Order Entry if U/M Issue is less than U/M Receipt.

Broken Case Charge - An optional charge applied to an item if not issued in the unit of measure receipt.

ABC Classification - Classifies parts according to their usage and value. This classification allows you to identify those 20% of your parts which account for 80% of your inventory's value (see following table). These can be optionally updated when a Classification Report is run. At that time, blanks are reclassified as A, B, or C. If the field is not A, B, C, or blank, the part is not reclassified. An experimental item would be left "X" or "Z", whatever was assigned.

Items	Class	\$ Value
20%	A	75-80%
30%		
50%	B	10-20%
	C	5-10%

ABC Parts Classification

Description - The item name or brief description in specific or general terms. The description is truncated to 20 characters when transferred to Order Entry.

Primary Warehouse Number - A code indicating the primary warehouse storing an item. The Denver warehouse could be DEN2.

Primary Bin Number - A code indicating the primary bin storing an item. The bin could be BIN2.

Monthly Usage - The average number of parts issued per month based on an averaging technique called "exponential smoothing". The system uses this field to compute order quantities. This field is updated with each new month. This must be equal to or greater than 0.

Safety Stock - The average amount of stock you wish to have on hand when a replenishment order is received. Use this quantity to protect yourself against uncertainty in demand and late deliveries. This must be equal to or greater than 0.

Lead Time - The time (in days) needed to order and receive an item from a vendor and store it in the stockroom. This is used to compute the reorder point and must be equal to or greater than 0.

Reorder Point - Indicates the on-hand balance level that triggers reordering. This must be equal to or greater than 0. If this field is left blank, it is automatically calculated by the system.

Cycle Count Period - Indicates (in weeks) how often an item should be cycle counted. This must be equal to or greater than 0.

Averaging Period - This factor approximates the length of time (in days) it takes a new average to replace an old average or the reaction time of the system to new usage. The system does not accept less than 31 days.

Average on Hand - Contains the average on hand balance for your given usage interval, as specified in the averaging period field. The system updates this field everytime an activity occurs for the item.

Economic Order Quantity (EOQ) - The suggested order quantity for an item. It determines optimum order quantities for an item by minimizing ordering and carrying costs. If this field is left blank it is calculated by the system. This must be equal to or greater than 0.

Buyer Number - A code indicating the buyer responsible for an item.

Primary Vendor Number - A code indicating the primary vendor from which an item is purchased. The vendor number can be a name, such as Williams.

Alternate Vendor Number - A code indicating the alternate vendor from which an item can be purchased.

Alternate Item Number - Suggested replacement for an item.

Item Weight - Weight of a product or item.

Weight Unit of Measure - The unit of measure designating the item weight: oz., lbs., etc.

Item Size - A number representing the size of an item.

Size Unit of Measure - The unit of measure designating the item volume: cf, ci, etc. (cubic feet, cubic inches)

% Discount From List - The optional percentage of discount allowed from list price on a specific product. It must be 100% or less. If only one percentage is entered, it is assumed for all five percentages.

% Markup Over Cost - The optional percentages of markup on cost of a specific product. If only one percentage is entered, it is assumed for all five percentages.

Quantity Breaks - The optional quantity amounts required for a percentage discount. It must be 0 or greater. If only one quantity is entered, it is assumed for all five quantities.

% Quantity Discount From List - The optional percentage discount from list price allowed if the quantity breaks are met. It must be equal to or less than 100%. If only one percentage is entered, it is assumed for all five percentages.

Unit Cost - Designates the cost per unit of a product from a vendor. Unit cost is affected by the method of valuation such as LIFO, FIFO, or average cost.

Replacement Cost - This cost represents the most recent market quotation of an item's cost. It must be equal to or greater than 0.

List Price - Basic unit selling price of an item not including any discounts or markups. It must be equal to or greater than 0.

Container Charge - An optional charge which can be applied for the item's container.

Excise Tax - An optional tax which applies to manufacture, sale, or consumption of specific items.

Quantity on Hand - Designates the physical number of an item in inventory. It must be equal to or greater than 0.

Quantity on Order - Designates the quantity of a particular item on order. It must be equal to or greater than 0.

Quantity Allocated - The quantity of a particular item reserved for shipment. It must be equal to or greater than 0.

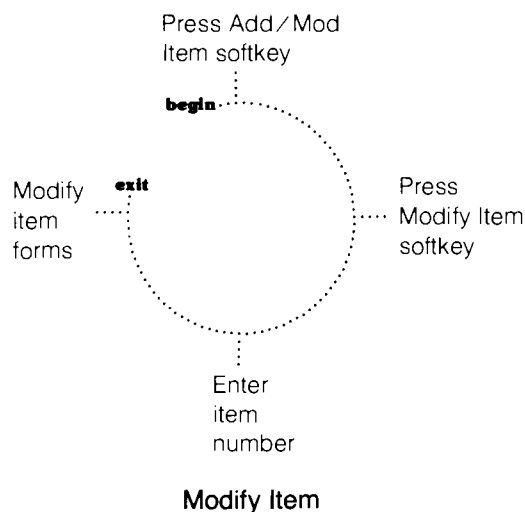
Quantity Back Ordered - The quantity of items ordered which are already allocated when the items are received. It must be equal to or greater than 0.

Secondary Warehouse Number - A code indicating a secondary warehouse storing an item. This can be used for a secondary stockroom in the primary warehouse by setting the secondary warehouse number equal to the primary warehouse number.

Secondary Bin Number - A code indicating a secondary bin number storing an item.

Modify Item

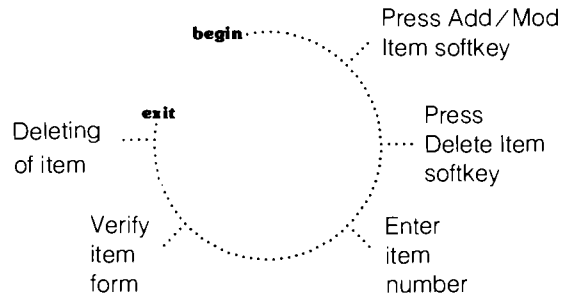
Modify Item allows the modifying of item information (as entered during Add Item). Cost and quantity on hand fields cannot be modified.



Delete Item

Delete Item allows the deleting of an item from your current inventory listing.

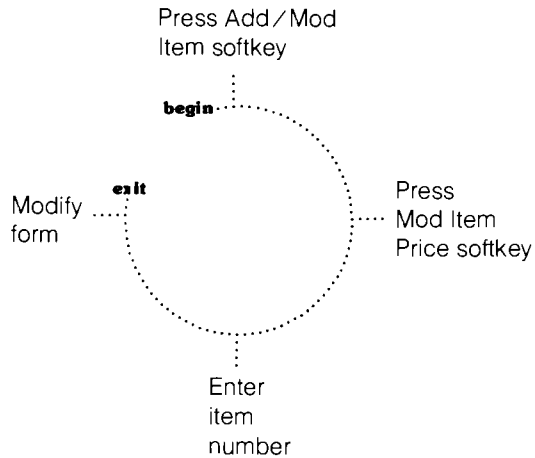
NOTE: When inventory is integrated, the quantity on hand must be 0.



Delete Item

Modify Item Price

Modify Item Price allows the modifying of list price, excise tax, unit cost, replacement cost and container charge for a specific item.



Modify Item Price

ADD/MODIFY TRANSACTIONS

This function enters, modifies, and deletes inventory transactions. These transactions are processed and printed during the POST function for manual posting in your General Ledger. Transaction processing is dependent upon the inventory valuation method used: LIFO/FIFO/Average Cost. If inventory is stocked using LIFO and FIFO with each inventory addition, the dollar amount and number acquired is stored in an inventory layer. The stack may contain as many layers as initially designed.

The stack concept shown below has 5 layers.

100 @ \$2	-	March 2
200 @ \$3	-	March 7
50 @ \$6	-	March 15
100 @ \$1.50	-	March 17
500 @ \$.50	-	March 28

By using LIFO, the stock is issued from the bottom with a cost of \$.50 for the first 500 and \$1.50 for the next 100 issued. Using FIFO, the first 500 issued would be: 100 @ \$2, 200 @ \$3, 50 @ \$6, 100 @ \$1.50 and 50 @ \$.50.

Once all layers are complete:

- * With FIFO - Remaining additions to inventory are averaged into the last layer.
- * With LIFO - The first two layers are averaged, all layers are moved forward one layer, and the new layer is added to the last layer space.

Average Cost does not have layers, but keeps a running average of the inventory on hand and then issues stock according to this average. For example, if we have these transactions:

purchase	100 @ \$2.00	March 2	\$ 200
purchase	200 @ \$3.00	March 7	\$ 600
purchase	50 @ \$6.00	March 15	\$ 300
purchase	100 @ \$1.50	March 17	\$ 150
purchase	<u>500 @ \$.50</u>	March 28	<u>\$ 250</u>
	950		\$1500

the average price on March 28th is \$1500/950 or \$1.57/unit.

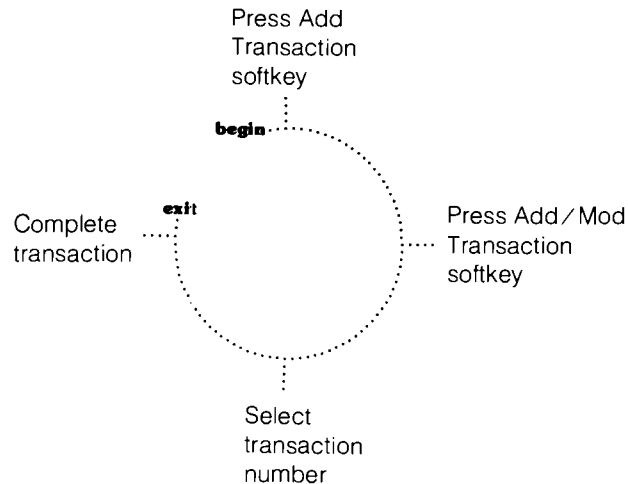
If 500 units were sold on March 29, the total selling price would be \$785.00. When inventory reaches 0 the average cost per unit is also 0.

Add Transaction

Add Transaction allows eleven types of transactions to be entered through the following cycle.

Some transactions are transferred to IC by other OM/250 software modules, such as Order Entry (OE) and Accounts Receivable (AR). These transactions can be manually entered through IC (AR and OE not integrated, adjustments, etc.). Each transaction is followed by "AR", "OE" or "IC", indicating the module usually responsible for this transaction if all modules are integrated.

NOTE: On each entry the transaction file capacity and the number of entries in the file are displayed. When the capacity is reached, a POST must be done.



Add Transaction

1. Receipt of Items (AR)

Records the receipt of items into inventory. No entries are made in your General Ledger. Any entries must be manually posted. The following fields are completed when an item is received:

- * quantity received
- * quantity to remove from order status
- * unit cost
- * purchase order number
- * receiving bin number

NOTE: The warehouse number and bin number may be left blank to indicate primary location.

