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Before You Begin

Inventory Overview

Inventory is an important asset of most companies and a very significant financial component for some organizations. Inventory is the generic term for the goods, including raw materials, finished goods, and supplies that cost money, have value and are stored and used in the business. Inventory is usually stored in one or more locations referred to as stores, warehouses, or just inventory locations. Within one of these inventory sites, the items may be stored on shelves, in bins, tanks, etc. Tracking the location of inventory is a key function of the Inventory system.

Inventory items can be categorized as stocked, those that are kept on hand for immediate availability, or non-stocked, those that are ordered when needed. Stocked inventory usually consists of supplies used on a regular basis (like pads, pens, etc.) as well as materials used to create the company’s product or deliver its services. A computer manufacturer would usually inventory a wide variety of chips, cables, connectors, electronic components and the solder, paint, and packaging materials to build and ship their product. A beer maker might store chemicals in liquid, solid, or gas form and the necessary kegs, bottles, caps, and disposable filters to make and ready their product for market. Both the raw material and the resulting finished goods would be inventoried.

Inventory is tracked with an identifying number or code. In the Inventory system, this code is termed an **Inventory ID**. An Inventory master table is maintained with key identification about each inventory item including a description, unit of measure, classification, cost accounting method, make vs. buy indicator, etc. For each item that is stocked, one or more inventory site records are maintained to hold the quantities on hand, the cost or value of the stocked items, and other information related to the inventory in that site or warehouse.

The Inventory module then provides the functions needed to set up and maintain a perpetual finished goods inventory. This module handles stock and non-stock items, kits of multiple items, and configurable items. It also helps you to make ordering decisions, organize inventory production, and track cost-of-goods-sold.

Many other modules have direct access to inventory information, including Order Management, Web Order, Purchasing, Bill of Material, Work Order, and the Field Service Management modules. Using these modules along with the Inventory module gives you the ability to effectively manage your inventory items when you are making sales (Order Management, Web Order, and Field Service Management) or purchases (Purchasing), or converting your inventory from component items to finished goods (Bill of Material and Work Order). The Inventory module provides common pricing and quantity tracking information across the modules. Inventory allocation across modules prevents over allocation of quantities. Order Management adds advanced planning and promised delivery date information.

The physical inventory capability of the Inventory module dramatically reduces the time and cost of planning, counting, and reconciling physical inventory. With this feature, you can obtain a snapshot of your inventory and create batches of inventory adjustments to update inventory records.
User Guide Overview

This user guide provides administrators with task-oriented and reference information for the Inventory module. Reviewing the user guide helps in making informed decisions regarding the implementation of the Inventory module in your business.

What is Covered in the User Guide?

This user guide is organized into the following major sections:

- The “Before You Begin” section provides overviews of the Inventory module and user guide, describes the conventions used throughout this guide, and provides general guidelines for using Microsoft Dynamics® SL and the Inventory module.
- The “Inventory Concepts” section describes the primary features and major concepts you need to know to fully take advantage of the Inventory module.
- The “Task Guidelines” section provides links to step-by-step instructions on the various tasks you can perform within Inventory. These tasks are grouped into their own major sections, which follow the links.
- Reference information on the different types of Inventory screens and reports follows the tasks sections.

The user guide also provides a “Table of Contents,” “Glossary of Terms,” and “Index” for easy reference.

Who Should Use the User Guide?

The user guide is designed for users and System Administrators who are new to the Inventory module. The guide provides the information necessary to set up and operate a successful inventory system.
Inventory Module Organization

Inventory screens are grouped by function, each with a different range of numbers. The screen groupings are as follows:

- **Input** — Used to enter inventory transactions such as receipts, sales, adjustments, transfers, kit assemblies, and project inventory allocations. Inventory transactions are processed in batches and then posted to the general ledger. Project inventory allocations do not update the general ledger.

- **Inquiries** — Used to look up information about items, sites, locations, and item histories. Information in inquiry screens can be viewed but not changed.

- **Maintenance** — Used to create and modify records that define inventory items, pricing, unit conversion, product classes, site and warehouse locations, kits, cross-references, lot/serial numbers, and other inventory information.

- **Processes** — Used to run various inventory processes, such as releasing transaction batches, revising prices, updating costs or rates, and deleting or restoring inventory archive detail.

- **Reports** — Used to generate and print lists of inventory information to verify data and maintain records for auditing. All report screens in the system offer a set of standard and extended report options as described in the System Manager online help or user guide.

- **Setup** — Used to set up inventory process options and defaults.
Using Wildcard Characters

Many fields in the Inventory module allow you to use wildcard characters when looking up information. A wildcard is a character you can use in place of a portion of a word when performing a search. The following characters are wildcards in Inventory.

<table>
<thead>
<tr>
<th>This wildcard:</th>
<th>Allows you to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>asterisk (*) or</td>
<td>Search for all values starting with the characters entered before the * or %; if only the * or % is entered, all values are displayed.</td>
</tr>
<tr>
<td>percent sign (%)</td>
<td></td>
</tr>
<tr>
<td>question mark (?)</td>
<td>Search for all values for an individual character.</td>
</tr>
</tbody>
</table>

For example:

- C* matches both C300 and C0100.
- C?? matches C300 only.
Operating Tips

The following section contains hints and tips for operating efficiently when entering data in screens. For more detailed operating information, see the System Manager online help or user guide.

Structuring Inventory Coding

Before setting up and operating the Inventory module, you need to define coding systems for inventory items, sites, locations, product classes, and other entities. A coding system arranges letters and/or numbers into meaningful data record identifiers (IDs). Its purpose is to distinguish each record from all other records in the database and to make records easy to reference and report.

Microsoft Dynamics SL features wildcard selection masking on ID fields. You can select groups of items for reporting by using the * and ? wildcard characters to represent various characters in the IDs you are selecting. Structuring IDs makes this capability more powerful.

Following are examples of how to structure some of the most important inventory codes. Remember that a successful coding system, one that enhances your ability to reference and report items, depends on consistency in application.

Inventory ID Codes

Use inventory IDs to identify specific inventory items. The ID must be unique for each item. It is important to structure the inventory item ID coding system to provide reporting flexibility. The number of segments defaults to 1 and the length of the segment defaults to 20. Inventory item IDs can be up to 30 characters long and can be separated into as many as four segments, using flexkeys. See “Setting Up Flexkey Field Information” under “Setting Up Shared Information” in the Shared Information online help or user guide for more on the software’s flexkey features.

Decide on a coding system for your inventory IDs. You can set up an inventory item ID coding system several ways, for example:

- The name of the inventory item (such as, PIPE-COPR-1/2IN for 1/2-inch copper pipe).
- A sequential number (such as, 4034265 for wire, #14, blue).
- An alphanumeric code (such as, PIPE-COPR-1/2IN-001 for item 1: 1/2 inch copper pipe).
- A product class item number combination (such as, 010002 for steel product [01], drainpipe [0002]).
- The manufacturer’s ID or UPC code.
- If you decide that you want to use segments in your inventory ID codes, see “Defining Code Segments for Inventory IDs and Subaccounts” on page 43.

Product Class Codes

Use product classes to identify groups of closely related inventory items. For example, if your inventory consists of steel, plastic, and aluminum products, you might establish the product class codes STEL, PLST, and ALUM. Product classes are used throughout the Inventory module for reporting purposes, so it is important to group items, being reported together, in the same or similar class. Product class IDs can be up to six characters long. Typically, you set up product classes before entering item information.

Decide on a coding system for your product classes. The coding system can be set up several ways, for example:

- An abbreviated version of the product class name (such as, ALUM for aluminum products).
- A sequential number (such as, 01 for steel products).
- An alphanumeric code (such as, AL01 for aluminum products-pans and AL02 for aluminum products-pots).
Reason Codes
Use reason codes to identify why particular inventory transactions were made. For example, you might use RETURN to indicate an item that has been returned or ADJ+ when positive adjustments are made. Reason codes can be up to six characters long.

Decide on a coding system for your reason codes. The coding system can be set up several ways, for example:
- A short version of the reason code description (such as, RETURN, REJECT, or SCRAP).
- A sequential number (such as, 01 for return, 02 for reject, 03 for scrap).
- An alphanumeric code (such as, RET01 for returned because it was defective, RET02 for returned because it was the incorrect item).

Site ID Codes
Use site IDs to identify the locations of warehouses. For example, if you have warehouses in Helena, Missoula, and Bozeman, you might identify the sites as HEL, MIS, and BOZ. Sites are used throughout the Inventory, Purchasing, and Order Management modules to separate quantity-on-hand and inventory value sold for each warehouse. Site IDs can be up to ten characters long.

Decide on a coding system for your site IDs. The coding system can be set up several ways, for example:
- An abbreviated version of the city where the warehouse is located (such as, BOZ for Bozeman).
- A sequential number (such as, 01 for Helena).
- An alphanumeric code (such as, H1 for Helena, Main St. and H2 for Helena, Custer Ave.).

Warehouse Location Codes
Use warehouse location codes to identify specific locations within warehouses. For example, if a warehouse has aisle numbers, you might identify the warehouse locations as AISLE1, AISLE2, AISLE3, or simply 01, 02, 03, and so on. Warehouse locations can be up to ten characters long, and are used to perform physical inventories by location.

Decide on a coding system for your warehouse locations. The coding system can be set up several ways, for example:
- An abbreviated description of the location (such as, NORTHW for north wing).
- A sequential number (such as, 01 for aisle 1).
- An alphanumeric code (such as, A1 or AISLE1 for aisle 1, or NWA1 for north wing aisle 1).
Assigning Roles and Access Authority

It is helpful to define roles for all employees using the Inventory module. The purpose of defined roles is to ensure clear audit trails and internal controls. You can also associate access authority to enforce roles and responsibilities.

For Financial Managers
Access to the following Inventory module screens should be limited only to the financial manager or accounting supervisor, because they control basic inventory processes and records:
- *IN Setup* (10.950.00)
- *IN Integrity Check* (10.990.00)

For Supervisors
Access to the following Inventory module screens should be limited only to supervisors and managers who need to define or change global inventory information:
- Maintenance screens
- Physical Inventory screens
- Process screens
- Reports

For Data Entry Clerks
Employees who need to enter data into the system, such as receipts, sales, and physical counts, should be given access to data entry screens, including:
- *Receipts* (10.010.00)
- *Issues* (10.020.00)
- *Adjustments* (10.030.00)
- *Transfers* (10.040.00)
- *Kit Assembly* (10.050.00)
- *Project Inventory Allocation* (10.080.00)
- *Lot/Serial Assignment* (10.070.00)
- *Project Inventory* (10.200.00)
- *Physical Count Entry* (10.390.00)

For Other Employees
Employees who simply need to look up information should be given access to inquiry screens only. The Inventory inquiry screens are as follows:
- *Inventory Item Lookup* (10.210.00)
- *Inventory Status Inquiry* (10.220.00)
- *Inventory Allocated to Projects Inquiry* (10.224.00)

To Restrict Data Entry Operations to Appropriate Screens
If you are using the Purchasing module with the Inventory module, consider limiting access to *Receipts* (10.010.00) so that your staff is required to complete all inventory receipt data entry using functions in Purchasing. Similarly, if you are using the Inventory module with the Order Management module or the Field Service Management modules, consider limiting access to *Issues* (10.020.00) so that it is necessary to perform sales functions using Order Management or Field Service Management.
Lot or Serial Numbered Items

If you are using lot or serial number tracked items, follow these validation rules for entry or selection of lot or serial numbers throughout the modules:

1. Lot/serial numbers are required if the inventory item is lot or serial controlled, except in these situations:
   - Lot/serial numbers are not available for the following:
     - The assignment method is When Used on the Lot/Serial Defaults tab of IN Setup (10.950.00), and the transaction is a receiving transaction other than a return
     - Non-stock items
   - Lot/serial numbers are optional for the following:
     - Drop shipments
     - Order Management return material authorization (RMA) transactions with a disposition of Scrap
     - Order Management RMAs using the assignment method When Used on the Lot/Serial Defaults tab of IN Setup (10.950.00)
     - Return issuing transactions (for example, a Purchasing return) that use the assignment method When Used
   - These special rules govern the entry of lot/serial information in Order Management sales orders:
     - Lot/serial numbers can be entered only for order types Sales Order, Invoice, Will Call Order, and Manual Order.
     - Lot/serial numbers cannot be entered if the schedule is bound to a purchase order or if the line is bound to a work order.
     - Lot/serial numbers cannot be entered if Auto Create PO on the Shipping Information tab of Order Management’s Sales Orders (40.100.00) is selected for the schedule (if the Order to Purchase module is installed).

2. The sum of the lot/serial quantity must equal the quantity specified on the line or schedule, converted to stocking units. If these quantities are not equal, errors will occur in Order Management sales orders and, in some cases, error messages will not be displayed.
   - The quantity specified on the line or schedule is not always the same field in Order Management Sales Orders (40.100.00). For manual orders, it is the Qty to Invoice field. In a sales order, an invoice, or a will-call order, it is the quantity remaining to ship (Ordered less Shipped) for the schedule.
   - If lot/serial numbers are entered, there can be no quantity mismatches between the quantity remaining to ship on the schedule and the total lot/serial quantity.
   - If lot/serial numbers are required but not entered, a warning message will be displayed and the schedule will be put on Lot/Serial Hold until lot/serial numbers are entered and the batch is released.
   - If lot/serial numbers are not required and are not entered, no message will display.
   - All non-Order Management transaction entry screens that accept the input or selection of lot/serial numbers will result in an error if the lot/serial number(s) have not been entered, depending on the type of transaction and the Lot/Serial Assignment Method.
3. If there are blank lot/serial numbers (for example, quantities defaulted into the Detail grid based on issue method, but lot/serial numbers were not specified), then:
   - Shipper — A warning message appears if it is a drop shipment. It is put on hold if it is not a drop shipment.
   - All non-Order Management transaction entry screens that accept the input or selection of lot/serial numbers will result in an error if the lot/serial number(s) have not been entered, depending on the type of transaction and the Lot/Serial Assignment Method.

4. If the item is serial-controlled, serial numbers in the Detail grid must be unique. Otherwise, an error message will appear.

5. In an issuing transaction (other than a return against a purchase order) for serialized items with the When Used assignment method and for which a record already exists in the Lot/Serial Master table, an error message will appear.

6. In an issuing transaction for an item that uses the When Received assignment method, the lot/serial number must exist in the Lot/Serial Master table, or:
   - Shipper — If Require Valid Lot/Serial Numbers at Entry is selected on the Order Management Setup (40.950.00), Order/Shipper Entry tab, an error message will appear. Otherwise, you will receive a warning.
   - All non-Order Management transaction entry screens that accept the input or selection of lot/serial numbers will result in an error if the lot/serial number(s) have not been entered, depending on the type of transaction and the Lot/Serial Assignment Method.

7. In an issuing transaction for lot/serial items that use the When Received assignment method and have quantities available that are less than or equal to zero:
   - Sales order or shipper — A warning message displays.
   - All non-Order Management transaction entry screens that accept the input or selection of lot/serial numbers will result in an error if the lot/serial number(s) have not been entered, depending on the type of transaction and the Lot/Serial Assignment Method.

8. In a return to stock transaction (for example, an RMA or return issue) for serialized items using the When Received assignment method and with quantities available greater than zero, an error message will appear.

9. In a return to stock transaction (for example, an RMA or a return issue) for serialized items having the When Used assignment method and an existing Lot/Serial Master record, the Lot/Serial Master record will be deleted so that it can be reissued.

   Note: The Lot/Serial Master record does not have to exist for returns of When Received or When Used items to take into account the possibility of the return of goods originally purchased at another location.

10. If a Lot/Serial Master record exists and a receiving transaction other than a return is created for an item that uses the When Received assignment method, an error will occur.

11. In an issuing transaction for a When Received item for which the lot/serial quantity available minus transaction lot/serial quantity is greater than or equal to 0.00:
   - Sales order or shipper — A warning message displays.
   - All non-Order Management transaction entry screens that accept the input or selection of lot/serial numbers will result in an error if the lot/serial number(s) have not been entered, depending on the type of transaction and the Lot/Serial Assignment Method.

12. For serialized items, the transaction quantity must always be 1.00 or -1.00.
Concepts: How This Module Works

Interaction with Other Modules

The Inventory module is designed to help you buy, track, and sell products. The Inventory module itself maintains inventory value, quantity-on-hand, pricing, and location records for all items you enter into the system. It takes the physical inventories, cycle counts, receipts, sales, adjustments, project allocations, and transfers that you enter and uses this information to generate reports, answer inquiries, and update the system.

Required Modules

The General Ledger, Shared Information, and System Manager modules are all required in order to use Inventory. These modules integrate directly with Inventory, and together they provide everything you need to maintain accurate physical count records.

System Manager

The System Manager module provides control and record maintenance for the system, and must be set up before you can access Inventory. It is used to install other modules, create databases, set up companies and departments, and define templates. You can also use the System Manager to define system security, such as which users have the authority to access or change certain distribution screens and functions. For more information, refer to the System Manager online help or user guide.

Shared Information

The Shared Information module maintains information that is shared between modules, such as name and address, sales tax codes, and sales and purchasing terms. The Shared Information module is also used to define code segments for subaccounts and vendor, customer, and inventory IDs through the flexkey feature. For example, the subaccount 03-440-AA-01-03-01 has been separated into six segments that identify the division (03), department (440), location (AA), product group (01), distribution channel (03), and sales region (01). For more information, refer to the Shared Information online help or user guide.

General Ledger

The General Ledger module is the center of the Microsoft Dynamics SL accounting information system, and must be set up before you can run Inventory. Financial transactions are posted, summarized, processed, and reported in the General Ledger module, which maintains a complete audit trail of business transactions. For more information, refer to the General Ledger online help or user guide.
Optional Modules

Microsoft Dynamics SL offers additional modules that can be used with any core module. These modules are Customization Manager, Currency Manager, and Application Server. In addition, Inventory integrates optionally with many other modules, including Purchasing, Order Management, Order to Purchase, Bill of Material, Project Controller, Flat Rate Pricing, Service Dispatch, Service Contracts, Landed Cost, Inventory Replenishment, and Work Order, to enhance Inventory’s capabilities. The Order Management and Purchasing modules in particular are closely tied to Inventory and greatly expand your ability to track sales orders and purchase orders. Communication between modules flows in both directions: the Inventory module provides information, such as inventory levels, to the other modules, and the other modules update inventory information, such as on-order statistics and sales. Transactions across all modules that issue inventory will allocate, or reserve, the inventory when the transaction is saved to prevent over-allocations of quantities. The resulting value of quantity available, which is quantity on hand less quantities allocated to unprocessed transactions, is tracked at the Item Site level, the Location level, and where appropriate at the Lot/Serial Master level.

Customization Manager

The Customization Manager module allows users, MIS staff, and consultants to modify standard Microsoft Dynamics SL screens quickly and easily. Modification capabilities range from simple changes that the system administrator or user can make to complex customizations that are best performed by a programmer or consultant with experience in Visual Basic® programming and SQL syntax.

The Customization Manager module functions are organized into separate selections on the Customize menu. Capabilities of the Customization Manager module include:

- Implementing customizations that apply to a single user or to all users.
- Hiding fields.
- Arranging data entry screens to resemble source document formats.
- Moving fields to make room for new fields or to provide a layout that facilitates data entry and viewing.
- Adding new data items to screens from anywhere in the SQL database, including new records and fields added to the database. In addition to new fields, you can add standard object types such as text boxes, drop-down lists, labels, push buttons, frames, and forms.
- Setting or changing default values.
- Creating or modifying edit masks for such items as telephone numbers and social security numbers.

Because no two companies have identical business rules and operations, the need for customization of any software package is inevitable. Once you identify the need for a customization, determine whether it must apply to all or nearly all users or to a small number of users. If only a few users need the customization, create the customization for one user, then use the Customization Import and Export functions to copy it for other users. If many users need the customization, create two customizations: one for the large number of users who need to use the customized version, and another for the few users who need to use the standard version. Once you have selected the level, use Customization Manager to create and maintain customizations that modify application screens and the objects they contain, such as fields, field labels, and buttons.

You may meet your company’s business needs by simply adding or rearranging objects on an application screen, or your solution may involve adding event logic to display an informational message associated with an object. If your business solution involves adding tables or fields to the database, use Customization Manager to add those objects to application screens.

Use customization import and export functions to copy your customizations from one system to another and to allow other users to access the customizations. To protect entire customized screens or customized objects from unauthorized access, use the software’s security functions. To more
thoroughly secure data, you may also wish to secure access to certain Customization Manager functions, such as the Customization Import and Export functions, from unauthorized access.
For more information, refer to the Customization Manager online help or user guide.

**Currency Manager**
Currency Manager allows you to enter transactions for multiple currencies. You can select the appropriate currency for a screen or process and view or override the default currency rate. Transaction amounts and account balances are stored in both the currency used for entry and the base or domestic currency equivalent.
With Currency Manager installed, the **Currency Selection** and **Currency View** buttons become available on the toolbar. They allow you to select the appropriate currency for a screen or process and to view or override the default currency rate. You can also toggle the representation of monetary amounts between the selected foreign currency and the equivalent amount in base or domestic currency.
For more information, refer to the Currency Manager online help or user guide.

**Application Server**
The Application Server module relieves client workstations of extreme processing loads by enabling users to offload time-consuming processes and reports from their client workstations to separate server PCs running Application Server.
After submitting a process or report request to the Application Server request queue, users can return immediately to normal operations. The Application Server checks the queue for outstanding requests and runs each process or report according to its priority in the queue just as if the process or report had been run at a client workstation.
Providing true three-tier client/server functionality for Microsoft Dynamics SL, the Application Server module works in all Microsoft Dynamics SL environments. Because it is easily scalable, the Application Server module can also operate successfully in environments of all sizes. You can set up and simultaneously operate as many Application Servers as necessary for your environment. Application Servers can be started and stopped in any combination to match workload requirements at any given time.
For more information, refer to the Application Server online help or user guide.

**Accounts Receivable**
The Accounts Receivable module maintains information needed to track customer accounts and generate statements for receivables. The Accounts Receivable module is required if you are using Order Management in conjunction with Inventory, and you will need to set up customer IDs in Accounts Receivable before entering them in Order Management. Order Management then updates Accounts Receivable with sales credited and accounts receivable accounts debited, and it updates Inventory with cost-of-goods-sold and inventory account information.
For more information, refer to the Accounts Receivable online help or user guide.

**Accounts Payable**
The Accounts Payable module maintains information about money owed by tracking payments, predicting cash requirements, and taking advantage of terms and discounts. The Accounts Payable module is required if you are using Purchasing in conjunction with Inventory, and you will need to set up vendor IDs in Accounts Payable before entering them in Purchasing. Purchasing then updates Accounts Payable with debits and credits to inventory accounts, vendor payment vouchers, and accrual goods information; and it updates Inventory when purchasing receipts are released.
For more information, refer to the Accounts Payable online help or user guide.

**Purchasing**
One of the key roles of the Purchasing system is to order, receive, and move into inventory any stocked goods. Returning inventory to the supplier (vendor) is necessary to deal with defective recalled
or outdated materials. Receiving increases inventory on hand while returns to a supplier reduce inventory stocks.

Inventory receipt transactions are separated from other types of transactions (transfers, sales, and adjustments) to simplify entry and provide control. Inventory receipts can also be entered in the Purchasing module, if needed.

Data that you enter in Purchasing does not need to be re-entered in Inventory. Thus, if you use the Purchasing module, you do not need to use Inventory’s Receipts (10.010.00) to record receipt-of-goods information. All purchases entered will automatically update inventory quantities and costs. For more information, refer to the Purchasing online help or user guide.

**Order Management**

If you use Order Management in conjunction with Inventory, sales transactions are generated by Order Management, not Inventory. These transactions are distinct from other inventory transactions because they generate cost-of-goods-sold records. All information related to an inventory transaction is contained in these records, including lot/serial number, warehouse location, site, price, cost, and salesperson.

The Order Management module supports shipment and invoicing functions for all types and statuses of orders including standard orders, blanket orders, back orders, and partial shipments. Working in tandem with the Inventory module, the flexible sales pricing and custom item features can simplify order entry for complex products.

Data that you enter in Order Management does not need to be re-entered in Inventory. Thus, if you use the Order Management module, you do not need to use Inventory’s Issues (10.020.00) to record sales transactions. All invoices produced with Order Management automatically reduce inventory totals by the item amounts on the associated sales orders. For more information, refer to the Order Management online help or user guide.

**Order to Purchase**

An Auto PO Policy setting in Inventory’s Inventory Items (10.250.00) and Inventory Sites (10.255.00) supports Order to Purchase module functionality by determining whether or not a purchase order is to be generated during order entry in Order Management’s Sales Orders (40.100.00). The Order to Purchase module is used in conjunction with the Inventory, Purchasing, and Order Management modules, to improve the business process flow between the order desk and purchasing. When using these modules together, purchase orders can be created and bound to existing sales orders automatically. Also, sales orders can be moved through processing automatically to invoice customers when they receive drop shipped goods.

For more information on Order to Purchase, refer to the Order Management online help or user guide.
**Bill of Material**

The Bill of Material module provides more sophisticated product definition, costing, production, and reporting capabilities than the standard kitting functionality within the Inventory module. Inventory and Bill of Material share component cost-of-goods-sold information and updates to costs/rates. Inventory’s Update Pending Costs / Rates (10.520.00) and Update Standard Costs from Pending (10.530.00) are similar to Bill of Material’s Update Pending Costs/Rates (11.520.00) and Update Standard Costs from Pending (11.530.00). Users should access the Bill of Material screens only when the Bill of Material module is installed and configured.

For more information, refer to the Bill of Material online help or user guide.

**Work Order**

The Work Order module provides another level of product definition, costing, work in process, production, and reporting capabilities beyond the features of the Bill of Material module.

For more information, refer to the Work Order online help or user guide.

**Project Controller**

The Project Controller module tracks financial and distribution information by project. When Project Controller is enabled, Project and Task ID appear on certain Inventory screens. The Inventory module then updates project records with quantity and cost information.

Throughout the modules, we have attempted to use the same logic to identify project-related transactions. If the account charged or the account that will be used to book a financial transaction is linked to a project account category, the project and task will be prompted and validated using standard validation logic.

From the project interface perspective, the key table in the inventory system is the Inventory Transaction table (INTran). Transactions are created in this table whenever an inventory activity takes place. Some of these transactions may carry a project and these cannot flow to the project system until finalized (released).

You can also allocate inventory directly to a project. When you allocate inventory quantities and costs to a project, that quantity can only be consumed by the same project in Sales Orders (40.100.00), in Shippers (40.110.00), and in Issues (10.020.00).

For more information, refer to the Project Controller online help or user guide.

**Field Service Management**

Field Service Management modules track financial and distribution information for field service operations, using transactions related to service calls and service contracts. The Service Dispatch module generates invoices that result in cost-of-goods-sold transactions in the Inventory module. Service calls also can be used to generate purchase orders in the Purchasing module for items that will be used on a service call or to replenish a technician’s inventory of parts.

Inventory transaction data that you enter in Field Service Management does not need to be re-entered in Inventory. Thus, if you use the Field Service Management modules, you do not need to use Inventory’s Issues (10.020.00) to record service invoice transactions. All invoices produced with Service Dispatch automatically reduce inventory quantity on hand for positive item quantities and increase inventory quantity on hand for negative item quantities on the associated service invoice.

For more information, refer to the Field Service Management online help or user guides for the Service Dispatch, Service Contract, Equipment Maintenance, and Flat Rate Pricing modules.
Landed Cost

The Landed Cost module gives you the ability to account for additional costs beyond the merchandise cost incurred in purchasing inventory items beyond the merchandise cost. The Inventory and Purchasing modules must be installed in conjunction with Landed Cost to incorporate landed cost functionality. The Landed Cost module only applies landed costs to inventory items that are received into inventory.

The Landed Cost module does not provide the functionality to handle the processing of estimated landed costs in an automated fashion. You can enter estimated landed costs when the purchase order receipt is processed. However, there is no provision in this module to automatically calculate the cost differential when the actual landed costs are received. The cost differentials must be manually calculated and entered into Accounts Payable’s Voucher and Adjustment Entry (03.010.00). Because the cost differentials must be manually calculated upon receipt of the actual landed cost invoices, you must be diligent when entering landed cost estimates at the time of the purchase order receipt. If the total amount of the landed cost invoice is entered in Voucher and Adjustment Entry (03.010.00) but not the cost differential, then inventory costs will be overstated.

There are two entry points for landed costs: Purchasing’s Receipt/Invoice Entry (04.010.00) and Accounts Payable’s Voucher and Adjustment Entry (03.010.00). Users may enter landed costs in one or both of these applications depending on the timing of the receipt of the landed cost invoices. For example, if actual landed costs are known at the time the purchase order receipt is processed, the landed costs can be entered with the receipt. If the landed costs are not invoiced until after the goods have been received, they can be entered in Voucher and Adjustment Entry (03.010.00). If some costs are known at the time of the purchase order receipt and other costs are not invoiced until after the receipt has been processed, a combination of the two entry points can be used to enter the total landed costs. Regardless of the entry point, when landed costs are entered, the appropriate inventory cost adjustments, accounts payable postings, and general ledger postings will be generated.

For more information, refer to the Landed Cost online help or user guide.

Inventory Replenishment

The Inventory Replenishment module aids you in deciding what inventory items need replenishing, how much to order, and when to order them. It also aids you in managing inventory cost effectively and in measuring performance and profitability.

Inventory Replenishment captures purchase order lead time information from the Purchasing module and past usage information from the Inventory, Order Management, and Work Order modules. It enables you to adjust past usage information based on the needs of your business, and to manually enter additional information that works with its calculations to provide the most complete picture of your current inventory situation.
Inventory Interaction Diagram

Figure 1: Inventory interaction diagram
Inventory Transactions

There are a number of functions within the Inventory module that can change inventory, including Receipts, Issues, Adjustments, Transfers, Kit Assemblies, and Project Inventory Allocations. Each of these functions creates one or more inventory activity records within the INTran table and these are grouped into batches. When a batch is complete, it can be released. The Release IN Batches (10.400.00) process examines the transactions, determines the cost of the transaction, creates an offsetting record in the INTran table, updates the inventory sites and warehouse bin locations, and books a journal in the general ledger to record the financial impact of the inventory activity. Only after an inventory batch has been released will it be available to the project system. At that point, the Financial Transaction Transfer (FTT) will pick up any project-related inventory activity and move these transactions into the project database.

Receipts

Receipts are transactions that move ordered items into inventory, while supplier returns move quantities out of inventory. Receipts are not project related, so they do not provide for project entry. Also, this function is not needed if Purchasing is installed because it has a similar receiving capability.

Issues

The withdrawal of stocked items from inventory sites or the return of inventoried items to stock is accompanied by a financial set of postings. The postings for an inventory withdrawal or issue reduce the inventory asset with an offset that is usually a cost entry. If the issue is to an organization (company subaccount) and/or a project, the cost is usually an expense like Material Expense or Supplies. If the withdrawal is the result of picking items to fill an order, the cost posting is usually recorded to a Cost of Sales or Cost of Goods Sold account. A return to inventory operates similarly, with the postings reversed.

An issue permits the entry of transactions for inventory withdrawals and returns. For an inventory issue, the user must identify the cost account that will be expensed for the issue. A default account is available in the inventory master table for each item. If the account charged is project-linked, a valid project and task must be provided. This information will be written onto the Issues record in the INTran table. When the inventory batch is released, a second INTran record is created for the inventory account but this transaction does not carry a project. The release process creates a general ledger journal, debiting the expense account and crediting the inventory account for an issue.

If an inventory item withdrawn was incorrect or not needed or excess is being returned to inventory or returned to project allocated inventory, a return transaction is created. The return requires an expense account to credit, which should be the same account used on the original issue or an appropriate contra account. If the account is project linked, the project and task must be entered. The expense credit transaction in INTran is created during the entry. When the inventory batch is released, a second INTran record is created for the inventory account without project. A general ledger journal pair is created for each return, crediting the entered account and debiting the inventory account.

Adjustments

Inventory activity can be created by adjustment transactions entered to reconcile the actual inventory on hand to the values in the computer system. Inventory can be counted in a number of ways including cycle counting or a complete physical count. The results of counting are compared to the values in the system and the system is altered to match the true values. In special situations, inventory with a shelf life may become outdated. Adjustments may be used to record the scrapping of old or outdated items. Items like food, medicines, radioactive materials, and high-tech components may become obsolete and be removed from inventory and discarded or junked. Inventory adjustment transactions are used to record these changes to what a company has in their inventory. Inventory adjustments are accounting transactions that are not project specific so they do not provide for project entry.
Transfers

Transfers are transactions that move inventory between inventory locations, directly or via an in-transit intermediary. Transfers are not project related so they do not provide for project entry.

Kit Assemblies

Kit assemblies are used to enter the stocking records of inventory kits. The effect of assembly transactions is to transfer the quantity and cost sums of kit components from individual item records (the raw materials) to the appropriate kit stocking record (the finished goods). Each batch of kit assembly transactions updates the appropriate general ledger inventory account (and subaccount) balances. Kit Assemblies are not project related so they do not provide for project entry.

Project Inventory Allocations

Project Inventory Allocations are used to allocate existing stock to projects or reverse previous project inventory allocations (unallocated). The effect of project inventory allocations is to increase quantity allocated to projects and decrease the quantity available for processes that use non-project allocated inventory. The effect of project inventory unallocations is to decrease quantity allocated to projects and increase the quantity available to processes that use project allocated inventory. No general ledger transaction is created.

Note: You cannot issue material to a work order that is already allocated to a project. Use Availability (21.410.00) to examine the inventory allocated to projects.
Inventory Setup Considerations

When you set up the Inventory module using the setup procedures in the task guidelines, you will be instructed to:

1. Set up basic inventory information in other modules.
2. Select general inventory process options and defaults.
3. Define specific inventory information such as items and locations.
4. Initialize inventory.

The following diagram illustrates the tasks you need to accomplish to set up the Inventory module:

Figure 2: Inventory setup flow
Before completing the setup procedures, plan how to configure the Inventory module to best suit your needs. To do this, consider your setup options in the following order:

1. Review the Inventory Items (10.250.00) options in “Inventory Items (10.250.00)” on page 187 and decide how you want to set up your inventory items. Decisions about items will help you decide which options you want to set up globally for your Inventory system.

2. Review the other maintenance screens in the “Maintenance Screens” section and decide what additional global information you want to use, such as warehouse locations and reason codes.

3. Decide how you want to structure global inventory information by reviewing “Structuring Inventory Coding” on page 5 in the “Operating Tips” section.
   Review the physical inventory process in “Physical Inventory” on page 29 and “Generate Inventory Tags (10.395.00)” on page 323. Then decide how you want to run physical counts.

4. Review the IN Setup (10.950.00) options in the “Setup Screens” section and decide what general setup options and defaults are best suited to your situation given the decisions you have made.

Following are important concepts concerning inventory items, global information, and setup options.

**Inventory Items**

**Stock vs. Non-Stock Items**

The Inventory module handles information about stock items (items on hand in inventory) differently from information about non-stock items (services and items not stocked or tracked in inventory such as drop-ship items). For stock items, the Inventory module maintains all cost, quantity, sales, uncosted, and cost-of-goods-sold information. Since non-stock items do not track quantities, the Inventory module maintains only uncosted and cost-of-goods-sold information.

**Item Types**

An item’s type specifies its inventory classification, such as finished good, raw material, or labor (an item can also be a service). The software uses inventory types during cost calculations within the Bill of Material module to determine which cost categories to increment when processing the item. For example, if the item’s inventory type is labor, the software adds the direct portion of the item’s standard cost to the direct labor cost category and the overhead portion of the standard cost to the labor overhead cost. Certain options may automatically be configured, enabled, or disabled based on the item type. The item type options are:

- **Component Part** — The item is typically used as a component part in another subassembly or finished item (for example, circuit board chips). This type applies to stock items only.

- **Labor** — The item represents labor, either by an individual or a group, used for production or as a service for sale. The quantity of a labor item typically represents hours worked. Direct standard cost represents the cost of direct labor (for example, a machinist on the shop floor), while overhead standard cost represents labor overhead costs (for example, a service technician making non-billable equipment repairs). Both types of cost are added to the inventory value. This type applies to non-stock items only.

- **Finished Good** — The item is typically a finished product, sold to customers in its current state. This type generally applies to stock items, but can apply to non-stock items as well.

- **Machine Overhead** — The item represents the overhead costs of machinery used in production. This can be for individual machines or groups of related machines (for example, a work center of several drill presses or one CNC lathe). Machine Overhead typically represents hours of machine usage time. Standard costs for a Machine Overhead item are all overhead costs; there is no direct standard cost. This type applies to non-stock items only.

- **Other Direct Costs** — The item represents direct costs that do not apply to any other item type. With this item type, the definition of item quantity depends on the item’s use. Examples of other direct costs are outside services such as plating (the quantity is the units of parts plated) or equipment rental (the quantity is the number of hours for which the equipment is rented).
Standard costs for an Other Direct Costs item are all direct costs; there is no overhead standard cost. This type applies to non-stock items only.

- Other Type of Item — The item is stocked but is not part of normal inventory (for example, maintenance parts, cleaning supplies, and small tools). This type generally applies to stock items, but can apply to non-stock items as well.

- Raw Material — The item is typically a raw material to be fabricated as a component part in another subassembly or finished item (for example, sheet metal to be formed into a computer casing). This type generally applies to stock items, but can apply to non-stock items as well.

- Subassembly — The item is typically a subassembly used in another subassembly or finished item (for example, a circuit board). This type applies to stock items only.

An item's inventory type does not restrict its use in other screens. For example, a Raw Material item can be used to produce sales orders, and a Finished Good item can be used to produce purchase orders.

Note: You can customize Microsoft Dynamics SL screens to limit item usage to only certain inventory types.

**Item Sources**

An item's source specifies how you typically acquire the item. Source options are:

- Manufactured — The item is produced in-house.

- Outsourced — The item is produced by an outside supplier.

- Purchased — The item is purchased from an outside supplier.

An item's source does not restrict its use in other Microsoft Dynamics SL screens. For example, a purchased item can have a bill of material and can be used in production screens. A manufactured item can be used on purchase orders. This option helps handle situations in which your business typically manufactures an item but buys during special times such as peak seasons or when item production machinery is not operational. You can customize Microsoft Dynamics SL screens to limit item usage to only certain source types.

**Item Valuation Methods**

The Inventory module supports a variety of inventory costing, or valuation methods, which can be mixed within one site. Typically, a company uses primarily one method, but may have special inventory items that require additional methods.

The valuation method options are:

- Average Cost — The item is valued using the weighted average cost of the quantity-on-hand; the total cost (at the item site level) divided by the quantity on hand (at the item site level). This number is rounded to the current Unit Decimal Precision. Average cost items receive their cost when you enter them in Inventory's Receipts (10.010.00) or Purchasing's Receipt/Invoice Entry (04.020.00).

The Average Cost method is used when individual items cannot be identified for cost purposes, or it is not worth the effort to do this tracking and accounting. When items are purchased at several different prices and moved into the same site, the value in the site is increased by the quantity multiplied by the purchase price of each addition. When items are removed from the site for internal use or for filling sales orders, the inventory value is reduced by the quantity multiplied by the average price for the items in that site. For example, if one item is purchased at $9 each and two more are purchased at $12 each, and these items are stored together in inventory, then they have a combined value of $33 or an average cost of $11 each. When one is withdrawn from this inventory site, the inventory value is reduced by $11, and the organization, project, or sales order is charged this $11 average.

Note: Average Cost is recalculated for every transaction where the quantity is not equal to zero. Frequent recalculation prevents accumulated rounding errors that would otherwise occur. Since this number is always calculated from current quantity on hand and current cost information, our
version of Average Cost is not a historical average, but rather the average cost of what remains currently on-hand. We do not include costs for goods sold long ago, which would provide a historical average. And when the quantity goes to zero, the last average cost is kept. Also, when Work Order is installed, we exclude from the calculation any build-to-order cost layers in the ItemCost table.

- **FIFO** — The item is valued using the first-in-first-out method. Cost information is retained using cost layers, which is described further in the “Inventory Costing” section. The FIFO method requires tracking of inventoried items by the order of their respective receipt dates and numbers, along with the associated cost of each addition. When items are removed from inventory, the first, or oldest, in the site is removed first with its associated cost based on the receipt date and number. Since inventory often is removed in quantities different from those added, withdrawals can carry a weighted value, because the withdrawal came from different layers, or receipts. Cost layers will be tracked for transactions associated with an originating transaction.

- **LIFO** — The item is valued using the last-in-first-out method. Cost information is retained using cost layers, which is described further in the “Inventory Costing” section. The LIFO method is very similar to FIFO in its tracking requirements. For LIFO costing, the most recent addition to the site is the first one removed to fill any need for the item. The actual cost of the inventory moves with the item.

- **Specific Identification** — The item is valued using specifically identified cost layers for items. The specific ID carries the actual cost entered at the time of receipt. Any item that uses specific costing carries its actual cost and is not mixed or averaged with other items that have the same inventory ID, unless the same specific ID is used on multiple receipt transactions. This method is often used for unique items that have a high cost, or for similar or identical items that have very different costs. This method is also commonly used to associate specific costs with serialized or lot-controlled items, so specific ID values may optionally be tied to lot or serial numbers. Items using this valuation method are not allowed to have negative quantity-on-hand. Transactions creating negative quantity-on-hand can be entered, but the batch will be given a Partially Released status.

- **Standard Cost** — Each item is valued using the normal expected cost of the inventory item. Standard Cost items receive their cost when item information is entered using Inventory Items (10.250.00). The standard is determined outside the system and entered for each item that uses this method. Whenever an item is moved into inventory, the inventory value is increased by the quantity multiplied by the item’s standard cost. If the purchased cost differs from standard, any difference is booked to a variance account in the ledger, such as purchase price variance. Whenever items are removed from inventory, the inventory value is reduced by the quantity multiplied by the item’s standard cost. The organization, project, or sales order that received the item is charged at the item’s standard cost. The Standard Cost valuation method is the only costing method that can be used to automatically generate General Ledger overhead entries.

- **User-Specified Cost** — Valuation of the item is performed or not performed by the user. The item receives its cost when the cost is entered in transactions such as sales orders in Issues (10.020.00) or in Order Management’s Sales Orders (40.100.00).
Lot/Serial Number Tracking

Lot and serial numbers are used to track inventory items. You can choose to track items by either lot or serial number, or not at all. A lot number can apply to any on hand quantity of a particular item. Lot-numbered items typically include such items as paint, color-molded parts, and pharmaceuticals. A serial number can apply to only one item, regardless of how many of that item you have on-hand. Typical items tracked by serial number include computers, power tools, and cameras. If you have 10 computers in stock, each one must have a different serial number. Items such as nuts and bolts, pencils, and paper products are generally not tracked.

The following table summarizes the use of Inventory screens and subscreens that support lot/serial number tracking. For complete descriptions, see the reference information for each of these screens.

<table>
<thead>
<tr>
<th>Screen/Subscreen</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN Setup (10.950.00), Lot/Serial Defaults tab</td>
<td>Used for defining the default format of lot/serial numbers; for example, how many digits they should have, whether or not they should use prefix codes, and when they will be assigned to an item — when it is received into inventory or when it is used from inventory.</td>
</tr>
<tr>
<td>Inventory Items (10.250.00), Lot/Serial Tracked field</td>
<td>Used to indicate whether or not a particular inventory item should be lot/serial numbered.</td>
</tr>
<tr>
<td>Lot/Serial Number Setup (10.250.01)</td>
<td>A subscreen of Inventory Items (10.250.00), this screen is used to enter the information required to automatically generate an item’s lot/serial number. The values in this screen are pulled from defaults set up in Product Classes (10.280.00) or IN Setup (10.950.00) but can be overridden.</td>
</tr>
<tr>
<td>Product Classes (10.280.00), Lot/Serial Tracked field</td>
<td>Used to indicate whether or not a particular product class should be lot/serial tracked.</td>
</tr>
<tr>
<td>Lot/Serial Number Setup (10.280.01)</td>
<td>A subscreen of Product Classes (10.280.00), this screen is used to enter the information required to automatically generate a product class lot/serial number. The values in this screen are pulled from defaults set up in IN Setup (10.950.00) but can be overridden.</td>
</tr>
<tr>
<td>Lot/Serial Assignment (10.070.00)</td>
<td>Accessed from any of the transaction entry screens, this screen is used to assign a specific lot/serial number during transaction entry. Availability of the screen depends on the transaction type and the defined lot/serial assignment method.</td>
</tr>
<tr>
<td>Lot/Serial Numbers (10.360.00)</td>
<td>Used to access the lot/serial number records for a particular item, including transaction history and site detail, and to change the item’s status (either available to sell or on hold).</td>
</tr>
<tr>
<td>Lot/Serial (10.229.00)</td>
<td>Accesssed from Inventory Status Inquiry (10.220.00), this screen is used to view an item’s lot/serial number quantity summary or transaction history.</td>
</tr>
</tbody>
</table>

Stocking Units

The stocking unit is the unit of measure (carton, bundle, etc.) used to stock the item in inventory. The stocking unit is entered in Stocking UOM on the Inventory Items (10.250.00), Information tab and defaults to data entry screens. Typically, an item’s purchase, stocking, and sales units are the same. However, when these units are different, you must define unit conversions in Unit Conversions (10.270.00) so that the software can adjust inventory balances accurately.

For example, suppose you purchase an item in 48-unit cases, stock the case units individually, and then sell them in 12-unit cartons. In this scenario, the item needs two sets of unit conversions, one called case, with a conversion factor of 48.00 (to convert from purchase units to stocking units in receipt entry) and another called carton, with a conversion factor of 12.00 (to convert from stocking
units to sales units during sales entry). If the item’s stocking and sales units are the same, only one unit conversion is necessary (to convert from purchase units to stocking/sales units.)

Unit conversions can be global (dozen = 12), product class-specific, or item-specific.

**Global Inventory Information**

**Codes and IDs**

Inventory codes and IDs are data record identifiers that you assign which are used to distinguish each record from all other records in the database. Codes and IDs make inventory information easier to reference and report. Following a standard coding format when you assign codes and IDs improves efficiency. For example, the standard coding format for site IDs of East Coast warehouses might use an E at the beginning of each ID (E01, E02, etc.). This ensures easy record retrieval, especially for reporting. For more information about structuring inventory codes and IDs, see "Operating Tips" on page 5.

For the Inventory module, you set up the following codes and IDs:

- **Inventory Item IDs** — Identify particular inventory items
- **Site IDs** — Identify storage facilities where inventory items are stocked
- **Warehouse Locations** — Identify locations within storage facilities
- **Product Class IDs** — Identify general product/item categories
- **Unit Conversion Codes** — Identify units of measure globally, by product class, or by item
- **Price Class IDs** — Identify particular prices within a price plan (create price classes on the Order Management Item Price Classes (40.390.00) screen)
- **Assembly Plan IDs** — Identify the components and quantities required for kit assembly
- **Reason Codes** — Identify the reason for an inventory adjustment
- **Physical Count IDs** — Identify particular cycle counts or physical inventories
- **Cycle IDs** — Identify groups of items for cycle counting based on user-specified or random selection
- **ABC Codes** — Identify groups of items for cycle counting based on item importance
- **Movement Classes** — Identify groups of items for cycle counting based on item movement

**Item Cross References**

Inventory IDs defined in the software represent your company’s internal system records. Other entities such as customers, manufacturers, and vendors may use different IDs for the same item. Item cross-references are used to connect your inventory item ID to a customer, manufacturer, or vendor’s item ID.

For example, suppose ItemX is the internal inventory ID you have assigned to a particular item, and that this item is purchased from a vendor whose ID for that item is ItemA. The item should be printed on the purchase order as ItemA, but recorded as ItemX when received into inventory. If a cross-reference has been defined, then the software can look up ItemA (the vendor’s item ID) and cross-reference it to ItemX (your item ID).

Cross referencing allows you to process purchase and sales orders by customer, manufacturer, or vendor item IDs rather than by inventory item. It also allows you to reference a new item to replace an obsolete item, or to define substitute items that can be used when an item is out of stock.

**Kits**

The Inventory module allows you to set up inventory kits. A kit is an inventory unit consisting of two or more items (components), also referred to as a single-level bill of material (BOM). You can combine an unlimited number of inventory items into kits. You can also define a kit for the components used to produce or manufacture an item.
Kitting aids inventory production, management, and ordering. Defining kits can save Order Management and warehouse time by allowing many items to be ordered as a single kit, rather than requiring entry of a long list of inventory IDs.

For example, you might sell baseball kits consisting of two baseballs, two bats, and four bases. You can still sell these items individually. But when you sell a baseball kit, the Inventory module knows the kit consists of two baseballs, two bats, and four bases and pulls these items automatically. The kit can be a stock kit, requiring pre-assembly, or a non-stock kit (for data entry convenience). A stock kit can have its own standard cost that is different from the sum cost of the individual kit components (items). In this case, the cost difference is charged to an assembly variance account. When a stock kit is assembled, assembly transactions transfer the cost and quantity of the components to the kit. The Inventory module costs a stock kit when the kit is assembled.

A non-stock kit is a data entry convenience and does not carry quantity or cost. The Inventory module reduces individual component (item) records when a non-stock kit is invoiced. When you sell a non-stock kit, the Inventory module displays individual components making up the kit. The Inventory module maintains all non-stock kit information at the component level and costs the components when you sell a non-stock kit.

The Inventory module allows a kit to be used as a subassembly component within another kit. Any kit item that is a stock item can be used as a component in another kit, up to five levels deep.

Site Groups

The Inventory module allows you to set up site groups and assign sites, defined in Sites (10.310.00), to a group. A site group is used in the selection process of Update Revised Sales Prices (40.383.00) in the Order Management module. Specifying a site group allows you to update a price plan’s revised sales discount price or percentage for sites that are members of the site group. This allows you to update price plans for multiple sites at the same time instead of updating price plans for each site.

Inventory Setup Options

Default Options

The Item/Class Defaults, Inventory Accounts, Miscellaneous Accounts, Lot/Serial Defaults, and Site Defaults tabs in IN Setup (10.950.00) are all used to set up default inventory options. Default options are choices that will most often apply to your inventory items or processes. For example, if you select Finished Good as the default item Type on the Item/Class Defaults tab, then when you set up items using Inventory Items (10.250.00), Finished Good will be automatically selected as the item Type by default. You can change the default value if it does not apply to that item, or you can leave it if the default value is correct. Using defaults minimizes data entry time, particularly if your items tend to use the same basic options.

Quantity-On-Hand and Available

An item’s book quantity is its quantity-on-hand according to system records. Negative quantity-on-hand can result when sales are entered before receipts. Depending on the valuation method you use for a particular inventory item, the software may or may not allow quantity-on-hand to become negative. If you want to allow negative quantity-on-hand (when possible), you should select this option in IN Setup (10.950.00).

Quantity-on-hand is also used to calculate quantity available for sales orders. When you define process options using IN Setup (10.950.00), you select whether or not to include items that are on sales order, purchase order, back order, in transit, or allocated in quantity available calculations. Quantity available calculations include items that are allocated from Inventory, Bill of Material, Work Order, Project Controller, and the Field Service Management modules.

Warehouse Location Validation

The warehouse profiles you define in the Inventory module control the warehouses/locations you are permitted to enter in data entry screens throughout the Inventory, Purchasing, Order Management, and Bill of Material modules. These profiles include the types of item(s) that can be stored at inventory...
locations, the transactions that can be performed at these locations (receipts, sales, and assemblies), and whether or not the items at these locations should be included in quantity available calculations.

If you want to use multiple warehouses, you should select this option on the Options tab of IN Setup (10.950.00). Then you need to define the validation level you want to require for warehouse locations. There are three options:

- **Validate Location** — A warehouse/location must be set up using Warehouse Bin Locations (10.340.00) before the software recognizes it as a valid inventory location and uses it in transactions.
- **No Validation and Add to Table** — A warehouse/location does not have to be set up before the software recognizes it as valid and uses it in transactions. All new warehouse/locations are added to the database automatically.
- **Warning But Add to Table** — A warehouse/location does not have to be set up before the software recognizes it as valid. However, it prompts you with a message before adding new inventory locations to the database.

Also note that the software validates locations by site ID, location ID, inventory ID, and transaction type. Inventory ID and transaction type validation makes it easier for you to handle cases such as these:

- **Location V** is a picking location where items are picked for orders, but not received.
- **Location W** is a reserve stock location where items are received, but not sold.
- **Location X** is a chemical storage tank where only item A can be stored.
- **Location Y** is a staging area that can store a variety of items.
- **Location Z** is a quality-control area where customer returns are stored; these items cannot be sold.
Inventory Processes

There are five basic processes you will use when running the Inventory module:

- **Entering Transactions** — Transactions include entering sales orders and receipts as well as inventory adjustments, transfers of items from one location to another, kit assembly, and project inventory allocations. Inventory transactions are processed in batches, which are then released and posted to the general ledger. Project inventory allocations do not update the general ledger.

- **Running Physical Inventories** — Physical inventories compare actual physical quantities with your records, and can be run annually or in cycles.

- **Checking Information** — You can look up information in the Inventory module by using inquiry screens or by generating reports. Use inquiry screens to check individual item or site records, and use reports to compare particular information for all records.

- **Updating Information** — The software provides process screens for updating standard costs and sales prices, and maintenance screens for changes to other inventory information such as items, kits, or unit conversions.

- **Closing Inventory** — The Inventory module should be closed at the end of standard accounting periods and years. You should run audit trail reports before closing, and you may wish to delete inventory detail after closing.

Entering transactions, checking information, and closing inventory are all relatively straightforward processes, and you can find step-by-step instructions for these procedures in the following sections. The physical inventory, costing, and pricing processes are more complex, and reviewing the following concepts will help you to understand their corresponding procedures.

**Note:** To improve performance when there is a large volume of inventory items exist, set the Solomon.ini setting for SiteIDValidation to ON. See more about this setting in the “Appendix A: Solomon.ini Setting | Microsoft Dynamics SL Application Settings | [Miscellaneous] Section” of the System Manager Help or user guide.
Physical Inventory

Full Physical Inventory vs. Cycle Counting
The two basic methods for performing physical inventories are full physical inventories and cycle counts. Use full physical inventories when you want to count all items or locations in a given inventory site. Use cycle counts when you want to count only some of your inventory at a given inventory site. Full physical inventories are generally performed annually, while cycle counts are usually performed multiple times per year.

For cycle counts, you have the option of counting particular items or particular warehouse locations. There are several different ways to select which items or locations to count, depending on the needs of your company. The Inventory module offers the following cycle count selection methods:

- **Cycle Count ID** — Selects items or locations for counting based on a cycle ID specified by the user. This cycle counting method is useful when you want to cycle count weekly or monthly, and want to select when items or locations will be counted during the year.

- **Items/Locations by Last Count Date** — Selects all items or locations whose last count date is on or before the specified date. This cycle counting method is useful when you have been cycle counting weekly or monthly, and want to select all items or locations that have not been previously counted sometime during the year.

- **Items/Locations from a Previous Count** — Selects all items or locations from a previous physical inventory. This cycle counting method is useful when you want to recount items or locations included in a previous cycle count to check whether accuracy levels have improved.

- **Random Selection of Items/Locations** — Selects items or locations to count randomly. This cycle counting method is useful when you want to spot check a small number of items for record accuracy between quarterly or semi-annual physical inventories.

- **Count Frequency by Movement Class** — Selects items or locations based on their movement class, the count frequency specified for each movement class, and the date the item was last counted. Movement classes are similar to ABC classes, but group according to sales rather than importance, with a set percentage of items in each group. This cycle counting method is useful when the traditional annual physical inventory has been replaced with a policy of counting the top-moving items several times during the year, with slower-moving items being counted less frequently and perhaps only once.

- **Items or Locations Outside Movement Class Tolerances** — Selects items or locations based on their movement class, the percent accuracy from the last physical count, and the accuracy tolerance specified for each movement class. This cycle counting method is useful as a follow up to either the annual physical inventory or a cycle counting program based on movement count frequency. Use it to select items whose accuracy on previous counts has been outside of allowable tolerances to determine if procedure changes have been effective in restoring inventory accuracy.

- **Count Frequency by ABC Class** — Selects items or locations based on their ABC class, the count frequency specified for each ABC class, and the date the item was last counted. ABC classes group items according to an importance rating (A = most important), with a set percentage of items in each importance group. This cycle counting method is useful when the traditional annual physical inventory has been replaced with a policy of counting the most important items (A items) several times during the year, with less important items (such as B and C items) being counted less frequently, and perhaps only once.

- **Items or Locations Outside ABC Tolerances** — Selects items or locations based on their ABC class, the percent accuracy from the last physical count, and the accuracy tolerance specified for each ABC class. This cycle counting method is useful as a follow-up to either the annual physical inventory or a cycle counting program based on ABC count frequency. Use it to select items whose accuracy on previous counts has been outside of allowable tolerances to determine if procedure changes have been effective in restoring inventory accuracy.

- **Items/Locations with Zero Quantities** — Select all items or locations with quantities of zero.
- Items/Locations with Quantities Less than Zero — Selects all items or locations with book quantity less than zero. This cycle counting method is useful when you want to identify and correct obvious inventory record errors between physical inventories.

- User-Specified List of Items/Locations — Select the number of items or locations from a list of items or locations at the specified site. This cycle counting method is useful when you want to spot check particular items for record accuracy between quarterly or semi-annual physical inventories.

Tagged vs. Untagged Inventories

When you perform a physical inventory, you can use either tags or count sheets to record the quantities. Tags are usually used when performing a full physical inventory, while count sheets are often used for a cycle count. Count sheets and tags can also be used together if you want to leave the tags attached to your items, but also record the physical counts on count sheets which are then used for data entry.

If you use tagged inventories, unique tag numbers are assigned to each item/location/lot-serial combination when you freeze inventory. The last tag number used is displayed in IN Setup (10.950.00) and is used as the starting point for the next inventory. If you do untagged inventories, a tag number is still assigned to each item/location/lot-serial combination in the inventory snapshot for reference purposes; however, each physical inventory starts with tag 1.

Tags can be ordered by location, item, item description, and product class. For example, if you use location IDs extensively to identify the bins where your items are stored, then it makes sense to sequence tags by location because they will print in the order of your bins. Tagging items then becomes fast and easy.

Book, Physical, and Control Quantities

The book quantity is the quantity-on-hand, less the shipped not invoiced amount according to inventory records, whereas the physical quantity is the actual count quantity recorded at the site. The purpose of a physical inventory or cycle count is to check the book quantity against the actual physical count quantities. When you click Begin Processing in Generate Inventory Tags (10.395.00), the software takes a snapshot of your book quantities.

**Note:** Users must not enter data transactions that affect the physical inventory count (from the Purchasing or Order Management module for example) from the time that you generate inventory tags until you have fully released all physical inventory adjustment batches.

The total physical quantity is the sum of the physical count quantities entered for each tag/line, and is automatically computed by the software. After the physical counts are entered into the software, the total physical quantity is compared to the control quantity (the sum of the book quantities) to determine if the physical inventory is in balance. If the inventory is not in balance, you will need to correct the error or force a balance.
Inventory Costing

Cost Layers

The FIFO, LIFO, and Specific Identification costing methods keep track of item cost information in cost layers. Cost layers are separate occurrences of acquisition costs within an item’s record. For example, suppose three receipts create the following cost layers within an item’s record:

<table>
<thead>
<tr>
<th>Cost Layer</th>
<th>Receipt Number</th>
<th>Receipt Quantity</th>
<th>Receipt Date</th>
<th>Unit</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>11</td>
<td>5</td>
<td>2/1/02</td>
<td>$1.25</td>
<td>$6.25</td>
</tr>
<tr>
<td>2</td>
<td>12</td>
<td>5</td>
<td>1/2/02</td>
<td>$1.45</td>
<td>$7.25</td>
</tr>
<tr>
<td>3</td>
<td>13</td>
<td>5</td>
<td>12/4/01</td>
<td>$1.50</td>
<td>$7.50</td>
</tr>
</tbody>
</table>

- In the FIFO method, item costing associated with a sale begins with the earliest receipt by date and number and progresses through receipts to the latest by receipt date and number until enough item quantity is found to meet the requirements of the sale. In this case, if seven units are sold, all units from cost layer 3 and two units from cost layer 2 are used to complete the transaction.

- In the LIFO method, item costing associated with a sale begins with the latest receipt by date and number and progresses through receipts to the earliest by receipt date and number until enough item quantity is found to meet the requirements of the sale. If eight units are sold, all units from cost layer 1 and three units from cost layer 2 are used to complete the transaction.

- In the Specific Identification method, item costing associated with a sale uses cost layers based on the specific ID entered in the order. Only one specific ID can be associated with a single Inventory transaction. If seven units are sold, two transactions are required. The first transaction will take five units from cost layer 1 and the second transaction will take two units from cost layer 2.

The Average costing method also keeps track of item cost information in cost layers. However, a single average cost layer is kept per inventory site rather than separate occurrences of acquisition costs. Oversold cost layers occur when sales transactions cause an item’s quantity-on-hand to go negative. The oversold cost layer uses the last cost and acts as a placeholder for cost information, allowing the Inventory Trial Balance (10.630.00) and Inventory Valuation (10.620.00) reports to be balanced while quantity-on-hand is negative. All sales transactions for the Average, FIFO, and LIFO valuation methods are costed at last cost until the quantity-on-hand is positive again, at which time the oversold cost layer is deleted. Oversold cost layers are used only if Allow Negative Quantities is selected in IN Setup (10.950.00), and the Average, FIFO, or LIFO valuation method is used. Any cost layer that has a layer type of Oversold contains estimated costs. It is possible to have an oversold cost layer that contains estimated costs with a positive quantity. Oversold cost layers with positive quantity cannot be used on a transaction that issues inventory. Oversold quantities can be transferred to a new location, but the resulting cost layer is also flagged as Oversold until the estimated costs have been rebooked with actual costs.

Standard, Average, and Last Costs

An item’s standard cost is the expected cost per stocking unit that you set up in Inventory Items (10.250.00). While you may enter a standard cost for any item, the software will not use the standard cost to calculate the inventory value unless the valuation method is Standard Cost. The software does use pending standard costs on non-standard cost items when calculating the pending standard cost
for standard cost kits. This provides a more realistic value when the software calculates kit pending standard costs. An item’s standard cost can be changed at any time; however, this will affect only subsequent inventory transactions. Whenever an item’s standard cost is changed, an adjustment to change the value of its on-hand inventory is required.

When using the Standard Cost valuation method, the values for Average Cost and Last Cost on the Inventory Items (10.250.00), Cost/Price tab are filled in with the standard cost values. If the item is not a standard cost item, the values will be the true last cost and average cost.

**Direct, Fixed, and Variable Costs**

Direct costs are the costs of resources going directly into acquiring or making an item. If the item is purchased, the direct cost represents the item cost itself (direct material cost), not including any allocated overheads. If the item is produced, direct costs can fall into several categories:

- Direct material — material going directly into acquiring or making the item. If the item is purchased, this is the item cost itself, not including any overhead such as material handling. If the item is produced, this is the cost of parts assembled or fabricated.

- Direct labor — labor costs going directly into making the item (this is typically the cost of employee time to assemble the item or operate the equipment used to manufacture the item). These costs can be obtained from routing or from bill of material components with the Labor item type.

- Other direct — other costs (typically outside processing) that go directly into making the item. These costs can be obtained from routing or from bill of material components with the Other Direct Costs item type.

Fixed overhead costs are costs that do not go directly into acquiring or making an item and that do not vary with production volume. If the item is purchased, fixed overhead costs typically include only overheads allocated based on direct material costs. If the item is produced, fixed overhead costs can fall into several categories:

- Labor fixed overhead — costs that do not go directly into making the item and that do not vary with production volume (for example, supervisory and administrative personnel costs, and medical insurance premiums). These costs can be obtained from routing or from bill of material components with the Labor item type.

- Machine fixed overhead — machinery costs that do not go directly into making the item and that do not vary with production volume (for example, building rent allocations based on floor space and equipment depreciation). These costs can be obtained from routing or from bill of material components with the Machine Overhead item type.

- Material fixed overhead — material-related costs that do not go directly into acquiring or making the item and that do not vary with production volume (for example, warehouse rent and material handling equipment depreciation).
Variable overhead costs are costs that do not go directly into acquiring or making an item but do vary with production volume. If the item is purchased, variable overhead costs typically include only overheads allocated based on direct material costs. If the item is produced, variable overhead costs can fall into several categories:

- Labor variable overhead — costs that do not go directly into making the item but do vary with production volume (for example, vacation time accrued based on hours worked and employee uniform cleaning costs). These costs can be obtained from routing or from bill of material components with the Labor item type.

- Machine variable overhead — machinery costs that do not go directly into making the item but do vary with production volume (for example, utilities, lubricants, and maintenance). These costs can be obtained from routing or from bill of material components with the Machine Overhead item type.

- Material fixed overhead — material-related costs that do not go directly into acquiring or making the item but do vary with production volume (for example, maintenance of material handling equipment).

**Current vs. Pending Standard Costs**

The Inventory module enables you to perform what-if analyses of costing information by defining current and pending costs.

Current standard costs are the costs used to value on-hand inventory and to cost transactions for items using the Standard Cost valuation method. You can enter standard costs for items that use other valuation methods, but the software does not use these costs for valuation or costing. Pending standard costs on non-standard cost items are used when calculating the pending standard cost for standard cost kits. This provides a more realistic value when the software calculates kit pending standard costs. The Bill of Material module uses a component item's standard costs for computing the item's bill of material standard cost, regardless of the item's valuation method.

Pending standard costs are planned changes to standard costs. These costs are not used to value on-hand inventory or to cost inventory transactions. Their primary purpose is to establish planned standard cost changes in advance so that you can generate bill of material reports to preview and analyze the financial impact of these changes.

**Cost Revisions**

Standard costs are usually revised in preparation for a new fiscal year, although they can be changed at any time. You should enter proposed changes to standard costs as pending standard costs first. You can then use the Standard Cost Change Preview (10.635.00) report to review these changes and compare current and pending costs side-by-side. Then, when you are satisfied with the changes, you can replace the current standard costs with the pending standard costs.

If you want to revise standard costs individually, you should use Inventory Items (10.250.00) or Inventory Sites (10.255.00). However, if you want to make similar cost changes to multiple items (such as, adding a certain percentage to direct costs), you should use Update Pending Costs / Rates (10.520.00) to load pending costs, and then Update Standard Costs from Pending (10.530.00) to apply the pending standard cost changes to current costs.

If you are using a valuation method other than Standard Cost (such as, LIFO, FIFO, or Average Cost), then costs are continually updated as new information is entered.

**Costing with Project Allocated Inventory**

When you allocate inventory to projects, the cost transferred to the project is determined by the valuation method of the inventory ID using normal procedures, at the time that the inventory batch containing the sale or the issue releases. The cost at the time of the sale or issue may not be the same as the cost at the time that you created the commitment or the allocation.
Keeping Your System Running Smoothly

Closing Inventory
You should close the Inventory module at the end of every accounting period and year. Closing facilitates balancing inventory accounts to the appropriate accounts in the general ledger. It also performs certain housekeeping functions such as deleting transactions not needed by the Inventory module. Once you close Inventory (and all other modules), you close the general ledger. For more information, see "Closing Inventory" on page 73.

Integrity Checking
The IN Integrity Check (10.990.00) process is a way of checking that inventory records are logically consistent and referentially correct. If you discover that information has been corrupted, you can use the integrity check process to rebuild the information from original records. For more information, see "Validating Inventory (Integrity Checking)" on page 73.

Archiving Detail
Archiving detail removes inventory item activity and history that is no longer needed for operations, but keeps it in an archive in case you need to rebuild inventory information later. The archived information is then kept for several years before it is permanently deleted from the system. You set up how long you want to retain inventory detail before archiving or deleting it in IN Setup (10.950.00). For example, if you wanted to archive information after six periods and then delete it after one year, you would enter 6 in Periods to Retain Transactions and 1 in Years To Retain Archive History in IN Setup (10.950.00).
Customer Priority Scheduling

If you are using the Order Management module, Process Manager (40.400.00) in that module performs planning for inventory supply and demand, in a state called Customer Priority Scheduling (CPS) On. Planning is designed to help you make the best use of available inventory from the stock on hand plus incoming purchase orders. Process Manager (40.400.00) plans orders for shipment according to available on-hand inventory, planned incoming supply, and the order’s priority. Higher priority orders get preference over lower priority orders. If orders have the same priority, then the oldest order is given precedence (first-come, first-served).

You can turn off planning using an option in IN Setup (10.950.00), to simplify inventory allocation. The terminology, Customer Priority Scheduling, has been designated to differentiate between the existing Process Manager (40.400.00) planning (Customer Priority Scheduling On) and the ability to turn off that planning functionality (Customer Priority Scheduling Off).

Inventory allocations decrease quantity available by including transactions from the following modules that use inventory: Inventory, Bill of Material, Work Order, Purchasing (returns and project allocated inventory), and Service Dispatch. These allocation quantities are deducted from beginning inventory before planning for future shippers occurs. These allocations have the same functionality with either CPS setting.

Setting Customer Priority Scheduling

Customer Priority Scheduling can be set to on or off using the Scheduling tab in IN Setup (10.950.00). Customer Priority Scheduling On is the default option for installations where Order Management is installed without the Work Order module. If the Order Management module is not installed, then CPS is off. Also, if the Work Order module is installed, then CPS must be set to off before setting up and using that module.

Once you turn CPS off in IN Setup (10.950.00) and set up the Work Order module, the option for turning CPS on is disabled. The options for turning CPS on or off are disabled if there are any records in the Work Order setup table (WOSetup).

The following table shows all module dependencies for CPS on and CPS off:

<table>
<thead>
<tr>
<th>Order Management Installed</th>
<th>Inventory Installed</th>
<th>Purchasing Installed</th>
<th>Work Order Installed</th>
<th>CPS Must Be On/Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Off</td>
</tr>
<tr>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Off</td>
</tr>
<tr>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Off</td>
</tr>
<tr>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Off</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>On</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>On</td>
</tr>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Off</td>
</tr>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>User can choose</td>
</tr>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Off</td>
</tr>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>User can choose</td>
</tr>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Off</td>
</tr>
</tbody>
</table>

If you change the Customer Priority Scheduling option in IN Setup (10.950.00), the following message is displayed: “Changing Customer Priority Scheduling will cause the inventory plan to be rebuilt when you save. This may be a lengthy process depending on the number of inventory items and sites. Other transaction processing may be impacted. Do you want to proceed?” When the CPS option is changed, supply and demand must be replanned accordingly. If CPS is changed to off, the replanning will take place as soon as the changes are saved in IN Setup (10.950.00). The replanning activity messages are displayed in the status bar of IN Setup (10.950.00). If CPS is changed to on, then Process
Inventory Manager (40.400.00) must be started to perform the replanning after the changes are saved in IN Setup (10.950.00).

**Quantity Available Calculation**

If the **Customer Priority Scheduling On** option is selected, then the quantity available calculation options on the **Scheduling** tab in IN Setup (10.950.00) are disabled. When CPS is on, the quantity available calculation is based on the existing plan of supply and demand and reflects what can be shipped today by a new order that has a lower priority than all the existing orders. However, in Sales Orders (40.100.00) and Shippers (40.110.00) where the order priority is known, the quantity available calculation takes the order priority into consideration.

**Note:** Process Manager (40.400.00) must be running for quantity Available in Inventory Status Inquiry (10.220.00) to be updated correctly when Inventory transactions are processed.

If the **Customer Priority Scheduling Off** option is selected, then the quantity available calculation options are enabled. The quantity available calculation is based on the selected supply and demand options.

Quantity available calculations include demand from the transactions listed below. These transactions are deducted from quantity available. They do not depend on the setting of CPS On or CPS Off. There are no options to disable them.

- Inventory module — Issues, Adjustments, Transfers, Kit Assemblies, and Project Allocations
- Bill of Material module — Production Entry, and Component Entry
- Purchasing module — Purchase Returns, and Project Allocations
- Service Dispatch module — Service Invoices
- Work Order module — Work Order Entry, Material Requirements/Issues, Material Issues, Transfer/Returns, and Production Completion

**General Planning Concepts with CPS On**

It is important to understand the definitions of the terms associated with planning for CPS On.

- **Requested Date** — The customer’s requested dock date (delivery date) entered in Sales Orders (40.100.00).
- **Requested Pick Date** — The date the shipper must be created so that the order can be picked and shipped to be delivered by the customer’s requested dock date. The planning calculations are based on the requested pick date. The requested pick date is the customer’s requested dock date less the picking time less the transit time with the weekend delivery options taken into consideration. The picking time is set on the **Other** tab in Order Management Setup (40.950.00). The transit time defaults from the Ship Via, but can be overridden in Shipment Schedule (40.106.00).
- **Plan Date** — The date the planning process determines the order can be shipped based on anticipated stock availability. This is the planned shipper creation date.
- **Sales Order Priority** — The sales order priority is a number from 1 to 9, with 1 being the highest priority. The sales order priority is on the **Shipping Information** tab in Sales Orders (40.100.00) and defaults from Customer Maintenance (08.260.00) in Accounts Receivable. Sales orders are planned based on the order priority and then by the priority date and priority time. The priority date and time are initially set to the date and time the sales order was entered, but are changed to the current date and time if the requested date is pulled in (that is, made sooner) or if the quantity requested is increased.
- **PO Lead Time** — PO (purchase order) lead time is the anticipated amount of time necessary to place a purchase order and receive an item from a vendor. The purchase order lead time is specified in Inventory Sites (10.255.00). Sales orders are planned to ship on the lead time date (today’s date plus the purchase order lead time) when no supply currently exists to fill the order.
All demand requested to ship at or after the purchase order lead time is planned to ship on time because stock can be acquired in time to satisfy the demand.

**Note:** Purchase order lead time has been changed from weeks to days.

- **Fixed Allocation Sales Orders** — Fixed allocation sales orders (sales orders bound to purchase order) for stock items are inserted into the plan on the requested pick date regardless of the promised date on the purchase order.

With CPS on, the Order Management module constantly maintains an ordered list of planned inventory transactions. The plan shows the current quantity on hand less allocations from other modules plus incoming stock less planned demand. The incoming stock can come from purchase orders, RMA returns, planned kit assemblies, and incoming warehouse transfers. Demand comes from transactions such as sales orders, shippers, components from planned kit assemblies, and warehouse transfers. Whenever a sales order or purchase order is changed, *Process Manager* (40.400.00) automatically recalculates the shipping plan to take the changes into account. Similarly, when an inventory usage transaction is entered in another module, *Process Manager* (40.400.00) recalculates the shipping plan.

**General Planning Concepts with CPS Off**

These are the definitions of terms associated with planning for CPS Off.

- **Requested Date** — The customer’s requested dock date (delivery date) entered in *Sales Orders* (40.100.00).

- **Requested Pick Date** — The date the shipper must be created so that the order can be picked and shipped to be delivered by the customer’s requested dock date. The planning calculations are based on the requested pick date. The requested pick date is the customer’s requested dock date less the picking time less the transit time with the weekend delivery options taken into consideration. The picking time is set on the **Other** tab in *Order Management Setup* (40.950.00). The transit time defaults from the **Ship Via ID**, but can be overridden in *Shipment Schedule* (40.106.00).

- **Plan Date** — With CPS Off, the Plan Date is always the requested pick date for demand (sales orders).

- **Sales Order Priority** — The sales order priority does not affect planning with CPS Off. Orders are planned on a first-come first-served basis within the plan date, regardless of priority.

- **PO Lead Time** — PO lead-time is not used with CPS Off. Sales orders are always planned on the requested pick date regardless of whether or not there is inventory available.
Task Guidelines

Quick Reference Task List
This list contains tasks that are commonly performed with the Inventory module. Each task is linked to a specific page in the user guide.

How Do I Assign...?
- Access Rights to Inventory Screens — See “Assigning Roles and Access Authority” on page 7.
- Default Options — See “Inventory Setup Options” on page 26.

How Do I Define...?
- Material Types — See “Defining Material Types” on page 42.
- Tax Categories — See “Defining Tax Categories” on page 42.
- Code Segments for Inventory IDs and Subaccounts — See “Defining Code Segments for Inventory IDs and Subaccounts” on page 43.
- Inventory Accounts and Subaccounts — See “Defining Inventory Accounts and Subaccounts” on page 43.
- Sites — See “Defining Sites” on page 46.
- Warehouse Locations — See “Defining Warehouse Bin Locations” on page 47.
- Unit Conversions — See “Defining Unit Conversions” on page 48.
- Reason Codes — See “Defining Reason Codes” on page 49.
- Inventory Items — See “Defining Inventory Items” on page 49.
- Item Cross-References — See “Defining Item Cross-References” on page 50.
- Kits — See “Defining Kits” on page 50.
- Assembly Plans — See “Defining Assembly Plans” on page 51.
- ABC Codes — See “Defining ABC Codes” on page 80.
- Movement Classes — See “Defining Movement Classes” on page 81.
- Cycle IDs — See “Defining Cycle IDs” on page 81.

How Do I Enter...?
- Item History — See “Entering Item History” on page 51.
- Receipts — See “Entering Receipts” on page 55.
- Issues (Sales and Sales Returns) — See “Entering Issues” on page 56.
- Adjustments to Inventory — See “Entering Adjustments” on page 58.
- Transfers — See “Entering Transfers” on page 59.
- Kit Assemblies — See “Entering Kit Assemblies” on page 59.
- Project Inventory Allocations — See “Entering Project Inventory Allocations” on page 60.
- Physical Counts — See “Recording Physical Inventory Counts” on page 79.
How Do I Handle...?
- Unexpected Items and Locations in a Physical Inventory — See “Handling Unexpected Items and Items in Unexpected Locations” on page 82.
- Quantity-On-Hand of Zero in a Physical Inventory — See “Handling Items with Quantity-on-Hand of Zero” on page 83.

How Do I Look Up...?
- Item Information — See “Item Inquiries” on page 68.
- Inventory Status Information — See “Status Inquiries” on page 70.

How Do I Print...?
- (Reprint) Batch Control Reports — See “Reprinting Batch Control Reports” on page 65.
- Standard Reports — See “Generating and Printing Reports” on page 72.
- Tags — See “Printing Count Sheets and Tags” on page 78.
- Count Sheets — See “Printing Count Sheets and Tags” on page 78.
- (Reprint) Lost or Damaged Tags — See “Reprinting Lost or Damaged Tags” on page 84.

How Do I Revise...?
- Pending Standard Costs — See “Revising Pending Costs” on page 66.

How Do I...?
- Select Processing Options and Defaults — See “Selecting Process Options and Defaults” on page 44.
- Verify Inventory Setup — See “Generating Reports for Verification” on page 53.
- Initialize Inventory — See “Initializing Inventory” on page 51.
- Update Lot/Serial Number Status — See “Updating Lot/Serial Number Status” on page 63.
- Edit or Void Inventory Batches — See “Inventory Batches” on page 64.
- Release Transaction Batches — See “Releasing Inventory Batches” on page 64.
- Validate Inventory — See “Validating Inventory (Integrity Checking)” on page 73.
- Pre-Close Inventory — See “Pre-Closing Inventory” on page 73.
- Rebuild Inventory — See “Rebuilding Inventory” on page 74.
- Close Inventory for the Period or Year — See “Closing Inventory for the Period or Year” on page 74.
- Select Items or Locations to be Counted for a Physical Inventory — See “Selecting Items or Locations to Count” on page 77.
- Record Physical Inventory Counts — See “Recording Physical Inventory Counts” on page 79.
- Update Inventory with Adjustments — See “Updating Inventory with Adjustments” on page 79.
- Mark Items/Locations Never to Count — See “Marking Items/Locations to Never Count” on page 81.
- Use Tag Control in a Physical Inventory — See “Using Tag Control” on page 83.
Setting Up and Starting Inventory

Setting up Required Modules

Before you can set up the Inventory module, you must first set up certain inventory information in the System Manager, Shared Information, and General Ledger modules. The following procedures assume that you have already completed basic installation of Microsoft Dynamics SL.

To integrate Inventory with the Microsoft Dynamics SL system:
1. Define user access rights in the System Manager module.
2. Set up material types in the Shared Information module.
3. If you want to use tax categories, set them up in the Shared Information module.
4. If you want to use segments in your inventory IDs or subaccounts, set them up using the Shared Information module’s Flexkey feature.
5. Define inventory accounts (and subaccounts if necessary) in the General Ledger module.

Detailed descriptions of these steps are provided in the following procedures.

Defining User and Group Access Rights

Use access rights to define who can view, update, insert, delete, or enter information in various Inventory screens. You will need to define users, groups, and passwords in System Manager before setting up access rights. For more information, see the System Manager online help or user guide.

