Affordable, Adaptable ERP Software

# *Inventory Control User Guide*

Version 5.40

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# Table of Contents


**Chapter 1 ..... 1**

**Introduction to Inventory ..... 1**

Inventory Control—Highlights ..... 2

Inventory Control—Features / Functions ..... 3

Reporting ..... 3

Inventory Control Overview ..... 4

Setting Up Your Inventory ..... 4

Inventory Transactions ..... 5

Maintaining Accurate Numbers ..... 5

Access to Detail Information ..... 6

Overview Summary ..... 7

I/C Accounting Cycle ..... 8

General Information ..... 9

Reference Files ..... 9

Units of Measure ..... 10

**Chapter 2 ..... 11**

**Setup Inventory ..... 11**

The Setup Inventory Menu ..... 12

Update Inventory Defaults ..... 13

Update Warehouse Definitions ..... 19

Update Commission Definitions ..... 21

Update Item Classifications ..... 22

Update Alternate Items ..... 23

Calendar Initialization and Maintenance ..... 24

Update Bin Locations ..... 25

Update Sales projections ..... 26

Unit of Measure Lists ..... 27

Update Units of Measure ..... 27

Update UOM Lists ..... 28

Cross Sell Items ..... 30

**Chapter 3 ..... 31**

**Inventory Maintenance ..... 31**

The Inventory Maintenance Menu ..... 32
Update Inventory Information ..... 32
The Maintain Inventory Item Header ..... 32
Price Levels ..... 37
Maintain Inventory Item Detail ..... 38
Modify Reorder Detail ..... 43
Location/Lot/Serial ..... 46
View FIFO/LIFO Cost Stack ..... 47
Copy Warehouse to Another ..... 48
View Usage History ..... 49
View Item Status ..... 51
Commission Rates ..... 52
Price Analysis ..... 52
Item Notes ..... 53
Other Icons on the Item Master Toolbar ..... 54
Print Inventory Information ..... 55
Print Item Information ..... 55
Print Inventory Labels ..... 56
Create Count Sheets ..... 56
Print Count Sheets ..... 59
Update Count Sheets-Standard Entry ..... 59
Update Count Sheets-Scanner Entry ..... 62
Resolve Scan Differences ..... 65
Print Count Edit List ..... 66
Print Over/Short Report ..... 66
Post Counts ..... 66
Update Inventory Pricing ..... 67
Update Inventory Costs ..... 68
Update Bin Locations ..... 69
Delete Active Inventory ..... 72
View/Delete Inventory Items ..... 72
View/Delete Item Warehouses ..... 72
View/Restore Inventory Items ..... 72
View/Restore Item Warehouses ..... 73
Clone Inventory Items ..... 73
Rename Inventory Items ..... 74
Merge Inventory Items ..... 74
Update Serial Master ..... 75
Item/Production Line ..... 76

**Chapter 4** ..... **79**

**Inventory Transactions** ..... **79**

Inventory Transactions Menu ..... 80

Update Inventory Received ..... 81
Print Inventory Received (Edit List) ..... 83
Post Inventory Received ..... 83
Update Inventory Shipped ..... 84
Print Inventory Shipped (Edit List) ..... 86
Post Inventory Shipped ..... 86
Update Inventory Transfers ..... 87
Print Inventory Transfers ..... 89
Post Inventory Transfers ..... 89
Adjust Inventory ..... 90
Print Adjustments (Edit List) ..... 93
Post Adjustments ..... 93
What's Next ..... 93

**Chapter 5** ..... **94**

**Quality Control** ..... **94**

Reason Codes ..... 96
Corrective Action Codes ..... 96
Quality Measurement Data ..... 97
Quality Transactions ..... 100
Email Alerts ..... 103
Corrective Action Status Report ..... 105
Quality Analysis Report ..... 106

**Chapter 6** ..... **109**

**Inventory Reports and Analysis** ..... **109**

Inventory Reports Menu ..... 110
Price/Cost List ..... 111
Stock Status Report ..... 112
Reorder Advice Report ..... 113
Inventory Control Journal ..... 114
Purchase/Sale History Report ..... 115
Cost Valuation Reports ..... 116
Print Cost Valuation ..... 116

LIFO/FIFO Cost Only ..... 116
Average Cost Only ..... 116
Cost Valuation Report ..... 117
LIFO/FIFO Cost Only Report ..... 118
Average Cost Only Report ..... 119
Inventory Status Report ..... 120
Inventory Turns Report ..... 121
Print Lot Expiration Report ..... 123
Stock Location by Bin ..... 125
Item Lead Time Analysis ..... 126
Sales Projections Analysis ..... 127
Item Audit Report ..... 128
Item Shortage by Warehouse ..... 129
Serial/Lot Composition Inquiry ..... 130
Print Non-Compliant Item List by Vendor ..... 131
Production Line Inventory ..... 132
Indented Serial/Lot Composition ..... 133
Indented Serial/Lot Where Used ..... 134