2. Sales Return (AR)

Records the return of an item by a customer. The entries generated by this transaction include a debit to inventory (product code) and a credit to cost of goods sold (product code) at current cost. If your DM/250 software contains AR, the sales account should be adjusted. If no AR, manual entries to your General Ledger are required. When an item is returned, the following fields are completed:

- * quantity returned
- * unit cost
- * unit sales price
- * receiving warehouse number
- * receiving bin number

3. Stock Transfers Between Warehouses (IC)

Records transferring of stock from one warehouse to another warehouse or from one bin to another bin. When stock is transferred, the following fields are completed:

- * quantity transferred
- * sending warehouse number
- * sending bin number
- * receiving warehouse number
- * receiving bin number

4. Purchase Cost Adjustment (IC)

Adjusts the estimated purchase cost to actual invoice cost. This entry must be manually posted to General Ledger. When this adjustment is entered the following fields are completed:

- * quantity to be adjusted
- * cost difference
- * purchase order number
- * vendor number

5. Allocate Items (OE)

Reserves items for a specific customer. The items are currently on hand, but allocated to this customer. This function also allows an item to be back ordered. When an item is allocated, these fields are completed:

- * quantity to allocate (-to cancel)
- * quantity to back order (-to cancel)
- * order number
- * warehouse number
- * bin number

To cancel an allocation or a back order, type in a negative quantity.

6. Order Items (IC)

Notifies inventory that a specific item is on order status. When an order is placed, these fields are completed:

- * quantity to be placed on order status (-to cancel)*
- * purchase order number
- * vendor number

7. Drop Ship Allocations (OE)

Allocates an item ordered for a customer (from a third party) that is not stocked in normal inventory. When a drop ship allocation is entered, these fields are completed:

- * quantity to allocate for drop shipment (-to cancel)
- * unit sales price
- * order number
- * customer number

8. Ship Items (AR or OE)

Records the shipping of an item and its removal from inventory. If the customer ordered 1000 spools and wanted 500 immediately, 250 tomorrow and 250 in 6 months the entry could be:

- * quantity shipped: 500
 - * quantity to allocate: 250
 - * quantity to backorder: 250
- (assuming inventory for large spools now = 0)

The entries include a debit to cost of goods sold (product code) and a credit to inventory (product code) at the LIFO/FIFO or Avg Cost.

When an item is shipped, these fields are completed:

- * quantity to allocate (-to cancel)
- * quantity to back order (-to cancel)
- * unit sales price
- * shipping warehouse number
- * shipping bin number
- * invoice number

9. Write Off Items (IC)

Notifies inventory that an item has been removed from inventory. This could include damaged items, obsolete items, or a purchase return. The General Ledger entries include a debit to a designated account and a credit to inventory (product code) at LIFO, FIFO or Avg Cost. When an item is written off, these fields are completed:

- * quantity to write-off
- * General Ledger account number
(account which will be charged for write-off amount)
- * warehouse number
- * bin number

10. Count Adjustment (IC)

Compares the inventory account balance and the actual on hand balance. A Physical Inventory Count Report should be printed and a physical count performed before this transaction is added. Once added, any discrepancies between physical and book counts are noted by stars (* * *) and a Recount Adjustment should be added. This transaction makes no adjustments to the inventory account. It only notifies you of an inventory discrepancy. The fields to be completed are:

- * physical count
- * warehouse number
- * bin number

11. Recount Adjustment (IC)

Adjusts for an inventory discrepancy. A General Ledger account number specifies the account to which the discrepancy will be charged. The entries allow for both a Loss and Gain.

LOSS: Debit the General Ledger account and credit inventory (product code).

GAIN: Debit inventory (product code) and credit the General Ledger account.

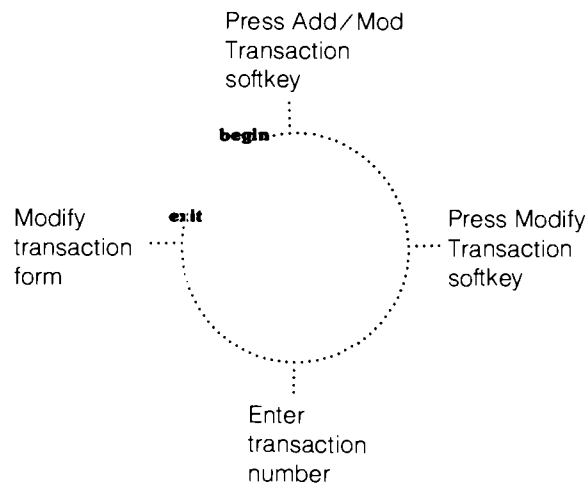
If no cost exists in the system, the cost entered will be used to compute a GAIN in inventory. The fields completed are:

- * physical count
- * General Ledger account number
- * unit cost
- * warehouse number
- * bin number

Modify Transaction

As inventory transactions may be generated internally by Inventory Control (IC) or externally by Accounts Receivable (AR) and Order Entry (OE), transaction modification occurs through these three software modules:

Inventory Control - To modify a transaction generated by IC a transaction number (as displayed when transaction initiated) must be entered.



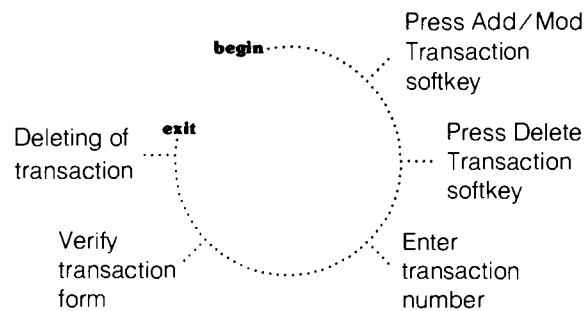
Modify Transaction

Accounts Receivable - To modify a New Invoice (quantity, amount, etc.) use the Modify softkey for New Invoices. If a New Invoice has been posted (now an Open Invoice) adjustments must be made through a credit memo. A credit memo can be issued for the entire invoice and a New Invoice added with the correct data. These new transactions generated are sent to IC, adjusting the appropriate IC fields.

Order Entry - The only transaction modifications OE allows include (1) modifying the quantity on hand (only adjusted downward) and (2) modifying item location (warehouse/bin number). These fields may be altered using the Correct Transaction softkey and entering the appropriate transaction number (as displayed when transaction initiated).

Delete Transaction

This deactivates the existing transaction entries from the transaction file.



Delete Transaction

ACTIVITY REPORT

This provides a means by which to analyze processed transactions. Some transaction types are receipts, issues, adjustments, transfers, and movements between warehouses (internal and external warehouses). This is the same report as issued during a Post except transactions are not posted but listed. You can enter an item number or blank for all items.

To issue an Activity Report press the Activity Report softkey. See Chapter 3 for more details.

POST

This function updates the current quantities recorded in inventory by the pending transactions. A post can be done daily, twice a day or whenever the transaction file capacities are reached, depending upon your inventory activity. The transactions are sorted first by entry date and then in this order:

1. receipt of items
2. sales return
3. stock transfers
4. purchase cost adjustment
5. allocate items
6. order items
7. drop ship allocations
8. ship items
9. write-off items
10. count adjustment
11. recount adjustment.

Once the transactions are sorted, they are posted to the inventory account with note of any manual posting to be done in Purchasing or General Ledger. The following chart shows the fields that are updated by each transaction and whether or not a General Ledger transaction is necessary. The ± indicates that transaction may be positive or negative, depending upon the nature of the transaction.

Audit Trail

As the transactions are posted an audit trail is printed. This audit trail duplicates the Activity Report format. Account numbers debited and credited with corresponding dollar amounts are reported along with the module (MD) responsible for the transaction. The Reorder Point (ROP) is starred (*) if an item is below the defined Reorder Point. Last Activity Date can be used as a link to previous audit trails (of postings) when trying to locate an erroneous transaction.

If a transaction was posted it will be marked NORMAL. A transaction may not have been posted if any of the following three errors were encountered:

1. A negative quantity field was entered where not allowed.
2. A wrong item number was entered.
3. A count error was detected.

The first two errors must be corrected before these transactions can be processed. A cycle count error requires that a recount be made and a Recount Adjustment entered. A Cycle Count Variance Report compares the physical count of inventory with the inventory book count. If a recount is necessary, the field Recount Required is starred (*****). Once a recount is entered and posted the Recount Variance Report shows that inventory has been adjusted for the variance with the dollar value specified.

Transaction Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Receipt	Y	Y	N	+	±			N	N	N	Y	N	N	N	N	Y	N
Sales Return	Y	Y	N	+				Y	Y	N	Y	N	N	Y	Y	Y	Y
Stock Transfer	Y	Y	N	±				N	N	N	N	N	N	N	N	N	N
Purchase Cost Adj.	Y	Y	N	+				N	N	N	N	N	N	N	N	Y	N
Allocate	Y	Y	N			±	±	N	N	N	N	N	N	N	N	N	N
Order	Y	Y	N		±			N	N	Y	N	N	N	N	N	N	N
Drop Ship	Y	Y	-		±			-	-	-	-	-	-	-	-	-	-
Ship (Sales)	Y	Y	Y	-		±	±	Y	Y	N	N	N	N	Y	Y	Y	Y
Write-off	Y	Y	Y	-				N	N	N	N	N	N	N	Y	Y	Y
Count Adjustment	Y*	Y*	N	+				N	N	N	N	Y	Y	N	N	N	N
Recount Adj.	Y	Y	N	QTY +	QTY			N	N	N	N	Y	Y	N	Y	Y	Y

- | | | |
|--------------------------|------------------------------|-------------------------------------|
| 1. Avg. on hand | 7. Quantity allocated | 13. Year-to-date cycle count |
| 2. Date last avg. | 8. Month-to-date issues | 14. Year-to-date sales |
| 3. Date last issue | 9. Year-to-date issues | 15. Year-to-date cost of goods sold |
| 4. Quantity on hand | 10. Date of last order | 16. Cost (LIFO/FIFO/AVG COST) |
| 5. Quantity on order | 11. Date of last receipt | 17. General Ledger transaction |
| 6. Quantity back ordered | 12. Date of last cycle count | |

Post Updates

* If count matches on-hand records.

General Ledger Transaction Summary

The General Ledger Transaction Summary is generated as transactions are posted, and reports all the manual entries to be entered in General Ledger by G/L Account Number, G/L Entity Number, Debit and Credit Amount.

To post transactions, press the Post Transact softkey. If the system has more than one printer, the choice of printer can be selected by the Select Printer softkey. The Restart Report softkey allows the report to be restarted on any prior or future page by specifying the page number.

MONTH END/YEAR END PROCESSING

The Control Module maintains monthly and yearly updates by a date check. When a monthly or yearly update is needed you will be prompted by Control Module.