To assign users, groups, and passwords:
1. Choose Utility | Access Rights to open Access Rights Maintenance (95.270.00).
2. Select User or Group from the Type list.
3. Type the user or group ID in Group / User ID.
4. Type the company ID in Company ID or select All Companies.
5. Click Preload to access Preload Screens (95.270.01).
6. Select Inventory to view the screens for the Inventory module and click OK.
7. The software displays all the screen numbers from the Inventory module at Screen/Report Number in Access Rights Maintenance (95.270.00).
8. Use the remaining options in this screen to specify the level of rights the user/group has in each screen.
9. Repeat this procedure for all users/groups.
10. Click Save on the toolbar.
Defining Material Types

Use material types to identify and track groups of materials that are used for similar purposes. For example, you might group your materials into the following types: accessory, finished good, overhead, packaging, raw material, and subassembly. For more information, refer to the Shared Information online help or user guide.

To define material types:
1. Decide on a material type coding scheme.
2. Open the Shared Information module, and then select Material Type Maintenance. The Material Type Maintenance (21.370.00) screen appears.
3. Enter a material type code in Material Type.
4. Provide a description of the material type in Description.
5. Select the status and a buyer.
6. Define replenishment and seasonality options.
7. Click Save on the toolbar.

Defining Tax Categories

Use tax categories to identify and track groups of inventory items that require specific tax treatment. If you are using the Inventory module with the Order Management module and some of your inventory items are taxed differently than others, tax categories can also ensure that the appropriate taxes are applied to each item by default. The use of tax categories is optional. For more information, see “Setting Up Taxes” in the Shared Information online help or user guide.

To define tax categories:
1. Decide on a tax category coding scheme.
2. Open the Shared Information module, and then select Tax Category Maintenance. The Tax Category Maintenance (21.310.00) screen appears.
3. Enter your tax category IDs in Category ID.
4. Provide a description of the tax category in Description.
5. Click Save on the toolbar.
Defining Code Segments for Inventory IDs and Subaccounts

If you want to split an ID into code segments (separated by dashes) for more precise coding, you need to define those segments using the Shared Information module. For examples of code segments, see the Shared Information online help or user guide.

To define code segments:

1. Open Flexkey Definition (21.320.00) in the Shared Information module to define the segments for your code.
2. Type in a description and length for each segment.
3. Define the length; select the alignment (left or right), fill character (blanks or zeros), and edit type (numeric, alphanumeric, etc.); indicate whether or not you want the segment validated; and define the separator.
4. Click Save on the toolbar.
5. If you selected Validate for one or more of the code segments, open Flexkey Table Maintenance (21.330.00) and type in the possible values for the segment.
6. Click Save on the toolbar.
7. Generate the Flexkey Definitions (21.920.00) report for a listing of the code segment structure.
8. If you selected Validate for one or more of the code segments, generate the Flexkey Tables (21.930.00) report for a listing of the possible values for these segments.

Defining Inventory Accounts and Subaccounts

Before setting up the Inventory module, you need to set up all of your inventory accounts and subaccounts in the General Ledger module. Refer to the General Ledger online help or user guide for complete information on how to set up General Ledger.

To define inventory accounts and subaccounts:

1. Open General Ledger’s Chart of Accounts Maintenance (01.260.00).
2. Enter up to a 10-digit account number and a description. Note that there are particular number ranges for different account categories. Refer to Chart of Accounts Maintenance (01.260.00) in the General Ledger online help or user guide for more information about the fields in this screen.
3. Fill in the rest of the fields and decide whether or not you want to do summary posting for this account from modules outside General Ledger.
4. Click Save on the toolbar.
5. Repeat steps 2 through 4 for all inventory accounts.
6. If you want to use subaccounts, open General Ledger’s Subaccount Maintenance (01.270.00).
7. Enter the subaccount number and a description.
8. Enter the consolidation subaccount and specify whether or not the subaccount is active. Refer to Subaccount Maintenance (01.270.00) in the General Ledger online help or user guide for more information about the fields in this screen.
9. Click Save on the toolbar.
10. Repeat steps 7 through 9 for all inventory subaccounts.
Selecting Process Options and Defaults

The next step in setting up Inventory is to define your process options and defaults using IN Setup (10.950.00). Choose your options carefully, as your selections will have a broad impact on the running of physical inventory and other processes as well and are global or system wide — for all companies and all sites. See “IN Setup (10.950.00)” on page 349 for detailed field definitions and options.

You should select inventory process options carefully. See “Inventory Setup Options” on page 26 for more information.

To select inventory process options:
1. Open IN Setup (10.950.00).
2. Click the Options tab.
3. Select your basic process and retention options. Review the field descriptions in the “Setup Screens” section before making your choices.
4. Click the Scheduling tab.
5. Choose Customer Priority Scheduling On or Off, based on your requirements. See "Customer Priority Scheduling" on page 35 to help you determine which option to choose. If you choose Customer Priority Scheduling Off, you can select quantity options in this screen.
6. Click Save on the toolbar.

To select physical inventory/cycle count options:
See “Physical Inventory” on page 29 for more information.
1. Open IN Setup (10.950.00).
2. Click the Physical/Cycle tab.
3. Select your default physical inventory/cycle counting options. Review the field descriptions in the “Setup Screens” section before making your choices.
4. Click Save on the toolbar.

To select item/class defaults:
See “Inventory Items” on page 21 for more information.
1. Open IN Setup (10.950.00).
2. Click the Item/Class Defaults tab.
3. Select the item/class properties that will most generally apply to your inventory items. Be particularly careful when selecting the valuation method, as this will greatly impact inventory costing.
4. Use the Quick Maintenance feature to define default class IDs. See “Adding or Changing Possible Values” in the Quick Reference Guide for more information.
5. Click Save on the toolbar.
To select default accounts and subaccounts:
See “Defining Inventory Accounts and Subaccounts” on page 43 for more information.

1. Open IN Setup (10.950.00).
2. Click the Inventory Accounts tab.
3. Enter the account and subaccount numbers you want to use as defaults for Inventory, COGS, Sales, Issues, Adjustments, and In Transit.
   Note: All of these accounts must first be set up in the General Ledger module. See “Defining Inventory Accounts and Subaccounts” on page 43 for more information.
4. Click the Miscellaneous Accounts tab.
   Note: These accounts are used with other modules and must first be set up in the General Ledger module. See “Defining Inventory Accounts and Subaccounts” on page 43 for more information.
6. Click Save on the toolbar.

To select lot/serial defaults:
See “Lot/Serial Number Tracking” on page 24 for more information.

1. Open IN Setup (10.950.00).
2. Click the Lot/Serial Defaults tab.
3. Decide whether to use system wide lot defaults, serial defaults, or neither.
   Note: Default lot and/or serial numbers can be set up by product class, using Product Classes (10.280.00) if you have different ranges of numbers for different classes of products.
4. Select the lot or serial options that will most generally apply to your inventory items.
5. Click Save on the toolbar.

To select site defaults:

1. Open IN Setup (10.950.00).
2. Click the Site Defaults tab.
3. Enter a default ID for the site, picking bin, and put away bin.
Defining Global Inventory Information

After you define your process options and defaults in IN Setup (10.950.00), you need to enter global information such as inventory IDs, site IDs, warehouse locations, product classes, and site groups in Inventory using maintenance screens. If your company uses the Order Management module, you should also set up price classes on the Order Management Item Price Classes (40.390.00) screen. Refer to “Global Inventory Information” on page 25 and “Structuring Inventory Coding” on page 5, as well as the Order Management help or user guide for more information.

You should set up global inventory information in the following order:

1. (Optional) Price class IDs using Order Management Item Price Classes (40.390.00).
2. Site IDs using Sites (10.310.00).
4. Product classes using Product Classes (10.280.00).
5. Units of measure and unit conversions using Unit Conversions (10.270.00).
6. Reason codes using Reason Codes (10.350.00).
7. Inventory item IDs using Inventory Items (10.250.00).
8. Cross-references and substitutions using Item Cross References (10.380.00).
9. Inventory sites using Inventory Sites (10.255.00).
10. Kits using Kits (10.320.00).
11. Kit assembly plans using Assembly Plans (10.330.00).
12. Site groups using Site Group (10.315.00).

Refer to the appropriate entry in the “Maintenance Screens” section for information about these screens, including their functions and field definitions. Following are more detailed procedures for the steps listed above.

Defining Sites

Use site IDs to identify the particular warehouses where inventory is kept. Decide on a site ID coding system (see “Global Inventory Information” on page 25 and “Site ID Codes” on page 6), and use the following procedures to enter your site IDs into Inventory. See “Sites (10.310.00)” on page 273 and “Inventory Sites (10.255.00)” on page 226 for complete descriptions of the fields used to define sites in each screen.

To define sites in Sites (10.310.00):
1. Open Sites (10.310.00) and on the Information tab, enter a site ID.
2. Provide location and contact information for the site ID in the other fields.
3. Also on this tab, you can indicate if you want a shipper to be created regardless of inventory availability and, when appropriate, if you want the item to appear in web-enabled functions.
4. Click the OM Accounts tab and enter the various accounts/subaccounts that will be increased by sales of items in the site.
5. If you are using the Inventory Replenishment module, click the Replenishment tab to define inventory replenishment parameters for the site.
6. Click the Seasonality tab to define seasonal dates associated with the site.
7. Click Save on the toolbar.
8. Repeat this procedure to define your other site IDs.
To define sites in *Inventory Sites* (10.255.00):

When you need to define specific item/site combinations, for example when an item has a higher cost at one location than another:

1. Open *Inventory Sites* (10.255.00) and in the screen header, enter an **Inventory ID**.
2. In **Site ID**, enter the site that you want to define for this inventory item.
3. On the **Information** tab, provide product manager information, default units of measure, and default picking, put away, repair, and vendor bins for the item/site.
4. On the **Physical Inventory** tab, you can make the item available for physical inventories by choosing **Available in Count Status**.
5. On the **IN Accounts** tab, provide the appropriate account information.
6. On the **Costs** tab, enter any pending standard cost changes. When a new site record is created in *Inventory Sites* (10.255.00), costs can be entered in the current standard cost fields.
7. Use the **Replenishment Parameters** and **Replenishment Values** tabs to define inventory replenishment parameters for the site.
8. Click **Save** on the toolbar.
9. Repeat this procedure to define additional item/site IDs.

**Defining Warehouse Bin Locations**

Use *Warehouse Bin Locations* (10.340.00) to define the profiles of all locations within warehouses where you store inventory items. These profiles include the types of item(s) that can be stored at inventory locations, the transactions that can be performed at these locations, and whether or not the items at these locations should be included in quantity available calculations. This screen is also used to specify cycle count information if you want to count by location. See “Physical Inventory” on page 29 for more information.

The warehouse bin locations you define in *Warehouse Bin Locations* (10.340.00) are used in *Inventory Items* (10.250.00), *Product Classes* (10.280.00), *Inventory Sites* (10.255.00), and *Sites* (10.310.00) as separate default picking, put away, repair, and vendor bins.

Decide on a warehouse location coding system (see “Warehouse Location Codes” on page 6), and then use the following procedure to enter all of your warehouse locations into Inventory. See “Warehouse Bin Locations (10.340.00)” on page 291 for complete descriptions of the fields used to define warehouse locations.

To define warehouse bin locations:

1. Open *Warehouse Bin Locations* (10.340.00) and enter a warehouse bin location code in **Warehouse Bin Location** (Detail) and a description in **Description**.
2. Use the other fields to provide specific information about the warehouse bin location.
3. If you are using the inventory validation feature (see “Warehouse Location Validation” on page 26), you will need to do one of the following:
   - Return to this screen later and enter the Primary Inventory ID after you have completed the “Entering Inventory Items” procedure.
   - Use the Quick Maintenance feature to enter the Primary Inventory ID now. See “Adding or Changing Possible Values” in the Quick Reference Guide for more information.
4. Click **Save** on the toolbar.
5. Repeat this procedure to define your other warehouse location codes.
Defining Product Classes
Use product classes to identify groups of closely related inventory items. Decide on a product class coding system (see “Global Inventory Information” on page 25 and “Product Class Codes” on page 5), and use the following procedure to enter all of your product class IDs into Inventory. See “Product Classes (10.280.00)” on page 255 for complete descriptions of the fields used to define product classes.

To define product classes:
1. Open Product Classes (10.280.00) and enter a product class ID in Class ID.
2. Provide a description of the product class in Description.
3. Enter the item defaults, general ledger accounts, rate defaults, and lot/serial setup information that generally apply to most of the items in the product class.
4. Click Save on the toolbar.
5. Repeat this procedure to define your other product classes.

Defining Unit Conversions
Use unit conversions to define all stocking units of measure (UOM) used in the system and unit conversion information for inventory items with purchase or sales units differing from their stocking unit. For example, an item might be purchased in 48-unit cases and sold in 12-unit cartons. Note that you must establish unit conversions if items have different purchase, stocking, or sales units. Stocking UOMs and global or product-class-specific conversions should be set up before inventory items. Item-specific conversions should be defined after inventory items have been set up.

To define unit conversions:
See “Unit Conversions (10.270.00)” on page 252 for complete descriptions of the fields used to define unit conversions.

1. Open Unit Conversions (10.270.00) and select the scope of the UOM usage or unit conversion (Global, Product Class, or Item-Specific) from the Type list. You may need to scroll to a blank line if demo data appears in the screen.
2. If you are defining a product class UOM or conversion, enter the class ID. If you are entering an item-specific UOM or conversion, enter the inventory ID of the item.
3. Enter the type of unit you are converting from (such as, case) in Alternate Unit of Measure, and the type of unit you are converting to (such as, carton) in Stock Unit of Measure.
4. Select the mathematical operation and conversion factor needed to perform the conversion. (For example, to convert from 48-unit cases to 12-unit cartons, you divide by 4.) A sample calculation for the conversion is shown at the bottom of the screen.
5. Click Save on the toolbar.
6. Repeat this procedure for all of your unit conversions.
Defining Reason Codes

Use reason codes to provide reasons why inventory transactions are being made. Use of reason codes is optional. If you want to use them, decide on a coding system (see “Reason Codes” on page 6) and use the following procedure to enter all of your reason codes into Inventory. See “Reason Codes (10.350.00)” on page 295 for complete descriptions of the fields used to define reason codes.

To define reason codes:
1. Open Reason Codes (10.350.00) and enter reason code in Reason Code. You may need to scroll to a blank line if demo data appears in the screen.
2. Provide a description of the reason code in Description.
3. Specify the default account and subaccount that will be adjusted for the identified reason code.
4. Click Save on the toolbar.
5. Repeat this procedure to define your other reason codes.

Defining Inventory Items

Use inventory item IDs to define the profiles of all inventory items in the database. You must enter an item’s information before you can enter and process transactions (receipts, sales, transfers, etc.) for the item. See “Inventory Setup Considerations” on page 20 for more information.

Decide on an inventory ID coding system (see “Inventory ID Codes” on page 5). Once you set up an item's information, you cannot change its inventory ID. The only way to change the ID is to delete and re-enter the item, using a new ID. Use the following procedure to enter all of your inventory items into Inventory. See “Inventory Items (10.250.00)” on page 187 for complete descriptions of the fields used to define inventory items.

To define inventory items:
1. Open Inventory Items (10.250.00) and enter an inventory ID in Inventory ID. Provide a description of the inventory item in Description.
2. Click the Information tab to define basic information about the item such as class ID, valuation method, and stocking unit.
3. If you want to be able to assign a lot or serial number to the item during transactions, click Lot/Serial Setup on the Information tab and fill in the defaults for either lot or serial numbers. See “Lot/Serial Number Setup (10.250.01)” on page 223 for more information.
4. Click the Cost/Price tab to define an item’s cost and price information.
5. Click the GL Accounts tab to specify the general ledger accounts and subaccounts associated with the item.
6. If you are using the Order Management module, click the OM Accounts tab to specify Order Management accounts and subaccounts associated with the item.
7. Click the Replenishments tab to specify an item’s reorder information if the Inventory Replenishment module has been installed.
8. Click the Physical Cycle tab to specify an item’s physical inventory or cycle count information.
9. Click the Shipping tab to define shipping specifications.
10. Click the Size/Style/Color tab to specify an item’s size, style, color, and other attributes.
11. Click the Item Defaults tab to define the item’s default site ID, picking bin, put away bin, and default task ID.
12. Click the Seasonality tab to specify applicable seasonal requirements.
13. Click Save on the toolbar.
14. Click Item XRef to enter any cross-references for the item. See “Item Cross References” on page 25, “Defining Item Cross-References” on page 50, and “Item Cross References (10.380.00)” on page 300 for more information.
15. Click **Item History** to enter an item’s history of activity, such as quantities sold and sales amounts. See “Inventory Item History (10.251.00)” on page 185 for more information.

16. Click **Site Detail** to define an item’s cost and quantity information by inventory storage site. See “Inventory Sites (10.255.00)” on page 226 for more information.

17. Repeat this procedure to define your other inventory IDs.

**Defining Item Cross-References**

Use item cross-references to associate your inventory IDs with corresponding IDs used by other companies such as vendors, customers, and manufacturers. Also use item cross-references to identify substitutes for inventory items.

**To define item cross-references:**

Refer to “Item Cross References (10.380.00)” on page 300 for complete descriptions of the fields used to define item cross-references.

1. Open Item Cross References (10.380.00).
2. Enter the **Inventory ID** of the item you want to cross-reference.
3. Select the **Type** of cross-reference being created. Note that you can use the Substitute type to define item substitutes.
4. Enter the **Entity ID**, **Alternate ID**, and **Alternate Description**.
5. Click **Save** on the toolbar.
6. Repeat this procedure for all of your item cross-references.

**Defining Kits**

A kit is a set of inventory items grouped together to form a separate multi-component inventory item; for example, a pump kit comprised of gaskets, rings, and valves. See “Kits” on page 25 for more information. Kit stocking records are based on criteria established in *Kits* (10.320.00). See “Kits (10.320.00)” on page 286 for complete descriptions of the fields used to define kits.

**To define kits:**

1. Define an inventory ID for the kit using **Inventory Items** (10.250.00). Set up a default inventory account (subaccount) for each kit type and its related kit components.
2. If the kit includes labor and overhead, set up these items as non-stock inventory items using **Inventory Items** (10.250.00).
3. Open **Kits** (10.320.00).
4. Define kit criteria by identifying the kit components (items making up the kit) and specifying the quantity of each component required by the kit. Also set up a variance account (and subaccount) if the item valuation method is standard cost, and decide whether to explode the level of detail on sales orders.
5. Click **Save** on the toolbar.
6. Repeat steps 1 through 5 for all of your kits.
7. After establishing a kit’s criteria, use **Assembly Plans** (10.330.00) to define and list the components (subassemblies and purchased items) required to produce the inventory kits in a kit assembly plan. Refer to “Defining Assembly Plans” in this topic.
8. To review kit assembly plan information, use **Assembly Plans** (10.330.00) or generate the **Assembly Plans** (10.790.00) report.
9. To compute the net quantity required for each kit component for all active kit assemblies, generate the **Kit Component Requirements** (10.780.00) report.
Defining Assembly Plans
Use assembly plans to identify the inventory kits and the quantities of each kit to be assembled when you implement the plan. You do not need to define assembly plan IDs if you are not using kits. If you want to use kits, then decide on a coding system for assembly plan IDs (see “Structuring Inventory Coding” on page 5) and use the following procedure to define assembly plans. See “Assembly Plans (10.330.00)” on page 289 for complete descriptions of the fields used to define assembly plans. You do not have to define Assembly Plans to use kits.

To define assembly plans:
1. Open Assembly Plans (10.330.00).
2. Enter the assembly plan ID in Plan ID.
3. Provide a description of the assembly plan in Description.
4. Select the status of the plan (Active or Inactive).
5. In Inventory ID, type the inventory kit ID used in the assembly plan you are defining.
6. In Quantity, type in the quantity of kits to be assembled.
7. Click Save on the toolbar.
8. Repeat steps 2 through 7 to define your other assembly plan IDs.

Defining Site Groups
Use site groups to identify collections of sites that are used in Update Revised Sales Prices (40.383.00) of the Order Management module. You do not need to define site groups if you are not using the Order Management module. If you want to use site groups, decide on a coding system for site group IDs and use the following procedure to define site groups. See “Site Group (10.315.00)” on page 284 for complete descriptions of the fields used to define site groups.

To define site groups:
1. Open Site Group (10.315.00).
2. Enter the site group ID in Site Group ID.
3. Provide a description of the site group in Description.
4. In Site ID, type each site ID that is a member of the site group.
5. Click Save on the toolbar.
6. Repeat steps 2 through 5 to define your other site group IDs.

Initializing Inventory
The following procedures explain how to initialize the Inventory module so you can begin using it as part of your Microsoft Dynamics SL accounting information system.

Entering Item History
The software must be operating in Initialize mode for this procedure to work properly. See the System Manager online help or user guide for details. Item History values entered in this manner do not have the normal transaction history data necessary to rebuild the values entered. Running Rebuild Item History from within IN Integrity Check (10.990.00) will recalculate these values based only on the historic detail transactions within the software. To maintain these values the item, site, or fiscal year must be excluded from the rebuild process. See “IN Integrity Check (10.990.00)” on page 346 for more information on rebuilding item history.

To enter inventory item activity for past fiscal periods:
1. Choose Initialize Mode from the Option menu.
2. Open Inventory Item History (10.251.00).
3. Enter the Inventory ID of the item for which you are entering history.
4. Enter the **Quantity Sold**, **Sales Amount**, **COGS**, **Quantity Issued**, and **Cost Issued** for past fiscal periods. The software automatically calculates year-to-date totals.

5. Click **Save** on the toolbar.

6. Repeat steps 3 through 5 to enter history for other items.

7. Close **Inventory Item History** (10.251.00).

8. Choose **Initialize Mode** from the Option menu to deactivate Initialize mode.
Generating Reports for Verification

To verify the accuracy of the information you entered when setting up Inventory:
1. Generate and review the Inventory Items (10.600.00) report. This report lists all of the items in Inventory, and contains much of the information defined in Inventory Items (10.250.00).
2. Generate and review the Inventory Status (10.610.00) report. This report lists the status (quantities on purchase order, quantities on sales order, etc.) of inventory items from selected product classes.
3. Generate and review the Inventory Valuation (10.620.00) report. This report lists inventory IDs, current storage locations, associated monetary values, and cost layer information for stock items.
4. Generate and review the Inventory Trial Balance (10.630.00) report. This report provides an item-by-item listing of all transactions affecting the current accounting period’s stock inventory item quantities and cost amounts.
5. Generate and review the Unit Conversions (10.650.00) report. This report lists valid inventory item units of measure, as well as conversion factors.
6. Generate and review the Inventory Substitutes (10.660.00) report. This report lists all valid item substitutions.
7. Generate and review the Product Classes (10.700.00) report. This report lists all valid product classes.
8. Generate and review the Inventory Sites (10.750.00) report. This report lists all inventory sites where items are stored.
9. Generate and review the Kits (10.760.00) report. This report lists kits, their components, and all other related kit details.
10. Generate and review the Assembly Plans (10.790.00) report. This report lists all valid assembly plans.
11. Generate and review the Reason Codes (10.830.00) report. This report lists all valid reason codes.
12. Generate and review the Item Cross References (10.860.00) report. This report lists all valid item cross-references.
13. Generate the Trial Balance (01.610.00) report in the General Ledger module and compare it to the Inventory Valuation (10.620.00) report from step 3. If the figures match, you are ready to close the Inventory module for the period.

Closing Inventory for the Initial Period

To close inventory for the initial period through the general ledger:
1. Sign off Microsoft Dynamics SL and back up the database and transaction log file. Refer to the System Manager online help or user guide for more information.
2. If using the Financial Statement Translation module and the Bi-Monetary Inventory Tracking feature in the Inventory module, run Historical Rate Update Process (25.540.00) for each of the translation definitions affected.
3. Sign on to Microsoft Dynamics SL and open Closing (01.560.00) in General Ledger.
4. Verify the current fiscal period.
5. Select Period under Closing Type.
6. Click Begin Processing.
7. When the process is complete, close Closing (01.560.00).
Setting up Optional Modules

If you want to use other Microsoft Dynamics SL modules with Inventory, you should complete the Inventory setup process, and then see the appropriate online help or user guide for specific setup information concerning the other modules. You should always close Inventory for the period before installing and setting up other modules. See “Closing Inventory for the Period or Year” on page 74 for more information. And, for more information about how the Inventory module can be used with other modules, see “Interaction with Other Modules” on page 11.
Running and Maintaining Inventory

Introduction to Running and Maintaining Inventory
The following procedures provide steps for processing batch transactions, revising costs and prices, making inquiries, generating reports, and maintaining your system. These processes are independent and do not need to be carried out in any particular order.

Processing Transactions
For the following procedures, you access data entry screens to enter inventory transactions (including entry of receipts, sales, adjustments, transfers, and kits), that are then released in batches. The entry procedures should be completed as needed and do not need to be carried out in a particular order, although, it is wise to enter receipts before sales to avoid negative quantity-on-hand. Issue transactions (those that decrease quantity on hand) and project inventory allocations reserve the item quantities, which decreases quantity available until the transactions are released. The releasing inventory batches procedure should be completed after entry of batch transactions. Once a batch is released, use Adjustments (10.030.00) to revise item quantities or costs.

Entering Receipts
This procedure explains how to enter receipts into Inventory. Use this procedure only if you are not using the Purchasing module.
If you are using the LIFO or FIFO valuation methods, you must enter the inventory receipt date. For more information about entry options for different methods, see “Item Valuation Methods” on page 22.

To enter inventory receipts:
Refer to “Receipts (10.010.00)” on page 85 for more information.
1. Inspect the items in the inventory shipment for visual defects, count the quantities, compare the actual items received with quantities listed on the packing slip and purchase order, and note any differences.
2. Open Receipts (10.010.00) and enter the inventory receipt information.
3. If you are using lot/serial numbers to track transactions, the software will assign lot or serial numbers automatically if you have entered lot or serial number defaults using the Lot/Serial Setup button on Inventory Items (10.250.00) or Product Classes (10.280.00), or in IN Setup (10.950.00). If defaults were not set up, click Lot/Serial in Receipts (10.010.00) to access Lot/Serial Assignment (10.070.00) and assign the lot/serial numbers.
4. Click Save on the toolbar.
5. Run the Release IN Batches (10.400.00) process to release the transaction batches for posting to the general ledger. See “Inventory Batches” on page 64 for more information. This step increases quantity on hand for the inventory items. If Batch Handling is set to Release Now, Receipts (10.010.00) will automatically call Release IN Batches (10.400.00).
6. Process vendor invoices using the Accounts Payable module. See the Accounts Payable online help or user guide for more information.
Entering Issues

Use the following procedure to enter issues such as sales and sales returns. Refer to “Issues (10.020.00)” on page 91 for more information.

Use this procedure only if you are not using the Order Management module. If you use Order Management to enter and process sales orders, then inventory, accounts receivable, and general ledger records will be updated automatically when the batch created by the Order Management Sales Journal has been processed by Release IN Batches (10.400.00). It is also possible to process an Order Management batch from within Issues (10.020.00) by setting Batch Handling to Release Now.

To enter issues:

1. Use the sales orders to pick the items required to fill the orders. Mark quantities shipped on the sales orders.
2. Package and ship the orders, including a copy of the sales order as a packing slip.
3. Write each order’s date shipped and any freight charges on the sales order form.
4. Open Issues (10.020.00) and enter the sales order information.
5. Under Type, select one of the following options:
   a) Invoice for a sales order
   b) Credit Memo for a sales return
   c) Return for a non-sales return
   d) Issue for non-sales issues from Inventory.

   **Note:** If the accounts affected are set up as project accounts for the Project Controller module, you will be required to specify a valid project ID and task. The project ID and task may default from project allocated inventory.

   e) Debit Memos—behave just like invoices (deducting from inventory and affecting the same general ledger accounts).
   f) Return to Project Allocated – for a non-sales return that also allocates the quantity to a project

   **Note:** The Type options for Invoice, Debit Memo, and Credit Memo are available only if you are not using the Order Management module.

6. If you want to enter lot or serial numbers for the transaction, click Lot/Serial to access Lot/Serial Assignment (10.070.00) during transaction entry. If you do not manually enter the lot or serial number, the system will use the next available number. Invoice or Issue selects the number based on the item’s valuation method and a Credit Memo or Return assigns the next unused number if you do not manually enter the number from the returned item.
7. Click Save on the toolbar. This step will allocate inventory for the transaction, decreasing quantity available.
8. Run the Release IN Batches (10.400.00) process to release the transaction batches for posting to the general ledger. See “Releasing Inventory Batches” on page 64 for more information. This step decreases quantity on hand for the inventory items. If Batch Handling is set to Release Now, Issues (10.020.00) will automatically call Release IN Batches (10.400.00).
To issue project allocated inventory to a project:
1. Use the sales orders to pick the items required to fill the orders. Mark quantities shipped on the sales orders.
2. Package and ship the orders, including a copy of the sales order as a packing slip.
3. Write each order’s date shipped and any freight charges on the sales order form.
4. Open Issues (10.020.00) and enter the sales order information.
5. Under Handling, select Release Later.
6. Under Type, select Issue.
7. Specify the inventory item in Inventory ID, the site ID in Site ID, and the warehouse bin location in Warehouse Bin Location.
8. Click Project Inventory to launch Project Inventory (10.200.00), and then click Select to select the project inventory allocation that you want to consume and return to Issues (10.020.00).

Note: the Project ID and Task ID will be populated automatically.
9. In Quantity, specify the quantity that you want to issue to the project.

Note: The quantity that you specify cannot be larger than the quantity originally allocated. If you have to issue additional project allocated inventory, you must create a separate issue line. If you have to issue non-project allocated inventory, you must create a separate issue line.
10. If you want to enter lot or serial numbers for the transaction, click Lot/Serial to launch Lot/Serial Assignment (10.070.00) during transaction entry. You can only use the lot numbers or serial numbers that you previously allocated to project.
11. Click Save on the toolbar. This step will not allocate inventory for the transaction, as the quantity was allocated during the original project inventory allocation.
12. Run the Release IN Batches (10.400.00) process to release the transaction batches for posting to the general ledger. See “Releasing Inventory Batches” on page 64 for more information. This step decreases quantity on hand for the inventory items. If Batch Handling is set to Release Now, Issues (10.020.00) will automatically call Release IN Batches (10.400.00).

To return an inventory item to stock and allocate the inventory to a project:
1. Use the sales orders to track the items. Mark quantities returned on the sales orders.
2. Write each order’s date returned and any charges on the sales order form.
3. Open Issues (10.020.00) and enter the sales order information.
5. Under Type, select Return to Project Allocated.
6. Specify the inventory item in Inventory ID, the site ID in Site ID, and the warehouse bin location in Warehouse Bin Location.
7. In Quantity, specify the quantity that you want to return to inventory and allocate to a project.
8. If you want to enter lot or serial numbers for the transaction, click Lot/Serial to launch Lot/Serial Assignment (10.070.00) during transaction entry.
9. In Project ID, specify the project ID for the allocation. You can make this the same project as the original or choose a different project.
10. In Task ID, specify the task ID for the allocation. You can make this the same task as the original or choose a different task.
11. Click Save on the toolbar. This step will not allocate inventory for the transaction, as the quantity was allocated during the original project inventory allocation.
12. Run the Release IN Batches (10.400.00) process to release the transaction batches for posting to the general ledger. See “Releasing Inventory Batches” on page 64 for more information. This step decreases quantity on hand for the inventory items. If Batch Handling is set to Release Now, Issues (10.020.00) will automatically call Release IN Batches (10.400.00).
Entering Adjustments

Use the following procedure to enter inventory adjustments. Refer to “Adjustments (10.030.00)” on page 99 for more information. This procedure explains how to adjust the quantity-on-hand or the total cost amount of an inventory item. Complete this procedure to adjust physical inventory or for any other inventory revaluation. Adjustments to costs or quantities for layered cost methods such as FIFO and LIFO require entry of receipt dates and numbers to adjust items.

To enter adjustments:

1. Generate the Inventory Valuation (10.620.00) report if you are going to adjust costs for layered cost items.
2. Open Adjustments (10.030.00) and enter the inventory adjustments (Handling set to Release Later or Hold).
3. To enter lot/serial numbers for the transaction, click Lot/Serial in Adjustments (10.030.00) to access Lot/Serial Assignment (10.070.00) and assign the lot/serial numbers. Otherwise, the software will assign lot/serial numbers using the next available lot/serial number for positive adjustments to items that are configured with the When Received into Inventory assignment method. The software will assign lot/serial numbers for negative adjustments using the next available lot/serial number based on the item’s issue method.
4. Click Save on the toolbar. This step will allocate inventory for downward quantity adjustments on the transaction, decreasing quantity available.
5. Run the Release IN Batches (10.400.00) process to release batch transactions for posting to the general ledger. See “Inventory Batches” on page 64 for more information. This step decreases quantity on hand for the inventory items. If Batch Handling is set to Release Now, Adjustments (10.030.00) will automatically call Release IN Batches (10.400.00).
6. Regenerate the Inventory Valuation (10.620.00) report to determine if the layered costs adjusted correctly.

Note: You cannot adjust cost that has been allocated to a project while the quantity is allocated to the project. Use Project Inventory Allocation (10.080.00) to unallocate the quantity, use Adjustments (10.030.00) to adjust the cost, and then use Project Inventory Allocation (10.080.00) to allocate the quantity to a project.
**Entering Transfers**

Use the following procedure to enter inventory transfers. Refer to “Transfers (10.040.00)” on page 106 for more information. This process transfers inventory from one warehouse location to another or from one lot/serial number to another. Transferring from one lot/serial number to another can only occur on two-step transfers.

To enter transfers:
1. Determine the inventory to be transferred. Generate the Inventory Valuation (10.620.00) report to ensure that the appropriate site or warehouse location IDs are identified.
2. If a warehouse location attached to the lot or serial number used for the transactions has a negative quantity-on-hand, entry and/or release of unprocessed receipts batches or entry of physical adjustments may be required to increase quantity available before making the transfer. See “Entering Adjustments” on page 58 for more information.
3. Open Transfers (10.040.00) and enter the information for the transferred inventory.
4. To enter lot or serial numbers for the transaction, click Lot/Serial in Transfers (10.040.00) to access Lot/Serial Assignment (10.070.00). Otherwise, the software will select lot or serial numbers based on the issue method assigned to the item.
5. Click Save on the toolbar. This step will allocate inventory for the “from” location on the transaction, decreasing quantity available.
6. Run the Release IN Batches (10.400.00) process to release batch transactions for posting to the general ledger. See “Inventory Batches” on page 64 for more information. This step decreases quantity on hand for the inventory items at the “from” location and increases quantity on hand for the inventory items at the “to” location. If Batch Handling is set to Release Now, Transfers (10.040.00) will automatically call Release IN Batches (10.400.00).

   **Note** You cannot transfer quantity that has been allocated to a project while the quantity is allocated to the project. Use Project Inventory Allocation (10.080.00) to unallocate the quantity, use Transfers (10.040.00) to transfer the quantity, and then use Project Inventory Allocation (10.080.00) to allocate the quantity in the new site/location to a project.

**Entering Kit Assemblies**

To enter kit assemblies:
Refer to “Kit Assembly (10.050.00)” on page 112 for more information.

1. Use Kit Assembly (10.050.00) to enter the stocking records of inventory kits.
2. Assign a unique Reference Number for the kit.
3. In Kit ID, choose the kit to assemble.
4. In Site ID, choose the site where the finished product will be stored.
5. Specify the Number of Kits to assemble for the kit ID, and the appropriate components will automatically fill in the Detail grid. These detail lines list the kit components used for each kit assembled. You can specify kit components by site ID, lot/serial number, or warehouse bin location ID. If certain kit components do not have enough quantities on hand for the number of kits to assemble, you can insert additional detail lines for these components to allow the Inventory module to draw from multiple sites, warehouse bin locations, or lot numbers when assembling the kit.
6. Enter the required lot or serial number if the kit being assembled is lot/serial tracked with the assignment method of When Received into Inventory. You may also be required to enter or select lot/serial numbers for any components that are also lot/serial tracked.
7. Enter the specific cost ID if the kit item valuation method is Specific Cost. If the item is also lot or serial tracked and if Linked to Specific Cost Id is selected on Lot/Serial Number Setup (10.250.01), then Specific Cost ID will be filled in by the lot/serial number.
8. Click the **Save** button on the toolbar. This step will allocate inventory for the component items on the transaction, decreasing quantity available.

9. Run the **Release IN Batches** (10.400.00) process to release batch transactions for posting to General Ledger. See “Inventory Batches” on page 64 for more information. This step decreases quantity on hand for the inventory items that are components and increases quantity on hand for the inventory kits being assembled. If **Batch Handling** is set to Release Now, **Kit Assembly** (10.050.00) will automatically call **Release IN Batches** (10.400.00).

Each batch of kit assembly transactions updates the appropriate general ledger inventory account (and subaccount) balances.

For each kit using the Standard Cost valuation method, the Inventory module calculates the assembly variance to resolve any differences between overall kit costs and the sum of the individual components making up the kit.

If the software generates batch control reports automatically and you attempt to release a batch with kit components that do not have sufficient on-hand inventory quantities for the kit records created, the software places the batch on hold and instead generates a shortage control report that lists the short components. If all components have sufficient on-hand quantities, this step increases the quantity for the kit parent item and decreases the quantity for the kit component items.

Any transactions not costed are listed with an asterisk (*) on the batch control report for **Kit Assembly** (10.050.00) or on the **IN Edit** (10.810.00) report. If none of the transactions in the batch have been costed, the software places the batch on hold.

**Note:** You cannot assemble quantity that has been allocated to a project while the quantity is allocated to the project. Use **Project Inventory Allocation** (10.080.00) to unallocate the quantity, and then use **Kit Assembly** (10.050.00) to assemble the quantity.

### Entering Project Inventory Allocations

**To allocate inventory to a project:**

Refer to “Project Inventory Allocation (10.080.00)” on page 124 for more information. If you have the Order Management module, make sure that Order Management’s **Process Manager** (40.400.00) is running.

1. Use **Project Inventory Allocation** (10.080.00) to allocate inventory to projects.
2. Assign a unique **Reference Number** for the project inventory allocation.
3. In **Allocation Type**, choose **Allocate** to allocate inventory to a project.
4. In **Transaction Date**, choose date for the transaction. The default is the current business date in Microsoft Dynamics SL.
5. In **Inventory ID**, type or select the inventory item ID. Or, click **Find Item** to lookup the item.

   **Note** You cannot allocate a non stock inventory item or an expired lot number or serial number to a project.

6. In **Site ID**, type or select the site ID where the inventory quantity exists.
7. In **Warehouse Bin Location**, type or select the warehouse bin location where the inventory quantity exists.
8. In **Quantity**, type the quantity.
9. In **Project**, type or select the project ID to which you want to allocate the inventory.
10. In **Task**, type or select the task ID to which you want to allocate the inventory.
11. If this is a lot or serial number-controlled item, click **Lot/Serial** to open **Bin/Lot/Serial Assignment** (10.080.01), which displays status and history information for the lot/serial numbers for the item.
12. Set **Handling** to **Completed**.
13. Click **Save** on the toolbar. This step will allocate inventory to the project that you specified, decreasing the quantity available to processes that do not use project allocated inventory.

**Note** No general ledger transaction is created.

**To unallocate inventory from a project:**
Refer to “Project Inventory Allocation (10.080.00)” on page 124 for more information. If you have the Order Management module, make sure that Order Management’s **Process Manager (40.400.00)** is running.

1. Use **Project Inventory Allocation (10.080.00)** to unallocate inventory to projects.
2. Assign a unique **Reference Number** for the project inventory unallocation.
3. In **Allocation Type**, choose **Unallocate** to remove an existing project inventory allocation.
4. In **Transaction Date**, choose date for the transaction. The default is the current business date in Microsoft Dynamics SL.
5. In **Inventory ID**, type or select the inventory item ID. Or, click **Find Item** to lookup the item.
6. In **Site ID**, type or select the site ID where the project inventory allocation exists.
7. In **Warehouse Bin Location**, type or select the warehouse bin location where the project inventory allocation exists.
8. Click **Project Inventory** to launch **Project Inventory (10.220.00)**. Choose one of the inventory items listed, and then click **Select**. Or, specify alternative search criteria, click **Refresh**, and choose a different project or task, or both, to which this inventory item is allocated.
9. In **Quantity**, type the quantity that you want to unallocate. The quantity to unallocate cannot be greater than the original quantity allocated.
10. If this is a lot or serial number-controlled item, click **Lot/Serial** to open **Bin/Lot/Serial Assignment (10.080.01)**, which displays status and history information for the lot/serial numbers for the item.
11. Set **Handling** to Completed.
12. Click **Save** on the toolbar. This step will unallocate inventory from the project, increasing quantity available.

**Note**
- No general ledger transaction is created.
- You cannot issue material to a work order that is already allocated to a project. Use **Availability (21.410.00)** to examine the inventory allocated to projects.
Lot/Serial Number Maintenance

Assigning Lot/Serial Numbers

To assign lot/serial numbers during transactions:

See “Lot/Serial Assignment (10.070.00)” on page 121 for more information.

1. While in a data entry (transaction) screen, click Lot/Serial to open Lot/Serial Assignment (10.070.00).
2. Accept or change the lot/serial numbers assigned by the software. (Numbers will be assigned based on defaults set up in the item record using Inventory Items (10.250.00), Product Classes (10.280.00), or IN Setup (10.950.00).)
3. Click OK.

Changing Lot Numbers

Lot numbers can be changed by performing a two-step transfer. In this process, the numbers to be reassigned are selected using Transfers (10.040.00), and the new numbers are then assigned using Receipts (10.010.00). See “Transfers (10.040.00)” on page 106 and “Receipts (10.010.00)” on page 85 for more information.

Note: You cannot modify lot numbers or serial numbers that are allocated to project unless you first unallocated them by using Project Inventory Allocation (10.080.00)

To change lot numbers:

1. Open Transfers (10.040.00).
2. In Transfer Type, select 2-Step.
3. Enter the inventory ID and quantity of the item for which you are changing the lot number(s).
4. Click Lot/Serial. The software selects the lot numbers based on the item’s issue method.
   
   Note: You can change the lot number selected, but you must select a number listed in the lot history for the item. Note that you are not assigning the new lot number(s) in this step.
5. Click Save on the toolbar. Make a note of the transfer number assigned to the batch.
6. Run the Release IN Batches (10.400.00) process to release batch transactions for posting to General Ledger. See “Inventory Batches” on page 64 for more information. This step decreases quantity on hand for the inventory items at the “from” location and increases quantity on hand for the inventory items at the “to” location. If Batch Handling is set to Release Now, Transfers (10.040.00) will automatically call Release IN Batches (10.400.00).
7. Open Receipts (10.010.00).
8. In Transfer Number, type the number you noted in step 5, or press F3 to open a possible values list of all available two-step transfers that can be received.
9. The software will automatically generate the detail transfer transaction information. The automatically assigned lot number will be the same as the lot number issued for the transfer. Click Lot/Serial to override the lot number assigned to the transaction.
10. Run the Release IN Batches (10.400.00) process to release the transaction batches for posting to General Ledger. This step increases quantity on hand for the inventory items. If Batch Handling is set to Release Now, Receipts (10.010.00) will automatically call Release IN Batches (10.400.00).
Updating Lot/Serial Number Status

You might use this procedure when certain lots or serial numbers are put on hold when received (for example, when items need to be inspected before they can be released for sale). See “Lot / Serial Numbers (10.360.00)” on page 296 for more information.

To update lot/serial number status:
1. Open Lot / Serial Numbers (10.360.00) and enter the inventory ID for the item.
2. Enter either the Lot/Serial Number or the Manufacturer Lot/Serial Number.
3. Change the status of the lot or serial number. The choices for Status are Available and On Hold.
4. Click Save on the toolbar.
Inventory Batches

Editing and Voiding Inventory Batches

Use the following procedure to edit and delete inventory batches that have not been completed or posted.

To edit inventory batches:
1. Open the transaction entry screen for the type of batch you want to edit and enter an existing batch number for a batch that has not been completed or posted. Do this by placing the cursor in Batch Number and pressing F3 (or double-right-clicking). Batch List is displayed, showing you the existing batches from which you can select.
2. Make changes to the batch as needed, and click Save on the toolbar to save, or Finish to save the changes and release the batch for processing if Batch Handling has been set to Release Now.

To void inventory batches:
1. Open the transaction entry screen for the type of batch to void and enter the Batch Number. To view a list of batches to choose from, place the cursor in Batch Number and press F3 (or double-right-click). Batch List is displayed, showing the existing batches from which you can select.
2. Click the Delete button on the toolbar. The software prompts you for the correct action:
   - Yes — Delete the batch (all batch information is removed from the database and any reserved inventory items are made available).
   - No — Stop the delete function (all information related to the batch is retained in the database).

Releasing Inventory Batches

Use the following procedure to release transaction batches for posting to the general ledger. See “Release IN Batches (10.400.00)” on page 333 for more information.

Note: Batches can have a status of Balanced, Partially Release, or Completed before they are released in Release IN Batches (10.400.00). A batch created by the Purchase Order module is the only type of batch that will be displayed in Release IN Batches (10.400.00) with the status of Completed.

To release inventory batches using Release IN Batches (10.400.00):
1. Open Release IN Batches (10.400.00).
2. If you want to release all unposted batches, click Select All. Otherwise, click Clear Selections and use Selected to indicate which batches should be posted.
3. Click Begin Processing. The batches are released for processing, which includes updates to quantity on hand, quantity available, and quantity allocated. If Automatic Batch Reports is selected in GL Setup (01.950.00), a batch control report will be printed. Otherwise, see “Reprinting Batch Control Reports” on page 65.

Batches can be released immediately after they are entered in one of the transaction entry screens by choosing Release Now in Batch Handling.
To release inventory batches during transaction entry:
1. Open the transaction entry screen for the type of batch you want to enter, and complete the transaction entry.
3. Click Finish on the toolbar to save the batch to release the batch.
4. The Process Status (10.400.00) dialog box appears, showing the release progress. If the batch has been processed without any errors and is not suspended, Process Status (10.400.00) will close automatically. If the batch has not processed without errors and has a partially released status, Process Status (10.400.00) will not close automatically. It will display the file name of an event log that was captured to assist with determining why the batch failed to process properly. The example in the following figure illustrates a case where the batch has not been successfully processed. Click OK to close the dialog box. (This dialog box also displays when you release batches in Release IN Batches (10.400.00).)

![Process Status (10.400.00)](image)

Figure 3: Process Status (10.400.00)

5. After a batch has been released, if Automatic Batch Reports has been selected in GL Setup (01.950.00), a batch control report that lists all batches entered is automatically generated.
6. Use Post Transactions (01.520.00) in General Ledger to post released batches if Update GL for All Inventory Transactions was selected in IN Setup (10.950.00). If Update GL for All Inventory Transactions was not selected in IN Setup (10.950.00), the batches will have a status of Completed.

Reprinting Batch Control Reports

Use the following procedure to reprint batch control reports, or to print one for the first time if you did not select Automatic Batch Reports in GL Setup (01.950.00). See “Reprint IN Batch Control Reports (10.410.00)” on page 336 for more information.

To reprint batch control reports:
1. Open Reprint IN Batch Control Reports (10.410.00).
2. If you want to print all batch reports, click Select All. Otherwise, click Clear Selections and use Selected to indicate which batches should be posted.
3. Select options and enter field information as required.
4. Click Begin Processing.
Revising Costs
The following procedures describe how to perform revisions to standard costs. For standard costs, you can update costs individually using Inventory Items (10.250.00), or you can perform mass updates as described in the following procedures.

Revising Pending Costs
Use this procedure to update pending standard costs whenever you will be making similar cost changes to multiple items. This process provides an alternative to updating each of these items one at a time using Inventory Items (10.250.00), and provides a number of ways to automatically compute the changes.

This procedure is typically used toward the beginning of the standard cost update cycle in preparation for the start of a new fiscal year. It is used to load initial values into pending standard cost fields. You can then review and analyze these values using reports and modify them individually until they are ready to become current standard costs. See “Update Pending Costs / Rates (10.520.00)” on page 338 for more information about this process.

To update pending standard costs:
1. Open Update Pending Costs / Rates (10.520.00).
2. Select the pending cost/rate update option and the method of update.
3. If you want to update pending costs for every item in Inventory with a valuation method of Standard Cost, select All and click Begin Processing.
4. If you want to choose a specific inventory item or product class to update, select Specific and enter the inventory or product class ID.
5. Click Refresh to load the inventory items or product classes into the grid for processing
6. Enter the Change Amount/Percent to set the direct, variable, or fixed pending costs.
7. Click Begin Processing.
8. Print and review the Standard Cost Change Preview (10.635.00) report to see your current standard costs and pending standard costs side by side, along with the extended costs of current on-hand inventory based on both current and pending (proposed) standard costs. It is recommended that you use the descending sort on the extended variance amount. This sort highlights major impact changes as well as mistakes where the pending cost is abnormally low or high, resulting in a larger than expected variance.

Revising Standard Costs
Use Update Standard Costs from Pending (10.530.00) to perform a mass update to standard costs and/or to perform an inventory revaluation for some or all standard cost items. This procedure is typically used at the end of the standard cost update cycle in preparation for the start of a new fiscal year. However, it may be used at any time during the course of a fiscal year to update standard costs and/or revalue the inventory position. This procedure is used after pending standard costs have been computed, reviewed, and analyzed, and are ready to become current standard costs. See “Update Standard Costs from Pending (10.530.00)” on page 341 for more information about this process.

At a high level, follow the process listed below:
1. Run Update Standard Costs from Pending (10.530.00) to update component standard costs if they have any pending changes with an effective date equal to or prior to today’s date.
2. Run Update Kit Standard Cost (10.551.00) to calculate a new pending standard cost for the kits from the current cost of the components with today’s date for the pending date. Steps 2 through 4 below are required only if there are standard cost kits defined.
3. Run Update Standard Costs from Pending (10.530.00) again to update the kit’s current cost.
4. If subassemblies have been defined (a kit can be a component of another kit) repeat steps 1 and 2 below for each level of subassembly you need.
Use the following detailed procedure to update standard costs or revalue inventory:

1. Open Update Standard Costs from Pending (10.530.00).
2. Select your standard cost update option. Your choices are:
   - Revaluation of Inventory — This option performs an inventory revaluation for all Standard Cost valuation items to correct any variance between the calculated total cost and actual total cost. This option does not establish new standards nor does it transfer the Pending Standard Cost values to the Current Standard Cost fields.
   - Apply Pending Standard Cost Changes — This option processes all items of Standard Cost valuation method, transfers pending standard costs to current standard costs based on user specified effective date, and revalues inventory accordingly based on new standard costs.
   - Product Class — This option applies pending standard cost changes by product class.
3. Enter field information as required. See “Update Standard Costs from Pending (10.530.00)” on page 341 for more information about the fields in this screen.
4. Click Refresh to loads the items into the grid for processing.
5. Click Begin Processing.

Revising Standard Costs for an Individual Item or Site

An item’s standard cost can be changed at any time. If it is changed, only the valuations of subsequent inventory transactions are affected. When changing an item’s standard cost, you also must change the value of its on-hand inventory. This can be done for an individual item, site, or selected items associated with a particular site as follows:

1. Open Inventory Sites (10.255.00).
2. Choose the Inventory ID and Site of the item you want to change.
3. Click the Cost/Price tab.
4. In the Standard Costs, Pending area, type the current date in Date.
5. Enter the new costs as needed in Direct, Fixed Overhead, and Variable Overhead.
6. Click Save on the toolbar.
7. Open Update Standard Costs from Pending (10.530.00).
8. In Standard Cost Update Option, choose Apply Pending Standard cost changes.
9. In the Items area, click Specific to update individual items.
10. To update the cost for a specific inventory item, type the identifier in Inventory ID. To update costs for a specific site, type the site’s identifier in Site ID.
11. Click the Refresh button.
12. Click Begin Processing. The process will update the current standard costs with the values in the pending standard cost fields in Inventory Sites (10.255.00) or Inventory Items (10.250.00). The process will also generate and release cost adjustments to revalue any on-hand quantities for the items whose standard costs have changed.

Note: Standard costs can also be changed in Update Pending Costs / Rates (10.520.00). See “Update Pending Costs / Rates (10.520.00)” on page 338 for more information.
Performing Inquiries

The following procedures describe how to perform inventory inquiries.

**Item Inquiries**

Use the following procedure to find an inventory item when some information about the item is known. You can look up items based on description, product class, manufacturing class, and several other item characteristics on an individual basis or in combination as described in the procedures listed below. When *Inventory Item Lookup* (10.210.00) opens, an asterisk (*) is displayed in several fields. These fields allow you to enter partial information when searching for an item.

**Examples:**
- To find an item ID that begins with K, type K* in the Part Number box and click Refresh.
- To find an item ID that ends with K, type *K in the Part Number box and click Refresh.
- To find an item ID that contains a K, type *K* in the Part Number box and click Refresh.

The K in these examples can be replaced with any single character or number. It can also be replaced with multiple characters and numbers.

See “*Inventory Item Lookup (10.210.00)*” on page 131 for more information.

**To look up an item by vendor and site:**

1. Open *Inventory Item Lookup* (10.210.00)
2. Select the Vendor Part Nbr check box.
3. In Vendor ID type the vendor ID you want to search, or press F3 and select the ID from the possible values list.
4. Click Refresh to list all of the items purchased from that vendor.
5. You can enter inventory item information to narrow the inquiry and make it more specific. Select the Single Site check box.
6. In Site ID type the ID of a site you want to search, or press F3 and select the ID from the possible values list.
7. Click Refresh to list all of the items purchased from that vendor in the site selected.
8. Repeat this procedure for any other items you want to review.

**To look up items that have quantity allocated to a specific project ID:**

1. Open *Inventory Item Lookup* (10.210.00)
2. Select the Qty Allocated to Projects check box.
3. In Project ID type the project ID you want to search, or press F3 and select the ID from the possible values list.
4. Click Refresh to list all of the items that have quantity allocated to that project.
5. Repeat this procedure for any other items you want to review.
To look up items that have quantity allocated to any project ID:
1. Open Inventory Item Lookup (10.210.00)
2. Select the Qty Allocated to Projects check box.
3. In Project ID, accept the default asterisk (*).
4. Click Refresh to list all of the items that have quantity allocated to any project.
5. To review the allocations by project ID, click Availability, and then click Inventory Allocated to Projects Inquiry to open Inventory Allocated to Projects Inquiry (10.224.00).
6. Repeat this procedure for any other items you want to review.
Status Inquiries

Use the following procedure to look up the status of a specific inventory item, including quantity, cost, and valuation information.

To look up status information by item:
1. Open Inventory Status Inquiry (10.220.00).
2. Type the inventory ID of the item you want to review. The screen displays setup information about the item, as well as inventory quantities and total cost by site.
3. Click More Item Information to open Inventory Items (10.250.00) to review or update setup information for the item.
4. Click Location to view the item’s quantity information at each site and warehouse location.
5. Click Costs to view cost information, including cost layers, for the item.
6. Click Transaction Detail to view current and historical inventory transactions that include the item.
7. Click Work Orders to view current and historical work orders that create supply of the item or work orders that require use of the item.
8. Click OM Documents to view current and historical sales orders and shippers that include the item.
9. Click Purchase Orders to view the item’s current and historical purchase orders.
10. Click Physical Inv to view the item’s physical inventory status.
11. Click Replenishment to view inventory replenishment information for the item.
12. If this is a lot or serial number-controlled item, click Lot/Serial to open Lot / Serial (10.229.00), which displays status and history information for the lot/serial numbers for the item.
13. Click Item History to view the item’s period- and year-to-date purchase and sales information.
14. Click Availability to view the item’s Order Management planning and available-to-promise information.
15. Repeat this procedure for any other items you want to review.
Project Allocated Inventory Inquiries

Use the following procedure to look up the status of project allocated inventory.

**To look up project allocated inventory information:**

1. Open *Inventory Allocated to Projects Inquiry* (10.224.00).
2. Type part or all of the following for the item you want to review:
   a) *Inventory ID*
   b) *Site ID*
   c) *Project ID*
   d) *Task ID*
3. In *Allocation Date*, specify a date range. (optional)
4. Click to select or click to clear *include project inventory with no qty remaining to issue*.
5. Click *Refresh*.
6. Click *Activity* to view the item’s project allocated inventory activity.
7. If this is a lot or serial number-controlled item, click *Lot/Serial* to open *Lot / Serial History* (10.224.02), which displays status and history information for the lot/serial numbers for the item.
8. Repeat this procedure for any other items you want to review.
Generating and Printing Reports

For complete descriptions of the Inventory reports that Microsoft Dynamics SL offers, see the “Reports.”

To generate Inventory reports:
1. Open the Inventory menu, select the Reports option, and select the name of the report you want to view or print.
2. Select the format, sort order, and selection criteria for the report output. For an explanation of the standard report option fields used to generate reports, see the System Manager online help or user guide for more information. Also see the specific report description in the “Reports” section.
3. Click Printer Options to change the destination of the report output (display, file, or printer).
4. Click Print to generate the report.

To print an Inventory report using the Application Server:
1. Open the Inventory menu, select the Reports option, and select the name of the report you want to print.
2. Complete the fields and options on each tab of the ROI screen. See the System Manager online help or user guide for more information.
3. From the toolbar, choose Edit | Submit to Application Server. See the Application Server online help for information on completing this process.
Closing Inventory

The following procedures explain how to close the Inventory module for an accounting period, perform integrity checks, and delete archive detail.

- Closing facilitates balancing inventory accounts to the appropriate accounts in the general ledger. It also performs certain system housekeeping functions such as deleting transactions not needed by the Inventory module and setting period-to-date (PTD) fields to zero.
- Integrity checking validates that the Inventory database is in order.
- Deleting archive detail removes specified inventory items from the active database(s).

In general, you should perform system maintenance procedures in the order listed below.

Validating Inventory (Integrity Checking)

You should validate inventory on a consistent basis. See “IN Integrity Check (10.990.00)” on page 346 for more information.

To validate inventory:
1. Exit Microsoft Dynamics SL and back up the transaction database and log file. Refer to the System Manager online help or user guide for more information.
2. Sign back onto Microsoft Dynamics SL and open IN Integrity Check (10.990.00).
3. Select Validate Inventory.
4. Click Begin Processing.
5. If the software discovers an error, an event log is generated. The event log provides important information, but only supplies item and site values. To identify the exact source of the inconsistency, generate the following reports:
   - Inventory Items (10.600.00)
   - Inventory Valuation (10.620.00)
   - Inventory Trial Balance (10.630.00)
6. After you locate the source of the inconsistency, rebuild the information using the “Rebuilding Inventory” procedure on page 74.

Pre-Closing Inventory

Pre-closing Inventory allows you to check that you are ready to close the Inventory module for the period.

To pre-close Inventory:
1. Review open inventory files to ensure that all documents (sales, receipts, adjustments, etc.) have been entered for the period.
2. Generate the IN Edit (10.810.00) report and check for any open inventory batches.
3. Release any open inventory document batches identified in step 2. See “Inventory Batches” on page 64 for more information.
4. Open General Ledger’s Post Transactions (01.520.00) and click Begin Processing. This process will post released batches of transactions to the appropriate general ledger accounts. See the General Ledger online help or user guide for more information.
5. Print the following reports to assist in balancing inventory records to the general ledger:
   - Inventory Valuation (10.620.00)
   - Trial Balance (01.610.00) in the General Ledger module
6. Compare the account totals of the Inventory Valuation (10.620.00) report to the amount shown for the corresponding inventory account on the Trial Balance (01.610.00) report. If the figures
match, you are ready to close the Inventory module for the period. (Go to step 8.) If they do not match, Generate the GL Transactions (01.680.00) report and:

- Review the inventory accounts and subaccounts to see if any transactions have been entered as journal entries through the General Ledger module and not through the Inventory module.
- Determine if any inventory transactions have been entered to future general ledger periods.

7. Fix any errors and then repeat steps 4, 5, and 6. If you still cannot find the error, you will need to rebuild inventory information using IN Integrity Check (10.990.00). See “Rebuilding Inventory” on page 74 for more information.

If the period end is also the year end, complete a physical inventory before proceeding. Refer to “General Physical Inventory Procedures” on page 77 for more information.

Rebuilding Inventory

Use this procedure when you discover inconsistent item history, quantity, or cost information. Refer to “IN Integrity Check (10.990.00)” on page 346 for more information.

To rebuild inventory:
1. Exit Microsoft Dynamics SL and back up the transaction database and log file. Refer to the System Manager online help or user guide for more information.
2. Sign back onto Microsoft Dynamics SL and open IN Integrity Check (10.990.00).
3. If it was determined by running reports or reviewing Inventory Item History (10.251.00) that the history for items is incorrect, select Rebuild Inventory Item History.
4. If it was determined by running reports or reviewing Inventory Items (10.250.00) that inventory quantities are incorrect, select Rebuild On Order Quantities.
5. If it was determined by running the Validate Inventory integrity check that on-hand quantity and cost information is inconsistent, select Rebuild Item Quantities and Costs.
6. Click Begin Processing. The software rebuilds the information you selected.

Closing Inventory for the Period or Year

To close the Inventory module for the period/year in the general ledger:
1. Exit Microsoft Dynamics SL and back up the database and transaction log file. Refer to the System Manager online help or user guide for more information.
2. If using the Financial Statement Translation module and the Bi-Monetary Inventory Tracking feature in the Inventory module, run the Historical Rate Update (25.540.00) process for each of the translation definitions affected.
3. Sign on to Microsoft Dynamics SL and open General Ledger’s Closing Process (01.560.00).
4. Verify the current fiscal period.
5. When closing for a period, select Period under Closing Type. When closing for a year, select Year.
6. Select Delete Detail if you want to delete obsolete activity detail in Inventory.
7. Click Begin Processing.
Deleting Inventory Items from the Database

To delete an inventory item that you no longer need:

1. Make sure that the inventory quantity balance is equal to zero and that the inventory cost balance is equal to zero by using the Include Zero Balance format of the Inventory Valuation (10.620.00) report.
2. Make sure that the inventory item is not on any open sales orders, purchase orders, work orders, kits, bills of material, or unreleased inventory batches.
3. Open the Inventory Items (10.250.00) screen
4. In the Inventory ID box, type the inventory ID you would like to delete.
5. Click Delete on the toolbar or press DELETE on the keyboard.
6. A confirmation message will appear asking if you are sure you want to delete this item. If the inventory item is not being used elsewhere in the system, the item will be deleted.
Performing a Physical Inventory

Introduction to Performing a Physical Inventory
This section provides a general set of procedures for performing a physical inventory, organized in stages. Then it provides specific procedures you can use to fine-tune the physical inventory process for your organization.

General Physical Inventory Procedures
This section explains how to count items and/or locations in a given inventory site and update inventory with the book-to-physical adjustments. See “Physical Inventory” on page 29 for more information.

Make sure that all batches that can affect inventory are released prior to beginning a physical count. While you are counting your items, do not move inventory into or out of the warehouse.

Note: Users must not create or release new batches that affect inventory (from the Purchasing or Order Management module for example) from the time that you generate inventory tags until you have fully released all physical inventory adjustment batches.

For more information on processing options, see the appropriate description in the “Physical Inventory Screens” section.

Selecting Items or Locations to Count
Use this procedure to select items or locations to count and take a snapshot of (freeze) inventory quantities. You can run either a full physical inventory (all items/locations with a count status of available will be included) or a cycle count (only selected items/locations will be included). See “Physical Inventory” on page 29 for more information. And see “Generate Inventory Tags (10.395.00)” on page 323 for complete descriptions of the fields in this screen.

Note: If you are cycle counting using ABC codes, movement classes, or cycle count IDs, you need to define these codes using the appropriate maintenance screen before conducting the cycle count.

To select items or locations to count:
1. Open Generate Inventory Tags (10.395.00), and on the Item Selection tab, assign a Physical Count ID. The ID you enter uniquely identifies this physical inventory and appears on all other physical inventory screens and reports to specify which inventory you are processing. If you are creating a new physical inventory, enter a physical count ID that does not exist in the system. If you want to modify the items or locations selected for a previous physical inventory, enter an existing physical count ID.

Note: A snapshot is a record of inventory quantities when they were frozen. If the status is In Progress, the items or locations selected are added to the items and locations that already exist for this physical inventory ID. The old snapshot of quantities is preserved, but a new snapshot is taken for the items and locations that are added.

2. In the screen header, enter the site ID where the physical inventory will be taken, the date of the count, and a description of the physical inventory.

3. In the Physical Inventory or Cycle Count list, choose whether you want to run a full physical inventory or a cycle count.

4. If you are cycle counting, indicate in the Select Items or Locations list whether you want to count items or locations, and choose a cycle count selection method.
5. On the Other Options tab, indicate how you want to order your tags/lines—by location ID, item ID, item description, product class, or a user-specified field. See “Tagged vs. Untagged Inventories” on page 30 for more information.

**Note:** Choose this option carefully. It determines the sequence of tags for the following:

- *Physical Count Entry* (10.390.00)
- *Physical Inventory Review* (10.391.00)
- *Physical IN Count Sheets* (10.850.00) report
- *Print Tags* (10.852.00) report
- *Physical IN Variance Preview* (10.853.00) report

6. Enter the first tag/line number for the physical inventory. If you selected **Tag Controlled Physical Inventories** in **IN Setup** (10.950.00), then enter the first tag number to use for this inventory. The default value will be the last number used + 1. If you did not select **Tag Controlled Physical Inventories** in **IN Setup** (10.950.00), then you are using line numbers. This field is set to 1 and skipped. See “Tagged vs. Untagged Inventories” on page 30 for more information.

7. Enter the number of blank tags you want to create. Blank tags have no item, lot/serial number, location, or book quantity. They default to a void status and can be used for unexpected items or items in unexpected locations (for example, items or locations that the software did not know about and for which no specific tags were created). See “Handling Unexpected Items and Items in Unexpected Locations” on page 82 for more information.

**Note:** Alternatively, you can insert new tags/lines in *Physical Inventory Review* (10.391.00). The advantage to creating blank tags in *Generate Inventory Tags* (10.395.00) is that you can preserve the contiguous tag sequence. If you insert a new line in *Physical Inventory Review* (10.391.00), it may not be contiguous if another physical inventory was generated after the first one.

8. Select whether you want to create tags/lines for items/locations with book quantity of zero (no quantity-on-hand).

9. Click **Begin Processing**. The software takes a snapshot of inventory quantities.

### Printing Count Sheets and Tags

Use the following procedure to print tags and count sheets that help you perform a physical inventory. Typically, use count sheets for cycle counts, and tags for full physical inventories. Count sheets and tags can also be used together if you want to leave the tags attached to your items but record the physical counts on count sheets which are then used for data entry. The tags can then be used for recording any quantities that move into or out of inventory during the book-to-physical reconciliation.

1. If you are using count sheets, print the **Physical IN Count Sheets** (10.850.00) report. You can select whether to include book quantities on the count sheet.

2. If you are using tags, print them using the **Print Tags** (10.852.00) report. You can specify all tags or select a range of tag numbers or a specific tag status to print. You can also use this report to reprint tags or print blank tags.
Performing a Physical Inventory

Recording Physical Inventory Counts

Use the following procedure to record the counts from a physical inventory and to review the tags and variances before updating Inventory with the adjustments. See “Physical Count Entry (10.390.00)” on page 307 for complete descriptions of the fields in this screen.

To record physical inventory counts:

1. Using the count sheets and tags, record the physical counts of the inventory items in the selected site. Collect the tags for processing, or record the counts on a count sheet and leave the tags on the items. The latter is preferred if you need to double-check physical counts for items with large variances. Also, the tag is a good place to record quantities added to or removed from inventory after the count is done but before review and reconciliation is complete. Assign tags or count sheets to one or more people to enter count quantities.

2. Open Physical Count Entry (10.390.00) to enter the tag number and physical count quantities for a particular physical inventory. Any number of users can simultaneously access this screen for the same physical inventory. After you enter the Physical Count ID, the only enterable fields on this screen are Tag Number and Physical Quantity. The other fields were originally entered in Generate Inventory Tags (10.395.00) and are display-only.

3. Open Physical Inventory Review (10.391.00) to handle tag exceptions such as voiding or entering items for which no tag was printed. Only one user can access this screen at a time. You can create a new tag number by clicking New Tag Number on the Tag Details tab and typing in the Physical Quantity, Inventory ID, Warehouse Bin Location, Lot/Serial Number, and Unit Cost of the item. A new tag number is automatically assigned and the line type is set to User Entered. Last Tag Number and Total Number of Tags on the Count Information tab are automatically updated. Only one user can access this screen at a time.

4. Run the Physical IN Variance Preview (10.853.00) report to print and review the variances of book to physical quantities and costs.

5. Print the Physical IN Count Sheets (10.850.00) report or the Print Tags (10.852.00) report if you need to re-count any items or print exceptions to be verified such as unusually large variances, voided tags or tags not yet entered.

Updating Inventory with Adjustments

To update Inventory with new physical inventory counts:

1. Open Reconcile Physical Inventory (10.397.00) to update physical inventory history and create inventory adjustment batches that will update inventory quantities and costs.

2. Enter the Physical Count ID, which was set up in Generate Inventory Tags (10.395.00) and cannot be modified in this screen. Only physical inventories with a status of Balanced can be entered here. Use Physical Inventory Review (10.391.00) to set the Status to Balanced.

3. Enter the Period to Post.

4. Enter the Number of Adjustments Per Batch. If you have thousands of inventory items, it may be more convenient to split the adjustments into several batches for easier review of each batch. Any negative quantity adjustments will be allocated when the adjustment transaction is created to prevent over allocation of item quantities.

5. Open Adjustments (10.030.00) to review and release the adjustment batches, use Release IN Batches (10.400.00) to release them, or select Automatically Release Adjustments Batches in Reconcile Physical Inventory (10.397.00) to have them released automatically. Your inventory quantities are now updated with the proper quantity and cost adjustments.
Specific Physical Inventory Procedures

The following inventory procedures describe additional tasks or steps that support your efforts to perform effective physical inventories.

Defining ABC Codes

Use ABC codes to uniquely identify groups of items for a variety of inventory analysis, counting, and reporting functions. See “Physical Inventory” on page 29 for more information. Typically, three codes or groupings are used, but that number (not to exceed three) can be determined by the user. Examples of valid codes are A, B, and C. After they are defined, ABC codes can be associated with inventory items in Inventory Items (10.250.00), and for locations, in Warehouse Bin Locations (10.340.00).

To define ABC codes:
See “ABC Codes (10.381.00)” on page 303 for complete descriptions of the fields used to define ABC codes.

1. Open ABC Codes (10.381.00) and enter a code in ABC Code.
2. Type a description of the code in Description.
3. Enter a count frequency (number of times to count per year).
4. In Accuracy Tolerance %, enter the accuracy objective for the items or locations in this ABC code. For example, if you enter 95, then your objective for the items or locations in this ABC code is 95% accuracy.
5. In ABC Code %, enter the percentage of this item or location that you want to be assigned to this ABC code when you run the ABC Codes (10.861.00) report and ABC codes are recalculated. For example, if you set the ABC Code % to 20% for code A and run the ABC Codes (10.861.00) report, it will assign the top 20% of the most expensive items an A code.
6. Click Save on the toolbar.
7. Repeat steps 1 through 6 for your other ABC codes.
8. Open Warehouse Bin Locations (10.340.00) and enter the appropriate ABC codes for all the locations. You will also need to enter ABC codes when you enter inventory items.
Defining Movement Classes

Use movement classes to group items for a variety of inventory analysis, counting, and reporting functions. See “Physical Inventory” on page 29 for more information.

To define movement classes:
See “Movement Classes (10.382.00)” on page 305 for complete descriptions of the fields used to define movement classes.

1. Open Movement Classes (10.382.00) and enter a code in Movement Class ID.
2. Type a description of the code in Description.
3. Enter a count frequency (number of times to count per year) and an accuracy tolerance for the code.
4. In Percent of Movement in Class, enter the percentage of total inventory movement that you want to fall within this movement class. For example, if you are stratifying all of your finished good items into 10 movement classes and want 10% of sales to fall into each movement class, then enter 10 here.
5. Click Save on the toolbar.
6. Repeat steps 1 through 5 for your other movement classes.
7. Open Warehouse Bin Locations (10.340.00) and enter the appropriate movement classes for all the locations. You will also need to enter movement classes when you define inventory items.

Defining Cycle IDs

Use cycle IDs to group inventory items or locations that you want to cycle count together. See “Physical Inventory” on page 29. Several cycle count selection methods use cycle IDs to ensure that all items/locations will be counted sometime during the year.

To define cycle IDs:
See “Physical Cycles (10.393.00)” on page 322 for complete descriptions of the fields used to define cycle IDs.

1. Open Physical Cycles (10.393.00) and enter an ID in Cycle ID.
2. Type a description of the ID in Description.
3. Enter the accuracy tolerance.
4. Click Save on the toolbar.
5. Repeat this procedure for your other cycle IDs.

Marking Items/Locations to Never Count

You may have items and locations that you never want to include in your physical inventory. For example, you may have items that are obsolete and no quantity is on hand, but the item is being kept in the database for reference. Or you may have locations that are not actual storage locations, but are staging areas where no items are typically kept. You indicate that an item or location should not be counted by giving it a count status of Not Counted.

To mark an item or location to not be counted:

1. For items, open Inventory Items (10.250.00), enter an inventory ID in the header, and enter a value of Not Counted for Count Status in the Physical Cycle tab.
2. For locations, open Warehouse Bin Locations (10.340.00), enter a site ID, and enter a value of Not Counted for Physical/Cycle Count Status.
Handling Unexpected Items and Items in Unexpected Locations

When you run Generate Inventory Tags (10.395.00), a tag is created for each item/location/lot/serial combination found in the Inventory database for the site selected. You may have an item stored in a location different than the location in the database. You may also encounter lot/serial numbers for an item that is no longer in the database.

To handle unexpected items and locations:

1. Generate some blank tags when you run Generate Inventory Tags (10.395.00). You can also create new tags in Physical Inventory Review (10.391.00), but there is no guarantee that contiguous tag numbers will be assigned.

2. Enter the count information for any unexpected items or locations on the blank tags.

3. If you want to move items to the locations where they belong, wait until after the physical inventory is complete. Open Transfers (10.040.00) and update the item’s record to show the quantity decrease at From Warehouse Bin Location and the quantity increase at To Warehouse Bin Location.

For example, suppose that the following tags were generated by Generate Inventory Tags (10.395.00):

<table>
<thead>
<tr>
<th>Tag</th>
<th>Item</th>
<th>Lot/Serial</th>
<th>Location</th>
<th>Book Qty</th>
<th>Physical Qty</th>
<th>Variance Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>00</td>
<td>1</td>
<td>15</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>A</td>
<td>00</td>
<td>2</td>
<td>10</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>(blank)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When you count, you find that 10 of item A are in location 1, 10 in location 2, and 10 in location 3. Since there is no tag for item A/location 3, enter it on a blank tag (#3). Enter the count information on tags as follows:

<table>
<thead>
<tr>
<th>Tag</th>
<th>Item</th>
<th>Lot/Serial</th>
<th>Location</th>
<th>Book Qty</th>
<th>Physical Qty</th>
<th>Variance Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>00</td>
<td>1</td>
<td>15</td>
<td>10</td>
<td>-5</td>
</tr>
<tr>
<td>2</td>
<td>A</td>
<td>00</td>
<td>2</td>
<td>10</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>A</td>
<td>00</td>
<td>3</td>
<td>0</td>
<td>10</td>
<td>+10</td>
</tr>
</tbody>
</table>

If the units of item A in location 3 are not where they belong, and you want to move them to location 1, do not move until after the inventory is complete. Then physically move them using Transfers (10.040.00) as described in step 3.
Using Tag Control
The software provides complete control of the tags used to count your inventory.

To print a list of tags that have not been entered, have been voided, or need to be reprinted:
Run the Physical IN Count Sheets (10.850.00) or Physical IN Variance Preview (10.853.00) report.

To view tag numbers entered on book-to-physical adjustment transactions, do the following:
Run the Print Tags (10.852.00) report.

To view the book and physical counts for each tag kept in the database:
Open Physical Inventory Review (10.391.00).

Handling Items with Quantity-on-Hand of Zero
You have several ways to handle items that have a quantity-on-hand of zero in the Inventory database. Since the software defaults the physical quantity on each tag to zero, you must choose whether or not you want to confirm this for every tag by entering the zero quantity in Physical Count Entry (10.390.00). You can either specify in Physical Inventory Review (10.391.00) that tags with zero book quantity default to status Entered, or use the Mass Update button in this screen to set the status to Entered when other tags have been entered. You can save time by not entering the zero quantities, but you may lose some degree of tag control. We recommend that you use the third option below to save time while retaining full tag control.

To force the entry of zero physical quantities for items with zero book quantities:
1. Open IN Setup (10.950.00) and click the Physical/Cycle tab.
2. Check the option for Default Status for Tags with Book Quantity = 0. All tags with zero book quantity will default to a status of Not Entered. In order to balance a physical inventory, you will need to enter the 0s in Physical Count Entry (10.390.00) to change the status to Entered.

To avoid requiring users to enter zero physical quantities for items with zero book quantities:
1. Open IN Setup (10.950.00) and click the Physical/Cycle tab.
2. Uncheck the option for Default Status for Tags with Book Quantity = 0. All tags with zero book quantity will default to a status of Entered. You can now balance a physical inventory without entering the 0s in Physical Count Entry (10.390.00) to change the status to Entered.

To enable users to set physical quantities for all items with zero book quantities to zero after all other quantities (non-zero counts) have been entered:
1. Open IN Setup (10.950.00) and click the Physical/Cycle tab.
2. Check the option for Default Status for Tags with Book Quantity = 0. All tags with zero book quantity will default to a status of Not Entered.
3. After entering all your non-zero counts in Physical Count Entry (10.390.00), open Physical Inventory Review (10.391.00), Tag Details tab. Click Mass Update and select Set Physical Quantity to 0 on Unentered Tags. All tags with a status of Unentered will have count quantity set to 0 and will have status changed to Entered.
Deleting Physical Inventory Detail
Tags remain in the database until you choose to delete them. They provide a detailed history and audit trail of all book-to-physical variances, but they also consume disk space and clutter up inquiry windows over time.

**To delete physical inventory detail:**
1. Open *Delete Physical Inventory Detail* (10.399.00).
2. The cutoff date for deleting detail defaults from your selection in *IN Setup* (10.950.00). All detail for physical inventories that are completed or voided and that have a count date on or before the date entered will be deleted.
3. Click *Begin Processing*.

Reprinting Lost or Damaged Tags
Tags will occasionally need to be reprinted because they were lost or damaged either before or after the counts were taken and entered into *Physical Count Entry* (10.390.00).

**To reprint lost or damaged tags:**
Run the *Print Tags* (10.852.00) report.
Data Entry Screens

Purpose of Data Entry Screens
On data entry (transaction) screens, you record the receipt, sale, adjustment, transfer, and assembly of inventory items.

Receipts (10.010.00)
Use Receipts (10.010.00) to record the receipt of inventory item shipments including quantity, unit cost, and other receipt-of-goods information. Record receipt of goods information in transaction batches, entering the line-by-line batch details (lines of transactions making up batch information) according to several entry options:

- One transaction line per type of item received (typically used for transaction batches containing several types of items).
- One transaction line per batch (typically used for items received by lot).
- One transaction line per unit received (typically used for large or serialized items).

The entry option you choose depends largely on the inventory valuation method you use. For each item using the FIFO or LIFO valuation method, entering receipt of goods information automatically creates a new cost for the item. Cost layers and valuation methods are used when calculating inventory value.

You can change an item’s valuation method by accessing Inventory Items (10.250.00). Changing a valuation method can occur only for items that have zero quantity on hand. It is not recommended that the valuation method be changed for items that have a transaction history. An item’s valuation method is not stored with historical transaction detail. Changing the valuation method will change the assumptions about the data after the data has already been recorded, which could cause processes that use historical transaction data to improperly calculate values. For Specific Identification valuation method items, if Link to Specific Cost Id is selected on Lot/Serial Number Setup (10.250.01), a lot/serial number must be entered and the Specific Cost ID value will be filled in automatically.

If you select Update GL For All Inventory Transactions in IN Setup (10.950.00), item financial information entered in Receipts (10.010.00) automatically updates the general ledger balance for the accounts payable clearing account and subaccount defined in IN Setup (10.950.00). Without that option set, updating these balances requires you to enter and post the appropriate transactions using the General Ledger or Accounts Payable modules.

If you are using the Purchasing module, you can enter an item’s information into the database via the Purchasing data entry functions. If you use Purchasing to enter an item’s receipt-of-goods information, do not complete Receipts (10.010.00) for the item. Doing so creates duplicate receipt of goods information.

After you release a transaction batch, the software can generate a batch control report that lists all transactions entered for the batch. This report is produced only if you select Automatic Batch Reports in GL Setup (01.950.00). For each batch released, it is good practice to document the batch’s information by generating the IN Edit (10.810.00) report.