**Chapter 6 ..... 135**

**Administration Menu ..... 135**

Administration ..... 136
Check Database Status ..... 136
Check Database Connections ..... 137
Role Based Menus Setup ..... 137
Security Reports ..... 137
Purge Activity ..... 137
Update Batch Information ..... 138

**Chapter 7 ..... 140**

**SQL Queries ..... 140**

Using SQL ..... 141
SELECT Command ..... 142
Using SELECT and FROM ..... 142
Selecting All Columns ..... 142
Selecting Specific Columns ..... 143
Using Math in the SELECT Statement ..... 143
Selecting Specific Rows: WHERE ..... 144

Matching Character Patterns ..... 144
MATCH Wildcards ..... 145
Using AND and OR in the Where Clause ..... 145
Using Multiple ANDs and ORs ..... 146
Improper Use of AND or OR ..... 146
WHERE Using LIKE ..... 147
WHERE Using BETWEEN ..... 147
WHERE Using IN ..... 148
Matching NULL Values ..... 148
Using NOT ..... 148
Selecting From Multiple Tables ..... 149
Joining More Than Two Tables ..... 150
ORDER BY Command ..... 151
Sorting By Multiple Columns ..... 151
Using Aggregate Functions ..... 151
GROUP BY Command ..... 152
**Glossary ..... 153**
**Appendix A ..... 163**
**Forms ..... 163**
**Index ..... 165**

# Chapter 1

# Introduction to Inventory

This chapter contains the following information designed to introduce you to Fitrix Inventory Control:

- Inventory Control Highlights
- Introduction to Inventory Control
- Overview of Inventory Control

# Inventory Control—Highlights

One of the biggest factors in cash flow management is the effective management of inventory levels because inventory is one of the largest investments a company makes. A good software solution needs to provide you with up to date information on what's in stock, where it's located, how much of it you sell, and when you will run out. Without this information you run the risk of stock outs and overstocks which in turn can produce inferior customer service and reduced profitability due to lost sales and high carrying costs.

The Fitrix Inventory and Replenishment modules provide you with the tools to effectively manage your inventory. Your on hand quantities are updated when the purchase order is received. During order entry you can see what is on hand, what is allocated to customer orders and the order detail, what is on backorder and the order detail, and what is due to be received and the estimated receipt date. The replenishment module tracks what is being sold and how much needs to be ordered and when to avoid overstock and stock out situations. Also included is extensive reporting capabilities, maintenance programs for physical counts and adjustments, and the ability to maintain inventory in multiple distribution centers.

# Inventory Control—Features / Functions

- **Modular Integration** – Direct integration with Fitrix Replenishment, Purchasing, and General Ledger.
- **Item Code Unit Of Measure** – automatically converts prices and quantities among purchasing, stocking, and selling units. You can sell and purchase items in multiple units of measure.
- **Item Classification** – assign an item class code to each item for reporting purposes or to group for special pricing discounts.
- **Incremental Units** – for items that you must sell or purchase in increments of 2 or more, set the incremental quantity so that purchases orders and customer orders must have quantities in these increments.
- **Serial and lot number tracking and reporting**.
- **Cost Method** – cost method can be set to average, FIFO, or LIFO.
- **Item substitutions and cross sells**
- **Transaction History** – ability to see per item the sales and purchasing history online for each month with drilldown to document detail.
- **Item Status** – ability to drill down from the quantity on hand to see:
  - Quantity allocated to customer orders with order detail
  - Quantity on back order with order detail
  - Outstanding purchase orders and the estimated receipt date with PO detail.
- **Multiple warehouses** – a separate inventory for each item can be maintained at any number of geographical locations.
- **Multiple bin locations per item**
- **Warehouse Transfers** – a picking ticket is created for transfers between distribution centers, freight can be added to the transaction prior to posting so that the receiving center receives the items at a landed cost, and the option to fulfill customer backorders in the receiving center.
- **Physical Count** – inventory can be easily counted and adjusted. Count sheets are printed, variances, are entered, a variance report lists quantity and valuation differences, and the post program updates the quantity on hand and General Ledger.

# Reporting

### Reports available include:

List price/Standard cost list
Purchas/Sales history
Reorder advice
Cost valuation
Inventory status
Inventory turns
Lot expiration report
Stock location by bin
Lead time analysis
Item movement audit report

# Inventory Control Overview

Fitrix Inventory Control provides the functionality you need to make a team of the computer and the users. This team concept is important because in today's economy the primary goal of any company is to cut costs and still maintain a high degree of service.

There are many elements to inventory management and Fitrix Inventory Control handles these different elements via a menu-driven system that allows users easy data entry and quick access to critical information:

# Setting Up Your Inventory

Inventory control begins with setting up and organizing your inventory system so you can manage it effectively. With Fitrix I/C you set up your system by defining codes and defaults. Using codes to reference detailed information and defaults to automatically enter information maximizes efficiency by minimizing the effort it takes to access information.

The first step in setting up your inventory system is to define "reference files." Reference files allow you to define codes with detailed information: the system references the detailed information whenever someone enters the code. For example, to define a warehouse, a user assigns it a unique code and then defines that code using basic information about the warehouse—description, contact, address, etc. At data entry time, instead of entering detailed information the user simply enters the code, and the system looks to the reference file for the details.