Month End

With each month end you will be prompted to print all month end reports. These should be printed before month end processing continues. Once the month end reports have been printed, Inventory Control initiates these changes with the month end function.

- * Month-to-date issues totals are stored in a 13 month history file (with the oldest month being replaced as each new month is added).
- * All month-to-date totals are cleared to 0.
- * Monthly Usage is recalculated by

old usage (1 - X) + new usage * X

$$X = \frac{2}{\frac{N}{30.416667} + 1}$$

N = smoothing factor entered when an item is added or modified. If N = 31, this report uses this month exclusively and will not consider past months. When N is entered during Add Item it must be greater than 31. N = 365 gives a yearly smooth.

- * ROP and EOQ are optionally recalculated.

ROP = lead time * monthly usage + safety stock

$$EOQ = \sqrt{\frac{2 * \text{monthly usage} * 12 * \text{fixed order cost}}{\text{carrying cost} * \text{cost}}}$$

Year End

As with a new month, the mechanics of a new year are maintained by Control Module. Internally, Inventory Control clears all year-to-date totals to 0.

To continue processing, Chapter 3 explains Reports.

Inventory Control generates 15 different reports and 2 inquiries which aid in evaluating your inventory. This chapter describes each report and shows you how to generate it.

REPORT DESCRIPTIONS

1. Stock Status Report

This report lists the number of available items in all locations based on the last activity date or for all items. The last day's activity is the last day that stock was transferred, issued, received, etc. This report also flags the reorder point.

$$\text{Qty. Avail.} = \text{Qty. on Hand} + \text{Qty. on Order} - \text{Qty. Back Ordered} - \text{Qty. Allocated}$$

FORT COLLINS DIVISION
INVENTORY STOCK STATUS

Report: IC 001
Date: 06/20/79

SELECT/SORT OPTIONS LISTED ON LAST PAGE

ABC CLS	PR CD	ITEM NUMBER/ DESCRIPTION	U/M U/M RECP	ISS / WHSE	BIN#	QTY OH	QTY ALL	QTY ORD BKD	QTY AVAIL	REPOINT SFT	DT STK	LS ORD	DT LS RCV	DT LS ISS	ACT ROP
A	01	0001SP100 PIPE CUTTER	1 / EA	EA 2	1102 236	55 56	0	0 129	-18	101 25	05/01/79 05/22/79	06/18/79 04/16/79			***
A	01	0001SP200 PILLOW BLOCK	1 / EA	EA 1	115	1,394	0	700 0	2,094	535 250	12/29/78 05/01/79	05/01/79 05/01/79			
	02	0002CH 2-12 ROMEX COPPER	100 / FT	FT BA	1 1216	9,600	1,600	0 3,200	4,800	1,968 1,000	04/16/79 05/22/79	06/01/79 03/16/79			
	02	0002SCPH WIRE SPLICER	2 / EA	EA EX	1 1237	175	54	164 60	225	22 10	05/22/79 05/01/79	05/22/79 01/16/79			
A	02	0002IH RANGE HOOD	1 / EA	EA 1	1202	669	132	0 0	537	131 100	11/30/78 11/30/78	05/01/79 03/16/79			
A	03	0003CH575 5 3/4 INCH UNIVERSAL JOINT	1 / EA	EA 1	1326	490	0	0 0	490	397 100	11/30/78 12/29/78	06/01/79 06/01/79			
A	03	0003ZH575 5 3/4 INCH ZINC HANDLE	1 / EA	EA 1	1325	8,115	0	0 0	8,115	7,501 5,000	11/30/78 12/29/78	05/01/79 05/01/79			
A	04	0004DRG DOUBLE RIB GASKET	144 / GR	EA 2	141 200	3,598 212	594	5,885 0	9,101	5,809 2,500	04/16/79 05/01/79	06/01/79 06/01/79			
A	04	0004TRG TRIPLE RIB GASKET	144 / GR	EA 1	142	4,458	2,600	50 1,800	108	3,344 1,000	05/01/79 06/01/79	06/18/79 04/16/79			***

Stock Status Report

2. Master Inventory Listing

This report lists the details of a specific item (ABC class, product code, description, etc.).

FORT COLLINS DIVISION
MASTER INVENTORY LISTING

Report: IC 002
Date: 06/20/79

SELECT/SORT OPTIONS LISTED ON LAST PAGE

ABC CLS	PR CD	ITEM NUMBER/ ALT ITEM NUMBER	DESCRIPTION	U/MI U/HR	BY CD	VEND NBR ALT VEND	WEIGHT SIZE	LIST PRICE	UNIT COST RPL COST	CNT XCSE	CHRG TAX	RE-POINT SFT	STK
	02	0002CH	2-12 ROMEX COPPER	FT	5	46	10.50 LB	.195	.080	0.00		1.968	
				BA		7	1.00 CF		.074	0.00		1.000	
	02	0002SCPH	WIRE SPLICER	EA	5	52	10.00 OZ	3.600	1.600	0.00		22	
				BX		93	.10 CF		1.600	0.00		10	
A	01	0001SP100	PIPE CUTTER	EA	2	123	10.00 LB	150.000	72.120	.90		101	
				EA		16	1.00 CF		70.020	0.00		25	
A	01	0001SP200	PILLOW BLOCK	EA	2	123	3.00 LB	2.560	.890	.01		535	
				EA		16	1.00 CF		.925	0.00		250	
A	02	0002IH	RANGE HOOD	EA	5	46	35.00 LB	40.000	16.050	.40		131	
				EA			2.00 CF		21.650	0.00		100	
A	03	0003CH575	5 3/4 INCH UNIVERSAL JOINT	EA	12	66	25.00 LB	18.000	6.500	.20		397	
				EA		102	1.00 CF		6.520	0.00		100	
A	03	0003ZH575	5 3/4 INCH ZINC HANDLE	EA	12	66	22.50 LB	2.020	.760	.10		7.501	
				EA		102	1.00 CF		.780	0.00		5.000	
A	04	0004DRG	DOUBLE RIB GASKET	EA	6	2	22.00 LB	1.000	.260	.02		5.809	
				GR		6	1.00 CF		.260	0.00		2.500	
A	04	0004TRG	TRIPLE RIB GASKET	EA	6	2	21.00 LB	1.250	.490	.02		3.344	
				GR		6	1.00 CF		.370	0.00		1.000	

Master Inventory Listing

3. Reorder Report

This report provides a list of all items that need re-viewing for reorder purposes. The report can list all items or only those items below ROP. Items are listed whose quantity on hand is below the reorder point or those items which have a back order status. The quantity available is calculated as well as month-to-date and year-to-date issues summed. A day's supply remaining is calculated by:

Quantity on Hand - Safety Stock
Monthly Usage (converted to days)

The lead time in days is displayed as well as the requirement date.

Requirement Date = current date + day's supply remaining

FORT COLLINS DIVISION
REORDER REPORT

Report: IC 003
Date: 06/20/79

SELECT/SORT OPTIONS LISTED ON LAST PAGE

ABC/ ROP	PR CD	ITEM NUMBER/ DESCRIPTION	BY UM	QTH OH CD	QTY ALL QTY ORD	QTY BKD	QTY AVAIL	REPOINT SFT	STK	EOB	DT LS ORD DT LS RCV	MTD ISS YTD ISS	MTH USAGE DAYS	LDTM	DAYS REQ	SUP DATE
	02	0002CH 2-12 ROMEX COPPER	FT	5	9,600	1,600	4,800	1,968	5.224	04/16/79	0	818	141			
					0	3,200		1,000		05/22/79	5,500	36	11/08/79			
	02	0002SCPH WIRE SPLICER	EA	5	175	54	225	22	126	05/22/79	0	9	727			
					164	60		10		05/01/79	30	40	06/16/81			
A	01	0001SP100 PIPE CUTTER	EA	2	55	0	-18	101	19	05/01/79	0	14	0			
***					0	129		25		05/22/79	100	160	06/20/79			
A	01	0001SP200 PILLOW BLOCK	EA	2	1,394	0	2,094	535	580	12/29/78	0	166	338			
					700	0		250		05/01/79	612	52	05/23/80			
A	02	0002IH RANGE HOOD	EA	5	669	132	537	131	85	11/30/78	0	43	309			
					0	0		100		11/30/78	168	22	04/24/80			
A	03	0003CH575 5 3/4 INCH UNIVERSAL JOINT	EA	12	490	0	490	397	103	11/30/78	20	45	264			
					0	0		100		12/29/78	248	200	03/10/80			
A	03	0003ZH575 5 3/4 INCH ZINC HANDLE	EA	12	8,115	0	8,115	7,501	1,012	11/30/78	0	507	187			
					0	0		5,000		12/29/78	1,148	150	12/24/79			
A	04	0004DRG DOUBLE RIB GASKET	EA	6	3,598	594	9,101	5,809	2,167	04/16/79	2	610	329			
					5,885	0		2,500		05/01/79	2,296	165	05/14/80			
A	04	0004TRG TRIPLE RIB GASKET	EA	6	4,458	2,600	108	3,344	1,342	05/01/79	0	432	0			
***					50	1,800		1,000		06/01/79	1,742	165	06/20/79			

Reorder Report

4. Buyer's Guide

This report provides detailed purchasing information for all stock items as well as highlighting low stock situations. The ROP and EOQ are calculated.

ROP = lead time * monthly usage + safety stock

$$EOQ = \sqrt{\frac{2 * \text{monthly usage} * 12 * \text{fixed order cost}}{\text{carrying cost} * \text{cost}}}$$

All the information needed to calculate the EOQ (monthly usage, order cost, carrying cost) is also provided.

Old EOQ, new EOQ, old ROP and new ROP values are displayed. The new values do not replace the old values. They are reset during month end or manually reset using the MODIFY ITEM function.