The following should be noted:

- All general ledger transactions created in Receipts (10.010.00) use real-time transaction dates. Detail transactions contain the date of the original transaction; summary transactions contain the date when the batch was released.
- During a Save operation, a status bar appears at the bottom of the screen to keep you informed of how the serial number generation process is progressing.
- You can enter a Unit of Measure (UOM) that differs from the default UOM.
- You cannot process serialized items during Transaction Import.
- You can enter prefixes for lot- and serial- controlled items, giving you greater naming flexibility.
- Inventory items under serial number control must be whole numbers (units); the Inventory module does not support fractional units. Lots may be received in fractional quantities.

- **Lot/Serial Number** is enabled only when an item using the Specific Identification valuation method is selected and **Link to Specific Cost Id** is selected on **Lot/Serial Number Setup** (10.250.01). When **Lot/Serial Number** is enabled, **Specific Cost ID** is disabled and automatically filled in when a lot/serial ID value is selected.

![Receipts (10.010.00)](image)

*Figure 4: Receipts (10.010.00)*

Following are the field descriptions for **Receipts (10.010.00)**.

**Batch Number**

**Batch Number** is a code assigned to a transaction batch that uniquely identifies the batch. The software automatically assigns a different number to each batch created according to the batch numbering format you establish in **IN Setup** (10.950.00). This number increments by one (000242, 000243, etc.) for each batch created and cannot be changed. Batch number identification is important for reporting purposes.

**Notes/Attachments (Icon)**

**Notes/Attachments** allows the entry of or attaching a source document regarding the batch. Click the **Notes/Attachments** icon to choose to enter either a note or attach source documents. For more information, see to “Attaching Notes and Source Documents to Data Items” in the Quick Reference user’s guide or help.

**Period to Post**

**Period to Post** specifies the inventory fiscal period and year to which the batch should be posted. For example, the entry 08-1999 posts transactions to the eighth period of fiscal year 1999. The default is the current fiscal period-year. The period to post must belong to a valid fiscal period as specified in **GL Setup** (01.950.00). It applies to the entire batch.
### Status

**Status** indicates the current condition of the transaction batch in the system:

- **Hold (H)** — Not to be released.
- **Balanced (B)** — Ready for release.
- **Completed (C)** — Released with no general ledger impact.
- **Partially Released (S)** — Release has been attempted but failed. Could not be completely released due to an out-of-balance document or other problem.
- **Void (V)** — Batch was voided (deleted).
- **Unposted (U)** — Released for posting to the general ledger but not yet posted.
- **Posted (P)** — Released and posted to the general ledger.

A batch’s status changes only as a result of changing its batch handling value (see **Batch Handling**) before exiting **Receipts (10.010.00)** or, in the case of a balanced or partially released batch, upon accessing **Release IN Batches (10.400.00)**.

### Batch Handling

**Batch Handling** controls the batch management function performed when you complete batch entry. The batch handling options are:

- **Hold** — Save the batch for future editing. To obtain the details of a batch on hold, generate the **IN Edit (10.810.00)** report.
- **Release Later** — Set the batch’s status to Balanced (see **Status**) to prepare for later release for posting in **Release IN Batches (10.400.00)**.
- **Release Now** — Release the batch for posting upon accessing a new or different batch, or on exiting **Receipts (10.010.00)**. The software runs the **Release IN Batches (10.400.00)** process automatically.
- **No Action** — Leave the current batch status unchanged (see **Status**).

### Quantity Control

**Quantity Control** is the unit total of all batch items. For example, a batch comprised of three items with unit quantities of 50, 75, and 30 has a quantity control amount of 155. If a batch’s quantity control amount does not equal its quantity total (see **Quantity Total**), a warning message appears when you attempt to exit the batch. You can adjust the incorrect amounts, give the batch a Hold status (see **Status**) and save it for future editing, or void the batch. Note that the quantity control amount and the quantity total must be equal before you can release the batch for posting.

### Quantity Total

**Quantity Total** is a running unit total of all transactions entered for the transaction batch. As you enter the unit value for each transaction, the **Quantity Total** value increments by the number of units entered. If a batch’s quantity control amount (see **Quantity Control**) does not equal its quantity total, a warning message appears when you attempt to exit the batch. You can adjust the incorrect amounts, give the batch a Hold status (see **Status**) and save it for future editing, or void the batch.

### Transfer Number

**Transfer Number** is an identification number assigned by the software, which is used to track a transfer transaction through the system.

To display a list of all transfer numbers, press F3 (or double-right-click). **InTransit Transfers List** is displayed. To select a transfer number, you can highlight it and click **OK** or double-click on your selection.
Cost Control

Cost Control is the total value of the batch. For example, a batch with items totaling $1,050 has a cost control amount of $1,050. If a batch’s cost control amount does not equal its cost total (see Cost Total), a warning message appears when you attempt to exit the batch. You can adjust the incorrect amounts, give the batch a Hold status (see Status) and save it for future editing, or void the batch. Note that the cost control amount and the cost total must be equal before you can release the batch for posting.

Cost Total

Cost Total is a running amount total of all transactions entered for the batch. As you enter the transactions, the Cost Total value increments by the extended transaction amount entered. If a batch’s cost control amount (see Cost Control) does not equal its cost total, a warning message appears when you attempt to exit the batch. You can adjust the incorrect amounts, give the batch a Hold status (see Status) and save it for future editing, or void the batch.

Receipt Number

Receipt Number links the transaction to a source document such as a purchase order. Transactions are listed with their receipt numbers on these reports:

- IN Transactions (10.680.00)
- Account Distribution (10.690.00)

Receipt Date

Receipt Date specifies when the item is placed in inventory. The receipt date appears with the item on inventory transaction reports. The default date is the current date.

Inventory ID

Inventory ID associates the transaction with a specific inventory item. The ID entered must be that of an existing item record. Normally, inventory items are set up in Inventory Items (10.250.00) prior to transaction entry.

- To display a list of all inventory items, press F3 (or double-right-click). Inventory Item List is displayed. To select an inventory item, you can highlight it and click OK or double-click on your selection.
- To enter a new item’s information on the fly, use the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).

Enter an inventory stock kit ID here only if:

- You are initializing the initial quantity of a stock kit item.
- You have already created the stock kit records in Kit Assembly (10.050.00).
- You have reduced the quantity of the components comprising the kit to reflect the kit assemblies.

A receipt transaction with a stock kit ID increases the quantity and costs of the stock kit but does not decrease the quantity and costs of the individual items making up the stock kit.

For a non-stock kit, do not enter its kit ID here. Rather, enter the inventory IDs of its individual components (items).

Inventory Lookup (Icon)

In form view, clicking the Inventory Lookup icon invokes Inventory Item Lookup (10.210.00), which allows you to search for an item by description or attribute.

An alternative to clicking the icon is to place the cursor in Inventory ID and press ALT+F3 to invoke Inventory Item Lookup (10.210.00).
Site ID

**Site ID** associates the item with a specific inventory storage facility (warehouse, distribution center, etc.). Note that **Site ID** is available only if you select **Use Multiple Warehouses** in **IN Setup** (10.950.00).

The ID entered in this field must be that of an existing site record. Normally, site IDs are set up in **Sites** (10.310.00) prior to transaction entry.

- To display a list of all site IDs, press F3 (or double-right-click). **Site List** is displayed. To select a site ID, you can highlight it and click **OK** or double-click on your selection.
- Assigning a default site ID to an item in **Inventory Items** (10.250.00) causes that ID to appear in this field automatically.

Warehouse Bin Location

**Warehouse Bin Location** associates the item with a specific location (bin, bay, rack, etc.) at the storage facility (see **Site ID**).

- To display a list of all locations, press F3 (or double-right-click). **Valid Locations List** is displayed. To select a location, you can highlight it and click **OK** or double-click on your selection.
- Assigning a default warehouse location to an inventory item in **Inventory Items** (10.250.00) causes that location to appear in this field automatically.

Quantity

**Quantity** is the total number of item units received. This quantity appears on reports listing the transaction.

UOM

**UOM** is a description of the stocking unit of measure, or basic quantity (each, case, etc.), by which the item is stocked in inventory. This description appears on reports listing the transaction. The unit description you enter must be set up in **Unit Conversions** (10.270.00).

- To display a list of all units of measure, press F3 (or double-right-click). **Inventory Unit List** is displayed. To select a unit of measure, you can highlight it and click **OK** or double-click on your selection.
- Assigning a default unit description to an item in **Inventory Items** (10.250.00) causes that description to appear in this field automatically.

Normally the unit description by which an item is received and by which it is stocked is the same. If the receiving unit is different from the stocking unit, enter the receiving unit description here.

Lot/Serial Number

**Lot/Serial Number** is enabled only when a Specific Identification valuation item with **Link to Specific Cost Id** selected on **Lot/Serial Number Setup** (10.250.01) is entered on a row. When **Lot/Serial Number** is enabled, **Specific Cost ID** is disabled.

- To display a list of all available lot/serial numbers, press F3 or double-right-click. **Available Lot/Serial Numbers List** is displayed. This list includes the quantity available for each lot/serial number. To select a number, highlight it and click **OK** or double-click on it.
- For Specific Identification items that are linked to lot/serial numbers, selecting or updating the lot/serial number in this field will update **Specific Cost ID** and the lot/serial number displayed on **Lot/Serial Assignment** (10.070.00).
- This field displays the lot/serial number of any lot/serial-controlled item that has only a single lot/serial number associated with the row.
- For lot/serial-controlled items where multiple lot or serial numbers are associated with the row, this field displays an asterisk (*).
Specific Cost ID

Specific Cost ID is a user-defined alphanumeric value that identifies a particular cost layer for an item. This field is enabled only for inventory items that use the Specific Identification valuation method where Link to Specific Cost ID is not selected on Lot/Serial Number Setup (10.250.01). This field is disabled and automatically filled in for inventory items that use the Specific Identification valuation method where Link to Specific Cost ID is selected on Lot/Serial Number Setup (10.250.01) when a lot/serial number is entered.

Unit Cost

Unit Cost is the per-unit purchase price of the item.

If the item uses the FIFO, LIFO, or Specific Identification valuation methods, the unit cost is the item’s per-unit cost the last time it was received. This value is maintained in Last Cost on the Inventory Sites (10.255.00), Costs tab and Last on the Inventory Items (10.250.00), Cost/Price tab.

If the item uses the Average Cost method, the unit cost is the average per-unit purchase cost of the item. This value is maintained in Average Cost on Inventory Items (10.250.00). Note that if you enter the extended amount for an item directly (see Extended Cost), the system will automatically calculate the unit cost by dividing the extended cost by the quantity entered. If the extended cost of the transaction is known at the time of entry, having the screen calculate the unit cost is the preferred method. Calculating the extended cost by multiplying the rounded unit cost by the quantity can cause a natural rounding variance.

If the item uses the Standard Cost method, the software automatically displays the item’s standard unit cost (you cannot change this type of unit cost in this screen) and skips to Extended Cost. The unit cost for a standard cost item is maintained in Standard Cost on Inventory Sites (10.255.00) and Inventory Items (10.250.00). If Material Overhead Calculation on IN Setup (10.950.00) is set to When Received, the standard cost is used. Otherwise, the direct standard cost is used.

If the item uses a user-specified method, the user is expected to enter the unit cost for each transaction.

Extended Cost

Extended Cost represents the extended amount (quantity times unit cost) of the item. The extended amount is automatically calculated based on the values at Quantity and Unit Cost. Note that if the item uses a User-Specified valuation method, no extended transaction amount is displayed and one cannot be entered. You enter the item’s extended transaction amount each time its units are sold.

Reason Code

Reason Code is a user-specified code that provides a reason for an inventory adjustment. Reason codes are defined with associated descriptions in Reason Codes (10.350.00) and appear on the Reason Codes (10.830.00) report. If a reason code has a default account/subaccount defined, that account/subaccount is used for the adjustment transaction.

To display a list of all reason codes, press F3 (or double-right-click). Reason Code List is displayed. To select a code, you can highlight it and click OK or double-click on your selection.

Find Item (button)

Find Item launches Inventory Item Lookup (10.210.00), where you can search for an item by description or attribute.

Lot / Serial (button)

Click Lot / Serial to display Lot/Serial Assignment (10.070.00), where the software processes the specific lot or serial number information for an item. This button is active only if the item is lot or serial numbered and the assignment method is When Received Into Inventory. If you are changing the transaction quantity of a lot or serial item, Lot/Serial Assignment (10.070.00) is displayed automatically. See “Lot/Serial Assignment (10.070.00)” on page 121 for more information.
Issues (10.020.00)

Use Issues (10.020.00) to enter batches of sales transactions (invoices, debit memos, or credit memos) when you sell inventory items. Also use this screen to re-enter information for items sold but later returned. Transactions entered in this screen automatically update inventory sales totals, available quantities, and on-hand quantities. Invoices, debit memos, and credit memos can be entered into Issues (10.020.00) only if the Order Management module is not installed. Inventory sales totals are updated only for invoices, debit memos, and credit memos.

If Update GL For All Inventory Transactions is selected in IN Setup (10.950.00), financial information entered in this screen automatically updates the general ledger balance for the accounts receivable clearing account and subaccount set up in IN Setup (10.950.00) for invoice, debit memo, and credit memo transaction types. Without that option set, updating these balances requires you to enter appropriate transactions in General Ledger's Journal Transactions (01.010.00).

If the Order Management module is installed, inventory sales transactions are typically entered using Order Management data entry functions. Use Issues (10.020.00) to enter inventory sales batches only when Order Management is not installed.

If you wish to issue materials from stock for general use (not to a work order), use Issues (10.020.00) to perform this function. For example, if cleaning liquid is sold, it is defined as an inventory item so it can be easily purchased, and it is stocked so that the current quantity on hand can be easily monitored. Every time a jug of cleaning solution is removed from stock, it can be issued from inventory to reduce the on-hand quantity. Note that it is not sold via a sales order; it is simply issued for use, and this reduces the quantity on hand.

If stock needs to be issued from inventory as material received into a work order, then the inventory items must be issued from within the Work Order module using Material Issues (12.400.00). The Work Order material issues process performs special tasks to properly move the costs of materials issued to work orders to the associated WIP accounts. Do not use Inventory's Issues (10.020.00) to issue inventory items to work orders, as this will not properly tie the material issue to a target work order.

If you wish to issue materials from project allocated inventory stock to a project, use Issues (10.020.00) to perform this function. For example, if cleaning liquid is allocated to a project, it is defined as an inventory item so it can be easily purchased, and it is stocked so that the current quantity on hand and quantity available can be easily monitored. Every time a jug of cleaning solution is used for the project, it can be issued from inventory to reduce the project inventory allocation.

After a transaction batch is released, the software can generate a batch control report that lists all transactions entered. This report is produced only if you select Automatic Batch Reports in GL Setup (01.950.00). For each batch released, it is good practice to document the batch information by generating the IN Edit (10.810.00) report.

The following should be noted:

- All general ledger transactions created in Issues (10.020.00) use real-time transaction dates. Detail transactions contain the date of the original transaction; summary transactions contain the date when the batch was released.
- Non-stock items can be issued without specifying a warehouse bin location.
- Issues (10.020.00) can select the correct cost for a returned item using a specific ID valuation. This feature ensures that a returned item uses the correct cost value rather than the amount paid for the item most recently.
- When you issue project allocated inventory to a project, the costing behaves as normal, based on the valuation method assigned to the inventory item in Inventory Items (10.250.00). The cost at the time of issue may differ from the cost at the time of the project commitment or project inventory allocation.
Lot/Serial Number is enabled only when a Specific Identification valuation method item is specified and Link to Specific Cost Id is selected on Lot/Serial Number Setup (10.250.01). When Lot/Serial Number is enabled, Specific Cost ID is disabled and automatically filled in when a lot/serial ID value is selected.

Following are the field descriptions for Issues (10.020.00).

**Batch Number**

Batch Number is a code assigned to a transaction batch that uniquely identifies the batch. The software automatically assigns a different number to each batch created according to the batch numbering format you establish in IN Setup (10.950.00). This number increments by one (000242, 000243, etc.) for each batch created and cannot be changed. Batch number identification is important for reporting purposes.

Note: The Batch List possible values list, which you can access by clicking in Batch Number and pressing F3 or double-right-clicking, shows the Journal Type, so you can distinguish issue batches created in the Work Order module from normal Inventory issue batches.

**Notes/Attachments (Icon)**

Notes/Attachments allows the entry of or attaching a source document regarding the batch. Click the Notes/Attachments icon 📖 to choose to enter either a note or attach source documents. For more information, see to “Attaching Notes and Source Documents to Data Items” in the Quick Reference user’s guide or help.
Period to Post

Period to Post specifies the inventory fiscal period and year to which the batch should be posted. For example, the entry 08-1999 posts transactions to the eighth period of fiscal year 1999. The default is the current fiscal period-year. The period to post must belong to a valid fiscal period as specified in GL Setup (01.950.00). It applies to the entire batch.

Status

Status indicates the current condition of the batch in the system:

- Hold (H) — Not to be released.
- Balanced (B) — Ready for release.
- Completed (C) — Released with no general ledger impact.
- Partially Released (S) — Could not be completely released due to an out-of-balance document or other problem.
- Void (V) — Batch was voided (deleted).
- Unposted (U) — Released for posting to the general ledger but not yet posted.
- Posted (P) — Released and posted to the general ledger.

A batch’s status changes only as a result of changing its batch handling value (see Batch Handling) before exiting Issues (10.020.00) or, in the case of a balanced or partially released batch, on accessing Release IN Batches (10.400.00).

Batch Handling

Batch Handling controls the batch management function performed when you complete batch entry. The batch handling options are:

- Hold — Save the batch for future editing. To obtain the details of a batch on hold, generate the IN Edit (10.810.00) report.
- Release Later — Set the batch’s status to Balanced (see Status) to prepare for later release for posting in Release IN Batches (10.400.00).
- Release Now — Release the batch for posting upon accessing a new or different batch, or on exiting Issues (10.020.00). The software runs the Release IN Batches (10.400.00) process automatically.
- No Action — Leave the current batch status unchanged (see Status).

Cost Control

Cost Control is the total amount of the transaction batch. For example, a batch with items totaling $1,050 has a batch control amount of $1,050. If a batch’s control amount does not equal the batch total (see Cost Total), a warning message appears when you attempt to exit the batch. You can adjust the incorrect amounts, give the batch a Hold status (see Status) and save it for future editing, or void the batch. Note that the batch control amount and the batch total must be equal before you can release the batch for posting.

Cost Total

Cost Total is a running amount total of all transactions entered for the batch. As you enter the transactions, the Cost Total value increments by the transaction amount entered. If a batch’s control amount (see Cost Control) does not equal the batch total, a warning message appears when you attempt to exit the batch. You can adjust the incorrect amounts, give the batch a Hold status (see Status) and save it for future editing, or void the batch.

After you release a batch, the software can generate a batch control report listing all transactions entered for the batch. This report is produced only if you select Automatic Batch Reports in GL Setup (01.950.00).
Type
Type identifies the kind of sales transaction entered. The transaction type options are:

- Invoice — Used to process a sales order.
- Credit Memo — Used to process a return.
- Debit Memo — Used to make a billing adjustment.
- Return — Used to return items to inventory that have been issued out. Return affects inventory and the general ledger in the opposite manner of an Issue. Return does not reallocate the inventory to a project, regardless of whether the original issue was for project allocated inventory. Use Return to Project Allocated in that case.
- Return to Project Allocated — Used to return items to inventory that have been issued out and allocate the items to a project. Return to Project Allocated affects inventory and the general ledger in the opposite manner of an Issue
- Issue — Used for non-sales issues from inventory.

Note: Issue, Return, and Return to Project Allocated affect inventory accounts only; they do not affect sales or accounts receivable accounts. If Order Management is installed, the only transactions available in Issues (10.020.00) are Issue, Return, or Return to Project Allocated (Invoice, Credit Memo, and Debit Memo transactions appear in the Order Management module).

When Type is Issue, Return, or Return to Project Allocated and the account selected is a project related account:

- Project Controller fields are enabled and entries are required (Project ID, Task ID, and Billable).
- Project Controller Status flag is set to 1 in the Inventory Transaction record. This flag is used by the Financial Transaction Transfer (PA.TRN.00) process in the Project Controller module.
- These fields default from the previous grid line: Account, Subaccount, Project, and Task.

Reference Number
Reference Number links the transaction to a source document (invoice, credit memo, or debit memo) containing the details of the transaction. Transactions are listed with their reference numbers on reports. The reference number entered appears as the default in subsequent transaction detail lines.

Inventory ID
Inventory ID associates the transaction with a specific inventory item or kit. The ID entered must be that of an existing item record. Normally, inventory items are set up in Inventory Items (10.250.00) prior to transaction entry.

- To display a list of all inventory items, press F3 (or double-right-click). Inventory Item List is displayed. To select an item, you can highlight it and click OK or double-click on your selection.
- You can enter a new item’s information on the fly using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).

Inventory Lookup (Icon)

In form view, clicking the Inventory Lookup icon invokes Inventory Item Lookup (10.210.00), which allows you to search for an item by description or attribute.

An alternative to clicking the icon is to place the cursor in Inventory ID and press ALT+F3 to invoke Inventory Item Lookup (10.210.00).
Data Entry Screens

Site ID
Site ID associates the item with a specific inventory storage facility (warehouse, distribution center, etc.). Note that Site ID is available only if you select Use Multiple Warehouses in IN Setup (10.950.00). The ID entered in this field must be that of an existing site record. Normally, site IDs are set up in Sites (10.310.00) prior to transaction entry.

- To display a list of all site IDs, press F3 (or double-right-click). Site List is displayed. To select a site ID, you can highlight it and click OK or double-click on your selection.
- Assigning a default site ID to an item (see “Inventory Items (10.250.00)” on page 187) causes that ID to appear in this field automatically.

Warehouse Bin Location
Warehouse Bin Location indicates the location (bin, bay, rack, etc.) within the storage facility (see Site ID) where the item is located.

- To display a list of all locations, press F3 (or double-right-click). Valid Locations List is displayed. To select a location, you can highlight it and click OK or double-click on your selection.
- Assigning a default warehouse location to the item (see “Inventory Items (10.250.00)” on page 187) causes that location to appear in this field automatically.

Project Inventory (button)
Project Inventory is enabled when the Type is Issue, the Inventory ID is a stock item that has quantity allocated to project that has not yet been issued to the project, and Project Controller is set up. Project Inventory launches Project Inventory (10.200.00). Use Project Inventory (10.200.00) to select the allocated inventory that you want to issue.

Purchase Order Number
Purchase Order Number displays the purchase order number that allocated the inventory to the project.

Receipt/Reference Number
Receipt/Reference Number displays the receipt number or the reference number that allocated the inventory to the project.

Receipt/Allocation Line Ref
Receipt/Allocation Line Ref displays the line reference number for the allocation or the receipt that allocated the inventory to the project.

Source Type
Source Type displays the type of the source of the project inventory allocation. Source Type values are:

- Purchase Order Receipt (POR) – from a receipt in Purchasing’s Receipt/Invoice Entry (04.010.00) that has a Receipt For of Goods for Project Inventory and started as a purchase order in Purchase Orders (04.250.00).
- Receipt Only (PRR) – from a line that you add manually to a receipt in Purchasing’s Receipt/Invoice Entry (04.010.00) that had a Receipt For of Goods for Project Inventory.
- Project Inventory Allocation (PIA) – from Project Inventory Allocation (10.080.00).
- Purchase Order from a Sales Order (GSO) – from a receipt in Purchasing’s Receipt/Invoice Entry (04.010.00) that has a Receipt For of Goods for Project Sales Order.
- Return from Issue (RFI) – from a return in Issues (10.020.00) where the Type was Return to Project Allocated.
Inventory

**Quantity**

**Quantity** is the total number of item units sold. This quantity appears on reports listing the transaction. If more inventory is issued than is available, the inventory batch will be either suspended or the quantity will go negative, depending on whether Allow Negative Quantities is selected on the Options tab of IN Setup (10.950.00). The transaction quantity is compared to the quantity available (quantity on hand less quantities allocated by all modules) when issue transactions are entered. If there is not enough quantity available, an error message or a warning will be displayed. The type of message depends on whether negative inventory quantities are allowed. When the transaction is saved, issued quantities are allocated to decrease the quantity available. Returns do not update the quantity available until the transaction is released.

If negative quantity-on-hand is not permitted, a different Quantity, Warehouse Bin Location, Lot/Serial, Site ID, or Inventory ID should be entered so that the quantity issued does not exceed the quantity available.

If negative quantity-on-hand is permitted and the valuation method of an item is Specific Identification, then the associated cost layer will not be allowed to become negative. Unintended results may occur if you transfer Specific ID items with negative quantities on hand in Transfers (10.040.00).

**Note:** A unit quantity must be entered if the transaction’s account number (see Account) is associated with an account category and Units Required is selected in General Ledger’s Chart of Accounts Maintenance (01.260.00).

**UOM**

**UOM** is a description of the stocking unit of measure, or basic quantity (each, case, etc.), by which the item is stocked in inventory. This description appears on reports listing the transaction. The unit description you enter here must be set up in Unit Conversions (10.270.00).

- To display a list of all units of measure, press F3 (or double-right-click). **Inventory Unit List** is displayed. To select unit of measure, you can highlight it and click OK or double-click on your selection.
- Assigning a default unit description to an item in Inventory Items (10.250.00) causes that description to appear in this field automatically.

Normally the unit description by which an item is sold and by which it is stocked is the same. If the sales unit is different from the stocking unit, enter the sales unit description here.

**Unit Price**

**Unit Price** is the per-unit selling price of the item.

**Extended Price**

**Extended Price** represents the extended amount (quantity times unit price) of the item. The software automatically calculates the extended price based on the values at **Quantity** and **Unit Price**. Note that if the item uses a User-Specified valuation method, no extended price is displayed and one cannot be entered. The item’s extended price is entered each time its units are sold.

**Lot/Serial Number**

**Lot/Serial Number** is enabled only when a Specific Identification valuation item with Link to Specific Cost Id selected on Lot/Serial Number Setup (10.250.01) is entered on a row. When Lot/Serial Number is enabled, Specific Cost ID is disabled.

- To display a list of all available lot/serial numbers, press F3 or double-right-click. **Available Lot/Serial Numbers List** is displayed. This list includes the quantity available for each lot/serial number. To select a number, highlight it and click OK or double-click on it.
- For Specific Identification items that are linked to lot/serial numbers, selecting or updating the lot/serial number in this field will update Specific Cost ID and the lot/serial number displayed on Lot/Serial Assignment (10.070.00).
- This field displays the lot/serial number of any lot/serial-controlled item that has only a single lot/serial number associated with the row.
For lot/serial-controlled items where multiple lot or serial numbers are associated with the row, this field displays an asterisk (*).

**Specific Cost ID**

**Specific Cost ID** is a user-defined number that identifies a particular cost layer for an item. This field is enabled only for inventory items that use the Specific Identification valuation method where **Link to Specific Cost Id** is not selected on **Lot/Serial Number Setup** (10.250.01). This field is disabled and automatically filled in when a **Lot/Serial Number** is entered for inventory items that use the Specific Identification valuation method where **Link to Specific Cost Id** is selected on **Lot/Serial Number Setup** (10.250.01).

**Extended Cost**

**Extended Cost** displays the extended total cost (quantity times unit cost) of the item. If you are entering an invoice transaction for an item using a User-Specified valuation method (all non-stock items are user-specified or standard cost), it is possible to enter the item’s extended cost. If the valuation method is Standard Cost, the standard cost is maintained in **Standard Cost** on **Inventory Sites** (10.255.00) and in **Standard** on **Inventory Items** (10.250.00). The direct standard cost is used when **Material Overhead Calculation** in **IN Setup** (10.950.00) is set to When Used From Inventory. Otherwise the standard cost is used.

If an invoice is entered for an item using any other type of valuation method (LIFO, FIFO, etc.), the software does not allow the entry of an extended cost here because the item’s extended cost was already entered in its receipt record on **Receipts** (10.010.00).

If you are entering a credit memo transaction for any valuation method other than Standard Cost, accept the default or enter a different extended cost. For credit memo transactions, the last cost is used to calculate the extended cost for the item.

**Date**

**Date** specifies the date when the transaction occurred as listed on the transaction’s source document. The default date is the current date. The transaction date entered appears as the default in subsequent transaction detail lines.

**Reason Code**

**Reason Code** is a user-specified code that provides a reason for an inventory adjustment. Reason codes are defined with associated descriptions in **Reason Codes** (10.350.00) and appear on the **Reason Codes** (10.830.00) report. If a reason code has a default account/subaccount defined, that account/subaccount is used for the adjustment transaction.

To display a list of all reason codes, press F3 (or double-right-click). **Reason Code List** is displayed. To select code, you can highlight it and click **OK** or double-click on your selection.

**Account**

**Account** specifies the general ledger sales or accounts receivable account updated by the amount of the transaction. The account you enter here must be set up in **Chart of Accounts Maintenance** (01.260.00). The account entered appears as the default in subsequent transaction detail lines.

**Project**

**Project** specifies the project ID from Project Controller module. You must enter a valid project ID. **Project** is disabled if you chose a project allocation in **Project Inventory** (10.200.00). **Project** is required when the **Type** is Return to Project Allocated.

**Task**

**Task** specifies the particular task within the project. You must enter a valid task for the project. **Task** is disabled if you choose a project allocation in **Project Inventory** (10.200.00). **Task** is required when **Type** is Return to Project Allocated.
Subaccount
Subaccount specifies the subaccount updated by the amount of the transaction. Use of subaccounts is optional. If used, the subaccount you enter here must be set up in Flexkey Table Maintenance (21.330.00) and Subaccount Maintenance (01.270.00). The subaccount entered appears as the default in subsequent transaction detail lines.

Billable
Billable defaults from the project and task information.

Find Item (button)
Find Item launches Inventory Item Lookup (10.210.00).

Lot/Serial (button)
Lot/Serial launches Lot/Serial Assignment (10.070.00), where the software processes the specific lot or serial number information for an item. This button is active only if the item is lot or serial numbered. The Lot/Serial button is enabled only for return and credit memo transactions when the assignment method for the item is When Received Into Inventory. Certain lot/serial configurations will automatically display Lot/Serial Assignment (10.070.00) immediately after the quantity has been entered. See “Lot/Serial Assignment (10.070.00)” on page 121 for more information.
Adjustments (10.030.00)

Use Adjustments (10.030.00) to change the quantity and cost information of inventory items. Reasons for adjustments might include shrinkage, scrap, correction of keying errors in already released transaction batches, or unusual transactions. See “Inventory Items (10.250.00)” on page 187 and “Receipts (10.010.00)” on page 85 for information on how to set up item records and enter their quantity and cost information.

In Adjustments (10.030.00), quantity and cost adjustments are made on a net-change basis. You can apply adjustments to entire item records or, when items use the FIFO or LIFO valuation methods, to individual cost layers (separate records of units purchased and received and their per-unit purchase price) within item records. Before adjusting quantity or cost to an item using the FIFO or LIFO methods, generate the Inventory Valuation (10.620.00) report to ensure that you locate the appropriate cost layer to adjust.

For Specific Identification valuation method items, if Link to Specific Cost Id is selected on Lot/Serial Number Setup (10.250.01), a lot/serial number must be entered and the Specific Cost ID value will be filled in automatically.

If you select Update GL For All Inventory Transactions in IN Setup (10.950.00), financial information entered in this screen automatically charges the expense account and optional subaccount set up in IN Setup (10.950.00), as determined by the Reason Code. Without that option set, updating these accounts requires you to enter appropriate transactions in General Ledger’s Journal Transactions (01.010.00).

After you release a transaction batch, the software can generate a batch control report that lists all transactions entered. This report is produced only if you select Automatic Batch Reports in GL Setup (01.950.00). For each batch released, it is good practice to document the batch’s information by generating the IN Edit (10.810.00) report.

The following should be noted:

- You cannot have positive quantity and negative cost info, or vice versa. This is enforced during the adjustment transaction batch release. For example, if you have a quantity of ten on hand, your costs for those ten must be zero or positive — you cannot have ten on hand worth -$1.00 each.

- Adjustments (10.030.00) accesses batches created in Update Standard Costs from Pending (10.530.00) in addition to Adjustments (10.030.00) batches and Reconcile Physical Inventory (10.397.00) batches.

- All general ledger transactions created in Adjustments (10.030.00) use real-time transaction dates. Detail transactions contain the date of the original transaction; summary transactions contain the date when the batch was released.

- Adjustments (10.030.00) accepts fractional quantity adjustments or transfers for lot-controlled items.

- Adjustments (10.030.00) updates Batch Quantity Total, Batch Cost Total, and Extended Cost when Lot/Serial Assignment (10.070.00) returns a changed quantity value.
The **Lot/Serial Number** field is enabled only when a Specific Identification valuation method item is specified and **Link to Specific Cost Id** is selected on **Lot/Serial Number Setup** (10.250.01). When the **Lot/Serial Number** field is enabled, the **Specific Cost ID** field is disabled and automatically filled in when a lot/serial ID is specified.

**Figure 6: Adjustments (10.030.00)**

Following are the field descriptions for **Adjustments (10.030.00)**.

**Batch Number**

**Batch Number** is a code assigned to a transaction batch that uniquely identifies the batch. The software automatically assigns a different batch number to each batch created according to the batch numbering format you establish in **IN Setup** (10.950.00). This number increments by one (000242, 000243, etc.), for each batch created and cannot be changed. Batch number identification is important for reporting purposes.

**Notes/Attachments (Icon)**

**Notes/Attachments** allows the entry of or attaching a source document regarding the batch. Click the **Notes/Attachments** icon to choose to enter either a note or attach source documents. For more information, see to “Attaching Notes and Source Documents to Data Items” in the Quick Reference user’s guide or help.

**Period to Post**

**Period to Post** specifies the inventory fiscal period and year to which the transaction batch should be posted. For example, the entry 08-1999 posts transactions to be posted to the eighth period of fiscal year 1999. The default is the current fiscal period-year. The period to post must belong to a valid fiscal period as specified in **GL Setup** (01.950.00). It applies to the entire batch.
Handling

Handling controls the batch management function performed when you complete batch entry. The batch handling options are:

- **Hold** — Save the batch for future editing. To obtain the details of a batch on hold, generate the *IN Edit* (10.810.00) report.
- **Release Later** — Set the batch’s status to Balanced (see *Status*) to prepare for later release for posting in *Release IN Batches* (10.400.00).
- **Release Now** — Release the batch for posting upon accessing a new or different batch, or on exiting *Adjustments* (10.030.00). The software runs the *Release IN Batches* (10.400.00) process automatically.
- **No Action** — Leave the current batch status unchanged (see *Status*).

Status

Status indicates the current condition of the batch in the system:

- **Hold (H)** — Not to be released.
- **Balanced (B)** — Ready for release.
- **Completed (C)** — Released in *Adjustments* (10.030.00).
- **Partially Released (S)** — Could not be completely released due to an out-of-balance document or other problem.
- **Void (V)** — Batch was voided (deleted).
- **Unposted (U)** — Released for posting to the general ledger but not yet posted.
- **Posted (P)** — Released and posted to the general ledger.

A batch’s status changes only as a result of changing its batch handling value (see *Handling*) before exiting *Adjustments* (10.030.00) or, in the case of a balanced or partially released batch, on accessing *Release IN Batches* (10.400.00).

Quantity Control

Quantity Control is the unit total of all batch items. For example, a batch comprised of three items with unit quantities of 50, 75, and 30 has a quantity control amount of 155. If a batch’s quantity control amount does not equal its quantity total (see *Quantity Total*), a warning message appears when you attempt to exit the batch. You can adjust the incorrect amounts, give the batch a Hold status (see *Status*) and save it for future editing, or void the batch. Note that the quantity control amount and the quantity total must be equal before you can release the batch for posting.

Quantity Total

Quantity Total is a running unit total of all transactions entered for the batch. As you enter the unit value for each transaction, the Quantity Total value increments by the number of units entered. If a batch’s quantity control amount (see *Quantity Control*) does not equal its quantity total, a warning message appears when you attempt to exit the batch. You can adjust the incorrect amounts, give the batch a Hold status (see *Status*) and save it for future editing, or void the batch.

Cost Control

Cost Control is the total amount of the batch. For example, a batch with items totaling $1,050 has a cost control amount of $1,050. If a batch’s cost control amount does not equal its cost total (see *Cost Total*), a warning message appears when you attempt to exit the batch. You can adjust the incorrect amounts, give the batch a Hold status (see *Status*) and save it for future editing, or void the batch. Note that the cost control amount and the cost total must be equal before you can release the batch for posting.
Cost Total

Cost Total is a running amount total of all transactions entered for the batch. As you enter the transactions, the Cost Total value increments by the extended transaction amount entered. If a batch’s cost control amount (see Cost Control) does not equal its cost total, a warning message appears when you attempt to exit the batch. You can adjust the incorrect amounts, give the batch a Hold status (see Status) and save it for future editing, or void the batch.

Adjustment Number

Adjustment Number is a unique user-defined code assigned to an adjusting batch to help identify the different adjusting batches. Adjusting transactions are listed on inventory reports with their batch number in the Ref No column.

The software gives each adjustment transaction the AJ (adjustment) transaction type. This transaction type appears on reports as part of the transaction’s details.

Inventory ID

Inventory ID associates the transaction with a specific inventory item. The ID entered must be that of an existing item record. Normally, inventory items are set up in Inventory Items (10.250.00) prior to transaction entry.

- To display a list of all inventory items, press F3 (or double-right-click). Inventory Item List is displayed. To select an item, you can highlight it and click OK or double-click on your selection.
- You can enter a new item’s information on the fly using the Quick Maintenance feature (see “Adding or Changing Possible Values” in the Quick Reference Guide for more information).
- You cannot adjust a non-stock item or a non-stock kit. In the case of non-stock kits, enter the individual kit components (items).

Inventory Lookup (Icon)

In form view, clicking the Inventory Lookup icon  invokes Inventory Item Lookup (10.210.00), which allows you to search for an item by description or attribute. An alternative to clicking the icon is to place the cursor in Inventory ID and press ALT+F3 to invoke Inventory Item Lookup (10.210.00).

Site ID

Site ID associates the item with a specific inventory storage facility (warehouse, distribution center, etc.). Note that Site ID is available only if you select Use Multiple Warehouses in IN Setup (10.950.00).

The ID entered in this field must be that of an existing site record. Normally, site IDs are set up in Sites (10.310.00) prior to transaction entry.

- To display a list of all site IDs, press F3 (or double-right-click). Site List is displayed. To select a site ID, you can highlight it and click OK or double-click on your selection.
- Assigning a default site ID to an item (see “Inventory Items (10.250.00)” on page 187) causes that ID to appear in this field automatically.

Warehouse Bin Location

Warehouse Bin Location indicates the location (bin, bay, rack, etc.) within the storage facility (see Site ID) where the item is located.

- To display a list of all locations, press F3 (or double-right-click). Valid Locations List is displayed. To select a location, you can highlight it and click OK or double-click on your selection.
- Assigning a default warehouse location to the item (see “Inventory Items (10.250.00)” on page 187) causes that location to appear in this field automatically.

If a location has not been entered and a value other than zero has been entered for Quantity, the software requires that a value be entered for the warehouse location of the item to adjust (the location entered in Receipts (10.010.00)).
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Quantity

**Quantity** specifies the amount by which the item's quantity and cost layer should change. For example, if the present item quantity is 10 and the new quantity is 6, enter -4.

If an amount other than zero has been entered, and a value has not been entered for **Warehouse Bin Location**, the software requires that the information be entered for that field. It also automatically displays **Lot/Serial Assignment (10.070.00)** if the item is lot or serial numbered, so that the lot or serial number can be specified.

Negative quantity transactions are compared with quantity available (quantity on hand less quantities allocated by all modules) during transaction entry. If there is not enough available, an error message or a warning will display. The type of message depends on whether negative inventory quantities are allowed. When the transaction is saved, negative quantities are allocated to decrease quantity available. Positive quantities do not update quantity available until the transaction is released.

UOM

**UOM** is a description of the stocking unit of measure, or basic quantity (each, case, etc.), by which the item is stocked in inventory. This description appears on reports listing the transaction. The unit description you enter here must be set up in **Unit Conversions (10.270.00)**.

- To display a list of all units of measure, press F3 (or double-right-click). **Inventory Unit List** is displayed. To select a unit of measure, you can highlight it and click **OK** or double-click on your selection.

- Assigning a default unit description to an item in **Inventory Items (10.250.00)** causes that unit description to appear here automatically.

Normally, the unit description by which an item is sold and by which it is stocked is the same. If the adjustment unit is different from the stocking unit, enter the adjustment unit description here.

Reason Code

**Reason Code** is a code that provides a reason for an inventory adjustment, and charges the adjustment to the appropriate account or subaccount.

To display a list of all reason codes, press F3 (or double-right-click). **Reason Code List** is displayed. To select a code, you can highlight it and click **OK** or double-click on your selection.

Reason codes are defined with associated descriptions in **Reason Codes (10.350.00)** and appear on the **Reason Codes (10.830.00)** report and other reports where they can be used to sort and select transactions.

Work Order Cost Layer

This check box is selected if you are using the Work Order module. When you select **Work Order Cost Layer**, you can access work-order-specific cost IDs in **Specific Cost ID**.

Lot/Serial Number

**Lot/Serial Number** is enabled only when a Specific Identification valuation item with **Link to Specific Cost Id** selected on **Lot/Serial Number Setup (10.250.01)** is entered on a row. When **Lot/Serial Number** is enabled, **Specific Cost ID** is disabled.

- To display a list of all available lot/serial numbers, press F3 or double-right-click. **Available Lot/Serial Numbers List** is displayed. This list includes the quantity available for each lot/serial number. To select a number, highlight it and click **OK** or double-click on it.

- For Specific Identification items that are linked to lot/serial numbers, selecting or updating the lot/serial number in this field will update the **Specific Cost ID** field and the lot/serial number displayed on **Lot/Serial Assignment (10.070.00)**.

- This field displays the lot/serial number of any lot/serial-controlled item that has only a single lot/serial number associated with the row.
• For lot/serial-controlled items where multiple lot or serial numbers are associated with the row, this field displays an asterisk (*).

Specific Cost ID

Specific Cost ID is a user-defined number that identifies a particular cost layer for an item. This field is enabled only for inventory items that use the Specific Identification valuation method, unless you have the Work Order module installed, in which case, you can select an individual work order cost layer regardless of the valuation method used.

• To select an existing work-order-specific cost ID, place the cursor in Specific Cost ID and press F3 (or double-right-click). Specific Cost ID List is displayed, showing the existing cost IDs from which you can select.

• This field is disabled and automatically filled in for inventory items that use the Specific Identification valuation method were Link to Specific Cost Id is selected on Lot/Serial Number Setup (10.250.01) when a lot/serial number is entered.

Receipt Number

Receipt Number links a transaction for an item using the LIFO or FIFO inventory valuation methods to a source document.

If an item’s valuation method is LIFO or FIFO, the software requires a receipt number to be entered because of the cost records associated with the item. Entry of the receipt number is required for any type of adjustment against items that are LIFO or FIFO so that the software can adjust the appropriate cost layer. An adjustment that is cost only, quantity only, or that involves both cost and quantity will affect an item’s cost layers.

The Inventory Valuation (10.620.00) report displays all of the item’s cost layers. It also shows the receipt numbers and receipt dates that identify each layer.

Receipt Date

Receipt Date specifies when the item is placed in inventory. The receipt date appears with the item on inventory transaction reports. The software requires entry of a valid receipt date (the one you entered in Receipts (10.010.00) when you received the item) before you can proceed.

The receipt date is used with the receipt number to link a transaction to a source document for an item using the LIFO or FIFO inventory valuation method. A receipt date is required to be entered for this type of item so that the appropriate cost layer can be adjusted. An adjustment that is cost only, quantity only, or that involves both cost and quantity will affect an item’s cost layers.

The Inventory Valuation (10.620.00) report displays all of the item’s cost layers. It also shows the receipt numbers and receipt dates that identify each layer.

Unit Cost

Unit Cost is the per-unit purchase price of the item. Depending on the item’s valuation method (entered in Inventory Items (10.250.00)), the software does the following here:

• If the item uses the LIFO, FIFO, or Specific Identification method, the software requires entry of the unit cost to be used to calculate the extended cost (for example, $10 unit cost times 13 units equals $130 extended cost).

• If the item uses the Average Cost method, the software displays the item’s unit cost and automatically calculates the extended cost.

• If the item uses the Standard Cost method, the software displays the item’s unit cost and automatically calculates the extended cost. The unit cost for a standard cost item is maintained by Item Site in Standard Cost on Inventory Sites (10.255.00) and in Standard on Inventory Items (10.250.00). When Material Overhead Calculation on IN Setup (10.950.00) is set to When Received, Standard Cost is used. Otherwise, the Direct Standard Cost is used.

• If the item uses a User-Specified method, Unit Cost is enabled for manual entry of the unit cost.
Extended Cost

Extended Cost specifies the extended total cost (quantity times unit cost) of the item. Depending on the item’s valuation method, the software calculates and displays the item’s extended cost (the net amount of changes to the item and cost layer) or requires manual entry of the item’s extended cost. If the valuation method is User-Specified, Extended Cost is enabled for manual entry of the extended cost. A cost layer or item quantity can be adjusted below zero as long as negative inventory quantities are allowed.

Adjustment Date

Adjustment Date specifies when the adjustment occurs. The default date is the current date. The date entered appears as the default date in subsequent transaction detail lines.

Find Item (button)

Find Item launches Inventory Item Lookup (10.210.00), where you can search for items by description or attribute.

Lot/Serial (button)

Lot/Serial launches Lot/Serial Assignment (10.070.00), where the software processes the specific lot or serial number information for an item. Cost-only adjustments do not require lot or serial information to be entered. This button is active when quantity is being adjusted, when the item is lot or serial numbered, and when the assignment method is When Received, or when the assignment method is When Used from Inventory and a negative quantity has been entered for the adjustment. If you are changing the transaction quantity of a lot or serial item and the assignment method is When Received Into Inventory, Lot/Serial Assignment (10.070.00) is displayed automatically. See “Lot/Serial Assignment (10.070.00)” on page 121 for more information.


Transfers (10.040.00)

Use Transfers (10.040.00) for the following functions:

- Updating the quantity and cost information of an inventory item stored at more than one site or warehouse location when item quantities (lots, units, etc.) are transferred from one location to another. See “Entering Transfers” on page 59.

- Recording the transfer of item quantities from one lot/serial number to another or to reassign an item’s lot number. See “Changing Lot Numbers” on page 62.

Before transferring quantities from one site or warehouse location, generate the Inventory Valuation (10.620.00) report to ensure that you locate the appropriate site or warehouse location IDs.

Note: Transferring item quantities can create negative quantities (tracked as “oversold quantities”) for site or warehouse locations. This is not an error as long as the sum of all quantities equals the total on-hand quantity recorded for the item.

After a transaction batch is released, the software can generate a batch control report that lists all transactions entered. This report is produced only if Automatic Batch Reports is selected in GL Setup (01.950.00). For each batch released, it is good practice to document the batch’s information by generating the IN Edit (10.810.00) report.

The following should be noted:

- All general ledger transactions created in Transfers (10.040.00) use real-time transaction dates. Detail transactions contain the date of the original transaction; summary transactions contain the date when the batch was released.

- Like Adjustments (10.030.00), Transfers (10.040.00) accepts fractional quantity adjustments or transfers for lot-controlled items.

- Transfers (10.040.00) provides two types of transfer — A one-step transfer and a two-step transfer. Either type can be used for transfers within the same site, or for site to site transfers. The difference is that a one-step happens immediately; issue and receipt transactions are processed simultaneously. In a two-step process, materials are issued and flagged as in transit. They are then received in Receipts (10.010.00). One-step transfers are commonly used for bin to bin transfers within a single site, and two-step processes are used between different sites located a distance apart where goods are being shipped. However, both types of transfers (one- or two-step) may be used for both scenarios (within a site or site to site).
• The **Lot/Serial Number** field is enabled for an item that uses the Specific Identification valuation method and for which **Link to Specific Cost Id** is selected on **Lot/Serial Number Setup** (10.250.01). When **Lot/Serial Number** is enabled, **Specific Cost ID** is disabled and automatically filled in when a lot/serial ID value is selected.

Following are the field descriptions for **Transfers** (10.040.00).

**Batch Number**
**Number** is a code assigned to a transaction batch that uniquely identifies the batch. A different batch number is automatically assigned to each batch created according to the batch numbering format you establish in **IN Setup** (10.950.00). This number increments by one (000242, 000243, etc.) for each batch created and cannot be changed. Batch number identification is important for reporting purposes.

**Notes/Attachments (Icon)**
**Notes/Attachments** allows the entry of or attaching a source document regarding the batch. Click the **Notes/Attachments** icon 📄 to choose to enter either a note or attach source documents. For more information, see to “Attaching Notes and Source Documents to Data Items” in the Quick Reference user’s guide or help.

**Period to Post**
**Period to Post** specifies the inventory fiscal period and year to which the batch should be posted. For example, the entry 08-1999 posts transactions to the eighth period of fiscal year 1999. The default is the current fiscal period-year. The period to post must belong to a valid fiscal period as specified in **GL Setup** (01.950.00). It applies to the entire batch.
Status (Batch)

Status indicates the current condition of the batch in the system:

- Hold (H) — Not to be released.
- Balanced (B) — Ready for release.
- Completed (C) — Released with no general ledger impact.
- Partially Released (S) — Could not be completely released due to an out-of-balance document or other problem.
- Void (V) — Batch was voided (deleted).
- Unposted (U) — Released for posting to the general ledger but not yet posted.
- Posted (P) — Released and posted to the general ledger.

A batch’s status changes only as a result of changing its batch handling value (see Batch Handling) before exiting Transfers (10.040.00) or, in the case of a balanced or partially released batch, on accessing Release IN Batches (10.400.00).

Batch Handling

Batch Handling controls the batch management function performed when you complete batch entry. The batch handling options are:

- Hold — Save the batch for future editing. To obtain the details of a batch on hold, generate the IN Edit (10.810.00) report.
- Release Later — Set the batch’s status to Balanced (see Status) to prepare for later release for posting in Release IN Batches (10.400.00).
- Release Now — Release the batch for posting upon accessing a new or different batch, or exiting Transfers (10.040.00). The software runs the Release IN Batches (10.400.00) process automatically.
- No Action — Leave the current batch status unchanged (see Status).

From Site ID

From Site ID is the specific inventory storage facility (warehouse, distribution center, etc.) from which the item is being transferred. Note that From Site ID is available only if you select Use Multiple Warehouses in IN Setup (10.950.00).

The ID entered in this field must be that of an existing site record. Normally, site IDs are set up in Sites (10.310.00) prior to transaction entry.

To display a list of all site IDs, press F3 (or double-right-click). Site List is displayed. To select a site ID, you can highlight it and click OK or double-click on your selection.

To Site ID

To Site ID is the specific inventory storage facility (warehouse, distribution center, etc.) to which the item is being transferred. Note that To Site ID is available only if you select Use Multiple Warehouses in IN Setup (10.950.00).

The ID entered in this field must be that of an existing site record. Normally, site IDs are set up in Sites (10.310.00) prior to transaction entry.

To display a list of all site IDs, press F3 (or double-right-click). Site List is displayed. To select a site ID, you can highlight it and click OK or double-click on your selection.
Transfer Number

Transfer Number is an identification number assigned by the software which is used to track the transaction through the system. The number appears after you Save the transfer document.

You can also then print the transfer document by clicking the Printer icon next to Transfer Number.

Transfer Type

From the Transfer Type list, you can select either a one-step or two-step transfer.
- A two-step transfer is when material is physically shipped to another location and will not be available at that location until it physically arrives.
- A one-step transfer should be selected when material is transferred from one logical location to another within the same physical location (since it is immediately available). One-step type transfer is also selected when you are moving quantities from one lot to another.

Comment

Comment is used to enter any comments about the transfer.

Ship Via ID

Ship Via ID is an identification number for the carrier being used to deliver the items.
To display a list of all ship via IDs, press F3 (or double-right-click). Ship Via List is displayed. To select an ID, you can highlight it and click OK or double-click on your selection.

Expected Date

Expected Date is the date the items are expected to arrive at the destination (the To Site ID location).

Reference Number

Reference Number links the transaction to a source document such as a warehouse transfer ticket or a quality quarantine ticket containing the details of the transaction. Transactions are listed with their reference numbers on reports.

Transaction Date

Transaction Date specifies the date when the transfer transaction occurs. The default date is the current date. The transaction date appears as the default in subsequent transaction detail lines.

Receipt Number

Receipt Number is a user-defined number associated with this transfer when it is received at the destination (for example, a packing slip number).

Receipt Date

Receipt Date is the date the items actually arrive at the destination (the To Site ID location).
Status (Transfer)
Transfer Status displays the status of a transfer or action to be taken for that transfer. The possible statuses are Immediate, Pending, In Transit, and Received. Immediate displays for a one-step transfer when you are viewing an unreleased batch. Pending displays for a two-step transfer when you are viewing an unreleased batch. In Transit displays after you have processed the first half of a two-step transfer; in other words, after you have set up the transfer, released the batch, and viewed the batch again in this screen). And Received displays when a two-step transfer has been completed.

Inventory ID
Inventory ID associates the transaction with a specific inventory item. The ID entered must be that of an existing item record. Normally, inventory items are set up in Inventory Items (10.250.00) prior to transaction entry.

- To display a list of all inventory items, press F3 (or double-right-click). Inventory Item List is displayed. To select an item, you can highlight it and click OK or double-click on your selection.
- You can create a new ID on the fly using the Quick Maintenance feature. See “Adding or Changing Possible Values” in the Quick Reference Guide for more information.

Note: For a non-stock kit, you cannot enter its kit ID but, instead, must enter the IDs of its individual components (items).

Inventory Lookup (Icon)
In form view, clicking the Inventory Lookup icon invokes Inventory Item Lookup (10.210.00), which allows you to search for an item by description or attribute. An alternative to clicking the icon is to place the cursor in Inventory ID and press ALT+F3 to invoke Inventory Item Lookup (10.210.00).

From Warehouse Bin Location
From Warehouse Bin Location indicates the location (bin, bay, rack, etc.) within the storage facility (see Site ID) from which the item is being transferred.

- To display a list of all locations, press F3 (or double-right-click). Valid Locations List is displayed. To select a location, you can highlight it and click OK or double-click on your selection.
- Assigning a default warehouse location to the item involved in the transaction (see “Inventory Items (10.250.00)” on page 187) causes that location to appear in this field automatically.

If the warehouse location you enter does not exist, the software creates a new warehouse location using the location you enter. This feature is helpful if, when you entered receipt of an item (see “Receipts (10.010.00)” on page 85), you associated the item with the wrong warehouse location. In such a case, you can transfer the item from the incorrect warehouse location to the correct location.

To Warehouse Bin Location
To Warehouse Bin Location is the location (bin, bay, rack, etc.) within the storage facility (see To Site ID) to which the item is being transferred.

- A value can be entered in To Warehouse Bin Location only for one-step transfers.
- To display a list of all locations, press F3 (or double-right-click). Valid Locations List is displayed. To select a location, you can highlight it and click OK or double-click on your selection.

If the warehouse location you enter does not exist, the software creates a new warehouse location using the location you enter. This feature is helpful if, when you entered receipt of an item (see “Receipts (10.010.00)” on page 85), you associated the item with the wrong warehouse location. In such a case, you can transfer the item from the incorrect warehouse location to the correct location.
Quantity

Quantity specifies the amount of the item to be transferred. You must enter a positive number. The transfer quantity is compared to the quantity available (quantity on hand less quantities allocated by all modules) at the From Warehouse Bin Location during transaction entry. If there is not enough available, an error or warning will appear, depending on whether negative inventory quantities are allowed. When the transaction is saved, the transfer quantity is allocated at the From Warehouse Bin Location to decrease quantity available.

UOM

UOM is a description of the stocking unit of measure, or basic quantity (each, case, etc.), by which the item is stocked in inventory. This description appears on reports listing the transaction. The unit description you enter here must be set up in Unit Conversions (10.270.00).

- To display a list of all units of measure, press F3 (or double-right-click). Inventory Unit List is displayed. To select unit of measure, you can highlight it and click OK or double-click on your selection.
- Assigning a default unit description to an item in Inventory Items (10.250.00) causes that unit description to appear here automatically.

Normally, the unit description by which an item is sold and by which it is stocked is the same. If the adjustment unit is different from the stocking unit, enter the adjustment unit description here.

Lot/Serial Number

Lot/Serial Number is enabled only when a Specific Identification valuation item with Link to Specific Cost Id selected on Lot/Serial Number Setup (10.250.01) is entered on a row. In this case, the Specific Cost ID field is disabled.

- To display a list of all available lot/serial numbers, press F3 or double-right-click. Available Lot/Serial Numbers List will appear. This list includes the quantity available for each lot/serial number. To select a number, highlight it and click OK or double-click on it.
- For Specific Identification items that are linked to lot/serial numbers, selecting or updating the lot/serial number in this field will update the Specific Cost ID field and the lot/serial number displayed on Lot/Serial Assignment (10.070.00).
- This field displays the lot/serial number of any lot/serial-controlled item that only has a single lot/serial number associated with the row.
- For lot/serial-controlled items that have multiple lot or serial numbers associated with the row, this field displays an asterisk (*).

Specific Cost ID

Specific Cost ID is a user-defined, alphanumeric value that identifies a particular cost layer for an item. This field is enabled for inventory items that use the Specific Identification valuation method and for which Link to Specific Cost Id is not selected on Lot/Serial Number Setup (10.250.01). For inventory items that use the Specific Identification valuation method and for which Link to Specific Cost Id is selected, Specific Cost ID is disabled and automatically filled in when a Lot/Serial Number is entered.

Find Item (button)

Find Item launches Inventory Item Lookup (10.210.00), where you can search for items by description or attribute.

Lot/Serial (button)

Lot/Serial launches Lot/Serial Assignment (10.070.00), where the software processes the specific lot or serial number information for an item. This button is active only if the item is lot or serial. If you are changing the transaction quantity of a lot or serial item, Lot/Serial Assignment (10.070.00) is displayed automatically for items that are not configured with an Issue Method of Enterable. See “Lot/Serial Assignment (10.070.00)” on page 121 for more information.
Kit Assembly (10.050.00)

Use Kit Assembly (10.050.00) to enter the stocking records of inventory kits. Kit stocking records are based on criteria established in Kits (10.320.00).

The effect of assembly transactions is to transfer the quantity and cost sums of kit components from individual item records (the raw materials) to the appropriate kit stocking record (the finished goods).

Transaction detail lines entered in Kit Assembly (10.050.00) specify which kit components are used for each kit assembled. You can specify kit components by site ID, warehouse bin location ID, and lot or serial number. If certain kit components do not have enough on-hand quantity for the number of kits to assemble, you can insert additional detail lines for these components to allow the Inventory module to draw from multiple sites, warehouse bin locations, or lot numbers when assembling the kit.

Note: A kit cannot be disassembled.

Each batch of kit assembly transactions updates the appropriate general ledger inventory account (and subaccount) balances. Set up a default inventory account (subaccount) in Inventory Items (10.250.01) for each kit type and its related kit components before kit assembly.

After a transaction batch is released, the software can generate a batch control report that lists all transactions entered. This report is produced only if you select Automatic Batch Reports in GL Setup (01.950.00). For each batch released, it is good practice to document the batch’s information by generating the IN Edit (10.810.00) report.

Note:
- All general ledger transactions created in Kit Assembly (10.050.00) use real-time transaction dates. Detail transactions contain the date of the original transaction; summary transactions contain the date when the batch was released.
- Kit Assembly (10.050.00) does not perform quantity checks on non-stock items.
Lot/Serial Number is enabled when an item is specified that uses the Specific Identification valuation method and for which Link to Specific Cost ID is selected on Lot/Serial Number Setup (10.250.01). When the Lot/Serial Number field is enabled, the Specific Cost ID field is disabled and automatically filled in when a lot/serial ID value is selected.

Figure 8: Kit Assembly (10.050.00)

Following are the field descriptions for Kit Assembly (10.050.00).

Batch Number

Batch Number is a code assigned to a transaction batch that uniquely identifies the batch. The software automatically assigns a different batch number to each batch created according to the batch numbering format you establish in IN Setup (10.950.00). This number increments by one (000242, 000243, etc.) for each batch created and cannot be changed. Batch number identification is important for reporting purposes.

Notes/Attachments (Icon)

Notes/Attachments allows the entry of or attaching a source document regarding the batch. Click the Notes/Attachments icon to choose to enter either a note or attach source documents. For more information, see to “Attaching Notes and Source Documents to Data Items” in the Quick Reference user’s guide or help.

Period to Post

Period to Post specifies the inventory fiscal period and year to which the transaction batch should be posted. For example, the entry 08-1999 posts transactions to the eighth period of fiscal year 1999. The default is the current fiscal period-year. The period to post must belong to a valid fiscal period as specified in GL Setup (01.950.00). It applies to the entire batch.
Status

Status indicates the current condition of the batch in the system:

- Hold (H) — Not to be released.
- Balanced (B) — Ready for release.
- Completed (C) — Released with no general ledger impact.
- Partially Released (S) — Could not be completely released due to an out-of-balance document or other problem.
- Void (V) — Batch was voided (deleted).
- Unposted (U) — Released for posting to the general ledger but not yet posted.
- Posted (P) — Released and posted to the general ledger.

A batch’s status changes only as a result of changing its batch handling value (see Batch Handling) before exiting Kit Assembly (10.050.00) or, in the case of a balanced or partially released batch, on accessing Release IN Batches (10.400.00).

Batch Handling

Batch Handling controls the batch management function performed when you complete batch entry. The batch handling options are:

- Hold — Save the batch for future editing. To obtain the details of a batch on hold, generate the IN Edit (10.810.00) report.
- Release Later — Set the batch’s status to Balanced (see Status) to prepare for later release for posting in Release IN Batches (10.400.00).
- Release Now — Release the batch for posting upon accessing a new or different batch, or exiting Kit Assembly (10.050.00). The software runs the Release IN Batches (10.400.00) process automatically.
- No Action — Leave the current batch status unchanged (see Status).

Quantity Control

Quantity Control is the total of all kits in the transaction batch. For example, a batch made up of three kits with an assemble quantity of two each will have a control quantity of six.

Quantity Total

Quantity Total is a running total of all transactions entered for the batch. As you enter the transactions, the Quantity Total value increments by the transactions entered.

Reference Number

Reference Number links the transaction to a source document such as a sales order number or a work order number containing the details of the transaction. Transactions are listed with their reference numbers on reports. A reference number entered here appears as the default in subsequent transaction lines.

To display a list of all reference numbers, press F3 (or double-right-click). Reference Number List is displayed. To select a number, you can highlight it and click OK or double-click on your selection.
Kit ID

**Kit ID** associates the batch with a specific inventory kit. The kit ID entered must be that of an existing kit record.

To display a list of all kit IDs, press F3 (or double-right-click). **Kit List** is displayed. To select an ID, you can highlight it and click **OK** or double-click on your selection.

Kit records are set up as regular inventory items in **Inventory Items** (10.250.00) prior to kit assembly. Note that **Stock item** must be selected in **Inventory Items** (10.250.00) for each kit record set up. Also note that before assembling a kit, you must associate its kit ID with specific kit criteria in **Kits** (10.320.00). When a valid kit ID is entered, the kit description and all components making up the kit appear on the screen.

Site ID (Kit)

**Site ID** associates the item with a specific inventory storage facility, (warehouse, distribution center, etc.). Note that **Site ID** is available only if you select **Use Multiple Warehouses** in **IN Setup** (10.950.00).

The ID entered in this field must be that of an existing site record.

- To display a list of all site IDs, press F3 (or double-right-click). **Site List** is displayed. To select a site ID, you can highlight it and click **OK** or double-click on your selection.
- Assigning a default site ID to an item (see “Inventory Items (10.250.00)” on page 187) causes that ID to appear in this field automatically.

Number of Kits

**Number of Kits** is the total quantity of specified kits to assemble. After you enter a total kit quantity, the total quantities of each component needed to build the kits (see **Standard Total Quantity**) appear as default values in the transaction Detail area. For example, if you are building 50 kits and each kit contains four trees and three bushes, the total quantity of trees is 200 and the total quantity of bushes is 150.

Enough quantity-on-hand of each kit component must exist to completely assemble kits. However, the quantity needed may be in more than one location. Component quantities will be compared to quantity available (quantity-on-hand less quantities allocated by all modules). An error or warning message will appear, depending on whether negative inventory quantities are allowed.

Whse Bin Loc (Kit)

**Whse Bin Loc** indicates the location (bin, bay, rack, etc.) within the storage facility specified at **Site ID** where the assembled kits are located.

To display a list of all locations, press F3 (or double-right-click). **Valid Locations List** is displayed. To select a location, you can highlight it and click **OK** or double-click on your selection.
Lot/Serial Number

Lot/Serial Number is enabled only when a Specific Identification valuation item with Link to Specific Cost Id selected on Lot/Serial Number Setup (10.250.01) is entered. In this case, the Specific Cost ID field is disabled.

- To display a list of all available lot/serial numbers, press F3 (or double-right-click). Available Lot/Serial Numbers List is displayed. This display includes the quantity available for each lot/serial number. To select a number, highlight it and click OK or double-click on it.
- For Specific Identification items that are linked to lot/serial numbers, selecting or updating the lot/serial number in this field will update the Specific Cost ID field and the lot/serial number displayed on Lot/Serial Assignment (10.070.00).
- This field displays the lot/serial number of any lot/serial controlled item that only has a single lot/serial number associated with the row.
- For lot/serial controlled items where multiple lot or serial numbers are associated with the row, this field displays an asterisk character (*).

Specific Cost ID (Kit)

Specific Cost ID is a user-assigned number that identifies a particular cost layer for a kit. This field is enabled only for kits that use the Specific Identification valuation method.

Description

Description is an explanation of the transaction, typically appearing on reports listing the transaction.

Date

Date specifies the date when the transaction occurred as listed on the transaction’s source document. The default date is the current date. The transaction date entered appears as the default in subsequent transaction detail lines.

Lot/Serial (button) (Kit)

Lot/Serial launches Lot/Serial Assignment (10.070.00), where the software processes the specific lot or serial number information for the kit item. This button is active only if the kit item is lot or serial numbered and the assignment method is When Received Into Inventory. Lot/Serial Assignment (10.070.00) is launched automatically if the transaction quantity of a lot or serial item is changed. See “Lot/Serial Assignment (10.070.00)” on page 121 for more information.

Component ID

Component ID identifies a kit component as it is defined in Kits (10.320.00). If you need to add transaction detail lines to use component quantities from several warehouses, press INSERT to insert an additional detail line after the current detail line. Then enter the component ID in the new line. You can delete only those detail lines that you have added. Default kit component lines cannot be deleted.

To display a list of all component IDs, press F3 (or double-right-click). Inventory Item List is displayed. To select an ID, you can highlight it and click OK or double-click on your selection.

Inventory Lookup (Icon)

In form view, clicking the Inventory Lookup icon invokes Inventory Item Lookup (10.210.00), which allows you to search for an item by description or attribute.

An alternative to clicking the icon is to place the cursor in Component ID and press ALT+F3 to invoke Inventory Item Lookup (10.210.00).
**Site ID (Detail)**

*Site ID* specifies the inventory storage facility, (warehouse, distribution center, etc.) where the component is located. Note that *Site ID* is available only if you select *Use Multiple Warehouses* in *IN Setup* (10.950.00). The ID entered in this field must be that of an existing site record. Normally, site IDs are set up in *Sites* (10.310.00) prior to transaction entry.

- To display a list of all site IDs, press F3 (or double-right-click). *Site List* is displayed. To select a site ID, you can highlight it and click OK or double-click on your selection.
- Assigning a default site ID to an item (see “Inventory Items (10.250.00)” on page 187) causes that ID to appear in this field automatically.

**Whse Bin Location (Detail)**

*Whse Bin Location* indicates the location (bin, bay, rack, etc.) within the storage facility (see *Site ID*) where the component is located.

- To display a list of all locations, press F3 (or double-right-click). *Valid Locations List* is displayed. To select a location, you can highlight it and click OK or double-click on your selection.
- Assigning a default warehouse location to the component (see “Inventory Items (10.250.00)” on page 187) causes that ID to appear in this field automatically.

**Actual Quantity**

*Actual Quantity* is the quantity of the component used in kit assembly. The default quantity is the lesser of two quantities:

- Quantity times number of kits (see *Standard Quantity Per Kit* and *Number of Kits*). This is the total item amount needed to assemble the number of kits specified. For example, if you are assembling 50 car mat kits and you need two rear mats per kit, the assembly quantity for the rear mats is 100.

- The component quantity available for the warehouse location and the lot or serial number specified (see *Whse Bin Location*, and see *Lot/Serial Number* for *Lot/Serial Assignment* (10.070.00)). An error message appears if this location does not have enough on-hand quantity to assemble the number of kits specified. Either place the kit record on hold or press F3 (or double-click the right mouse button) to review component amounts available at other locations. Then insert a blank transaction detail line and enter the information of the location containing the necessary additional kit components.

**Note:** If you change the assembly quantity, you must also change the value at *Number of Kits*. For example, suppose you are assembling 50 kits and are short one component, allowing assembly of only 40 kits. In such a case, change the value at *Number of Kits* from 50 to 40. If the needed component has zero quantity available at all locations, the software places the kit record on hold when you exit the record.

**UOM**

*UOM* displays the stocking unit of measure of the component ID, as stocked in the selected site.

To display a list of all units of measure, press F3 (or double-right-click). *Inventory Unit List* is displayed. To select unit of measure, you can highlight it and click OK or double-click on your selection.

**Lot/Serial Number**

*Lot/Serial Number* is enabled only when a Specific Identification valuation item with *Link to Specific Cost Id* selected on *Lot/Serial Number Setup* (10.250.01) is entered on a row. When *Lot/Serial Number* is enabled, the *Specific Cost ID* field is disabled.

- To display a list of all available lot/serial numbers, press F3 or double-right-click. *Available Lot/Serial Numbers List* will be displayed. This list includes the quantity available for each lot/serial number. To select a number, highlight it and click OK or double-click on it.
For Specific Identification items that are linked to lot/serial numbers, selecting or updating the lot/serial number in this field will update **Specific Cost ID** and the lot/serial number displayed on Lot/Serial Assignment (10.070.00).

This field displays the lot/serial number of any lot/serial-controlled item that only has a single lot/serial number associated with the row.

For lot/serial-controlled items where multiple lot or serial numbers are associated with the row, this field displays an asterisk (*).

**Specific Cost ID**

**Specific Cost ID** will be displayed if the selected component uses that valuation method.

- To display a list of all cost IDs, press **F3** (or double-right-click). **Specific Cost ID List** is displayed. To select an ID, you can highlight it and click **OK** or double-click on your selection.

- For inventory items that use the Specific Identification valuation method and for which **Link to Specific Cost Id** is selected on Lot/Serial Number Setup (10.250.01), this field is disabled and automatically filled in when a Lot/Serial Number is entered.

**Unit Cost**

**Unit Cost** is the estimated per-unit cost of the component. Depending on the component's valuation method (entered in **Inventory Items** (10.250.00)), the software takes one of the following actions:

- If the component uses the LIFO method, the software displays the cost from the component’s last cost layer and automatically calculates the extended cost.

- If the component uses the FIFO method, the software displays the cost from the component’s first cost layer and automatically calculates the extended cost.

- If the component uses the Specific Identification method, the software displays the cost and automatically calculates the extended cost based on the previously entered **Specific Cost ID**.

- If the component uses the Average Cost method, the software displays the component’s average cost and automatically calculates the extended cost.

- If the component uses the Standard Cost method, the software displays the component’s standard cost and automatically calculates the extended cost. The unit cost for a standard cost item is maintained in **Standard Cost** on **Inventory Sites** (10.255.00) and **Inventory Items** (10.250.00). The standard cost will be used if Material Overhead Calculation in **IN Setup** (10.950.00) is set to When Received. Otherwise the direct standard cost will be used instead.

- If the component uses the User-Specified method, the software requires entry of a unit cost. The extended cost is then automatically calculated. The cost entered here for a user-specified component is the actual cost of the component issued.

A component’s actual cost is determined when the batch is released for posting, as described next.

**LIFO, FIFO, and Specific Identification valuation methods:**

1. The software reads the cost layers for all component assembly transactions and determines if quantity is sufficient to process the transactions. If all components have sufficient quantity, the kits are assembled. If not, the software bypasses the document and goes to the next. If quantity is sufficient, the software accumulates the cost, uses the cost as the total component cost, and continues with the next component. The software adds the total component cost to inventory period- and year-to-date sales, and inventory period- and year-to-date cost-of-goods-sold.

2. The software subtracts the cost from the component’s cost and adds the total cost to the associated kit.

3. The software subtracts the quantity of the transaction from the component’s quantity-on-hand. The kit quantity is the number of kits assembled.
User-specified valuation method:
1. For each component, the software uses the total cost of the amount entered as the extended cost. It adds the total component cost to inventory period- and year-to-date sales, and inventory period- and year-to-date inventory valuations.
2. The software subtracts the cost from the component’s cost and adds the total cost to the associated kit.
3. The software subtracts the quantity of the transaction from the component’s quantity-on-hand. The kit quantity is the number of kits assembled.

Average cost valuation methods:
1. For each component, the software multiplies the transaction quantity by the average cost to arrive at the total component cost. It adds the total component cost to inventory period- and year-to-date sales, and inventory period- and year-to-date inventory valuations.
2. The software subtracts the cost from the component’s cost and adds the total cost to the associated kit.
3. The software subtracts the quantity of the transaction from the component’s quantity on-hand. The kit quantity is the number of kits assembled.

Standard Cost valuation methods:
1. For each component, the software multiplies the transaction quantity by the standard cost (direct standard cost if the Bill of Material module is used) to arrive at the total component cost. It adds the total component cost to inventory period- and year-to-date sales, and inventory period- and year-to-date cost-of-goods-sold.
2. The software subtracts the cost from the component’s cost and adds the total cost to the associated kit.
3. The software subtracts the quantity of the transaction from the component’s quantity on-hand. The kit quantity is the number of kits assembled.

If a kit uses the Standard Cost valuation method, the kit cost is not the total of the components. Rather, it is the kit standard cost times the kit quantity. If there is a difference between the sum of the components and the kit standard cost, the software charges the difference to the assembly variance account. If the Bill of Material module is used with the setup option of Material Overhead Application set to Apply When Used, the overhead amounts are also factored in. Inventory items with a kit type of BOM cannot be assembled using Kit Assembly (10.050.00). To assemble inventory items with a kit type of BOM, use Production Entry (11.250.00) in the Bill of Material module.

See “Entering Kit Assemblies” on page 59 for information on handling of uncosted components.

**Extended Cost**

*Extended Cost* represents the extended amount (unit cost times total quantity) of the component. The extended transaction amount is automatically calculated based on the values at Actual Quantity and Unit Cost. An extended cost can be entered for a component only if it uses the User-Specified valuation method and zero is entered at Unit Cost.

**Standard Quantity Per Kit**

*Standard Quantity Per Kit* specifies the standard quantity of the component needed for one kit unit, as specified in Kits (10.320.00).

**Standard Total Quantity**

*Standard Total Quantity* specifies the total quantity of the component needed for all kits to assemble. The software calculates this value by multiplying the component’s standard quantity (see Standard Quantity Per Kit) times total kits (see Number of Kits). If more than one transaction detail line is entered for a component (to use components from more than one site, warehouse, location, or lot number during kit assembly), the standard assembly quantity is zero for all but the first detail line.
Find Item (button)

Find Item launches Inventory Item Lookup (10.210.00), where you can search for items by description or attribute.

Lot/Serial (button)

Lot/Serial launches Lot/Serial Assignment (10.070.00), where the software processes the specific lot or serial number information for the component item. This button is active only if the component item is lot or serial numbered. Lot/Serial Assignment (10.070.00) is displayed automatically if the transaction quantity of the lot or serial item is changed and the item is not configured with the Issue Method of Enterable. See “Lot/Serial Assignment (10.070.00)” on page 121 for more information.
Lot/Serial Assignment (10.070.00)

Use Lot/Serial Assignment (10.070.00) to assign lot or serial numbers to an item during transaction processing. This screen is displayed when you click Lot/Serial on a transaction entry screen. It is also automatically displayed when a transaction quantity is changed for a lot or serialized item that is not configured with the Issue Method of Enterable on transactions that reduce quantity on hand.

![Lot/Serial Assignment (10.070.00)](image)

Following are the field descriptions for Lot/Serial Assignment (10.070.00). See the “Lot or Serial Numbered Items” on page 8 for full details on the validations performed for lot and serial number entry.

**Lot/Serial Number**

Lot/Serial Number is the next lot or serial number to be processed. The lot/serial number displayed is determined by the software and depends on the type of transaction being processed (see “Lot/Serial Number Setup (10.250.01)” on page 223). You can reassign the lot number displayed if it is not the desired number.

- To display a list of all available lot/serial numbers, press F3 (or double-right-click). Available Lot/Serial Numbers List is displayed. This display includes the quantity available for each lot/serial number. To select a number, you can highlight it and click OK or double-click on it.

- For specific cost ID items that are linked to lot/serial numbers, selecting or updating the lot/serial number on this screen will update the lot/serial number and the specific cost ID value on the transaction entry screen. The Insert and Delete functions are not available when you select lot/serial numbers for linked specific cost ID items.

- When a single lot/serial number row is entered on this screen, the main transaction screen will display the lot/serial number where that field exists.

- If multiple rows are entered on this screen, the lot/serial number field on the main transaction screen will display an asterisk (*).

**Quantity**

Quantity displays the quantity for the lot (for lot processing) that you entered in a transaction processing screen or the quantity will be one for serial numbered items.

**Manufacturer Lot/Serial Number**

Manufacturer Lot/Serial Number is the manufacturer’s lot or serial number associated with the lot/serial number, see Lot/Serial Number. You may optionally enter a manufacturer lot/serial number only when receiving an item (see “Lot / Serial Numbers (10.360.00)” on page 296).
Expiration Date

Expiration Date is the expiration date calculated for the lot or serial number based on the item’s shelf life (see “Lot/Serial Number Setup (10.250.01)” on page 223). The expiration date is the receipt date plus the item’s shelf life days. Items without shelf life have no expiration date.

Container Code

Container Code is the shipment container code. You can enter the optional container code only when receiving an item (see “Lot / Serial Numbers (10.360.00)” on page 296).

Quantity to Receive

Quantity to Receive is the number of units remaining to be assigned lot or serial numbers. The software calculates this quantity as the original transaction quantity minus the quantity to process (see Quantity).

Create New Numbers (button)

Create New Numbers is enabled if Enterable is selected as the Prefix Segment Type on Lot/Serial Number Setup (10.250.01 or 10.280.01). Click it to open Create New Numbers (10.070.01), where the prefix value for lot/serial numbers can be entered. For more information, see “Create New Numbers (10.070.01)” on page 123.

OK (button)

Click OK to accept the lot/serial number assignment and return to the originating transaction entry screen.

Cancel (button)

Click Cancel to cancel the selections and return to the originating transaction entry screen.
Create New Numbers (10.070.01)

Create New Numbers (10.070.01) is opened by clicking Create New Numbers on Lot/Serial Assignment (10.070.00). It is used to enter a user-defined prefix for lot/serial numbers.

![Create New Numbers (10.070.01)](image)

Figure 10: Create New Numbers (10.070.01)

Following are the field descriptions for Create New Numbers (10.070.01).

Prefix Value

Prefix Value is a single-digit alphanumerical value that will be assigned to all lot or serial numbers. If the Constant option was selected in Type for Lot/Serial Number Setup (10.250.01 or 10.280.01), this entry cannot be changed.

Numeric Value

Numeric Value is the next numeric value that will be assigned to the lot or serial number(s) (see “Lot/Serial Number Setup (10.250.01)” on page 223 or “Lot/Serial Number Setup (10.280.01)” on page 264).

Next Lot Number

Next Lot Number is a display-only field that shows what the next lot number to be created will be. This lot or serial number is based on the entries for Prefix Value and Numeric Value in Lot/Serial Number Setup (10.250.01 or 10.280.01).
Project Inventory Allocation (10.080.00)

Use **Project Inventory Allocation** (10.080.00) to allocate or unallocate inventory to a project.

The effect of project inventory allocations is to allocate an inventory item’s quantity on hand to a project or to unallocate an inventory item’s project allocated inventory from a project. Allocating quantity to a project increases **Inventory Allocated to Projects** and reduces **Quantity Available** in **Inventory Status Inquiry** (10.220.00). Unallocating inventory from a project reduces Inventory Allocated to Projects and increases Quantity Available.

For more information about how to create project inventory allocations, see “Project Inventory Allocations” on page 19 and “Entering Project Inventory Allocations” on page 60.