Beyond the increased efficiency from defining codes that reference detailed information, users can set up defaults for the system. Setting up defaults saves users time by automatically entering information that is the same across input functions. Where necessary, users can override default entries.

With reference files set up, users can enter codes for each inventory item. Users define inventory item codes with the following information:

- A description of the item
- An item classification (for reporting and selecting)
- Serialized and/or lot control code
- Units of measure for the item (stocking, purchasing, selling)
- Weight and volume for a stock unit of the item
- Account numbers to the item (Sales, Inventory, and Cost of Goods)

When you add an item to your system and define it as stated above, this represents the "header" information for the item, meaning this information is specific to the item and remains constant even though you may stock this item in several different warehouses; that is, this item has this description no matter where it is stored. Information that is specific to a warehouse is set up in the Item Warehouse Detail.

I/C has multiple warehouse capabilities, so you can set up a particular item in any number of the warehouses defined.

You use the options on the toolbar as shown below for updating and viewing detail information for specific items in specific warehouses. At the warehouse level, users can select the option they need via the toolbar icon. (The options will differ depending on whether they are setting up the inventory or updating current information.)

Modify Warehouse Detail allows users to enter the following information for an item in a particular warehouse:

- Cost, Price, and Average Cost
- Inventory location by bin location
- Cycle count code
- On hand quantity and serial/lot numbers(during initial setup of inventory)
- Vendor and vendor item code (for reference only).
- Selling information—minimum sell quantity, backorder status, tax status, commissions, and discounts

# Inventory Transactions

Once your system setup is complete, you can begin processing transactions:

- Receiving
- Shipping
- Transfers
- Adjustments
- Physical counts

Each transaction follows a three-step process: 1) Enter the transaction 2) Print an edit list; 3) Post the transaction.

If you have Fitrix Purchasing and Fitrix Order Entry installed, these modules handle the receiving and shipping functions rather than the receiving and shipping programs found on the inventory control menu.

# Maintaining Accurate Numbers

The next step to successful inventory management is the accurate representation of your physical inventory within the system. Users need to feel confident that the numbers they see in the system are accurate. If a salesperson sees a quantity of 20 on hand, they need to feel confident that the 18 items their customer ordered will actually ship: they do not have to call the warehouse or worse, go and check to make sure there are really 20 in stock. Accurate inventory information is critical for making a team of the computer and the user.

Fitrix I/C provides a Cycle Count feature as a means to keep inventory quantities up to date. Cycle counts are much more effective than an annual or biannual inventory count for keeping inventory quantities accurate, because you count smaller portions of your inventory more frequently. The items included on a particular cycle count can be based on a number of selection criteria:

- Item code
- Warehouse stock location
- ABC class
- Cycle count code
- Bin location

You can create count sheets for two types of cycle counts: Regular cycle counts, where the system prints the quantity on hand on the count sheet, and Blind cycle count, where the system does not print the quantity on hand. Included in the cycle count capabilities is an Over/Short report so you can review discrepancies, and a count adjustment option (Update Count Sheets) so you can adjust inventory based on cycle count results.

There are options on the Maintenance menu that allow you to change the price or cost of items in a specific warehouse. You can change the price or cost of inventory either on a per item basis, where you select an item in a certain

warehouse and adjust the price or cost, or you can automatically adjust the price or cost by a certain percentage for a selected group of items.

Reordering the correct quantities at the right time is another key element for controlling costs and maintaining service. Using the second option on the Warehouse Detail picker menu, a warehouse manager and/or buyer can enter the following Reorder Information for each item in a particular warehouse:

- Reorder Quantity
- Reorder Point
- Safety Stock
- Average Lead Time

When you begin to purchase inventory, the system automatically updates the quantity on hand and lead times. You utilize reorder information via Print Reorder Advice report. Whenever you run the report, the system looks at the inventory and gathers all the items that are at or below their reorder point and prints the amounts of these items you should reorder based on reorder quantity and safety stock.

Accurate inventory numbers are essential for inventory control. Utilizing the Cycle Count feature, Update Price and Update Cost features, and Reorder information, inventory managers can lower inventory costs and maintain high service levels, which is good business.

# Access to Detail Information

How do users access the information they need? With Fitrix I/C, they can access information online or with printed reports. The options on the Warehouse Detail picker menu allow users to view the following information:

- LIFO/FIFO Cost Stack can show the purchase hierarchy, including quantity purchased, item cost, and vendor.
- Usage History allows users to see the total cost and total sales amounts for the past months of the current fiscal year, and the quantities associated with the cost and sales totals. They can drill down to a specific line to see the transactions that occurred in that month.
- Item Status allows users to see the quantities of a specific item that are in the following stages:
    - On hand (available for sale)
    - Committed (on sales orders or production work orders)
    - On backorder
    - On request via purchasing requisitions
    - On purchase order / transfer

Reports are the "snapshots" of your inventory that users can review to determine the status of the inventory. Managers use this information to make decisions about what transactions to perform, keeping in mind the objectives of reducing costs and maintaining service. Users can print, either to the screen, printer, PDF, or Excel summary and detail reports for general inventory information via print options on the Inventory Maintenance menu. They can print journal and warehouse detail information with options on the Inventory Reports menu.