FORT COLLINS DIVISION
BUYER'S GUIDE

Report: IC 004
Date: 06/20/79

SELECT/SORT OPTIONS LISTED ON LAST PAGE

ABC CLS	PR CD	ITEM NUMBER/ DESCRIPTION	U/MI U/MR	BY CD	QTY DAYS	AVAIL LDTH	MTH SFT	USG STK	REPOINT EOQ	CALC CALC	REPNT EOQ	ORDER CARRY	CST CST	VEND ALT	NBR VEND	COST/ REPLCE	CST CST	WEIGHT/ SIZE
	02	0002CH 2-12 ROMEX COPPER	FT	5	4.80	35	818	1.000	1,968	5,224	1,967	\$20.00	46			.080		10.50 LB
			BA							5,221	\$18.00	7			.074		1.00 CF	
	02	0002SCPH WIRE SPLICER	EA	5	22.5	4.0	9		22	126	21	\$20.00	52			1.600		10.00 OZ
			BX								122	\$18.00	93			1.600		.10 CF
A	01	0001SP100 PIPE CUTTER	EA	2	-13	16.0	14		101	19	98	\$15.00	123			72.120		10.00 LB
			EA								18	\$20.00	16			70.020		1.00 CF
A	01	0001SP200 PILLOW BLOCK	EA	2	2,094	5.2	166		535	580	533	\$15.00	123			.890		3.00 LB
			EA								579	\$20.00	16			.925		1.00 CF
A	02	0002IH RANGE HOOD	EA	5	53.7	2.2	43		131	85	131	\$20.00	46			16.050		35.00 LB
			EA								84	\$18.00				21.650		2.00 CF
A	03	0003CHS75 5 3/4 INCH UNIVERSAL JOINT	EA	12	49.0	20.0	45		397	103	395	\$16.00	66			6.500		25.00 LB
			EA								103	\$25.00	102			6.520		1.00 CF
A	03	0003ZHS75 5 3/4 INCH ZINC HANDLE	EA	12	8,11.5	15.0	507		7,501	1,012	7,498	\$16.00	66			.760		22.50 LB
			EA								1,012	\$25.00	102			.780		1.00 CF
A	04	0004DRG DOUBLE RIB GASKET	EA	6	9,101	16.5	610		5,809	2,167	5,806	\$10.00	2			.260		22.00 LB
			GR								2,166	\$12.00	6			.260		1.00 CF
A	04	0004TRG TRIPLE RIB GASKET	EA	6	108	16.5	432		3,344	1,342	3,341	\$10.00	2			.490		21.00 LB
			GR								1,327	\$12.00	6			.370		1.00 CF

Buyer's Guide

5. History Report

This report lists by item all issues for the last thirteen months. This is useful for highlighting sales trends.

FORT COLLINS DIVISION
INVENTORY HISTORY REPORT

Report: IC 005
Date: 06/20/79

SELECT/SORT OPTIONS LISTED ON LAST PAGE

ABC CLS	PR CD	ITEM NUMBER DESCRIPTION	UM	MAY 78	JUN 78	JUL 78	AUG 78	SEP 78	OCT 78	NOV 78	DEC 78	JAN 79	FEB 79	MAR 79	APR 79	MAY 79	AUG 79	ISS
	02	0002CH	FT							2000	1000	1500	1600	2400	0	0	0	818
	02	0002SCPH	EA							6	12	30	0	0	0	0	0	9
	A	01 0001SP100	EA							6	12	24	43	0	33	0	0	14
	A	01 0001SP200	EA							72	72	0	24	196	248	144	0	166
	A	02 0002IH	EA							6	72	72	36	60	0	0	0	43
	A	03 0003CH575	EA							36	24	96	24	48	24	36	20	45
	A	03 0003ZH575	EA							0	576	48	80	60	600	360	0	507
	A	04 0004DRG	EA							144	500	250	500	650	606	288	2	610
	A	04 0004TRG	EA							0	758	0	0	0	1742	0	0	432

History Report

6. Master Price List

This report lists all prices available for an item. This includes price quantity breaks (price per break), discount prices related to D1-D5 and 0 customer classes, percentage of discount, mark-up price related to M1-M5 customer classes, unit cost and percentage of markup.

FORT COLLINS DIVISION
MASTER PRICE LIST

Report: IC 006
Date: 06/20/79

SELECT/SORT OPTIONS LISTED ON LAST PAGE

ABC CLS	PR CD	ITEM NUMBER DESCRIPTION	DISCOUNT	PERCENTS	MARK-UP	PRICES/PERCENTS	MARK-UP	PRICES/PERCENTS				
	02	0002CH	2-12 ROMEX COPPER	144	-287	288	-431	432	-575	576	-719	>720
					.172	.150	.127	.101	.098			
		LIST PRICE	\$1.95									
		UNIT COST	\$.080	***	***	***	***	***	***			
		REPLACE COST	\$0.074	***	***	***	***	***	***			
		CNTNR CHRG	\$0.00									
		BROKN CSE CHRG	\$0.10	.160	.156	.152	.148	.148	.148			
		EXCISE TAX	\$0.00	100.00%	95.00%	90.00%	85.00%	85.00%	85.00%			
	02	0002SCPH	WIRE SPLICER	10	-19	20	-29	30	-39	40	-49	>50
					3.168	2.772	2.340	1.872	1.800			
		LIST PRICE	\$3.600									
		UNIT COST	\$1.600	3.564	3.492	3.420	3.348	3.276	3.276			
		REPLACE COST	\$1.600	1.00%	3.00%	5.00%	7.00%	9.00%	9.00%			
		CNTNR CHRG	\$0.00									
		BROKN CSE CHRG	\$0.20	***	***	***	***	***	***			
		EXCISE TAX	\$0.00	***	***	***	***	***	***			
	A	01 0001SP100	PIPE CUTTER	10	-24	25	-49	50	-99	100	-249	>250
					138.000	126.000	114.000	102.000	90.000			
		LIST PRICE	\$150.000									
		UNIT COST	\$72.120	120.000	105.000	90.000	82.500	78.000	78.000			
		REPLACE COST	\$70.020	20.00%	30.00%	40.00%	45.00%	48.00%	48.00%			
		CNTNR CHRG	\$0.90									
		BROKN CSE CHRG	\$0.00	***	***	***	***	***	***			
		EXCISE TAX	\$0.00	***	***	***	***	***	***			
	A	01 0001SP200	PILLOW BLOCK	10	-24	25	-49	50	-99	100	-199	>200
					2.355	2.150	1.946	1.741	1.536			
		LIST PRICE	\$2.560									
		UNIT COST	\$0.890	***	***	***	***	***	***			
		REPLACE COST	\$0.925	***	***	***	***	***	***			
		CNTNR CHRG	\$0.01									
		BROKN CSE CHRG	\$0.00	1.780	1.780	1.762	1.762	1.744	1.744			
		EXCISE TAX	\$0.00	100.00%	100.00%	98.00%	98.00%	96.00%	96.00%			
	A	02 0002IH	RANGE HOOD	24	-47	48	-71	72	-95	96	-119	>120
					35.600	31.200	26.800	22.400	18.000			
		LIST PRICE	\$40.000									
		UNIT COST	\$16.050	39.200	38.800	38.000	36.800	36.000	36.000			
		REPLACE COST	\$21.650	2.00%	3.00%	5.00%	8.00%	10.00%	10.00%			
		CNTNR CHRG	\$0.40									
		BROKN CSE CHRG	\$0.00	***	***	***	***	***	***			
		EXCISE TAX	\$0.00	***	***	***	***	***	***			

7. Physical Inventory Countsheet

This report aids in the stock counting function. For example, a cycle count period of 13 weeks, 26 weeks or 52 weeks could be used. Using 52 weeks means a cycle count once a year. A list of only those items requiring cycle count may be printed. A book count can also be printed on the report. The number of items to be listed may be entered allowing the operator to stagger the physical counting.

FORT COLLINS DIVISION
PHYSICAL INVENTORY COUNT SHEET

Report: IC 007
Date: 06/20/79

SELECT/SORT OPTIONS LISTED ON LAST PAGE

ABC CLS	PR CD	ITEM NUMBER	DESCRIPTION	UM	DATE LAST COUNT	CNT PERIOD (WEEKS)	CNTS YTD	WHSE	BIN NBR	PHYSICAL COUNT	BOOK COUNT
	02	0002CH	2-12 ROMEX COPPER	FT	11/30/78	26	0 1	1216	()		9600
	02	0002SCPH	WIRE SPLICER	EA	11/30/78	52	0 1	1237	()		175
A	01	0001SP100	PIPE CUTTER	EA	11/30/78	52	0 1	1102	()		55
							2	236	()		56
A	01	0001SP200	PILLOW BLOCK	EA	11/30/78	26	0 1	115	()		1394
A	02	0002IH	RANGE HOOD	EA	11/30/78	52	0 1	1202	()		669
A	03	0003CH575	5 3/4 INCH UNIVERSAL JOINT	EA	11/30/78	52	0 1	1326	()		490
A	03	0003ZH575	5 3/4 INCH ZINC HANDLE	EA	11/30/78	26	0 1	1325	()		6115
A	04	0004DRG	DOUBLE RIB GASKET	EA	11/30/78	52	0 1	141	()		3598
							2	200	()		212
A	04	0004TRG	TRIPLE RIB GASKET	EA	11/30/78	52	0 1	142	()		4458

Physical Inventory Count

8. Activity Report

This report provides a means to analyze processed transactions. Some transaction types are receipts, issues, adjustments, transfers, and movements within and external to warehouses. A specific item number may be entered or or all items may be reported.

FORT COLLINS DIVISION
ACTIVITY REPORT

Report: IC 008
Date: 06/22/79

TRAN NBR	TRN LAST	DATE ACT	TYPE / STATUS	MD RO	ITEM NUMBER	QTY OH/ QTY ALL	BD/ QTY OO	UNIT COST/ UNIT PRICE	WH 1 WH 2	BN 1 BN 2	VENDOR / CUBT NBR	PO NUMBER/ INV-ORDER NO	DB CR	ACCT ACCT	ENT ENT	GL ENTRY
1	06/22/79	06/22/79	SHIPMENT	AR	0001SP200	-100 0	0 0	\$0.000 \$2.560	1	115		49	5100.00 1100.00	1000 1000		
2	06/22/79	06/22/79	SHIPMENT	AR	0002SCPH	-250 0	0 0	\$0.000 \$3.600	1	1237		49	5200.00 1200.00	1000 1000		
3	06/22/79	06/22/79	SHIPMENT	AR	0004TRC	-50 0	0 0	\$0.000 \$1.250	1	142		49	5400.00 1400.00	1000 1000		
4	06/22/79	06/22/79	SHIPMENT	AR	0004DRG	-1,000 0	0 0	\$0.000 \$1.000	1	141		50	5400.00 1400.00	1000 1000		
5	06/22/79	06/22/79	SHIPMENT	AR	0003CH575	-50 0	0 0	\$0.000 \$18.000	1	1326		50	5300.00 1300.00	1000 1000		
6	06/22/79	06/21/79	SHIPMENT	AR	0002CH	-2,000 0	0 0	\$0.000 \$1.195	1	1216		50	5200.00 1200.00	1000 1000		

THERE ARE 6 TRANSACTIONS PENDING.

Activity Report

9. Inventory Valuation Report

This report totals current inventory value using the valuation scheme designated in Control File (LIFO, FIFO, Average Cost). Average on hand unit cost for FIFO/LIFO is the average cost for those items on hand.

Extended Cost = Average Unit Cost * No. of Units
 Extended Replacement Cost = Replacement Cost *
 No. of Units

The Replacement Cost is your entry per item and should be kept up-to-date for accurate reporting. The Percentage Change compares current unit cost with replacement cost.