Note:

- If you have the Order Management module, make sure that **Process Manager** (40.400.00) is running.
- No general ledger updates are made.

![Figure 11: Project Inventory Allocation (10.080.00)](image)

**Allocation Area**

Following are the field descriptions for the Allocation area on **Project Inventory Allocation** (10.080.00).

**Reference Number**

**Reference Number** is a unique identifier for the transaction. Transactions are listed with their reference numbers on reports.

To display a list of all reference numbers, press F3 (or double-right-click). All project allocated reference numbers are displayed. To select a number, you can highlight it and click **OK** or double-click on your selection.
Allocation Type

Allocation Type controls the type of project inventory allocation. The allocation type options are:

- Allocate (AL) – takes inventory and allocates the inventory to a project.
- Unallocate (UL) – reverses an existing project inventory allocation.

Transaction Date

Transaction Date displays the transaction date of a single activity. Transaction Date defaults from the Business Date in Microsoft Dynamics SL.

Handling

Handling controls the transaction management function performed when you complete transaction entry. The handling options are:

- In Progress (I) - Leave the current transaction unchanged.
- Completed (C) – mark the current transaction completed and process the allocation or unallocation.

Detail Area

Following are the field descriptions for the Detail area on Project Inventory Allocation (10.080.00).

Inventory ID

Inventory ID is a unique identifying code that distinguishes the inventory item from all other items in the database.

Note

You cannot allocate a non stock inventory item or an expired lot number or serial number to a project. Site ID

Site ID associates the item with a specific inventory storage facility (warehouse, distribution center, etc.).

Warehouse Bin Location

Warehouse Bin Location is a location (bin, bay, rack, etc.) within the storage facility (Site ID) where the item is maintained.

Project Inventory (button)

Click Project Inventory to launch Project Inventory (10.200.00) and choose a single existing allocation to reverse. Project Inventory is enabled when Allocation Type is Unallocate.

Purchase Order Number

Purchase Order Number displays the purchase order number for the original allocation when you reverse an existing allocation. Purchase Order Number is populated when Allocation Type is Unallocate and the original allocation began in Purchasing's Purchase Orders (04.250.00).

Receipt/Reference Number

Receipt/Reference Number displays the receipt number for the original allocation if the original allocation came from Purchasing’s Receipt/Invoice Entry (04.010.00). Or, displays the reference number for the original allocation from Project Inventory Allocation (10.080.00). Otherwise, displays the reference number for the return to project inventory from Issues (10.020.00). Receipt/Reference Number is populated when Allocation Type is Unallocate.

Receipt/Allocation Line Ref

Receipt/Allocation Line Ref displays the receipt line reference number for the original allocation if the original allocation came from Purchasing’s Receipt/Invoice Entry (04.010.00). Or, displays the line
reference number for the original allocation from Project Inventory Allocation (10.080.00). Otherwise, displays the line reference number for the return to project inventory from Issues (10.020.00). Receipt/Reference Number is populated when Allocation Type is Unallocate.

Source Type
Source Type displays the type of the source of the project inventory allocation. Source Type values are:

- Purchase Order Receipt (POR) – from a receipt in Purchasing’s Receipt/Invoice Entry (04.010.00) that has a Receipt For of Goods for Project Inventory and started as a purchase order in Purchase Orders (04.250.00).
- Receipt Only (PRR) – from a line that you add manually to a receipt in Purchasing’s Receipt/Invoice Entry (04.010.00) that had a Receipt For of Goods for Project Inventory.
- Project Inventory Allocation (PIA) – from Project Inventory Allocation (10.080.00).
- Purchase Order from a Sales Order (GSO) – from a receipt in Purchasing’s Receipt/Invoice Entry (04.010.00) that has a Receipt For of Goods for Project Sales Order.
- Return from Issue (RFI) – from a return in Issues (10.020.00) where the Type was Return to Project Allocated.

Quantity
Quantity is the quantity being allocated or the quantity being unallocated. The quantity to allocate cannot be larger than the quantity available. The quantity to unallocated cannot be larger than the quantity remaining to be issued from the project inventory allocation.

UOM
UOM displays the stocking unit of measure of the inventory ID, as stocked in the selected site.
To display a list of all units of measure, press F3 (or double-right-click). Inventory Unit List is displayed.
To select unit of measure, you can highlight it and click OK or double-click on your selection.

Project
Project is the project ID from the Project Controller module to which the transaction is allocated or unallocated.

Task
Task is the task ID from the Project Controller module to which the transaction is allocated or unallocated.

Comment
Comment is used to enter any comments about the allocation or unallocation. Find Item (button).

Find Item
Click Find Item to launch Inventory Item Lookup (10.210.00), where items can be searched by description or attribute.

Lot/Serial (button)
Click Lot/Serial to launch Bin/Lot/Serial Assignment (10.080.01), allowing you to view the item’s lot or serial number details. Lot/Serial is enabled only if the item is lot or serial numbered.
Bin/Lot/Serial Assignment (10.080.01)

Use Bin/Lot/Serial Assignment (10.080.01) to assign lot or serial numbers to an item during allocation creation. This screen is displayed when you click Lot/Serial on Project Inventory Allocation (10.080.00).

![Bin/Lot/Serial Assignment (10.080.01)](image)

Following are the field descriptions for Bin/Lot/Serial Assignment (10.080.01).

**Qty Allocated/Unallocated**

Qty Allocated/Unallocated displays the quantity being allocated or the quantity being unallocated. The quantity to allocate cannot be larger than the quantity available. The quantity to unallocated cannot be larger than the quantity remaining to be issued from the project inventory allocation.

**Lot/Serial Number**

Lot/Serial Number displays the specific identifying number assigned to an item.

To display a list of all lot/serial numbers, press F3 (or double-right-click). Alloc Serial Numbers List is displayed. To select a number, you can highlight it and click OK or double-click on your selection.

**Note** You cannot allocate an expired lot number or serial number to a project. Also, you cannot unallocate a lot number or serial number that has never been allocated to a project.

**UOM**

UOM displays the stocking unit of measure of the inventory ID.

**Manufacturer Lot/Serial Number**

Manufacturer Lot/Serial Number specifies the manufacturer-assigned lot or serial number that is associated with an item’s lot or serial number. You can view a different number by entering it in this box.

**Quantity to Allocate/Unallocate**

Quantity to Allocate/Unallocate is the number of units remaining to be assigned lot or serial numbers. The software calculates this quantity as the original transaction quantity minus the Qty Allocated/Unallocated.

**OK (button)**

Click OK to accept changes and return to Project Inventory Allocation (10.080.00).

**Cancel (button)**

Click Cancel to close without saving changes and return to Project Inventory Allocation (10.080.00).
Project Inventory (10.200.00)

Use Project Inventory (10.200.00) to select project allocated inventory to be unallocated or issued. Click Project Inventory in Issues (10.020.00) or in Project Inventory Allocation (10.080.00) to open Project Inventory (10.200.00).

Figure 13: Project Inventory (10.200.00)

Search Criteria Area
Following are the field descriptions for the Search Criteria area of Project Inventory (10.200.00).

Inventory ID
Inventory ID is display only. It is populated by Issues (10.020.00) or by Project Inventory Allocation (10.080.00).

- The asterisk (*) signifies a wildcard. A section of an inventory ID can be entered with a wildcard to find all inventory items that have the desired text. For example, enter HON* to look for all inventory items with a part number that starts with HON.

- To display a list of all existing part numbers, press F3 or double-right-click. Inventory Item List is displayed. To select a part number, you can highlight it and click OK or double-click on your selection.

Site ID
Site ID is display only. It is populated by Issues (10.020.00) or by Project Inventory Allocation (10.080.00).

Receipt/Reference Number
Receipt/Reference Number allows you to search by the receipt number for the original allocation if the original allocation came from Purchasing’s Receipt/Invoice Entry (04.010.00). Or, allows you to search by the reference number for the original allocation from Project Inventory Allocation.
Data Entry Screens

(10.080.00). Otherwise, allows you to search by the reference number for the return to project inventory from Issues (10.020.00).

Receipt/Allocation Date
Receipt/Allocation Date allows you to search by the transaction date.

Purchase Order Number
Purchase Order Number allows you to search by the purchase order number if the original allocation began in Purchasing’s Purchase Orders (04.250.00).

Project ID
Project ID allows you to search for project allocated inventory by project ID.

Task ID
Task ID allows you to search for project allocated inventory by task ID.

Refresh (button)
After all desired lookup parameters have been entered, click Refresh. Refresh causes the selected items to be displayed in the grid.

Detail Area
Following are the field descriptions for the Detail area of Project Inventory (10.200.00).

Inventory ID
Inventory ID is a unique identifying code that distinguishes the inventory item from all other items in the database.

Site ID
Site ID associates the item with a specific inventory storage facility (warehouse, distribution center, etc.).

Warehouse Bin Location
Warehouse Bin Location is a location (bin, bay, rack, etc.) within the storage facility (Site ID) where the item is maintained.

Receipt/Reference Number
Receipt/Reference Number displays the receipt number for the original allocation if the original allocation came from Purchasing’s Receipt/Invoice Entry (04.010.00). Or, displays the reference number for the original allocation from Project Inventory Allocation (10.080.00). Otherwise, displays the reference number for the return to project inventory in Issues (10.020.00).

Receipt/Allocation Line Ref
Receipt/Allocation Line Ref displays the receipt line reference number for the original allocation if the original allocation came from Purchasing’s Receipt/Invoice Entry (04.010.00). Or, displays the line reference number for the original allocation from Project Inventory Allocation (10.080.00). Otherwise, displays the line reference number for the return to project inventory in Issues (10.020.00).

Receipt/Allocation Date
Receipt/Allocation Date displays the transaction date of a single activity.

Source Type
Source Type displays the type of the source of the project inventory allocation. Source Type values are:
• **Purchase Order Receipt (POR)** – from a receipt in Purchasing’s *Receipt/Invoice Entry* (04.010.00) that has a *Receipt For* of Goods for Project Inventory and started as a purchase order in *Purchase Orders* (04.250.00).

• **Receipt Only (PRR)** – from a line that you add manually to a receipt in Purchasing’s *Receipt/Invoice Entry* (04.010.00) that had a *Receipt For* of Goods for Project Inventory.

• **Project Inventory Allocation (PIA)** – from *Project Inventory Allocation* (10.080.00).

• **Purchase Order from a Sales Order (GSO)** – from a receipt in Purchasing’s *Receipt/Invoice Entry* (04.010.00) that has a *Receipt For* of Goods for Project Sales Order.

• **Return from Issue (RFI)** – from a return in *Issues* (10.020.00) where the *Type* was Return to Project Allocated.

**Purchase Order Number**

*Purchase Order Number* displays the purchase order number for the original allocation if the original allocation began in Purchasing’s *Purchase Orders* (04.250.00).

**Project ID**

*Project ID* is the project ID from the Project Controller module to which the transaction is allocated.

**Task ID**

*Task ID* is the task ID from the Project Controller module to which the transaction is allocated.

**Qty Remaining To Issue**

*Qty Remaining to Issue* displays the difference between the original quantity allocated and any consumptions or unallocations.

**Orig Quantity Allocated**

*Orig Quantity Allocated* displays the original quantity allocated to the project.

**Select (button)**

Click *Select* to choose the project inventory allocation that you highlighted, and return to *Issues* (10.020.00) or *Project Inventory Allocation* (10.080.00).

**Cancel (button)**

Click *Cancel* to return to *Issues* (10.020.00) or *Project Inventory Allocation* (10.080.00) without selecting a project inventory allocation.
Inquiry Screens

Purpose of Inquiry Screens
On inquiry screens, you can look up information about inventory quantities and transactions.

Inventory Item Lookup (10.210.00)

*Inventory Item Lookup (10.210.00)* allows searching for an inventory item by description or attribute.

![Inventory Item Lookup (10.210.00)](image)

*Figure 14: Inventory Item Lookup (10.210.00)*

Following are the field descriptions for the lower half of *Inventory Item Lookup (10.210.00).*

**Inventory ID**

*Inventory ID* is a unique identifying code that distinguishes the inventory item from all other items in the database. *Inventory ID* is display-only.

**Description**

*Description* is an explanation of the inventory item specified at *Inventory ID*. This description appears on reports listing the item. *Description* is display-only.

**Site ID**

*Site ID* associates the item with a specific inventory storage facility (warehouse, distribution center, etc.). *Site ID* is display-only.
Available

Available (Available Today, in grid view) indicates inventory that is available for immediate shipment and is a calculated field based on the boxes checked during IN Setup (10.950.00). Available is display-only.

- When CPS is on and Available on Pick Date on the Lookup by Description tab is clear, this field is labeled Available Today. When CPS is off, this field is labeled Available.
- When CPS is on, the available quantity displayed here is always the quantity available for a new order.

Allocated to Projects

Allocated to Projects indicates inventory that is allocated to a project or projects and is a calculated field. Allocated to Projects is display-only.

- When Qty Allocated to Projects is checked and a project ID has been specified, this field indicates the quantity that is allocated for the project ID specified.
- When Qty Allocated to Projects is cleared or when Qty Allocated to Projects is checked and a project ID has not been specified, this field indicates the quantity that is allocated for all project IDs.

On Order

On Order refers to the outstanding replenishment orders. On Order is display-only.

Base Price

Base Price is the base price for the item as entered in Inventory Items (10.250.00). Base Price is display-only.

Avg Cost

Avg Cost is the estimated total cost, including allocated overhead, to produce a batch of goods divided by the total number of units produced. Avg Cost is display-only.

Product Class

Product Class is the product class for the item as defined in Inventory Items (10.250.00). Product Class is display-only.

If attributes are defined for this item’s product class, the attribute names will be displayed along with any values that have been entered for those attributes.

Attribute Fields

The attribute fields such as Drawers, Color, Height, etc. are set up in Attribute Definitions (10.282.00).
Inventory Item Lookup, Lookup by Description Tab

The **Lookup by Description** tab of *Inventory Item Lookup* (10.210.00) allows searching for an inventory item by its description.

![Image of Inventory Item Lookup (10.210.00), Lookup by Description tab](image)

Figure 15: Inventory Item Lookup (10.210.00), Lookup by Description tab

Following are the field descriptions for the **Lookup by Description** tab of *Inventory Item Lookup* (10.210.00).

**Part Number**

**Part Number** allows you to search for an inventory item by the part number. The part number can be associated with a customer, vendor, substitutes, global part number, manufacturer part number, or project ID according to the selections checked.

- The asterisk (*) signifies a wildcard. A section of a part number can be entered with a wildcard to find all part numbers that have the desired text. For example, enter HON* to look for all inventory items with a part number that includes HON.

- To display a list of all existing part numbers, press `F3` or double-right-click. *Inventory Item List* is displayed. To select a part number, you can highlight it and click **OK** or double-clicking on your selection.
Description

Description allows you to search by the description of an inventory item.

The asterisk (*) signifies a wildcard. Part of a description can be entered with a wildcard to find all descriptions that have the desired text. For example, enter Two* to look for all inventory items with a description including the word Two.

Product Class

Product Class allows you to search for products by product class.

To display a list of all existing product classes, press F3 or double-right-click. Product Classes List is displayed. To select a product class, you can highlight it and click OK or double-click on your selection.

Manufacturing Class ID

This field is reserved for future use.

Customer Part Nbr

If Customer Part Nbr is selected, the lookup will include items with customer part numbers that match the text entered in Inventory ID, including the wildcards. When Customer Part Nbr is selected, a Customer ID must be entered, although it will be automatically filled in if the calling application provides the default value.

An alternative to selecting Customer Part Nbr with the mouse is to press the SPACEBAR after tabbing to the field.

Customer ID

Customer ID prompts the search to be conducted based on the customer’s ID number.

Vendor Part Nbr

If Vendor Part Nbr is selected, the lookup will include items with vendor part numbers that match the text entered in Inventory ID, including the wildcards. When Vendor Part Nbr is selected, a Vendor ID must be entered, although it will be automatically filled in if the calling application provides the default value.

An alternative to selecting Vendor Part Nbr with the mouse is to press the SPACEBAR after tabbing to the field.

Vendor ID

Vendor ID prompts the search to be conducted based on the vendor’s ID number.

Single Site

If Single Site is selected, the lookup will include availability for only one site. When Single Site is selected, a Site ID must be entered, although it will be automatically filled in if the calling application provides the default value.

An alternative to selecting Single Site with the mouse is to press the SPACEBAR after tabbing to the field.

Site ID

Site ID allows you to search for products by site.

Available On Pick Date

Unless Available On Pick Date is selected, the quantity displayed in Available Today is the quantity currently on hand. To see what the quantity on hand will be, for example, in a month, taking into account all anticipated issues and receipts, then select Available on Pick Date. This enables Date,
where the date can be entered to see the desired quantity available. This quantity is displayed in 
**Available Today**, which changes to include the date in the label. **Available on Pick Date** is enabled only 
if CPS is on.

**Date**

**Date** works in conjunction with **Available on Pick Date**. With CPS on, **Available on Pick Date** and **Date** 
allow you to see the quantity available for a specific date. The date in **Date** represents a planned date, 
not the actual date the item is to be delivered to your site. 
If CPS is off, then **Date** is disabled.

**Substitutes**

If you select **Substitutes**, then substitute items will be displayed for the item you entered in **Customer 
Part Nbr**. This check box is selected only if the part number was entered (or defaulted) without 
wildcards.

An alternative to selecting **Substitutes** with the mouse is to press the **SPACEBAR** after tabbing to the 
field.

**Globals**

**Globals** gives the ability to search the global values as well as the customer specific values. All 
searches are now performed looking for alternate part numbers, regardless of whether **Globals** is 
selected.

**Manufacturer Part Nbr**

**Manufacturer Part Nbr** selects a lookup for a part by its original manufacturer number. This is helpful if 
you do not know the number assigned to a part by the software when performing a lookup.

**Qty Allocated to Projects**

If **Qty Allocated to Projects** is selected, the lookup will only include items that match the text entered in 
**Inventory ID** with quantity allocated to project IDs, including the wildcards. When **Qty Allocated to 
Projects** is selected, a **Project ID** must be entered or an asterisk (*) must be entered.

An alternative to selecting **Qty Allocated to Projects** with the mouse is to press the **SPACEBAR** after 
tabbing to the field.

**Qty Allocated to Projects** is disabled if **Project Controller** is not registered.

**Project ID**

**Project ID** prompts the search to be conducted based on the project’s ID number. 
**Project ID** is enabled if **Qty Allocated to Projects** is selected.

**Refresh (button)**

After all desired lookup parameters have been entered, click **Refresh**. **Refresh** causes the selected 
items to be displayed in the grid.

**Select (button)**

**Select** launches **Inventory Items (10.250.00)**, where you can view and edit additional information 
about an inventory item’s ID, description, valuation method, costing data, etc. **Select** is enabled after 
you click **Refresh** and then tab to or click on an item in the grid area.

**Availability (button)**

**Availability** launches **Availability (21.410.00)**, where you can view additional information about an 
item’s supply and demand quantities over time (time-phased availability), planning detail, priorities, 
etc. **Availability** is enabled after you click **Refresh** and then tab to or click on an item in the grid area.
Inventory Item Lookup, Lookup by Attribute Tab

The **Lookup by Attribute** tab of *Inventory Item Lookup* (10.210.00) allows searching for an inventory item by site and product class.

![Inventory Item Lookup (10.210.00), Lookup by Attribute tab](image)

Following are the field descriptions for the **Lookup by Attributes** tab of *Inventory Item Lookup* (10.210.00).

**Site ID**

**Site ID** allows you to search for products by site.

To display a list of all site IDs, press F3 (or double-right-click). **Site List** is displayed. To select a site ID, you can highlight it and click OK or double-click on your selection.

**Product Class**

**Product Class** allows you to search for products by product class.

To display a list of all product classes, press F3 (or double-right-click). **Product Classes List** is displayed. To select a product class, you can highlight it and click OK or double-click on your selection.

**Note:** When you initially click the **Lookup by Attribute** tab, only **Site ID** and **Product Class** fields display. After entering a product class, a number of attribute fields and lists appear. Select from the lists and enter data into the entry field(s) to set your search criteria.

**Refresh (button)**

After all desired lookup parameters have been entered, click **Refresh**. **Refresh** causes the items which meet the search criteria to be displayed in the grid.
Select (button)

Select launches Inventory Items (10.250.00), where you can view and edit additional information about an inventory item’s ID, description, valuation method, costing data, etc. Select is enabled after you click Refresh and then tab to or click on an item in the grid area.
Inventory Status Inquiry (10.220.00)

Use Inventory Status Inquiry (10.220.00) to look up the quantities of an inventory item that are on-hand, on purchase orders, on kit assemblies, on transfer orders, in transit, on sales orders (including sales order lot/serial allocations), on back orders, on work orders, on shippers, in locations not available, shipped not invoiced, reserved by other modules, and available, as well as the value of the item in all sites.

The following types of information can be viewed from Inventory Status Inquiry (10.220.00):

- Inventory information
- Inventory availability by item site and item location
- Cost layer information for items that use FIFO, LIFO, and Specific Identification valuation methods
- Detailed inventory transactions
- Inventory usage by work order, sales order, purchase order, and demand from other modules

![Inventory Status Inquiry (10.220.00), form view](image)

Following are the field descriptions for Inventory Status Inquiry (10.220.00).

**Inventory ID**

Inventory ID specifies the inventory item whose information you want to review. The remaining fields on the screen are filled in automatically, based on the current data associated with the inventory item entered here.

**Notes/Attachments (Icon)**

Notes/Attachments allows the entry of or attaching a source document regarding the inventory item. Click the Notes/Attachments icon ![icon] to choose to enter either a note or attach source documents. For more information, see to “Attaching Notes and Source Documents to Data Items” in the Quick Reference user’s guide or help.
Clicking the **Inventory Lookup** icon invokes **Inventory Item Lookup (10.210.00)**, which allows you to search for an item by description or attribute.

An alternative to clicking the icon is to place the cursor in **Inventory ID** and press **ALT+F3** to invoke **Inventory Item Lookup (10.210.00)**.

**Show Zero Quantity Sites**

**Show Zero Quantity Sites** determines whether or not active locations with quantity-on-hand of zero are displayed in the grid. For example, say you have four sites — A, B, C, and D. Quantity-on-hand for each site is as follows: A = 10, B = 0, C = 5, and D never had any quantity-on-hand of this particular item. If you select **Show Zero Quantity Sites**, site B will show up in the grid, even though its current quantity is zero. Site D will not show up, because there is no record for the item at that site. If you leave **Show Zero Quantity Sites** unchecked, site B will not show up in the grid.

**Location (button)**

Click **Location** to open **Location (10.220.01)**, allowing you to view additional information about the item’s quantities at each location. If you highlight a line in the grid representing a single site ID before clicking **Location**, then **Location (10.220.01)** shows the breakdown of warehouse bins housing that item at that selected site ID.

**Physical Inv (button)**

Click **Physical Inv** to open **Physical Inventory (10.220.05)**, allowing you to view additional information about when the last physical inventory was completed for an item.

**Costs (button)**

Click **Costs** to open **Costs (10.220.02)**, allowing you to view additional cost information about the item.

**Replenishment (button)**

Click **Replenishment** to open **Replenishments (10.220.06)**, allowing you to view additional information about the item’s reorder point, lead time for replenishment, vendor, etc.

**Transaction Detail (button)**

Click **Transaction Detail** to open **Inventory Transaction Inquiry (10.223.00)**, allowing you to view a history of inventory transactions that involved this item.

**Work Orders (button)**

Click **Work Orders** to open **Work Order Detail Inquiry (10.220.03)**, allowing you to view additional information about work orders associated with this item, including status, processing stage, planned start and end dates, etc. **Work Orders** is enabled only if the Work Order module is installed and set up, and CPS is off.

**Lot/Serial (button)**

Click **Lot/Serial** to open **Lot / Serial (10.229.00)**, allowing you to view the item’s lot or serial number details and the item’s pertinent transactions. **Lot/Serial** is enabled only if the item is lot or serial numbered.

**OM Documents (button)**

Click **OM Documents** to open **OM Documents (10.225.00)**, allowing you to view the item’s sales order and shipper information, including order date, order number, status, etc.
Item History (button)
Click Item History to open Inventory Item History (10.251.00), allowing you to review the item’s site-specific period- and year-to-date activity for quantities sold, sales amounts, cost-of-goods-sold, etc.

Purchase Orders (button)
Click Purchase Orders to open Purchase Order Detail Inquiry (10.227.00), allowing you to view the item’s purchasing history including order date, order number, status, etc.

Availability (button)
Click Availability to open Availability (21.241.00) in the Shared Information module, where you can view additional information about an item’s supply and demand quantities over time (time-phased availability), planning detail, priorities, etc.

Item Information Frame

Class ID
Class ID indicates a specific product class (group of related items) that is associated with the item being viewed.

Mfg Class ID
Mfg Class ID indicates the specific manufacturing class (group of related items) that is associated with the item being viewed.

Type
Type displays the item’s inventory classification: finished good, raw material, labor, etc. (an item can be a service). The software uses inventory types during cost calculations (such as, the Bill of Material module) to determine which cost categories to increment when processing the item.

Source
Source displays how you typically acquire the item. Source options are:
- Manufactured — The item is produced in house.
- Outsourced — The item is produced by an outside supplier.
- Purchased — The item is purchased from an outside supplier.

Valuation Method
Valuation Method displays the way cost is attributed to the item (the default valuation method is established in IN Setup (10.950.00) for the associated product class). The valuation method options are:
- Average Cost — The item is valued at the weighted average cost of the quantity-on-hand. The average cost is adjusted whenever inventory is placed into stock and the quantity-on-hand increases. If the quantity-on-hand is negative, the Last Cost on Inventory Sites (10.255.00) or Inventory Items (10.250.00) is used.
- FIFO — The item is valued using the first-in-first-out method. Cost information is retained using cost layers.
- LIFO — The item is valued using the last-in-first-out method. Cost information is retained using cost layers.
- Specific Identification — The item is valued using an identification code entered by the user to maintain specifically identified cost layers for items. Cost information is retained using cost layers.
- Standard Cost — The item is valued using the normal expected cost for the item.
• User-Specified Cost — Valuation of the item is deferred. The item receives its cost from the user when entering a transaction.

Lot/Serial Tracked

Lot/Serial Tracked displays whether or not to track the item and how (by lot number or by serial number) it should be tracked. The item tracking options are:

• Lot Numbered — Assign the item to a specific lot and track the quantity-on-hand for that lot. Lot numbered items can have any on-hand quantity associated with that particular lot. Typical items tracked by lot number include paint, color-molded parts, and pharmaceuticals.

• Serial Numbered — Assign a serial number to the item and track the item by that serial number. Typical items tracked by serial number include computers, power tools, and cameras. A serial number can apply to only one item, regardless of the on-hand quantity of that item. So, for example, if you have 100 computers in stock, each computer must have a unique serial number.

• None — Does not associate the item with a lot or serial number. For items not tracked (no lot or serial number), the software leaves Lot/Serial Tracked blank. Typical items not tracked include nuts and bolts, pencils, and paper products.

Stock

Stock indicates whether the item is a stock or non-stock item and if its quantity and cost is tracked by the Inventory module. Stock items are typically received into and issued from inventory. Non-stock items are items that may or may not be physically stored within the warehouse and for which the tracking of quantity is not important. For example, labor for the manufacturing of an item, software licenses, or extended warranties can all be considered non-stock items.

Item Use

Item Use indicates whether or not an item is a standard item, is a kit ID, or has a bill of material ID associated with it.

More Item Information (button)

Click More Item Information to open Inventory Items (10.250.00), where you can view an inventory item's information.

Unit of Measure Frame

Stocking

Stocking displays the unit of measure (pound, carton, bundle, etc.) used to stock the item in inventory.

Purchase

Purchase displays the unit of measure (pound, carton, bundle, etc.) used when placing a purchase order or a receipt to replenish stock for this item.

Sales

Sales displays the unit of measure (pound, carton, bundle, etc.) used when selling this item to customers.

Default Site Information for Company Frame

Site

Site displays the default inventory storage facility, (warehouse, distribution center, etc.) where the item is stored.
**Default Picking Bin**

**Default Picking Bin** displays the default location (bin, bay, rack, etc.) within the storage facility where the item is normally picked.

**Default Put Away Bin**

**Default Put Away Bin** displays the default location (bin, bay, rack, etc.) within the storage facility where the item is normally placed when initially received.

**Note:** The reason there are separate locations for putting items away and picking items for order fulfillment is that these locations are often separate. For example, when you receive a shipment of tires, you may have them taken to one location (put away bin) for storage and then later move portions to another location (default picking bin) for picking. You can track on-hand quantities for both locations and use material transfer requests for moving the items from one location to the other.

**Sites Frame**

**Site ID**

**Site ID** displays the specific inventory storage facility, (warehouse, distribution center, etc.) where the item is maintained.

**Total Cost**

**Total Cost** displays the total value of all units of this item at this site.

**Available Today**

**Available Today** displays the available quantity of the item in the **Site ID**.

When CPS is on, this field is labeled **Available Today**. When CPS is off, this field is labeled **Available**.

**Inventory Supply Frame**

Information in the Inventory Supply frame displays inventory items on hand or anticipated from various sources.

**Note:** An asterisk next to a field name indicates that the field has been marked for inclusion in availability quantity calculations in **IN Setup (10.950.00)**.

**On Hand**

**On Hand** displays the total quantity of the item currently stored at this **Site ID**. An asterisk is placed next to **On Hand** by default and cannot be deselected for inclusion.

**From Purchase Orders**

**From Purchase Orders** displays an anticipated inbound supply of additional quantity from open purchase orders not yet received at this **Site ID**. **From Purchase Orders** represents inventory supply that is yet to be received from a vendor, but may be included as available supply based on options specified in **IN Setup (10.950.00)**. This quantity may or may not adjust the quantity available, based on whether **Include Purchase Orders** is selected in **IN Setup (10.950.00)**.

**From OM Kit Assembly Orders**

**From OM Kit Assembly Orders** displays an anticipated inbound supply of additional quantity from open kit assembly orders not yet received at this **Site ID**. **From OM Kit Assembly Orders** represents inventory supply from an Order Management order that has yet to be entered into the Sales Journal, but may be included as available supply based on options specified in **IN Setup (10.950.00)**. This quantity may or may not adjust the quantity available depending on whether **Include OM Kit Assemblies** is selected in **IN Setup (10.950.00)**.
From OM Transfer Orders
From OM Transfer Orders represents inventory supply that has been requested automatically by Order Management to be transferred from one site to another. For example, you may receive an order for items that are out of stock at location A, but you have more than enough at location B. If you are using Order Management, it can initiate an automatic transfer request to have the correct portion of those items moved from location B to location A.

From 2-Step Inventory Transfers
From 2-Step Inventory Transfers represents inventory supply that is currently in transit to this Site ID and on open transfer orders, both in the Inventory and Order Management modules. This quantity may or may not adjust the quantity available depending on whether Include 2-Step Inventory Transfers and OM Transfer Orders are selected in IN Setup (10.950.00).

From Firmed Work Orders
From Firmed Work Orders displays an anticipated inbound supply of additional quantity from manufacturing work orders that have been firmed but not yet released or completed. This quantity may or may not adjust the quantity available, depending on whether Include Firmed Work Orders is selected in IN Setup (10.950.00).

From Released Work Orders
From Released Work Orders displays an anticipated inbound supply of additional quantity from manufacturing work orders that have already been released for production but are not yet completed. This quantity may or may not adjust the quantity available depending on whether Include Released Work Orders is selected in IN Setup (10.950.00).

Other Frame

In Locations Not Available
In Locations Not Available displays the total quantity of an item that is currently stored in a warehouse bin location designated as not available as a source of supply, but that does hold a quantity-on-hand. This feature is often used by businesses that store slightly damaged or irregular items that may be repaired, but that are not usable in their current condition. By tracking these items, you may be able to fulfill an emergency order by checking locations not available and repairing the needed items.

On PO Drop Ships
On PO Drop Ships displays the number of items on purchase order drop shipments, which will not be removed from Quantity Available. This quantity is not included in availability quantity calculations.

Inventory Demand Frame
Information in the Inventory Demand frame displays the source of various external demands for this item that are reducing the quantity available from the full quantity-on-hand.

Note: An asterisk next to a field name indicates that the field has been marked for inclusion in availability quantity calculations in IN Setup (10.950.00).

On Sales Orders
On Sales Orders displays the item’s total quantity currently on open sales orders and shippers generated in the Order Management module. This quantity may or may not adjust the quantity available depending on whether Deduct All Open Sales Orders is selected in IN Setup (10.950.00).
Sales Order L/S Allocation

Sales Order L/S Allocation displays the item’s total quantity currently on open sales orders where lot/serial numbers have been designated and shippers have not been created. This quantity adjusts quantity available.

On Back Orders

On Back Orders displays the item’s total unfilled quantity currently on open sales orders generated in the Order Management module regardless if they did or did not ship on time. This quantity represents a commitment beyond what is already on hand and an immediate demand for any new quantity received. This quantity may or may not adjust the quantity available depending on whether Deduct Back Orders is selected in IN Setup (10.950.00).

On Open Shippers

On Open Shippers displays the item’s total quantity on shippers entered or generated in Order Management, but not yet confirmed. This quantity may or may not adjust the quantity available depending on whether Deduct Open Shippers is selected in IN Setup (10.950.00).

Shipped Not Invoiced

Shipped Not Invoiced displays the item’s total quantity from shippers that have been confirmed and updated but for which the inventory batch has not yet been created (by running the Sales Journal) or released. An asterisk is placed next to Shipped Not Invoiced by default and cannot be deselected for inclusion.

On Firmed Work Orders

On Firmed Work Orders displays the quantity of this item anticipated to be consumed by material issues to work orders that have been firmed, but not yet released to production. This quantity may or may not adjust the quantity available depending on whether Deduct Firmed Work Orders is selected on IN Setup (10.950.00) and on the setting of Processing Stage to Allocate Quantity on Work Order Setup (12.950.00).

On Released Work Orders

On Released Work Orders displays the quantity of this item that will be issued to fulfill material needs for work orders already in production, but not yet completed. This quantity may or may not adjust the quantity available depending on whether Deduct Released Work Orders is selected on IN Setup (10.950.00) and on the setting of Processing Stage to Allocate Quantity on Work Order Setup (12.950.00).

Inventory Allocation

Inventory Allocation displays the quantity of the selected item that is currently on unreleased inventory transactions that decrease inventory. These transactions are issues (not return rows), transfers ("from" site only), adjustments (negative quantity adjustments only), and kit assemblies (component items only).

Bill of Material Allocation

Bill of Material Allocation displays the total quantity of the selected item that is currently on unreleased production entry transactions.

Service Series Allocation

Service Series Allocation displays the total quantity of the selected item that is currently on unprocessed service invoices. This includes quantities from time and material invoices and flat rate invoices.
**PO Returns Allocation**

**PO Returns Allocation** displays the total quantity of the selected item that is currently on unreleased Purchasing Receipt/Invoice Entry (04.010.00) transactions with a Receipt Type of Return.

**Inventory Allocated to Projects**

**Inventory Allocated to Projects** displays the total quantity of the selected item that is currently allocated to a project.

**Inventory Allocated to Projects Inquiry (button)**

**Inventory Allocated to Projects Inquiry** launches **Inventory Allocated to Projects Inquiry** (10.224.00). Use **Inventory Allocated to Projects Inquiry** (10.224.00) to review the project allocated inventory details about the selected item.

**Location (10.220.01)**

Use **Location** (10.220.01) to view specific information about an item based on its location at each particular site. This screen is accessed by clicking **Location** on **Inventory Status Inquiry** (10.220.00). If your cursor was in a Total line in **Inventory Status Inquiry** (10.220.00), all sites and locations are displayed.

![Location (10.220.01)](image)

**Figure 18: Location (10.220.01)**

Following are the field descriptions for **Location** (10.220.01).

**Site ID**

**Site ID** displays the specific inventory storage facility, (warehouse, distribution center, etc.) where the item is maintained.

**Warehouse Bin Location**

**Warehouse Bin Location** displays the default location (bin, bay, rack, etc.) within the storage facility where the item is maintained.

**On Hand**

**On Hand** displays the quantity of the selected item that is currently stored at this site.

**On Open Shippers**

**On Open Shippers** displays the selected item’s total quantity on shippers entered or generated in Order Management, but not yet confirmed.
Shipped Not Invoiced

Shipped Not Invoiced displays the item’s total quantity from shippers that have been confirmed and updated but for which the inventory batch has not yet been created (by running the Sales Journal) or released.

On Released Work Orders

On Released Work Orders displays the number of items required by released work orders.

Include in Quantity Available

Include in Quantity Available indicates if items stored at a warehouse location are selected for inclusion in quantity available calculations involving the items (the results of which are displayed for the item at Available in Inventory Items (10.250.00) and used to check quantities entered on sales orders).

Show Locations Excluded from Qty Available Calculation

Show Locations Excluded from Qty Available Calculation indicates if all locations should be displayed. When clear, only locations selected for Include in Quantity Available will be displayed.

OK (button)

Click OK to return to Inventory Status Inquiry (10.220.00).

Lot/Serial (button)

Click Lot/Serial to open Lot / Serial (10.229.00), allowing you to view the item’s lot/serial number information and the item’s pertinent transactions. This button is enabled only if the item is lot or serial numbered.

Costs (10.220.02)

Use Costs (10.220.02) to view cost and usage information about a particular inventory item, and to view the item’s cost layer information. This screen is accessed by clicking Costs on Inventory Status Inquiry (10.220.00).
Figure 19: Costs (10.220.02)

Following are the field descriptions for Costs (10.220.02).

**Last Cost**

*Last Cost* displays the item’s most recent cost paid per stock unit for the item.

**Average Cost**

*Average Cost* displays the total cost paid for the item’s current stocked units quantity-on-hand divided by the item’s current stocked units quantity-on-hand. Quantity-on-hand must be positive.

**Average Usage per Month**

*Average Usage per Month* displays the total usage activity of the item for the current period.

**YTD Usage**

*YTD Usage* displays the actual year-to-date usage activity for the item.

**Effective Date - Current**

*Effective Date* displays the date when the current standard costs went into effect.

**Direct - Current**

*Direct* displays the item’s total current direct standard cost. This includes the cost of resources going directly into acquiring or making the item. If the item is purchased, this represents the item cost itself (direct material cost), and does not include any allocated overheads.

**Fixed Overhead - Current**

*Fixed Overhead* displays the item’s total current fixed overhead standard cost. This includes costs that do not go directly into acquiring or making the item and that do not vary with production volume. If the item is purchased, this typically includes only overheads allocated based on direct material costs.

**Variable Overhead - Current**

*Variable Overhead* displays the item’s total current variable overhead standard cost. This includes costs that do not go directly into acquiring or making the item but do vary with production volume. If the item is purchased, this typically includes only overheads allocated based on direct material costs.

**Total - Current**

*Total* displays the item’s total current standard costs (the total of current direct, fixed overhead, and variable overhead standard costs).

**Effective Date - Pending**

*Effective Date* displays the date when pending standard costs take effect and become current standard costs.

**Direct - Pending**

*Direct* displays the item’s total pending direct standard cost. This includes the cost of resources going directly into acquiring or producing the item. If the item is purchased, this represents the item cost itself (direct material cost), and does not include any allocated overheads.

**Fixed Overhead - Pending**

*Fixed Overhead* displays the item’s total pending fixed overhead standard cost. This includes costs that do not go directly into acquiring or making the item and that do not vary with production volume. If the item is purchased, this typically includes only overheads allocated based on direct material costs.
Variable Overhead - Pending
Variable Overhead displays the item’s total pending variable overhead standard cost. This includes costs that do not go directly into acquiring or making the item but do vary with production volume. If the item is purchased, this typically includes only overheads allocated based on direct material costs.

Total - Pending
Total displays the item’s total pending standard costs (the total of pending direct, fixed overhead, and variable overhead standard costs).

Site ID
Site ID displays the specific inventory storage facility, (warehouse, distribution center, etc.) where the item is maintained.

Layer Type
Layer Type displays the specific cost layer type (standard, oversold, or work order) associated with the inventory item.

Specific Cost ID
Specific Cost ID displays a user-defined alphanumeric value that identifies a particular cost layer for an item. This field is valid only for inventory items that use the Specific Identification valuation method.

Quantity
Quantity displays the quantity-on-hand.

Total Cost
Total Cost displays the amount of money invested in all the units currently on hand.

Unit Cost
Unit Cost displays the per-stock unit cost of the item.

Receipt Number
Receipt Number links the transaction to a source document such as a purchase order.

Receipt Date
Receipt Date displays when the item is placed in inventory. The receipt date appears with the item on inventory transaction reports.

OK (button)
Click OK to return to Inventory Status Inquiry (10.220.00).
Work Order Detail Inquiry (10.220.03)

Use Work Order Detail Inquiry (10.220.03) to view all work order activity for an inventory item. Use the Supply tab to view all the work orders where the specified inventory item is the target of production. Use the Demand tab to view all the work orders where the specified inventory item is on a material list. This screen is accessed by clicking Work Orders on Inventory Status Inquiry (10.220.00).

Following are the field descriptions for Work Order Detail Inquiry (10.220.03).

Inventory ID
Inventory ID displays the inventory item whose information you want to review.

Site ID
Site ID displays the specific inventory storage facility, (warehouse, distribution center, etc.) where the item is maintained.

Whse Bin Location
Whse Bin Location displays the default location (bin, bay, rack, etc.) within the storage facility where the item is maintained.

Customer ID
Customer ID allows you to restrict the work orders selected based on the customer associated with the work order.

Plan End From-To
Plan End From-To allows you to restrict the work orders selected based on the planned ending date.

Processing Stage
Processing Stage allows you to restrict the work orders selected based on the processing stage of the work order. Select All Stages to select all work orders. Using this filter the user could select only those work orders in one of the processing stages: All Stages, Plan, Firm, Released, Firm or Released, Plan or Firm or Released, Ops-Closed, Fin-Closed.
Status

Status allows you to restrict the work orders selected based on the status of the work order. Select All Statuses to select all work orders. Using this filter the user could select only those work orders in one of the statuses: All Statuses, Active, Inactive, Purge.

Refresh Supply (button)
Click Refresh Supply to display updated information on the Supply tab based on the requested information.

Refresh Demand (button)
Click Refresh Demand to display updated information on the Demand tab based on the requested information.

Qty Details (button)
Click Qty Details to open Quantity Details (10.220.04), allowing you to view additional information on the part to build. Qty Details is enabled only if the item is lot/serial tracked. Qty Details then shows the lot/serial assignments done at production completion.

OK (button)
Click OK to return to Inventory Status Inquiry (10.220.00).

Detail Transactions (button)
Click Detail Transactions to open Work Order Transaction Inquiry (12.301.00), allowing you to view overview information about the transaction performed on a work order.

Info (button)
Click Info to open Work Order Information (12.290.00), where you can get general information about the work order. This button is activated if you have displayed a work order with transactions for the item being viewed.

Work Order Detail Inquiry, Supply Tab

Figure 21: Work Order Detail Inquiry (10.220.03), Supply tab
Following are the field descriptions for the Supply tab of Work Order Detail Inquiry (10.220.03).

**Plan End Date**
Plan End Date displays the date that completion of production is expected.

**Work Order ID**
Work Order ID displays a unique identifier used to distinguish this work order from others.

**Build To Type**
Build To Type displays whether the inventory item is to be built to stock, a work order, project, or sales order.

**Processing Stage**
Processing Stage displays the current state of the order. The phases are: Plan, Firm, Released, Ops-Closed, and Fin-Closed. Refer to the Work Order online help or user guide for more information on these phases.

**Current Quantity**
Current Quantity displays the quantity of the finished good that the work order is building.

**Remaining**
Remaining displays the quantity remaining on this work order; calculated as current to build, less completed.

**Site ID**
Site ID displays where production takes place and where inventory quantities and amounts for the part to build are incremented.

**Whse Bin Location**
Whse Bin Location displays the warehouse location where the completed parts will be added to inventory upon production completion.

**Customer ID**
Customer ID displays the identifier of the customer for whom the work order was created.

**Completed**
Completed displays the quantity completed on this work order.

**QC Hold**
If a quantity is displayed in QC Hold, it reduces the quantity available to complete.

**Out to Rework**
Out to Rework displays the quantity sent to be reworked on this work order.

**Scrap**
Scrap displays the quantity allocated to scrap on this work order.

**ReDirected**
ReDirected displays the quantity of this production item that has been redirected to another destination through Production Completion (12.402.00).
Work Order Type

**Work Order Type** displays the work order type — Manufacturing or Mfg-Rework.

Plan Start

**Plan Start** displays the planned start date. It is interpreted as the requirement date for components on the material requirements list.

Actual Start

**Actual Start** displays the date the work order was created.

Actual End

**Actual End** displays the date the work order was completed (Fin-Closed).

Status

**Status** displays the status of this work order: Active or Inactive.

Sales Order Nbr

**Sales Order Nbr** displays the sales order number associated with this work order.

Build To WO

Completion of the order is reported to this work order, with the part to build automatically issued to the requirement on the target work order’s material requirements list.

Build To Line Ref

**Build To Line Ref** displays the work order line reference number having a **Build To Type** of order.

Work Order Detail Inquiry, Demand Tab

![Image]

*Figure 22: Work Order Detail Inquiry (10.220.03), Demand tab*
Following are the field descriptions for the Demand tab of Work Order Detail Inquiry (10.220.03).

**Component Date Reqd**
Component Date Reqd displays the date when this component is required to be available to fulfill the work order.

**Work Order ID**
Work Order displays a unique identifier used to distinguish this work order from others.

**Build To Type**
Build To Type displays whether the work order is to be built to stock, another work order, a project, or a sales order.

**Processing Stage**
Processing Stage displays the current state of the order.

**Quantity Required**
Quantity Required displays the original required quantity for this work order.

**Remaining**
Remaining displays the current demand for this item minus the materials already issued to the work order.

**Material In**
Material In displays the quantity of an item coming into the work order.

**Material Out**
Material Out displays the quantity of an item transferred out of the work order.

**Site ID**
Site ID displays the site where inventory is reduced when this component is issued to build the work order.

**Whse Bin Location**
Whse Bin Location displays the warehouse location where the component part is taken from inventory to build the work order.

**Customer ID**
Customer ID displays the identifier of the customer for whom the work order was created.

**Sales Order Number**
Sales Order Number displays the customer’s sales order number for this work order.

**Plan Start**
Plan Start displays the planned start date. It is interpreted as the requirement date for components on the material requirements list.

**Plan End**
Plan End displays the date that completion of this work order is expected.
Actual Start
Actual Start displays the date the work order was created.

Actual End
Actual End displays the date the work order was completed (Fin-Closed).

Work Order Type
Work Order Type displays the work order type — Manufacturing or Mfg-Rework.

Status
Status displays the project status of the work order: Active or Inactive.

Quantity Details (10.220.04)

Use Quantity Details (10.220.04) to view work order transaction details, including issue, transfer, and production completion batches. Quantity Details (10.220.04) is accessed from either the Supply or Demand tab of Work Order Detail Inquiry (10.220.03), and is only available from the Supply tab if the item is lot/serial tracked. For a lot/serial item, Quantity Details (10.220.04) contains the lot/serial numbers generated by the particular production completion (supply).

Figure 23: Quantity Details (10.220.04)

Following are the field descriptions for Quantity Details (10.220.04).

WO Quantity Required
WO Quantity Required displays the quantity required from the materials list.

Material In
Material In displays the quantity of an item that has come into the work order.

Material Out
Material Out displays the quantity of an item transferred or scrapped from the work order.
Quantity Remaining

Quantity Remaining displays the result of WO Quantity Required minus Material In plus Material Out.

Quantity Details Frame

- **Issue Now** is not used in this inquiry. When issuing material to a work order, Issue Now contains the quantity to be issued.
- **Issued** displays the quantity issued to date for this inventory item.
- **Auto-issued from child work orders** displays the quantity issued to date based on production completion from child work orders.
- **Auto-issued from purchase orders** displays the quantity issued to date based on purchase receipts. (Not currently implemented.)
- **Transferred in from work orders** displays the quantity transferred into this work order using Material Transfers/Returns (12.401.00).
- **Scrapped and reallocated** displays the number of units scrapped and reallocated using Material Transfers/Returns (12.401.00).
- **Transferred out, reallocated** displays the number of units transferred out of the work order and reallocated using Material Transfers/Returns (12.401.00).
- **Scrapped and not reallocated** displays the number of units sent directly to scrap using Material Transfers/Returns (12.401.00). Quantity in Scrapped and not reallocated is not used in the Material Out calculation.
- **Transferred out, not reallocated** displays the number of units transferred out of the work order using Material Transfers/Returns (12.401.00). Quantity in Transferred out, not reallocated is not used in the Material Out calculation.

Issued Frame

- **Batch Number** displays the batch number relating to the Quantity Details option button selected. For each option button, there can be multiple occurrences (multiple issues, transfers in, transfers out, etc.). This grid shows the detail batches that were created for each occurrence. Note that the frame caption of the batch grid changes depending on the Quantity Details option button selected.
- **Date** displays the date the batch was created.
- **User** displays the name of the person who created the batch.
- **Quantity** displays the quantity of units for the batch.
- **Description** displays an explanation of the type of batch. For example, Issue Batch, Return to Stock, etc.
- Click **View Batch** to open in Display mode the batch that is currently highlighted.

Lot/Serials Used Frame

- **Lot/Serial Number** displays the specific identifying number assigned to an item. The lot/serial numbers displayed are those associated with the currently highlighted batch in the frame.
- **Quantity** displays the inventory item’s lot or serial quantity released in the batch. If the item is a serialized item, Quantity will always contain 1.
- **Batch Number** displays the batch number associated with the lot/serial-numbered item.
- **Mfgr Lot/Serial Number** displays the manufacturer-assigned lot or serial number that is associated with an item’s lot or serial number.
- **Expiration Date** displays the expiration date related to the lot/serialized item.
- **Container Code** is the shipment container code that the lot or serial number was in when received. This code can be entered in the Lot/Serials Used grid when you enter receipts for items that are lot numbered or serialized. You cannot change the shipment container code.
OK (button)
Click OK to return to Inventory Status Inquiry (10.220.00).

Physical Inventory (10.220.05)
Use Physical Inventory (10.220.05) to view the last physical count activity for an item, based on the item’s classification, grouping, and ABC code, if any. This screen is accessed by clicking Physical Inventory on Inventory Status Inquiry (10.220.00).

![Physical Inventory (10.220.05)](image)

Figure 24: Physical Inventory (10.220.05)

Following are the field descriptions for Physical Inventory (10.220.05).

Movement Class
Movement Class displays the inventory item classification according to how often the item moves (issued or transferred from locations in the site) and are set up in Movement Classes (10.382.00).

Cycle ID
Cycle ID displays the cycle ID assigned to the item. Cycle IDs group inventory items that you want to cycle count together and are set up in Physical Cycles (10.393.00).

Count Status
Count Status displays the status of the most recent physical inventory processed for the item. Possible values are Available, Not Counted, and In Progress.

ABC Code
ABC Code displays the ABC code assigned to the item. ABC codes group items by percentages and are set up in ABC Codes (10.381.00).

Count Date
Count Date displays the most recent date on which a cycle count or physical inventory was processed for the item at the site.

Cost
Cost displays the most recent cost for the item at the site.
**Book Quantity**

*Book Quantity* displays the quantity-on-hand, less the quantity shipped not invoiced at the time of the last physical inventory according to records.

**Variance Amount**

*Variance Amount* displays the difference between the book amount and the actual amount of the last physical inventory.

**Variance Percent**

*Variance Percent* displays the percentage difference between the book quantity and the actual physical count quantity of the last physical inventory.

**Variance Quantity**

*Variance Quantity* displays the difference between the book quantity and the actual physical count quantity of the last physical inventory.

**OK (button)**

Click **OK** to return to *Inventory Status Inquiry (10.220.00)*.

**Replenishments (10.220.06)**

Use *Replenishments (10.220.06)* to view reorder information on an inventory item as set up in *Inventory Items (10.250.00)*. This screen is accessed by clicking *Replenishment* on *Inventory Status Inquiry (10.220.00)*.

![Replenishments (10.220.06)](image)

*Figure 25: Replenishments (10.220.06)*

Following are the field descriptions for *Replenishments (10.220.06)*.

**PO Lead Time (days)**

*PO Lead Time (days)* displays the number of business days between the item being ordered and the item’s expected delivery date.

**Manufacturing Lead Time (days)**

*Manufacturing Lead Time (days)* displays the number of business days between the item being requested and the item’s expected manufacturing date.

**Replenishment Method**

*Replenishment Method* displays the point (quantity level) at which to reorder the inventory item.
Note: Replenishment Method in Inventory is the same as Replenishment Policy in the Inventory Replenishment module.

Reorder Quantity
Reorder Quantity displays the number of item units recommended for purchase each time the reorder recommendation occurs.

Reorder Point
Reorder Point displays the item’s on-hand quantity point at which the software issues a purchase order recommendation.

Safety Stock
Safety Stock displays the quantity carried to compensate for forecast errors.

Primary Vendor
Primary Vendor displays the primary supplier of the item.

Secondary Vendor
Secondary Vendor displays the secondary supplier of the item.

OK
Click OK to return to Inventory Status Inquiry (10.220.00).
Inventory Transaction Inquiry (10.223.00)

Use Inventory Transaction Inquiry (10.223.00) to view all activity and transactions for an inventory item. You can use this screen to verify that a transaction made in another module has been posted to the Inventory Replenishment module. This screen is invoked by clicking Transaction Detail on Inventory Status Inquiry (10.220.00).

Following are the field descriptions for Inventory Transaction Inquiry (10.223.00).

**Inventory ID**

Inventory ID contains the item you chose to review in Inventory Status Inquiry (10.220.00). You can, however, choose a different item to review by entering a different inventory ID in this field.

To display a list of all inventory items, press F3 (or double-right-click). Inventory Item List is displayed. To select an item, you can highlight it and click OK or double-click on your selection.

**Notes/Attachments (Icon)**

Notes/Attachments allows the entry of or attaching a source document regarding the item. Click the Notes/Attachments icon 📂 to choose to enter either a note or attach source documents. For more information, see to “Attaching Notes and Source Documents to Data Items” in the Quick Reference user’s guide or help.

**Site ID**

Site ID displays the specific inventory storage facility, (warehouse, distribution center, etc.) where the item is maintained. You can view a different site by entering a different ID.

To display a list of all site IDs, press F3 (or double-right-click). Site List is displayed. To select a site ID, you can highlight it and click OK or double-click on your selection.
Whse Bin Location

Whse Bin Location contains the default location (bin, bay, rack, etc.) within the storage facility where the item is maintained. You can view a different location by entering it in this field.

To display a list of all locations, press F3 (or double-right-click). Warehouse Location List is displayed. To select a location, you can highlight it and click OK or double-click on your selection.

Customer ID

Customer ID displays the unique code that identifies a specific customer to whom the item was shipped to or received from. You can view a different customer by entering a different ID in this field.

To display a list of all customers, press F3 (or double-right-click). Customer List is displayed. To select a customer, you can highlight it and click OK or double-click on your selection.

Vendor ID

Vendor ID displays the unique code that identifies a specific vendor from whom the item was purchased or returned to. You can view a different vendor by entering a different ID in this field.

To display a list of all vendors, press F3 (or double-right-click). Vendor List is displayed. To select a vendor, you can highlight it and click OK or double-click on your selection.

Date From-To

Date From-To is a date range to further filter your selection. You may enter a low and high date to bracket your selection.

Journal Type

Journal Type indicates in which module this transaction was created, such as Inventory, Bill of Material, Purchasing, etc.

Transaction Type

Transaction Type displays which type of transaction created the record in the history file, for example, Invoice, Adjustment, Receipt, etc.

Current - All

Click to select all unarchived transactions.

Current – Released

Click to select transactions that have been released.

 Archived

 Archived selects archived transactions.

 Refresh (button)

 Click Refresh to update the information with the results of your selection filters in the Detail area of the screen.

Transaction Date

Transaction Date displays the transaction date of a single activity.

Journal Type

Journal Type displays the module in which this transaction was created.
Transaction Type
Transaction Type displays the type of transaction created for the record in the history file.

Quantity
Quantity displays the number of items pertaining to this transaction.

Amount
Amount displays the total amount for this transaction (quantity times unit price).

Extended Cost
Extended Cost displays the extended total cost (quantity times unit cost) of the item.

Unit Price
Unit Price displays the per-unit selling price of an item. It is adjusted for the item's unit of measure.

Unit Description
Unit Description displays the unit of measure for the item in this transaction.

Receipt Date
Receipt Date displays the date the item was placed in inventory.

Receipt Number
Receipt Number displays a user-defined number associated with this transaction when the item is received at the destination (for example, a packing slip number).

Description
Description displays the explanation of an item if no shipper has been created for the item; otherwise, the shipper number is displayed.

Specific Cost ID
Specific Cost ID displays a user-defined identification number that identifies a particular cost layer for an item.

Reference Number
Reference Number links the transaction to a source document such as a sales order number or a work order number containing the details of the transaction.

Site ID
Site ID displays the specific inventory storage facility (warehouse, distribution center, etc.) where the item is maintained.

Whse Bin Location
Whse Bin Location displays the default location (bin, bay, rack, etc.) within the storage facility where the item is maintained.

Customer/Vend ID
Customer/Vend ID displays the unique identifier of a specific customer or vendor to whom the transaction pertains.

Account
Account displays the account the transaction was posted to in the general ledger.
Subaccount
Subaccount displays the subaccount the transaction was posted to in the general ledger.

Project
Project displays the project ID from the Project Controller module to which the transaction was applied.

Task
Task displays the particular task within the project selected to which the transaction was applied.

Batch Number
Batch Number displays the unique identifier for this transaction batch.

Period Entered
Period Entered displays the financial period and year during which the transaction was entered.

Debit/Credit
Debit/Credit displays whether the transaction was a debit or a credit journal entry. Because every transaction posted to General Ledger will consist of at least one debit entry and one credit entry, Debit/Credit indicates the directional effect of postings on the inventory account.

Period Post
Period Post displays the financial period and year to which the batch was posted.

PO Lead Time
PO Lead Time displays the number of business days between the item being ordered and the item’s expected delivery date. PO Lead Time is used by the Reorder Point, Line Point, and EOQ replenishment policies.

PO Date
PO Date displays the date of the purchase order.

Processed by I.R.
Processed by I.R., when selected, means that this transaction has been posted to the Inventory Replenishment module. Inventory Replenishment captures information from past sales orders, purchase orders, work order issues, and transfer orders and calculates the replenishment values that become the basis for future orders. This field is display-only and is disabled when Inventory Replenishment is not installed and registered.

View Batch (button)
Click View Batch to display the batch information from the originating screen.
Inventory Allocated to Projects Inquiry (10.224.00)

Use Inventory Allocated to Projects Inquiry (10.224.00) to review the project inventory allocations and the project inventory allocation activity for an inventory item, a site, a project, a task, and a range of allocation dates (quantity remaining to be issued, original quantity allocated, source type, purchase order number, etc.).

Inventory Allocated to Projects Inquiry (10.224.00) can be opened from the Inventory screens menu, or by clicking Inventory Allocated to Projects Inquiry (button) on Inventory Status Inquiry (10.220.00), Inventory Items (10.250.00), Project Net Profit (PA.PNR.00), Task Net Profit (PA.PND.00), and various other screens.

Note Non stock items will not appear in Inventory Allocated to Projects Inquiry (10.224.00) since only stock items can be allocated to projects.

![Image of Inventory Allocated to Projects Inquiry (10.224.00)]

Selection Criteria Area

Following are the field descriptions for Inventory Allocated to Projects Inquiry (10.224.00):

Inventory ID

Inventory ID allows you to search for project allocated inventory by inventory item.

- The asterisk (*) signifies a wildcard. A section of an inventory ID can be entered with a wildcard to find all inventory items that have the desired text. For example, enter HON* to look for all inventory items with a part number that starts with HON.
- To display a list of all existing part numbers, press F3 or double-right-click. Inventory Item List is displayed. To select a part number, you can highlight it and click OK or double-click on your selection.

Site ID

Site ID allows you to search for project allocated inventory by site ID.
Project ID
Project ID allows you to search for project allocated inventory by project ID.

Task ID
Task ID allows you to search for project allocated inventory by task ID.

Allocation Date
Allocation Date allows you to search for project allocated inventory by a range of allocation dates.

Include project inventory with no qty remaining to issue
Click to select **Include project inventory with no qty remaining to issue** to display all project inventory allocations, even if all of the quantity allocated has been issued to the project or unallocated.

Refresh (button)
After all desired lookup parameters have been entered, click **Refresh**. Refresh causes the selected items to be displayed in the grid.

Details Area

Inventory ID
Inventory ID displays a unique identifying code that distinguishes the inventory item from all other items in the database.

Site ID
Site ID displays a specific inventory storage facility (warehouse, distribution center, etc.).

Warehouse Bin Location
Warehouse Bin Location displays a specific location within the inventory storage facility.

Project ID
Project ID displays the project ID for the allocation.

Task ID
Task ID displays the task ID for the allocation.

Qty Remaining to be Issued
Qty Remaining to be Issued displays the difference between the original quantity allocated and any consumptions or unallocations, in the stock unit of measure defined in **Inventory Items** (10.250.00).

Original Qty Allocated
Original Qty Allocated displays the original quantity allocated to the project, in the stock unit of measure defined in **Inventory Items** (10.250.00).

Allocation Date
Allocation Date displays the date that inventory was allocated to the project.

Source Type
Source Type displays the source of the allocation. Following is the list of source types:

- Return from Issue (RFI) – from a return in **Issues** (10.020.00) where the **Type** was Return to Project Allocated.
- Purchase Order Receipt (POR) – from a receipt in Purchasing’s Receipt/Invoice Entry (04.010.00) that has a Receipt For of Goods for Project Inventory and started as a purchase order in Purchase Orders (04.250.00).
- Receipt Only (PRR) – from a line that you add manually to a receipt in Purchasing’s Receipt/Invoice Entry (04.010.00) that had a Receipt For of Goods for Project Inventory.
- Project Inventory Allocation (PIA) – from Project Inventory Allocation (10.080.00).
- PO from a Sales Order (GSO) – from a receipt in Purchasing’s Receipt/Invoice Entry (04.010.00) that has a Receipt For of Goods for Project Sales Order.

**Purchase Order Nbr**

Purchase Order Nbr displays the purchase order number for the Purchase Order Receipt and PO from a Sales Order source types.

**Receipt Reference Nbr**

Receipt Reference Nbr displays Purchasing’s receipt number for the following source types: Purchase Order Receipt, Receipt Only, and PO from a Sales Order. Receipt Reference Number displays the allocation reference number for the following source types: Return from Issue and Project Inventory Allocation.

**Order Number**

Order Number displays the sales order number for the source type PO from a Sales Order.

**Activity (button)**

Click Activity to launch Activity (10.224.01) to see information about the original allocation, consumption of the allocation by sales and issues, and any unallocations.

**Lot/Serial (button)**

Click Lot/Serial to launch Lot/Serial (10.224.02) to view the lot/serial numbers associated with the inventory item you highlighted. Lot/Serial is enabled only if the item is lot or serial numbered.
Activity (10.224.01)

Use Activity (10.224.01) to review the inventory allocation activity for an inventory item, filtered by an inventory ID, a site, a project, a task, and a range of allocation dates that you select in Inventory Allocated to Projects Inquiry (10.224.00).

Activity (10.224.01) can be opened by clicking Activity in Inventory Allocated to Projects Inquiry (10.224.00).

![Activity (10.224.01)](image)

Figure 28: Activity (10.224.01)

Following are the field descriptions for Activity (10.224.01):

**Inventory ID**

Inventory ID displays a unique identifying code that distinguishes the inventory item from all other items in the database.

**Site ID**

Site ID displays a specific inventory storage facility (warehouse, distribution center, etc.).

**Warehouse Bin Location**

Warehouse Bin Location displays a specific location (bin, bay, rack, etc.) at the storage facility (see Site ID).

**Project ID**

Project ID displays the project ID from the Project Controller module to which the transaction was allocated.

**Task ID**

Task ID displays the particular task within the project to which the transaction was allocated.

**Qty Remaining to be Issued**

Qty Remaining to be Issued displays the original quantity allocated minus any consumptions or unallocations, in the stock unit of measure defined in Inventory Items (10.250.00).
Original Qty Allocated
Original Qty Allocated displays the original quantity allocated to the project, in the stock unit of measure defined in Inventory Items (10.250.00).

Allocation Date
Allocation Date displays the date that inventory was allocated to the project.

Source Type
Source Type displays the source of the allocation. Following is the list of source types:

- Return from Issue (RFI) – from a return in Issues (10.020.00) where the Type was Return to Project Allocated.
- Purchase Order (POR) – from a receipt in Purchasing’s Receipt/Invoice Entry (04.010.00) that has a Receipt For of Goods for Project Inventory and started as a purchase order in Purchase Orders (04.250.00).
- Receipt Only (PRR) – from a line that you add manually to a receipt in Purchasing’s Receipt/Invoice Entry (04.010.00) that had a Receipt For of Goods for Project Inventory.
- Project Inventory Allocation (PIA) – from Project Inventory Allocation (10.080.00).
- PO from a Sales Order (GSO) – from a receipt in Purchasing’s Receipt/Invoice Entry (04.010.00) that has a Receipt For of Goods for Project Sales Order.

Purchase Order Nbr
Purchase Order Nbr displays the purchase order number for the Purchase Order Receipt and PO from a Sales Order source types.

Receipt Reference Nbr
Receipt Reference Nbr displays Purchasing’s receipt number for the following source types: Purchase Order Receipt, Receipt Only, and PO from a Sales Order. Receipt Reference Number displays the allocation reference number for the Return from Issue and Project Inventory Allocation source types.

Order Number
Order Number displays the sales order number for the PO from a Sales Order source type.

Lot/Serial (button)
Click Lot/Serial to launch Lot/Serial History (10.224.02) to view the lot/serial numbers associated with the inventory item you highlighted. Lot/Serial is enabled only if the item is lot or serial numbered.

Transaction Source Type
Transaction Source Type displays the source of the transaction. Following is the list of transaction source types:

- Initial Allocation (INT) – (shows as a positive quantity) – the allocation of the inventory to the project, from one of the following sources:
  - Project Inventory Allocation (10.080.00)
  - Receipt/Invoice Entry (04.010.00) using the Receipt Type Goods for Project Inventory
  - Receipt/Invoice Entry (04.010.00) using the Receipt Type Goods for Project Sales Order.
  - Issues (10.020.00) using the Type Return to Project Allocation
- Unallocated Project Inventory (UPA) – (shows as a negative quantity) – an unallocation of project allocated inventory in Project Inventory Allocation (10.080.00).
- Return from Receipt (RFR) – (shows as a negative quantity) – a return in Receipt/Invoice Entry (04.010.00) of a receipt that has the Receipt Type Goods for Project Inventory.
• Issue to Project (ISS) – (shows as a negative quantity) – an issue of project allocated inventory to the project in Issues (10.020.00).

• Shipper (SHP) – (shows as a negative quantity) – a sale of project allocated inventory to the project in Sales Orders (40.100.00) or in Shippers (40.110.00), upon the release of the resulting batch in Inventory.

Transaction Number
Transaction Number displays the reference number of the transaction.

Transaction Date
Transaction Date displays the date that the project allocated inventory was allocated, unallocated, or consumed.

Quantity
Quantity displays the quantity of the allocation, unallocations, or consumption. The Transaction Source Type Initial Allocation displays as a positive number. All other Transaction Source Type values display as a negative number.

Lot/Serial History (10.224.02)
Use Lot/Serial History (10.224.02) to review the lot/serial history related to the inventory allocations for an inventory item, a site, a project, a task, and a range of allocation dates that you select in Inventory Allocated to Projects Inquiry (10.224.00).

Lot/Serial History (10.224.02) can be opened by clicking Lot/Serial in Inventory Allocated to Projects Inquiry (10.224.00) or Activity (10.224.01).

Figure 29: Lot/Serial History (10.224.02)

Following are the field descriptions for Lot/Serial History (10.224.02):

Qty Remaining to be Issued
Qty Remaining to be Issued displays the difference between the original quantity allocated and any consumptions or unallocations, in the stock unit of measure defined in Inventory Items (10.250.00).

Quantity
Quantity displays the original quantity allocated to the project, in the stock unit of measure defined in Inventory Items (10.250.00).

UOM
UOM displays the unit of measure.
Lot/Serial Number
Lot/Serial Number displays the lot or serial number associated with the inventory item you highlighted.

Manufacturer Lot/Serial Number
Manufacturer Lot/Serial Number displays the manufacturer-assigned lot or serial number that is associated with an item’s lot or serial number. Manufacturer Lot/Serial Number is display only. Manufacturer’s lot and serial numbers are added to the lot or serial record using Lot/Serial Assignment (10.070.00).

Whse Bin Loc
Whse Bin Loc displays a specific location (bin, bay, rack, etc.) at the storage facility (see Site ID).

OK (button)
Click OK to close the screen and return to Inventory Allocated to Projects Inquiry (10.224.00) or Activity (10.224.01).
OM Documents (10.225.00)

Use OM Documents (10.225.00) to view an inventory item’s sales order and shipping information, including order date, order number, and order status information. This screen is opened by clicking Documents on Inventory Status Inquiry (10.220.00).

![Image of OM Documents (10.225.00)](image)

**Figure 30: OM Documents (10.225.00)**

Following are the field descriptions for OM Documents (10.225.00).

**Inventory ID**

Inventory ID contains the item you chose to review in Inventory Status Inquiry (10.220.00). You can, however, choose a different item to review by entering a different inventory ID in this field.

To display a list of all inventory items, press F3 (or double-right-click). Inventory Item List is displayed. To select an item, you can highlight it and click OK or double-click on your selection.

**Notes/Attachments (Icon)**

Notes/Attachments allows the entry of or attaching a source document regarding the item. Click the Notes/Attachments icon to choose to enter either a note or attach source documents. For more information, see to “Attaching Notes and Source Documents to Data Items” in the Quick Reference user’s guide or help.

**Site ID**

Site ID displays the specific inventory storage facility (warehouse, distribution center, etc.) where the item is maintained. You can view a different site by entering a different ID in this field.

To display a list of all site IDs, press F3 (or double-right-click). Site List is displayed. To select a site ID, you can highlight it and click OK or double-click on your selection.
Customer ID

Customer ID displays the unique code that identifies a specific customer to whom the item was shipped to or received from. You can view a different customer by entering a different ID in this field.

To display a list of all customers, press F3 (or double-right-click). Customer List is displayed. To select a customer, you can highlight it and click OK or double-click on your selection.

Order Type

Order Type displays what kind of order it is. You can view a different order type by entering it in this field.

To display a list of all order types, press F3 (or double-right-click). SO Type List is displayed. To select an order type, you can highlight it and click OK or double-click on your selection.

Order Status

Order Status indicates the type of orders that will be looked up: Open, Closed, or All Statuses.

Ordered

Ordered allows you to restrict the sales orders selected based on the ordered date.

Actual Ship

Actual Ship allows you to restrict the shippers based on the shipped date.

Kit Assemblies

Kit Assemblies selects the sales orders or shippers where the item is the part being built in a kit assembly.

Components

Components selects the sales orders or shippers where the item is a detail line on the order.

Refresh Sales Orders (button)

Click Refresh Sales Orders to update the fields on the Sales Orders tab to display the results of your selection criteria.

Refresh Shippers (button)

Click Refresh Shippers to update the fields on the Shippers tab to display the results of your selection criteria.
OM Documents, Sales Orders Tab

Following are the field descriptions for the Sales Orders tab of OM Documents (10.225.00).

Order Number
Order Number displays the unique identifying code that was assigned to the order when it was created.

Order Type
Order Type displays what kind of order it is.

Line Number
Line Number displays the sales order line reference number.

Schedule
Schedule displays the shipment schedule line reference number.

Status
Status displays the status of the order, for example, Open, Closed, or Canceled.

Order Date
Order Date displays the date the order was originally placed.

Customer ID
Customer ID displays the unique code that identifies a specific customer.
Customer PO
Customer PO displays the customer’s purchase order number associated with the order.

PO Number
PO Number displays the purchase order number associated with the order.

Site ID
Site ID displays the specific inventory storage facility (warehouse, distribution center, etc.) where the item is maintained.

Ordered
Ordered displays the quantity originally requested.

Shipped
Shipped displays the actual item quantity that was picked and shipped.

Unit Price
Unit Price displays the per-unit selling price of an item.

Extension
Extension displays the total dollar amount for the sale of the selected item (including applicable discounts). Extension is the ordered quantity of the item multiplied by the unit price less the discount percent.

Requested
Requested displays the date the customer has requested that the merchandise be shipped to the site.

Project
Project displays the project ID from the Project Controller module to which the transaction was applied.

Task
Task displays the particular task within the project selected to which the transaction was applied.

UOM
UOM displays the basic quantity (each, case, etc.) in which the item is sold from inventory. All the quantities displayed on this screen are in this unit of measure.

Unit Cost
Unit Cost displays the per-unit cost of the item (the amount that the company paid for the item). Unit Cost is adjusted for UOM.

Discount Pct
Discount Pct displays the discount percent associated with this quantity level.

Promised
Promised displays the delivery date that the customer has been promised.

View Order (button)
Click View Order to open Sales Orders (40.100.00), allowing you to view the sales order pertaining to the selected OM document.
OM Documents, Shippers Tab

Following are the field descriptions for the Shippers tab of OM Documents (10.225.00).

Shipper ID
Shipper ID displays the unique identifying code that was assigned to the shipper when it was created.

Order Type
Order Type displays what kind of order it is.

Line Number
Line Number displays the grid line reference number.

Status
Status displays the status of the shipper; for example, Open, Closed, or Cancelled.

Order Number
Order Number displays the unique identifying code of the sales order that the shipper was created from.

Order Date
Order Date displays the date the order was originally placed.

Customer ID
Customer ID displays the unique code that identifies a specific customer.
Customer PO
Customer PO displays the customer’s purchase order number associated with the order.

Invoice Number
Invoice Number displays the customer’s invoice number associated with this line item.

Site ID
Site ID displays the specific inventory storage facility (warehouse, distribution center, etc.) where the item is maintained.

Ordered
Ordered displays the quantity originally requested.

Shipped
Shipped displays the actual item quantity that was picked and shipped.

Unit Price
Unit Price displays the per-unit selling price of an item.

Extension
Extension displays the total dollar amount for the ordered quantity of the item. Extension is equal to the unit price less the discount percent multiplied by the ordered quantity.

Planned Ship
Planned Ship displays the anticipated ship date.

Project
Project displays the project ID from the Project Controller module to which the order was applied.

Task
Task displays the particular task within the project selected to which the order was applied.

UOM
UOM displays the basic quantity (each, case, etc.) in which the item is sold from inventory. All the quantities displayed on this screen are in this unit of measure.

Unit Cost
Unit Cost displays the per-unit cost of the item (the amount that the company paid for the item). Unit Cost is adjusted for UOM.

Discount Pct
Discount Pct displays the discount percent associated with this quantity level.

Actual Ship
Actual Ship displays date when the item was actually shipped.

View Shipper (button)
Click View Shipper to open Shippers (40.110.00), allowing you to view the shipper pertaining to the selected OM document.
Purchase Order Detail Inquiry (10.227.00)

Use Purchase Order Detail Inquiry (10.227.00) to view an inventory item's purchasing information, including order date, order number, and order status information. This screen is opened by clicking Purchase Orders on Inventory Status Inquiry (10.220.00).

Following are the field descriptions for Purchase Order Detail Inquiry (10.227.00).

**Inventory ID**

Inventory ID contains the item you chose to review in Inventory Status Inquiry (10.220.00). You can, however, choose a different item to review by entering a different inventory ID in this field.

To display a list of all inventory items, press F3 (or double-right-click). Inventory Item List is displayed. To select an item, you can highlight it and click OK or double-click on your selection.

**Notes/Attachments (Icon)**

Notes/Attachments allows the entry of or attaching a source document regarding the item. Click the Notes/Attachments icon to choose to enter either a note or attach source documents. For more information, see to “Attaching Notes and Source Documents to Data Items” in the Quick Reference user's guide or help.

**Site ID**

Site ID displays the specific inventory storage facility (warehouse, distribution center, etc.) where the item is maintained. You can view a different site by entering a different ID in this field.

To display a list of all site IDs, press F3 (or double-right-click). Site List is displayed. To select a site ID, you can highlight it and click OK or double-click on your selection.
Vendor ID

Vendor ID displays the unique code that identifies a specific vendor from whom the item was purchased from or returned to. You can view a different vendor by entering a different ID in this field.

To display a list of all vendors, press F3 (or double-right-click). Vendor List is displayed. To select a vendor, you can highlight it and click OK or double-click on your selection.

PO Date From -To

PO Date From-To is a date range pertaining to when a purchase order was created to further filter your selection. You may enter a low and high date to bracket your selection.

Prom Date From -To

Prom Date From-To is a date range pertaining to when the organization was promised receipt of the item to further filter your selection. You may enter a low and high date to bracket your selection.

Order Status

Order Status indicates the status of the orders that will be displayed, such as Open Orders, Completed, or All Statuses.

Order Type

Order Type displays what kind of order is displayed in the detail row, such as Regular Order, Blanket Order, All Types, etc.

Refresh (button)

Click Refresh to update the detail portion of the screen based on the information entered in the Selection Filters frame.

PO Number

PO Number displays the unique identifying code that was assigned to the order when it was created.

Order Type

Order Type displays what kind of order it is: Regular Order, Standard Order, Blanket Order, or Drop Ship Order.

Status

Status displays the status of the order; for example, Open, Completed, Cancelled, etc.

Promise Date

Promise Date displays the date the organization has been promised receipt of the item(s).

Quantity Ordered

Quantity Ordered displays the original quantity requested on the purchase order.

Unit Description

Unit Description displays the basic unit of measure (each, dozen, case, etc.) in which the item is purchased for inventory. All the quantities displayed on this screen are in the unit of measure indicated here.

Quantity Received

Quantity Received displays the total quantity of this item received from this vendor to fulfill the purchase order.
Unit Cost
Unit Cost displays the per-unit cost of the item (the amount that the company paid for the item). Unit Cost is adjusted for UOM.

Extended Cost
Extended Cost displays the total cost for the ordered quantity of the item. Extended Cost is equal to the unit cost times the ordered quantity.

PO Date
PO Date displays the date the purchase order was originally created.

Required Date
Required Date displays the date the organization requires receipt of the items on the purchase order.

Blanket PO Number
Blanket PO Number displays the unique identifying code that was assigned to the blanket order when it was created.

Vendor ID
Vendor ID displays the unique code that identifies the specific vendor for whom the item was purchased from or returned to.

Buyer
Buyer displays the buyer ID associated with the order.

Terms
Terms displays the terms ID for the terms on the order.

Site ID
Site ID displays the specific inventory storage facility (warehouse, distribution center, etc.) where the item is maintained.

Account
Account displays the general ledger account updated by the amount of the transaction detail line on the purchase order.

Project
Project displays the project ID from the Project Controller module for which the items were purchased.

Subaccount
Subaccount displays the general ledger subaccount updated by the amount of the transaction for the purchase order.

Task
Task displays the particular task within the project for which the items were purchased.

Vendor Item Number
Vendor Item Number displays the alternate vendor ID for the selected inventory item.
Lot / Serial (10.229.00)

Use 'Lot / Serial (10.229.00)' to view an item's lot or serial number quantity summary or transaction history. This screen is opened by clicking 'Lot/Serial' on 'Inventory Status Inquiry (10.220.00)'.

Following are the field descriptions for 'Lot / Serial (10.229.00).

Inventory ID

Inventory ID contains the item you chose to review in 'Inventory Status Inquiry (10.220.00). You can, however, choose a different item to review by entering a different inventory ID in this field.

To display a list of all inventory items, press F3 (or double-right-click). Inventory Item List is displayed. To select an item, you can highlight it and click OK or double-click on your selection.

Notes/Attachments (Icon)

Notes/Attachments allows the entry of or attaching a source document regarding the item. Click the Notes/Attachments icon to choose to enter either a note or attach source documents. For more information, see to “Attaching Notes and Source Documents to Data Items” in the Quick Reference user's guide or help.

Site ID

Site ID displays the specific inventory storage facility (warehouse, distribution center, etc.) where the item is maintained. You can view a different site by entering a different ID in this field.

To display a list of all site IDs, press F3 (or double-right-click). Site List is displayed. To select a site ID, you can highlight it and click OK or double-click on your selection.
Warehouse Bin Location

**Warehouse Bin Location** displays the default location (bin, bay, rack, etc.) within the storage facility where the item is maintained. You can view a different location by entering it in this field.

To display a list of all locations, press F3 (or double-right-click). **Warehouse Location List** is displayed. To select a location, you can highlight it and click **OK** or double-click on your selection.