# Overview Summary

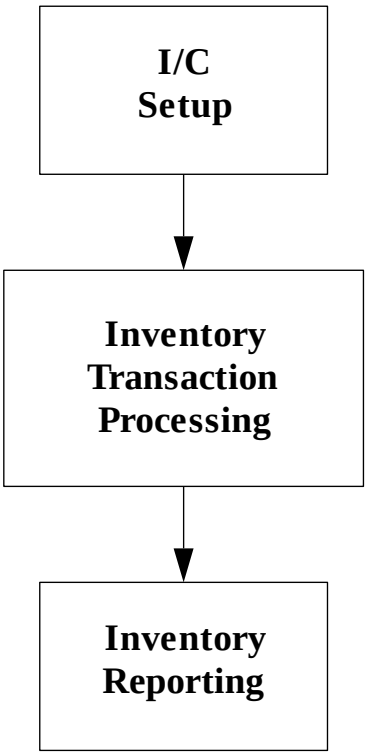
This overview described some of the main features of Fitrix Inventory Control. Here is a quick review and basic flow of the processes in I/C:

- Set up your inventory, starting with reference files and defaults; add inventory items and set them up in different warehouses.
- Once setup is complete, you can begin transaction and maintenance processes, which can include receiving, shipping, transferring, and adjusting inventory. These transactions are designed for simplicity and accuracy via a three-step process (Update → Print → Post).
- Keep inventory accurate by utilizing cycle counts and price and cost updates; maintain adequate inventory level via reorder information.
- Inventory reports allow you to print out current information so you can make accurate decisions about inventory control.

All these features and processes will help you manage your inventory more efficiently, which will lower costs and help maintain a high service level.

# I/C Accounting Cycle

The following diagram illustrates the basic Fitrix I/C accounting cycle, which follows the basic accounting cycle. After the Company Setup is complete, there is the module-specific I/C setup, transaction processing, and end of period activities:



# General Information

## Reference Files

When you first set up your Inventory system, you must set up a variety of reference files. The entries in these files are used throughout the Inventory Control system. The description of each of these reference files below includes the menu and menu option used to setup and maintain the file, and what is stored in the file.

**Company Information**

Access this program with the Update Company Information option on the Setup Company Menu. This program contains your company's name and address for reports, Multilevel Tax status, and department codes and descriptions. You can use department codes to assign income and expenses to departments or divisions within your company. The use of department codes is optional and can be invoked or changed at any time.

**Account Number Ranges**

Access this program with the Update Account Number Ranges option on the Setup Company Menu. This program stores the range of account numbers associated with each type of account: Asset, Liability, Income, etc.

**Ledger Accounts**

Access this program with the Update Ledger Accounts option on the Setup Company Menu. Each record in this program is one of your general ledger accounts. Information stored here includes the account number, its description, an optional subtotal group, and whether or not the account is increased with a credit or debit.

**Inventory Defaults**

Access this program with the Update Inventory Defaults option on the Setup Inventory Menu. This program stores a variety of default entries and provides default values on screens throughout the Inventory Control system.

**Warehouse Locations**

Access this program with the Update Warehouse Definitions options on the Setup Inventory Menu. Each record in this program stores a code that represents a warehouse, its description, the shipping lead time for this particular warehouse, and an optional department code, which represents the department to which the transactions involving this warehouse were posted.

**Commission Codes**

Access this program with the Update Commission Definitions option on the Setup Inventory Menu. This program stores a commission code, its description, and a percentage rate associated with the code. Commission rates can be associated with the inventory items.

**Item Classifications**

Access this program with the Update Item Classifications option on the Setup Inventory Menu. Each record in this program stores a code that represents a single item class and the description of this item class. Item classes are used to group inventory for reports, count physical inventory, etc.

**Sales Projections by item class**

At the beginning of your fiscal year you can set up sales projections by item class and then track actual sales versus these projections throughout the year.

**Calendar Initialization and Maintenance**

Please refer to the User Guides for Production Order Processing and Material Resource Planning for how these programs are used.

**Bin Locations**

Access this program with the Update Bin Locations option on the Setup Inventory menu. This program stores the bin locations in your warehouse. You can have as many bin location per warehouse as is needed and can also set default primary and secondary bin locations at the item level.

**Inventory Items**

Access this program with the Update Inventory Information option on the Inventory Maintenance Menu. This program is the most frequently used program of your inventory control system. You can add new inventory items, and view, update, and store extensive information pertaining to each inventory item. It contains general information for each warehouse that stocks an item, and via submenus, you can view, update, and store detailed information for each warehouse that stocks an item (price and cost structure, location and count information, vendor and selling information, movement history, etc.).