FORT COLLINS DIVISION
INVENTORY VALUATION REPORT

Report: IC 009
Date: 06/20/79

SELECT OPTIONS LISTED ON LAST PAGE
SORTED BY PROD CODE, ABC CLASS, ITEM NUMBER

FR CD	ABC CLS	ITEM NUMBER	DESCRIPTION	QTY UM ON HAND	AVG ON HAND UNIT COST	EXTENDED COST	REPLACEMENT COST	EXTENDED REPLACE COST	PCT CHANGE
01	A	0001SP100	PIPE CUTTER	EA 111	72.120	8,005.320	70.020	7,772.220	-2.9
01	A	0001SP200	PILLOW BLOCK	EA 1,394	.890	1,240.660	.925	1,289.450	3.9
PRODUCT CODE 01 TOTAL						\$9,245.980		\$9,061.670	-2.0%
02		0002CH	2-12 ROMEX COPPER	FT 9,600	.080	768.000	.074	710.400	-7.5
02		0002SCPH	WIRE SPLICER	EA 175	1.600	280.000	1.600	280.000	0.0
02	A	00021H	RANGE HOOD	EA 669	16.050	10,737.450	21.650	14,483.850	34.9
PRODUCT CODE 02 TOTAL						\$11,785.450		\$15,474.250	31.3%
03	A	0003CH575	5 3/4 INCH UNIVERSAL JOINT	EA 490	6.500	3,185.000	6.520	3,194.800	.3
03	A	0003ZH575	5 3/4 INCH ZINC HANDLE	EA 8,115	.760	6,167.400	.780	6,329.700	2.6
PRODUCT CODE 03 TOTAL						\$9,352.400		\$9,524.500	1.8%
04	A	0004DRG	DOUBLE RIB GASKET	EA 3,810	.260	990.600	.260	990.600	0.0
04	A	0004TRC	TRIPLE RIB GASKET	EA 4,458	.490	2,184.420	.370	1,649.460	-24.5
PRODUCT CODE 04 TOTAL						\$3,175.020		\$2,640.060	-16.8%
GRAND TOTAL						\$33,558.850		\$36,700.480	9.4%

10. Inventory Classification Analysis

This report gives information about what items in inventory provide what percentage of sales. Calculations may be based on Unit Cost or Gross Profit. The items are grouped by ABC classification with default values being A=20%, B=30% and C=50% based upon the number of items. These default values may be defined through this report. They must total to 100%. This means that your items are listed by their profit contribution. Of 100 items, the first 20 items (class A) are your highest profit items. The Cumulative % column shows what items need to be controlled by the profit generated. A detailed report along with a summary report may be printed or only a summary report may be chosen. Item classifications may be updated after this report has been printed.

FORT COLLINS DIVISION
INVENTORY CLASSIFICATION ANALYSIS (DETAILED)

Report: IC 010
Date: 06/20/79

CLASSIFICATION BASED ON UNIT COST. A= 20%, B= 30%, C= 50%.
ITEM CLASSIFICATIONS HAVE BEEN UPDATED

LINE NBR	ITEM NUMBER/ DESCRIPTION	LIST PRICE\$	UNIT COST \$	ANNUAL ITEM USAGE	---AT UNIT COST--- ANNUAL USAGE\$ XOF%	---AT GROSS PROFIT--- ANNUAL PROFIT\$ XOF%	CUM %	CLASS	ITEMS OLD	NEW
1	1147 0004 1147 CAP, CHR PLATE BRASS 1/2"	.260	14.520	1,104	16,030.08 25.5	-15,743.04 25.6-	.30	A	A	
2	0001SP100 PIPE CUTTER	150.000	72.120	168	12,116.16 19.3	13,083.84 21.3	.61	A	A	
3	0002IH RANGE HOOD	40.000	16.050	516	8,281.80 13.2	12,358.20 20.1	.91	A	A	
4	0003ZH575 5 3/4 INCH ZINC HANDLE	2.020	.760	6,084	4,623.84 7.3	7,665.84 12.5	1.22	A	A	
5	0003CH575 5 3/4 INCH UNIVERSAL JOINT	18.000	6.500	540	3,510.00 5.6	6,210.00 10.1	1.52	A	A	
6	0004TRG TRIPLE RIB GASKET	1.250	.490	5,184	2,540.16 4.0	3,939.84 6.4	1.82	A	A	
7	0004DRG DOUBLE RIB GASKET	1.000	.260	7,320	1,903.20 3.0	5,416.80 8.8	2.13	A	A	
8	0001SP200 PILLOW BLOCK	2.560	.390	1,992	1,772.88 2.8	3,326.64 5.4	2.43	A	A	
9	0930D 0004 930D LATCH, CHR DME 7/8-1 1/4	17.200	13.340	108	1,494.72 2.4	362.88 .6	2.74	A	A	
10	1155 0000 1155 STRIKE ASSEMBLY, RAW STL	.533	.200	6,792	1,358.40 2.2	2,261.74 3.7	3.04	A	A	
11	0217 0008 217 EDGEMOUNT HINGE, CHR 1 1/8	7.530	2.547	468	1,192.00 1.9	2,332.04 3.8	3.34	A	A	
12	1156B 0004 1156B PANEL FASTENER, PLAIN	2.384	.400	2,304	921.60 1.5	4,571.14 7.4	3.65	A	A	
13	0930C 0004 930C LAT W MIC BT-CH 3/4-1 1/4	17.500	6.327	132	835.16 1.3	1,474.84 2.4	3.95	A	A	
14	0002CH 2-12 ROMEX COPPER	.195	.180	9,816	785.28 1.2	1,128.84 1.8	4.26	A		
15	1248 0004 1248 SPRG LIFT HIN-CHR FLUSX10	22.700	7.380	96	756.48 1.2	1,422.72 2.3	4.56	A	A	
16	1248 0016 1248 SPRG LIFT HIN-CH 1 1/8X10	22.700	7.380	84	661.92 1.1	1,244.88 2.0	4.86	A	A	
17	0538 0004 538-EDGEMNT LAT W CYL K.O.,CHR	17.960	6.300	96	576.00 .9	1,148.16 1.9	5.17	A	A	

Inventory Classification Analysis (Detailed)

FORT COLLINS DIVISION
INVENTORY CLASSIFICATION ANALYSIS (SUMMARY)

Report: IC 010
Date: 06/20/79

CLASSIFICATION BASED ON UNIT COST. A= 20%, B= 30%, C= 50%.
ITEM CLASSIFICATIONS HAVE BEEN UPDATED

CLASS	NUMBER OF ITEMS	PERCENT OF ITEMS	ANNUAL UNIT COST	PERCENT OF ANNUAL COST	ANNUAL GROSS PROFIT	PERCENT OF ANNUAL PRFT
A	65	19.76%	\$62,913.71	100.0%	\$59,795.67	97.1%
B	98	29.79%	\$0.00	0.0%	\$1,762.57	2.9%
C	166	50.46%	\$0.00	0.0%	\$0.00	.0%

Inventory Classification Analysis (Summary)

11. Inventory Profitability Report

This report gives information about the profitability of each item in inventory.

$$\% \text{ Gross Profit} = \frac{\text{Gross Profit}}{\text{Sales}}$$

FORT COLLINS DIVISION
INVENTORY PROFITABILITY REPORT (AT ACTUAL COST)

Report: IC 011
Date: 06/20/79

SELECT OPTIONS LISTED ON LAST PAGE
SORTED BY PROD CODE, ABC CLASS, ITEM NUMBER

PR ABC	CD CLS	ITEM NUMBER	DESCRIPTION	--QTY ISSUED--	REPLACMNT	SALES YTD \$	ACTUAL	GROSS	%GGRS
				MTD	YTD		CST OF SALES \$	PROFIT YTD \$	PROFIT
01	A	0001SP100	PIPE CUTTER	0	100	7,787.04	6,783.46	1,003.58	12.99
01	A	0001SP200	PILLOW BLOCK	0	612	1,029.39	535.32	494.07	6.40
PRODUCT CODE 01 TOTAL						\$8,816.43	\$7,318.78	\$1,497.65	19.39
02	A	0002CH	2-1/2 ROMEX COPPER	0	5,500	539.00	385.00	154.00	1.99
02	A	0002IH	RANGE HOOD	0	168	4,808.45	2,696.40	2,112.05	27.35
02	A	0002SCPH	WIRE SPLICER	0	30	83.35	45.00	38.35	.50
PRODUCT CODE 02 TOTAL						\$5,430.80	\$3,126.40	\$2,304.40	29.84
03	A	0003CH575	5 3/4 INCH UNIVERSAL JOINT	20	248	2,890.80	1,612.00	1,278.80	16.56
03	A	0003ZH575	5 3/4 INCH ZINC HANDLE	0	1,148	1,725.65	872.48	853.17	11.05
PRODUCT CODE 03 TOTAL						\$4,616.45	\$2,484.48	\$2,131.97	27.60
04	A	0004DRG	DOUBLE RIB GASKET	2	2,296	1,773.88	576.90	1,196.98	15.50
04	A	0004TRG	TRIPLE RIB GASKET	0	1,742	1,393.60	801.32	592.28	7.67
PRODUCT CODE 04 TOTAL						\$3,167.48	\$1,378.22	\$1,789.26	23.17
GRAND TOTAL						\$22,031.16	\$14,307.88	\$7,723.28	100.00

Inventory Profitability Report

12. Inventory Turnover Report

This report lists turnover (or movement) rates for inventory items. All items may be listed or the list may be limited on these 3 criteria:

1. List all items whose date of last issue is older than?
2. List all items whose supply (in days) is greater than?
3. List all items whose average turnover rate is less than?