Lot/Serial Number

**Lot/Serial Number** displays the specific identifying number assigned to an item. You can view a different number by entering it in this field.

To display a list of all lot/serial numbers, press F3 (or double-right-click). **Lot/Serial Numbers List** is displayed. To select a number, you can highlight it and click **OK** or double-click on your selection.

Manufacturer Lot/Serial Number

**Manufacturer Lot/Serial Number** specifies the manufacturer-assigned lot or serial number that is associated with an item’s lot or serial number. You can view a different number by entering it in this field.

To display a list of all manufacturer lot/serial numbers, press F3 (or double-right-click). **Mfg Lot/Serial Numbers List** is displayed. To select a number, you can highlight it and click **OK** or double-click on your selection.

Transaction Type

**Transaction Type** controls the type of transactions that are to be displayed for review, such as Adjustment, Transfer, All, etc.

Transaction Date

**Transaction Date** specifies the range of dates the software will extract transactions for review.

Refresh Quantities (button)

Clicking **Refresh Quantities** causes the results of the items specified in the upper portion of the screen to appear in the **Quantities** tab.

Refresh Transaction History (button)

Clicking **Refresh Transaction History** causes the results of the items specified in the upper portion of the screen to appear in the **Transaction History** tab.
Lot / Serial, Quantities Tab

Following are the field descriptions for the **Quantities** tab of Lot / Serial (10.229.00).

**Show Zero Quantity On Hand Lot/Serial Records**

Select **Show Zero Quantity On Hand Lot/Serial Records** to include lot/serial records of items with no quantity-on-hand in the grid.

**Lot/Serial Number**

Lot/Serial Number displays the specific identifying number assigned to the item on the detail line.

**Site ID**

Site ID displays the specific inventory storage facility (warehouse, distribution center, etc.) where the item on the detail line is maintained.

**Warehouse Bin Location**

Warehouse Bin Location displays the default location (bin, bay, rack, etc.) within the storage facility where the item on the detail line is maintained.

**Available Quantity**

Available Quantity displays the item's total quantity available to transfer or issue from the Inventory module.

**On Hand**

On Hand displays the total quantity of the selected item that is physically located at the warehouse.
On Open Shippers
On Open Shippers displays the item’s total quantity from shippers entered or generated in the Order Management module, but not yet confirmed.

Shipped Not Invoiced
Shipped Not Invoiced displays the total quantity of the item on shippers that have been confirmed and updated but for which the inventory batch has not yet been created.

On Released Work Orders
On Released Work Orders displays the total quantity of the item allocated to work orders set to Released.

Original Quantity
Original Quantity displays the total quantity of the item that was initially received into inventory for the lot or serial number.

Unit Cost
Unit Cost displays the per-unit cost of the item.

Status
Status displays the current status of the lot or serial number: Available or On Hold.

Status Date
Status Date displays the date Status was changed.

Receipt Date
Receipt Date displays the date the lot or serial number was received into inventory.

Expiration Date
Expiration Date displays the date that the shelf life of the inventory item, identified by the selected lot or serial number, will expire.

Source
Source displays the originating module in which the item was received.

Reference Number
Reference Number displays the original source document number for the lot or serial number, entered at the time the item was received.

Container Code
Container Code displays the shipment container code that the lot or serial number was in when received.
Lot / Serial, Transaction History Tab

Following are the field descriptions for the Transaction History tab of Lot / Serial (10.229.00).

Lot/Serial Number
Lot/Serial Number displays the specific identifying number assigned to an item.

Manufacturer Lot/Serial Number
Manufacturer Lot/Serial Number specifies the manufacturer-assigned lot or serial number that is associated with an item’s lot or serial number.

Transaction Date
Transaction Date displays the date of the transactions for the item.

Transaction Type
Transaction Type displays the type of transaction created for the item: Receipt, Invoice, Issue, Return, Credit Memo, Debit Memo, Adjustment, or Transfer.

Quantity
Quantity displays the number of units in the transaction.

Site ID
Site ID displays the specific inventory storage facility (warehouse, distribution center, etc.) for the item used for this transaction.
**Warehouse Bin Location**

*Warehouse Bin Location* displays the originating warehouse bin location if the transaction type is a transfer or the location received into if the transaction is a receipt, sold from if the type is invoice, etc.

**To Site ID**

*To Site ID* displays the destination site for the issue side of a transfer transaction.

**To Warehouse Bin Location**

*To Warehouse Bin Location* displays the destination warehouse bin location for the issue side of a transfer transaction.

**Source**

*Source* displays the originating module that created the transaction.

**Reference Number**

*Reference Number* displays the original source document number for the lot or serial number, entered during the creation of the transaction.

**Warranty Date**

*Warranty Date* displays the date when the lot or serial number’s warranty expires.

**Transfer to Date**

*Transfer to Date* displays the date a transfer transaction occurred for an item.
Inventory Item History (10.251.00)

Use Inventory Item History (10.251.00) to review an inventory item’s period- and year-to-date activity (quantities sold, sales amounts, cost-of-goods-sold amounts, etc.). When the software is in the Initialize mode, also use Inventory Item History (10.251.00) to enter an item’s history of activity. This is normally done when you set up the Inventory module, after you have entered an item, to establish existing item history records in the database. If initial values are entered into Inventory Item History (10.251.00) in this manner, care must be taken when running the IN Integrity Check (10.990.00) Rebuild Item History option. Entering initial values directly into Inventory Item History (10.251.00) does not create the transaction history necessary to rebuild the information.

Inventory Item History (10.251.00) can be opened from the Inventory screens menu, or by clicking Item History on Inventory Status Inquiry (10.220.00) or Inventory Items (10.250.00).

Following are the field descriptions for Inventory Item History (10.251.00).

Inventory ID

Inventory ID specifies the item you want to review or for which you want to enter historical activity (Initialize mode).

To display a list of all inventory items, press F3 (or double-right-click). Inventory Item List is displayed.

To select an item, you can highlight it and click OK or double-click on your selection.

Notes/Attachments (Icon)

Notes/Attachments allows the entry of or attaching a source document regarding the item. Click the Notes/Attachments icon to choose to enter either a note or attach source documents. For more information, see to “Attaching Notes and Source Documents to Data Items” in the Quick Reference user’s guide or help.
Inventory Lookup (Icon)

Clicking the **Inventory Lookup** icon \[ \text{inventory lookup icon} \] invokes **Inventory Item Lookup (10.210.00)**, which allows you to search for an item by description or attribute.

An alternative to clicking the icon is to place the cursor in **Inventory ID** and press **ALT+F3** to invoke **Inventory Item Lookup (10.210.00)**.

**Site ID**

**Site ID** specifies the inventory storage facility where the item being reviewed (history entered) is located (site IDs are established in **Sites (10.310.00)**).

To display a list of all site IDs, press **F3** (or double-right-click). **Site List** is displayed. To select a site ID, you can highlight it and click **OK** or double-click on your selection.

**Fiscal Year**

**Fiscal Year** specifies the fiscal year for the item history being reviewed (entered).

**Period Number**

**Period Number** specifies the fiscal year and period for the item history being reviewed (entered).

**Quantity Sold**

**Quantity Sold** specifies the item’s total quantities sold by period for the **Site ID** and **Fiscal Year** you select.

**Sales Amount**

**Sales Amount** specifies the item’s total sales amounts by period for the **Site ID** and **Fiscal Year** you select.

**COGS**

**COGS** specifies the item’s cost-of-goods-sold amounts by period for the **Site ID** and **Fiscal Year** you select.

**Quantity Issued**

**Quantity Issued** specifies by period the item’s total number of units used in kit assembly or issued to a project for the **Site ID** and **Fiscal Year** you select.

**Cost Issued**

**Cost Issued** specifies by period the item’s total number of units used in kit assembly or issued to a project for the **Site ID** and **Fiscal Year** you select.

**YTD**

**YTD** is the sum of all period-to-date balances for quantity sold, sales amount, cost-of-goods-sold, quantity issued and cost issued to that point in the fiscal year. If you are entering item history (Initialize mode), the software calculates year-to-date balances as the period-to-date balances are entered. Changing a period-to-date balance causes the software to recalculate the year-to-date balance automatically.
Maintenance Screens

Purpose of Maintenance Screens
On maintenance screens, you create and modify records that define inventory items, pricing, unit conversion, product classes, sites and warehouse locations, kits and their assembly, reason codes, lot/serial numbering, item cross-referencing, ABC codes, and movement classes.

Inventory Items (10.250.00)
Use Inventory Items (10.250.00) to define inventory item information (ID, description, valuation method, costing data, etc.) in the database. You must enter an item’s information before you can enter and process transactions for the item.

Normally, items are set up in this screen before transaction entry. However, you can enter basic item information (IDs and descriptions) on the fly in other Inventory screens such as Receipts (10.010.00) using the Quick Maintenance feature. See “Adding or Changing Possible Values” in the Quick Reference Guide for more information.

Also see “Inventory Items” on page 21 for important setup information about inventory items.

The following should be noted:

- You cannot save a serialized item if the selling unit of measure is not greater than or equal to the stocking unit of measure; serial numbers are assigned when items are stocked. Selling an item in a smaller unit could force the same serial number to be assigned to several different transactions. Therefore, if individual items are sold and tracked with serial numbers, the selling and stocking unit of measure should be the same.

- You can auto-generate lot or serial numbers without a prefix.

Figure 38: Inventory Items (10.250.00)
Following are the descriptions of the fields in the header of *Inventory Items* (10.250.00).

**Inventory ID**

*Inventory ID* is a unique identifying code that distinguishes the inventory item from all other items in the database. An inventory ID can be any alphanumeric code (for example, an abbreviated version of the item name or a letter-number combination). Once an item’s information has been set up, its inventory ID cannot be changed. The only way to change the ID is to delete the item and re-enter it using a new ID.

**Note:** Use caution when deleting an Inventory ID. It is recommended only if transactions *have not been processed* for the Inventory ID you want to delete. If transactions have been processed using the inventory ID, set the item’s *Transaction Status* to Inactive.

**Description**

*Description* is an explanation of the inventory item specified at *Inventory ID*. This description appears on reports listing the item.

**Item XRef (button)**

Clicking *Item XRef* opens *Item Cross References* (10.380.00), where you can define and review substitute items.

**Item History (button)**

Clicking *Item History* accesses *Inventory Item History* (10.251.00), where you can view the item’s transaction history.

**Site Detail (button)**

Clicking *Site Detail* launches *Inventory Sites* (10.255.00), where you can view inventory item quantities and costs by site.
Inventory Items, Information Tab

Following are the field descriptions for the **Information** tab of **Inventory Items** (10.250.00).

**Product Class ID**

**Product Class ID** associates the item with a specific product class (group of related items). The product class ID you enter here must be set up in **Product Classes** (10.280.00).

To display a list of all product classes, press F3 (or double-right-click). **Product Class List** is displayed. To select a product class, you can highlight it and click **OK** or double-click on your selection.

**Note:** You can change an item’s product class ID, but do so with caution. Use **Product Classes** (10.280.00) to change product class information.

**Price Class ID**

**Price Class ID** is the default price class for the item. Price classes identify the different sales prices at which an item is sold. To create price classes, you must use the Order Management **Item Price Classes** (40.390.00) screen. See the Order Management help or user guide for more information.

To display a list of all price class IDs, press F3 (or double-right-click). **Item Price Classes List** is displayed. To select a price class, you can highlight it and click **OK** or double-click on your selection.

**Manufacturing Class ID**

This field is reserved for future use.

**Type**

**Type** specifies the item’s inventory classification: finished good, raw material, labor, etc. (an item can be a service). The Bill of Material module uses these inventory types during cost calculations to determine which cost categories to increment when processing the item. For example, if the item’s
inventory type is Labor, the software adds the direct portion of the item’s standard cost to the direct labor cost category and the overhead portion of the standard cost to the labor overhead cost category (see “Inventory Items (10.250.00)” on page 187 for more information). Inventory Type options are:

- **Component Part** — The item is typically used as a component part in another subassembly or finished item (for example, circuit board chips). This type applies to stock items only.
- **Labor** — The item represents labor, either of an individual or a group, used for production or as a service for sale. The quantity of a labor item typically represents hours worked. Direct standard cost represents the cost of direct labor (for example, a machinist on the shop floor), while overhead standard cost represents labor overhead costs (for example, a service technician making non-billable equipment repairs). Both types of cost are added to the total. This type applies to non-stock items only.
- **Finished Good** — The item is typically a finished product, sold to customers in its current state. This type generally applies to stock items, but can apply to non-stock items as well.
- **Machine Overhead** — The item represents the overhead costs of machinery used in production. This can be for individual machines or groups of related machines (for example, a work center of several drill presses or one CNC lathe). Machine overhead typically represents hours of machine usage time. Standard costs for a Machine overhead item are all overhead costs; there is no direct standard cost. This type applies to non-stock items only.
- **Other Direct Costs** — The item represents direct costs that do not apply to any other item type. With this item type, the definition of item quantity depends on the item’s use. Example other direct costs are outside services such as plating (the quantity is the units of parts plated) or equipment rental (the quantity is the number of hours for which the equipment is rented). Standard costs for another direct costs item are all direct costs; there is no overhead standard cost. This type applies to non-stock items only.
- **Other Type of Item** — The item is stocked but is not part of normal inventory (for example, maintenance parts, cleaning supplies, small tools). This type generally applies to stock items, but can apply to non-stock items as well.
- **Raw Material** — The item is typically a raw material to be fabricated as a component part in another subassembly or finished item (for example, sheet metal to be formed into a computer casing). This type generally applies to stock items, but can apply to non-stock items as well.
- **Subassembly** — The item is typically a subassembly used in another subassembly or finished item (for example, a circuit board). This type applies to stock items only.

An item’s inventory type does not restrict its use in other screens. For example, a Raw Material item can be used to produce sales orders, and a Finished Good item can be used to produce purchase orders.

**Note:** Screens can be customized to limit item usage to only certain inventory types.

**Source**

**Source** specifies how an item is typically acquired. Source options are:

- **Manufactured** — The item is produced in house.
- **Outsourced** — The item is produced by an outside supplier.
- **Purchased** — The item is purchased from an outside supplier.

An item’s source does not restrict its use in other screens. For example, a purchased item can have a bill of material and can be used in production screens. A manufactured item can be used on purchase orders. This helps handle situations in which your business typically manufactures an item but buys during special times such as peak seasons or when item production machinery is not operational. It should be noted that screens can be customized to limit item usage to only certain source types.
Valuation Method

Valuation Method determines the way cost is attributed to the item (the default valuation method is established in Product Classes (10.280.00) and IN Setup (10.950.00)). The valuation method options are:

- **Average Cost** — The item is valued at the weighted average cost of the quantity-on-hand. Average cost items receive their cost when entered in Receipts (10.010.00), Purchasing’s Receipt/Invoice Entry (04.010.00), or Purchasing’s Receipt Entry (04.020.00).
- **FIFO** — The item is valued using the first-in-first-out method. Cost information is retained using cost layers.
- **LIFO** — The item is valued using the last-in-first-out method. Cost information is retained using cost layers.
- **Specific Identification** — The item is valued using the method that maintains specifically identified cost layers for items. Cost information is retained using cost layers.
- **Standard Cost** — The item is valued using the normal expected cost for the item. Standard cost items receive their cost when the standard cost information is entered in this screen or Inventory Sites (10.255.00).
- **User-Specified Cost** — Valuation of the item is deferred. The item receives its cost when manually entered in the data entry screen.

An item’s valuation method can be changed only if its quantity on-hand, quantity uncosted, and inventory balance are all zero. It is recommended that the current item’s Transaction Status be set to Inactive and a new item created.

Lot/Serial Tracked

Lot/Serial Tracked specifies whether or not to track the item and how (by lot number or by serial number) it should be tracked. The item tracking options are:

- **Lot Numbered** — Assign the item to a specific lot and track the quantity-on-hand for that lot. Lot numbered items can have any on-hand quantity. Typical items tracked by lot number include paint, color-molded parts, and pharmaceuticals.
- **Serial Numbered** — Assign a serial number to the item and track the item by that serial number. Serial numbered items can only have an on-hand quantity of one (a serial number can only apply to one item). Typical items tracked by serial number include computers, power tools, and cameras.
- **None** — Do not associate the item with a lot or serial number. For items not tracked (no lot or serial number), the software displays 00 as the lot or serial number. Typical items not tracked include nuts and bolts, pencils, and paper products.

For the relationship between an item’s tracking option and its lot or serial numbering option, see “Lot/Serial Number Setup (10.250.01)” on page 223.

Lot/Serial Setup (button)

Lot/Serial Setup accesses Lot/Serial Number Setup (10.250.01), where you enter the information required to automatically generate an item’s lot or serial number and specify how lot/serial numbers will be consumed. This button is active only when an item is lot numbered or serial numbered.

UPC Code

UPC Code is the item’s Uniform Product Code.

Material Safety Data Sheet

Material Safety Data Sheet is a code that can be assigned to an item for safety purposes. For example, if an item is hazardous, then this code can be referenced in a Material Safety Data Sheet or MSDS system, publication or manual to provide proper handling instructions or emergency procedures explaining what to do if personnel come into contact with the item or if the item catches fire.
Product Line

Product Line is the item’s product grouping, perhaps related to a vendor. The ID you enter here must be set up in Product Lines (10.286.00) and will have default sales, COGs, and discount-allowed account numbers and subaccount numbers associated with it.

Product Manager ID

Product Manager ID is the identification number for the item’s product manager.

Material Type

Material Type is used to categorize common types of requested items within an organization. For inventory, common material types are Accessory, Finished, Overhead, Packaging, Raw Material, Subassembly, and Misc. Values for Material Type are defined in Shared Information’s Material Type (21.370.00).

Tax Category

Tax Category groups the item with other items subject to a similar tax treatment. When you set up tax IDs using Tax Maintenance (21.280.00) in the Shared Information module, you can indicate to which tax categories each tax ID applies. An item can belong to only one tax category at a time; however, you can reclassify an item’s tax category at any time.

Transaction Status

Transaction Status controls whether certain transactions for an item can be performed.

- Active — The item can be used in any type of transaction.
- No Purchase — The item cannot be used in any type of purchase transaction, such as receipts or purchase orders.
- No Usage — The item cannot be used in any type of usage transaction, such as sales or as a kit component.
- On Hold — The item is temporarily inactive. Transactions can be entered but not processed.
- Inactive — The item is permanently inactive and not available for entry in transactions. Use this status if past transactions exist for the item, preventing its deletion.
- Delete — The item is permanently inactive and marked for deletion from inventory. You cannot use it in transactions.

Kit Type

Kit Type is used to accommodate kits from the Bill of Material module. If an item is in an inventory kit, Kit appears in the Kit Type list. If the item is a bill of material, Bill of Material appears in Kit Type. If the item is neither a kit nor a bill of material, Kit Type is blank.

Stock Item

Click Stock Item to specify whether or not the inventory item is an item that has its on-hand quantities tracked. If this option is selected, the item is considered a stock item. Non-stock items are items that do not have on-hand quantities but that may be physically stored within the warehouse.

Verify Quantities

Verify Quantities specifies whether or not the software performs quantity checking for the item when it is entered on a sales order. Options are:

- Checked — Verify the item’s available quantity when it is entered on a sales order. Depending on whether or not item quantity is sufficient to meet sales order requirements, the software displays the appropriate system message.
- Unchecked — Do not verify the item’s available quantity. This option increases system performance during sales order entry (see “Sales Orders (40.100.00)” in the Order Management
online help or user guide) by eliminating the time the software normally requires to check quantities ordered and shipped. It is useful for items that do not require close inventory control.

Stocking UOM

Stocking UOM is the unit of measure (pound, carton, bundle, etc.) used to stock the item in inventory. The UOM entered must previously be set up in Unit Conversions (10.270.00) with the stocking UOM also entered as the alternate UOM with a multiplier of 1.

When a receipt is entered for an item (see “Receipts (10.010.00)” on page 85), the software automatically converts the units by which it is received into the units by which it is stocked. For example, if shingles are stocked by the bundle but receive them by the square (three bundles), and 20 squares are received, the software converts the 20 squares into 60 bundles (20 times 3 equals 60 bundles). Unit conversions must be set up using Unit Conversions (10.270.00) before the software can compute them.

Purchase UOM

Purchase UOM is the item’s unit of measure (pound, carton, bundle, etc.) when received into Inventory. If the item’s purchase unit is different from its stocking unit, a unit conversion must be set up for the item using Unit Conversions (10.270.00).

Sales UOM

Sales UOM is the item’s unit of measure (pound, carton, bundle, etc.) when sold from Inventory. If the item’s sales unit is different from its stocking unit, a unit conversion must be set up for the item using Unit Conversions (10.270.00).

Note: All units of measure must be set up in Unit Conversions (10.270.00) before they can be entered for an item. Even if all items are configured to use the same UOM for buying, stocking and selling.

Note: If there are non-zero values in any of the quantity fields (that is, Total Cost, Quantity On Hand, Quantity in Transit, Quantity on Back Order, etc.) in Inventory Items (10.250.00), then Valuation Method, Lot/Serial Tracked, Stock Item, and Stocking UOM on the Information tab cannot be changed. If it is necessary to change any of these options, it is recommended to set the Transaction Status of the current item to Inactive and create a new item with the desired configuration.
Following are the field descriptions for the **Quantities** tab of *Inventory Items* (10.250.00).

### Available

**Available** specifies the item’s total units available (for sale, issues, transfers or kit assemblies). If you are adding an item, the software automatically sets the available quantity to zero.

Quantity available is calculated based on options selected in *IN Setup* (10.950.00). The quantity available calculation is as follows:

\[
\text{Quantity Available} = \text{Quantity-On-Hand} + \text{Quantity On Purchase Order, if selected} - \text{Quantity On Back Orders} - \text{Quantity On Sales Orders} - \text{Quantity Allocated} - \text{Quantity In Location Not Available}
\]

If you are using Order Management’s *Sales Order* (40.100.00), the software uses the quantity available amount to check sales order quantities against available inventory quantities to ensure that inventory amounts are sufficient to meet order requirements. You cannot change the item’s **Available** quantity; this field is calculated.

When CPS is on, this field is labeled **Available Today**. When CPS is off, this field is labeled **Available**.

### Total Cost

**Total Cost** is the total amount of the item’s current inventory value. If you are adding an item, the software automatically sets the inventory balance to zero. You cannot change the item’s inventory balance here.

### Inventory Supply Frame

The following fields indicate supply from work orders that are producing items as a target of production.
On Hand

On Hand specifies the item’s total number of units on hand in inventory. If you are adding an item, the software automatically sets the on-hand quantity to zero. You cannot change the item’s on-hand total here.

From Purchase Orders

From Purchase Orders specifies the item’s total units (in terms of its stocking unit) currently on purchase orders. If you are adding an item, the software automatically sets the quantity to zero. If you are using the Purchasing module, receipt entries automatically update this value.

From OM Kit Assembly Orders

From OM Kit Assembly Orders displays the number of kits being built on Order Management kit assembly orders. From OM Kit Assembly Orders is filled in when the item is a kit.

From OM Transfer Orders

From OM Transfer Orders displays inventory supply on Order Management transfer orders currently in transit.

From 2-Step Inventory Transfer

From 2-Step Inventory Transfer specifies the item’s total number of units currently in transit.

From Firmed Work Orders

From Firmed Work Orders displays supply from firmed work orders.

From Released Work Orders

From Released Work Orders displays supply from released work orders.

Other Frame

In Locations Not Available

In Locations Not Available specifies the item’s total units stored in inventory locations not included in the quantity available calculation (see Available). If you are adding an item, the software automatically sets the not available quantity to zero.

Specify any inventory locations that should not be included in the quantity available calculation in Warehouse Bin Locations (10.340.00). You cannot change the item’s not-available quantity here.

On PO Drop Ships

On PO Drop Ships specifies the item’s total units (in terms of its stocking unit) currently on drop ship orders. If you are adding an item, the software automatically sets the drop ship order quantity to zero.

Inventory Demand Frame

The following fields indicate the demand for an item that has not yet reduced the inventory supply.

On Sales Orders

On Sales Orders specifies the item’s total units (in terms of its stocking unit) currently on sales orders. If you are adding an item, the software automatically sets the quantity to zero. If you are using the Order Management module, entries in Sales Order (40.100.00) automatically update this value.

Sales Order L/S Allocation

Sales Order L/S Allocation specifies the item’s total units (in terms of its stocking unit) currently on sales orders with designated lot/serial numbers where shippers have not been created. If you are adding an item, the software automatically sets the quantity to zero.
On Back Orders

On Back Orders specifies the item’s total units (in terms of its stocking unit) currently on back order. If you are adding an item, the software automatically sets the back order quantity to zero.

A back order total appears here for two reasons: the Order Management module automatically created the total from a sales order (the quantity shipped was less than the quantity ordered), or you previously entered a back order amount.

If you are using the Order Management module, an item’s back order total increases automatically each time you enter a sales order with quantity shipped that is less than quantity ordered.

On Open Shippers

On Open Shippers displays the item’s total quantity on open shippers in the Order Management module.

Shipped Not Invoiced

Shipped Not Invoiced displays the total quantity on closed shippers in the Order Management module for which the inventory batch has not been released.

On Firmed Work Orders

On Firmed Work Orders displays the quantity on firmed work orders.

On Released Work Orders

On Released Work Orders displays the quantity on released work orders.

Inventory Allocation

Inventory Allocation displays the quantity of the selected item that is currently on unreleased inventory transactions that decrease inventory. These transactions are issues (not return rows), transfers (“from” site only), adjustments (negative quantity adjustments only), and kit assemblies (component items only).

Bill of Material Allocation

Bill of Material Allocation displays the total quantity of the selected item that is currently on unreleased production entry transactions.

Service Series Allocation

Service Series Allocation displays the total quantity of the selected item that is currently on unprocessed service invoices. This includes quantities from time and material invoices and flat rate invoices.

PO Returns Allocation

PO Returns Allocation displays the total quantity of the selected item that is currently on unreleased Purchasing Receipt/Invoice Entry (04.010.00) transactions with a Receipt Type of Return.

Inventory Allocated to Projects

Inventory Allocated to Projects displays the total quantity of the selected item that is currently allocated to a project.

Inventory Allocated to Projects Inquiry (button)

Inventory Allocated to Projects Inquiry launches Inventory Allocated to Projects Inquiry (10.224.00). Use Inventory Allocated to Projects Inquiry (10.224.00) to review the project allocated inventory details about the selected item.
Inventory Items, Cost/Price Tab

Following are the field descriptions for the Cost/Price tab of Inventory Items (10.250.00).

**Last**

_Last_ is the most recent cost paid per stock unit for the item. The last cost amount cannot be changed manually. It is updated automatically by entries in Receipts (10.010.00) and Receipt/Invoice Entry (04.010.00) in the Purchasing module.

_Note:_ The software stores an item’s last cost according to individual inventory site and that the last cost here is the item’s last cost at _any_ inventory site. Click Site Detail to see the item’s last cost at each inventory site.

**Average**

_Average_ is the total cost paid for the item divided by the number of item units purchased when the quantity-on-hand at the site level is positive. Any issuing type of transaction that occurs when the quantity-on-hand is zero or negative will be processed with an estimated cost. Estimated costs are based on Last Cost at the time the transaction was processed. The average is not changed when the quantity-on-hand is zero.

The average cost amount cannot be manually changed. It is updated automatically by entries in Receipts (10.010.00) and Receipt/Invoice Entry (04.010.00) in Purchasing. If the item’s valuation method is Average Cost (see “Valuation Method” on page 191), the software uses the unit cost to compute the cost of inventory. If the valuation method is anything other than Average Cost, the software still calculates the average cost but does not use the average cost for computing cost-of-goods-sold.
Note: The average cost is computed and stored by individual inventory site, and the average cost is used from the appropriate site to compute cost-of-goods-sold for that site. The average cost here is the item’s overall average cost at all inventory sites (the average of item’s average cost at all sites). This is a statistical value. Click Site Detail to see the item’s average cost at each inventory site, which is a valuation used in inventory calculations. These two values may be different.

Standard

Standard is the item’s cost per stocking unit. If the item’s valuation method is Standard Cost, the software uses the standard cost to compute cost-of-goods-sold. The cost per unit for standard cost items is based on Material Overhead Calculation in IN Setup (10.950.00). When Material Overhead Calculation is set to When Received, the Standard Cost is used. Otherwise, the Direct Standard Cost is used. If the Bill of Material module is used with the setup option of Material Overhead Application set to Apply When Used, the Direct Standard Cost is used instead of the Standard Cost.

If the valuation method is anything other than Standard Cost, a standard cost can be entered for the item. However, the software does not use the standard cost to compute inventory value. For example, if an item’s valuation method is LIFO, the software uses the cost determined by the LIFO method to compute inventory value. The pending standard cost values are used on non-standard cost valuation items that are components used to build standard cost kits. Update Kit Standard Cost (10.551.00) is used to update the pending standard cost on standard cost kits. The process updates the kits’ pending standard cost with the summarized pending standard cost of all components.

See “Revising Costs” on page 66 for information on revising standard costs.

Last Standard

Last Standard displays the previous standard cost before Current Standard Costs were updated with Pending Standard Costs.

Stock Base Price

Stock Base Price is the item’s base (sales) price for one stock unit. If you have entered a Price Level ID for the customer in Accounts Receivable’s Customer Maintenance (08.260.00), the software uses this price as the base from which to compute discount prices for quantities purchased (see “Sales Orders (40.100.00)” in the Order Management online help or user guide).

Stock Revised Price

Stock Revised Price specifies the new price to charge for the item. If the item’s base price has not changed (see Stock Base Price), enter zero. If the base price has changed, enter a new sales price for the item.

Stock Tax Basis

Stock Tax Basis is used for tax purposes. If Basis in Shared Information’s Tax Maintenance (21.280.00) is set to Tax Basis, then the value of Stock Tax Basis in this screen represents the price of the item with tax already removed.

Minimum Price

Minimum Price is the minimum sales price allowed for the item.

Minimum Gross Profit (%)

Minimum Gross Profit (%) is the minimum gross profit percent allowed for the item.

List Price

List Price is for user defined information only. The software does not use this field for any calculations.
Retail Price
Retail Price is for user defined information only. The software does not use this field for any calculations.

Current Date
Current Date is the date when current standard costs went into effect.

Current Direct
Current Direct is a listing of the item's total current direct standard cost. This includes the cost of resources going directly into acquiring or making the item. If the item is purchased, this represents the item cost itself (direct material cost), not including any allocated overheads. If the item is produced, direct costs can fall into several categories:
- Direct material
- Direct labor
- Other direct

Current Fixed Overhead
Current Fixed Overhead is a listing of the item's total current fixed overhead standard cost. This includes costs that do not go directly into acquiring or making the item and that do not vary with production volume. If the item is purchased, this typically includes only overheads allocated based on direct material costs. If the item is produced, fixed overhead costs can fall into several categories:
- Labor Fixed Overhead
- Machine Fixed Overhead
- Material Fixed Overhead

Current Variable Overhead
Current Variable Overhead is a listing of the item's total current variable overhead standard cost. This includes costs that do not go directly into acquiring or making the item but do vary with production volume. If the item is purchased, this typically includes only overheads allocated based on direct material costs. If the item is produced, variable overhead costs can fall into several categories:
- Labor Variable Overhead
- Machine Variable Overhead
- Material Fixed Overhead

Current Total
Current Total is a listing of the item's total current standard costs: the total of direct, fixed overhead, and variable overhead current standard costs.

Pending Date
Pending Date is the date when pending standard costs take effect and become current standard costs.
Pending Direct
Pending Direct is a listing of the item’s total pending direct standard cost. This includes the cost of resources going directly into acquiring or making the item. If the item is purchased, this represents the item cost, itself (direct material cost), not including any allocated overheads. If the item is produced, direct costs can fall into several categories:

- Direct Material
- Direct Labor
- Other Direct

Pending Fixed Overhead
Pending Fixed Overhead is a listing of the item’s total pending fixed overhead standard cost. This includes costs that do not go directly into acquiring or making the item and that do not vary with production volume. If the item is purchased, this typically includes only overheads allocated based on direct material costs. If the item is produced, fixed overhead costs can fall into several categories:

- Labor Fixed Overhead
- Machine Fixed Overhead
- Material Fixed Overhead

Pending Variable Overhead
Pending Variable Overhead is a listing of the item’s total pending variable overhead standard cost. This includes costs that do not go directly into acquiring but do vary with production volume. If the item is purchased, this typically includes only overheads allocated based on direct material costs. If the item is produced, variable overhead costs can fall into several categories:

- Labor Variable Overhead
- Machine Variable Overhead
- Material Fixed Overhead

Pending Total
Pending Total is a listing of the item’s total pending standard costs: the total of direct, fixed overhead and variable overhead pending standard costs.
Inventory Items, GL Accts Tab

Following are the field descriptions for the **GL Accts** tab of *Inventory Items* (10.250.00).

**Inventory Account**

*Inventory Account* specifies the inventory account reduced by sales of the item. The account you enter here must be set up in General Ledger’s *Chart of Accounts Maintenance* (01.260.00).

**Inventory Sub**

*Inventory Sub* specifies the optional inventory subaccount reduced by sales of the item. The subaccount you enter here must be set up in Shared Information’s *Flexkey Table Maintenance* (21.330.00) and General Ledger’s *Subaccount Maintenance* (01.270.00).

**Sales Account**

*Sales Account* specifies the sales account increased by sales of the item. The account you enter here must be set up in General Ledger’s *Chart of Accounts Maintenance* (01.260.00).

**Sales Sub**

*Sales Sub* specifies the optional sales subaccount increased by sales of the item. The subaccount you enter here must be set up in Shared Information’s *Flexkey Table Maintenance* (21.330.00) and General Ledger’s *Subaccount Maintenance* (01.270.00).

**COGS Account**

*COGS Account* specifies the cost-of-goods-sold account to be charged when an item is sold. The account you enter here must be set up in General Ledger’s *Chart of Accounts Maintenance* (01.260.00).
COGS Sub

COGS Sub specifies the optional cost-of-goods-sold subaccount to be charged when an item is sold. The subaccount you enter here must be set up in Shared Information’s Flexkey Table Maintenance (21.330.00) and General Ledger’s Subaccount Maintenance (01.270.00).

Purchase Price Variance Account

Purchase Price Variance Account is the account used to assign a variance amount between the purchase price of an item and the standard cost of that item. This field is enterable only if the item uses the Standard Cost valuation method. The account you enter here must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00).

Purchase Price Variance Sub

Purchase Price Variance Sub is the optional subaccount used to assign a variance amount between the purchase price of an item and the standard cost of that item. This field is enterable only if the item uses the Standard Cost valuation method. The subaccount you enter here must be set up in Shared Information’s Flexkey Table Maintenance (21.330.00) and General Ledger’s Subaccount Maintenance (01.270.00).

Landed Cost Variance Account

The Landed Cost Variance Account is the account that is debited when a landed cost transaction is processed. See the Landed Cost online help or user guide for more information.

Landed Cost Variance Sub

The Landed Cost Variance Sub specifies the subaccount that is debited when a landed cost transaction is processed. See the Landed Cost online help or user guide for more information.

Note: You can display lists of all existing accounts and subaccount segments by double-clicking in the field/segment or clicking in the field/segment and pressing F3. For account fields, the Active Account List will display. For subaccount segments, the possible values lists will display starting with the first segment. Each segment will have its own possible values list. To select an account or subaccount segment from the lists, you can highlight it and click OK or double-click on your selection.
Inventory Items, OM Accts Tab

Following are the field descriptions for the **OM Accts** tab of *Inventory Items* (10.250.00).

**Item GL Class**

*Item GL Class* is defined in the Order Management module. If Order Management is installed, entering an item general ledger class in this field brings up default account numbers for the remaining fields on this tab.

To display a list of all item general ledger classes, press F3 (or double-right-click). *Item GL Class List* is displayed. To select an inventory item, you can highlight it and click **OK** or double-click on your selection.

**Sales Account**

*Sales Account* specifies the sales account increased by sales of the item. The account you enter here must be set up in General Ledger’s *Chart of Accounts Maintenance* (01.260.00).

**Sales Sub**

*Sales Sub* specifies the optional sales subaccount increased by sales of the item. The subaccount you enter here must be set up in Shared Information’s *Flexkey Table Maintenance* (21.330.00) and General Ledger’s *Subaccount Maintenance* (01.270.00).

**Discount Account**

*Discount Account* specifies the general ledger account affected when an item is sold. The account you enter here must be set up in General Ledger’s *Chart of Accounts Maintenance* (01.260.00).

**Discount Sub**

*Discount Sub* specifies the optional discount subaccount to be affected when an item is sold. The subaccount you enter here must be set up in Shared Information’s *Flexkey Table Maintenance* (21.330.00) and General Ledger’s *Subaccount Maintenance* (01.270.00).
**COGS Account**

*COGS Account* specifies the cost-of-goods-sold account to be charged when an item is sold. The account you enter here must be set up in General Ledger’s *Chart of Accounts Maintenance* (01.260.00).

**COGS Sub**

*COGS Sub* specifies the optional cost-of-goods-sold subaccount to be charged when an item is sold. The subaccount you enter here must be set up in Shared Information’s *Flexkey Table Maintenance* (21.330.00) and General Ledger’s *Subaccount Maintenance* (01.270.00).

**Note:** You can display lists of all existing accounts and subaccounts by double-clicking in the field or clicking in the field and pressing F3. For account fields, the *Active Account List* will display. For subaccount fields, the *Active Sub-Account List* will display. To select an account or subaccount from the lists, you can highlight it and click **OK** or double-click on your selection.
Inventory Items, Replenishments Tab

You can use Inventory Items (10.250.00), Replenishments tab, to define parameters for specific inventory items at the inventory item level of control. You do this for expensive inventory items and for critical inventory items that you must monitor closely.

When you define parameters for an inventory item on Inventory Items (10.250.00), Replenishments tab, the Inventory Replenishment module uses these values to calculate replenishment points, safety stock, usage patterns, and lead times for all inventory sites associated with this inventory item.

As a general rule, parameters defined at the site level override parameters defined at the inventory item level. Replenishment Source Code and Transfer From Site are exceptions to this rule. When you define Replenishment Source Code and Transfer From Site at the inventory item level, those values override the values of Replenishment Source Code and Transfer From Site that you define at the site level.

Parameters defined at the inventory item level of control override parameters defined at the material type level of control.

Figure 44: Inventory Items (10.250.00), Replenishments tab

Following are the field descriptions for the Replenishments tab of Inventory Items (10.250.00).

Replenishment Source Code

Replenishment Source Code is a required field when a replenishment policy has been selected. It is the type of document you want Inventory Replenishment to generate from the Planned Order. Possible values are Purchase Order, OM Kit Assembly, and Work Order. This field is disabled when Inventory Replenishment is not installed.
Replenishment Policy

Replenishment Policy is the method you want Inventory Replenishment to use to calculate replenishment values for the inventory sites associated with this inventory item. For information about the policies in the possible values list, see the Inventory Replenishment online help or user guide. Possible values are:

- None
- EOQ (economic order quantity)
- MAX/MIN
- Line Point
- Reorder Point
- Order to Replenish

Note: Replenishment Policy is used by Inventory Replenishment when it calculates replenishment quantities for inventory sites. If you do not select a replenishment policy for the inventory site, Inventory Replenishment will look for a replenishment policy associated with the site. If it does not find a replenishment policy for the site, Inventory Replenishment will look for the replenishment policy for the inventory item or the material type associated with the inventory site. If it finds no replenishment policy for the inventory site, or for the site, inventory item, or material type associated with that inventory site, then Inventory Replenishment will not calculate a replenishment quantity for that inventory site and will not generate a Planned Order.

Note: If you do not have the Inventory Replenishment module installed, Replenishment Policy specifies the point (quantity level) at which to reorder the inventory item. Inventory replenishment method options are:

- Fixed Reorder Quantity — Base reordering on a fixed quantity, calculated as follows:
  If (on-hand quantity + quantity on purchase orders) - (quantity on sales orders + quantity on back order) ≤ to the order point, the recommended order quantity = the reorder quantity.

- Fixed Reorder Cycle — Base reordering on a fixed cycle, calculated as follows:
  Maximum on-hand quantity - (on-hand quantity + quantity on purchase orders - quantity on sales orders - quantity on back order) = the recommended order quantity.

- Optional Replenishment — Base reordering on the following calculation:
  If (on-hand quantity + quantity on purchase orders - quantity on sales orders - quantity on back order) ≤ to the order point, the recommended order quantity = the maximum on hand quantity - (on-hand quantity + quantity on purchase orders - quantity on sales orders - quantity on back order).

The software computes the recommended reorder quantities when you generate the Inventory Status (10.610.00) report.
Target Order Method

Target Order Method is a required field when Line Point has been selected as the Replenishment Policy. Target Order Method enables you to select the unit of measure specified by the target order requirement associated with this inventory item. Possible values are:

- None
- Monetary Amount
- Unit of Measure
- Weight
- Cubic Volume

When you do not select a method, Target Order Method defaults to None and Inventory Replenishment looks for the target order method for the material type associated with this inventory item.

Calculation Policy

Calculation Policy determines whether Inventory Replenishment calculates replenishment values for inventory sites that belong to this inventory item or uses the values you enter manually. Parameters controlled by Calculation Policy include:

- PO Lead Time
- Reorder Quantity
- Reorder Point
- EOQ (economic order quantity)
- Safety Stock
- Line Point
- Review Cycle Days
- Projected Daily Demand

Calculation Policy can be set to None, Automatic, or Manual.

- If you select None, Inventory Replenishment uses the calculation policy set at the material type level of control.
- If you select Automatic, Inventory Replenishment uses calculated values.
- If you select Manual, Inventory Replenishment uses values you enter manually. In this case, it does not calculate values for parameters controlled by Calculation Policy.
- If you do not select a policy, Inventory Replenishment defaults to None and looks for the calculation policy set for the material type associated with the inventory item.

Future Replen. Eff. Date

Future Replen. Eff. Date is the date when the future replenishment policy is to take effect. When you run Generate Planned Orders (41.400.00) on or after the date that you specified in Future Replen. Eff. Date, the replenishment policy for this inventory item becomes the policy you specified in Future Replenishment Policy. Future Replen. Eff. Date and Future Replenishment Policy parameters are cleared at that time.
Future Replenishment Policy

**Future Replenishment Policy** enables you to select the replenishment policy that Inventory Replenishment will use to calculate replenishment values for this inventory item on and after the date when the **Future Replen. Eff. Date** is reached. Possible values are:

- EOQ (economic order quantity)
- MAX/MIN
- Line Point
- Reorder Point
- Order to Replenish

**Future Replenishment Policy** is a required field when a **Future Replen. Eff. Date** has been set. When no **Future Replen. Eff. Date** has been set, **Future Replenishment Policy** is disabled.

Model After Inventory ID

**Model After Inventory ID** is the inventory identification number of an inventory item similar to the current inventory item and having past usage patterns that you want to use as a model to forecast demand for the current inventory item.

You can use **Model After Inventory ID** when the current inventory item does not have a past usage history long enough to use as a basis for forecasting its demand. This is an optional field. If you do not specify a **Model After Inventory ID**, then Inventory Replenishment uses the transaction history associated with this inventory item. **Model After Inventory ID** is not available for sites or for material types.

**Model After Inventory ID** is enabled when Inventory Replenishment is registered.

**Note:** The **Site ID** for the current inventory item should be the same as the **Site ID** for the **Model After Inventory ID**.

**Example:** Let us say that inventory Item A is replacing inventory Item B and that you expect future usage of inventory Item A to be similar to past usage of inventory Item B. When you enter the inventory identification number of inventory Item B in **Model After Inventory ID**, Inventory Replenishment uses past usage patterns for both inventory items to forecast demand for inventory Item A.

Transfer From Site

Use **Transfer From Site** to enter the identification number of the site from which the inventory items were transferred. **Transfer From Site** is enabled and is a required field when OM Warehouse Transfer has been selected from **Replenishment Source Code**. This field is disabled when Inventory Replenishment is not registered.

**Transfer From Site** behaves differently than other parameters. The **Transfer From Site** value you specify for an inventory site overrides the **Transfer From Site** value assigned at the inventory item and site levels of control. The **Transfer From Site** value you specify for the inventory item overrides the **Transfer From Site** value specified for the site. **Transfer From Site** cannot be specified for material types. This different behavior enables you to define the site relationships for the inventory site, and then enter exceptions for specific inventory items using **Inventory Items** (10.250.00), **Replenishments** tab. This avoids the need to enter all exceptions for the inventory site on **Inventory Sites** (10.255.00), **Replenishment Parameters** tab.
Primary Vendor
Use Primary Vendor to enter the name of the primary vendor for this inventory item. It is a required field when Purchase Order has been selected as the Replenishment Source Code. The name you enter here is used as the default with Inventory Replenishment creates Planned Orders for which Purchase Order has been selected from IR Doc Type. Otherwise, it is disabled.

Secondary Vendor
Secondary Vendor is a display-only field and is not used by Inventory Replenishment.

Buyer
Use Buyer to enter the name of the buyer for this inventory item. It is an optional field when Purchase Order has been selected as the Replenishment Source Code.

Target Order Requirement
Target Order Requirement is the amount needed to fulfill the vendor’s order requirement. It is a required field when the Line Point replenishment policy has been selected. The number of decimal places is determined by the values entered on IN Setup (10.950.00), Options tab as follows:

- Monetary Amount depends on the currency selected and is specified in Price/Cost in the Decimal Places area of IN Setup (10.950.00), Options tab.
- Unit of Measure is displayed in the number of decimal places determined by the values entered in Quantities in the Decimal Places area of IN Setup (10.950.00), Options tab.
- Weight is displayed in the number of decimal places specified in Quantities in the Decimal Places area of IN Setup (10.950.00), Options tab.

  Note: The decimal precision used in Weight matches the decimal precision in the user-defined field Weight UOM on the Inventory Items (10.250.00), Size/Style/Color tab.

- Cubic Volume is displayed in the number of decimal places specified in Quantities in the Decimal Places area of IN Setup (10.950.00), Options tab.

  Note: The decimal precision used in Cubic Volume matches the decimal precision in the user-defined field Volume UOM on the Inventory Items (10.250.00), Size/Style/Color tab.

Target Order Requirement is disabled when the Line Point replenishment policy is not selected.

If you do not enter a Target Order Requirement on Inventory Sites (10.255.00), Replenishment Parameters tab, Inventory Replenishment looks for its value on Sites (10.310.00), Replenishment tab, then on Inventory Items (10.250.00), Replenishments tab, and finally on Material Type Maintenance (21.370.00), Replenishment tab.

If this field is left blank at all levels of inventory control, meaning if no Target Order Requirement is defined, then the Line Point and the Reorder Point will be the same and the number of Review Cycle Days will be zero.
Auto PO Policy

If desired, you can use Auto PO Policy to select an automatic purchase order policy.

Auto PO Policy supports Order to Purchase module functionality by determining whether or not a purchase order is to be generated during order entry in Order Management’s Sales Orders (40.100.00). Options are:

- None — No action is specified. If Auto Create PO is selected on the Sales Orders (40.100.00) Line Items or Shipping Information tabs and none is selected here (or this field is blank), a purchase order is created.
- Auto PO Always — A purchase order is always created, regardless of inventory availability.
- Auto PO If No Inventory — If sufficient inventory is available, a purchase order is not created.

The default value for this field is None. If it is changed, upon saving, you are prompted to apply this change to all sites for the item. You can respond with Yes or No.

Auto PO Policy is disabled if Order to Purchase is not installed and registered or if the inventory item is a non-stock item. Also, this field serves as a default for Inventory Sites (10.255.00).

Auto Drop Ship

If desired, you can select Auto Drop Ship to have this item automatically drop shipped.

Auto Drop Ship supports Order to Purchase module functionality by providing the default status for Drop Ship check boxes on the Sales Orders (40.100.00) Line Items and Shipping Information tabs. If Auto Drop Ship is selected here, then it will also be checked on Sales Orders (40.100.00), Line Items tab when this particular item/site combination is entered on the sales order line. However, if Auto PO Policy is set to Auto PO If No Inventory and there is sufficient inventory to satisfy the sales order schedule quantity, then the sales order schedule ships from inventory. A sales order schedule cannot be made a drop shipment if it can be filled from warehouse inventory. Therefore, in this case, the Auto Drop Ship default is overridden.

The default value for this field is false (unchecked). If it is changed, upon saving, you are prompted to apply this change to all sites for the item. You can respond with Yes or No.

Auto Drop Ship is disabled if Order to Purchase is not installed and registered. Also, this field serves as a default for Inventory Sites (10.255.00).

Calculate Trend %

If desired, you can select Calculate Trend %. When this check box is selected, Inventory Replenishment calculates the Trend % in generating planned inventory. For more information, see Inventory Replenishment online help or user guide.

PO Lead Time

PO Lead Time is displays the number of business days between the item being ordered and the item’s expected delivery date. You should enter a manual default value in PO Lead Time if you selected Manual from Calculation Policy for this inventory item. PO Lead Time is used by the Reorder Point, Line Point, and EOQ replenishment policies.

Manuf. Lead Time

Manuf. Lead Time is the number of business days between the item being requested and the item’s expected manufacturing date. This is a required field because Inventory Replenishment does not calculate the number of days used for kit assembly order or work order lead time. Manuf. Lead Time is used by the Reorder Point, Line Point, and EOQ replenishment policies.

Reorder Quantity

Reorder Quantity is the number of item units recommended for purchase each time the reorder recommendation occurs. You should enter a value greater than zero in Reorder Quantity if you
selected Manual from Calculation Policy for this inventory item. Reorder Quantity is used by the Reorder Point, Line Point, and EOQ replenishment policies.

Reorder Point

Reorder Point is the item’s on-hand quantity point at which the software issues a purchase order recommendation, when the Reorder Point replenishment policy is selected for this inventory item. You should enter a value in Reorder Point if you selected Manual from Calculation Policy for this inventory item. Reorder Point is used by the Reorder Point and EOQ replenishment policies.

EOQ

In EOQ (economic order quantity), you can specify the least costly reorder quantity for this item; used by Inventory Replenishment module calculations if EOQ is selected in Replenishment Policy on this tab. See the Inventory Replenishment help or user guide for more information.

Safety Stock

Safety Stock is the quantity carried to compensate for forecast errors. You should enter a safety stock quantity here if you selected Manual as the Calculation Policy for this inventory item. Safety Stock is used by all replenishment policies.

Minimum on Hand

Minimum on Hand is the minimum quantity to keep on hand of this inventory item. Inventory Replenishment does not calculate Minimum on Hand. You should enter a value here when you select MAX/MIN as the Replenishment Policy for this inventory item. Minimum on Hand is not specified for sites or for material types.

Maximum on Hand

Maximum on Hand is the maximum quantity to keep on hand of this inventory item. Inventory Replenishment does not calculate Maximum on Hand. You must enter a value here if you select MAX/MIN or Order to Replenish as the Replenishment Policy for this inventory item. Maximum on Hand is not specified for sites or for material types.

Safety Stock Policy

Use the Safety Stock Policy to select the method that Inventory Replenishment will use to calculate safety stock for the inventory sites that belong to this inventory item. It is recommended that you specify a safety stock policy here if you selected Automatic as the Calculation Policy for this inventory item. If you do not specify a policy here, Inventory Replenishment will look for the policy you specified for the material type associated with this inventory item. For more information about various safety stock policies, see the Inventory Replenishment online help or user guide. Possible values are:

- Do Not Use Safety Stock
- Use Service Level
- Use Days Supply
- Use % of Lead Time Demand

If you do not select a Safety Stock Policy on Inventory Sites (10.255.00), Replenishment Parameters tab, Inventory Replenishment looks for its value on Sites (10.310.00), Replenishment tab, then on Inventory Items (10.250.00), Replenishments tab, and finally on Material Type Maintenance (21.370.00), Replenishment tab.

If you do not define a safety stock policy for an inventory site or for the site, item or material type associated with that inventory site, then Inventory Replenishment will default to using no safety stock.

Safety Stock Days

Safety Stock Days is enabled and is a required field when Use Days Supply has been selected as the Safety Stock Policy. Use Safety Stock Days to enter the number of days that Inventory Replenishment
will use to calculate how much safety stock to maintain for inventory sites of this inventory item. You must estimate the number of days based on your own business needs.

**Safety Stock Percent**

Safety Stock Percent is enabled and is a required field when Use % of Lead Time Demand has been selected as the Safety Stock Policy. Use Safety Stock Percent to enter the percentage that Inventory Replenishment will use to calculate how much safety stock to maintain for inventory sites of this inventory item. You must estimate this percentage based on your own business needs.

**Service Level**

Service Level is enabled and is a required field when Use Service Level has been selected as the Safety Stock Policy. Use Service Level to select the customer service level that Inventory Replenishment will use to calculate how much safety stock to maintain for inventory sites of this inventory item. Possible values are:

- 50%
- 75%
- 80%
- 85%
- 90%
- 92%
- 94%
- 96%
- 97%
- 98%
- 99%
- 99.5%
- 99.9%

**Demand Form. ID**

Use Demand Form. ID to select the demand formula that Inventory Replenishment will use to weight inventory usage from prior fiscal periods to determine the daily demand for the inventory sites that belong to this inventory item.

When Demand Form. ID contains an entry, a description of that entry appears below the field.

**Note:** Inventory Replenishment looks for a demand formula when it calculates replenishment values for inventory sites. If you do not select a Demand Form. ID on Inventory Sites (10.255.00), Replenishment Parameters tab, Inventory Replenishment looks for its value on Sites (10.310.00), Replenishment tab, then on Inventory Items (10.250.00), Replenishments tab, and finally on Material Type Maintenance (21.370.00), Replenishment tab. If you did not specify a demand formula at any of these levels, then Inventory Replenishment calculates current period demand using no weight factors, no trend factor, and the number of fiscal periods that you specified in Number of Demand Periods on IR Setup (41.950.00), Options tab.

**Lead Time Form. ID**

Use Lead Time Form. ID to select the lead time formula that Inventory Replenishment will use to weigh lead times from prior purchase order receipts for the inventory sites that belong to this inventory item.

When Lead Time Form. ID contains an entry, a description of that entry appears below the field.

**Note:** If you do not select a lead time formula, Inventory Replenishment will look for the formula you selected for the site, inventory item, or material type associated with this inventory site. If you do not
select a lead time formula at any of these levels, then Inventory Replenishment calculates purchase order lead time using the number of lead time receipts in **Number of Lead Time Receipts** specified on **IR Setup (41.950.00), Options** tab, and no weight factors and no tolerance ranges.

**Line Point**

**Line Point** is the value of the replenishment point for this inventory item when the line point replenishment policy has been selected.

**Review Cycle**

**Review Cycle** is used to calculate replenishment quantities when the Line Point replenishment method is selected. **Review Cycle** is the number of days in the review cycle. This is the number of days between the date you reach a replenishment point and the date you reach a point where you can place an order that meet a vendor’s target order requirement for this inventory item.

**Ship Via ID**

**Ship Via ID** is an identification number for the carrier being used to deliver the items. If you do not select a **Ship Via ID** for this inventory item, then Inventory Replenishment looks for the identification number for the carrier that you have specified in **Ship Via ID** on the **Material Type Maintenance (21.370.00), Replenishment** tab.
Inventory Items, Physical Cycle Tab

Following are the field descriptions for the **Physical Cycle** tab of **Inventory Items (10.250.00)**.

**Movement Class**

*Movement Class* is the movement class assigned to the item. Movement classes group items by sales percentages and are set up in **Movement Classes (10.382.00)**. See “Physical Inventory” on page 29 for more information about movement classes.

**Cycle ID**

*Cycle ID* is the cycle ID assigned to the item. Cycle IDs group inventory items that you want to cycle count together and are set up in **Physical Cycles (10.393.00)**. See “Physical Inventory” on page 29 for more information.

**ABC Code**

*ABC Code* is the ABC code assigned to the item. ABC codes group items by percentages and are set up in **ABC Codes (10.381.00)**. Refer to “Physical Inventory” on page 29 for more information about ABC codes.

**Count Date**

*Count Date* is the most recent date the item was counted.

**Site ID**

*Site ID* is the most recent site where the item was counted.
**Book Quantity**

*Book Quantity* is the quantity-on-hand, less the shipped not invoiced amount for the last physical inventory.

**Variance Amount**

*Variance Amount* is the difference between the book quantity and the actual physical quantity for the last physical inventory.

**Variance Percent**

*Variance Percent* is the percentage difference between the book quantity and the actual physical quantity for the last physical inventory.

**Variance Quantity**

*Variance Quantity* is the physical count quantity minus the book quantity for the item’s last physical count.
Inventory Items, Shipping Tab

Following are the field descriptions for the Shipping tab of Inventory Items (10.250.00).

**Bill of Lading Class**

**Bill of Lading Class** is a material classification from the US Department of Transportation for this item. This number must appear on the bill of lading when the item is shipped by commercial carrier or the item description must be complete enough for the carrier to specify the class.

**Country/Region of Origin**

**Country/Region of Origin** is the name of the country or region where the item was manufactured or produced.

**Standard Carton Details**

You can use the Pack Method list to specify if the item has a Standard Carton (standard packaging) or is Pick/Pack (the item is pulled from stock and packaged in no particular scheme). Select the standard Pick/Pack option if you do not need to control the packaging of an item (no other options will be available). Select the Standard Carton option if the item has set packaging.

**Example:** Item X is packed 2 each in a box and 5 boxes in a carton. You enter 2 in Pack Size and 5 in Packs per Carton. Only orders with quantities in multiples of 10 will ship if Allow Standard Carton Break is selected. If a customer ordered 20 each and only 15 were available, one carton of 10 will ship and the additional 5 in stock would not ship until new inventory is received and a full carton of 10 could ship.

**Note:** You cannot save an item if Pack Method is set to Standard Carton if you have not entered a value into either Packs per Carton or Pack Size.

If Pack Method is set to Standard Carton, you must enter a value in Pack UOM.
• **Allow Generation of Containers** is active only when the Shipping Management module is implemented.

• Select **Allow Standard Carton Break** to allow the shipment of partial cartons.

• **Packs per Carton** specifies the number of packs (inner boxes) that fit into a carton (outer box).

• **Pack Size** specifies the number of selling units (each, boxes, etc.) that fit into the inner box.

• **Pack UOM** is active only when the Shipping Management module is implemented.

**Standard Carton Dimensions**

Standard Carton Dimensions are user defined and for information purposes only.

**Note:** These measurements are the outside dimensions for the shipping carton and not for the actual item itself. Item dimensions are defined in the Size/Style/Color tab.

• **Height** is the vertical measurement of the package or carton.

• **Height UOM** is the unit of measure associated with the vertical measurement. (for example, inches, feet, meters, etc.)

• **Length** is the measurement of the package’s length.

• **Length UOM** is the unit of measure associated with the length’s measurement (for example, inches, feet, meters, etc.).

• **Volume** is the cubic measurement of the package. (*Length* × *Width* × *Height*)

• **Volume UOM** is the unit of measure associated with the measurement (for example, square inches, square feet, board feet, cubic yards, etc.).

• **Weight** is the measurement of the package’s weight.

• **Weight UOM** is the unit of measurement associated with the weight (for example, grams, pounds, kilos, tons, etc.).

• **Width** is the measurement across the package.

• **Width UOM** is the unit of measure associated with the measurement (for example, inches, feet, meters, etc.).
**Inventory Items, Size/Style/Color Tab**

All fields in this tab are user defined and for information only. Weights and measurements would be used in the Shipping Management module.

![Inventory Items (10.250.00), Size/Style/Color tab](image)

Following are the field descriptions for the *Size/Style/Color* tab of *Inventory Items (10.250.00)*.

**Size**

*Size* is a user-defined description of the item’s size.

**Style**

*Style* is a user-defined description of the item’s style.

**Color**

*Color* is a user-defined description of the item’s color.

**Standard Gross Weight**

Total weight of the contents.

**Standard Tare Weight**

Weight of the container holding the items.
Measurements

The following are user defined, optional measurements. You may make entries for all, some or none of these fields, but if you enter a measurement you must enter the corresponding unit of measure.

- **Density** is a user defined measurement of the item’s density.
- **Density UOM** is a user defined unit of measure for the item’s density.
- **Depth** is a user defined measurement of the item’s depth.
- **Depth UOM** is a user defined unit of measure for the item’s depth.
- **Diameter** is a user defined measurement of the item’s diameter.
- **Diameter UOM** is a user defined unit of measure for the item’s diameter.
- **Gauge** is a user defined measurement of the item’s gauge.
- **Gauge UOM** is a user defined unit of measure for the item’s gauge.
- **Height** is a user defined measurement of the item’s height.
- **Height UOM** is a user defined unit of measure for the item’s height.
- **Len** is a user defined measurement of the item’s length.
- **Len UOM** is a user defined unit of measure for the item’s length.
- **Volume** is a user defined measurement of the item’s volume.
- **Volume UOM** is a user defined unit of measure for the item’s volume.
- **Weight** is a user defined measurement of the item’s weight.
- **Weight UOM** is a user defined unit of measure for the item’s weight.
- **Width** is a user defined measurement of the item’s width.
- **Width UOM** is a user defined unit of measure for the item’s width.
Inventory Items, Item Defaults Tab

The Inventory Items (10.250.00), **Item Defaults** tab, allows you to enter a separate default site ID for each company in the database, along with a default picking bin and default put away bin for that site.

![Image of Inventory Items (10.250.00), Item Defaults tab]

**Figure 48: Inventory Items (10.250.00), Item Defaults tab**

Following are the field descriptions for the **Item Defaults** tab of Inventory Items (10.250.00).

**Default Site ID**

**Default Site ID** is the ID of the default inventory site where you normally store the item. The ID you enter here must be set up in Sites (10.310.00). When you enter an item's inventory ID in a data entry screen, the item's site ID appears automatically. The software assumes you want to store new item units received in the same place you have always stored the item.

To display a list of all site IDs, press F3 (or double-right-click). Site List is displayed. To select a site, you can highlight it and click OK or double-click on your selection.

**Default Picking Bin**

**Default Picking Bin** is the default location (bin, bay, rack, etc.) within the storage facility where the item is normally picked. The location you enter here provides the default for Inventory Sites (10.255.00).

To display a list of all locations, press F3 (or double-right-click). Valid Locations List is displayed. To select a location, you can highlight it and click OK or double-click on your selection.

**Default Put Away Bin**

**Default Put Away Bin** is the default location (bin, bay, rack, etc.) within the storage facility where the item is normally placed when initially received. The location you enter here provides the default for Inventory Sites (10.255.00).

To display a list of all locations, press F3 (or double-right-click). Valid Locations List is displayed. To select a location, you can highlight it and click OK or double-click on your selection.
Default Task ID

Default Task ID is the default task ID for line items in Sales Orders (40.100.00) and Shippers (40.110.00) when you create a project from a sales order or a shipper.

To create a project from a sales order, click to selecting the Create Project check box on the Other Information tab in Sales Orders (40.100.00) or Shippers (40.110.00).
Inventory Items, Seasonality Tab

*Inventory Items* (10.250.00), *Seasonality* tab, enables you to define the seasonal dates associated with the inventory item. The *Seasonality* tab fields are for report purposes only and do not affect replenishment calculations.

![Figure 49: Inventory Items (10.250.00), Seasonality tab](image)

Following are the field descriptions related to Inventory Replenishment for the *Seasonality* tab of *Inventory Items* (10.250.00).

**Season Start Month**

Use the *Season Start Month* possible values list to select the month when the season begins.

**Season Start Day**

*Season Start Day* is enabled when a *Season Start Month* has been selected. Use *Season Start Day* to enter the date within the start month when the season begins.

**Season End Month**

Use the *Season End Month* possible values list to select the month when the season ends.

**Season End Day**

*Season End Day* is enabled when a *Season End Month* has been selected. Use *Season End Day* to enter the date within the end month when the season ends.
Lot/Serial Number Setup (10.250.01)

Use Lot/Serial Number Setup (10.250.01) to enter the information required to automatically generate an item’s lot or serial number. The values in this screen will be pulled from defaults set up in IN Setup (10.950.00) or in Product Classes (10.280.00), but can be overridden. This screen is opened by clicking Lot/Serial Setup on the Inventory Items (10.250.00), Information tab.

Following are the field descriptions for Lot/Serial Number Setup (10.250.01).

**Assignment**

**Assignment** specifies when the item receives its associated lot or serial number. Number assignment options are:

- **When Received Into Inventory** — The item is assigned a lot or serial number when you receive it into inventory (from purchase orders, inventory receipts or from production). The software tracks the item’s on hand quantity by this number (in the case of an item with a serial number, the on-hand quantity is always 1). Assigning lot or serial numbers at item receipt is useful when the item grouping is important (for example, the items must come from the same lot or use consecutive serial numbers) or when unit costs vary for different lot or serial numbers (for example, items with optional features).

- **When Used From Inventory** — The item is assigned a lot or serial number when you dispense it from inventory (send it to a customer or to production). When an item using this option is received into inventory, none of its quantity is assigned to a lot or serial number. When you dispense the item from inventory, the lot or serial number you assign to the item at that time is attached to the dispensing transaction record. This option helps reduce work by allowing you to enter lot or serial numbers only when dispensing inventory.

It is useful when all products are identical but a unique identification code (for example, a software registration number) is assigned at the time of item shipment or when item grouping is not important but it is important to assign lot or serial numbers for warranty tracking purposes.
Issue Method

Issue Method controls the order in which the lot or serial numbers for this item will be dispensed from inventory. The issue method is independent of the item's valuation method (with one exception—see “Link to Specific Cost Id” on page 224). Options are:

- Expiration — The lot or serial numbers for this item are issued based on the lot or serial numbers’ expiration date (oldest first).
- FIFO — The lot or serial numbers for this item are issued based on first-in-first-out.
- LIFO — The lot or serial numbers for this item are issued based on last-in-first-out.
- Sequential — The lot or serial numbers for this item are issued based on the sequential order of the lot or serial numbers.
- User Enterable — The lot or serial numbers for this item must be manually entered or selected by the user.

Do not assign Lot Numbers at Shipper Creation

Do not assign Lot Numbers at Shipper Creation, when selected, overrides the Issue Method selection for lot numbered items when shippers are created from sales orders. In that case, users must manually enter or select lot numbers for the shipper.

Link to Specific Cost Id

Link to Specific Cost Id allows lot- or serial number-controlled items using the Specific Identification valuation method to link the lot/serial number to the specific cost ID. When selected, Link to Specific Cost Id disables the specific cost ID field on transaction screens and automatically fills in the specific cost ID field with the lot/serial number value.

Link to Specific Cost Id must be selected before any transactions are entered that reference the item. Otherwise, the message “The Lot/Serial Linking option cannot be enabled due to existing lot/serial numbers that do not match Specific Cost Id numbers” will appear.

Shelf Life Days

Shelf Life Days is the number of days after receipt into inventory that a lot or serial number for an item will be effective. The lot or serial number’s expiration date is calculated as follows:

\[
\text{Receipt Date} + \text{Shelf Life Days}
\]

Shelf Life is a required-entry field if the Issue Method selected is Expiration.

Warranty Days

Warranty Days is the number of days an item is under warranty after the date of sale.

Prefix Segment Type

Type is the type of fixed value used to define the prefix segment of the lot or serial number. Options are:

- Constant — The default fixed Value is assigned and change is not permitted.
- Date — The receipt date is used, and change is permitted.
- Enterable — The default fixed Value is assigned. However, the user is permitted to change it.

Prefix Segment Length

Length is the length of the prefix value to be entered. Length can be 0, but cannot be greater than 12. If the Date option was selected in Type, Length automatically defaults to 8 and change is not permitted.
Prefix Segment Value

Value is the fixed value to be assigned to the lot or serial number. If the Date option was selected in Type, entry is not permitted. If 0 length has been entered you cannot enter a prefix.

Numeric Segment Length

Length is the length of the numeric value that will be entered. Note that the sum of the prefix and numeric lengths may not exceed 25 characters.

Numeric Segment Value

Value is the next numeric value that will be assigned. The length of the numeric value entered must be equal to the Length.

Next Lot/Ser Number

Next Lot/Ser Number is the next lot or serial number that will be created for the item. This number is generated based on the entries for the prefix and numeric segments. You cannot change this number directly, but you can change it by changing the entries for its segments.

OK (button)

Click OK to close the screen and return to Inventory Items (10.250.00).
Inventory Sites (10.255.00)

Inventory Sites (10.255.00) is used to define information for an inventory item/site when an item’s default UOMs, Sales, COGs or other account numbers or subaccount numbers are different from one site to another. For example, the same item may have a cost of $500 at a site in Beverly Hills and a cost of $200 at site in Santa Ana.

Following are the field descriptions for Inventory Sites (10.255.00).

Inventory ID

Inventory ID specifies the item you want to review or for which you want to enter site information. The item’s description will be displayed beneath the inventory ID.

To display a list of all inventory items, press F3 (or double-right-click). Inventory Item List is displayed. To select an item, you can highlight it and click OK or double-click on your selection.

Notes/Attachments (Icon)

Notes/Attachments allows the entry of or attaching a source document regarding the item. Click the Notes/Attachments icon to choose to enter either a note or attach source documents. For more information, see to “Attaching Notes and Source Documents to Data Items” in the Quick Reference user’s guide or help.

Inventory Lookup (Icon)

Clicking the Inventory Lookup icon invokes Inventory Item Lookup (10.210.00), which allows you to search for an item by description or attribute.

An alternative to clicking the icon is to place the cursor in Inventory ID and press ALT+F3 to invoke Inventory Item Lookup (10.210.00).
Site ID

*Site ID* specifies the identification codes of the inventory storage facility(s) where the item is located.

To display a list of all site IDs, press F3 (or double-right-click). *Site List* is displayed. To select a site ID, you can highlight it and click **OK** or double-click on your selection.
Inventory Sites, Information Tab

The Information tab of Inventory Sites (10.255.00) displays general information about an item at the site selected.

![Inventory Sites (10.255.00), Information tab](image)

Following are the field descriptions for the Information tab of Inventory Sites (10.255.00).

**Product Manager ID**

Product Manager ID is the Marketing Manager responsible for the product at this site. Product managers are defined in Product Managers (10.287.00) and can be a name, employee number, or manager code.

To display a list of all product manager IDs, press F3 (or double-right-click). Product Manager List is displayed. To select an ID, you can highlight it and click OK or double-click on your selection.

**Default Sales Order UOM**

Default Sales Order UOM specifies the default selling unit of measure used in Sales Orders (40.100.00).

To display a list of all selling units, press F3 (or double-right-click). Inventory Unit List is displayed. To select a unit, you can highlight it and click OK or double-click on your selection.

**Default Purchase Order UOM**

Default Purchase Order UOM specifies the default purchasing unit of measure used in Receipts (10.010.00) and Purchasing’s Purchase Orders (04.250.00).

To display a list of all purchasing units, press F3 (or double-right-click). Inventory Unit List is displayed. To select a unit, you can highlight it and click OK or double-click on your selection.

**Reorder Interval (Days)**

This field specifies the interval, in days, between orders for an item.
Default Picking Bin

Default Picking Bin specifies the default location (bin, bay, rack, etc.) within the storage facility where the item is normally picked.

- This field defaults from the Item Defaults tab in Inventory Items (10.250.00) for the specified inventory ID. This value can be overridden.
- This default picking bin is used as the default bin location in the following screens and transaction types:
  - Issues (10.020.00) for Issues, Invoices, and Debit Memos
  - Adjustments (10.030.00) for negative adjustments
  - Transfers (10.040.00) for the From Warehouse Bin Location
  - Kit Assembly (10.050.00) for the kit components

Note: Order Management Process Manager (40.400.00) determines which warehouse bin location to use in Shippers (40.110.00). Process Manager first looks at Pick Priority in Inventory Warehouse Bin Locations (10.340.00). It will then make selections based on Quantity Available in ascending order. For example, a sales order is placed for a quantity of 3. The quantities in warehouse bin locations A, B, and C are 3, 2, and 1 respectively. If the pick priority is the same for each of these warehouse bin locations, Process Manager will select 1 from C and 2 from B. For more information, refer to the Order Management user guide or online help.

Default Put Away Bin

Default Put Away Bin is the default location (bin, bay, rack, etc.) within the storage facility where the item is normally placed when initially received.

- This field defaults from the Item Defaults tab in Inventory Items (10.250.00) for the specified inventory ID. This value can be overridden.
- This default put away bin is used as the default bin location in the following screens and transaction types:
  - Receipts (10.010.00)
  - Purchase Order/Receipt Invoice Entry (04.010.00)
  - Issues (10.020.00) for returns and credit memos
  - Adjustments (10.030.00) for positive adjustments
  - Transfers (10.040.00) for the To Warehouse Bin Location
  - Kit Assembly (10.050.00) for the kit being assembled
  - Shippers (40.110.00) for negative lines on RMAs with the disposition of Return to Stock (except if its copied from a shipper); manual shippers and those auto-created by Process Manager (40.400.00)

In general, any transaction that increases inventory quantity will use the value entered here as the default picking bin.

Default Repair Bin

Default Repair Bin is the default location (bin, bay, rack, etc.) within the storage facility where the item is normally placed when it has been returned for repair. This field defaults from Sites (10.310.00) for the specified site ID. This value can be overridden.

To display a list of all bins, press F3 (or double-right-click). Valid Locations List is displayed. To select a site ID, you can highlight it and click OK or double-click on your selection.

Default Vendor Bin

Default Vendor Bin is the default location (bin, bay, rack, etc.) within the storage facility where the item is normally placed when it is to be returned to the vendor, either for repair or replacement. This field defaults from Sites (10.310.00) for the specified site ID. This value can be overridden.
To display a list of all bins, press F3 (or double-right-click). Valid Locations List is displayed. To select a site ID, you can highlight it and click OK or double-click on your selection.
Inventory Sites, Quantities Tab

Use the **Quantities** tab of *Inventory Sites* (10.255.00) to display current quantities for an item at the site selected.

![Inventory Sites (10.255.00) - Contoso, LtdDemo](image)

**Figure 53: Inventory Sites (10.255.00), Quantities tab**

Following are the field descriptions for the **Quantities** tab of *Inventory Sites* (10.255.00).

### Available

**Available** displays, by the selected inventory site, the item’s total units available (for sale, etc.). The software calculates quantity available based on options selected in IN Setup (10.950.00). The quantity available calculation is as follows:

- Quantity-on-hand
  - Quantity on Purchase Orders, if selected
  - Quantity on Kit Assemblies, if selected
  - Quantity on Transfer Orders and In Transit, if selected
  - Quantity on Work Orders, if selected
  - Quantity on Sales Orders, if selected
  - Quantity allocated to Lot/Serial Numbers on Sales Orders
  - Quantity on Back Orders, if selected (information only if Quantity on Sales Orders is selected)
  - Quantity on Shippers, if selected (information only if Quantity on Sales Orders is selected)
  - Quantity in Locations Not Available
  - Quantity Shipped Not Invoiced
  - Component Quantity on Work Orders, if selected
  - Quantity from unreleased inventory usage transactions in Inventory
  - Component Quantity from unreleased Production Entry transactions in Bill of Material
- Quantity from unreleased PO Returns in Purchasing
- Quantity from unprocessed service invoices, both Time & Material and Flat Rate, in Service Dispatch
- Quantity allocated to Projects

\[ \text{Quantity Available} = \text{Quantity from unreleased PO Returns in Purchasing} + \text{Quantity from unprocessed service invoices} + \text{Quantity allocated to Projects} \]

If you are using Order Management’s Sales Order (40.100.00) and have checked this item to have its quantity verified, the software uses the quantity available amount to check sales order quantities against available inventory quantities to ensure inventory amounts are sufficient to meet order requirements. If you are adding an item, the software automatically sets the available quantity to zero. You cannot change the quantity available, it is a calculated field.

- When CPS is on, this field is labeled **Available Today**. When CPS is off, this field is labeled **Available**.
- Quantities other than those shown on this screen update the quantity in **Available**. See “Inventory Status Inquiry (10.220.00)” on page 138 for a complete view of the quantity available calculation.

**Total Cost**

**Total Cost** displays the total cost of all item units at the selected site. The software calculates total cost using the item’s assigned costing method.

**Inventory Supply Frame**

Information in the Inventory Supply frame displays inventory items on hand or anticipated from various sources.

**On Hand**

**On Hand** displays the total quantity of the item currently stored at this **Site ID**.

**From Purchase Orders**

**From Purchase Orders** displays an anticipated inbound supply of additional quantity from open purchase orders not yet received at this **Site ID**. **From Purchase Orders** represents inventory supply that is yet to be received from a vendor, but may be included as Available Supply based on options specified in **IN Setup (10.950.00)**. This quantity may or may not adjust the quantity available, based on whether **Include Purchase Orders** is selected in **IN Setup (10.950.00)**.

**From OM Kit Assembly Orders**

**From OM Kit Assembly Orders** displays an anticipated inbound supply of additional quantity from open kit assembly orders not yet received at this **Site ID**. **From OM Kit Assembly Orders** represents inventory supply from an Order Management order that has yet to be entered into the Sales Journal, but may be included as Available Supply based on options specified in **IN Setup (10.950.00)**. This quantity may or may not adjust the quantity available depending on whether **Include OM Kit Assemblies** is selected in **IN Setup (10.950.00)**.

**From OM Transfer Orders**

**From OM Transfer Orders** represents inventory supply that has been requested automatically by Order Management to be transferred from one site to another. For example, you may receive an order for items that are out of stock at location A, but you have more than enough at location B. If you are using Order Management, it can initiate an automatic transfer request to have the correct portion of those items moved from location B to location A.

**From 2-Step Inventory Transfers**

**From 2-Step Inventory Transfers** represents inventory supply that is currently in transit to this **Site ID** and on open transfer orders, both in the Inventory and Order Management modules. This quantity may
or may not adjust the quantity available depending on whether Include 2-Step Inventory Transfers and OM Transfer Orders are selected in IN Setup (10.950.00).

**From Firmed Work Orders**

*From Firmed Work Orders* displays an anticipated inbound supply of additional quantity from manufacturing work orders that have been firmed but not yet released or completed. This quantity may or may not adjust the quantity available, depending on whether Include Firmed Work Orders is selected in IN Setup (10.950.00).

**From Released Work Orders**

*From Released Work Orders* displays an anticipated inbound supply of additional quantity from manufacturing work orders that have already been released for production but are not yet completed. This quantity may or may not adjust the quantity available depending on whether Include Released Work Orders is selected in IN Setup (10.950.00).

**Inventory Demand Frame**

Information in the Inventory Demand frame displays the source of various external demands for this item that are reducing the quantity available from the full quantity-on-hand.

**On Sales Orders**

*On Sales Orders* displays the item’s total quantity currently on open sales orders and shippers generated in the Order Management module. This quantity may or may not adjust the quantity available depending on whether Deduct All Open Sales Orders is selected in IN Setup (10.950.00).

**Sales Order L/S Allocation**

*Sales Order L/S Allocation* specifies the item’s total quantity currently on sales orders with designated lot/serial numbers where shippers have not been created. This quantity adjusts the quantity available.

**On Back Orders**

*On Back Orders* displays the item’s total unfilled quantity currently on open sales orders generated in the Order Management module that were scheduled to ship and did not ship on time. This quantity represents a commitment beyond what is already on hand and an immediate demand for any new quantity received. This quantity may or may not adjust the quantity available depending on whether Deduct Back Orders is selected in IN Setup (10.950.00).

**On Open Shippers**

*On Open Shippers* displays the item’s total quantity on shippers entered or generated in Order Management, but not yet confirmed. This quantity may or may not adjust the quantity available depending on whether Deduct Open Shippers is selected in IN Setup (10.950.00).

**Shipped Not Invoiced**

*Shipped Not Invoiced* displays the item’s total quantity from shippers that have been confirmed and updated but for which the inventory batch has not yet been created (by running the Sales Journal) or released. An asterisk is placed next to *Shipped Not Invoiced* by default and cannot be deselected for inclusion.

**On Firmed Work Orders**

*On Firmed Work Orders* displays the quantity of this item anticipated to be consumed by material issues to work orders that have been firmed, but not yet released to production. This quantity may or may not adjust the quantity available depending on whether Deduct Firmed Work Orders is selected in IN Setup (10.950.00).
On Released Work Orders

On Released Work Orders displays the quantity of this item that will be issued to fulfill material needs for work orders already in production, but not yet completed. This quantity may or may not adjust the quantity available depending on whether Deduct Released Work Orders is selected in IN Setup (10.950.00).

Inventory Allocation

Inventory Allocation displays the quantity of the selected item that is currently on unreleased inventory transactions that decrease inventory. These transactions are issues (not return rows), transfers ("from" site only), adjustments (negative quantity adjustments only), and kit assemblies (component items only).

Bill of Material Allocation

Bill of Material Allocation displays the total quantity of the selected item that is currently on unreleased production entry transactions.

Service Series Allocation

Service Series Allocation displays the total quantity of the selected item that is currently on unreleased service invoices. This includes quantities from time and material invoices and flat rate invoices.