**Alternate Items and Cross Sell Items**

Once you have set up your items you can set up alternate items that can be substituted for them in order entry if there is none available for sale and also cross sell items that will be recommended during sales order entry.

# Units of Measure

Cost, price, and quantity for each inventory item are stored in the system as Stock Keeping Units (SKU's). When you purchase or sell items, the system converts the cost, price, and quantity to purchase or sell units, respectively. This conversion process is handled automatically by the system once you have set up the conversion factors. You can also set up unit of measure lists that are then inserted into the item master. These "lists" allow you to sell and purchase the item in multiple units of measure, (i.e. – sell in both eaches and boxes).

# Chapter 2

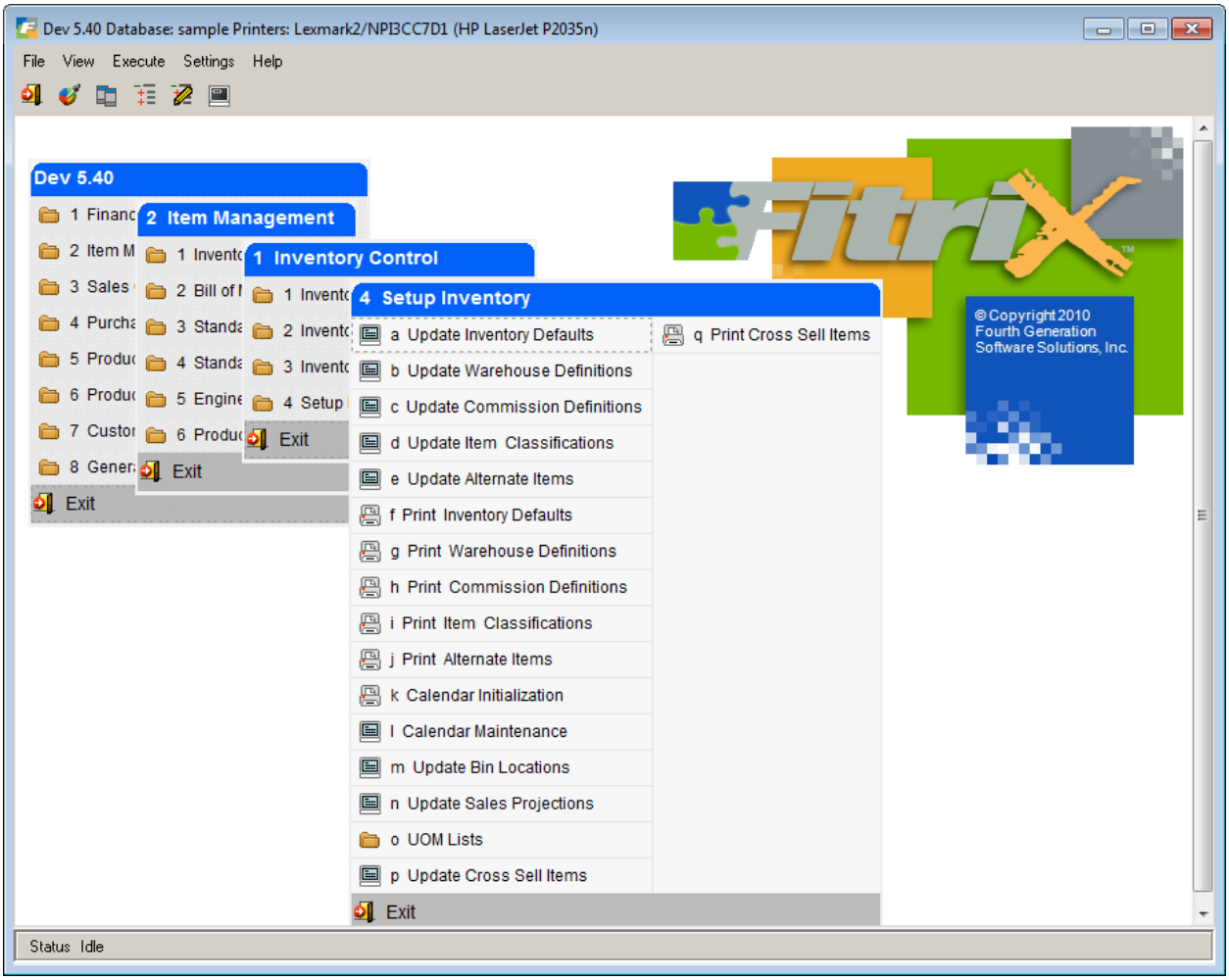
## Setup Inventory

In this chapter, we describe the options, screens, and fields you use to set up I/C. You perform I/C setup after you have installed the I/C module and Company setup is complete. You must complete setup procedures before you can begin processing transactions that utilize inventory information, e.g., sales/shipping, purchases/receiving, transfers, adjustments, counts, etc. The following topics are covered in this chapter:

- Inventory defaults
- Warehouse definitions
- Commission definitions
- Item classifications
- Bin locations
- Alternate and cross sell items
- Sales projections
- Unit of measure lists
- Setup complete

# The Setup Inventory Menu

The options on this menu allow you to setup the reference files used throughout the Inventory Control system. “Set-up” is the process by which you enter all the reference information needed before you can start recording transactions into the Inventory Control system. The Setup menu options are the first steps in preparing the system for use after installation and Company Setup is complete.