The following calculations are made for this report:

$$\text{Month-to-Date Turnover} = \frac{\text{Month-to-Date Issues} * 12}{\text{Average on Hand}}$$

$$\text{Year-to-Date Turnover} = \frac{\text{Year-to-Date Issues}}{\text{Average on Hand}}$$

$$\text{Average Turnover} = \frac{\text{Average Monthly Usage} * 12}{\text{Average on Hand}}$$

$$\text{Day's Supply Remaining} = \frac{\text{Qty. on Hand} - \text{Safety Stock}}{\text{Monthly Usage (converted to days)}}$$

$$\text{Value on Hand} = \text{Average Cost} * \text{Qty on Hand}$$

FORT COLLINS DIVISION
INVENTORY TURNOVER REPORT

Report: IC 012
Date: 06/20/79

SELECT/SORT OPTIONS LISTED ON LAST PAGE

ABC CLS	PR CD	ITEM NUMBER/ DESCRIPTION	COST/ QTY ON HAND	AVG MTH USAGE AVG ON HAND	MTD ISSUES YTD ISSUES	MTD TURNOVR YTD TURNOVR	VALUE ON HAND AVG TURNOVR	DAYS SUPPLY REMAINING	DT LS ISS DT LS ORD
A	01	0001SP100 PIPE CUTTER	72.120 111	14 30	0 100	0.00 3.39	-1,298.160 6	-39 05/01/79	04/16/79
A	01	0001SP200 PILLOW BLOCK	.890 1.394	166 813	0 612	0.00 .75	1,863.660 2	384 12/29/78	05/01/79
A	02	0002CH 2-12 ROMEX COPPER	.080 9.600	818 5,568	0 5,500	0.00 .99	384.000 2	179 04/16/79	03/16/79
A	02	0002IH RANGE HOOD	16.050 669	43 436	0 168	0.00 .39	8,618.850 1	380 11/30/78	03/16/79
A	02	0002SCPH WIRE SPLICER	1.600 175	9 36	0 30	0.00 .83	360.000 3	761 05/22/79	01/16/79
A	03	0003CH575 5 3/4 INCH UNIVERSAL JOINT	6.500 490	45 372	20 248	.64 .67	3,185.000 1	331 11/30/78	06/01/79
A	03	0003ZH575 5 3/4 INCH ZINC HANDLE	.760 8.115	507 8,787	0 1,148	0.00 .13	6,167.400 1	487 11/30/78	05/01/79
A	04	0004DRG DOUBLE RIB GASKET	.260 3.810	610 1,678	2 2,296	.01 1.37	2,366.260 4	454 04/16/79	06/01/79
A	04	0004TRG TRIPLE RIB GASKET	.490 4.458	432 1,320	0 1,742	0.00 1.32	52.920 4	8 05/01/79	04/16/79

Inventory Turnover Report

13. Product Code Status Report

This report lists all information pertaining to product code (description, carrying cost, fixed order cost, General Ledger account numbers, etc.).

FORT COLLINS DIVISION
PRODUCT CODE STATUS REPORT

Report: IC 013
Date: 06/20/79

PROD CODE	PRODUCT CODE DESCRIPTION	FIXED ORDER COST	CARRYING COST %	INV ACCT NO	INV ENTY NO	CGS ACCT NO	CGS ENTY NO	SALES ACCT NO	SALES ENTY NO
01	PIPE HARDWARE	15.00	20.00	1001.00	1000	5001.00	1000	4001.00	1000
02	ELECTRONIC PARTS	20.00	18.00	1002.00	1000	5002.00	1000	4002.00	1000
03	GENERAL HARDWARE	16.00	25.00	1003.00	1000	5003.00	1000	4003.00	1000
04	GASKETS	10.00	12.00	1004.00	1000	5004.00	1000	4004.00	1000
KA	Kason hardware	20.00	25.00	1001.00	1000	1002.00	1000	1003.00	1000
MC	MISCELLANEDUS GOODS	35.00	35.00	1100.00	1000	4500.00	1000	3300.00	1000
PH	ITEMS NOT IN INVENTORY	20.00	25.00	1004.00	1000	1002.00	1000	1006.00	1000

Product Code Status Report

14. GL Transaction Report

This report lists all the contents of the General Ledger transaction file after a POST is executed. This report will be used to make your own entries in General Ledger. If the report is successfully run the transaction files will be cleared.

Fort Collins Division
GENERAL LEDGER TRANSACTION RECAP

ENTITY NUMBER	ACCOUNT	DATE	DEBIT	CREDIT	JOURNAL REFERENCE	DESCRIPTION
*** 1000 ***	1000.00	09/12/78	11,476.47		SJ091213	AR TRANSACTION ARPST1
	3010.00	09/12/78		325.60	SJ091213	AR TRANSACTION ARPST1
	3010.00	09/12/78		6.00	CS091213	AR TRANSACTION ARPST2
	3020.00	09/12/78		3.93	SJ091213	AR TRANSACTION ARPST1
	3020.00	09/12/78		2.99	CS091213	AR TRANSACTION ARPST2
	3030.00	09/12/78		2.89	SJ091213	AR TRANSACTION ARPST1
	3030.00	09/12/78		8.44	CS091213	AR TRANSACTION ARPST2
	3040.00	09/12/78		181.57	SJ091213	AR TRANSACTION ARPST1
	3040.00	09/12/78		2.37	CS091213	AR TRANSACTION ARPST2
	4010.00	09/12/78			SJ091213	AR TRANSACTION ARPST1
	5010.00	09/12/78	81.69		CS091213	AR TRANSACTION ARPST2
	6010.00	09/12/78	560.87		SJ091213	AR TRANSACTION ARPST1
	6010.00	09/12/78		19.06	CS091213	AR TRANSACTION ARPST2
	6010.00	09/12/78		2.08	SJ091213	AR TRANSACTION ARPST1
	6020.00	09/12/78		3.54	CS091213	AR TRANSACTION ARPST2
	6020.00	09/12/78		4.50	SJ091213	AR TRANSACTION ARPST1
	7010.00	09/12/78		169.70	CS091213	AR TRANSACTION ARPST2
	7010.00	09/12/78		1.80	SJ091213	AR TRANSACTION ARPST1
	7020.00	09/12/78		270.67	CS091213	AR TRANSACTION ARPST2
	7020.00	09/12/78		10.01	SJ091213	AR TRANSACTION ARPST1
	7030.00	09/12/78		55.90	CS091213	AR TRANSACTION ARPST2
	7030.00	09/12/78		4.33	SJ091213	AR TRANSACTION ARPST1
	7040.00	09/12/78		1.26	CS091213	AR TRANSACTION ARPST2
	7040.00	09/12/78		1.73	SJ091213	AR TRANSACTION ARPST1
	9001.00	09/12/78		68.54	CS091213	AR TRANSACTION ARPST2
	9001.00	09/12/78		31.80	SJ091213	AR TRANSACTION ARPST1
	9002.00	09/12/78		57.40	CS091213	AR TRANSACTION ARPST2
	9002.00	09/12/78		219.15	SJ091213	AR TRANSACTION ARPST1
	9003.00	09/12/78		55.58	CS091213	AR TRANSACTION ARPST2
	9004.00	09/12/78		1,942.00	SJ091213	AR TRANSACTION ARPST1
	9004.00	09/12/78		30.09	CS091213	AR TRANSACTION ARPST2
	9005.00	09/12/78		8,400.52	SJ091213	AR TRANSACTION ARPST1
	9005.00	09/12/78		51.90	CS091213	AR TRANSACTION ARPST2
	9006.00	09/12/78		175.60	SJ091213	AR TRANSACTION ARPST1
		REPORT TOTALS	12,119.03	12,119.03		

General Ledger Transaction Report

15. LIFO Cost Report

This report displays all quantity pricing layers if your inventory valuation is LIFO (last in, first out) or FIFO (first in, first out). It enables you to better monitor your purchase of any item or group of items and better forecast trends in prices for individual items.

FORT COLLINS DIVISION
LIFO COST REPORT

Report: IC 015
Date: 06/20/79

SELECT/SORT OPTIONS LISTED ON LAST PAGE

ABC CLS	PR CD	ITEM NUMBER	DESCRIPTION	LIST PRICE/ CURRENT COST	QTY ON HAND	DATE	LIFO LAYERS QUANTITY	COST
A	01	0001SP100	PIPE CUTTER	\$150.000 \$72.120	111	06/20/79	111	\$72.120
A	01	0001SP200	PILLOW BLOCK	\$2.560 \$.890	1,394	06/20/79	1,394	\$890
A	02	0002CH	2-12 ROMEX COPPER	\$.195 \$.080	9,600	06/20/79	9,600	\$960
A	02	0002IH	RANGE HOOD	\$40.000 \$16.050	669	06/20/79	669	\$16,050
A	02	0002SCPH	WIRE SPLICER	\$3.600 \$1.600	175	06/20/79	175	\$1,600
A	03	0003CH575	5 3/4 INCH UNIVERSAL JOINT	\$18.000 \$6.500	490	06/20/79	490	\$6,500
A	03	0003ZH575	5 3/4 INCH ZINC HANDLE	\$2.020 \$.760	8,115	06/20/79	8,115	\$760
A	04	0004DRG	DOUBLE RIB GASKET	\$1.000 \$.260	3,810	06/20/79	3,810	\$260
A	04	0004TRG	TRIPLE RIB GASKET	\$1.250 \$.490	4,458	06/20/79	4,458	\$490

LIFO Cost Report

Inquire By Number or Inquire By Description

These two inquiries retrieve information about an item by its item number or description. The report format for both reports is the same.

FORT COLLINS DIVISION
ITEM INQUIRY

Report: IC 0
Date: 06/22/79

Item Number 0004TRG Description TRIPLE RIB GASKET U/M I

List Price	\$1.250	Unit Cost	\$.530	Container Charge	\$.02
Excise Tax	\$0.00	Broken Case Charge	\$.50		

Qty	1-249	250-499	500-999	1000-1999	2000-2999	>3000
Brk	\$1.250	\$1.188	\$1.125	\$1.063	\$1.000	\$.9:

Discounts (Price)	CLASS 1	CLASS 2	CLASS 3	CLASS 4	CLASS
	\$1.000	\$.875	\$.750	\$.675	\$.6:

--- NO MARKUPS ---

Whse / Bin Number	Qty on Hand	Qty Allocated	Qty on Ord	Qty Back Ord	Qty Avail
1 142	6800	2600	50	2942	1,308

There are currently 1 transactions pending on this item.

					NEXT ITEM	INQUIRE/ DESCRIPTN	EXIT

REPORT MODIFICATIONS

The following modifications are available on most reports.

Select Printer

If the system has more than one printer, the choice of the printer can be selected here.

Restart Report

Restarts the report as of a specific page. For example, if the printer jams or runs out of paper while the report is printing, then the restart report can be pressed and a page number entered to continue printing.

Modify Sel/Sort

Modifies the default select/sort criteria for the specific report. For the Inventory Stock Status Report the following fields may be limited on the selection section.

INVENTORY CONTROL		Date: 06/22/79
INVENTORY STOCK STATUS		
SELECT OPTIONS: please choose items or ranges.		
1: ABC Class	FROM <input type="checkbox"/>	TO <input type="checkbox"/>
2: Product Code	FROM <input type="checkbox"/>	TO <input type="checkbox"/>
3: Item Number	FROM <input type="checkbox"/>	TO <input type="checkbox"/>

These fields may be used in the following ways:

- * If the FROM field is completed and the TO field starred (*) only the FROM field will be reported.
From: John To: * then all names beginning with John will be printed.
- * If the TO and FROM fields are the same, only this value will be used as select criteria.
From: John To: John then only names of John will be printed.
- * If both fields are left blank all items will be reported.
- * If either field is left blank, no upper/lower limit is imposed.