PO Returns Allocation

PO Returns Allocation displays the total quantity of the selected item that is currently on unreleased Purchasing Receipt/Invoice Entry (04.010.00) transactions with a Receipt Type of Return.

Inventory Allocated to Projects

Inventory Allocated to Projects displays the total quantity of the selected item that is currently allocated to a project.

Inventory Allocated to Projects Inquiry (button)

Inventory Allocated to Projects Inquiry launches Inventory Allocated to Projects Inquiry (10.224.00). Use Inventory Allocated to Projects Inquiry (10.224.00) to review the project allocated inventory details about the selected item.

Other Frame

In Locations Not Available

In Locations Not Available displays the total quantity of an item that is currently stored in a warehouse bin location designated as not available as a source of supply, but that does hold a quantity-on-hand. This feature is often used by businesses that store slightly damaged or irregular items that may be repaired, but that are not usable in their current condition. By tracking these items, you may be able to fulfill an emergency order by checking locations not available and repairing the needed items.

On PO Drop Ships

On PO Drop Ships displays the number of items on purchase order drop shipments. On PO Drop Ships represents the quantity of items on purchase order drop ships that will not be removed from Quantity Available. The quantity indicated in On PO Drop Ships is not included in availability quantity calculations.
Inventory Sites, Physical Inventory Tab

Use the **Physical Inventory** tab of *Inventory Sites (10.255.00)* to make an item available for physical inventories at the site level by selecting **Available for Count Status**. The Last Count fields on this tab are display-only.

![Inventory Sites (10.255.00), Physical Inventory tab](image)

Following are the field descriptions for the **Physical Inventory** tab of *Inventory Sites (10.255.00)*.

**Movement Class**

**Movement Class** identifies the classification of this inventory item according to how often the item moves (is issued or transferred from locations in the site). Movement classes are defined in *Movement Classes (10.382.00)*.

**Cycle ID**

**Cycle ID** is a value that uniquely identifies a group of inventory items or locations to be cycle counted together. Cycle IDs are used for user-selected and random-selection cycle counting methods. Cycle IDs are created using *Physical Cycles (10.393.00)*.

**Count Status**

**Count Status** is the status of the most recent physical inventory processed for the item. Possible values are **Available**, **Not Counted**, and **In Progress**.

**ABC Code**

**ABC Code** allows you to maintain different ABC codes for each site.

**Count Date**

**Count Date** is the most recent date on which a cycle count or physical inventory was processed for the item.
**Book Quantity**

*Book Quantity* is the quantity-on-hand, less the shipped not invoiced amount for the last physical inventory. Decimal places are set to the number of places indicated in *IN Setup* (10.950.00).

**Variance Amount**

*Variance Amount* is the difference between the book quantity and the actual physical quantity for the last physical inventory.

**Variance Percent**

*Variance Percent* is the percentage difference between the book quantity and the actual physical quantity for the last physical inventory.

**Variance Quantity**

*Variance Quantity* is the physical count quantity minus the book quantity for the item’s last physical count. Decimal places are set to the number of places indicated in *IN Setup* (10.950.00).
Inventory Sites, IN Accounts Tab

Following are the field descriptions for the IN Accounts tab of Inventory Sites (10.255.00).

**Cost Of Goods Account**

*Cost Of Goods Account* specifies the cost-of-goods-sold account to be charged when an item is sold. The account you enter here must be set up in General Ledger’s *Chart of Accounts Maintenance* (01.260.00).

To display a list of all selling units, press F3 (or double-right-click). *Inventory Unit List* is displayed. To select a unit, you can highlight it and click **OK** or double-click on your selection.

**Cost Of Goods Sub**

*Sub* specifies the optional cost-of-goods-sold subaccount to be charged when an item is sold. The subaccount you enter here must be set up in Shared Information’s *Flexkey Table Maintenance* (21.330.00) and General Ledger’s *Subaccount Maintenance* (01.270.00).

**Sales Account**

*Sales Account* specifies the sales account increased by sales of the item. The account you enter here must be set up in General Ledger’s *Chart of Accounts Maintenance* (01.260.00).

**Sales Sub**

*Sub* specifies the optional sales subaccount increased by sales of the item. The subaccount you enter here must be set up in Shared Information’s *Flexkey Table Maintenance* (21.330.00) and General Ledger’s *Subaccount Maintenance* (01.270.00).

**Inventory Account**

*Inventory Account* specifies the inventory account reduced by sales of the item. The account you enter here must be set up in General Ledger’s *Chart of Accounts Maintenance* (01.260.00).
Inventory Sub

Sub specifies the optional inventory subaccount reduced by sales of the item. The subaccount you enter here must be set up in Shared Information's Flexkey Table Maintenance (21.330.00) and General Ledger's Subaccount Maintenance (01.270.00).

Note: You can display lists of all existing accounts and subaccount segments by double-clicking in the field/segment or clicking in the field/segment and then pressing F3. For account fields, the Active Account List will display. For subaccount segments, the possible values lists will display, starting with the first segment. Each segment will have its own possible values list. To select an account or subaccount segment from the lists, you can highlight it and click OK or double-click on your selection.
Inventory Sites, Costs Tab

Use the Costs tab to enter Pending Standard Cost changes. All other fields displayed are calculated by the software or previously updated from pending. To update after entering new pending costs use Update Pending Costs / Rates (10.520.00).

![Image of Inventory Sites (10.255.00), Costs tab]

Figure 56: Inventory Sites (10.255.00), Costs tab

Following are the field descriptions for the Costs tab of Inventory Sites (10.255.00).

Last Cost

Last Cost is the most recent cost paid per stock unit for the item at this inventory site. The last cost amount cannot be changed manually. It is updated automatically by entries in Receipts (10.010.00) or in Purchasing’s Receipts/Invoice Entry (04.010.00), in Purchasing.

Average Cost

Average Cost is the total cost paid for the item divided by the number of item units purchased when the quantity-on-hand at the site level is positive. If quantity-on-hand calculates to a negative value, then transactions use the current last cost. If the quantity-on-hand is zero, the last average cost is used.

The average cost amount cannot be changed manually. It is updated automatically by entries in Receipts (10.010.00) or in Receipts/Invoice Entry (04.010.00), in Purchasing. If the item’s valuation method is Average Cost (see “Valuation Method” on page 191), the software uses the average unit cost to compute the inventory value. If the valuation method is anything other than Average Cost, the software still calculates the average cost but does not use it for computing the inventory value.

Note: The software computes and stores average cost by individual inventory site, and uses the average cost from the appropriate site to compute cost-of-goods-sold for that site. The average cost here is the item’s average cost at this inventory site. This is a valuation used in cost-of-goods-sold. The average cost on Inventory Items (10.250.00) is a statistical value representing the overall average cost at all inventory sites (the average of item’s average cost at all sites). These two values may be different.
Standard Cost

Standard Cost is the item’s actual cost per stocking unit. If the item’s valuation method is Standard Cost (see “Valuation Method” on page 191), the software uses the standard cost to compute cost-of-goods-sold. The cost per unit for standard cost items is based on the Material Overhead Calculation setting in IN Setup (10.950.00). When Material Overhead Calculation is set to When Received, Standard Cost is used; otherwise, Direct Standard Cost is used. If the Bill of Material module is used with Material Overhead Application set to When Used, the Direct Standard Cost is used instead.

If the valuation method is anything other than Standard Cost, a standard cost can be entered for the item. However, the software does not necessarily use the standard cost to compute the inventory value. For example, if an item’s valuation method is LIFO, the cost determined by the LIFO method is used to compute the inventory value. The software uses the pending standard cost values on non-standard cost valuation items that are components used to build standard cost kits. Update Kit Standard Cost (10.551.00) is used to update the pending standard cost on standard cost kits. The process updates the pending standard cost of the kit with the summarized pending standard cost of all components.

If you are using the Bill of Material module, the software computes direct costs for the above categories, stores these costs in the bill of material record, and displays them here. You can also view these costs in Bill of Material Maintenance (11.250.00). See “Revising Costs” on page 66 for information on revising standard costs.

Current Date

Current Date is the date when the current standard costs went into effect.

Current Direct

Current Direct is a listing of the item’s total current direct standard cost. This includes the cost of resources going directly into acquiring or making the item. If the item is purchased, this represents the item cost itself (direct material cost), not including any allocated overheads. If the item is produced, direct costs can fall into several categories:

- Direct Material
- Direct Labor
- Other Direct

Current Fixed Overhead

Current Fixed Overhead is a listing of the item’s total current fixed overhead standard cost. This includes costs that do not go directly into acquiring or making the item and that do not vary with production volume. If the item is purchased, this typically includes only overheads allocated based on direct material costs. If the item is produced, fixed overhead costs can fall into several categories:

- Labor Fixed Overhead
- Machine Fixed Overhead
- Material Fixed Overhead

Current Variable Overhead

Current Variable Overhead is a listing of the item’s total current variable overhead standard cost. This includes costs that do not go directly into acquiring or making the item but do vary with production volume. If the item is purchased, this typically includes only overheads allocated based on direct material costs. If the item is produced, variable overhead costs can fall into several categories:

- Labor Variable Overhead
- Machine Variable Overhead
- Material Variable Overhead
**Current Total**

*Current Total* is a listing of the item’s total current standard costs: the total of direct, fixed overhead and variable overhead current standard costs.

**Pending Date**

*Pending Date* is the date when pending standard costs go into effect and become the current standard costs.

**Pending Direct**

*Pending Direct* is a listing of the item’s total pending direct standard cost. This includes the cost of resources going directly into acquiring or making the item. If the item is purchased, this represents the item cost, itself (direct material cost), not including any allocated overheads. If the item is produced, direct costs can fall into several categories:

- Direct Material
- Direct Labor
- Other Direct

**Pending Fixed Overhead**

*Pending Fixed Overhead* is a listing of the item’s total pending fixed overhead standard cost. This includes costs that do not go directly into acquiring or making the item and that do not vary with production volume. If the item is purchased, this typically includes only overheads allocated based on direct material costs. If the item is produced, fixed overhead costs can fall into several categories:

- Labor Fixed Overhead
- Machine Fixed Overhead
- Material Fixed Overhead

**Pending Variable Overhead**

*Pending Variable Overhead* is a listing of the item’s total pending variable overhead standard cost. This includes costs that do not go directly into acquiring but do vary with production volume. If the item is purchased, this typically includes only overheads allocated based on direct material costs. If the item is produced, variable overhead costs can fall into several categories:

- Labor Variable Overhead
- Machine Variable Overhead
- Material Variable Overhead

**Pending Total**

*Pending Total* is a listing of the item’s total pending standard costs: the total of direct, fixed overhead and variable overhead pending standard costs.
Inventory Sites, Replenishment Parameters Tab

The Inventory Replenishment module calculates replenishment values at the inventory site level. You can use Inventory Sites (10.255.00), Replenishment Parameters tab to define the parameters that Inventory Replenishment should use to determine replenishment values for an inventory site. If you choose not to define parameters at this level, Inventory Replenishment will look for and use values that you defined at other levels of control.

Inventory Replenishment treats each parameter independently. As a general rule, Inventory Replenishment looks for a value at the site level first. If it does not find a value there, it looks next at the inventory item level. If it does not find a value there, it looks finally at the material type level. It stops looking as soon as it finds a value and then uses that value to calculate replenishment values for the inventory site. For information about exceptions to this rule, refer to the Inventory Replenishment online help or user guide.

![Inventory Sites (10.255.00), Replenishment Parameters tab](image)

*Figure 57: Inventory Sites (10.255.00), Replenishment Parameters tab*

Following are the field descriptions for the Replenishment Parameters tab of Inventory Sites (10.255.00).

**Replenishment Source Code**

Replenishment Source Code is a required field when a replenishment policy has been selected. It is the type of transaction order you want Inventory Replenishment to generate from the Planned Order. At the inventory site level of control, possible values are Purchase Order, OM Kit Assembly, and OM Warehouse Transfer. This field is disabled when Inventory Replenishment is not installed and registered.
Replenishment Policy
Replenishment Policy is the method that you want Inventory Replenishment to use to calculate replenishment values for this inventory site. For more information, see “Replenishment Calculations” in the Inventory Replenishment online help or user guide. Possible values are:

- None (blank)
- EOQ (economic order quantity)
- MAX/MIN
- Line Point
- Reorder Point
- Order to Replenish

If you do not select a replenishment policy here in Inventory Sites (10.255.00), Replenishment Parameters tab (if this field is left blank), then Inventory Replenishment looks for its value on Sites (10.310.00), Replenishment tab, then on Inventory Items (10.250.00), Replenishments tab, and finally on Material Type Maintenance (21.370.00), Replenishment tab.

If you do not select a replenishment policy in any of these screens, then Inventory Replenishment does not calculate a replenishment quantity for the inventory site.

For more information, refer to the Inventory Replenishment online help or user guide.

Target Order Method
Target Order Method enables you to select the unit of measure specified by the target order requirement associated with this inventory site. When the Line Point replenishment policy has been selected, this is a required field. Possible values are None (blank), Monetary Amount, UOM, Weight, and Cubic Volume.

If you do not select a target order method here in Inventory Sites (10.255.00), Replenishment Parameters tab (if this field is left blank), then Inventory Replenishment looks for its value on Sites (10.310.00), Replenishment tab, then on Inventory Items (10.250.00), Replenishments tab, and finally on Material Type Maintenance (21.370.00), Replenishment tab.

Future Replen. Eff. Date
Future Replen. Eff. Date is the date when the future replenishment policy is to take effect. For more information, refer to the Inventory Replenishment online help or user guide.

Future Replenishment Policy
Future Replenishment Policy enables you to select the replenishment policy that Inventory Replenishment will use to calculate replenishment values for this inventory item on and after the date when Future Replen. Eff. Date is reached. Possible values are:

- EOQ (economic order quantity)
- MAX/MIN
- Line Point
- Reorder Point
- Order to Replenish

Future Replenishment Policy is a required field when a Future Replen. Eff. Date has been set. When no Future Replen. Eff. Date has been set, Future Replenishment Policy is disabled.

Model After Inventory ID
Model After Inventory ID is the inventory identification number of an inventory item that is similar to the inventory item stored in this inventory site and that has past usage you want to use as a model to
forecast demand for this inventory site. Use **Model After Inventory ID** when the inventory item in this site does not have a past usage history long enough to use as a basis for forecasting its demand.

This field is enabled when Inventory Replenishment is installed and registered and is an optional field. If you do not enter an ID number in **Model After Inventory ID** on **Inventory Sites (10.255.00)**, **Replenishment Parameters** tab, then Inventory Replenishment looks for this value on **Inventory Items (10.250.00)**, **Replenishments** tab. If you do not enter a model ID number in that screen, then Inventory Replenishment uses the transaction history of the current **Inventory ID**.

**Note:** The **Site ID** for the current inventory item should be the same as the **Site ID** for the **Model After Inventory ID**. For more information, refer to the Inventory Replenishment online help or user guide.

**Transfer From Site**

You can use **Transfer From Site** to enter the ID number of the original site from which the inventory items were transferred. **Transfer From Site** is enabled and is a required field when OM Warehouse Transfer has been selected as the **Replenishment Source Code**. This field is disabled when Inventory Replenishment is not registered.

**Primary Vendor**

Use **Primary Vendor** to enter the primary vendor that the buyer uses to purchase this inventory item. This is a required field when Purchase Order has been selected as the **Replenishment Source Code**. Otherwise, it is disabled.

If you do not define **Primary Vendor** on **Inventory Sites (10.255.00)**, **Replenishment Parameters** tab, then Inventory Replenishment looks for its value on **Sites (10.310.00)**, **Replenishment** tab, then on **Inventory Items (10.250.00)**, **Replenishments** tab, and finally on **Material Type Maintenance (21.370.00)**, **Replenishment** tab.

**Secondary Vendor**

**Secondary Vendor** is a display-only field and is not used by Inventory Replenishment.

**Buyer**

Use **Buyer** to enter the name of the buyer for this inventory item. If you do not define **Buyer** on **Inventory Sites (10.255.00)**, **Replenishment Parameters** tab, then Inventory Replenishment looks for its value on **Inventory Items (10.250.00)**, **Replenishments** tab.

**Demand Form. ID**

Use **Demand Form. ID** to select the demand formula that Inventory Replenishment will use to weight inventory usage from prior fiscal periods, to determine the daily demand for this inventory site. When **Demand Form ID** contains an entry, a description of that entry appears below the field. For more information about this field, refer to the Inventory Replenishment online help or user guide.

**Lead Time Form. ID**

Use **Lead Time Form. ID** to select the lead time formula that Inventory Replenishment will use to weight lead times from prior fiscal periods for this inventory site. When **Lead Time Form. ID** contains an entry, a description of that entry appears below the field. For more information about this field, refer to the Inventory Replenishment online help or user guide.
Auto PO Policy

If desired, you can use Auto PO Policy to select an automatic purchase order policy.

**Auto PO Policy** supports Order to Purchase module functionality by determining whether or not a purchase order is to be generated during order entry in Order Management’s Sales Orders (40.100.00). Options are:

- None — No action is specified. If Auto Create PO is selected on the Sales Orders (40.100.00), Line Items or Shipping Information tabs, and none is selected here (or this field is blank), a purchase order is created.
- Auto PO Always — A purchase order is always created, regardless of inventory availability.
- Auto PO If No Inventory — If sufficient inventory is available, a purchase order is not created.

The default value for this field is None. If it is changed, upon saving, you are prompted to apply this change to all sites for the item. You can respond with Yes or No.

Auto PO Policy is disabled if Order to Purchase is not installed and registered or if the inventory item is a non-stock item. Also, this field serves as a default for Inventory Sites (10.255.00).

Calculate Trend %

If desired, you can select Calculate Trend %. When this check box is selected, Inventory Replenishment calculates the Trend % in generating planned inventory. For more information, see Inventory Replenishment online help or user guide.

Auto Drop Ship

If desired, you can select Auto Drop Ship to have this inventory item automatically drop shipped.

**Auto Drop Ship** supports Order to Purchase module functionality by providing the default status for Drop Ship check boxes on Sales Orders (40.100.00), Line Items and Shipping Information tabs.

If Auto Drop Ship is selected here, then it will also be checked on Sales Orders (40.100.00), Line Items tab, when this particular item/site combination is entered on the sales order line. However, if Auto PO Policy is set to Auto PO If No Inventory and there is sufficient inventory to satisfy the sales order schedule quantity, then the sales order schedule ships from inventory. A sales order schedule cannot be made a drop shipment if it can be filled from warehouse inventory. Therefore, in this case, the Auto Drop Ship default is overridden.

The default value for this field is false (unchecked). If it is changed, upon saving, you are prompted to apply this change to all sites for the item. You can respond with Yes or No.

Auto Drop Ship is disabled if Order to Purchase is not installed and registered. Also, this field serves as a default for Inventory Sites (10.255.00).

Target Order Requirement

**Target Order Requirement** is the amount needed to fulfill the vendor’s order requirement. It is a required field when the line point replenishment policy has been selected. The number of decimal places is determined by the values entered on the IN Setup (10.950.00), Options tab as follows:

- Monetary Amount depends on the currency selected and is specified in Price/Cost in the Decimal Places area of IN Setup (10.950.00), Options tab.
- Unit of Measure is displayed in the number of decimal places determined by the values entered in Quantities in the Decimal Places area of IN Setup (10.950.00), Options tab.
- Weight is displayed in the number of decimal places specified in Quantities in the Decimal Places area of IN Setup (10.950.00), Options tab.

**Note:** The decimal precision used in Weight matches the decimal precision in the user-defined field Weight UOM on the Inventory Items (10.250.00), Size/Style/Color tab.
Inventory

- **Cubic Volume** is displayed in the number of decimal places specified in **Quantities** in the Decimal Places area of **IN Setup** (10.950.00), **Options** tab.

  **Note**: The decimal precision used in **Cubic Volume** matches the decimal precision in the user-defined field **Volume UOM** on the **Inventory Items** (10.250.00), **Size/Style/Color** tab.

If you do not enter a **Target Order Requirement** on **Inventory Sites** (10.255.00), **Replenishment Parameters** tab, then Inventory Replenishment looks for its value on **Sites** (10.310.00), **Replenishment** tab, then on **Inventory Items** (10.250.00), **Replenishments** tab, and finally on **Material Type Maintenance** (21.370.00), **Replenishments** tab.

If this field is left blank at all levels of inventory control, then the Line Point and Reorder Point will be the same and the number of **Review Cycle Days** will be zero.

**Ship Via ID**

**Ship Via ID** is an identification number for the carrier being used to deliver the inventory items in this inventory site. It is a required field when OM Warehouse Transfer has been selected as the **Replenishment Source Code**. Otherwise it is disabled.

If you do not enter a **Ship Via ID** on **Inventory Sites** (10.255.00), **Replenishment Parameters** tab, then Inventory Replenishment looks for its value on **Sites** (10.310.00), **Replenishment** tab, then on **Inventory Items** (10.250.00), **Replenishments** tab, and finally on **Material Type Maintenance** (21.370.00), **Replenishments** tab. If no value were entered in any of these screens, Inventory Replenishment uses the default value that you specified in **Warehouse Transfer Ship Via ID** on **IR Setup** (41.950.00), **Options** tab.

**Safety Stock Policy**

Use the **Safety Stock Policy** to select the method that Inventory Replenishment will use to calculate safety stock for this inventory site. For more information about safety stock policies refer to the Inventory Replenishment online help or user guide. Possible values are:

- Do Not Use Safety Stock
- Use Service Level
- Use Days Supply
- Use % of Lead Time Demand

If you do not select a **Safety Stock Policy** on **Inventory Sites** (10.255.00), **Replenishment Parameters** tab, Inventory Replenishment looks for its value on **Sites** (10.310.00), **Replenishment** tab, then on **Inventory Items** (10.250.00), **Replenishments** tab, and finally on **Material Type Maintenance** (21.370.00), **Replenishments** tab.

If you do not define a safety stock policy for an inventory site or for the site, item or material type associated with that inventory site, then Inventory Replenishment will default to using no safety stock.

**Safety Stock Days**

**Safety Stock Days** is enabled and is a required field when Use Days Supply has been selected as the **Safety Stock Policy** for this inventory site. Use **Safety Stock Days** to enter the number of days that Inventory Replenishment will use to calculate how much safety stock to maintain for this inventory site. You must estimate the number of days based on your own business needs.

**Safety Stock Percent**

**Safety Stock Percent** is enabled and is a required field when Use % of Lead Time Demand has been selected as the **Safety Stock Policy** for this inventory site. Use **Safety Stock Percent** to enter the percentage that Inventory Replenishment will use to calculate how much safety stock to maintain for this inventory site. You must estimate this percentage based on your own business needs.
Service Level

Service Level is enabled and is a required field when Use Service Level has been selected as the Safety Stock Policy for this inventory site. Use Service Level to select the customer service level that Inventory Replenishment will use to calculate how much safety stock to maintain for this inventory site. For more information about service levels, refer to the Inventory Replenishment online help or user guide. Possible values are:

- 50%
- 75%
- 80%
- 85%
- 90%
- 92%
- 94%
- 96%
- 97%
- 98%
- 99%
- 99.5%
- 99.9%

Season Start Month

Use the Season Start Month possible values list to select the month when the season begins.

Season Start Day

Season Start Day is enabled when a Season Start Month has been selected. Use Season Start Day to enter the date within the start month when the season begins.

Season End Month

Use the Season End Month possible values list to select the month when the season ends.

Season End Day

Season End Day is enabled when a Season End Month has been selected. Use Season End Day to enter the date within the end month when the season ends.
Inventory Sites, Replenishment Values Tab

`Inventory Sites (10.255.00)`, **Replenishment Values** tab displays the replenishment values associated with the inventory site. When an inventory site is created and Manual has been selected as the **Calculation Policy** for the site, inventory item, or material type associated with the inventory site, then the Inventory Replenishment module copies manual default values specified for the inventory item from `Inventory Items (10.250.00)`, **Replenishments** tab, to **Active** on `Inventory Sites (10.255.00)`, **Replenishment Values** tab.

When an inventory site is created and Automatic has been selected as the **Calculation Policy** for the site, inventory item, or material type associated with the inventory site, then **Active** is disabled. You can enable **Active** by selecting **Manual Override** for any parameter. When you select **Manual Override**, you can enter a new value in **Active** you have enabled. For example, to enable **Active** for **Reorder Quantity**, you click **Manual Override** in the **Reorder Quantity** row. Inventory Replenishment enables **Active**.

![Figure 58: Inventory Sites (10.255.00), Replenishment Values tab](image)

The `Inventory Items (10.250.00)`, **Replenishments** tab, enables you to enter manual override values specific to the inventory site. Inventory Replenishment treats each value independently. At any time, you can define a manual override value for any of the following values. When you define a manual override value at the inventory site level, then Inventory Replenishment uses this value rather than the manual default value or the calculated value for the inventory item associated with this inventory site.

- Reorder Quantity
- Reorder Point
- EOQ (economic order quantity)
- Safety Stock
- PO Lead Time
- Projected Daily Demand
- Review Cycle Days
Inventory Replenishment also enables you to enter manual default values at the inventory site level for any of the following replenishment values. Any manual default values you enter here will be used rather than the manual default values you entered at the inventory item level of control.

- **Maximum on Hand**
- **Minimum on Hand**
- **Manuf Lead Time**

You can use the following table to identify the replenishment values associated with replenishment policy that you selected for this inventory site.

<table>
<thead>
<tr>
<th>Replenishment Value</th>
<th>Policies using this Replenishment Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reorder quantity</td>
<td>Reorder Point</td>
</tr>
<tr>
<td>Reorder point</td>
<td>EOQ and Reorder Point</td>
</tr>
<tr>
<td>Line point</td>
<td>Line Point</td>
</tr>
<tr>
<td>EOQ</td>
<td>EOQ</td>
</tr>
<tr>
<td>Safety stock</td>
<td>Reorder Point, Line Point, EOQ, and MAX/MIN</td>
</tr>
<tr>
<td>Purchase order lead time</td>
<td>Reorder Point, Line Point, and EOQ</td>
</tr>
<tr>
<td>Review cycle days</td>
<td>Line Point</td>
</tr>
<tr>
<td>Minimum on hand</td>
<td>MAX/MIN</td>
</tr>
<tr>
<td>Maximum on hand</td>
<td>MAX/MIN and Order to Replenish</td>
</tr>
<tr>
<td>Manufacturing lead time</td>
<td>Reorder Point, Line Point, and EOQ</td>
</tr>
<tr>
<td>Projected daily demand</td>
<td>Reorder Point, Line Point, and EOQ</td>
</tr>
</tbody>
</table>

Following are the field descriptions for the **Replenishment Values** tab of *Inventory Sites* (10.255.00).

**Manual Override**

**Manual Override**, when selected, means to use the manual override value rather than the manual default value or the calculated value to determine the corresponding parameter. When you select **Manual Override**, you must specify a manual override quantity equal or greater than zero. For more information, refer to the Inventory Replenishment online help or user guide.

When Manual is selected as the **Calculation Policy** at the inventory item, site, or material type level, then **Manual Override** is disabled and the fields in the **Active** column are enabled.

**Active**

The **Active** column provides a data-entry field that you can use to enter a manual override value for each replenishment parameter. You can enter manual override values for none, any, or all of these parameters or you can leave these manual override values undefined. Inventory Replenishment treats each parameter independently. When you do not define a manual override value for a parameter here, Inventory Replenishment uses the existing manual default or existing calculated value for this parameter. This existing manual default value is displayed on *Inventory Items* (10.250.00), **Replenishments** tab. The existing calculated value is displayed in **Calculated on Inventory Sites** (10.255.00), **Replenishment Values** tab.

**Active** is disabled when Inventory Replenishment is not installed and registered.

For **PO Lead Time**, you can select **Manual Override** and type the manual override value for the number of business days to be used for purchase order lead time. This is the number of days you need, on average, to replenish inventory from the normal source of supply, or the average number of days between the date that you place a purchase order and the date that you receive the inventory items in inventory from your customary or usual vendor.

For **Projected Daily Demand**, you can select **Manual Override** and type the manual override value for the projected daily demand. This is the average number of units you expect to use per day between
the date you order and the date when you receive the inventory item. If you select Manual Override you must specify an integer greater than zero in Projected Daily Demand.

For Review Cycle Days, you can select Manual Override and type the manual override value for the number of business days in the review cycle. This is the number of days between the time that the inventory item site reaches its replenishment point and the date when you can meet the vendor’s target order requirement. Review Cycle Days is one of the factors used to calculate the line point when Inventory Replenishment calculates replenishment quantities using the Line Point replenishment policy.

The manual default values you enter for Minimum on Hand and Maximum on Hand are used by the MAX/MIN replenishment policy.

Calculated

The Calculated column contains display-only fields showing the calculated value for each parameter. These calculated values were determined by the replenishment parameters you specified at the inventory site, inventory item, site, or material type level of control.

- The calculation for Reorder Quantity is based on the parameters you defined for the inventory item using the Reorder Point.
- The calculation for Reorder Point is based on the parameters you defined for the inventory item using the Reorder Point or EOQ replenishment policy.
- The calculation for EOQ is based on the parameters you defined for the inventory item. EOQ is used by the EOQ replenishment policy as the reorder amount.
- The calculation for Safety Stock is based on the parameters you defined for the inventory item. All replenishment policies use Safety Stock except Order to Replenish.
- The calculation for PO Lead Time is based on the parameters you defined for the inventory item. PO Lead Time is used by the Reorder Point, Line Point, and EOQ replenishment policies.
- The calculation for Projected Daily Demand is based on the parameters you defined for the inventory item. Projected Daily Demand is used by the Reorder Point, Line Point, and EOQ replenishment policies.
- The calculation for Review Cycle Days is based on the parameters you defined for the inventory item. Review Cycle Days is used by the Line Point replenishment policy.
- The calculation for Line Point is based on the parameters you defined for the inventory item. Line Point is used by the Line Point replenishment policy.

Low Limit %

Low Limit % displays a data-entry field that you can use to enter the lower percentage tolerance limit for each replenishment parameter. If the calculated value for a parameter is lower than this percentage of its existing value, then Inventory Replenishment will use the existing value rather than the calculated value and will log a message in the process log file. You can view this log file with Event Log Viewer in the Utility menu.

Example: Let us says that you know that you need at least 70% of the existing purchase order lead time. You set the lower tolerance limit for PO Lead Time to 70%. If the calculated purchase order lead time is below 70% of the existing purchase order lead time for the previous fiscal period, Inventory Replenishment will continue to use the existing value rather than the calculated value.

High Limit %

High Limit % displays a data-entry field that you can use to enter the high percentage tolerance limit for each replenishment parameter. If the calculated value for a parameter is higher than this percentage of its existing value, then Inventory Replenishment will use the existing value rather than the calculated value and will log a message in the process log file. You can view this log file with Event Log Viewer in the Utility menu.
Maximum on Hand

Maximum on Hand is the maximum quantity to keep on hand of this inventory item. Inventory Replenishment does not calculate Maximum on Hand. You must enter a value here if you select MAX/MIN as the Replenishment Policy for this inventory item. **Maximum on Hand** is not specified for sites or for material types.

Minimum on Hand

Minimum on Hand is the minimum quantity to keep on hand of this inventory item. Inventory Replenishment does not calculate Minimum on Hand. You should enter a value here when you select MAX/MIN as the Replenishment Policy for this inventory item. **Minimum on Hand** is not specified for sites or for material types.

Manuf Lead Time

Manuf Lead Time is where you enter the number of business days between the item being requested and the item’s expected manufacturing date. The manual default value you enter here is used to calculate assembly order lead time for kit assemblies and work orders. **Manuf Lead Time** is used by the Reorder Point, Line Point, and EOQ replenishment policies. If you do not enter a manual default value for Manuf Lead Time on Inventory Sites (10.255.00), Replenishment Values tab, Inventory Replenishment uses the value in **Manuf Lead Time** on Inventory Items (10.250.00), Replenishments tab.

Note: The lead time used for warehouse transfers is the default transit time in days that is associated with the Ship Via ID specified on Inventory Sites (10.255.00), Replenishment Parameters tab.

Date of Last Calculation

Date of Last Calculation is the date that you last calculated replenishment values.
Unit Conversions (10.270.00)

Use Unit Conversions (10.270.00) to define unit conversion information for inventory items with purchase or sales units differing from their stocking unit.

**Note:** You must also use Unit Conversions (10.270.00) to define all units of measure used in the system, even if they will not have different purchasing or selling units. You must enter the UOM code in both the **Alternate Unit of Measure** column and in the **Stock Unit of Measure** column and use Multiply for the **Operation** and a **Conversion Factor** of one (1).

Typically, an item’s purchase, stocking, and sales units are the same. However, when these units are different, the software must know how to handle the differences during inventory operations (receipts entry, issues entry, etc.) to adjust inventory balances accurately. Unit conversions provide this information by defining an item’s purchase and/or sales units and the conversion factors that control how the software converts the item’s purchase units to stocking units and/or stocking units to sales units.

For example, suppose you purchase an item in 48-unit cases, stock the case units individually in inventory, and sell them in 12-unit cartons. In this scenario, you need to set up a conversion for each unit:

<table>
<thead>
<tr>
<th>Alternate UOM</th>
<th>Stock UOM</th>
<th>Operation</th>
<th>Conversion Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>EACH</td>
<td>EACH</td>
<td>M(ultiply)</td>
<td>1</td>
</tr>
<tr>
<td>CARTON</td>
<td>CARTON</td>
<td>M</td>
<td>1</td>
</tr>
<tr>
<td>CASE</td>
<td>CASE</td>
<td>M</td>
<td>1</td>
</tr>
</tbody>
</table>

You also need to set up a conversion between each unit:

<table>
<thead>
<tr>
<th>Alternate UOM</th>
<th>Stock UOM</th>
<th>Operation</th>
<th>Conversion Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARTON</td>
<td>EACH</td>
<td>M(ultiply)</td>
<td>12</td>
</tr>
<tr>
<td>EACH</td>
<td>CARTON</td>
<td>D(vide)</td>
<td>12</td>
</tr>
<tr>
<td>CASE</td>
<td>EACH</td>
<td>M</td>
<td>48</td>
</tr>
<tr>
<td>EACH</td>
<td>CASE</td>
<td>D</td>
<td>48</td>
</tr>
<tr>
<td>CASE</td>
<td>CARTON</td>
<td>M</td>
<td>4</td>
</tr>
<tr>
<td>CARTON</td>
<td>CASE</td>
<td>D</td>
<td>4</td>
</tr>
</tbody>
</table>

**Note:** You can define global, product-class-specific, and item-specific unit conversions. Global and product class-specific conversions should be defined before inventory items, and item-specific conversions should be defined after items are created. Item-specific conversions take precedence over product class-specific conversions, which take precedence over global conversions.
Note: Good planning, especially for product classes, helps reduce the number of item-specific conversions you must enter. For example, suppose most items are bought and/or sold in cases of 12, some related products in cases of 10, and a few items in cases of 6. You could set up the following three conversions to handle this scenario:

4. Global conversion \( \text{EACH} \times 12 = \text{CASE} \)
5. Product class conversion \( \text{EACH} \times 10 = \text{CASE} \)
6. Item-specific conversion \( \text{EACH} \times 6 = \text{CASE} \)

Figure 59: Unit Conversions (10.270.00)

Following are the field descriptions for Unit Conversions (10.270.00).

**Type**

Type identifies the scope of the unit conversion. Options are Global, Product class, and Item-specific. Creating an item-specific conversion requires a valid inventory ID and therefore is a 3-step process:

7. Define the item using Inventory Items (10.250.00). Use a previously defined unit of measure (UOM) for the Sales UOM and the Purchase UOM temporarily.
8. Define the item-specific conversion in Unit Conversion (10.270.00).
9. Open Inventory Items (10.250.00), enter the item ID, and change the Sales UOM and the Purchase UOM to the correct UOMs.

**Class ID**

Class ID identifies the product class to which the conversion applies. Enter an ID if you chose Product class for Type. The ID entered here must have been set up previously in Product Classes (10.280.00).

**Inventory ID**

Inventory ID specifies the inventory item to which the unit conversion applies. Enter an ID here if you chose Item-specific for Type. The ID entered here must have been set up previously in Inventory Items (10.250.00).

**Alternate Unit of Measure**

Alternate Unit of Measure is the unit of measure being used in the transaction that must be converted to the item’s stock unit.
Stock Unit of Measure

*Stock Unit of Measure* is the unit of measure in which the item is stocked.

**Operation**

*Operation* indicates whether the transaction quantity should be multiplied or divided by the conversion factor. Options are Multiply and Divide.

**Conversion Factor**

*Conversion Factor* is the number by which the unit of measure in *Alternate Unit of Measure* is multiplied or divided to convert to the unit of measure in *Stock Unit of Measure*. For example, if you receive shingles by the square (three bundles) but stock them by the bundle, enter 3.00 as the conversion factor.

**Note:** Changes to unit conversions affect only future purchases and sales. For any current purchase or sales order, the software maintains the current stock units per purchase or sale unit for each item on the orders. For example, suppose an item has 2.00 as a conversion factor and that three sales orders currently exist for the item. If you change the item’s conversion factor to 3.00 in *Unit Conversions* (10.270.00), the conversion factor remains 2.00 on the three current sales orders but will be 3.00 on all future orders for the item.

**Sample Calculation for the Currently Selected Conversion**

*Sample Calculation* shows an example of the defined conversion, for example: 10 Case Transaction Quantity will be Converted to 120 Each.
Product Classes (10.280.00)

Use *Product Classes* (10.280.00) to define inventory product classes (general product categories) under which you will group similar inventory items.

Grouping items into product classes can make entering item records much more efficient. With product classes, the software automatically completes much of the information needed for item records—sales tax category, discount pricing method, valuation method, etc. (see “Inventory Items (10.250.00)” on page 187)—with default entries from the appropriate product class record. You can then change the default information as necessary to fit the specific requirements of the item.

Product classes also help make inventory reporting more efficient. For example, if you need to review the information of all printers in inventory (dot matrix, inkjet, laser, etc.), it is easier to generate this report if all printers are grouped under the product class Printers.

Typically, you set up product classes before entering item information. That way, as you enter items, you can immediately assign them to the appropriate product class.

**Note:** You can enter product classes on the fly while in *Inventory Items* (10.250.00) using the Quick Maintenance feature. See “Adding or Changing Possible Values” in the Quick Reference Guide for more information.

![Product Classes (10.280.00)](image)

Following are the field descriptions for *Product Classes* (10.280.00).

**Class ID**

*Class ID* is a unique identifying code that distinguishes the product class from all other product classes in Inventory.

**Note:** You can change an item’s class ID, but do so with caution.

To display a list of all class IDs, press F3 (or double-right-click). *Product Class List* is displayed. To select an ID, you can highlight it and click OK or double-click on your selection.
Notes/Attachments (Icon)

Notes/Attachments allows the entry of or attaching a source document regarding the class. Click the Notes/Attachments icon to choose to enter either a note or attach source documents. For more information, see to “Attaching Notes and Source Documents to Data Items” in the Quick Reference user’s guide or help.

Description

Description is an explanation of the product Class ID.
Product Classes, Item Defaults Tab

Following are the field descriptions for the Item Defaults tab of Product Classes (10.280.00).

**Type**

**Type** specifies the default inventory classification for items in the product class: finished good, raw material, labor, etc. (an item can be a service). The software uses inventory types during cost calculations in the Bill of Material module to determine which cost categories to increment when processing the item. For example, if an item’s inventory type is Labor, the direct portion of the item’s standard cost is added to the direct labor cost category and the overhead portion of the standard cost to the labor overhead cost category. Options are:

- Component Part
- Labor
- Finished Good
- Machine Overhead
- Other Direct Costs
- Other Item
- Raw Material
- Subassembly

An item’s inventory type does not restrict its use in other screens. For example, a Raw Material item can be used to produce sales orders, and a Finished Good item can be used to produce purchase orders. Note, however, that screens can be customized to limit item usage to only certain inventory types. For more information about item types, see “Item Types” on page 21.
Stock Item
Selecting **Stock Item** specifies whether or not the items in this product class are items that have their on-hand quantities tracked. Items that are stocked by a third party and services are examples of non-stock items. The on-hand quantities for non-stock items are not tracked, but these items may be physically stored within the warehouse.

Source
**Source** specifies how you typically acquire items in the product class. **Source** options are:
- Manufactured — The item is produced in-house.
- Outsourced — The item is produced by an outside supplier.
- Purchased — The item is purchased from an outside supplier.

Verify Quantities
Clicking **Verify Quantities** specifies whether or not the software performs quantity checking for an item when it is entered on sales orders in the Order Management module. Options are:
- Checked — Verify the available quantity of product class items when they are entered on sales orders. Depending on whether or not an item's quantity is sufficient to meet sales order requirements, the appropriate system message appears.
- Not checked — Do not verify item available quantity. This option increases system performance during sales order entry (see “Sales Orders (40.100.00)” in the Order Management online help or user guide) by eliminating the time the software normally requires to check quantities ordered and shipped. It is useful for items that do not require close inventory control.

Valuation Method
**Valuation Method** specifies the way cost is attributed to items in the product class (the default value appearing here is established in **IN Setup (10.950.00)**). **Valuation Method** options are Average (Average Cost), FIFO, LIFO, Specific Identification, Standard (Standard Cost), and User Specified (user-specified cost). For more on item valuation methods, see “**IN Setup (10.950.00)**” on page 349.

Lot/Serial Tracked
**Lot/Serial Tracked** specifies whether or not to track items in this product class and how (by lot number or by serial number) they should be tracked. The item tracking options are:
- None — Do not associate the items with lot or serial numbers.
- Lot Numbered — Assign items to a specific lot and track the quantity-on-hand for that lot.
- Serial Numbered — Assign serial numbers to the items and track the items by those serial numbers.

For the relationship between product class's tracking option and its lot or serial numbering option, see “**Lot/Serial Number Setup (10.280.01)**” on page 264.

Lot/Serial Setup (button)
**Lot/Serial Setup** accesses **Lot/Serial Number Setup (10.280.01)**, where you set up default lot and serial number information by inventory product class.

Buyer
**Buyer** identifies the buyer who places the order. The buyer here can be a name, employee ID, or buyer code. Buyer information is optional and can be changed at any time. If entered, it appears on the printed purchase order form.

To display a list of all buyers, press **F3** (or double-right-click). **Buyer List** is displayed. To select a buyer, you can highlight it and click **OK** or double-click on your selection.
Stocking Unit

Stocking Unit is the unit of measure (pound, carton, bundle, etc.) used to stock the item in inventory. Stocking units are created in “Unit Conversions (10.270.00)” on page 252. The stocking unit entered here appears as the default for the product class.

To display a list of all units, press F3 (or double-right-click). Stock Unit List is displayed. To select a unit, you can highlight it and click OK or double-click on your selection.

Purchase Unit

Purchase Unit is the item’s unit of measure (pound, carton, bundle, etc.) when received into inventory. The purchase unit entered here appears as the default for the product class. If the item’s purchase unit is different from its stocking unit, you must set up a unit conversion for the item using Unit Conversions (10.270.00).

To display a list of all units, press F3 (or double-right-click). Inventory Unit List is displayed. To select a unit, you can highlight it and click OK or double-click on your selection.

Sales Unit

Sales Unit is the item’s unit of measure (pound, carton, bundle, etc.) when sold from inventory. The sales unit entered here appears as the default for the product class. If the item’s sales unit is different from its stocking unit, you must set up a unit conversion for the item using Unit Conversions (10.270.00).

To display a list of all units, press F3 (or double-right-click). Inventory Unit List is displayed. To select a unit, you can highlight it and click OK or double-click on your selection.

Material Type

Material Type is used to categorize common types of requested items within an organization. For inventory, common material types are Accessory, Finished, Overhead, Packaging, Raw Material, Subassembly, and Misc. Values for Material Type are defined in Shared Information’s Material Type (21.370.00).

To display a list of all material types, press F3 (or double-right-click). Material Type List is displayed. To select a type, you can highlight it and click OK or double-click on your selection.

Tax Category

Tax Category groups items subject to a similar tax treatment. When you set up tax IDs in Shared Information’s Tax Maintenance (21.280.00), you can indicate to which tax categories each tax ID applies. An item can belong to only one tax category at a time; however, you can reclassify an item’s tax category at any time.

To display a list of all categories, press F3 (or double-right-click). Category List is displayed. To select a category, you can highlight it and click OK or double-click on your selection.

Minimum Gross Profit (%)

Minimum Gross Profit (%) is the minimum gross profit percent allowed for the class.
Product Classes, GL Accounts Tab

The Product Class accounts default from IN Setup (10.950.00) when a new Product Class is created. The default accounts can be changed. Certain general ledger accounts can be defined at multiple levels. For example, the Inventory account can be defined at four different levels: IN Setup (10.990.00), Product Classes (10.280.00), Inventory Items (10.250.00), and Inventory Sites (10.255.00). When selecting the Inventory account to assign to a transaction, the software searches from the lowest level to the highest as follows: Inventory Sites (10.255.00), Inventory Items (10.250.00), Product Classes (10.280.00), and IN Setup (10.990.00).

Following are the field descriptions for the GL Accounts tab of Product Classes (10.280.00).

Inventory Account

Inventory Account specifies the default inventory account reduced by sales of items in the product class. The account you enter here must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00).

Inventory Sub

Inventory Sub specifies the default optional inventory subaccount reduced by sales of items in the product class. The subaccount you enter here must be set up in Shared Information’s Flexkey Table Maintenance (21.330.00) and General Ledger’s Subaccount Maintenance (01.270.00).

COGS Account

COGS Account specifies the default cost-of-goods-sold account increased by sales of items in the product class. The account you enter here must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00).

COGS Sub

COGS Sub specifies the default optional cost-of-goods-sold subaccount increased by sales of items in the product class. The subaccount you enter here must be set up in Shared Information’s Flexkey Table Maintenance (21.330.00) and General Ledger’s Subaccount Maintenance (01.270.00).
Sales Account

Sales Account specifies the default sales account increased by sales of items in the product class. The account you enter here must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00).

Sales Sub

Sales Sub specifies the default optional sales subaccount increased by sales of items in the product class. The subaccount you enter here must be set up in Shared Information’s Flexkey Table Maintenance (21.330.00) and General Ledger’s Subaccount Maintenance (01.270.00).

Purchase Price Variance Account

Purchase Price Variance Account specifies the default account used to assign the variance amount between the purchase price of an item in the product class and the standard cost of that item. This field is enabled only if the valuation method for the item is standard cost. The account you enter here must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00).

Purchase Price Variance Sub

Purchase Price Variance Sub is the default optional subaccount used to assign the variance amount between the purchase price of an item in the product class and the standard cost of that item. This field is enabled only if the valuation method for the item is Standard Cost. The subaccount you enter here must be set up in Shared Information’s Flexkey Table Maintenance (21.330.00) and General Ledger’s Subaccount Maintenance (01.270.00).

Landed Cost Variance Account

The Landed Cost Variance Account is the account that is debited when a landed cost transaction is processed. See the Landed Cost online help or user guide for more information.

Landed Cost Variance Sub

The Landed Cost Variance Sub specifies the subaccount that is debited when a landed cost transaction is processed. See the Landed Cost online help or user guide for more information.

Note: Lists of all existing accounts and subaccount segments can be displayed by double-clicking in the field/segment or clicking in the field/segment and pressing F3. For account fields, the Active Account List will display. For subaccount segments, the possible values lists will display starting with the first segment. Each segment will have its own possible values list. To select an account or subaccount segment from the lists, you can highlight it and click OK or double-click on your selection.
Product Classes, Rate Defaults Tab

Following are the field descriptions for the Rate Defaults tab of Product Classes (10.280.00).

Current Fields

- **Fixed Material Overhead** is a default value that can be established for a product class. It contains the current fixed portion of material overhead costs.

- **Variable Material Overhead** is a default value that can be established for a product class. It contains the current variable portion of material overhead costs.

- **Total Material Overhead** is a calculated field that adds Fixed Material Overhead to Variable Material Overhead when they are entered. This value is not stored.

Pending Fields

- **Fixed Material Overhead** is a default value that can be established for a product class. It contains the pending fixed portion of material overhead costs.

- **Variable Material Overhead** is a default value that can be established for a product class. It contains the pending variable portion of material overhead costs.

- **Total Material Overhead** is a calculated field that adds Fixed Material Overhead to Variable Material Overhead when they are entered. This value is not stored.
Product Classes, Class Defaults Tab

Use the **Class Defaults** tab of Product Classes (10.280.00) to enter a default site ID for the current company for each product class.

![Product Classes (10.280.00)](image)

Figure 64: Product Classes (10.280.00), Class Defaults tab

Following are the field descriptions for the **Class Defaults** tab of Product Classes (10.280.00).

**Default Site ID**

**Default Site ID** is the ID of the default inventory site where the item is normally stored. The ID entered here will be the default in the **Item Defaults** tab of Inventory Items (10.250.00) when a new inventory item is added.

To display a list of all site IDs, press F3 (or double-right-click). Site List is displayed. To select a site, you can highlight it and click OK or double-click on your selection.

**Default Picking Bin**

**Default Picking Bin** is the default location (bin, bay, rack, etc.) within the storage facility where the item is normally picked. The picking bin location entered here will be the default in the **Item Defaults** tab of Inventory Items (10.250.00) when a new inventory item is added.

To display a list of all locations, press F3 (or double-right-click). Valid Locations List is displayed. To select a location, you can highlight it and click OK or double-click on your selection.

**Default Put Away Bin**

**Default Put Away Bin** is the default location (bin, bay, rack, etc.) within the storage facility where the item is normally placed when initially received. The put away bin location entered here will be the default in the **Item Defaults** tab of Inventory Items (10.250.00) when a new inventory item is added.

To display a list of all locations, press F3 (or double-right-click). Valid Locations List is displayed. To select a location, you can highlight it and click OK or double-click on your selection.
Lot/Serial Number Setup (10.280.01)

Use Lot/Serial Number Setup (10.280.01) to set up default lot and serial number information by inventory product class. This screen is opened by clicking Lot/Serial Setup on the Product Classes (10.280.00), Item Defaults tab.

![Lot/Serial Number Setup (10.280.01)](image)

Figure 65: Lot/Serial Number Setup (10.280.01)

Following are the field descriptions for Lot/Serial Number Setup (10.280.01).

**Assignment**

Assignment specifies when the items receive their associated lot or serial numbers. Number assignment options are:

- **When Received Into Inventory** — Items are assigned lot or serial numbers when you receive them into inventory (from purchase orders, inventory receipts or from production). The software tracks item on hand quantity by these numbers (in the case of an item with a serial number, the on-hand quantity is always 1). Assigning lot or serial numbers at item receipt is useful when the item grouping is important (for example, the items must come from the same lot or use consecutive serial numbers) or when unit costs vary for different lot or serial numbers (for example, items with optional features).

- **When Used From Inventory** — Items are assigned lot or serial numbers when you dispense them from inventory (send them to a customer or to production). When the item is dispensed from inventory, the lot or serial number that is assigned to the item at that time is attached to the dispensing transaction record. This option helps reduce work by allowing you to enter lot or serial numbers only when dispensing inventory. It is useful when all products are identical but a unique identification code (for example, a software registration number) is assigned at the time of item shipment or when item grouping is not important but is important to assign lot or serial numbers for warranty tracking purposes.

**Issue Method**

Issue Method controls the order in which the lot or serial numbers for items in this product class will be dispensed from inventory. Choices are:

- **Expiration** — The lot or serial numbers for this product class are issued based on the lot or serial number’s expiration date (oldest first).

- **LIFO** — The lot or serial numbers for this product class are issued based on last-in-first-out.

- **FIFO** — The lot or serial numbers for this product class are issued based on first-in-first-out.
• Sequential — The lot or serial numbers for this product class are issued based on the sequential order of the lot or serial numbers.

• User Enterable — The lot or serial number for this item must be manually entered or selected.

**Shelf Life Days**

*Shelf Life Days* is the number of days after receipt into inventory that a lot or serial number for items in this product class will be effective. The lot or serial number’s expiration date is calculated as follows:

\[
\text{Receipt Date} + \text{Shelf Life Days}
\]

*Shelf Life* is a required-entry field if the *Issue Method* selected is *Expiration*.

**Warranty Days**

*Warranty Days* is the number of days an item is under warranty after the date of sale.

**Prefix Type**

*Type* is the type of fixed value used to define the prefix segment of the lot or serial numbers for this product class. Choices are:

• Constant — The default fixed *Value* is assigned and change is not permitted.

• Date — The receipt date is used, change is permitted.

• Enterable — The default fixed *Value* is assigned. However, the user is permitted to change it.

**Prefix Length**

*Length* is the length of the prefix value to be entered. Length can be zero, but cannot be greater than 12. If the Date option was selected in *Type*, *Length* automatically defaults to 8 and change is not permitted.

**Prefix Value**

*Value* is the fixed value to be assigned to the lot or serial number. If the Date option was selected in *Type*, entry is not permitted.

**Numeric Length**

*Numeric Length* is the length of the numeric value that will be entered. Note that the sum of the prefix and numeric lengths may not exceed 25 characters.

**Numeric Value**

*Value* is the next numeric value that will be assigned.

**Next Lot/Serial Number**

*Next Lot/Serial Number* is the next lot or serial number that will be created for items in this product class. This number is generated based on the entries for the prefix and numeric segments. This number cannot be changed directly, but can be changed by changing the entries for its segments.

**OK (button)**

Click **OK** to close the screen and return to *Product Classes* (10.280.00).
Attribute Definitions (10.282.00)

The software provides the option to look up items by their attributes. Attributes are defined here for a product class. The attributes are either Valid Values (fixed entries defined by the user) or a user defined Mask (where UOM and Mask are defined).

![Attribute Definitions (10.282.00)](image)

Figure 66: Attribute Definitions (10.282.00)

Following are the field descriptions for Attribute Definitions (10.282.00).

**Product Class**

*Product Class* allows you to search for products by product class.

To display a list of all existing product classes, press F3 (or double-right-click). *Product Classes List* is displayed. To select a product class, you can highlight it and click OK or double-click on your selection.

**Notes/Attachments (Icon)**

*Notes/Attachments* allows the entry of or attaching a source document regarding the class. Click the Notes/Attachments icon to choose to enter either a note or attach source documents. For more information, see to “Attaching Notes and Source Documents to Data Items” in the Quick Reference user's guide or help.

**Validation Type**

*Validation Type* options are:

- None
- Mask — Where the user defines a unit of measure and a mask for entering the data.
- Valid Values — Where the user provides one or more possible values for the attribute.

**Description**

*Description* is the description of the physical attribute that is being defined.

**UOM**

*UOM* is the unit of measure for the physical attribute being defined in this process.
Mask

Mask is the data-entry mask for the physical attribute being defined in this process. The following mask characters are supported:

- 0 (zero) — Represents a zero-padded numeric placeholder.
- # (pound sign) — Represents an unpadded numeric placeholder.
- , (comma) — Represents a placeholder for comma-separated values.
- . (period) — Represents a decimal position placeholder.
- X — Represents the number of characters allowed in an attribute value; can be uppercase or lowercase.

Note: Do not use a single quotation mark (‘) or a double quotation mark (").

Example: Using the mask characters #,##0.00:

- If .1 is entered, 0.10 will be the resulting value.
- If 1 is entered, 1.00 will be the resulting value.
- If 1234.56 is entered, 1,234.56 will be the resulting value.

Valid Values

Valid Values allows for the entry of values that will be accepted for the physical attribute being defined in this process.
Physical Attributes (10.285.00)

Physical Attributes (10.285.00) is used to define the attributes for an item. The number of different fields and their PV (possible values) list(s) that display for a product class are defined in Attribute Definitions (10.282.00).

![Figure 67: Physical Attributes (10.285.00)](image)

Following are the field descriptions for Physical Attributes (10.285.00).

**Inventory ID**

Inventory ID is the ID associated with the inventory item that you are referencing.

To display a list of all inventory items, press F3 (or double-right-click). Inventory List is displayed. To select an inventory item, you can highlight it and click OK or double-click on your selection.

**Notes/Attachments (Icon)**

Notes/Attachments allows the entry of or attaching a source document regarding the item. Click the Notes/Attachments icon to choose to enter either a note or attach source documents. For more information, see to “Attaching Notes and Source Documents to Data Items” in the Quick Reference user’s guide or help.

**Inventory Lookup (Icon)**

Clicking the Inventory Lookup icon invokes Inventory Item Lookup (10.210.00), which allows you to search for an item by description or attribute.

An alternative to clicking the icon is to place the cursor in Inventory ID and press ALT+F3 to invoke Inventory Item Lookup (10.210.00).

**Product Class**

Product Class is the product class assigned to the inventory item as defined in Inventory Items (10.250.00). This field is filled in automatically depending on the inventory ID entered.
Other Fields

All other fields appear after entering the inventory ID and are based on the product class and the attributes defined in *Attribute Definitions* (10.282.00).
Product Lines (10.286.00)

Use Product Lines (10.286.00) to define the product lines your company sells. Generally these product lines would be vendor related. For example, if the company sells cameras it might sell Cannon, Fuji, Kodak, Nikon or Minolta cameras.

Product lines also help make inventory reporting more efficient. For example, if the inventory status of all Nikon products (35mm cameras, lenses, camera accessories, etc.) needs to be reviewed, it is easier to generate this report if all Nikon products are grouped under the product line Nikon.

Typically product lines are set up before entering item information. That way, as items are entered, they can immediately be assigned to the appropriate product line.

Note: Product lines can be entered on the fly while in Inventory Items (10.250.00) using the Quick Maintenance feature. See “Adding or Changing Possible Values” in the Quick Reference Guide for more information.

Following are the field descriptions for Product Lines (10.286.00).
Product Line ID
Product Line ID is a user defined code used optionally in Inventory Items (10.250.00).

Description
Description is a user defined description of the product line.

Sales Account
Sales Account specifies the default sales account increased by sales of items in the product line. The account you enter here must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00).

Sales Sub
Sales Sub specifies the default optional sales subaccount increased by sales of items in the product line. The subaccount you enter here must be set up in Shared Information’s Flexkey Table Maintenance (21.330.00) and General Ledger’s Subaccount Maintenance (01.270.00).

Discount Account
Discount Account specifies the account affected when an item in this product line is sold. The account you enter here must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00).

Discount Sub
Discount Sub specifies the default subaccount affected by the sales of items in this produce line. The subaccount you enter here must be set up in Shared Information’s Flexkey Table Maintenance (21.330.00) and General Ledger’s Subaccount Maintenance (01.270.00).

COGS Account
COGS Account specifies the default cost-of-goods-sold account increased by sales of items in the product class. The account you enter here must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00).

COGS Sub
COGS Sub specifies the default optional cost-of-goods-sold subaccount increased by sales of items in the product class. The subaccount you enter here must be set up in Shared Information’s Flexkey Table Maintenance (21.330.00) and General Ledger’s Subaccount Maintenance (01.270.00).

Note: Lists of all existing accounts and subaccount segments can be displayed by double-clicking in the field/segment or by clicking in the field/segment and pressing F3. For account fields, the Active Account List will display. For subaccount segments, the possible values lists will display starting with the first segment. Each segment will have its own possible values list. To select an account or subaccount segment from the lists, you can highlight it and click OK or double-click on your selection,
Product Managers (10.287.00)

Use Product Managers (10.287.00) to define the product managers in your company. Product managers are usually the persons within your company responsible for the marketing of a particular item.

Product manager is for information only and does not print on any standard inventory reports. Typically product managers are set up before entering item information. That way, as items are entered, they can immediately be assigned to the appropriate product manager.

Note: Product managers can be entered on the fly while in Inventory Items (10.250.00) using the Quick Maintenance feature. See “Adding or Changing Possible Values” in the Quick Reference Guide” for more information.

![Image of Product Managers (10.287.00)](image)

Figure 70: Product Managers (10.287.00)

Following are the field descriptions for Product Managers (10.287.00).

**Product Manager ID**

**Product Manager ID** is a unique user defined code for the product manager. Most often a manager’s initials are used as the code.

**Description**

**Description** is a user defined description of the ID. If a manager’s initials are used for **Product Manager ID**, the description would be the product manager’s full name.
Sites (10.310.00)

Use Sites (10.310.00) to define inventory site information. An inventory site is typically a storage facility such as a warehouse or distribution center. A site’s information includes its ID, key contacts, address and telephone numbers.

Figure 71: Sites (10.310.00)

Following are the field descriptions for the top area of Sites (10.310.00).

Site ID

Site ID is a unique identifying code that distinguishes the site (warehouse, distribution center, etc.) from all other site records in the database. A site ID is usually an abbreviated form of the site’s actual name, a number, or an alphanumeric code.

To display a list of all site IDs, press F3 (or double-right-click). Site List is displayed. To select an ID, you can highlight it and click OK or double-click on your selection.

Notes/Attachments (Icon)

Notes/Attachments allows the entry of or attaching a source document regarding the site. Click the Notes/Attachments icon to choose to enter either a note or attach source documents. For more information, see to “Attaching Notes and Source Documents to Data Items” in the Quick Reference user’s guide or help.

Name

Name is an explanation of the Site ID. The first word of a name is not always the one to be used to alphabetize the name (on reports, lists, etc.). When that is the case, the at sign (@) can be used to designate the name’s primary sort word (the word to use for alphabetizing the name). For example, entering The @Middleton Company causes the software to alphabetize by Middleton rather than The.

Company ID

Company ID is the unique identifier for the company. Company ID is display-only.
Sites, Information Tab

Following are the field descriptions for the Information tab of Sites (10.310.00).

Attention
Attention specifies the entity (person, department, etc.) to whose attention correspondence with the site should be addressed.

Salutation
Salutation specifies the personal greeting to use when corresponding with the site. Normally, the salutation complements the entry at Attention. A salutation is optional.

Address Line 1
Address Line 1 is typically used for the site’s suite number or the name and number of the site’s street location.

Address Line 2
Address Line 2 is typically used for the site’s post office box number, if any, or the name and number of the site’s street location. Note that the United States Postal Service delivers mail to the location listed immediately above the city, state, and zip code line, whether that address is a street address or a post office box.

City
City is the municipality where the site is located.

State/Prov
State/Prov typically uses a standard two-letter state abbreviation (see “State/Province Maintenance (21.290.00)” in the Shared Information online help or user guide).
Postal Code
Postal Code can be the older five-digit code or the newer ZIP+4 code.

Country/Region
Country/Region uses a standard country or region abbreviation of up to three letters (see “Country/Region Maintenance (21.300.00)” in Shared Information online help or user guide).

Phone/Ext
Phone/Ext typically includes the area code of the site’s telephone number and the appropriate telephone extension number.

Fax/Ext
Fax/Ext typically includes the area code of the site’s facsimile number and the appropriate extension number.

Create Shipper Regardless of Availability
Create Shipper Regardless of Availability specifies that a shipper should be created regardless of whether available inventory exists for the item. If Create Shipper Regardless of Availability is selected, verify that Allow Negative Quantities in IN Setup (10.950.00) is selected as well.

Visible in Web Commerce
Visible in Web Commerce specifies that the item will appear in web-enabled functions.

Default Repair Bin
Use Default Repair Bin to enter the default location (bin, bay, rack, etc.) within the storage facility where the item is normally placed when it has been returned for repair. The location entered here will be the default location for Inventory Sites (10.255.00).

To display a list of all locations, press F3 (or double-right-click). Valid Locations List is displayed. To select a location, you can highlight it and click OK or double-click on your selection.

Default Vendor Bin
Use Default Vendor Bin to enter the location (bin, bay, rack, etc.) within the storage facility where the item is normally placed when it is to be returned to the vendor, either for repair or replacement. The location entered here will be the default location for Inventory Sites (10.255.00).

To display a list of all locations, press F3 (or double-right-click). Valid Locations List is displayed. To select a location, you can highlight it and click OK or double-click on your selection.
Sites, OM Accounts Tab

Figure 73: Sites (10.310.00), OM Accounts tab

Following are the field descriptions for the **OM Accounts** tab of Sites (10.310.00).

**Sales Account**

*Sales Account* specifies the default sales account increased by sales of items in the site. The account you enter here must be set up in General Ledger’s *Chart of Accounts Maintenance* (01.260.00).

**Sales Sub**

*Sales Sub* specifies the default optional sales subaccount increased by sales of items in the site. The subaccount you enter here must be set up in Shared Information’s *Flexkey Table Maintenance* (21.330.00) and General Ledger’s *Subaccount Maintenance* (01.270.00).

**Discount Account**

*Discount Account* specifies the default discount account increased by sales of items in the site. The account you enter here must be set up in General Ledger’s *Chart of Accounts Maintenance* (01.260.00).

**Discount Sub**

*Discount Sub* specifies the default optional discount subaccount increased by sales of items in the site. The subaccount you enter here must be set up in Shared Information’s *Flexkey Table Maintenance* (21.330.00) and General Ledger’s *Subaccount Maintenance* (01.270.00).

**COGS Account**

*COGS Account* specifies the default cost-of-goods-sold account increased by sales of items in the site. The account you enter here must be set up in General Ledger’s *Chart of Accounts Maintenance* (01.260.00).
COGS Sub

**COGS Sub** specifies the default optional cost-of-goods-sold subaccount increased by sales of items in the site. The subaccount you enter here must be set up in Shared Information’s *Flexkey Table Maintenance* (21.330.00) and General Ledger’s *Subaccount Maintenance* (01.270.00).

Freight Account

**Freight Account** specifies the default freight account increased by sales of items in the site. The account you enter here must be set up in General Ledger’s *Chart of Accounts Maintenance* (01.260.00).

Freight Sub

**Freight Sub** specifies the default optional freight subaccount increased by sales of items in the site. The subaccount you enter here must be set up in Shared Information’s *Flexkey Table Maintenance* (21.330.00) and General Ledger’s *Subaccount Maintenance* (01.270.00).

Miscellaneous Account

**Miscellaneous Account** specifies the default miscellaneous account increased by sales of items in the site. The account you enter here must be set up in General Ledger’s *Chart of Accounts Maintenance* (01.260.00).

Miscellaneous Sub

**Miscellaneous Sub** specifies the default optional miscellaneous subaccount increased by sales of items in the site. The subaccount you enter here must be set up in Shared Information’s *Flexkey Table Maintenance* (21.330.00) and General Ledger’s *Subaccount Maintenance* (01.270.00).

**Note:** Lists of all existing accounts and subaccounts can be displayed by double-clicking in the field or by clicking in the field and pressing F3. For account fields, the *Active Account List* will display. For subaccount fields, the *Active SubAccounts List* will display. To select an account or subaccount from the lists, you can highlight it and click **OK** or double-click on your selection.
Sites, Replenishment Tab

Use the Sites (10.310.00), Replenishment tab to define parameters for all inventory items stored at a particular site. This information is used by the Inventory Replenishment module.

As a general rule, parameters defined at the site level override parameters defined at the inventory item level and material type level. Replenishment Source Code and Transfer From Site are exceptions to this rule. When Replenishment Source Code and Transfer From Site are defined at the inventory item level, those values override the values of Replenishment Source Code and Transfer From Site that are defined at the site level.

![Sites (10.310.00), Replenishment tab](image)

Following are the field descriptions for the Replenishment tab of Sites (10.310.00).

**Replenishment Source Code**

Replenishment Source Code is a required field when a replenishment policy has been selected. It is the type of transaction order Inventory Replenishment is requested to generate from the planned order. At the site level of inventory control, possible values are Purchase Order, OM Kit Assembly, and OM Warehouse Transfer. This field is disabled when Inventory Replenishment is not installed.

**Replenishment Policy**

Replenishment Policy is the method Inventory Replenishment is requested to use to calculate replenishment values for the inventory sites associated with the inventory items stored at this site. Possible values are:

- None (blank)
- EOQ
- MAX/MIN
- Line Point
- Reorder Point
- Order to Replenish

**Note:** Replenishment Policy is used by Inventory Replenishment when it calculates replenishment quantities for inventory sites. If a replenishment policy for the inventory site has not been selected,
Inventory Replenishment will look for a replenishment policy associated with the site. If it does not find a replenishment policy for the site, Inventory Replenishment will look for the replenishment policy for the inventory item or the material type associated with the inventory site. If it finds no replenishment policy for the inventory site, or for the site, inventory item, or material type associated with that inventory site, then Inventory Replenishment does not calculate a replenishment quantity for that inventory site and does not generate a planned order.

**Target Order Method**

Use **Target Order Method** to select the unit of measure specified by the target order requirement associated with the inventory items stored at this site. When the Line Point replenishment policy has been selected, it is a required field. Possible values are:

- None
- Monetary Amount
- Unit of Measure
- Weight
- Cubic Volume

When you do not select a method, **Target Order Method** defaults to None for the site.

**Calculation Policy**

**Calculation Policy** determines whether Inventory Replenishment calculates replenishment values for inventory items stored at this site or uses the manual default values you enter. Parameters controlled by **Calculation Policy** include:

- PO Lead Time
- Reorder Quantity
- Reorder Point
- EOQ (economic order quantity)
- Safety Stock
- Projected Daily Demand
- Line Point
- Review Cycle Days

**Calculation Policy** can be set to None, Automatic, or Manual. If None is selected or a selection has not been made for the site, then Inventory Replenishment looks for the calculation policy set for the inventory item. If it does not find a calculation policy set for the inventory item, Inventory Replenishment looks for the calculation policy set for the material type. If it does not find a calculation policy for the inventory site or for the site, inventory item, or material type associated with the inventory site, then Inventory Replenishment defaults to using calculated values.

For information on how Inventory Replenishment looks for the calculation policy, refer to the Inventory Replenishment online help or user guide.
Target Order Requirement

Target Order Requirement is the amount needed to fulfill the vendor’s order requirement. It is a required field when the Line Point replenishment policy has been selected. Because Inventory Replenishment does not calculate target order requirement, you must manually enter the value. The number of decimals is determined by the values entered on IN Setup (10.950.00), Options tab as follows:

- **Monetary Amount** depends on the currency selected and is specified in Price/Cost in the Decimal Places area of IN Setup (10.950.00), Options tab.
- **Unit of Measure** is displayed in the number of decimal places determined by the value entered in Quantities in the Decimal Places area on IN Setup (10.950.00), Options tab.
- **Weight** is displayed in the number of decimal places specified in Quantities in the Decimal Places area of IN Setup (10.950.00), Options tab.

**Note:** The decimal precision used in Weight matches the decimal precision in the user-defined field Weight UOM on the Inventory Items (10.250.00), Size/Style/Color tab.

- **Cubic Volume** is displayed in the number of decimal places specified in Quantities in the Decimal Places area of IN Setup (10.950.00), Options tab.

**Note:** The decimal precision used in Cubic Volume matches the decimal precision in the user-defined field Volume UOM on the Inventory Items (10.250.00), Size/Style/Color tab.

Primary Vendor

Use Primary Vendor to enter the name of the primary vendor for the inventory items stored at this site. It is a required field when Purchase Order has been selected as the Replenishment Source Code.

Safety Stock Policy

Use the Safety Stock Policy to select the method that Inventory Replenishment will use to calculate safety stock for the inventory sites that belong to the inventory items stored at this site.

Possible values are:
- Do Not Use Safety Stock
- Use Service Level
- Use Days Supply
- Use % of Lead Time Demand

If a Safety Stock Policy is not selected on the Inventory Sites (10.255.00), Replenishment Parameters tab, Inventory Replenishment looks for its value on Sites (10.310.00), Replenishment tab, then on Inventory Items (10.250.00), Replenishments tab, and finally on Material Type Maintenance (21.370.00), Replenishment tab.

If a safety stock policy is not defined for an inventory site or for the site, inventory item, or material type associated with that inventory site, then Inventory Replenishment will default to using no safety stock.

Safety Stock Days

Safety Stock Days is enabled and is a required field when Use Days Supply has been selected as the Safety Stock Policy. Use Safety Stock Days to enter the number of days that Inventory Replenishment will use to calculate how much safety stock to maintain for inventory sites of this inventory item. The number of days must be estimated based on business needs.

Safety Stock Percent

Safety Stock Percent is enabled and is a required field when Use % of Lead Time Demand has been selected as the Safety Stock Policy. Use Safety Stock Percent to enter the percentage that Inventory
Maintenance Screens

Replenishment will use to calculate how much safety stock to maintain for inventory sites of this inventory item. This percentage must be estimated based on business needs.

Service Level
Service Level is enabled and is a required field when Use Service Level has been selected as the Safety Stock Policy. Use Service Level to select the customer service level that Inventory Replenishment will use to calculate how much safety stock to maintain for inventory sites of this inventory item. Possible values are:

- 50%
- 75%
- 80%
- 85%
- 90%
- 92%
- 94%
- 96%
- 97%
- 98%
- 99%
- 99.5%
- 99.9%

Effective Date
Effective Date is the date when the future replenishment policy is to take effect. When Planned Orders are generated on or after the date specified in Effective Date, the replenishment policy for the inventory items stored at this site becomes the policy specified in Replenishment Policy. At this time, the Effective Date and Replenishment Policy parameters are both cleared.

Replenishment Policy
Replenishment Policy enables you to select the replenishment policy that Inventory Replenishment will use to calculate replenishment values for the inventory items stored at this site. Replenishment Policy is used on and after the date when the Effective Date is reached. Possible values are:

- None
- EOQ
- MAX/MIN
- Line Point
- Reorder Point
- Order to Replenish

If a future replenishment policy is not selected for the site, Inventory Replenishment will look for a future replenishment policy associated with the inventory item.

Replenishment Policy is a required field when an Effective Date has been set. When no Effective Date has been set, Replenishment Policy is disabled.

Transfer From Site
Use Transfer From Site to enter the site identification number of the site from which the inventory items were transferred. Transfer From Site is enabled and is a required field when OM Warehouse
Transfer has been selected from **Replenishment Source Code**. This field is disabled when Inventory Replenishment is not registered.

**Transfer From Site** behaves differently than other parameters. The **Transfer From Site** value specified on **Inventory Items (10.250.00)**, **Replenishments** tab, overrides the **Transfer From Site** value specified on **Sites (10.310.00)**, **Replenishment** tab.

**Ship Via ID**

**Ship Via ID** is an identification number for the carrier being used to deliver the items. It is a required field when OM Warehouse Transfers has been selected as the **Replenishment Source Code**. Otherwise, it is disabled.

**Demand Formula ID**

Use **Demand Formula ID** to select the demand formula that Inventory Replenishment will use to weight inventory usage from prior fiscal periods to determine the daily demand for the inventory sites that belong to this site.

**Note:** Inventory Replenishment looks for a demand formula when it calculates replenishment values for inventory sites. If a **Demand Formula ID** is not selected on **Inventory Sites (10.255.00)**, **Replenishment Parameters** tab, Inventory Replenishment looks for its value on **Sites (10.310.00)**, **Replenishment** tab, then on **Inventory Items (10.250.00)**, **Replenishments** tab, and finally on **Material Type Maintenance (21.370.00)**, **Replenishment** tab. If a demand formula is not specified at any of these levels, then Inventory Replenishment calculates current period demand using no weight factors, no trend factor, and the number of fiscal periods specified in **Number of Demand Periods** on **IR Setup (41.950.00)**, **Options** tab. Refer to the Inventory Replenishment online help or user guide for more information.

**Lead Time Formula ID**

Use **Lead Time Formula ID** to select the lead time formula that Inventory Replenishment will use to weight lead times from prior fiscal periods for the inventory sites that belong to the inventory items stored at this site.

When **Lead Time Formula ID** contains an entry, a description of that entry appears below the field.

**Note:** If a **Lead Time Formula ID** is not selected on **Inventory Sites (10.255.00)**, **Replenishment Parameters** tab, Inventory Replenishment looks for its value on **Sites (10.310.00)**, **Replenishment** tab, then on **Inventory Items (10.250.00)**, **Replenishments** tab, and finally on **Material Type Maintenance (21.370.00)**, **Replenishment** tab. If a lead time formula is not defined on any of these screens, then Inventory Replenishment calculates lead time using the number of lead time receipts specified in **Number of Lead Time Receipts** on **IR Setup (10.950.00)**, **Options** tab, and using no weight factors. Refer to the Inventory Replenishment online help or user guide for more information.
Sites, Seasonality Tab

Sites (10.310.00), **Seasonality** tab enables you to define the seasonal dates associated with the inventory item. These fields are for report purposes only and do not affect replenishment calculations. This information is used by the Inventory Replenishment module.

![Sites (10.310.00), Seasonality tab](image)

**Figure 75: Sites (10.310.00), Seasonality tab**

Following are the field descriptions for the **Seasonality** tab of Sites (10.310.00).

**Season Start Month**

Use the **Season Start Month** possible values list to select the month when the season begins.

**Season Start Day**

**Season Start Day** is enabled when a **Season Start Month** has been selected. Use **Season Start Day** to enter the date within the start month when the season begins.

**Season End Month**

Use the **Season End Month** possible values list to select the month when the season ends.

**Season End Day**

**Season End Day** is enabled when a **Season End Month** has been selected. Use **Season End Day** to enter the date within the end month when the season ends.
Site Group (10.315.00)

Use Site Group (10.315.00) to set up collections of sites defined in Sites (10.310.00). You do not need to define site groups if you are not using the Order Management module.

A site group is used in the selection process of Update Revised Sales Prices (40.383.00) in the Order Management module. Specifying a site group allows you to update a price plan’s revised sales discount price or percentage for sites that are members of the site group. This allows you to update price plans for multiple sites at the same time instead of updating price plans for each site. A site group’s information includes its ID, a description, and the site ID and description of its members.

Following are the field descriptions for Site Group (10.315.00).

Site Group ID

Site Group ID is a unique identifying code that distinguishes the collection of sites from all other site group records in the database. A site group ID is usually an abbreviated form of the site group’s actual name, a number, or an alphanumeric code.

To display a list of all site group IDs, press F3 (or double-right-click). Site Group List displays. To select an ID, you can highlight it and click OK or double-click on your selection.

Description

Description is an explanation of the Site Group ID. The first word of a name is not always the one to be used to alphabetize the name (on reports, lists, etc.). When that is the case, the at sign (@) can be used to designate the name’s primary sort word (the word to use for alphabetizing the name). For example, entering The @Middleton Company causes the software to alphabetize by Middleton rather than The.

Site ID

Site ID is a unique identifying code that distinguishes the site member (warehouse, distribution center, etc.) from all other site member records in the database. A site ID is usually an abbreviated form of the site’s actual name, a number, or an alphanumeric code.

To display a list of all site IDs, press F3 (or double-right-click). Site List displays. To select an ID, you can highlight it and click OK or double-click on your selection.
Name

Name displays the description of the site member.
Kits (10.320.00)

Use Kits (10.320.00) to define information about inventory kits. A kit is an inventory item consisting of two or more components (inventory items) which are grouped and sold together as a unit. A kit can be a component in another kit, which, in turn, can be a component of another kit. The software allows up to five levels of kit subassemblies within kits.

Note: A component kit must be a stocked item (stocked in your inventory). Non-stock kits cannot be included as components of other kits.

Defining kit information includes entering kit component IDs and descriptions, setting up a variance account (and subaccount) for standard cost kits, and deciding whether or not to select the explode (level of detail on sales orders) option. The information about both stock and non-stock kits must be entered in this screen before inventory operations such as assembling kits and selling kits can be completed.

Note that while a kit can be returned, it cannot be disassembled. The kit stays configured in inventory. Usually, a kit is comprised of physical inventory items. However, you can include labor and overhead as components of a kit by first setting them up as non-stock inventory items (see “Inventory Items (10.250.00)” on page 187).

You can create a discount price for a stock item kit (as opposed to the sum of its components) by setting up a price for the kit ID. For more information on kits, see “Kits” on page 25.

Figure 77: Kits (10.320.00)

Following are the field descriptions for Kits (10.320.00).

Kit ID

Kit ID specifies the item to define as an inventory kit. The ID entered in this field must be set up as an Inventory ID in Inventory Items (10.250.00). If the kit ID represents a stock item, it can be a component of another inventory kit. If the kit represents a non-stock item, it cannot be a component of another kit.

To display a list of all kit IDs, press F3 (or double-right-click). Inventory Item List is displayed. To select an ID, you can highlight it and click OK or double-click on your selection.

Notes/Attachments (Icon)

Notes/Attachments allows the entry of or attaching a source document regarding the kit. Click the Notes/Attachments icon to choose to enter either a note or attach source documents. For more
information, see to “Attaching Notes and Source Documents to Data Items” in the Quick Reference user’s guide or help.

**Variance Account**

**Variance Account** specifies the account where kit assembly cost variance is recorded. The software updates this account if the kit is a stock kit that uses the Standard Cost valuation method (see “Inventory Items (10.250.00)” on page 187). The account entered here must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00).

To display a list of all variance accounts, press F3 (or double-right-click). **Active Account List** is displayed. To select an account, you can highlight it and click **OK** or double-click on your selection.