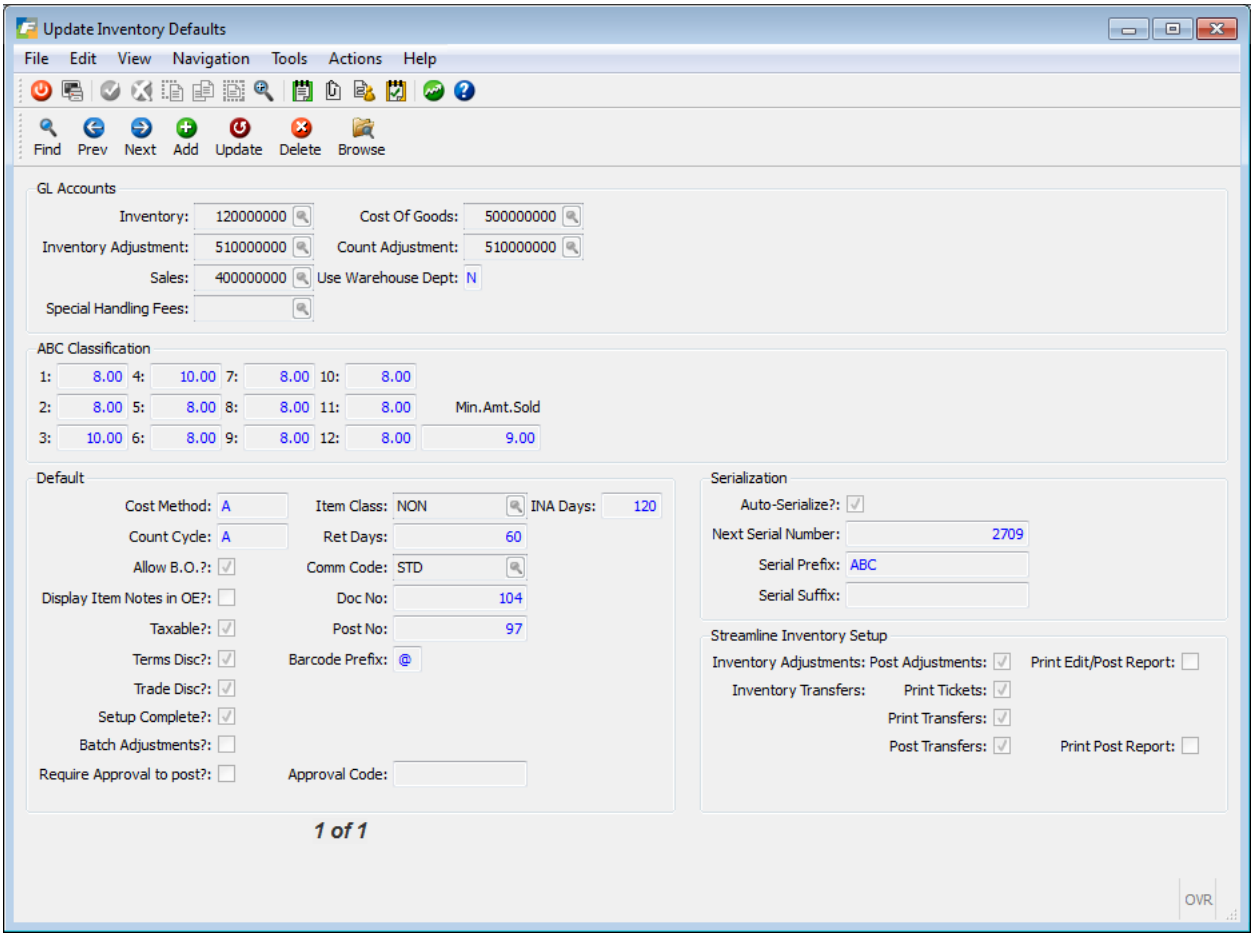

## Note

Update Warehouse Definitions and Update Commission Definitions are duplicated in the Order Entry package. If you have already set up this information, it is not necessary to repeat the process for I/C.

# Update Inventory Defaults

## Note

Many of the defaults are based on the reference information set up for warehouses, commissions, and item classifications, along with Company information, such as ledger accounts, so you need to set up this information before you update the defaults file.




The data in the Inventory Control Defaults program is unique to each database (i.e. company). It contains only one record and therefore, the commands on the toolbar, with the exception of Update and Quit, have been disabled.

When you enter inventory items and run inventory transactions, the system automatically assigns the default values to some of the information fields. The default values may come from a number of different places, depending on the type of data. By automatically filling fields with default data, the system saves the user from retyping the same information for each transaction.

The user can overwrite default values when the transaction is entered by simply typing over the default.