Once the select criteria is set, the sorting criteria is divided into three areas:

INVENTORY CONTROL				Date: 06/22/79			
INVENTORY STOCK STATUS							
SORT OPTIONS: please choose sort order from the numbered categories.							
1: ABC Class							
2: Product Code							
3: Item Number							
SORT BY: <input type="checkbox"/> <input type="checkbox"/> ; <input type="checkbox"/> <input type="checkbox"/> ; <input type="checkbox"/> <input type="checkbox"/>							
<u> </u> <u> </u> <u> </u>							
1 2 3							
Please modify Sort Order as desired.							
Leaving a number field blank means 'skip this set'. Skipping all sets means 'not sort'. Also, 'A' means 'ascending order' and 'D' means 'descending order'							
			RESET FORM			PROCESS DATA	EXIT
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

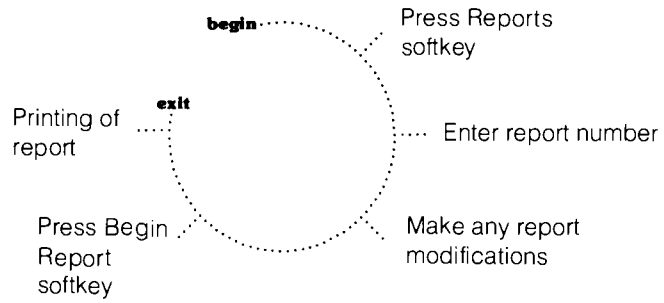
Each of these three areas is complete with default values that may be modified. Each area has two fields. The first field defines the sorting criteria. The second field designates a sorting order: A for ascending or D for descending. The remaining two areas break the sorting criteria down further. If these fields are left blank or cleared, the default criteria as initially displayed is assumed for sorting order.

As each report is being printed, four softkeys are available:

- EXIT - Stops printing the report and returns to main menu.
- RESTART REPORT - Restarts the report as of a specific page. For example, if the printer jams or runs out of paper while the report is printing, then the restart report can be pressed and a page number entered to continue printing.
- HALT - Suspends the printer. This allows the operator to delay printing for paper changing, lunch, etc.
- CONTINUE - Allows the operator to resume report printing after the HALT softkey has been pressed.

PRINTING A REPORT

Each inventory report may be printed using this job cycle:



Printing Reports

This chapter explains all the fields used in the Inventory Control module. These fields are listed in alphabetical order and are described in the following terms:

Description - A brief definition of this field.

Field Type - The field may be either alphanumeric or numeric. An alphanumeric field can contain both letters and numbers. A numeric field may be any of the following six types:

1. integer - any negative or positive whole number less than 32768.
2. whole (whole short) - any 6 digit number up to 999999.
3. precision (precision short) - any number up to 6 digits with a decimal in any position (XXXXX.X, XXXX.XX, etc.)
4. round (roundable short) - the same as precision except that if this field contains 7 digits from a calculation, it will be rounded back to 6 digits. For example, if you are finding per unit cost from a total order cost of 10,000 with 30 ordered, the result is 333.3333. This would be rounded to 333.333.
5. real - any number up to 12 digits with a decimal in any position (XXXXXXXXXX.X, XXXXXXXXXXXX.XX, XXXXXXXXXXXX.XXX, etc.).
6. % - any number up to 5 digits with a decimal in any position up to 327%. If there are more than 3 digits to the right of the decimal, then the third digit will be rounded.

Field Length - If the field is alphanumeric, this is the number of characters allowed.

Uppercased by System - This refers to the system automatically shifting all input to upper case letters of the alphabet.

Entry Allowed by Operator - This designates if the operator may enter data in this field or if the field is only for system output.

If Entry Allowed by Operator, BLANK Input Allowed? - This designates whether or not a blank input is allowed or if input is required for further processing.

Default Value if BLANK Input - If the field is not completed, then this default value is used by the software.

Edit Allowed After Initial Start-up - This designates whether or not the field may be altered after the value is initially set.

ABC Classification

Description: Classifies parts according to their usage and value. This classification allows you to identify those 20% of your parts which account for 80% of your inventory's total value or gross profit.

Field Type: A

Field Length: 2

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is Blank Input Allowed? Yes

Default Value if BLANK Input: Blank

Edit Allowed After Initial Start-up: Yes

Additional Notes: Can be optionally updated when Classification Report is run. At that time, blanks will be reclassified as A, B, or C. If field is not A, B, C or blank, then it is not reclassified (example: if experimental item, use X).

Actual Cost

Description: The true cost which units being adjusted actually cost. Used in Purchase Cost Adjustment function.

Field Type: N

Field Length: Precision

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, is BLANK Input Allowed? No

Alternate Item Number

Description: Suggested replacement for an item.

Field Type: A

Field Length: 18

Uppercased by System: Yes

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: Blank

Edit Allowed After Initial Start-up: Yes

Alternate Vendor Number

Description: A code indicating the alternate vendor from which an item can be purchased.

Field Type: A

Field Length: 8

Uppercased by System: Yes

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: Blank

Edit Allowed After Initial Start-up: Yes

Average On Hand

Description: Contains the average on hand balance for your given usage interval as specified in the Averaging Period field.

Field Type: N

Field Length: Precision

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-up: Yes

Additional Notes:

1. System will update every time an activity occurs for this item.
2. Exponentially smoothed for each day since the date of last activity through the present date of activity.
3. Average on Hand = Average on Hand * (1 - X) + Quantity on Hand * X.

Averaging Period (In Days)

Description: This factor approximates the length of the time in days it will take a new average to replace an old average or the reaction time of the system to new usage.

Field Type: N

Field Length: Integer

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 31 Days

Edit Allowed After Initial Start-up: Yes

Restrictions: System will not accept <31 days.

Broken Case Charge

Description: An optional charge which can be applied to an item if not issued in the unit of measure receipt.

Field Type: N

Field Length: Precision

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-up: Yes

Additional Notes: To speed data entry, leave blank (not 0) if there is no broken case charge.

Buyer Number

Description: A code indicating the buyer responsible for an item.

Field Type: A

Field Length: 2

Uppercased by System: Yes

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, is BLANK Input Allowed? Yes

Default Value if BLANK Input: Blank

Edit Allowed After Initial Start-up: Yes

Carrying Cost

Description: The cost of carrying an item in inventory for one year expressed as a percent of the item's cost.

Field Type: N

Field Length: %

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, is BLANK Input Allowed? Yes

Edit Allowed After Initial Start-up: Yes

Restrictions: Must be ≥ 0 .

Additional Notes: Should include storage, maintenance and capital costs.

Container Charge

Description: An optional charge which can be applied for the item's container (example: a refillable bottle).

Field Type: N

Field Length: Precision

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, is BLANK Input Allowed? Yes

Edit Allowed After Initial Start-up: Yes

Cost of Goods Sold Account Number

Description: Designates the General Ledger account number the costs of goods sold should be billed.

Field Type: N

Field Length: Special*

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: Yes

Restrictions: *Only XXXX.XX format allowed.

Cost of Goods Sold Entity Number

Description: This number references the entity that should be billed.

Field Type: N

Field Length: Special*

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: Yes

Restrictions: *Four character integer only (XXXX) and it must be ≥ 0 and ≤ 9999 .

Current Quantity Allocated

Description: The quantity of a particular item reserved for shipment.

Field Type: N

Field Length: Whole

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-up: Yes

Restrictions: Must be ≥ 0 .



Current Quantity Back Ordered

Description: The quantity of items ordered which are already allocated when the items are received.

Field Type: N

Field Length: Whole

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-up: Yes

Restrictions: Must be ≥ 0 .

Current Quantity on Hand

Description: Designates the physical number of an item in inventory.

Field Type: N

Field Length: Whole

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-up: No

Restrictions: Must be ≥ 0 .

Current Quantity on Order

Description: Designates the quantity of a particular item on order.

Field Type: N

Field Length: Whole

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-up: Yes

Restrictions: Must be ≥ 0 .

Customer Number

Description: The number assigned to this customer. It may be assigned by any numbering scheme including geographical location, alphabetical order, credit limit or sales activity.

Field Type: N

Field Length: Whole

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No*

Edit Allowed After Initial Start-up: Yes

Restrictions: *If auto-customer numbering option="y".

Cycle Count Period

Description: Indicates (in weeks) how often an item should be cycle counted.

Field Type: N

Field Length: Integer

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: Yes

Restrictions: Must be ≥ 0 .

Description

Description: The item name or brief description in specific or general terms.

Field Type: A

Field Length: 30

Uppercased by System: No

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: Blank

Edit Allowed After Initial Start-up: Yes

Additional Notes: In Order Entry the description is truncated to 20 characters.

Economic Order Quantity (EOQ)

Description: The suggested order quantity for an item.
Determines optimum order quantities for an item by minimizing ordering and carrying costs.

Field Type: N

Field Length: Whole

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input:

$$\sqrt{\frac{(2)(\text{Annual Usage}) * (\text{Cost Per Purchase Order})}{\text{Annual Carrying Cost of One Unit for One Year}}}$$

Edit Allowed After Initial Start-up: Yes

Restrictions: Must be ≥ 0 .

Excise Tax

Description: An optional tax which applies to the manufacture, sale or consumption of specific items (ex. tires).

Field Type: N

Field Length: Precision

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-up: Yes

Fixed Order Cost

Description: All costs associated with placing an order to a vendor (such as paperwork, freight, mileage, etc.).

Field Type: N

Field Length: Precision

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-up: Yes

Restrictions: Must be ≥ 0 .

Inventory Account Number

Description: Designates the particular General Ledger account number to which inventory should be debited or credited.

Field Type: N

Field Length: Special*

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: Yes

Restrictions: *Only XXXX.XX format allowed.

Inventory Entity Number

Description: Designates the entity number used in the debit or credit of inventory.

Field Type: N

Field Length: Special*

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: Yes

Restrictions: *Four character integer only (XXXX) and it must be ≥ 0 and ≤ 9999 .

Invoice Number

Description: The number assigned to an invoice.

Field Type: A

Field Length: 6

Uppercased by System: Yes

Entry Allowed by Operator: Yes*

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: No

Restrictions: *Open during conversion only.

Item Number

Description: The item number or unique I.D. associated with a part.

Field Type: A

Field Length: 18

Uppercased by System: Yes

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: No

Item Size

Description: A number representing the size of an item.

Field Type: N

Field Length: Precision

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-up: Yes

Item Weight

Description: Weight of a product or an item.

Field Type: N

Field Length: Precision

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-up: Yes

Lead Time

Description: The time (in weeks) needed to order and receive an item from a vendor and store it in the stockroom.

Field Type: N

Field Length: Integer

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: Yes

Restrictions: This is used to compute the reorder point and must be ≥ 0 .

List Price

Description: Basic unit selling price of an item not including any discounts or markups.

Field Type: N

Field Length: Precision

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-up: Yes

Restrictions: Must be ≥ 0 .

Monthly Usage

Description: The average number of parts issued per month based upon an averaging technique called exponential smoothing. The system uses this field to compute order quantities.

Field Type: N

Field Length: Whole

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: Yes

Restrictions: This must be ≥ 0 .