The variance account is updated when a kit’s standard cost does not equal the sum of its individual components. For example, suppose that a machine rebuild kit is being assembled that has a $45 standard cost. The kit is comprised of four bushings and three gaskets, with per-unit standard costs of $10 and $5 respectively. The total cost of the individual components is $55, resulting in a $10 variance with the kit cost. During kit assembly, the software updates inventory accounts and the variance account as follows:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raw Material Account</td>
<td>55.00</td>
</tr>
<tr>
<td>Finished Goods Account</td>
<td>45.00</td>
</tr>
<tr>
<td>Assembly Variance Account</td>
<td>10.00</td>
</tr>
</tbody>
</table>

If the kit is not using the Standard Cost valuation method, the software skips this field automatically.

**Variance Sub**

**Variance Sub** specifies the optional subaccount where kit assembly cost variance is recorded. This subaccount is updated if the kit is a stock kit that uses the Standard Cost valuation method (see “Inventory Items (10.250.00)” on page 187). The subaccount you enter here must be set up in Shared Information’s Flexkey Table Maintenance (21.330.00) and General Ledger’s Subaccount Maintenance (01.270.00).

To display a list of all variance subaccount segments, press F3 (or double-right-click) in each segment. The following lists are displayed: **Reporting Unit List**, **Company Segment List**, **Location List**, **Group List**, **Sales Type List**, and **Region List**. To select a segment, you can highlight it and click **OK** or double-click on your selection.

**Explode Kit**

**Explode Kit** controls how the stock kit description appears on Order Management documents. Select **Explode Kit** to explode the stock kit’s details and list all individual kit component descriptions on Order Management documents. If selected, only the component parts are displayed; the parent’s name and whether the items are part of a kit do not appear.

**Example:** If you explode a kit called “35 mm startup kit,” consisting of a camera, tripod, camera bag, and three rolls of film, the Order Management document will list the camera, tripod, camera bag, and three rolls of film. No mention is made that these items are part of the 35 mm startup kit. Do not select **Explode Kit** if only the parent kit’s description (no components) should be listed on documents such as sales orders. The software always explodes the details of non-stock kits.

**Component ID**

**Component ID** identifies a component of the inventory kit. All kit components are regular inventory items. The component ID you enter here must be set up in **Inventory Items (10.250.00)**.

To display a list of all components, press F3 (or double-right-click). **Inventory Item List** is displayed. To select an account, you can highlight it and click **OK** or double-click on your selection.
Inventory Lookup (Icon)

In form view, clicking the **Inventory Lookup** icon invokes **Inventory Item Lookup (10.210.00)**, which allows you to search for an item by description or attribute.

An alternative to clicking the icon is to place the cursor in **Component ID** and press **ALT+F3** to invoke **Inventory Item Lookup (10.210.00)**.

**Component Qty**

**Component Qty** is the total units of a component (see **Component ID**) required for the kit.

**Find Item (button)**

**Find Item**, which is enabled when the Detail area is clicked, launches **Inventory Item Lookup (10.210.00)**, where items can be searched by description or attribute.
Assembly Plans (10.330.00)

Use Assembly Plans (10.330.00) along with the Kit Component Requirements (10.780.00) report to define and list the components (subassemblies and purchased items) required to produce the inventory kits in a kit assembly plan. Each assembly plan lists the inventory kits and the quantities of each kit to be assembled when the plan is implemented. Assembly planning can help identify and correct kit component shortages in advance of actual kit assembly (see “Kit Assembly (10.050.00)” on page 112).

Any number of assembly plans can be defined in this screen, each one uniquely identified by its own plan ID. When a plan is defined for a specific time period (such as, April, 1999), the quantity defined for each kit is the number of kits of that type to be assembled during the period. To review kit assembly plan information, use this screen or generate the Assembly Plans (10.790.00) report.

Each plan can have either an active or inactive status. Use the active status if the assembly plan should appear on the Kit Component Requirements (10.780.00) report. Use the inactive status when the assembly plan should not appear on the Kit Component Requirements (10.780.00) report but should be maintained. The Kit Component Requirements (10.780.00) report explodes each kit in the assembly plan into individual components and computes the net quantity required for each component.

![Image: Assembly Plans (10.330.00)]

Figure 78: Assembly Plans (10.330.00)

Following are the field descriptions for Assembly Plans (10.330.00).

**Plan ID**

Plan ID is a unique identifying code that distinguishes the assembly plan from all other assembly plans for inventory kits. An assembly plan ID can be any alphanumeric code (for example, the month to which the plan applies).

To display a list of all plan IDs, press F3 (or double-right-click). Assembly Plan List is displayed. To select an ID, you can highlight it and click OK or double-click on your selection.

**Notes/Attachments (Icon)**

Notes/Attachments allows the entry of or attaching a source document regarding the plan. Click the Notes/Attachments icon to choose to enter either a note or attach source documents. For more information, see to “Attaching Notes and Source Documents to Data Items” in the Quick Reference user’s guide or help.
Description

Description is an explanation of the assembly plan specified at Plan ID. This description appears on reports listing the plan’s information.

Status

Status indicates the assembly plan’s current stage of processing:

- Active — The plan should be included on the Kit Component Requirements (10.780.00) report the next time you generate this report.
- Inactive — The plan should not be included on the Kit Component Requirements (10.780.00) report. However, the software should retain the plan’s information for later use.

Inventory ID

Inventory ID specifies an inventory kit included in the assembly plan. The kit ID you enter here must be set up in Inventory Items (10.250.00) and Kits (10.320.00).

To display a list of all kits, press F3 (or double-right-click). Kit List is displayed. To select a kit, you can highlight it and click OK or double-click on your selection.

Inventory Lookup (Icon)

In form view, clicking the Inventory Lookup icon invokes Inventory Item Lookup (10.210.00), which allows you to search for an item by description or attribute.

An alternative to clicking the icon is to place the cursor in Inventory ID and press ALT+F3 to invoke Inventory Item Lookup (10.210.00).

Quantity

Quantity specifies how many (total number) of the kit identified at Inventory ID are to be assembled when the assembly plan is implemented.

Find Item (button)

Find Item launches Inventory Item Lookup (10.210.00), where items can be searched for by description or attribute.
Warehouse Bin Locations (10.340.00)

Use Warehouse Bin Locations (10.340.00) to define the profiles of all warehouse bin locations where inventory items are stored. These profiles include the types of item(s) that can be stored at inventory locations, the transactions that can be performed at these locations (receipts, issues, and assemblies), and whether or not the items at these locations should be included in quantity available calculations.

The information defined in this screen controls the warehouse bin location values that can be entered in data entry screens throughout the Inventory, Purchasing, Order Management, and Bill of Material modules. The software permits adjustments and transfers at all warehouses bin locations.

Note that the software allows you to specify the level of warehouse bin location validation required by your business. Select the validation level at Warehouse Bin Location Validation in IN Setup (10.950.00). (For example, do not allow entry of a location not already set up, check the table of locations and issue a warning before adding or just add (without a warning) if not in the table.)

Also note that the software validates locations by location ID, inventory ID, and transaction type. See “Warehouse Location Validation” on page 26 for more information.

![Figure 79: Warehouse Bin Locations (10.340.00)](image)

Following are the field descriptions for Warehouse Bin Locations (10.340.00).

**Site ID**

Site ID specifies the inventory site (warehouse, distribution center, etc.) to which the warehouse/location information applies. The site ID you enter here must be set up in Sites (10.310.00). A description of the ID entered here appears beside the ID.

To display a list of all site IDs, press F3 (or double-right-click). Site List is displayed. To select an ID, you can highlight it and click OK or double-click on your selection.

**Warehouse Bin Location**

Warehouse Bin Location is a unique identifying code, up to ten characters, that distinguishes the warehouse bin location from all other inventory locations. The warehouse bin location ID can be any alphanumeric code you care to assign (location name, number, etc.).
To display a list of all locations, press F3 (or double-right-click). Valid Locations List is displayed. To select a location, you can highlight it and click OK or double-click on your selection.

**Refresh (button)**

*Refresh* causes detail for the items specified in the upper portion of the screen to appear in the detail portion of the screen.

**Warehouse Bin Location (Detail)**

*Warehouse Bin Location* is where the inventory is stored.

**Description**

*Description* is the full description of the ID specified at *Warehouse Bin Location*. The description can be up to 30 characters in length.

**Location Type**

*Location Type* is a user-defined memo field that indicates the type of location where an item is stored. Options are:

- Normal — Usual storage area for a particular item.
- Secondary Stock — Storage area items that are substitutes for others.
- Bonded Inventory — Storage area for items that your company holds for delivery based on a customer’s schedule.
- Cage — Secured storage area.
- Cross Dock Staging Area — Items are received and then moved directly to this shipping storage area without an interim storage step.
- Cart — Storage area for items that have been purchased by customers.
- WIP — Storage area for items that are designated for work in process.
- Inspection — Storage area for items that are held for quality inspection.
- Defective Items — Storage area for items that are rejected due to quality issues.
- User 1 through User 8 — You define the location type details.

**Receipts Allowed**

*Receipts Allowed* specifies whether or not items can be received into a particular warehouse bin location during receipt of inventory. Options are:

- Receipts Allowed — Items can be received into this location.
- Allowed But Warning — Items should not normally be received into this location. In such cases, the software displays a warning message. However, the message can be overridden and items can be received into the location.
- No Receipts Allowed — Items cannot be received into this location.

**Sales Allowed**

*Sales Allowed* specifies whether or not items can be picked from this warehouse location as part of inventory sales. Options are:

- Sales Allowed — Items can be picked from this location.
- Allowed But Warning — Items should not normally be picked from this location. In such cases, a warning message appears; however, the message can be overridden and items can be picked from the location.
- No Sales Allowed — Items cannot be picked or issued from this location.
WO Issues Allowed

**WO Issues Allowed** indicates whether or not items in this warehouse bin location can be used for work orders.

Finished Kits Allowed

**Finished Kits Allowed** specifies whether or not items can be picked from this warehouse location as part of assembly operations.

WO Production Allowed

**WO Production Allowed** indicates whether or not completed work order items can be put away in this warehouse bin location.

Pick Priority

**Pick Priority** is a user specified level, from 0-9, used in Order Management to indicate from which warehouse bin location the item should be picked. When Pick Tickets are printed, Order Management will look at the bin location(s) containing the item ordered. If an item is stored in more than one location, Order Management will use the indicated level in **Pick Priority** (the lowest level will ship first).

**Example:** When an item is received and the quantity received is more than can be stored in its usual bin location, the excess might be stored in a temporary back stock location. By setting the back stock location’s **Pick Priority** to a level lower than the usual location’s, the back stock bin location will print on Pick Tickets. This would allow the back stock location to be emptied before stock is pulled from the usual location.

Include in Qty Available

**Include in Qty Available** specifies whether or not items stored at a warehouse location should be included in quantity available calculations involving the items (the results of which are displayed for the item at **Available in Inventory Items** (10.250.00) and used to check quantities entered on sales orders). The include items options are:

- **Checked** — Include the items in quantity available calculations.
- **Unchecked** — Do not include the items in quantity available calculations. With this option, inventory receipts update both on-hand and not-available item quantity records (see **In Locations Not Available** in “Inventory Items (10.250.00)” on page 187) maintained for the inventory location. The software always subtracts not-available quantities from on-hand quantities before performing quantity available calculations.

Movement Class

**Movement Class** identifies a classification of inventory items according to how often the items move or turnover (are issued or transferred) from the warehouse location. Movement classes track inventory activity based on sales percentages. Movement classes are defined in **Movement Classes** (10.382.00).

Movement classes are similar in concept to ABC codes, but group items by stratifying movement velocity. See “Physical Inventory” on page 29 for more information.

After movement classes are created in this screen, enter the appropriate movement class for items in **Inventory Items** (10.250.00) and for locations in **Warehouse Bin Locations** (10.340.00). Items or locations can then be selected for cycle counts using **Generate Inventory Tags** (10.395.00). Use of movement classes is optional.

Cycle ID

**Cycle ID** is a value that uniquely identifies a group of inventory items or locations to be cycle counted together. Cycle IDs are used for user-selected and random-selection cycle counting methods. Cycle IDs can be created using **Physical Cycles** (10.393.00).
Physical/Cycle Count Status

Physical/Cycle Count Status specifies the status of the location as regards physical inventory. Options are Available, In Progress, and Not Counted. If the location is currently involved in a physical inventory or cycle count, it is marked In Progress. This means the location cannot be selected for another count until the current count is completed. Once completed, the location is marked Available again.

If a particular warehouse should not be counted, mark it as Not Counted. This may be done for locations that are used as staging areas but do not contain any items, or for other similar reasons.

Inventory Validation

Inventory Validation controls which items can be stored at warehouse locations (Inventory Validation works in conjunction with the value at Inventory ID). Inventory validation options are:

- Primary Item-Error — The item specified at Inventory ID is the only one that can be stored at the inventory location. Entry of another item ID is not allowed and causes an error message to appear.
- Primary Item-Warning — The item specified at Inventory ID is the only one that should be stored at the inventory location. Entry of another item ID causes a warning message to appear. However, the message can be overridden and the item ID entered can be accepted.
- Actual Item-Error — Only one item at a time can be stored at the inventory location, and the ID specified at Inventory ID is different from the ID of the item currently stored at the location. Entry of another item ID is not allowed and causes an error message to appear. Note that this option allows any item to be stored at the inventory location. However, it restricts the location to storing one type of item at a time.
- Actual Item-Warning — Only one item at a time should be stored at the inventory location, and the ID specified at Inventory ID is different from the ID of the item currently stored at the location. Entry of another item ID causes a warning message to appear. However, the message can be overridden and the item ID entered can be accepted (in other words, two or more types of items can be stored at the location).
- No Item Validation — The inventory location can store any number and mix of item types.

Primary Inventory ID

Primary Inventory ID specifies the ID of the primary item stored at the warehouse location. The inventory ID you enter here must be set up in Inventory Items (10.250.00).

Note: If an inventory location has been set up to store many different items and does not require item validation (see Inventory Validation), a primary inventory ID does not have to be entered.
Reason Codes (10.350.00)

Use Reason Codes (10.350.00) to create a table of user-specified codes that provide reasons why adjustments to Inventory are made. These codes can then be entered during adjustment transactions and recorded in the inventory transaction record. Reason codes can be used to sort and select transactions on inventory reports and to select default accounts and subaccounts based on the type of adjustment transaction. Use of reason codes is optional.

Following are the field descriptions for Reason Codes (10.350.00).

Reason Code

Reason Code is a value that uniquely identifies an inventory adjustment code. Reason codes are entered in transaction screens to explain adjustments (sales, transfers, returns, etc.).

Description

Description is an explanation or reason for an inventory adjustment. The codes also appear on the Reason Codes (10.830.00) report and other reports where they can be used to sort and select transactions.

Account

Account specifies the default account to be charged with the inventory adjustment. The account entered here must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00).

To display a list of all accounts, press F3 (or double-click). Active Account List is displayed. To select an account, you can highlight it and click OK or double-click on your selection.

Sub

Sub specifies the default subaccount to be charged with the inventory adjustment. The subaccount you enter here must be set up in Shared Information’s Flexkey Table Maintenance (21.330.00) and General Ledger’s Subaccount Maintenance (01.270.00).

To display a list of all subaccount segments, press F3 (or double-right-click) in each segment. The following lists are displayed: Reporting Unit List, Company Segment List, Location List, Group List, Sales Type List, and Region List. To select a segment, you can highlight it and click OK or double-click on your selection.
Lot / Serial Numbers (10.360.00)

Use Lot / Serial Numbers (10.360.00) to access the lot or serial number records for an inventory item and to change its status (available to sell or on-hold). Lot/serial records can be accessed by entering the inventory ID for the item. This displays all lot/serial numbers associated with the item in the grid. If a lot/serial number and/or manufacturer’s lot/serial number is entered as well, only the information for that particular lot/serial number appears in the Detail frame.

![Lot / Serial Numbers (10.360.00)](image)

Figure 81: Lot / Serial Numbers (10.360.00)

Following are the field descriptions for Lot / Serial Numbers (10.360.00).

**Inventory ID**

Inventory ID is the unique identifying code for an inventory item. The ID entered in this field must be that of an existing item record defined in Inventory Items (10.250.00) as either a lot or serial numbered item. The description for the inventory ID will be displayed.

To display a list of all IDs, press F3 (or double-right-click). Inventory Lot/Serial Items List is displayed. To select an ID, you can highlight it and click OK or double-click on your selection.

**Inventory Lookup (Icon)**

Clicking the Inventory Lookup icon invokes Inventory Item Lookup (10.210.00), which allows you to search for an item by description or attribute.

An alternative to clicking the icon is to place the cursor in Inventory ID and press ALT+F3 to invoke Inventory Item Lookup (10.210.00).
Lot/Serial Number

Lot/Serial Number is the specific identifying number assigned to an item. The lot or serial number that is entered in this field must be that of an existing lot or serial number record. Lot and serial numbers are created using Lot/Serial Assignment (10.070.00).

To display a list of all lot/serial numbers, press F3 (or double-right-click). Lot/Serial Numbers List is displayed. To select a number, you can highlight it and click OK or double-click on your selection. The lot/serial number or the Manufacturer Lot/Serial Number can be entered here to obtain this number.

Manufacturer Lot/Serial Number

Manufacturer Lot/Serial Number specifies the manufacturer-assigned lot or serial number that is associated with an item’s lot or serial number. If a manufacturer’s lot or serial number is entered, it must be that of an already existing lot or serial number record with an assigned manufacturer’s lot or serial number. Manufacturer’s lot and serial numbers are added to the lot or serial record using Lot/Serial Assignment (10.070.00).

To display a list of all manufacturer lot/serial numbers, press F3 (or double-right-click). Mfg Lot/Serial Numbers List is displayed. To select an ID, you can highlight it and click OK or double-click on your selection.

Site ID

Site ID is the inventory site (warehouse, distribution center, etc.) where the lot or serial number is assigned. This field is display-only.

Warehouse Bin Location

Warehouse Bin Location is the ID of the warehouse bin location where the item, with the referenced lot or serial number, is stocked. This field is display-only.

Available Quantity

Available Quantity specifies the total number of units available for the lot or serial number. The software calculates the quantity available as follows:

On Hand – Quantity Allocated

Note: This field does not include all allocated quantities. For a full view of allocated quantities, see Inventory Status Inquiry (10.220.00).

Shipped Not Invoiced is included in the calculation that displays in Available Quantity.

The software uses the quantity available amount to check if sufficient quantities of a lot or serial number are available. The available quantity for a lot or serial number cannot be changed.

On Hand

On Hand specifies the lot or serial number’s total number of units on hand in inventory. The on-hand quantity for a lot or serial number cannot be changed.

Sales Order L/S Allocation

Sales Order L/S Allocation displays the lot or serial number’s total quantity currently on open sales orders where lot/serial numbers have been designated and shippers have not been created.

On Open Shippers

On Open Shippers displays the lot or serial number’s total quantity on shippers entered or generated in Order Management, but not yet confirmed.
Shipped Not Invoiced

Shipped Not Invoiced contains the quantity of items in the lot that have been placed on shippers but not yet invoiced. Items counted in Shipped Not Invoiced are no longer considered to be in stock. This field is display-only.

On Released Work Orders

On Released Work Orders displays the quantity of this item that will be issued to fulfill material needs for work orders already in production, but not yet completed. This quantity may or may not adjust the quantity available depending on whether Deduct Released Work Orders is selected on IN Setup (10.950.00) and on the setting of Processing Stage to Allocate Quantity on Work Order Setup (12.950.00).

Inventory Allocation

Inventory Allocation displays the quantity of the selected item that is currently on unreleased inventory transactions that decrease inventory. These transactions are issues (not return rows), transfers ("from" site only), adjustments (negative quantity adjustments only), and kit assemblies (component items only).

Bill of Material Allocation

Bill of Material Allocation displays the total quantity of the selected item that is currently on unreleased production entry transactions.

Service Series Allocation

Service Series Allocation displays the total quantity of the selected item that is currently on unreprocessed service invoices. This includes quantities from time and material invoices and flat rate invoices.

PO Returns Allocation

PO Returns Allocation displays the total quantity of the selected item that is currently on unreleased Purchasing Receipt/Invoice Entry (04.010.00) transactions with a Receipt Type of Return.

Original Quantity

Original Quantity specifies the original number of units received into inventory for the lot or serial number. The original quantity for a lot or serial number cannot be changed.

Unit Cost

Unit Cost is the per-unit cost of the lot or serial number when received. The lot or serial unit cost is used only for reporting purposes. The cost cannot be changed here.

Status

Status specifies the current status of the lot or serial number. The status options are:

- Available — The lot or serial number is available to be used.
- On Hold — The lot or serial number is not available for use.

Status Date

Status Date specifies the date the Status field was changed.

Receipt Date

Receipt Date specifies the date the lot or serial number was received into inventory. The receipt date cannot be changed.
Expiration Date
Expiration Date specifies the date that the shelf life of the inventory item, identified by the selected lot or serial number, will expire. This date is computed only if the item uses Shelf Life. The expiration date cannot be changed.

Source
Source is the module in which the item was received (IN for inventory, PO for purchasing, etc). The source cannot be changed.

Reference Number
Reference Number is the original source reference number you entered at the time the item was received. The reference number cannot be changed.

Container Code
Container Code is the shipment container code that the lot or serial number was in when received. This code can be entered in the Lot/Serial Number grid when receipts for items that are lot numbered or serialized are entered. The shipment container code cannot be changed.

Mfr Lot/Ser Number
Mfr Lot/Ser Number is the manufacturer’s lot or serial number associated with the lot/serial number in Lot/Serial Number. Entry of a manufacturer lot/serial number is optional and may only be entered when receiving an item.
**Item Cross References (10.380.00)**

Use *Item Cross References* (10.380.00) to create a cross-reference of inventory IDs to alternate IDs, including:

- Vendor’s item ID
- Customer’s item ID
- Manufacturer’s item ID
- Obsolete item ID
- Global Item ID
- Substitute Item ID

The alternate IDs for vendors and customers can be used to create items on purchase orders and sales orders by entering the vendor’s item ID or customer’s item ID rather than the inventory ID. The software automatically creates a cross-reference when inventory items are purchased from vendors and the alternate ID is entered when the item is received in the Purchasing module. A cross-reference is also created when an alternate ID is entered during order entry in the Order Management module when an item is sold to a customer. Those cross-references are viewed, changed, and added in this screen.

![Item Cross References (10.380.00)](image)

**Figure 82: Item Cross References (10.380.00)**

Following are the field descriptions for *Item Cross References* (10.380.00).

**Inventory ID**

*Inventory ID* specifies the item being cross-referenced. The ID you enter here must be defined in *Inventory Items* (10.250.00).

To display a list of all items, press F3 (or double-right-click). *Inventory Item List* is displayed. To select an item, you can highlight it and click **OK** or double-click on your selection.
Notes/Attachments (Icon)

Notes/Attachments allows the entry of or attaching a source document regarding the item. Click the Notes/Attachments icon to choose to enter either a note or attach source documents. For more information, see to “Attaching Notes and Source Documents to Data Items” in the Quick Reference user’s guide or help.

Inventory Lookup (Icon)

Clicking the Inventory Lookup icon invokes Inventory Item Lookup (10.210.00), which allows you to search for an item by description or attribute.

An alternative to clicking the icon is to place the cursor in Inventory ID and press ALT+F3 to invoke Inventory Item Lookup (10.210.00).

Type

Type determines what kind of cross-reference entry is being created. The possible values are:

- Customer Part Number — Creates a cross-reference from a customer’s item number to an inventory item.
- Vendor Part Number — Creates a cross-reference from a vendor’s item number to an inventory item.
- Manufacturer Part Number — Creates a cross-reference from a manufacturer’s item number to an inventory item.
- Substitute — Creates a cross-reference for items that may be substituted if the requested item is out of stock.
- Stock Keeping Unit (SKU) — Creates an item cross-reference to a SKU (another term for item number or part number).
- Universal Product Code (UPC) — Creates a cross-reference for an item to the UPC code assigned to that item by the manufacturer. (Usually printed on the item, its packaging, or an attached tag in a bar coded font.)
- European Article Number (EAN) — Creates a cross-reference for an item to the EAN assigned to that item by the European manufacturer (European version of UPC code).
- Military Spec Number — Creates a cross-reference for an item that would indicate that the item passes a particular technical Military Specification Number (for example, some products sold to the military or other government agencies must meet certain flammability codes or match a particular color specification).
- National Drug Code — Creates a cross-reference for an item to a code assigned to a particular type of drug by the manufacturer (similar to a UPC code).
- Print/Drawing Number — Creates a cross-reference for an item that is manufactured to meet a particular blue print or drawing.
- Global Cross Reference — Creates a cross-reference from inventory items with no specific type to an inventory item.
- Obsolete — Creates a cross-reference from an obsolete item to a current inventory item in Purchase Orders (04.250.00).
Entity ID
Entity ID is the ID for the entity to which the alternate ID belongs. The entity depends on the value specified in Type.

- Customer — Enter a valid customer ID. This value must first be entered in Customer Maintenance (08.260.00).
- Vendor — Enter a valid vendor ID. This value must first be entered in Vendor Maintenance (03.270.00).
- For all other types a value can be entered in this field or not, the value is not validated.

Alternate ID
Alternate ID is the ID that is being cross-referenced to the inventory ID. The type of alternate ID depends on the value specified in Type.

Example: The alternate ID will be the vendor’s item number if the type is Vendor, or the customer’s item number if the type is Customer, or the UPC code on the item if the type is UPC, etc. The value entered in this field is not validated.

Alternate Description
Alternate Description describes the item being cross-referenced to the inventory ID. It is how the vendor, customer, etc. describes the item.
ABC Codes (10.381.00)

Use ABC Codes (10.381.00) to maintain a list of codes that classify inventory items based on their percentage of the total inventory cost. They are used for inventory analysis and reporting functions and for the following cycle counting methods in Physical Count options:

- Count Frequency by ABC codes
- Items/Locations Outside of ABC code Tolerances

Typically, three unique codes or groupings are used. However, the number of codes (not to exceed three) can be determined by the user. Examples of valid codes are A, B, and C. See “Physical Inventory” on page 29 for more information.

After ABC codes are created in this screen, enter the appropriate ABC code for items in Inventory Items (10.250.00) and for locations in Warehouse Bin Locations (10.340.00). Items or locations can then be selected for cycle counts using Generate Inventory Tags (10.395.00). Use of ABC codes is optional.

![ABC Codes (10.381.00)](image)

Figure 83: ABC Codes (10.381.00)

Following are the field descriptions for ABC Codes (10.381.00).

**ABC Code**

ABC Code is a value that uniquely identifies the group. This value can subsequently be entered for items in Inventory Items (10.250.00) and for locations in Warehouse Bin Locations (10.340.00).

**Description**

Description is a description of the ABC Code.

**Counts Per Year**

Counts Per Year is the number of times per year that the items or locations with this ABC code should be counted. For example, for an item to be counted once per month, 12 should be entered here.

Enter Counts Per Year if the Count Frequency by ABC Code Cycle Counting method will be used. If this method will not be used, then Counts Per Year is not required. Counts Per Year is used to select ABC codes to count in Generate Inventory Tags (10.395.00).

**Accuracy Tolerance %**

Accuracy Tolerance % is the accuracy objective for the items or locations in this ABC code. For example, if 95 is entered, then the objective for the items or locations in this ABC code is 95%
accuracy. This means that the expected book-to-physical variance quantities will be within +/- 5% of book quantities. For example, if an item in this cycle has a book quantity of 200 and a physical quantity of 192, then its accuracy for this count is $(192 - 200) / 200 * 100 = -4\%$, which falls within 95% accuracy.

**ABC Code %**

*ABC Code %* is the percentage of this item or location to be assigned to this ABC code when the ABC Codes (10.861.00) report is run and ABC codes are recalculated. For example, if the *ABC Code %* is set to 20% for code A and the ABC Codes (10.861.00) report is run, it will assign the top 20% of the most expensive items an A code.
Movement Classes (10.382.00)

Use Movement Classes (10.382.00) to maintain a list of movement classes. Movement classes track Inventory activity based on sales percentages. They are used for Inventory replenishment, analysis, and reporting functions as well as for the following cycle counting methods:

- Count Frequency by Movement Class
- Items/Locations Outside of Movement Class Tolerances

Movement classes are similar in concept to ABC codes, but group items by stratifying movement velocity. See “Physical Inventory” on page 29 for more information.

After movement classes are created in this screen, enter the appropriate movement class for items in Inventory Items (10.250.00) and for locations in Warehouse Bin Locations (10.340.00). Items or locations can then be selected for cycle counts using Generate Inventory Tags (10.395.00). Use of movement classes is optional.

![Figure 84: Movement Classes (10.382.00)](image)

Following are the field descriptions for Movement Classes (10.382.00).

**Movement Class ID**

Movement Class ID is a value that uniquely identifies the class, according to how often the item moves (is issued or transferred from locations in the site). This value can subsequently be entered for items in Inventory Items (10.250.00) and for locations in Warehouse Bin Locations (10.340.00).

**Description**

Description is a description of the Movement Class ID.

**Counts per Year**

Counts per Year is the number of times per year that the items or locations with this movement class should be counted. For example, if they should be counted once per month, 12 should be entered here.

Enter Counts per Year if the Count Frequency by Movement Class counting method will be used. If this method will not be used, then Counts per Year is not required. Counts per Year is used to select movement classes to count in the Generate Inventory Tags (10.395.00).
**Accuracy Tolerance**

**Accuracy Tolerance** is the accuracy objective for the items or locations in this movement class. For example, if a 95 is entered, then the objective for the items or locations in this movement class is 95% accuracy. This means that the expected book-to-physical variance quantities to be within +/- 5% of book quantities. For example, if an item in this cycle had a book quantity of 200 and a physical quantity of 192, then its accuracy for this count is \((192 - 200) / 200 * 100 = -4\%\), which falls within 95% accuracy.

**Percent of Movement in Class**

**Percent of Movement in Class** is the percentage of total inventory movement that falls within this movement class. For example, if all finished good items are stratified into 10 movement classes and 10% of sales should fall into each movement class, then 10 should be entered here.

The total of the percents of each movement class must equal 100% before exiting this screen.
Physical Inventory Screens

Purpose of Physical Inventory Screens
Use physical inventory screens to set up methods for running physical inventory and cycle counting of your stock items.

Physical Count Entry (10.390.00)

*Physical Count Entry (10.390.00)* is used to enter physical count quantities for a particular physical inventory. The only enterable fields in this screen are **Tag Number** and **Physical Quantity**. The other fields in this screen were originally entered in *Generate Inventory Tags (10.395.00)* and are display-only. *Physical Inventory Review (10.391.00)* can be used to modify many of the fields that are only displayed in this screen.

Only physical inventories with a status of In Progress can be processed in this screen. Use *Physical Inventory Review (10.391.00)* to process physical inventories with any other status. *Physical Inventory Review (10.391.00)* can also be used to change the status of a physical inventory to In Progress so that it can be processed in *Physical Count Entry (10.390.00)*. A new physical inventory cannot be created in this screen.

Any number of users can simultaneously access this screen for the same physical inventory.

The header area of this screen is used to identify the physical inventory you want to process. The **Tag Details** tab is a scrollable list of tags/lines where the physical count quantities are entered. Summary information about the physical inventory is contained on the **Count Information** tab.

![Physical Count Entry (10.390.00)](image)

*Figure 85: Physical Count Entry (10.390.00)*

Following are the field descriptions for *Physical Count Entry (10.390.00)*.

**Physical Count ID**

*Physical Count ID* uniquely identifies the physical inventory to be processed.
To display a list of all count IDs, press F3 (or double-right-click). Physical Inventory List is displayed. To select an ID, you can highlight it and click OK or double-click on your selection.

Notes/Attachments (Icon)
Notes/Attachments allows the entry of or attaching a source document regarding the physical count. Click the Notes/Attachments icon to choose to enter either a note or attach source documents. For more information, see to “Attaching Notes and Source Documents to Data Items” in the Quick Reference user’s guide or help.

Site ID
Site ID displays the inventory site (warehouse, distribution center, etc.) where the physical count is being done. This field is filled in automatically, based on the physical count ID you enter.

Tag Number Range
Tag Number Range displays the first tag/line number and the last tag/line number in the physical inventory count. The last tag number will be incremented if a new tag number is appended at the end of the physical inventory count using Physical Inventory Review (10.391.00).

The tag number range can be edited. Because multiple users may enter tag details for the same physical count ID at the same time, users can indicate the range of tags they are entering.

Select Tags (button)
Fills in the grid with the tags specified in the tag number range for the current physical inventory.
Physical Count Entry, Tag Details Tab

Following are the field descriptions for the Tag Details tab of Physical Count Entry (10.390.00).

Tag Number
Tag Number is the reference number for the tag currently being entered. The value entered must fall within the range of tag numbers displayed or entered in the header.

Physical Quantity
Physical Quantity is the count for the inventory item with the Inventory ID, Lot/Serial Number, and Warehouse Bin Location on the tag. The status of the tag/line is automatically changed to Entered when the physical quantity is entered. The physical quantity must be either a positive number or zero.

Stocking UOM
Stocking UOM displays the unit of measure for the item on this tag/line. This cannot be changed.

Line Status
Line Status is the current condition of the tag/line. Possible values are:

- Not Entered — Count quantity has not yet been entered
- Entered — Count quantity has already been entered
- Voided — This tag has been voided

Inventory ID
Inventory ID displays the item associated with the tag/line. This cannot be changed.
Warehouse Bin Location

Warehouse Bin Location displays the location for the inventory item associated with the tag/line. This cannot be changed.

Lot/Serial Number

Lot/Serial Number displays the lot or serial number for the inventory item associated with the tag/line. This cannot be changed.

Total Physical Quantity

Total Physical Quantity is the total quantity entered in Physical Quantity for all line items.
Physical Count Entry, Count Information Tab

![Physical Count Entry (10.390.00), Count Information tab](image)

Following are the field descriptions for the **Count Information** tab of *Physical Count Entry* (10.390.00).

**Date**

*Date* is the date when inventory quantities were frozen.

**Status**

*Status* indicates the current condition of the physical inventory. Only physical inventories with a status of *In Progress* can be processed in this screen.

**First Tag Number**

*First Tag Number* is the first tag/line number in the physical inventory count.

**Last Tag Number**

*Last Tag Number* is the last tag/line number in the physical inventory count. The last tag number will be incremented if a new tag number is appended at the end of the physical inventory count using *Physical Inventory Review* (10.391.00).

**Total Number of Tags**

*Total Number of Tags* is the total number of tags in the physical inventory count. The total number of tags will be incremented if a new tag number is appended at the end of the physical inventory count using *Physical Inventory Review* (10.391.00).
Physical Inventory Review (10.391.00)

Use Physical Inventory Review (10.391.00) for a variety of review and exception handling tasks for a particular physical inventory, such as:

- Updating physical inventory status
- Reviewing or entering physical count quantities and variances
- Reviewing or entering unit costs and dollar variances
- Updating tag status
- Entering information on blank tags
- Reviewing and modifying cost layer information
- Balancing the physical inventory
- Adding a new tag/line to the physical inventory

This screen is generally used after count quantities have been entered in Physical Count Entry (10.390.00). Only one user can update values for a particular physical inventory in this screen. If more than one user will enter counts for a particular physical inventory, use Physical Count Entry (10.390.00). A new physical inventory cannot be created in this screen.

Figure 88: Physical Inventory Review (10.391.00), form view

Following are the field descriptions for Physical Inventory Review (10.391.00).

Physical Count ID

Physical Count ID uniquely identifies the physical inventory to be processed. An existing ID must be entered here. A new physical count ID cannot be created in this screen.

To display a list of all count IDs, press F3 (or double-right-click). Physical Inventory List is displayed. To select an ID, you can highlight it and click OK or double-click on your selection.
Notes/Attachments (Icon)

**Notes/Attachments** allows the entry of or attaching a source document regarding the physical count. Click the **Notes/Attachments** icon 📝 to choose to enter either a note or attach source documents. For more information, see “Attaching Notes and Source Documents to Data Items” in the Quick Reference user’s guide or help.

**Status**

**Status** indicates the current condition of the physical inventory. Physical inventories with any status can be displayed in this screen. However, physical inventories with status Balanced or In Progress are displayed only until their status is changed to Completed or Canceled.

The possible values for **Status** that may appear in other screens are:

- Balanced
- Canceled
- Completed
- In Progress

**Site ID**

**Site ID** is the inventory site (warehouse, distribution center, etc.) where the physical count is being done. This field is filled in automatically, based on the physical count ID you enter.

**Tag Number Range**

**Tag Number Range** displays the first tag/line number and then the last tag/line number in the physical inventory count. The last tag number will be incremented if a new tag number is appended at the end of the physical inventory count.

**Select Tags (button)**

Fills in the grid with the tags specified in the tag number range for the current physical inventory.
Physical Inventory Review, Tag Details Tab

Following are the field descriptions for the Tag Details tab of Physical Inventory Review (10.391.00).

Tag Number

Tag Number is the reference number for the tag currently being viewed or edited. For tag-controlled inventories, the tag number is assigned based on Last Tag Number Used in IN Setup (10.950.00). If tag-controlled inventories are not done, then the tag number is a line number assigned starting with 1 as the first number in every physical inventory. An assigned tag/line number cannot be changed. However, a new tag/line number can be created in this screen by clicking New Tag Number.

Physical Quantity

Physical Quantity is the count for the inventory item with the Inventory ID, Lot/Serial Number and Warehouse Bin Location on the tag. When the physical quantity is entered, the status of the tag/line is automatically changed to Entered. The physical quantity must be either a positive number or zero.

Stocking UOM

Stocking UOM displays the unit of measure for the item on this tag/line. The unit of measure is assigned in Inventory Items (10.250.00) and cannot be modified in this screen.

Inventory ID

Inventory ID displays the item associated with the tag/line. The inventory ID for a Normal type of tag/line cannot be changed. An inventory ID can be entered for a User-Created tag/line, which is created by clicking New Tag Number in this screen.

Warehouse Bin Location

Warehouse Bin Location displays the location for the inventory item ID associated with the tag/line. The warehouse location for a Normal type of tag/line cannot be changed. A warehouse location can be created for a User-Created tag/line, which is created by clicking New Tag Number in this screen.
Lot/Serial Number
Lot/Serial Number displays the lot or serial number for the inventory item ID associated with the tag/line. The lot/serial number for a Normal type of tag/line cannot be changed. A lot/serial number can be created for a User-Created tag/line, which is created by clicking New Tag Number in this screen.

Book Quantity
Book Quantity displays the quantity-on-hand, less the shipped not invoiced amount for the Inventory ID, Lot/Serial Number, and Warehouse Bin Location on the tag. This quantity is measured at the time the inventory snapshot was created and appears on the Inventory Status (10.610.00) report. The Book Quantity cannot be changed.

Unit Cost
Unit Cost is the cost of the item, and is used to compute the variance amount. The unit cost can only be directly entered for the User-specified valuation method. Unit cost is determined as follows for each valuation method:
- Standard — The standard cost for the item and site is used
- Average — The average cost for the item and site is used
- FIFO — The unit cost for the cost layer corresponding to the receipt number and date
- LIFO — The unit cost for the cost layer corresponding to the receipt number and date
- Specific ID — The unit cost for the cost layer corresponding to the lot/serial number
- User-specified — The unit cost valuation must be manually entered

Quantity Variance
Quantity Variance is the Physical Quantity (what was actually counted) minus the Book Quantity (the on-hand quantity tracked in Inventory) for the Inventory ID, Lot/Serial Number, and Warehouse Bin Location on the tag. If this quantity does not equal zero, a physical inventory adjustment will be created by Reconcile Physical Inventory (10.397.00).

Cost Variance
Cost Variance is the Quantity Variance times the Unit Cost of the item.

Line Type
Line Type describes how the tag/line was created. The possible values are:
- Normal — Created in Generate Inventory Tags (10.395.00).
- User-Entered — Created by clicking New Tag Number.
- Blank — Created in Generate Inventory Tags (10.395.00) when Number of Blank Tag/Lines to Create is greater than zero.

Line Status
Line Status is the current condition of the tag/line. Possible values are:
- Not Entered — Count quantity has not yet been entered
- Entered — Count quantity has already been entered
- Voided — This tag has been voided
The status of many tag/lines can be changed at the same time by clicking Mass Update.
Cost Layer Quantity Mismatch

The **Cost Layer Quantity Mismatch** check box is selected when the user attempts to set **Status** to Balanced and one or more discrepancies are found between the cumulative cost adjustment entries for a line item in *Physical Inventory Cost Adjustments (10.39.1.02)* and the **Quantity Variance** for that line item.

**New Tag Number (button)**

Click **New Tag Number** to append a new tag/line to this physical inventory. A new tag/line number is automatically assigned and the tag/line type is set to User-Created. **Last Tag/Line Number** and **Total Tags/Lines** are automatically updated.

**Mass Update (button)**

Click **Mass Update** to display *Mass Update*, where you can reset physical quantities. See “Mass Update” on page 318 for more information.

**Cost Adjustments (button)**

Click **Cost Adjustments** to adjust cost layers for inventory items that use a valuation method of FIFO, LIFO, or Specific Identification where **Link to Specific Cost ID** in *Lot/Serial Number Setup (10.250.01)* is not selected and have a quantity variance because the quantity entered in **Physical Quantity** does not equal the quantity in **Book Quantity**.

This button is disabled for inventory items that have a valuation method of Average Cost, Standard Cost, User-Specified, or Specific Identification where **Link to Specific Cost ID** in *Lot/Serial Number Setup (10.250.01)* is selected.
Physical Inventory Review, Count Information Tab

![Physical Inventory Review (10.391.00), Count Information tab]

Following are the field descriptions for the **Count Information** tab of *Physical Inventory Review* (10.391.00).

**Date**

*Date* is the date when inventory quantities were frozen.

**Description**

*Description* is a description of the physical inventory.

**First Tag Number**

*First Tag Number* is the first tag/line number in the physical inventory count.

**Last Tag Number**

*Last Tag/Line Number* is the last tag/line number in the physical inventory count. The last tag number will be incremented if a new tag number is appended at the end of the physical inventory count by clicking **New Tag/Line** in this screen.

**Total Number of Tags**

*Total Number of Tags* is the total number of tags/lines in the physical inventory count. The total number of tags will be incremented if a new tag number is appended at the end of the physical inventory count by clicking **New Tag/Line** on the **Tag Details** tab.
Mass Update

Use Mass Update to reset physical quantities.

*Figure 91: Mass Update*

Following are the field descriptions for Mass Update.

**Reset Physical Quantity to 0 for All Tags**
This option resets Physical Quantity to zero for all tags and will reset the line status to Not Entered for all tags. This option should be used to start over with entering count quantities.

**Set Physical Quantity to 0 for Unentered Tags**
This option sets Physical Quantity to zero for all tags with a line status of Not Entered and changes their status to Entered. This option should be used to set remaining unentered tags/lines to zero after count quantities are entered for all other items that are physically in inventory.

**Assign Book Quantity to Physical Qty for Unentered Tags**
This option sets Physical Quantity to equal the Book Quantity for all tags with a line status of Not Entered. The line status will be changed to Entered. This option should be used only for items with physical count quantities that do not equal book quantities and when it is not efficient to take the time to enter physical quantities for all remaining unentered tags/lines.

**Void Unentered Tags**
This option sets the line status to Void where the current line status is Not Entered. This option should be used after all count quantities for tags/lines have been completed and turned in by counters. At this point, all tags/lines that have not been entered can be regarded as duplicates, lost, or unused. This option will set the line status to Void for all unentered tags.

**Begin Processing (button)**
Processes the Mass Update based upon the option selected.

**Close (button)**
Cancels the Mass Update process without making any changes and closes the screen.
Physical Inventory Cost Adjustments (10.391.02)

Figure 92: Physical Inventory Cost Adjustments (10.391.02), inventory item's valuation method is not specific identification

Figure 93: Physical Inventory Cost Adjustments (10.391.02), inventory item's valuation method is specific identification

Following are the field descriptions for Physical Inventory Cost Adjustments (10.391.02)
Inventory ID
The inventory ID for the tag being edited. This field is display-only. It cannot be edited.

Warehouse Bin Location
The warehouse bin location for the tag being edited. This field is display-only. It cannot be edited.

Lot/Serial Number
The lot/serial number for the tag being edited. This field is display-only. It cannot be edited.

Physical Quantity
The physical quantity entered on the tag being edited. This field is display-only. It cannot be edited.

Book Quantity
The book quantity for the tag being edited. This field is display-only. It cannot be edited.

Quantity Variance Total
Quantity Variance Total is the net quantity change after processing the tag that is being adjusted. This field is display-only. It cannot be edited.

Work Order Cost Layer
If Work Order Cost Layer is selected, the tag is designed to adjust a cost layer created by the Work Order module.

Receipt Number
This is the receipt number from the cost layer selected for adjustment. Receipt Number is required for FIFO and LIFO valuated items.

Note: Receipt Number appears for inventory items that use the FIFO or LIFO valuation methods.

Receipt Date
This is the receipt date from the cost layer selected for adjustment. Receipt Date is required for FIFO and LIFO valuated items.

Note: Receipt Date appears for inventory items that use the FIFO or LIFO valuation methods.

Specific Cost ID
This is a user-defined alphanumeric value that identifies a particular cost layer for an item.

Note: Specific Cost ID appears for inventory items that use the Specific Identification valuation method.

Adjustment Quantity
This is the quantity that the cost layer selected for adjustment.

Unit Cost
The unit cost entered is multiplied by Adjustment Quantity to calculate Extended Cost.

Extended Cost
The extended cost entered, not calculated, is divided by Adjustment Quantity to calculate Unit Cost.
**Cost Adjustment Variance**

*Cost Adjustment Variance* displays any imbalance between cost layer adjustments when multiple cost layer changes are attached to a single tag.

**Cost Layers (button)**

The *Cost Layers* button opens *Cost Layer Inquiry* (10.391.03) which provides a read-only overview of original cost layers and of the cumulative cost layer adjustments.

**OK (button)**

The *OK* button closes the screen and accepts the cost layer information entered.

**Cancel (button)**

The *Cancel* button closes the screen without applying any of the changes made.
Physical Cycles (10.393.00)

Use Physical Cycles (10.393.00) to maintain a list of physical inventory cycle IDs. Cycle IDs are used for the following cycle counting methods:

- Cycle Count ID — User Selected
- Cycle Count ID — Random Selection

Cycle IDs can be used to group inventory items or locations for cycle counting. For example, if your inventory items are normally counted once each year but a group of items should be counted each week, items could be grouped into 52 count groups, each with an individual cycle ID assigned (01 through 52). Each week a group of items could be counted by selecting the appropriate cycle ID. Over the course of a year, all items would be counted once.

After cycle IDs are created in this screen, enter the appropriate cycle ID for each item in Inventory Items (10.250.00) and for locations in Warehouse Bin Locations (10.340.00). Items or locations can then be selected for cycle counts using Generate Inventory Tags (10.395.00).

Following are the field descriptions for Physical Cycles (10.393.00).

**Cycle ID**

**Cycle ID** is a value that uniquely identifies a group of inventory items or locations to be cycle counted together. A cycle ID is used for user-selected and random-selection cycle counting methods. This value can subsequently be entered for items in Inventory Items (10.250.00) and for locations in Warehouse Bin Locations (10.340.00).

**Description**

**Description** provides a description of the **Cycle ID**.

**Accuracy Tolerance**

**Accuracy Tolerance** is a percentage indicating the accuracy objective for the items or locations in this physical inventory cycle. For example, if 95 is entered, then the objective for the items or locations in this cycle is 95% accuracy. This means that the expected book-to-physical variance quantities to be within +/- 5% of book quantities. For example, if an item in this cycle had a book quantity of 200 and a physical quantity of 192, then its accuracy for this count is (192 – 200) / 200 * 100 = -4%, which falls within 95% accuracy.
Generate Inventory Tags (10.395.00)

Generate Inventory Tags (10.395.00) assigns a physical inventory ID, selects items or locations to count for the specified site, assigns tag or line numbers, and creates a snapshot of book quantities for the calculation of book-to-physical variances. This process is run once for each physical inventory. It must be run before using any of the other physical inventory screens or reports.

**Figure 95: Generate Inventory Tags (10.395.00)**

Following are the field descriptions for Generate Inventory Tags (10.395.00).

**Physical Count ID**

Physical Count ID uniquely identifies the physical inventory to be processed and is assigned to every tag or line number generated. The physical count ID is entered in other physical inventory screens, but a name or ID is assigned in this screen.

**Site ID**

Site ID is the inventory site (warehouse, distribution center, etc.) where the physical count is being done. The site ID entered here must be set up in Sites (10.310.00). Only items or locations at this site can be included on this physical inventory.

To display a list of all site IDs, press F3 (or double-right-click). Site List is displayed. To select an ID, you can highlight it and click OK or double-click on your selection.

**Date Count to Begin**

Date Count to Begin is the date inventory is frozen for the selected items and locations, when the physical inventory counting will be done.

**Description**

Description is the description of the physical inventory.
Generate Inventory Tags, Item Selection Tab

Figure 96: Generate Inventory Tags (10.395.00), Item Selection tab

Following are the field descriptions for the **Item Selection** tab of **Generate Inventory Tags (10.395.00)**.

**Select Items or Locations**

**Select Items or Locations** enables the counting of either all items in a site or selected warehouse bin locations at the site during a physical inventory. If a full physical inventory is being done, choose either option. If a cycle count is being done, the option chosen is important.

The sort sequence of tags or lines is not affected by this option. See **Order Tags/Lines by on the Other Options tab for these options.**

**Physical Inventory or Cycle Count**

This option determines whether all items/warehouse bin locations at the selected site or only a subset of them will be counted. If Full Physical Inventory is selected, all items or warehouse bin locations with a count status of Available will be included. If Cycle Count is selected, only certain items or warehouse bin locations will be included, and a cycle count selection method must be specified.

**Cycle Count Method**

If the Cycle Count option was selected, then the method to be used for selecting items/locations for your cycle count must be specified. Choose one of the following:

- **Cycle Count ID — User Selected**
  Enter the **Cycle ID** of the items or locations to be counted.

- **Items/Locations by Last Count Date**
  Enter the **Date Last Counted on or Before**. All items/locations last counted on or before this date will be selected if they are available.

- **Items/Locations from a Previous Count**
Enter the **Previous Physical Count ID** of the count to be selected. All items or locations from that previous count are selected.

- **Random Selection of Items/Locations**
  - Enter the **Number of Items/Locations to Count**.
  - Enter the **Date Last Counted on or Before**. Items/locations last counted on or before this date will be randomly selected for counting if they are available.

- **Count Frequency by Movement Class** will print tags or line numbers in movement class order.
- **Items/Locs Outside Move Class Tolerances** will only print tags or line numbers for items outside movement class tolerance.
- **Count Frequency by ABC Class** will print tags or line numbers in ABC classes.
- **Items/Locations Outside ABC Tolerances** will print tags or line numbers only for those items which are outside ABC accuracy tolerance.
- **Items/Locations with Zero Quantities** will only print tags or line numbers for items with zero quantities.
- **Items/Locations with Quantities less than Zero** will only print tags or line numbers for items with negative quantities.
- **User-Specified List of Items/Locations** — click on whichever button becomes available, based on whether Items or Locations was selected above, to provide the items or warehouse bin locations to count.
  - Click **Items** to select the items to be counted. See “User-Specified Items (10.395.01)” on page 327.
  - Click **Locations** to select the warehouse bin locations to be counted. See “User-Specified Locations (10.395.02)” on page 328.

See “Physical Inventory” on page 29 for more details on how each cycle counting method works and how to use it.
Generate Inventory Tags, Other Options Tab

Following are the field descriptions for the Other Options tab of Generate Inventory Tags (10.395.00).

Order Tags/Lines by

Order Tags/Lines by allows tags or lines to be sorted in a variety of sequences based on values in the database. One of the following options can be selected, or a customized option can be created with a User Field.

- Inventory Item ID
- Location ID
- Item description
- Product class ID
- Inventory User Field 1
- Inventory User Field 2
- Itemsite User Field 1
- Itemsite User Field 2

First Tag/Line Number

First Tag/Line Number is the first tag number in the physical inventory. If Tag Controlled Physical Inventories is selected in IN Setup (10.950.00), enter the first tag number to use for this inventory. The default value will be the last number used plus one. If Tag Controlled Physical Inventories is not selected, line numbers will be used, and this field is set to 1 and skipped.
**Number of Blank Tags/Lines to Create**

**Number of Blank Tags/Lines to Create** determines how many blank tags will be created in this physical inventory snapshot. Blank tags have no item, lot/serial, location or book quantity and default to a void status. They can be used for unexpected items or items in unexpected locations (for example, items or locations that the software did not know about and for which no specific tags were created).

**Create Tags/Lines for Items/Locations with Book Quantity = 0 (check box)**

**Create Tags/Lines for Items/Locations with Book Quantity = 0** provides the option to include items or locations with quantity-on-hand equal to zero. If selected, the tags will be created. If not selected, no tags will be created for items with book quantity equal to zero.

**Exclude Inactive Items (check box)**

**Exclude Inactive Items** provides the option to exclude items that are set to Inactive in **Transaction Status** of **Inventory Items** (10.250.00). If selected, no tags will be created for inactive items. If not selected, tags will be created for inactive items.

**Begin Processing (button)**

**Begin Processing** applies the selections above and creates a snapshot of the physical inventory quantities.

**User-Specified Items (10.395.01)**

**User-Specified Items** (10.395.01) is displayed when **Items** is clicked in **Generate Inventory Tags** (10.395.00), with **Select Items or Locations** set to **Inventory Items** and **Cycle Count Selection Method** set to User Specified List of Items/Locations. Inventory items to be counted are selected in this screen.

![Image](image.png)

**Figure 98: User-Specified Items (10.395.01), grid view**

Following are the field descriptions for **User-Specified Items** (10.395.01).

**Inventory ID**

**Inventory ID** is displayed with an * (wild card). A unique item ID may be entered to be counted. **F3** in this field lists all items stocked in the site selected.

**Refresh (button)**

Clicking **Refresh** displays all the items stocked in the selected site.
Selected for Count
Check **Selected for Count** to select the item displayed to be counted.

Inventory ID (Items)
**Inventory ID** displays the item IDs available for the selected site.

Cycle ID
**Cycle ID** displays the cycle ID from each item.

Date Last Counted
**Date Last Counted** displays the date each item was last physically counted.

Count Status
**Count Status** displays the count status of each item. An item with a status of In Progress cannot be selected to be counted.

Select All (button)
Clicking **Select All** selects all available items in the selected site to be counted.

Clear All (button)
Clicking **Clear All** deselects all items.

Close (button)
When all selections are complete, click **Close** to return to **Generate Inventory Tags (10.395.00)**.

User-Specified Locations (10.395.02)
**User-Specified Locations (10.395.02)** is displayed when **Locations** is clicked in **Generate Inventory Tags (10.395.00)**, with **Select Items or Locations** set to Locations and **Cycle Count Selection Method** set to User Specified List of Items. This screen is used to select the warehouse bin locations to be counted during this physical inventory.

![User-Specified Locations (10.395.02), grid view](image)

Figure 99: **User-Specified Locations (10.395.02), grid view**

Following are the field definitions for **User-Specified Locations (10.395.02)**.

**Selected for Count**
Check **Selected for Count** to select the location to be counted.
Location ID
Location IDs are the warehouse bin locations in the selected site. If a location’s Count Status is Available or Not Counted, that location can be selected for counting.

Cycle ID
Cycle ID displays the cycle ID from the warehouse bin location selected.

Date Last Counted
Date Last Counted displays the date the warehouse bin location was last physically counted.

Count Status
Count Status displays the count status of the location. A location with a status of In Progress cannot be selected to be counted.

Select All (button)
Clicking Select All selects all available locations in the selected site to be counted.

Clear All (button)
Clicking Clear All deselects all locations.

Close (button)
When all selections are complete, click Close to return to Generate Inventory Tags (10.395.00).
Reconcile Physical Inventory (10.397.00)

Use Reconcile Physical Inventory (10.397.00) to create adjustment batches that can be reviewed and released in Adjustments (10.030.00). These adjustments will update the Inventory database with the book-to-physical quantities when the batches are released.

Reconcile Physical Inventory (10.397.00) also updates history in the inventory, item/site, and location records in the Inventory database. This history can be viewed in Inventory Items (10.250.00), Warehouse Bin Locations (10.340.00), the Physical Inventory History by Item (10.854.00) report, and the Physical Inventory History by Location (10.855.00) report.

The adjustments can be previewed by printing the Physical IN Variance Preview (10.853.00) report, or by viewing Physical Inventory Review (10.391.00).

![Reconcile Physical Inventory (10.397.00)](image)

Following are the field descriptions for Reconcile Physical Inventory (10.397.00).

**Physical Count ID**

**Physical Count ID** uniquely identifies the physical inventory to be processed and is assigned to every tag or line number generated. Only physical inventories with a status of Balanced can be entered here. Use Physical Inventory Review (10.391.00) to set status to Balanced.

To display a list of all count IDs, press F3 (or double-right-click). Balanced Physical Inventory List is displayed. To select an ID, you can highlight it and click **OK** or double-click on your selection.

**Period to Post**

**Period to Post** allows the posting period listed as the default to be overridden. **Period to Post** enables the posting of adjustments to a prior period.

**Site ID to Count**

**Site ID to Count** displays the warehouse where the physical inventory was done. This field is display-only.

**Date to Begin Count**

**Date to Begin Count** is the date when inventory was frozen for the selected items and locations, when the physical inventory counting was done. This field is display-only.

**Description**

**Description** is a description of the physical inventory. This field is display-only.
Total Number of Adjustments

**Total Number of Adjustments** is the total number of adjustments that will be processed for the physical inventory/cycle count. This field is display-only.

Number of Adjustments per Batch

**Number of Adjustments per Batch** allows you to limit the number of adjustments per batch created. If there are thousands of inventory items, it may be more convenient to split the adjustments into several batches, making it easier to review each batch. This field is enabled when a physical inventory that has adjustments has been selected.

Physical Adjustment Variance Account

**Physical Adjustment Variance Account** specifies the account used to book the difference in the cost when creating an adjustment from physical inventory.

To display a list of all accounts, press F3 (or double-right-click). *Active Account List* is displayed. To select an account, you can highlight it and click **OK** or double-click on your selection.

Sub

Physical adjustment variance subaccount specifies the subaccount used to book the difference in the cost when creating an adjustment from physical inventory.

To display a list of all subaccount segments, press F3 (or double-right-click) in each segment. The following lists are displayed: *Reporting Unit List*, *Company Segment List*, *Location List*, *Group List*, *Sales Type List*, and *Region List*. To select a segment, you can highlight it and click **OK** or double-click on your selection.

Automatically Release Adjustments Batches (check box)

Select **Automatically Release Adjustments Batches** to release all adjustment batches automatically. If not selected, batches must be manually released in *Release IN Batches* (10.400.00).

Begin Processing (button)

**Begin Processing** generates the physical inventory adjustments. Negative quantity adjustments will be allocated when the adjustment transaction is created, which will decrease quantity available.
Delete Physical Inventory Detail (10.399.00)

Use Delete Physical Inventory Detail (10.399.00) to delete detail for completed or canceled physical inventories that have exceeded the retention period specified in IN Setup (10.950.00). History can be useful for auditing or analyzing chronic accuracy problems, but it does consume disk space and make certain reports more time-consuming to run. It may be necessary to periodically delete some of the detail from the database.

To delete physical inventory information, first specify in IN Setup (10.950.00) how long the software should retain physical inventory detail. Then, run the Delete Physical Inventory Detail process. The software deletes all detail for physical inventories that were completed or canceled for any accounting period and year that exceeds the maximum values specified in IN Setup (10.950.00).

Following are the field descriptions for Delete Physical Inventory Detail (10.399.00).

Delete Physical Inventory Detail from

Delete Physical Inventory Detail from displays the beginning date from which physical inventory information will be deleted from history files. This date is based on entries made in IN Setup (10.950.00).

Begin Processing (button)

Click Begin Processing to delete all physical inventory information with transaction dates before the above date.
Process Screens

Purpose of Process Screens
Use process screens to complete inventory processes such as releasing transaction batches, revising prices, updating standard costs, and archiving inventory detail.

Release IN Batches (10.400.00)
Use Release IN Batches (10.400.00) to release all balanced, unposted inventory transaction batches for posting to general ledger accounts. Also use this screen to finish processing postponed batches. Completing these batches consists of voiding incomplete batches that have the Void status and releasing the balanced portion of batches that have the Partially Released status.

Release IN Batches (10.400.00) manages inventory quantity updates. The process includes updating quantity on hand, clearing out allocated quantities from all modules when appropriate, and updating quantity available if needed. Quantities are stored in the database at the item/site level, at the item/site/warehouse location level, and at the lot/serial master level.

Release IN Batches (10.400.00) determines the cost of items withdrawn from inventory using the costing method and site provided with each item. This process maintains the inventory values and costs, and makes the associated ledger entries for these transactions. Release IN Batches (10.400.00) records the cost amount on the INTran record for the issue or return, as well as the offsetting inventory transaction it creates. Updates are also made to cost fields in other modules. After inventory transactions have been released, they become available for posting into the project database by Project Controller’s Financial Transaction Transfer (PA.TRN.00).

When Allow Negative Quantities is selected in IN Setup (10.950.00), the negative quantities are tracked as oversold cost layers and booked at an estimated cost based on the item’s last cost. Release IN Batches (10.400.00) creates oversold cost layers when decreasing inventory quantities below zero and reconciles oversold cost layers when increasing inventory quantities. When items are received into inventory and an oversold cost layer exists, this process will reverse the oversold cost estimates and rebook at the actual cost found on the receiving transaction. The oversold rebooking process includes updates to cost data in the Inventory, Accounts Receivable, Order Management, Service Dispatch, and General Ledger modules.

Release IN Batches (10.400.00) processes up to 1,500 batches in a single release. If more than 1,500 batches are to be processed, be sure to run Release IN Batches (10.400.00) as many times as necessary to process all batches. After releasing batches, you can use Post Transactions (01.520.00) to post batch transactions to general ledger accounts.

If Automatic Batch Reports was selected in GL Setup (01.950.00), Release IN Batches (10.400.00) generates a batch control report of all batches released during processing.
Note: Release IN Batches (10.400.00) also handles work order processing. For Receipts (10.010.00), when make-to-order items for Order Management work order requests are received into inventory, the appropriate tables are updated. For Issues (10.020.00), when make-to-order issues are performed for Order Management work order requests, the appropriate cost layers are relieved. (Work order cost layers are never allowed to go negative, regardless of whether or not Allow Negative Quantities is selected in IN Setup (10.950.00).) And for Adjustments (10.030.00), when an adjustment occurs to or from a work order, the correct adjustment is performed to the appropriate table.

Following are the field descriptions for Release IN Batches (10.400.00).

Selected
Selected specifies by batch whether or not a batch should be released for posting to General Ledger. The batch release options are:
- Checked — Release the batch for posting.
- Unchecked — Do not release the batch for posting.

Company ID
Company ID displays the company for which batches are being released.

Batch Number
Batch Number displays the unique identifying code of each batch that can potentially be released for posting.

Status
Status indicates the current condition of each transaction batch:
- Balanced — Ready for release.
- Partially Released — An unsuccessful attempt was made to release the batch. The batch could not be completely released due to an out-of-balance document or other problem.
- Completed — The batch was successfully released.

Edit Screen
Edit Screen shows the number of the data entry screen used to enter each batch. For example, 10010 indicates Receipts (10.010.00); 10020 indicates Issues (10.020.00).

Journal Type
Journal Type displays by batch the book of original entry for each batch (for example, IN specifies the inventory journal).
Batch Control

Batch Control is the total amount for all transactions in each transaction batch.

Select All (button)

Select All selects all unposted batches for release for posting. To release all unposted transactions, Select All is a quick way to select every batch listed.

Clear Selections (button)

Clicking Clear Selections deselects all batches (prevents all unposted batches from being released for posting). This helps ensure that any batches not to be released are not accidentally selected and released. After clicking Clear Selections, use Selected to specify only those batches to be released.

Begin Processing (button)

Click Begin Processing to start the process of releasing inventory batches.
Reprint IN Batch Control Reports (10.410.00)

Use **Reprint IN Batch Control Reports (10.410.00)** to reprint, or print for the first time, batch control reports for selected inventory transaction batches. A batch control report can be printed for any unposted, posted, or completed batch from the current period, or for any prior fiscal period for which the software is still retaining transaction details.

**Note:** After releasing a batch for posting, use this screen to print a batch control report for that batch, regardless of whether **Automatic Batch Control Reports** is selected in **GL Setup** (01.950.00). (Before refreshing the grid, select either **All** or **Batch Range** to specify a range of batch control reports to speed system performance.)

![Figure 103: Reprint IN Batch Control Reports (10.410.00), grid view](image)

Following are the field descriptions for **Reprint IN Batch Control Reports** (10.410.00).

**Select by Batch**

**Select by Batch** controls whether all or selected inventory batches appear when **Refresh** is clicked.

If **All** is selected and **Refresh** is clicked, all batches for which it is currently retaining transaction details appear.

If **Batch Range** is chosen, the starting and ending batch numbers can be entered.

**Refresh (button)**

Clicking **Refresh** displays the information for all inventory batches specified in **Select by Batch**.

**Selected**

**Selected** specifies whether a batch control report should be reprinted (printed) for each batch. Reporting options are:

- **Checked** — Reprint the batch’s batch control report. This is the default option.
- **Unchecked** — Do not reprint the batch’s batch control report.

**Batch Number**

**Batch Number** displays the unique identifying code of each batch for which a batch control report can be printed.
**Screen Number**

*Screen Number* displays the screen used to enter each batch into the database (for example, 10010 represents *Receipts 10.010.00*).

**Status**

*Status* displays the current condition of each batch in the system: Posted, Unposted, or Completed.

**Journal Type**

*Journal Type* displays, by batch, the book of original entry for each batch (for example, IN specifies the inventory journal). The software uses journal types to group batches together for more efficient report generation.

**Date Created**

*Date Created* displays the date the batch was created.

**Created By**

*Created By* displays the person who created the batch.

**Batch Control**

*Batch Control* displays the total amount of all transactions in each batch.

**Select All (button)**

*Select All* selects all batches for batch control report reprinting (printing). To reprint batch control reports for all batches, *Select All* is a quick way to select every possible batch.

**Clear Selections (button)**

*Clear Selections* deselects all batches (prevents batch control reports from being reprint/printed). This helps ensure that any batches you do not want to reprint are not accidentally selected. After clicking *Clear Selections*, click *Selected* to specify only those batches for which the batch control reports should be reprinted.

**Begin Processing (button)**

*Begin Processing* starts the batch control report reprinting (printing) process.

**Note:** If more than one batch is selected for reprinting and the report will be printed to a file, the **Concatenate** function must first be selected in the Print Setup options. This merges all batch control reports to the file designated, appending them in the file based on the order in which they are selected here. If the Concatenate function is not selected, a batch control report is generated in the file for only the last batch selected.
Update Pending Costs / Rates (10.520.00)

Use Update Pending Costs / Rates (10.520.00) to make mass changes to pending standard costs whenever you will be making similar cost changes to multiple items with Valuation Method set to Standard Cost (for example, increase a certain Product Class by 10%). This process provides an alternative to updating each of these items one at a time, and provides a number of ways to automatically compute the new costs. You can view these pending costs in Inventory Items (10.250.00) by clicking Cost/Price or Site Detail on the Cost tab.

Pending costs are updated based on which check boxes are selected for the following cost categories:

- Direct cost
- Fixed Overhead cost
- Variable Overhead cost

Only pending standard costs are updated; not current standard costs. Use Update Standard Costs from Pending (10.530.00) to update current standard costs. Update Pending Costs / Rates (10.520.00) is typically used toward the beginning of the standard cost update cycle in preparation for the start of a new fiscal year. It is used to load initial values into pending standard cost fields. You can then review and analyze these values using various reports, and modify them individually until they are ready to become current standard costs.

Figure 104: Update Pending Costs / Rates (10.520.00)

Following are the field descriptions for Update Pending Costs / Rates (10.520.00).

Cost/Rate Update Option

Cost/Rate Update Option is used with Update Method to determine which costs/rates are updated and how they are updated. Options are:

- Item Pending Cost — This option updates pending costs for inventory items. You can view these pending costs in Inventory Items (10.250.00).
- Product Class Material Overhead Rate — This option updates pending material overhead rates for product classes. You can view these rates in Product Classes (10.280.00). This option does not update the material overhead pending costs for items; it only updates the rates used to compute these costs.
Update Method

Update Method is used with Cost/Rate Update Option to determine which costs or rates are updated and how they are updated. Options are:

- Current Standard Cost/Rate +/-Amt/Pct — This option updates pending costs by multiplying the current standard cost by a specified percent, or by adding a specified amount. For example, suppose a current standard cost is $10. If you select this option and enter 20.00 at Change Percent, then the new pending cost is $12. Another example: if the current standard cost is $10 and you enter -1.00 at Change Amount, then the new pending cost is $9.

- Current Pending Cost +/- Amount or Percent — This option updates pending costs and rates by multiplying the existing pending cost or rate by a specified percent or by adding a specified amount. For example, suppose an existing pending rate is $10. If you select this option and enter 20.00 at Change Percent, the new pending rate is $12. If the existing pending rate is $10 and you enter -1.00 at Change Amount, the new pending rate is $9.

- Zero out Pending Costs — This option zeros out existing pending costs.

- Last Cost — This option copies the last cost for each component item into Pending Standard Cost in both the Inventory and Item/Site tables. Only the direct portion of Pending Standard Cost is updated; the material overhead portions are not.

- Average Cost — This option copies the average cost for each component item into Pending Standard Cost in both the Inventory and Item/Site tables. Only the direct portion of Pending Standard Cost is updated; the material overhead portions are not.

All

All should be selected if you want to update pending costs for every item in inventory with a valuation method of Standard Cost.

Specific

Specific should be selected if you want to update pending costs for selected items or product classes.

Inventory ID

Inventory ID specifies the identification code of a selected inventory item for which you want to update pending costs or rates. The ID entered here appears in the grid after you click Refresh. If you have selected All, Inventory ID will be disabled.

To display a list of all inventory items, press F3 (or double-right-click). Inventory Item List is displayed. To select an item, you can highlight it and click OK or double-click on your selection.

Product Class

Product Class specifies the ID of the product class for which you want to make changes. Enter the product class ID only if you selected Product Class Material Overhead Rate for Cost/Rate Update Option. Otherwise, this field is disabled.

To display a list of all product class IDs, press F3 (or double-right-click). Product Class List is displayed. To select an ID, you can highlight it and click OK or double-click on your selection.

Refresh (button)

Refresh loads inventory items or product classes into the grid for processing.

Direct Amount

Direct Amount is the dollar amount that you want added or subtracted from the pending cost of direct costs. This field is disabled if you select the Zero Out Pending Costs method or if you selected update a product class.
Direct Percent

Direct Percent is the percent that you want added or subtracted from the pending cost of direct costs. This field is disabled if you select the Zero Out Pending Costs method.

Fixed Amount

Fixed Amount is the dollar amount that you want added or subtracted from the pending cost of fixed costs. This field is disabled if you select the Zero Out Pending Costs method.

Fixed Percent

Fixed Percent is the percent that you want added or subtracted from the pending cost of fixed costs. This field is disabled if you select the Zero Out Pending Costs method.

Variable Amount

Variable Amount is the dollar amount that you want added or subtracted from the pending cost of variable costs. This field is disabled if you select the Zero Out Pending Costs method.

Variable Percent

Variable Percent is the percent that you want added or subtracted from the pending cost of variable costs. This field is disabled if you select the Zero Out Pending Costs method.

Inventory ID (Detail)

Inventory ID identifies the selected items for which you want to update pending costs. The item that fit the inventory ID entered in Inventory ID above appear in the grid after you click Refresh.

Description

Description is the product class or item’s description.

Begin Processing (button)

Clicking Begin Processing begins the Update Pending Cost/Rates process.
Update Standard Costs from Pending (10.530.00)

Use Update Standard Costs from Pending (10.530.00) to perform a mass update to standard costs or to perform an inventory revaluation for all or some standard cost items. You can also update standard costs for specific items by item site or for an entire site.

This screen is typically used at the end of the standard cost update cycle in preparation for the start of a new fiscal year. However, it may be used at any time during the fiscal year to update standard costs or revalue the inventory position. This screen is used after pending standard costs have been computed, reviewed, and analyzed, and is ready to become current standard costs.

Before running this process, the Standard Cost Change Preview (11.630.00) report in the Bill of Material module would normally be run. This report lists each component and shows the current standard costs and pending standard costs side by side, along with the extended costs of current on-hand inventory based on both current and pending (proposed) standard costs. The report is especially useful for previewing the financial impact of standard cost changes before they are implemented. It is recommended that the descending sort be used on the extended variance amount. This sort highlights major impact changes as well as mistakes where the pending cost is abnormally low or high, resulting in a larger than expected variance.

Update Standard Costs from Pending (10.530.00) also enables an inventory revaluation to be performed for all standard cost valuation items by multiplying the current standard cost by the physical on-hand quantity and creating a general ledger adjustment transaction if the result differs from the current ItemSite value of inventory.

Figure 105: Update Standard Costs from Pending (10.530.00)
Following are the field descriptions for *Update Standard Costs from Pending* (10.530.00).

**Standard Cost Update Option**

*Standard Cost Update Option* specifies if the pending standard costs are being applied to create new standards or to revalue the inventory position for standard cost valuation items. Options are:

- **Apply Pending Standard cost changes** — This option will process all items of Standard Cost valuation method and will do all of the following:
  - Transfer pending standard costs to current standard costs based on user-specified effective date.
  - Create inventory transactions to revalue inventory and the general ledger accordingly based on new standard costs.
  - Permit user-controlled adjustments for released inventory transactions completed after the user-specified effective date.

- **Product Class** — This option will process all items of Standard Cost valuation method by product class only. You may update standard costs for a particular class by entering an ID in *Product Class*, or for all product classes by selecting *All*. The option updates only the product class and not the associated items.

- **Revaluation of Inventory** — This option will perform an inventory revaluation for all Standard Cost valuation items by multiplying the current standard cost by the physical on-hand quantity and comparing and creating a general ledger adjustment transaction if the result differs from the current value of inventory. Note that:
  - Items having a quantity-on-hand of zero will be ignored.
  - Historical transactions will not be affected/revalued.

**All**

*All* should be selected if you want to update standard costs for all inventory items.

**Specific**

*Specific* should be selected if you want to update standard costs for selected items or product classes.

**Inventory ID**

*Inventory ID* identifies the selected items for which you want to update standard costs. The items that fit the inventory ID appear in the grid after you click *Refresh*. If you have selected *All*, this field will be disabled.

To display a list of all inventory items, press F3 (or double-right-click). *Inventory Item List* is displayed. To select an item, you can highlight it and click *OK* or double-click on your selection.

**Site ID**

*Site ID* is available if “Apply Pending Standard cost changes” is selected in *Standard Cost Update Option* and *Specific* is also selected. Enter the identifier for a specific site for which you want to update standard costs.

**Product Class**

*Product Class* is a number identifying the product class for the inventory item as set up in *Product Classes* (10.280.00). Enter the product class ID only if you selected Product Class for *Standard Cost Update Option*. Otherwise, this field is disabled.

To display a list of all product class IDs, press F3 (or double-right-click). *Product Class List* is displayed. To select an ID, you can highlight it and click *OK* or double-click on your selection.

**Refresh (button)**

*Refresh* loads the inventory items or product classes into the grid for processing.
Adjust any Transaction After the Effective Date

Adjust any Transaction After the Effective Date allows you to update all transactions with a new transaction amount based on the new standard cost, starting with the date you enter in Effective Date. This check box is selected only if you selected Apply Pending Standard cost changes in Standard Cost Update Option.

Effective Date

Effective Date is the date from which this process will operate. The software will compare the user-specified effective date to the pending cost for each inventory item and process only those items whose pending date is on or before the effective date. This field is enabled only if you selected Apply Pending Standard cost changes in Standard Cost Update Option.

Inventory ID (Detail)

Inventory ID displays the selected items for which you want to perform Standard Cost revaluation.

Description (Detail)

Description displays an explanation of the inventory ID.

Product Class (Detail)

Product Class displays a number identifying the product class for the inventory item as set up in Product Classes (10.280.00).

Begin Processing (button)

Clicking Begin Processing starts the Standard Costs Revaluation process.
Update Kit Standard Cost (10.551.00)

Use Update Kit Standard Cost (10.551.00) to perform a mass update to kit pending standard costs. This process is typically used at the end of the Standard Cost update cycle in preparation for the start of a new fiscal year. However, it may be used at any time during the fiscal year to update your kit costs and/or revalue your inventory position.

This screen is used after pending standard costs for component items have been updated using Update Standard Costs from Pending (10.530.00) and will update kit pending standard costs based on the current cost of each of its components.

General ledger adjustment transactions will be created if the result differs from the current item site value of inventory. The general ledger adjustments will occur if there are inventory cost differences when Update Standard Costs from Pending (10.530.00) is run to update the kit standard costs from the kit pending standard costs generated by this screen.

The following sequence should be followed when updating standard costs:

10. Run Update Standard Costs from Pending (10.530.00) to update component standard costs if they have any pending changes with an effective date equal to or previous to today’s date.
11. Run Update Kit Standard Cost (10.551.00) to calculate a new pending standard cost for the kits from the current cost of the components with today’s date for the pending date.
12. Run Update Standard Costs from Pending (10.530.00) again to update the kit’s current cost.
13. If subassemblies have been defined (a kit can be a component of another kit) repeat steps 1 and 2 for each level of subassembly you need.

The following are the field descriptions for Update Kit Standard Cost (10.551.00).

**All Kit Items**

**All Kit Items** should be selected if you want to update standard costs for all inventory kits.

**Specific Kit Items**

**Specific Kit Items** should be selected if you want to update specific kits by **Site ID** or **Kit ID**.

**Site ID**

**Site ID** is an ID identifying the site for which you want to perform Standard Cost revaluation.

To display a list of all sites, press F3 (or double-right-click). **Site List** is displayed. To select a site, you can highlight it and click **OK** or double-click on your selection.
Kit ID

Kit ID identifies the selected kit for which you want to perform Standard Cost revaluation.

To display a list of all kits, press F3 (or double-right-click). Kits List is displayed. To select a kit, you can highlight it and click OK or double-click on your selection.

Refresh (button)

Refresh loads the inventory kits into the grid for processing.

Kit ID (Detail)

Kit ID displays the selected kits for which you want to perform Standard Cost revaluation. You may page up or down to view the kits selected.

Kit Description (Detail)

Kit Description displays an explanation of the kit ID.

Site ID (Detail)

Site ID displays an ID identifying the site for the selected kit for which the revaluation will be done.

Begin Processing (button)

Click on Begin Processing to start the Standard Costs Revaluation process.
IN Integrity Check (10.990.00)

The IN Integrity Check (10.990.00) detects and resolves problems present in existing data that might cause inconsistencies between various screens and reports or potentially suspend a batch. IN Integrity Check (10.990.00) can also carry out simple repairs, and includes options that can restore table alignment.

When you run inventory integrity checks, inventory item records are reviewed, checking for discrepancies between records. During processing, the software writes any discrepancies it identifies to an event log and then continues the checking process.

IN Integrity Check (10.990.00) can perform rudimentary repairs on data that does not match expected results. To enhance the integrity check’s flexibility, all valuation methods are recognized, including LIFO, FIFO, Average, Standard, Specific ID, and User-specified costs.

Note: Always back up your database before running an inventory integrity check.
Note: IN Integrity Check (10.990.00) supports cost layers for the Work Order module. Also, Average Cost items have a single cost layer per site. This process supports average cost layers. Layered and non-layered cost methods may have WO cost layers in addition to their normal layers. These layers are independent of layered costing, other than to keep track of costing of work orders that are tied to specific sales orders.

Figure 107: IN Integrity Check (10.990.00)

Following are the field descriptions for IN Integrity Check (10.990.00).

Validate Inventory

Validate Inventory checks for discrepancies between the master inventory tables and the inventory transaction history tables. Only those items that have changed since the last rebuild are displayed. All discrepancies are entered into the Event Log.

Rebuild Inventory Item History

Rebuild Inventory Item History specifies that the software should delete all current item history records for each inventory item and site, and rebuild these records from their associated supporting detail in the inventory transaction table. Inventory history should be rebuilt when detail transactions have not been deleted from the Inventory module and it is determined that item beginning balances or other item values in Inventory Item History (10.251.00) are incorrect. Inventory history should not be rebuilt if detail transactions have been deleted from inventory, or if beginning balances were initialized instead of received through inventory or purchasing. Note that the amount of history you can rebuild depends on the document retention value you specify at Periods to Retain Transactions in IN Setup (10.950.00).