Both the sample database and the live database of the Inventory Control package come with data already entered into the default fields. You should modify this data to fit your company's application before using the software.

Below you will find a description of each field on the Inventory Defaults screen:

**Inventory**

This field stores a nine-digit Inventory account number. This account is increased (debited) when you purchase inventory items and decreased (credited) when you sell inventory items. Zoom is available to select an account number from the defined ledger accounts. If you have the inventory account number set up at the item level it will be used instead of this one.

**Cost Of Goods**

In this field, you enter the Cost of Goods (sold) account number. As you sell inventory, this account is increased (debited). It stores the amount of the sale that represents the cost of the item. The Zoom feature is available. If you have the cost of goods account number set up at the item level it will be used instead of this one.

**Inventory Adjustment**

When you adjust quantity on hand and average cost of your inventory, the system creates a balancing transaction to the Inventory Adjustment account. That account number is stored in this field. You may use the Zoom function to select an account.

**Count Adjustment**

When posting the results of your physical inventory, if there is a discrepancy between the quantity on hand stored in the computer, and the quantity counted, the system makes an adjustment to quantity on hand and a balancing transaction is made to the account number stored in this Count Adjustment field. Typically, this is the same account number as your Inventory Adjustment account. The Zoom feature is available.

**Sales**

The Sales field contains the income account number to which sales of inventory are posted. This account is increased (credited) when you sell inventory items. You may use the Zoom function to select an account. If you have the sales account number set up at the item level it will be used instead of this one.

**Use Warehouse Dept.**

If you are not using multiple departments, you may ignore this one-character field. This field labeled accepts a Y for "Yes" or an N for "No." It defaults to N. Y tells the system to use the departments associated with the warehouses for items when posting to the Inventory Ledger account. An N tells the system to always use the default 000 department code when posting to the Inventory account.

**Special Handling Fees**

In the item master there is a field for a special handling fee that can be utilized if the item sold requires special handling. This fee will be automatically added to the customer's invoice and when the sale order is posted the dollar amount of this fee will post to this general ledger account number.

**ABC Classification**

This section of the screen contains thirteen fields that allow you to classify your inventory items based on item sales or the amount of money an item moves through your inventory. It is an expanded version of the old ABC code.

These classes are then assigned to the individual item code in the Modify Reorder Detail screen. These ABC classifications are used in conjunction with the Replenishment module formulas so if you are not using replenishment there is no need to adjust these values.

**Classes 1 and 2—highest categories**

These two numeric fields make up the old A code and represent the items that move the most money through your inventory. Both of these fields default to 8.00%, which means the top 16% of your inventory will be classified as levels 1 and 2.

**Classes 3 and 4—mid-level category**

These two numeric fields make up the old B code and represent those items that move moderate amounts of money through your inventory. Both of these fields default to 10.00%, i.e., 20% of your inventory will be classified as medium movers at levels 3 and 4.

**Classes 5 thru 12—lowest category**

These eight numeric fields make up the old C code and represent those items that move less money through your inventory. All of these fields default to 8.00%, which means that 64% of your inventory will be classified as low money movers at levels 5 to 12, 12 being the slowest moving items.

**Min $ Value**

This field holds the minimum monetary value that an item must move in a year to be assigned to one of the twelve classifications.

The lower section of the screen contains the default values the system assigns when you set up items in warehouses. Under the Inventory Maintenance Menu, using the Update Inventory Information option, you may setup one or more warehouses for each inventory item. The values entered here on the Defaults screen are the default values provided by the system when you are setting up the warehouses for an item.

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Note

After setting up the first warehouse for a particular item, you can use the Copy Warehouse to Another function to copy the warehouse detail information if it is the same for both warehouses.

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**Item Class**

This field establishes the default item class code. Your inventory may be organized into various item categories that are useful for organizing reports, physical inventory, etc. The code entered must have previously been setup

in the Item Class program. You maintain the Item Class codes via Update Product Classifications option on the Setup Inventory Menu. The Zoom feature is available. When you initially set up items their class will default t this value but can be overridden.

**Cost Method**

This field accepts one of three different codes, each indicating a method of determining the cost of the items in your inventory. The three codes for costing methods are

- **A**— Average Cost
- **F**—FIFO (First In, First Out)
- **L**—LIFO (Last In, First Out)
- **S** – Standard ( see the *Standard Costing User Guide* for more information on this cost method)

The I/C system must know how you cost items purchased to correctly calculate margins and post correct amounts to the ledger Cost of Goods accounts. It is quite common for you to have a single item where you purchased different quantities at different costs. In this case, how does the system know which cost to use when you sell one of these items? The cost method determines what cost the system will use.