Additional Notes:

1. System will update this field at New Month.
2. Exponentially smoothed for each month since the date of last month end through the present date of month end. Includes all quantity adjustments.
3. Monthly Usage = previous monthly usage * (1 - X)
+ new usage * X.

Order Number

Description: The number assigned to an order. The order number displayed in Inventory Control is only for information.

Field Type: A

Field Length: 6

Uppercased by System: Yes

Entry Allowed by Operator: Not in I/C

Percent Discount From List

Description: The optional percentage of discount allowed from list price on a specific product.

Field Type: N

Field Length: %

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0,0,0,0,0

Edit Allowed After Initial Start-up: Yes

Restrictions: Must be \leq 100%. If only one is entered, all five percentages assume this value.

Percent Markup Over Cost

Description: The optional percentage of markup on the cost of a specific product.

Field Type: N

Field Length: %

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0,0,0,0,0

Edit Allowed After Initial Start-up: Yes

Restrictions: If only one is entered, all five percentages assume this value.

Percent Quantity Discount From List

Description: The optional percentage discount from list price allowed if the quantity breaks are met.

Field Type: N

Field Length: %

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0,0,0,0,0

Edit Allowed After Initial Start-up: Yes

Restrictions: Must be \leq 100%. If only one percentage is entered, all five percentage assume this value.

Physical Count (Cycle Count, Recount)

Description: Number of items counted during a cycle count.

Field Type: N

Field Length: Whole

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Restrictions: + number only

Primary Bin Number

Description: A code indicating the primary bin number storing an item.

Field Type: A

Field Length: 4

Uppercased by System: Yes

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: Yes

Primary Warehouse Number

Description: A code indicating the primary warehouse storing an item.

Field Type: A

Field Length: 4

Uppercased by System: Yes

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: Yes

Primary Vendor Number

Description: A code indicating the primary vendor from which an item is purchased. The vendor number can be a name, such as Williams.

Field Type: A

Field Length: 8

Uppercased by System: Yes

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: Blank

Edit Allowed After Initial Start-up: Yes

Product Code

Description: The code of a particular set of products. For example, all Phillips screwdrivers may have a 17 code while all needle-nosed pliers are 29.

Field Type: A

Field Length: 2

Uppercased by System: Yes

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: Yes

Restrictions: Product code must exist prior to adding items.

Product Code Description

Description: The brief description of the product code in specific or general terms.

Field Type: A

Field Length: 30

Uppercased by System: No

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: Blank

Edit Allowed After Initial Start-up: Yes

Purchase Order Number

Description: The number assigned to a purchase order.

Field Type: A

Field Length: 12

Uppercased by System: No

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: Blank

Quantity Breaks

Description: The optional quantity amounts required for a percentage discount. For example, 2% discount for 100 ordered, 5% discount for 500 ordered, and 10% discount for 1000 ordered.

Field Type: N

Field Length: Whole

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0,0,0,0,0

Edit Allowed After Initial Start-up: Yes

Restrictions: Must be ≥ 0 . If only one is entered than all five quantities assume this value.

Quantity Received

Description: Quantity which will be added to the current quantity on hand balance.

Field Type: N

Field Length: Whole

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: By IC only

Restrictions: + number only

Quantity Returned

Description: Quantity to be added back to the current quantity on hand balance.

Field Type: N

Field Length: Whole

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Restrictions: + number only.

Quantity Shipped

Description: Quantity to subtract from current on hand status as it has been shipped.

Field Type: N

Field Length: Whole

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Restrictions: + number only

Quantity To Allocate

Description: To add (or remove) from current allocated, ordered, or back ordered quantities.

Field Type: N

Field Length: Whole

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Restrictions: + number only, unless (+/-) is indicated on form.

Quantity To Allocate For Drop Shipment

Description: Quantity to allocate for an item being shipped that is not currently stocked in inventory.

Field Type: N

Field Length: Whole

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Restrictions: + number only.

Quantity To Back Order

Description: Quantity to add (or remove) from current allocated, ordered, or back order quantities.

Field Type: N

Field Length: Whole

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Restrictions: + number only unless (+/-) is indicated on form.

Quantity To Be Adjusted

Description: The number of units previously received to which a purchase cost adjust will be performed.

Field Type: N

Field Length: Whole

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Restrictions: + number only.

Quantity To Be Placed On Order Status

Description: Quantity to add (or remove) from current allocated, ordered or back ordered quantities.

Field Type: N

Field Length: Whole

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Restrictions: + number only unless (+/-) is indicated on form.

Quantity To Remove From On Order Status

Description: A quantity to be subtracted from the current balance of quantity on order.

Field Type: N

Field Length: Whole

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Restrictions: + number only.

Quantity To Write Off (Item Write Off)

Description: Quantity to remove from current on hand status.

Field Type: N

Field Length: Whole

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Restrictions: + number only.

Quantity Transferred

Description: The number of units which are being transferred from one stocking location to another.

Field Type: N

Field Length: Whole

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Restrictions: + number only.

Receiving Bin Number

Description: The bin receiving an item when a Receipt of Items, Sales Return, or Stock Transfers transaction is added.

Field Type: A

Field Length: 4

Uppercased by System: Yes

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: Yes

Receiving Warehouse Number

Description: The warehouse receiving an item when a Receipt of Items, Sales Return, or Stock Transfers transaction is added.

Field Type: A

Field Length: 4

Uppercased by System: Yes

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: Yes

Reorder Point (ROP)

Description: Indicates the on hand balance level that triggers reordering and recommends an order.

Field Type: N

Field Length: Whole

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input:

$$\text{ROP} = \text{Lead time} * \text{Weekly Usage} + \text{Safety Stock}$$

$$\text{Weekly Usage} = \frac{\text{Monthly Usage}}{4.3}$$

Edit Allowed After Initial Start-up: Yes

Restrictions: Must be ≥ 0 .

Replacement Cost

Description: This cost represents the most recent market quotation of an item's cost.

Field Type: N

Field Length: Precision

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-up: Yes

Restriction: Must be ≥ 0 .

Additional Notes: Input for comparison of material costs.

Safety Stock

Description: The average amount of stock you wish to have on hand when a replenishment order is received. You use this quantity to protect yourself against uncertainty in demand and late deliveries.

Field Type: N

Field Length: Whole

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: Yes

Restrictions: This must be ≥ 0 .

Sales Account Number

Description: The General Ledger account number for the sales account of a product code.

Field Type: N

Field Length: Special*

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: Yes

Restrictions: *Only XXXX.XX format allowed.

Sales Entity Number

Description: The number of the entity responsible for sales of a product.

Field Type: N

Field Length: Special*

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: Yes

Restrictions: *Four character integer only (XXXX) and it must be ≥ 0 and ≤ 9999 .

Secondary Bin Number

Description: A code indicating a secondary bin number storing an item.

Field Type: A

Field Length: 4

Uppercased by System: Yes

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: Blank

Edit Allowed After Initial Start-up: Yes

Restrictions: System will accept only those secondary locations for which it is configured.

Secondary Warehouse Number

Description: A code indicating a secondary warehouse storing an item.

Field Type: A

Field Length: 4

Uppercased by System: Yes

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: Blank

Edit Allowed After Initial Start-up: Yes

Restrictions: System will accept only those secondary locations for which it is configured.

Additional Notes: This can be used for a secondary stockroom in the primary warehouse by setting secondary warehouse number equal to the primary warehouse number.

Sending Bin Number

Description: The bin sending the stock on item when the Stock Transfer transaction is added.

Field Type: A

Field Length: 4

Uppercased by System: Yes

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: Yes

Sending Warehouse Number

Description: The warehouse sending an item when the Stock Transfer transaction is added.

Field Type: A

Field Length: 4

Uppercased by System: Yes

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: Yes

Shipping Bin Number

Description: The bin shipping an item when the Ship Items transaction is added.

Field Type: A

Field Length: 4

Uppercased by System: Yes

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: Yes

Shipping Warehouse Number

Description: The warehouse shipping an item when the Ship Items transaction is added.

Field Type: A

Field Length: 4

Uppercased by System: Yes

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: Yes

Size Unit of Measure

Description: The unit of measure designating the item volume.

Field Type: A

Field Length: 2

Uppercased by System: No

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: Blank

Edit Allowed After Initial Start-up: Yes

Unit Cost

Description: Designates the cost per unit of a product from a vendor. Effected by the method of valuation such as LIFO, FIFO, or Average Cost.

Field Type: N

Field Length: Precision

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-up: No

Unit Of Measure Issue

Description: The unit of measure associated with an item when it is issued.

Field Type: A

Field Length: 2

Uppercased by System: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: No

Additional Note: These codes are already in industry use:

Bag	BG	Cube	CB	Kit	KT	Roll	RL
Ball	BA	Cubic Ft.	CF	Liter	LT	Set	ST
Barrel	BR	Cylinder	CY	Ounce	OZ	Sheet	SH
Bottle	BT	Dozen	DZ	Meter	MT	Spool	SP
Box	BX	Drum	DR	Troy Ounce	TO	Syringe	SY
Bundle	BD	Each	EA	Package	PK	Tube	TB
Can	CN	Feet-Foot	FT	Pad	PD	Tablet	TA
Carboy	CR	Sq. Feet	FT	Pair	PR	Yard	YD
Card	CD	Gallon	GA	Piece	PC		
Carton	CT	Gram	GR	Pint	PT		
Case	CS	Gross	GR	Pound	LB		
Coil	CL	Jar	JR	Quart	QT		
Cone	CO	Kilo	KI	Ream	RM		

U/M Issues-U/M Receipt

Description: The units of unit of measure issue in a unit of measure receipt. Example: If unit of measure issue is jar (JR) and unit of measure receipt is case (CS), with 24 jars per case, then U/M Issues-U/M Receipt will equal 24.

Field Type: N

Field Length: Whole

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 1 (internally stored as no conversion needed).

Edit Allowed After Initial Start-up: Yes*

Restrictions: *If edited after conversion, then the Unit of Measure Receipt must also be edited.

Additional Notes:

1. Leave this field blank if Unit of Measure Issue = Unit of Measure Receipt.
2. Broken Case Charge will be applied in Order Entry if Unit of Measure Issue is less than Unit of Measure Receipt.

Unit Of Measure Receipt

Description: This describes in what numerical quantity in which a quantity is received. For example, beer may arrive from a distributor in 4 six-packs per case while ketchup arrives 36 bottles per case.

Field Type: A

Field Length: 2

Uppercased by System: Yes

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: Yes*

Restrictions: *If editing, Unit of Measure Issue per Unit of Measure Receipt must also be modified.

Additional Notes: See Unit of Measure Issue.

Unit Sales Price

Description: The original sales price per item in which the units are sold.

Field Type: N

Field Length: Precision

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Weight Unit Of Measure

Description: The unit of measure designating the item weight:
oz., lbs., etc.

Field Type: A

Field Length: 2

Uppercased by System: No

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: Blank

Edit Allowed after Initial Start-up: Yes