Rebuild Item Quantities and Costs

Rebuild Item Quantities and Costs updates discrepancies between the master inventory tables, cost layers, and the inventory transaction history tables. Allocations from all modules and quantity available are also updated if there are discrepancies. Only those items that have changed since the last rebuild are displayed. All discrepancies are entered into the Event Log.
Process All Inventory

Process All Inventory selects all inventory items for the validation and rebuild process. Only items with variances found in the master inventory tables will be processed.

Rebuild After Year

Allows the user to specify that Item History should be rebuilt beginning the fiscal year after the value entered into the Rebuild After Year control.

Inventory ID

Allows the user to specify an individual item Id that should be rebuilt by the Item History rebuild.

Site ID

Allows the user to specify an individual site for which all items at that site should be rebuilt by the Item History rebuild.

Rebuild Inventory Description Cross-Reference

Rebuild Inventory Description Cross-Reference specifies that the software should rebuild the Item Cross Reference table from transactions that contain alternate IDs.

Rebuild On Order Quantities

Rebuild On Order Quantities rebuilds the quantities from transactions in all modules that alter the available quantity for each inventory item, such as inbound supply on purchase orders or committed stock allocated to sales orders. These quantities appear in Inventory Status Inquiry (10.220.00) and other screens and modules. This feature was previously implemented in two separate options: Recalculate Purchasing Quantity and Recalculate Order Management Quantity.

Rebuild Inventory Plan

Rebuild Inventory Plan rebuilds the SOPlan table, which contains the inventory supply and demand schedule for all item/site combinations. Functionality of this field depends on which modules you have installed and whether or not you have Customer Priority Scheduling (CPS) turned on or off. See "Customer Priority Scheduling" on page 35 for more information.

Begin Processing (button)

Click Begin Processing to begin the rebuild processes you have selected.
Set up Screens

Purpose of Set up Screens

Set up screens are used to set up Inventory module options and define the defaults your company will use in other Inventory screens.

**IN Set up (10.950.00)**

Use **IN Set up (10.950.00)** to adapt the Inventory module to the structure of your business. This is where you define basic process options, such as whether you want to allow negative quantities or use warehouse location validation. This screen is also used to define global default values for items, product classes, accounts, and lot/serial numbers. Use of defaults saves data-entry time by filling in fields with the most frequently used options and values. Defaults can always be overridden if they are not correct for the particular circumstance.

**Note:** You must complete **GL Set up (01.950.00)** before you can complete **IN Set up (10.950.00)**. Also note that you must complete **IN Set up (10.950.00)** before you can use other Inventory screens for regular operations.

**IN Set up (10.950.00)** consists of eight tabs: **Options**, **Physical/Cycle**, **Item/Class Defaults**, **Inventory Accounts**, **Miscellaneous Accounts**, **Scheduling**, **Lot/Serial Defaults**, and **Site Defaults**.

![IN Set up (10.950.00)](image)

**Figure 108: IN Set up (10.950.00)**
IN Setup, Options Tab

The **Options** tab of *IN Setup* (10.950.00) lets you set operational defaults.

![IN Setup (10.950.00), Options tab](image)

Following are the field descriptions for the **Options** tab of *IN Setup* (10.950.00).

**Use Multiple Warehouses** (check box)

*Use Multiple Warehouses* specifies whether or not more than one warehouse (site) is available for inventory storage. If you select this option, the software permits the entry of more than one site ID during inventory operations. Once you select *Use Multiple Warehouses*, you cannot deselect it unless the software contains the record of only one warehouse (site).

**Allow Negative Quantities** (check box)

*Allow Negative Quantities* specifies whether or not the software allows negative quantity-on-hand. An item quantity can become negative when you use *Issues* (10.020.00) in the Inventory module, *Receipts/Invoice Entry* (04.010.00) or *Receipt Entry* (04.020.00) in the Purchasing module, and *Sales Orders* (40.100.00) in the Order Management module. If you select this option, inventory quantities are allowed to fall below zero.

If this option is not selected, inventory item quantities cannot fall below zero. You will be prompted to change the quantity or use a substitute item if the quantity entered would create a negative quantity-on-hand. If only inventory items with the Specific Identification valuation method are being used, the software should be configured to not allow negative quantity-on-hand.

An error message appears listing the site and location IDs of the negative quantity item(s) if an attempt is made to clear the **Allow Negative Quantities** check box and any existing inventory item record(s) have negative quantities.

Adjusting entries will automatically be calculated to cost-of-goods-sold for items that have been oversold (their inventory quantities have become negative) if the valuation method is Average, FIFO, or LIFO. Overselling an item generally occurs because sales are processed before the corresponding receipt transactions are entered.
When this happens, the software makes an assumption about which cost to use for the sale. An estimated cost is calculated for the oversold item using last cost. If this cost differs from the actual item cost on the receipt, cost of goods sold is misstated until the estimated costs have been reversed and rebooked with actual costs.

The software calculates cost of goods sold adjustments automatically when any transaction is processed by Release IN Batches (10.400.00) that increases quantity-on-hand.

Inventory bases each item’s adjustment on the item’s valuation method, and this adjustment updates both inventory and general ledger records. The software determines the optional cost-of-goods-sold subaccount, period to post, and previous unit cost for each adjustment entry from previously processed sales transactions.

Allow Non-Component Assembly (check box)

Allow Non-Component Assembly specifies whether items that are not designated as kit components (see “Kits (10.320.00)” on page 286) can be included in inventory kits during kit assembly (see “Kit Assembly (10.050.00)” on page 112). If you select this option, the software can use any item, whether a kit component or not, to assemble inventory kits.

Update GL For All Inventory Transactions (check box)

Update GL For All Inventory Transactions specifies whether journal entries to update General Ledger should be created automatically for all inventory transactions processed by Release IN Batches (10.400.00). If the Work Order module is installed, this box must be selected.

Note: Cost of goods sold transactions from Inventory and Order Management will not update General Ledger if this box is not selected.

Enable Bi-Monetary Inventory (check box)

Enable Bi-Monetary Inventory specifies whether or not bi-monetary inventory processing is enabled in the Inventory module and other associated modules. When bi-monetary inventory functions are enabled, costing information is stored in one other currency so that historical rates can be tracked and calculated to be used with the Financial Statement Translation module.

Currency ID

Currency ID is a unique code used to identify a type of currency different than the base currency used in normal operations. Use Currency Rate (24.270.00) in the Currency Manager module to enter a secondary currency ID.

- To display a list of all currency IDs, press F3 (or double-right-click). Possible Values List is displayed. To select an ID, you can highlight it and click OK or double-click on your selection.
- This field is disabled unless you check Enable Bi-Monetary Inventory.

Default Rate Type

Default Rate Type specifies the default currency rate type to be used during data entry and processing transactions in the Inventory, Purchasing, and Order Management modules for rate retrieval. The rate type must be set up previously in Currency Rate Type (24.260.00) in the Currency Manager module.

- To display a list of all currency rate types, press F3 (or double-right-click). Possible Values List is displayed. To select rate type, you can highlight it and click OK or double-click on your selection.
- This field is disabled unless you check Enable Bi-Monetary Inventory.

Last Batch Number

Last Batch Number is a code assigned to a transaction batch that uniquely identifies the batch. The software automatically assigns a different batch number to each new batch created. This number increments by one (000242, 000243, etc.) for each new batch and cannot be changed.
During setup of the Inventory module, use **Last Batch Number** to establish the numbering format to use for inventory batches. The typical format entered is 000000, which assigns the lowest possible positive number (000001) to the first transaction batch. However, other batch number formats are possible. For example, the entry 100000 specifies that batch numbering should begin with batch number 100001 (100001, 100002, etc.). After you enter the first and subsequent inventory transaction batches, **Last Batch Number** automatically displays the number of the batch most recently created (in other words, the last batch created).

**Last Transfer Document Number**

**Last Transfer Document Number** indicates the last transfer number that was assigned in *Transfers* (10.040.00).

**Current Period Number**

**Current Period Number** indicates the current fiscal period and year. When you initialize the Inventory module (enter inventory beginning account balances), you should enter the period before the one in which you plan to begin regular Inventory module operations. For example, if you plan to begin operations in period nine of 1999, the current fiscal period is 08-1999. The initial period number is the same as the current period in the General Ledger module (see “Defining Fiscal Periods” under “Setting Up the General Ledger” in the General Ledger online help or user guide).

Do not confuse fiscal period number with month number. For example, if your business’ fiscal year-end is March 31 and April is the first period of the new fiscal year, enter 01 here to initialize the Inventory module in April. Also, the number of the fiscal year is the calendar year in which the fiscal year begins. If the fiscal year begins August 1, 1999, and runs through July 31, 2000, and you plan to initialize after the end of the calendar year (for example, February, 2000), 1999 is still the fiscal year to use for initialization. However, the software also supports fiscal years that begin or end with the calendar year.

The current fiscal period number increments by one at each period closing (see “Closing (01.560.00)” under “Process Screens” in the General Ledger online help or user guide). After the first period closing, the value at **Current Period Number** is always the number of the current inventory accounting period. The current fiscal year increments by one at each yearly closing.

Once you have entered inventory details and transactions, you cannot change the current fiscal period number. The number changes only as a result of doing period- and year-end closings. For this reason, make sure the current period number is correct before entering any transactions.

**GL Posting Option**

**GL Posting Option** controls how the software posts inventory activity to general ledger accounts. The posting options are:

- **Summary** — For each batch, the software summarizes by account the transactions and documents in the batch and posts only these results.

- **Detail** — For each batch, the software includes the related details of each transaction and document making up the batch. The software will override this setting if the account being posted to in General Ledger is configured as a summary account.

**Note:** On General Ledger reports, the standard description for summarized inventory postings is Summarized by Batch. If you choose to post inventory activity in summary, make sure you retain all related batch control reports and generate up-to-date transaction lists. This helps maintain a detailed inventory history for auditing and other purposes.

**Material Overhead Calculation**

**Material Overhead Calculation** is used to define when to calculate overhead for standard cost items.

- **When Received** will cause the calculation of overhead to occur when material is received. If selected, Inventory will always value standard cost items using total cost (Direct + Fixed Overhead + Variable Overhead).
• When Used will cause the calculation of overhead to occur when the material is issued or sold. If selected, Inventory will always value standard cost items using direct cost only.

• None

COGS Subaccount Source
COGS Subaccount Source specifies which optional cost-of-goods-sold subaccount is considered the default subaccount during document entry. The subaccount options are:

• Inventory Item — The default is the cost-of-goods-sold subaccount from Inventory Items (10.250.00).

• Sales Transaction — The default is the cost-of-goods-sold subaccount from the originating transaction. If an associated subaccount is not found at the transaction level, the ItemSite, Inventory, and IN Setup tables are searched until the subaccount source is found.

Warehouse Bin Location Validation
Warehouse Bin Location Validation works in conjunction with Warehouse Bin Locations (10.340.00) to control the level of warehouse location validation your business requires during inventory operations (receipts entry, issues entry, etc.). See “Warehouse Location Validation” on page 26 for more information. The validation options are:

• No Validation and Add to Table — A warehouse location does not have to be set up in Warehouse Bin Locations (10.340.00) before the software can recognize it as valid and use it in transactions. All new warehouse locations are added to the database automatically (lowest validation level).

• Validate Location — A warehouse location must be set up (information entered) in Warehouse Bin Locations (10.340.00) before the software can recognize it as a valid inventory location and use it in transactions (highest validation level).

• Warning But Add to Table — A warehouse location does not have to be set up in Warehouse Bin Locations (10.340.00) before the software can recognize it as valid; however, you will be prompted with a message before adding new inventory locations to the database.

Lookup Special Characters
Use Lookup Special Characters to define all the different types of separators that might separate words in item descriptions. For example, if part of an item’s description is Red/Green, you would enter a separator of / to enable you to search on just Red or just Green. Other examples might be – or & or +.

Decimal Places
Quantities
Quantities specifies the number of digits that can be entered or displayed to the right of the decimal point for quantities. Kit and unit of measure precision are driven off of this quantity precision.

Price/Cost
Price/Cost specifies the number of digits that can be entered or displayed to the right of the decimal point for prices and costs. You can use a total of 6 places for decimal precision, keeping in mind a total of 15 digits total for these fields.

Retention Frame
Periods to Retain Transactions
Periods to Retain Transactions specifies the maximum number of periods after the current period that the software should retain inventory activity. For example, the entry 02 here indicates that inventory activity will be retained for two periods after the current period.
Years to Retain Item History

*Years to Retain Item History* specifies the maximum number of fiscal years preceding the current year for which the software should retain inventory history (prior-year item balances). For example, the entry 02 here indicates that Inventory history will be retained for the two years preceding the current year.

Years to Retain Lot/Serial History

*Years To Retain Lot/Serial History* specifies the number of years you want to retain lot/serial number transaction information before it is deleted from the system.

Years to Retain Archive History

*Years to Retain Archive History* specifies the number of years you want to retain archived information before it is permanently deleted from the system.

Last Archive Date

*Last Archive Date* is the date on which the most recent archive process was performed.
IN Setup, Physical/Cycle Tab

The **Physical/Cycle** tab of **IN Setup** (10.950.00) controls physical inventory operations.

![IN Setup (10.950.00), Physical/Cycle tab](image)

**Figure 110: IN Setup (10.950.00), Physical/Cycle tab**

Following are the field descriptions for the **Physical/Cycle** tab of **IN Setup** (10.950.00).

**Tag Controlled Physical Inventories (check box)**

*Tag Controlled Physical Inventories* is the most important setup option for physical inventory. If you use tagged physical inventories, the tag number is a controlled number that must be unique for all tags on all physical inventories. **Inventory** then keeps track of the last tag number used (see below) and assigns new tag numbers starting from that point.

If you do not use tagged inventories, the tag number is just a sequentially assigned line number assigned to each item to be counted. It starts from 1 each time you do a physical inventory.

**Default Physical Quantities = Book Quantities (check box)**

*Default Physical Quantities = Book Quantities* should be selected if you want the default physical quantities for all tags/lines to equal the book (on-hand) quantities. This means that physical quantities will already be filled-in for **Physical Count Entry** (10.390.00), which will save you data entry time because you will only have to enter quantities for the items for which physical quantity does not equal book quantity. However, for better control, it is recommended that you do not check this box, and instead use **Tag/Line Status Mass Update** (10.398.00) to handle this situation.

**Last Tag Number Used**

*Last Tag Number Used* keeps track of the last tag number. How it works depends on your selection for **Tag Controlled Physical Inventories**. If you checked the box for **Tag Controlled Physical Inventories**, then enter the last tag number used or press ENTER to accept 0 so that the next physical inventory will start with tag 1.
The software automatically updates this value:

- Each time a physical inventory is created in *Generate Inventory Tags* (10.395.00)
- Each time a new tag is inserted in *Physical Inventory Review* (10.391.00).

If you did not check the box for **Tag Controlled Physical Inventories**, then this field will be skipped and will not be updated automatically.

**Last Physical/Cycle Count Date**

*Last Physical/Cycle Count Date* is updated with the count date each time you process a cycle count or physical inventory. It is not used for processing, and is just for informational purposes.

**Periods to Retain Physical Inventory Detail**

*Periods to Retain Physical Inventory Detail* specifies the maximum number of periods preceding the current year for which the software should retain physical inventory detail. For example, the entry 02 here indicates that physical inventory detail will be retained for the two periods preceding the current period. After the activity has been retained for a period that exceeds the number specified here, you can delete the activity of that prior period using *Delete Physical Inventory Detail* (10.399.00).

**Default Count Site ID**

*Default Count Site ID* is the site ID that you most frequently use. Any valid site ID can be entered. This is the default site ID that will appear in *Generate Inventory Tags* (10.395.00).

To display a list of all site IDs, press F3 (or double-right-click). *Site List* is displayed. To select an ID, you can highlight it and click **OK** or double-click on your selection.

**Physical Adjustment Variance Account**

*Physical Adjustment Variance Account* specifies the inventory account affected by inventory adjustments created during physical inventory. The account you enter here must be set up in General Ledger’s *Chart of Accounts Maintenance* (01.260.00).

To display a list of all accounts, press F3 (or double-right-click). *Active Account List* is displayed. To select an account, you can highlight it and click **OK** or double-click on your selection.

**Physical Adjustment Variance Sub**

*Physical Adjustment Variance Sub* specifies the inventory subaccount affected by adjustments created during physical inventory. The subaccount you enter here must be set up in Shared Information’s *Flexkey Table Maintenance* (21.330.00) and General Ledger’s *Subaccount Maintenance* (01.270.00).

To display a list of all subaccount segments, press F3 (or double-right-click) in each segment. The following possible values lists are displayed, starting with the first segment: *Reporting Unit List*, *Company Segment List*, *Location List*, *Group List*, *Sales Type List*, and *Region List*. To select a segment, you can highlight it and click **OK** or double-click on your selection.
IN Setup, Item/Class Defaults Tab

The **Item/Class Defaults** tab of IN Setup (10.950.00) defines defaults for product classes, including item classification, source, valuation method, site, material type, tax category, and minimum gross profit.

![IN Setup (10.950.00), Item/Class Defaults tab](image)

Following are the field descriptions for the **Item/Class Defaults** tab of IN Setup (10.950.00).

**Inventory Item Defaults Frame**

**Class ID**

**Class ID** specifies the default product class (the product class most typically applied to items). A product class ID might be an abbreviated form of the product’s type or some specific identifying number that you assign. If you need to change or add a product class ID and description, use the Quick Maintenance feature. See “Adding or Changing Possible Values” in the Quick Reference Guide for more information.

To display a list of all class IDs, press F3 (or double-right-click). **Product Class List** is displayed. To select an ID, you can highlight it and click **OK** or double-click on your selection.

**Manufacturing Class ID**

This field is reserved for future use.

**Product Class Defaults Frame**

**Type**

**Type** specifies the default inventory classification (the inventory type most typically assigned to items): finished good, raw material, labor, etc. (an item can also be a service). The software uses inventory
types during cost calculations on bills of materials to determine which cost categories to increment when processing the item. For example, if the item’s inventory type is Labor, the direct portion of the item’s standard cost is added to the direct labor cost category and the overhead portion of the standard cost to the labor overhead cost category. See “Item Types” on page 21 for more information. Options are:

- Component Part
- Labor
- Finished Good
- Machine Overhead
- Other Direct Cost
- Other Item
- Raw Material
- Subassembly

**Stock Item (check box)**

Stock Item should be selected if you want to track quantities for most of the inventory items within the system. This value will automatically default into any Product Class created in **Product Classes (10.280.00)**.

**Verify Quantities (check box)**

Specifies whether the system checks for the quantity of an item when it is entered on a sales order. If Verify Quantities is selected, the item’s available quantity is verified when entered on a sales order. If unselected, the available quantity is not verified.

**Source**

Source specifies how you typically acquire most items. Source options are:

- Manufactured — The items are produced in house.
- Outsourced — The items are produced by an outside supplier.
- Purchased — The items are purchased from an outside supplier.

For more information, see “Item Sources” on page 22.

**Valuation Method**

Valuation Method specifies the way cost is most typically attributed to items. The valuation method options are:

- Average Cost — Each item is valued at the weighted average cost of the quantity-on-hand.
- FIFO — Each item is valued using the first in, first out method.
- LIFO — Each item is valued using the last in, first out method.
- Specific ID — Each item is valued using the method that maintains specifically identified cost layers for items according to user-defined IDs.
- Standard Cost — Each item is valued using the normal expected cost of the inventory item.
- User-Specified Cost — The cost for each item is entered in the data entry screens.

**Material Type**

Material Type is used to categorize common types of requested items within an organization. For Inventory, common material types are Accessory, Finished, Overhead, Packaging, Raw Material, Subassembly, and Misc. Values for Material Type are defined in Shared Information’s Material Type (21.370.00).
Tax Category

Tax Category specifies the tax category most typically used to group items subject to a similar tax treatment. If you need to add or change a tax category ID and description before entering the default ID, use the Quick Maintenance feature. See “Adding or Changing Possible Values” in the Quick Reference Guide for more information.

Minimum Gross Profit (%)

Minimum Gross Profit (%) is the default minimum gross profit you want to maintain for your inventory items.
IN Setup, Inventory Accounts Tab

The **Inventory Accounts** tab of **IN Setup** (10.950.00) specifies the general ledger accounts to be updated by the receipt, sale, or adjustment of inventory items.

![IN Setup (10.950.00), Inventory Accounts tab](image)

*Figure 112: IN Setup (10.950.00), Inventory Accounts tab*

Following are the field descriptions for the **Inventory Accounts** tab of **IN Setup** (10.950.00).

**Inventory Account**

**Inventory Account** specifies the inventory account most typically reduced by the sale of items. The account you enter here must be set up in General Ledger’s **Chart of Accounts Maintenance** (01.260.00).

**Inventory Sub**

**Inventory Sub** specifies the inventory subaccount most typically reduced by the sale of items. The subaccount you enter here must be set up in Shared Information’s **Flexkey Table Maintenance** (21.330.00) and General Ledger’s **Subaccount Maintenance** (01.270.00).

**COGS Account**

**COGS Account** specifies the cost-of-goods-sold account most typically increased by the sale of items. The account you enter here must be set up in General Ledger’s **Chart of Accounts Maintenance** (01.260.00).

**COGS Sub**

**COGS Sub** specifies the cost-of-goods-sold subaccount most typically increased by the sale of items. The subaccount you enter here must be set up in Shared Information’s **Flexkey Table Maintenance** (21.330.00) and General Ledger’s **Subaccount Maintenance** (01.270.00).
Sales Account
Sales Account specifies the sales account most typically increased by the sale of items. The account you enter here must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00).

Sales Sub
Sales Sub specifies the sales subaccount most typically increased by the sale of items. The subaccount you enter here must be set up in Shared Information’s Flexkey Table Maintenance (21.330.00) and General Ledger’s Subaccount Maintenance (01.270.00).

Issues Account
Issues Account specifies the account most typically charged by the issue of items. The account you enter here must be set up in General Ledger’s Chart of Accounts (01.260.00).
If you allocate inventory to projects, the account that you enter here must contain an Account Category in General Ledger’s Chart of Accounts (01.260.00).

Issues Sub
Issues Sub specifies the subaccount most typically charged by the issue of items. The subaccount you enter here must be set up in Shared Information’s Flexkey Table Maintenance (21.330.00) and General Ledger’s Subaccount Maintenance (01.270.00).

Adjustments Account
Adjustments Account specifies the account to which inventory adjustments are usually posted. This account must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00).

Adjustments Sub
Adjustments Sub specifies the subaccount to which inventory adjustments are usually posted. The subaccount you enter here must be set up in Shared Information’s Flexkey Table Maintenance (21.330.00) and General Ledger’s Subaccount Maintenance (01.270.00).

In Transit Account
In Transit Account specifies the account usually affected by inventory transfers. This account must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00). This account holds the costs associated with two-step transfers while the stock is in transit between sites.

In Transit Sub
In Transit Sub specifies the subaccount usually affected by inventory transfers. The subaccount entered here must be set up in Shared Information’s Flexkey Table Maintenance (21.330.00) and General Ledger’s Subaccount Maintenance (01.270.00).

Note: Lists of all existing accounts and subaccount segments can be displayed by double-clicking in the field/segment or by clicking in the field/segment and pressing F3. For account fields, the Active Account List will be displayed. For subaccount segments, the possible values lists will display starting with the first segment. Each segment will have its own possible values list. To select an account or subaccount segment from the lists, you can highlight it and click OK or double-click on your selection,
IN Setup, Miscellaneous Accounts Tab

Use the Miscellaneous Accounts tab of IN Setup (10.950.00) to define additional general ledger accounts to be updated by inventory operations.

Figure 113: IN Setup (10.950.00), Miscellaneous Accounts tab

Following are the field descriptions for the Miscellaneous Accounts tab of IN Setup (10.950.00).

**Standard Cost Variance Account**

**Standard Cost Variance Account** specifies the account most typically used to assign cost variance. The account you enter here must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00).

**Standard Cost Variance Sub**

**Standard Cost Variance Sub** specifies the subaccount most typically used to assign cost variance. The subaccount you enter here must be set up in Shared Information’s Flexkey Table Maintenance (21.330.00) and General Ledger’s Subaccount Maintenance (01.270.00).

**Standard Cost Reval Account**

**Standard Cost Reval Account** specifies the account most often used to assign variance when Inventory is revalued. The account you enter here must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00).

**Standard Cost Reval Sub**

**Standard Cost Reval Sub** specifies the account most often used to assign variance when Inventory is revalued. The subaccount you enter here must be set up in Shared Information’s Flexkey Table Maintenance (21.330.00) and General Ledger’s Subaccount Maintenance (01.270.00).
AR Clearing Account

AR Clearing Account specifies the accounts receivable clearing account that will most often be increased by the sale of an item. The account you enter here must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00).

AR Clearing Sub

AR Clearing Sub specifies the accounts receivable clearing subaccount usually increased by the sale of an item. The subaccount you enter here must be set up in Shared Information’s Flexkey Table Maintenance (21.330.00) and General Ledger’s Subaccount Maintenance (01.270.00).

AP Clearing Account

AP Clearing Account specifies the accounts payable clearing account that will most often be increased by the receipt of an item. The account you enter here must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00).

AP Clearing Sub

AP Clearing Sub specifies the accounts payable clearing subaccount usually increased by the receipt of an item. The subaccount you enter here must be set up in Shared Information’s Flexkey Table Maintenance (21.330.00) and General Ledger’s Subaccount Maintenance (01.270.00).

Purchase Price Variance Account

Purchase Price Variance Account specifies the variance account most typically charged when inventory cost variances occur. When you assemble a kit that uses the Standard Cost valuation method and a difference exists between the kit’s standard cost and the cost sum of the kit’s individual components, the software charges the difference to this account. The account you enter here must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00).

Purchase Price Variance Sub

Purchase Price Variance Sub specifies the variance subaccount most typically charged when inventory cost variances occur. The subaccount you enter here must be set up in Shared Information’s Flexkey Table Maintenance (21.330.00) and General Ledger’s Subaccount Maintenance (01.270.00).

Material Overhead Offset Account

Material Overhead Offset Account specifies the account charged with the material overhead amount (both fixed and variable), from items with Standard Cost selected as their valuation method. The account you enter here must be set up in General Ledger’s Chart of Accounts Maintenance (01.260.00).

Material Overhead Offset Sub

Material Overhead Offset Sub specifies the subaccount charged with the material overhead amount (both fixed and variable), from items with Standard Cost selected as their valuation method. The subaccount you enter here must be set up in Shared Information’s Flexkey Table Maintenance (21.330.00) and General Ledger’s Subaccount Maintenance (01.270.00).

Landed Cost Variance Account

The Landed Cost Variance Account specifies the account that is debited when a landed cost transaction is processed. The account entered here is used as the default when a new product class is set up in Product Classes (10.280.00). The account entered for the product class is in turn used as the default when a new inventory item is defined for that product class. These default values can be overridden. See the Landed Cost online help or user guide for more information.
Landed Cost Variance Sub

The **Landed Cost Variance Sub** specifies the subaccount that is debited when a landed cost transaction is processed. The subaccount entered here is used as the default when a new product class is set up in *Product Classes* (10.280.00). The subaccount entered for the product class is in turn used as the default when a new inventory item is defined for that product class. These default values can be overridden. See the Landed Cost online help or user guide for more information.

**Note:** You can display lists of all existing accounts and subaccount segments by double-clicking in the field/segment or clicking in the field/segment and pressing F3. For account fields, the *Active Account List* will display. For subaccount segments, the possible values lists will display starting with the first segment. Each segment will have its own possible values list. To select an account or a subaccount segment from the lists, you can highlight it and click **OK** or double-click on your selection.
IN Setup, Scheduling Tab

Use the Scheduling tab of IN Setup (10.950.00) to turn Customer Priority Scheduling off or on, depending on installed modules, and choose quantity available options. See "Customer Priority Scheduling" on page 35 for more information.

Following are the field descriptions for the Scheduling tab of IN Setup (10.950.00).

Customer Priority Scheduling On

Select Customer Priority Scheduling On to turn on Customer Priority Scheduling (CPS). Customer Priority Scheduling On is the default for all new installations that have the Order Management installed without the Work Order module.

Customer Priority Scheduling Off

Select Customer Priority Scheduling Off to turn off Customer Priority Scheduling (CPS).

Note:

- For information on module dependencies and whether or not you can turn CPS on or off, see "Customer Priority Scheduling" on page 35.

- If you change the CPS option, then the inventory plan needs to be rebuilt accordingly. The following warning message displays: “Changing Customer Priority Scheduling will cause the inventory plan to be rebuilt when you save. This may be a lengthy process depending on the number of inventory items and sites. Other transaction processing may be impacted. Do you want to proceed?” If CPS is changed to off, then the replanning will take place as soon as the change is saved in IN Setup (10.950.00). Replanning activity messages are displayed in the IN Setup (10.950.00) status bar at the bottom of the screen. Replanning includes updates to allocations from transactions in the modules that use inventory: Order Management, Inventory, Bill of Material, Work Order, Service Dispatch, and Purchasing (for PO returns). If CPS is changed to on,
then Process Manager (40.400.00) must be started in the Order Management module to perform replanning, after the change is saved in IN Setup (10.950.00).

- If Customer Priority Scheduling On is selected, then the Quantity Available supply and demand options are all disabled. When CPS is on, the quantity available calculation is based on the existing plan of supply and demand and reflects what can be shipped today by a new order that has a lower priority than all the existing orders. However, in Sales Orders (40.100.00) and Shippers (40.110.00) where the order priority is known, the quantity available calculation takes order priority into consideration. If Customer Priority Scheduling Off is selected, then the Quantity Available options are enabled, and supply and demand is based on the selected options.

However, there are no options to disable quantity available updates from the following modules: Inventory, Bill of Material, Service Dispatch, and Purchasing.

**Quantity Available Calculation Supply Options**

- **Include Purchase Orders (check box)**
  Include Purchase Orders indicates whether the software should include quantities on purchase orders in quantity available calculations.
  If CPS is on, then this option is disabled.

- **Include 2-Step Inventory Transfers and OM Transfer Orders (check box)**
  Include 2-Step Inventory Transfers and OM Transfer Orders indicates whether the software should include transfer quantities in transit in quantity available calculations.
  If CPS is on, then this option is disabled.

- **Include OM Kit Assemblies (check box)**
  Include OM Kit Assemblies indicates whether the software should include quantities on Order Management kit assembly orders in quantity available calculations.
  If CPS is on, then this option is disabled.

- **Include Firmed Work Orders (check box)**
  Include Firmed Work Orders indicates whether the software should include quantities on firmed work orders in quantity available calculations.
  If CPS is on, then this option is disabled.

- **Include Released Work Orders (check box)**
  Include Released Work Orders indicates whether the software should include quantities on released work orders in quantity available calculations.
  If CPS is on, then this option is disabled.

**Quantity Available Calculation Demand Options**

- **Deduct All Open Sales Orders (check box)**
  Deduct All Open Sales Orders indicates whether the software should subtract items on open sales orders from quantity available calculations.
**Deduct Back Orders (check box)**

*Deduct Back Orders* indicates whether the software should subtract backordered quantities on open sales orders from quantity available calculations.

- If *Deduct All Open Sales Orders* is selected, this option is disabled.
- If CPS is on, then this option is disabled.

**Deduct Open Shippers (check box)**

*Deduct Open Shippers* indicates whether the software should subtract items on open shippers from quantity available calculations.

- If *Deduct All Open Sales Orders* is selected, this option is disabled.
- If CPS is on, then this option is disabled.

**Deduct Firmed Work Orders (check box)**

*Deduct Firmed Work Orders* indicates whether the software should subtract quantities on firmed work orders from quantity available calculations.

If CPS is on, then this option is disabled.

**Deduct Released Work Orders (check box)**

*Deduct Released Work Orders* indicates whether the software should subtract quantities on released work orders from quantity available calculations.

If CPS is on, then this option is disabled.
IN Setup, Lot/Serial Defaults Tab

Use the Lot/Serial Defaults tab of IN Setup (10.950.00) to define the assignment and issue methods for lot and serial numbering as well as the default numbering pattern.

Following are the field descriptions for the Lot/Serial Defaults tab of IN Setup (10.950.00).

Lot/Serial Assignment

Assignment specifies when the item receives its associated lot or serial number. Options are:

- **Not Assigned** — The item is not assigned a lot or serial number when it is received or dispensed from inventory.
- **When Received into Inventory** — The item is assigned a lot or serial number when it is received into inventory (from a purchase order or from production). The item’s on-hand quantity is tracked by this number (in the case of an item with a serial number, the on-hand quantity is always one).

Assigning lot or serial numbers at item reception is useful when the item grouping is important (for example, the items must come from the same lot or use consecutive serial numbers) or when unit costs vary for different lot or serial numbers (for example, items with optional features).

- **When Used From Inventory** — The item is assigned a lot or serial number when it is dispensed from inventory (sent to a customer or to production). When the item is dispensed from inventory, the lot or serial number is automatically or manually assigned based on the lot/serial assignment method. The item is then attached to the dispensing transaction record.

This option helps reduce work by allowing for the entry of lot or serial numbers only when dispensing inventory. It is useful when all products are identical but a unique identification code (for example, a software registration number) is assigned at the time of item shipment or when item grouping is not important but is important to assign lot or serial numbers for warranty tracking purposes.
Lot/Serial Issue Method

**Issue Method** controls the order in which the lot or serial numbers for this item will be dispensed from inventory. The issue method is independent from the valuation method.

- **Expiration** — The lot or serial number for this item will be issued based on the lot or serial number’s expiration date (oldest first).
- **FIFO** — The lot or serial numbers for this item will be issued based on a first-in-first-out basis.
- **LIFO** — The lot or serial numbers for this item will be issued based on a last-in-first-out basis.
- **Sequential** — The lot or serial number for this item will be issued based on the sequential order of the lot or serial number.
- **User Enterable** — The lot or serial number for this item must be manually entered or selected.

Lot/Serial Shelf Life

**Shelf Life** is the number of days after receipt into inventory that a lot or serial number for an item will have until its expiration. The lot or serial number’s expiration date is calculated as follows:

\[ \text{Receipt Date} + \text{Shelf Life Days} \]

**Shelf Life** is a required-entry field if the **Issue Method** selected is Expiration.

Lot/Serial Prefix Segment Type

**Type** is the type of value that will be used to define the prefix segment of the lot or serial number.

- **Constant** — The default fixed **Prefix Segment Value** will be assigned and change will not be permitted.
- **Date** — The receipt date will be used, change will be permitted.
- **Enterable** — The default fixed **Prefix Segment Value** will be assigned, however the user will be permitted to change it.

Lot/Serial Prefix Segment Length

**Length** is the length of the prefix value to be entered. Length can be zero, but cannot be greater than 12. If the Date option was selected in **Prefix Segment Type**, **Prefix Segment Length** automatically defaults to 8 and change will not be permitted.

Lot/Serial Prefix Segment Value

**Value** is an alphanumeric value that will be defaulted. If the Date option was selected in **Prefix Segment Type**, entry is not permitted.

Lot/Serial Numeric Segment Length

**Length** is the length of the numeric value that will be entered.

Lot/Serial Numeric Segment Value

**Value** is the next numeric value that will be assigned. The length of the numeric value entered must be equal to the numeric length entered. Note that the sum of the prefix and numeric lengths should not exceed 25 characters.
IN Setup, Site Defaults Tab

Use the **Site Defaults** tab of **IN Setup (10.950.00)** to enter default site information at the company level.

**Figure 116: IN Setup (10.950.00), Site Defaults tab**

Following are the field descriptions for the **Site Defaults** tab of **IN Setup (10.950.00)**.

**Default Site ID**

**Default Site ID** is the ID of the default inventory site where you normally store the item. This field is used by the system in two ways:

- It provides the site ID that will automatically be filled in for transactions if a default site ID has not been configured for the inventory item being used or for the item’s product class.
- It is also used as the default for new inventory items and product classes. It is used as the default value when creating new items in **Inventory Items (10.250.00)** if a product class has not been selected or if a default site ID has not been specified for the product class.

To display a list of all site IDs, press F3 (or double-right-click). **Site List** is displayed. To select a site, you can highlight it and click **OK** or double-click on it.
Default Picking Bin

Default Picking Bin is the default location (bin, bay, rack, etc.) within the storage facility where the item is normally picked. This field is used by the system in two ways:

- It provides the default location that will automatically be filled in for issuing transactions if a default picking bin has not been configured for the inventory item being used or for the item’s associated product class.

- It is also used as the default value when creating new inventory items in Inventory Items (10.250.00) if a product class has not been selected or if a Default Picking Bin has not been specified for the product class.

To display a list of all locations, press F3 (or double-right-click). Valid Locations List is displayed. To select a location, you can highlight it and click OK or double-click on it.

Default Put Away Bin

Default Put Away Bin is the default location (bin, bay, rack, etc.) within the storage facility where the item is normally placed when initially received. This field is used by the system in two ways:

- It provides the default location that will automatically be filled in for receiving transactions if a Default Put Away Bin has not been configured for the inventory item being used or for the items associated product class.

- It is also used as the default value when creating new inventory items in Inventory Items (10.250.00) if a product class has not been selected or if a Default Put Away Bin has not been specified for the product class.

To display a list of all locations, press F3 (or double-right-click). Valid Locations List is displayed. To select a location, you can highlight it and click OK or double-click on it.
Reports

Introduction to Inventory Reports

Inventory reports are listings of the information stored in the Inventory module. Throughout this manual are suggestions for when to run reports to verify information and maintain records for auditing. Whenever you select a report, a screen of options associated with that report appears. These options allow you to define the information to be included on the report. See the online help or user guide for System Manager and the Reporting Guide online help or manual for more information about the standard report options.

In-Transit (10.070.00)

Use the In-Transit (10.070.00) report to see information about 2-step inventory transfers that are in process. The report is sorted for each company by transfer number and grouped by receiving site ID and inventory ID.

```
<table>
<thead>
<tr>
<th>Journal Type</th>
<th>Transfer Number</th>
<th>Transfer Date</th>
<th>Reference Number</th>
<th>Ship Via</th>
<th>From Site</th>
<th>In-Transit Quantity UOM</th>
<th>Conversion Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN</td>
<td>000002</td>
<td>11/15/1999</td>
<td>10-046000</td>
<td>LA</td>
<td>25</td>
<td>EA</td>
<td>1</td>
</tr>
<tr>
<td>IN</td>
<td>00004</td>
<td>11/20/1999</td>
<td>0010673</td>
<td>LA</td>
<td>10</td>
<td>EA</td>
<td>1</td>
</tr>
</tbody>
</table>
```

Figure 117: In-Transit (10.070.00) report
Inventory Items (10.600.00)

Use Inventory Items (10.600.00) to list inventory items in different formats, reporting different data. The standard report sequence is by item ID. Other sort options that might be meaningful are by Vendor, Product Class, Description, or Type.

<table>
<thead>
<tr>
<th>Inventory ID</th>
<th>description</th>
<th>unit type</th>
<th>source</th>
<th>valuation method</th>
<th>unit price</th>
<th>unit quantity</th>
<th>average unit cost</th>
<th>inventory balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000</td>
<td>Carriage Rail</td>
<td>component part</td>
<td>purchased</td>
<td>LIFO</td>
<td>3.236</td>
<td>0.000</td>
<td>90.00</td>
<td></td>
</tr>
<tr>
<td>0001</td>
<td>Bicycle Chain</td>
<td>component part</td>
<td>purchased</td>
<td>FIFO</td>
<td>6</td>
<td>0.000</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>0002</td>
<td>Bicycle Frame</td>
<td>component part</td>
<td>purchased</td>
<td>SFL</td>
<td>6</td>
<td>0.000</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>0003</td>
<td>Brake Shoes</td>
<td>component part</td>
<td>purchased</td>
<td>LIFO</td>
<td>900</td>
<td>0.000</td>
<td>150.00</td>
<td></td>
</tr>
<tr>
<td>0004</td>
<td>Chain</td>
<td>component part</td>
<td>purchased</td>
<td>LIFO</td>
<td>6</td>
<td>0.000</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>0005</td>
<td>Chain Assembly</td>
<td>subassembly</td>
<td>manufactured</td>
<td></td>
<td>10</td>
<td>0.000</td>
<td>220.00</td>
<td></td>
</tr>
<tr>
<td>0006</td>
<td>Wheel Assembly</td>
<td>subassembly</td>
<td>manufactured</td>
<td></td>
<td>10</td>
<td>0.000</td>
<td>220.00</td>
<td></td>
</tr>
<tr>
<td>0007</td>
<td>Frame Hub</td>
<td>component part</td>
<td>purchased</td>
<td>LIFO</td>
<td>6</td>
<td>0.000</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>0008</td>
<td>Frame Assembly</td>
<td>component part</td>
<td>purchased</td>
<td>LIFO</td>
<td>6</td>
<td>0.000</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>0009</td>
<td>Front Wheel Hub</td>
<td>component part</td>
<td>purchased</td>
<td>LIFO</td>
<td>6</td>
<td>0.000</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>0010</td>
<td>Front Wheel Rim</td>
<td>component part</td>
<td>purchased</td>
<td>LIFO</td>
<td>6</td>
<td>0.000</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>0011</td>
<td>HUB</td>
<td>component part</td>
<td>purchased</td>
<td>LIFO</td>
<td>6</td>
<td>0.000</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>0012</td>
<td>HUB Assembly</td>
<td>component part</td>
<td>purchased</td>
<td>LIFO</td>
<td>6</td>
<td>0.000</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>0013</td>
<td>HUB Assembly</td>
<td>component part</td>
<td>purchased</td>
<td>LIFO</td>
<td>6</td>
<td>0.000</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>0014</td>
<td>HUB Assembly</td>
<td>component part</td>
<td>purchased</td>
<td>LIFO</td>
<td>6</td>
<td>0.000</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>0015</td>
<td>HUB Assembly</td>
<td>component part</td>
<td>purchased</td>
<td>LIFO</td>
<td>6</td>
<td>0.000</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

Figure 118: Inventory Items (10.600.00) report

Report Format

Specifies which report layout to print. The options are:

- **Summary Without Site Info** — This format includes summary information for each inventory item at the item level including the items Inventory ID, Description, Inventory Type, Source, Valuation Method, Quantity on Hand, Average Cost, and Inventory Balance for each inventory item.

- **Summary With Site Info** — This format includes summary information for each inventory item site including the Inventory ID, Description, Inventory Type, Source, Valuation Method, Quantity on Hand, Average Cost and Inventory Balance. The Quantity on Hand, Average Cost, and Inventory Balance will print for each Site that exists for each inventory item.

- **Detail Without Site Info** — This format includes detailed information for each inventory item at the item level including the Inventory ID, Description, Inventory Account/Subaccount, COGS Account/Subaccount, Default Sales Account/Subaccount, and Purchase Price Variance Account/Subaccount as well as other attributes of each inventory item. The, Cost, Quantity on Hand, The PTD, YTD and Prior YTD Quantity Sold, PTD, YTD and Prior YTD Sales, PTD, YTD, and Prior YTD COGS, PTD, YTD and Prior YTD Quantity Issued, PTD, YTD and Prior YTD Cost Issued is included for each site that exists for each inventory item.

- **Detail With Site Info** — This format includes detailed information each inventory item site including the Inventory ID, Description, Inventory Account/Subaccount, COGS Account/Subaccount, Default Sales Account/Subaccount, Purchase Price Variance Account/Subaccount, Cost, Quantity on Hand, PTD, YTD and Prior YTD Quantity Sold, PTD, YTD and Prior YTD Sales, PTD, YTD, and Prior YTD COGS, PTD, YTD and Prior YTD Quantity Issued, PTD, YTD and Prior YTD Cost Issued as well as other attributes of each inventory item.
Inventory Status (10.610.00)

The Inventory Status (10.610.00) report lists the status (quantities on purchase orders, on sales orders, etc.) of inventory items. This report is useful in determining which inventory items need to be reordered and the minimum quantity to order. The standard report sequence is by item ID. Other sort options that might be meaningful are by Vendor, Product Class, or Buyer.

Figure 119: Inventory Status (10.610.00) report

Report Format

Specifies which report layout to print. The options are:

- **Summary** — This format includes one summary line per item ID.
- **Detail** — This format includes a detail line that is subtotalized by site per item ID.
- **Detail by Whse Bin Location** — This format includes a detail line per bin, subtotaling by site and then subtotaling by item ID.)
Inventory Valuation (10.620.00)

The *Inventory Valuation* (10.620.00) report lists item ID, description, valuation method, and stocking UOM and then by site lists the quantity-on-hand, site cost, and the receipts for each site—with receipt number, quantity, cost and extended cost. This report is commonly used to analyze the book value of inventory items by site or to compare to the *Trial Balance* (01.610.00) report from General Ledger before period closings.

**Report Format**

Specifies which report layout to print. The options are:

- **Exclude Zero Balance** — Items with zero balances will not be included on this format.
- **Include Zero Balance** — Items with zero balance will be included on this format.
Inventory Trial Balance (10.630.00)

Use *Inventory Trial Balance* (10.630.00) to create an item-by-item listing of all transactions affecting the current accounting period’s inventory item quantity or cost amounts. Your may optionally include transactions involving non-stock items.

**Note:** Transactions for non-stock items are for informational purposes only; the beginning and ending balances of non-stock items are always zero on this report.

You may also select to print this report for more than just the current period’s transactions by changing the beginning and/or ending period for the report.

---

**Figure 121:** Inventory Trial Balance (10.630.00) report

**Report Format**

Specifies which report layout to print. The options are:

- **Standard** — Print this version of the report to create an item-by-item listing of all transactions affecting the current accounting period’s inventory item quantity or cost amounts. This does not include inventory items set up as non-stock.

- **All Items (Include Non-Stock)** — Print this version of the report to create an item-by-item listing of all transactions affecting the current accounting period’s inventory item quantity or cost amounts. This version of the report includes all non-stock items

- **All Items – Bi-Monetary** — Print this version of the report to create an item-by-item listing of all multi-currency transactions affecting the current accounting period’s inventory item quantity or cost amounts.
Standard Cost Change Preview (10.635.00)

Use the Standard Cost Change Preview (10.635.00) report to see your current standard costs and pending standard costs side by side, along with the extended costs of current on-hand inventory based on both current and pending (proposed) standard costs.

Note: It is recommended that you use the descending sort on the extended variance amount. This sort highlights major impact changes as well as mistakes where the pending cost is abnormally low or high, resulting in a larger-than-expected variance.

Figure 122: Standard Cost Change Preview (10.635.00) report
Inventory Trial Bal / Valuation Variance (10.640.00)

Use the Inventory Trial Bal / Valuation Variance (10.640.00) report to identify discrepancies in each item’s history and item site quantity, cost, or bi-monetary inventory (BMI) totals. This report gives you a real-time comparison of balances that appear on the Inventory Trial Balance (10.630.00) and Inventory Valuation (10.620.00) reports.

**Note:** To use the BMI Cost Variance option, you must first activate bi-monetary inventory by selecting Enable Bi-Monetary Inventory and setting up currency ID and rate type defaults in IN Setup (10.950.00).

![Figure 123: Inventory Trial Bal / Valuation Variance (10.640.00) report](image)

**Report Format**

Specifies which report layout to print. The options are:

- **Cost Variance** — This format should be used to determine discrepancies in the cost for each item’s history.
- **BMI Cost Variance** — This format should be used to determine discrepancies in the bi-monetary cost for each item’s history.
- **Qty Variance** — This format should be used to determine discrepancies in the quantity for each item’s history.
Unit Conversions (10.650.00)

Use the Unit Conversions (10.650.00) report to review all units of measure (UOMs) set up for your installation and all conversion formulae set up for items bought or sold in a UOM different from their stocking UOM. The report lists all global definitions first, then product class types and finally the item specific definitions.

After setting up your UOMs and conversions, you should run this report and file it with your system documentation.

Inventory Substitutes (10.660.00)

The Inventory Substitutes (10.660.00) report lists all items that have substitute items defined which can be substituted when the primary item is out of stock. The report lists the primary item ID and description, the substitute item ID and description, and the item type for each.
IN Transactions (10.680.00)

Use the IN Transactions (10.680.00) report to list all inventory transactions that have taken place in a particular accounting period. The report prints the quantities of each transaction and the detail of the transaction (batch number, general ledger accounts, reference numbers, dates, item IDs, descriptions, etc). This report defaults to the current period, but you may enter a beginning and ending period to report. The report prints all transactions of a like type together—all adjustments, then assemblies, issues, receipts, etc. Subtotals of quantities for each type are listed as well as a grand total of all transactions.

To provide a clear inventory audit trail, generate the IN Transactions (10.680.00) report at the end of every accounting period before period closing. Also generate it as necessary at the end of data entry sessions for verification of inventory transaction entries.

Figure 126: IN Transactions (10.680.00) report
Account Distribution (10.690.00)

The Account Distribution (10.690.00) report lists all inventory transactions that have taken place during a particular accounting period, grouping all transactions for an account together (batch number is the next sort item and then item number). Subtotals are printed by account in this report. The report defaults to the current accounting period—but you can specify a beginning and an ending period to report.

Typically, you use this report to balance inventory records with the general ledger. Generate this report at the end of each accounting period prior to period closing.

![Account Distribution (10.690.00) report](image-url)
Product Classes (10.700.00)

Use Product Classes (10.700.00) to report product class sales: period-to-date, current year-to-date and prior-year-to-date quantities, sales dollars, and cost dollars. Or use the Product Class Defaults option to review the defaults you have created for each class. When you complete these definitions during Inventory installation/initialization, you should print the defaults report and file it with your system documentation.

Figure 128: Product Classes (10.700.00) report

Report Format

Specifies which report layout to print. The options are:

- Product Class Sales — This format reports product class sales: period-to-date, current year-to-date and prior-year-to-date quantities, sales dollars, and cost dollars.
- Product Class Defaults — This format includes the defaults you have created for each Product Class.

Attribute Definitions (10.701.00)

Attribute Definitions (10.701.00) lists the default attributes you have defined for each product class. You should print and file a copy of this report with your system documentation.

Figure 129: Attribute Definitions (10.701.00) report
Physical Attributes (10.702.00)

Use Physical Attributes (10.702.00) to review, by item ID, the attributes you have defined for items to enable your users to search for items by attribute. The report lists the item’s description, product class, attribute label, and attribute contents.

![Figure 130: Physical Attributes (10.702.00) report](image-url)
Product Lines (10.703.00)

The Product Lines (10.703.00) report lists each product line you have defined and its corresponding description. Account and subaccount number defaults for sales. Discounts and cost-of-goods will print if defined.

### Figure 131: Product Lines (10.703.00) report

<table>
<thead>
<tr>
<th>Product Line</th>
<th>Description</th>
<th>Account</th>
<th>Subaccount</th>
</tr>
</thead>
<tbody>
<tr>
<td>NYN</td>
<td>Cabinets</td>
<td>Sales/Income</td>
<td>$000000-00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cost of Goods Sold</td>
<td>$000000-00</td>
</tr>
<tr>
<td>PNY</td>
<td>Cabinets</td>
<td>Sales/Income</td>
<td>$000000-00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cost of Goods Sold</td>
<td>$000000-00</td>
</tr>
<tr>
<td>OYO</td>
<td>Cabinets</td>
<td>Sales/Income</td>
<td>$000000-00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cost of Goods Sold</td>
<td>$000000-00</td>
</tr>
</tbody>
</table>

Sales by Inventory ID (10.720.00)

Use Sales by Inventory ID (10.720.00) to compare sales of each inventory item to the total company sales. Total company sales is calculated from the total sales of all product classes.

Selecting Print Prior Year on the Options tab causes the report to print with last fiscal year’s period and year-to-date quantities and amounts beneath the current period and current year-to-date totals.

### Figure 132: Sales by Inventory ID (10.720.00) report

<table>
<thead>
<tr>
<th>Inventory ID</th>
<th>Description</th>
<th>Sales</th>
<th>Cost of Goods Sold</th>
<th>Profit</th>
<th>Year-to-Date Sales</th>
<th>Year-to-Date Cost of Goods Sold</th>
<th>Year-to-Date Profit</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-720-1</td>
<td>Product C</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>001-720-2</td>
<td>Product C</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>001-720-3</td>
<td>Product C</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>001-720-4</td>
<td>Product C</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>001-720-5</td>
<td>Product C</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>001-720-6</td>
<td>Product C</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>001-720-7</td>
<td>Product C</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>001-720-8</td>
<td>Product C</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>001-720-9</td>
<td>Product C</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>001-720-0</td>
<td>Product C</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Sales by Product Class (10.730.00)

The Sales by Product Class (10.730.00) report compares the sales of each product class to total company sales. Total company sales is calculated from the total sales of all product classes.

Report Format

Specifies which report layout to print. The options are:

- Summary — Printing the summary format prints one line for period-to-date and one line for year-to-date information per product class.
- Detail — Printing the detail format prints each inventory item within each product line, subtotaling each product class.

PTD Detail Sales by Item (10.740.00)

Use PTD Detail Sales by Item (10.740.00) to report period-to-date sales details (as entered on current-period invoices, credit memos, and debit memos). This information is useful for analyzing item profitability and sales volumes.

You may run this report for more than the current period by entering a beginning and ending period.
Inventory Sites (10.750.00)

*Inventory Sites (10.750.00)* prints a listing of all sites you have defined (physical or logical sites) where inventory is stored. Print and review this report for accuracy when you have completed inventory setup. Store this report with other system documentation.

![Inventory Sites (10.750.00) report](image1)

### Kits (10.760.00)

Print the *Kits (10.760.00)* report to review kits, their components (items), and other related kit details as defined in *Kits (10.320.00)*. File this report with other system documentation.

![Kits (10.760.00) report](image2)
Bin Labels (10.770.00)

Use Bin Labels (10.770.00) to print the physical labels for the bin locations (shelves, bins, etc.) in your warehouse.

**Report Format**

Specifies which report layout to print. The options are:

- **Large Label w/Site Detail** — Print this report to generate large sized labels for each warehouse bin location that indicate the inventory item stored in that location. The label also displays information about the inventory item from the *Inventory Items* (10.250.00) screen. This format includes the site id the warehouse bin location exists in.

- **Small Label w/Site Detail** — Print this report to generate small sized labels for each warehouse bin location that indicate the inventory item stored in that location. The label also displays information about the inventory item from the *Inventory Items* (10.250.00) screen. This format includes the site id the warehouse bin location exists in.

- **Large Label No Site Detail** — Print this report to generate large sized labels for each warehouse bin location that indicate the inventory item stored in that location. The label also displays information about the inventory item from the *Inventory Items* (10.250.00) screen.

- **Small Label No Detail** — Print this report to generate small sized labels for each warehouse bin location that indicate the inventory item stored in that location. The label also displays information about the inventory item from the *Inventory Items* (10.250.00) screen.
Kit Component Requirements (10.780.00)

The Kit Component Requirements (10.780.00) report is used to help your buyers determine inventory items to be ordered, or subassemblies to be scheduled, to meet the current assembly plans in process. The report prints in item ID sequence and indicates current inventory position (quantity by site), gross requirements (how many of this item are needed for all assembly plans in process) and the net requirements (how many need to be purchased or assembled to complete the assembly plans).

![Figure 138: Kit Component Requirements (10.780.00) report](image)

<table>
<thead>
<tr>
<th>Inventory ID</th>
<th>Base</th>
<th>Type</th>
<th>Source</th>
<th>Gross Requirements</th>
<th>Net Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Inventory ID**

**Base**

**Type**

**Source**

**Gross Requirements**

**Net Requirements**

**Figure 138: Kit Component Requirements (10.780.00) report**
Assembly Plans (10.790.00)

The Assembly Plans (10.790.00) report lists all assembly plans defined in Assembly Plans (10.330.00) in plan ID sequence. The report lists the plan ID, description, status (active or inactive), the kit item ID, type and source (item type and source as defined for the kit item ID in Inventory Items (10.250.00)), and the quantity of each kit to assemble in this plan.

Note: While there are no dates associated with an assembly plan, you may develop a scheme for naming the plans, such as year and month (YYMM; 9901, 9902, etc.) which would make this report print in date sequence.

IN Batch Register (10.800.00)

Use the IN Batch Register (10.800.00) report in Summary mode to review the status, journal type (module that created the batch), period entered, period posted, which screen was used to create the batch and the batch control amount. In Detail mode, you also see the account and subaccount numbers, the account description, and debits and credits for each account. This report prints all batches, regardless of status or date.

Report Format

Specifies which report layout to print. The options are:

- Summary — This format includes the status, journal type (module that created the batch), period entered, period posted, which screen was used to create the batch and the batch control amount for each batch regardless of status or date.
- Detail — This format includes the account and subaccount numbers, the account description, and debits and credits for each account, as well subtotalling by batch regardless of status or date.
IN Edit (10.810.00)

The IN Edit (10.810.00) report lists batch and transaction detail for batches with their period-to-post date within the selected date range. You can review a batch’s information with this report before it is released to post. You can also use this report to review unposted batches before period closing.

![IN Edit (10.810.00) report]

*Figure 141: IN Edit (10.810.00) report*
Warehouse Bin Locations (10.820.00)

The Warehouse Bin Locations (10.820.00) report lists by site, then by warehouse location code, all defined warehouse locations. In addition to the code and description, you see other information defined for that location, such as whether or not you can receive into or sell out of a location and which physical count cycle was established for the location.

Figure 142: Warehouse Bin Locations (10.820.00) report

Report Format

Specifies which report layout to print. The options are:

- Standard — Print the standard format of the Warehouse Bin Location report to see the setup options selected for each Site/Warehouse bin location combination that exists. This report does not include warehouse bin location setup options related to Work Order. This setup information is pulled from the Warehouse Bin Locations (10.340.00) screen.

- Work Order — Print the Work Order format of the Warehouse Bin Location report to see the setup options selected for each Site/Warehouse bin location combination that exists. This format includes the warehouse bin location setup options related to work order such as WO Production Allowed and Material Issues Allowed. This setup information is pulled from the Warehouse Bin Locations (10.340.00) screen.
Reason Codes (10.830.00)

The Reason Codes (10.830.00) report lists the reason codes, description and account/subaccounts if defined. Use of reason codes is optional. You can enter reason codes in inventory receipts, issues, adjustments, and transfers. You can use reason codes to sort or select transactions in other Inventory reports.

Lots / Serial Numbers (10.840.00)

Use the Lots / Serial Numbers (10.840.00) report to view by item ID, and then lot or serial number, the location, cost, status, and other information about serialized or lot controlled items.

Lot / Serial History (10.841.00)

The Lot / Serial History (10.841.00) report prints all the transactions for serialized or lot controlled items. The report prints by item ID, then by lot or serial number, and then by transaction type so that you can see the transaction history for a particular item and lot or serial number.
Physical IN Count Sheets (10.850.00)

The Physical IN Count Sheets (10.850.00) report prints count sheets to be used for recording the physical counts of items in your warehouse. Alternately, you can print tags instead of count sheets. Typically, count sheets are used for cycle counts and sometimes full physical inventories, while tags are most often used for full physical inventories. You also have the option to print the book quantity on the sheets.

Figure 146: Physical IN Count Sheets (10.850.00) report

Report Format

Specifies which report layout to print. The options are:

- Include Book Quantity — This format lists the physical inventory counts including the book quantity.
- No Book Quantity — This format lists the physical inventory counts without the book quantity.
Print Tags (10.852.00)

Use *Print Tags* (10.852.00) to print tags to be used for recording the physical counts of items in your warehouse. Alternately, you can print count sheets instead of tags, see "Physical IN Count Sheets (10.850.00)" on page 394. Tags reflect the physical inventory snapshot that was created when *Generate Inventory Tags* (10.395.00) was run. Quantities on this report are the book quantities frozen at that time.

<table>
<thead>
<tr>
<th>Tag Nbr</th>
<th>Inventory ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,067</td>
<td>HON-672L-L</td>
</tr>
</tbody>
</table>

**Figure 147: Print Tags (10.852.00) report**

**Report Format**

Specifies which report layout to print. The options are:

- Include Book Quantity On Tags — This format includes the Book Quantity on the tags.
- No Book Quantity On Tags — This format does not include the Book Quantity on the tags.
- Blank Tags — This format prints a blank tag.
Physical IN Variance Preview (10.853.00)

The Physical IN Variance Preview (10.853.00) report prints the quantity and dollar variance for all tags. Use this report to preview the variance amount that will update the software, examine large variances and physically count them a second time, or look for missing (unposted) tags. You have the option to print only non-zero variances.

You can also select/sort this report by fields such as bin location or cost variance to target specific information.

Figure 148: Physical IN Variance Preview (10.853.00) report
Physical IN History by Item (10.854.00)

The Physical IN History by Item (10.854.00) report is used as an audit trail or for analyzing the history of record accuracy for an item. Printed in physical inventory ID and item ID sequence, this report might be run occasionally to review the physical inventory history. The report can be run by item summary (even though items are summarized, serialized items print a line for each serial number and lot-controlled items prints one line per lot), item/site summary, or physical inventory detail.

<table>
<thead>
<tr>
<th>Inventory ID</th>
<th>Description</th>
<th>Lot/Trak Lot Serial #</th>
<th>Source Class</th>
<th>Material Type</th>
<th>Value Method</th>
<th>Book Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCH-972-L</td>
<td>RED DASH POR LAKES TWO DRAWER File Cabinet</td>
<td>None</td>
<td>Purchased</td>
<td>STANDARD</td>
<td>BA</td>
<td></td>
</tr>
<tr>
<td>MCH-972-Q</td>
<td>RED DASH POR LAKES TWO DRAWER File Cabinet</td>
<td>None</td>
<td>Purchased</td>
<td>STANDARD</td>
<td>BA</td>
<td></td>
</tr>
<tr>
<td>MCH-972-S</td>
<td>RED DASH POR LAKES TWO DRAWER File Cabinet</td>
<td>None</td>
<td>Purchased</td>
<td>STANDARD</td>
<td>BA</td>
<td></td>
</tr>
<tr>
<td>MCH-973-L</td>
<td>RED DASH POR LAKES THREE DRAWER File Cabinet</td>
<td>None</td>
<td>Purchased</td>
<td>STANDARD</td>
<td>BA</td>
<td></td>
</tr>
<tr>
<td>MCH-973-Q</td>
<td>RED DASH POR LAKES THREE DRAWER File Cabinet</td>
<td>None</td>
<td>Purchased</td>
<td>STANDARD</td>
<td>BA</td>
<td></td>
</tr>
<tr>
<td>MCH-973-S</td>
<td>RED DASH POR LAKES THREE DRAWER File Cabinet</td>
<td>None</td>
<td>Purchased</td>
<td>STANDARD</td>
<td>BA</td>
<td></td>
</tr>
</tbody>
</table>

Figure 149: Physical IN History by Item (10.854.00) report

Report Format

Specifies which report layout to print. The options are:

- **Item Summary** — This format includes summary information for the physical inventory history by item. Serialized items print a line for each serial number. Lot-controlled items print one line per lot-serial number.

- **Item/Site Summary** — This format includes item/site summary information for the physical inventory history by item.

- **Physical Inventory Detail** — This format includes detail information for the physical inventory history by item.
Physical Inventory Register (10.857.00)

Use the Physical Inventory Register (10.857.00) to list and check the status of all physical inventories in process. All physical inventories not removed by running the Delete Physical Inventory Detail (10.399.00) are printed. The report lists the physical count ID, description, site, status, freeze date, and last date updated.

![Figure 150: Physical Inventory Register (10.857.00) report](image)
### Physical Count (10.858.00)

The Physical Count (10.858.00) report lists the physical inventory ID, status & closing period in the header and then item ID, description, site, bin location, first and last tag number (for the physical inventory), tag type, and date last updated. The report prints in physical inventory ID sequence.

#### Figure 151: Physical Count (10.858.00) report

### Physical Cycles (10.859.00)

Physical Cycles (10.859.00) lists the physical inventory cycles you created in Physical Cycles (10.393.00). Once a plan is established and cycles are entered, you should print this listing and file it with your other system documentation reports.

#### Figure 152: Physical Cycles (10.859.00) report
Item Cross References (10.860.00)

The Item Cross References (10.860.00) report lists by item ID, the cross-referenced item ID (for example, vendor's item number, customer's item number, etc.), and substitute item IDs and their type, descriptions, etc. as defined in Item Cross References (10.380.00).

Figure 153: Item Cross References (10.860.00) report

ABC Codes (10.861.00)

The ABC Codes (10.861.00) report lists the codes, their description, number of counts per year, and accuracy tolerance. This report should be printed and filed with your other system documentation reports.

Figure 154: ABC Codes (10.861.00) report

Movement Classes (10.862.00)

The Movement Classes (10.862.00) report lists the movement class ID, description, accuracy tolerance, and percent of movement for each class. Movement classes are defined in Movement Classes (10.382.00). This report should be printed and filed with your other system documentation reports.

Figure 155: Movement Classes (10.862.00) report
ABC Inventory Valuation (10.863.00)

ABC codes are used to classify inventory items into categories that reflect how fast products move off the shelf. The ABC Inventory Valuation (10.863.00) report is provided to help the user evaluate the dollar volume of the inventory. Unlike the Inventory Valuation (10.620.00) report, this report is period based. It analyzes the last 12 or 13 months of inventory item history, based on the number of periods in General Ledger Setup (01.950.00), to identify which groups of items require the most investment and should be monitored closely. The report is broken down by ABC class with the data grouped by site and inventory ID.

Once the ABC Inventory Valuation (10.863.00) report has been run, the user is given the option of recalculating the ABC codes using Inventory ABC Post-Process (10.863.01).

Site Groups (SSRS) (10.870.00)

Site Groups (SSRS) (10.870.00) prints a listing of all site groups and their site members defined in Site Group (10.315.00). Print and review this report for accuracy prior to updating a price plan’s revised sales discount price or percentage by site group ID in Update Revised Sales Prices (40.383.00) in the Order Management module. Store this report with other system documentation.
Project Allocated Inventory (10.880.00)

Project Allocated Inventory (10.880.00) prints a listing of all inventory IDs that have quantity allocated to projects that have a quantity remaining to issue.

![Image of Project Allocated Inventory (10.880.00) report]

Figure 158: Project Allocated Inventory (10.880.00) report

Report Format
Specifies which report layout to print. The options are:

- Inventory — This format groups the results by inventory ID, site ID, and warehouse bin location.
- Project — This format groups the results by project ID and task ID.
- Lot/Serial — This format groups the results by inventory ID, site ID, and warehouse bin location, displaying lot numbers or serial numbers.
Glossary of Terms

ABC Codes
ABC coding is a technique used to classify items in a warehouse according to their relative value where A represents the items of the highest value, B represents items of less value compared to A-items, and C represents items of the least overall value. You may also change the meaning of the A, B, and C codes to represent something specific to your operation.

Adjustment
An adjustment is a type of inventory transaction that permits the current on-hand quantity of a site (warehouse) to be adjusted up or down by a specified quantity. Inventory adjustments may be manually entered in Adjustments (10.030.00), or automatically created following a physical inventory by using Create Inventory Adjustments (10.397.00). The value of the adjusted inventory is automatically posted to the general ledger.

Average Cost Method
The Average Cost method is an item valuation method where the item is valued using a weighted average of the cost of quantity-on-hand. The software automatically computes the average cost upon receipt of inventory.

Book Balance
The book balance is the current quantity-on-hand for an item at a particular site, according to inventory records.

Cost Layer
Cost layers are used with LIFO, FIFO, and Specific ID valuation methods to apply costs to transactions. Each receipt of an item creates a new cost layer that is stored separately from other layers.

Current Standard Cost
The current standard cost is the actual cost being used to value an inventory item. Current costs are contrasted to pending costs, which are used to prepare for the establishment of new standard costs.

Cycle Counting
Cycle counting is a perpetual inventory technique intended to ensure the accuracy of on-hand quantity records. The philosophy behind cycle counting is to count those items that represent a relatively high percentage of overall value of total inventory more often than those items that represent a relatively low percentage. ABC codes and movement classes are commonly used to differentiate high, medium and low value items. The Inventory module supports ABC and movement class selection along with many other cycle counting methods. Items selected for cycle counting are frozen just as would occur in a physical inventory. The same count entry, variance and adjustment screens used for a physical inventory are also used to complete a cycle count.

FIFO Method
The first in, first out (FIFO) method is an item valuation method that uses the first material received into the warehouse as the first out the door in terms of costs to be applied to inventory transactions. For example:

<table>
<thead>
<tr>
<th>Cost Layer</th>
<th>Receipt Number</th>
<th>Receipt Quantity</th>
<th>Unit</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>11</td>
<td>5</td>
<td>$1.25</td>
<td>$6.25</td>
</tr>
<tr>
<td>2</td>
<td>12</td>
<td>5</td>
<td>$1.45</td>
<td>$7.25</td>
</tr>
<tr>
<td>3</td>
<td>13</td>
<td>5</td>
<td>$1.50</td>
<td>$7.50</td>
</tr>
</tbody>
</table>

The FIFO method would begin with receipt number 11 and progress toward receipt number 13 until finding enough item quantity to meet the requirements of the sale or other issue type transaction. In
the above example, if 7 units are sold, all units from cost layer 1 and 2 units from cost layer 2 would be used to complete the transaction.

**Inventory IDs**

An inventory ID is a part number that identifies a specific item in inventory, and can be either stock or non-stock. Inventory IDs accept default values from the product class entered for the item, but can be overridden. Inventory IDs are defined in Inventory Items (10.250.00) along with all other information pertaining to the item such as valuation method, lot/serial validation, unit cost, base selling price, and discount pricing method. Default site, warehouse location, buyer code, and accounts are also defined at this level.

**Issues**

Issues are all transactions such as shipments and invoices that remove items from Inventory. If the Inventory module is integrated with the Order Management module, then all issue transactions are typically made using Sales Order (40.100.00). If the Service Dispatch module is installed, issue transactions can be made there. The Inventory Issues (10.020.00) screen can be used to record sales-related transactions.

**Kits**

A kit is a higher-level item consisting of a list of component items and the quantities required to complete the assembly of the higher-level item. Each kit is essentially a single-level bill of material. A kit’s list of components may be a maximum of five levels deep. A level is initiated whenever one of the components in the list is itself a kit. Kits may be ordered as a kit (1 line item on a sales order) or may be ordered exploded into its components where each component will represent one line on the sales order. Kits are defined using Kits (10.320.00) and assembled using Kit Assembly (10.050.00).

**Last Cost Method**

The last cost method is an item valuation method where the item is valued using the cost of its last receipt into inventory. Each receipt automatically updates the last cost field.

**LIFO Method**

The last in, first out (LIFO) valuation method means that the most recent material received into the warehouse will be the first out the door in terms of costs to be applied to inventory transactions.

<table>
<thead>
<tr>
<th>Cost Layer</th>
<th>Receipt Number</th>
<th>Receipt Quantity</th>
<th>Unit</th>
<th>Value</th>
<th>Lot/Serial Nbr</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>11</td>
<td>5</td>
<td>$1.25</td>
<td>$6.25</td>
<td>100</td>
</tr>
<tr>
<td>2</td>
<td>12</td>
<td>5</td>
<td>$1.45</td>
<td>$7.25</td>
<td>100</td>
</tr>
<tr>
<td>3</td>
<td>13</td>
<td>5</td>
<td>$1.50</td>
<td>$7.50</td>
<td>110</td>
</tr>
</tbody>
</table>

The LIFO method would begin with receipt number 13 and progress toward receipt number 11 until finding enough item quantity to meet the requirements of the sale or other issue type transaction. In the above example, if 8 units are sold, all units from cost layer 3 and 3 units from cost layer 2 would be used to complete the transaction.

**Lot Numbers**

A lot number is a unique number assigned to a specific lot (batch) of production. It is used to track all units produced on a specific day in a specific lot of production in the event that recall of those units is required. Lot numbers are typically used in the pharmaceuticals industry and the process manufacturing industry. Lot numbers may also be assigned to components of a finished product. Modules support lot numbers for components, subassemblies and finished products.

**Material Overhead**

Material overhead costs are those costs that cannot be tied directly to the production/assembly of a product. Examples would include the cost of forklifts and other material handling equipment, as well as the cost of insuring the contents of a warehouse.
Movement Classes
Movement classes are a method of classifying how often an item should be cycle counted based on how often the item moves (is issued or transferred from locations in the site/warehouse).

Negative Cost Layers
The Inventory module supports negative inventory on-hand levels through the use of “oversold” cost layers. Last cost is used as an estimate that is applied to sales or other issue type transactions for the negative portion of the transaction. These transactions are flagged and tracked until the required inventory quantities have been received. The estimated costs are then reversed and correct costs are rebooked to these transactions using the selected valuation method.

Non-Stock Items
Non-stock items are items that are not carried in inventory, such as services and drop-ship items. You define an item as non-stock when you set it up in Inventory Items (10.250.00). All transactions involving these items do not update the ItemSite and Location tables.

Non-Stock Kits
Non-stock kits are the exception type of kit. Non-stock kits do not update inventory quantities and costs for the kit item. The Inventory module maintains all non-stock kit information at the component level and costs the components when you sell the non-stock kit. When sold, the components will be displayed and printed on the invoice. Inventory is reduced for the components when the non-stock kit is invoiced.

Pending Standard Costs
Pending standard cost fields are used to prepare for the establishment of new standard costs by using what-if costing scenarios. Pending standard costs are compared to current standards costs and then, if approved, are updated to become the current standard costs.

Perpetual Inventory
A perpetual inventory is a type of computerized inventory control system in which every receipt and every issue is entered into the computer as near as possible to the physical occurrence of the transaction for purposes of accurately reporting current physical on-hand quantities for all inventory items. Perpetual inventory systems permit accurate inventory valuation reporting of the current on-hand quantity levels extended by the unit cost of each item. The Inventory module is a perpetual inventory system.

Physical Inventory
Physical inventory is the process of executing a physical count/verification of on-hand quantities for some or all items in inventory. Physical inventories are typically taken a minimum of once per year, usually to establish opening balances for the beginning of a new fiscal year. The Inventory module automates this process by first freezing (taking a snapshot) of the current on-hand quantities, then printing tags that can be sorted several different ways. These tags are then given to supervised warehouse personnel to conduct the physical count against the inventory item listed on the tag. The count (quantity) is handwritten onto the tag and entered in Physical Count Entry (10.390.00), after which variance reports are run using Physical Inventory Review (10.391.00). If the count variances are too high (favorable or unfavorable) compared to the book balance, the count must be retaken or further researched to explain the reason for the high variance. Once variances are at a reasonable level, the inventory is closed by running the Generate Inventory Adjustments (10.397.00) process, which transfers the physical count to the current on-hand quantity in ItemSite table and automatically posts cost adjustment transactions to the general ledger.

Price Plans
Price plans are tables of sales prices defined using Price Plan (10.260.00) which are used in Issues (10.020.00) and in Order Management’s Sales Order (40.100.00). Price plans enable flexible product pricing techniques by customer, item, product class, contract, and promotion. They can be based on price or percentage discounts/markups.
Product Class
A product class is a code that groups similar items for reporting purposes and for ease of data entry. For example, MOTOR could be a product class for all component parts that are motors or go into the assembly of a motor. RAC could be a product class for all finished products in the room air-conditioner product family. Item defaults defined in Product Classes (10.280.00) override defaults taken from IN Setup (10.950.00).

Project Allocated Inventory
Project Allocated Inventory is the quantity of an item that is allocated to one or more projects. This reduces the calculated Quantity Available. Create a project inventory allocation in Receipt/Invoice Entry (04.010.00), in Project Inventory Allocation (10.080.00), or by using the “Return to Project Allocated” Type in Issues (10.020.00). Inventory that has been allocated to a project can be consumed in Issues (10.02.00), Sales Orders (40.100.00), or in Shippers (40.110.00).

Quantity Allocated
Quantity allocated is an item’s total quantity committed to jobs, invoices, or other unprocessed transactions.

Quantity Available
Quantity available is the quantity of an item that is considered available for issue (sale). Certain values used in the quantity available formula are optional and can be defined in IN Setup (10.950.00) when the Customer Priority Scheduling option is off. The quantities used to calculate quantity available can be viewed on Inventory Status Inquiry (10.220.00).

Quantity Intransit
Quantity intransit is the aggregate of an item’s total quantity in the process of being moved from one site to a new destination site.

Quantity On Back Order
Quantity on back order is the quantity of the item on currently open backorders (orders that are waiting to be processed due to insufficient inventory quantities).

Quantity-on-hand
Quantity-on-hand is the amount of the item that is physically on hand at the site. (The quantity you would find if you went to the warehouse and counted the item.) This is opposed to the book quantity (the quantity you would expect to find according to inventory records).

Quantity On Purchase Order
Quantity on purchase order is the quantity of the item on currently open purchase orders to vendors.

Quantity On Sales Order
Quantity on sales order is the quantity of the item on currently open sales orders from customers (the current order backlog).

Receipts
Receipts are transactions that receive items into Inventory. If the Inventory module is integrated with the Purchasing module, then all item receipt transactions will occur through Receipt Entry (04.020.00) or Receipt/Invoice Entry (04.010.00). Otherwise, Inventory’s Receipts (10.010.00) is used to record all item receipts.

Serial Numbers
A serial number is a unique number assigned to a particular finished product and pasted/labeled onto that product for purposes of service and warranty tracking. Microsoft Dynamics SL modules support unique serial numbers for components, subassemblies and finished products.
Site, Warehouse, and Warehouse Location

A site is a warehouse or a subsegment of a warehouse (warehouse within a warehouse) where an inventory item is stored. The software supports an unlimited number of sites for an item. A warehouse location is a specific bin or location used to store inventory items within a site.

Specific ID Method

The specific identification method is an item valuation method that searches items for items in a cost layer according to a specific lot or serial number until finding enough item quantity to meet the requirements of the transaction. Consider the following example:

<table>
<thead>
<tr>
<th>Cost Layer</th>
<th>Receipt Number</th>
<th>Receipt Quantity</th>
<th>Unit</th>
<th>Value</th>
<th>Lot/Serial Nbr</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>11</td>
<td>5</td>
<td>$1.25</td>
<td>$6.25</td>
<td>100</td>
</tr>
<tr>
<td>2</td>
<td>12</td>
<td>5</td>
<td>$1.45</td>
<td>$7.25</td>
<td>100</td>
</tr>
<tr>
<td>3</td>
<td>13</td>
<td>5</td>
<td>$1.50</td>
<td>$7.50</td>
<td>110</td>
</tr>
</tbody>
</table>

In the previous example, if 7 units are sold, the units are taken from cost layers 1 and 2 since these two cost layers have the same lot/serial number and can supply the necessary units.

Standard Cost Method

The standard cost method is an item valuation method where standard cost is computed and defined for the item using Inventory Items (10.250.00). Inventory levels (quantity on hand) are costed at all times using the standard cost, regardless of the last purchase price. Favorable or unfavorable variances are tracked for any receipt or issue transaction that deviates from the standard cost, and are posted to the general ledger. Standards are typically reviewed at least once a year in the months preceding the start of a new fiscal year.

Stocking Unit

The stocking unit is the unit of measure in which the item is physically stored and issued from the warehouse. For example, an item might be stored in cartons, boxes, or separately. All inventory transactions are conducted at the stocking unit level when database tables are updated; however, sales or receipts may occur in a unit of measure different than the stocking unit. In this case, a unit conversion must be defined using Unit Conversion (10.270.00).

Stock Item

Stock items are items that physically carried in inventory, as opposed to non-stock items such as services and drop-ship items. All transactions involving stock items update the ItemSite and Location tables.

Stock Kits

Stock kits are the normal type of kit. Stock kits do update inventory quantities and costs, and require pre-assembly from lower level components that make up the kit. The end item (kit) is placed into stock and its components are relieved from stock. A stock kit can have its own standard cost and this standard can be different from the sum of the costs of its components. If different, the cost variance is charged to an assembly variance account defined in Kits (10.320.00). Kit assembly transactions transfer the cost of the components to the kit item, and the Inventory module costs the stock kit when the kit is sold.

Substitute Items

Substitute items are items that can be substituted for a similar item in sales and purchase orders. Substitute items are defined as a type of item cross-reference using Item Cross References (10.380.00).

Transfers

An inventory transfer is a transaction where a specified quantity of items is moved from one site (warehouse) to another site. The value of the units transferred is automatically transferred as well. Inventory transfers are entered using Transfers (10.040.00).
Unit Conversions
A unit conversion is a calculation defined in Unit Conversion (10.270.00) that converts a stocking, sales, or purchasing unit to a different unit of measure. For example, an item might be stocked (stored) in cartons but sold separately.

User Specified Cost Method
The user-specified cost method is a type of item valuation method where the item receives its cost during sales entry.

Valuation Methods
A valuation method is a way of assigning cost to items, and is defined using Inventory Items (10.250.00). The Inventory module supports Standard Cost, Average Cost, FIFO, LIFO, Specific Identification, and User-Specified valuation methods. An item’s valuation method can only be changed if its quantity-on-hand, quantity uncosted, and inventory values are all zero.

Warehouse Location
A warehouse location is a specific bin or location within a site used to store inventory items (a warehouse or a subsegment of a warehouse).
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