- **Average Cost** method handles different costs by calculating the average amount paid for each item on hand. Whenever new items are purchased, the system re-calculates the average by dividing the total amount paid for all items by the total number of items.
- **FIFO (First-In First-Out**) method tracks cost by assuming that items sold or otherwise removed from inventory are the oldest; that is, first purchased, items. The system maintains a record of the number of items purchased at each different cost (the cost stack). When you sell an item, the system uses the oldest cost until the entire quantity of items purchased at that cost are sold. The next oldest cost is then used until the quantity purchased at that price is sold, and so on.
- **LIFO (Last-In First-Out)** method is, as the name implies, the opposite of the FIFO method. LIFO assumes that items sold are the most recently purchased items. The system maintains the same records for LIFO as it does for FIFO. However, when you sell an item, the cost is taken from the opposite end of the cost stack. The system uses the most recently paid cost until all items purchased at that cost are sold (unless more items are purchased at a new cost in the meantime). The value of your inventory is therefore based upon the oldest amounts you paid for any items in stock.
- **Standard** method gives users a way to record costs at a standard cost and then compare this cost to actual cost and analyze and book the variance between the two ( see the *Actual Costing User Guide* and *Standard Costing User Guide* for more information on this cost method)

**INA Days—inactive days**

This field is currently a reference only field, there is no functionality.

**Count Cycl**e—cycle count code

In this one-character field you specify your default count cycle code. Count cycle codes provide a means of organizing the items printed on Inventory Count Sheets, which you can use to record the results of physical inventory counts. (See "Create Count Sheets" in this User Guide).

When you run the Create Count Sheets menu option, the system allows you select the items to include on the sheets by entering the Count Cycle and other criteria. Using count cycles allows you to designate categories of items for counting purposes. For example, you may spread your count over time: on one day, you may opt to count those items in category A and the next count day, you may count category B, and so forth.

**Ret Days—retention days**

This field is currently a reference only field, there is no functionality.

**Allow B.O.—allow this item to go on backorder?**

Use this field to provide a default entry for the Allow Backorder field on the Item Warehouse detail. If this box is checked , when someone enters an order for the item and it is out of stock, the system will create a backorder.

**Display Item Notes in OE** – if checked any freeform notes you enter with the item in the item master record will display in sales order entry.

**Comm Code—commission code**

This field stores the default code for the sales commission rate the system applies when you set up inventory items. You must have previously set the code up in the Commission program. You maintain the Commission codes with the Update Commission Definitions option on the Setup Inventory Menu. The Zoom feature is available.

**Taxable**

Check this box if you want the default for items to be taxable (subject to sales tax).

**Doc No—last document number**

When initially setting up your inventory, use this field to set the starting document number you would like the first document to have. For example, if you wish the first number to be 2000, enter a value of 1999.

As you enter transactions, this field stores the last document number the system assigned to a transaction. The system uses document numbers as a unique key to identify transactions and it assigns the number when you enter or update a transaction.

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Note

Once you assign a beginning number and run transactions, it is a good idea not to change this number because if you accidently reset this number to a number preceding the original, you will get duplicate document numbers assigned.

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**Post No**

You use this field to set the starting number for posting reports created when you post transactions under the Inventory Transactions menu. These numbers help you to track and organize the posting reports. Once you post transactions, the system increments the number in this field to show the “last post number.”

**Terms Disc—subject to term discounts**

Checking this box means that items are subject to Terms Discount. The system applies the default you enter here to the Subject To Terms Disc. field on the Item Warehouse Detail screen when you set up an item. The Order Entry system uses this field in the process of determining whether to apply a terms discount to this item when it is sold.

**Trade Disc—subject to trade discount**

Checking this box means that items are subject to Trade Discounts. The system applies the default you enter here to the Subject To Trade Disc. field on the Item Warehouse Detail screen when you set up an item. The Order Entry system uses this setting to determine whether or not to include the item in the calculation of a trade discount at the time of sale.

**Batch Adjustments, Require Approval, Approval Code**

See the *Getting Started with Fitrix* user guide for information on how batch control works.

**Setup Complete**

When you first install I/C, you set up the reference information and enter defaults, and enter inventory items into the system. During this setup phase, this field is unchecked meaning "No I have not completed setup of my inventory." When Setup Complete is unchecked, you can enter values in the Average Cost and Quantity On Hand in the fields on the Item Warehouse Detail screen, and you can enter history and cost stack information in the Usage History screen LIFO/FIFO Cost Setup screen. Once you complete the setup process and check this box meaning "Yes setup is complete," then you can no longer update the Average Cost or Quantity On Hand: only inventory transactions (shipping, receiving, adjustments, and transfers) will cause the system to update these fields. And the Usage History and Cost Stack screens become "view only" screens.

Once all setup is completed, you will run the Inventory Valuation Report and verify the total value matches your GL balance for your inventory account.

You can change the Setup Complete flag, but changing from a checked to unchecked and vice versa only allows the user to change system maintained fields when unchecked, and allows the system to post to inventory when checked. So if you need to make changes to system maintained fields, think about if you will need to reflect those changes in G/L, and make sure no one else on the system is trying to post to I/C.

**Auto- Serialize**

Check this box if you want the PO Receipts program to automatically generate serial numbers when serialized items are received. If this is unchecked you will need to manually enter serial numbers.

**Next Serial Number**

If auto serialize is checked set this value to your starting serial number.

**Serial Prefix and Serial Suffix**

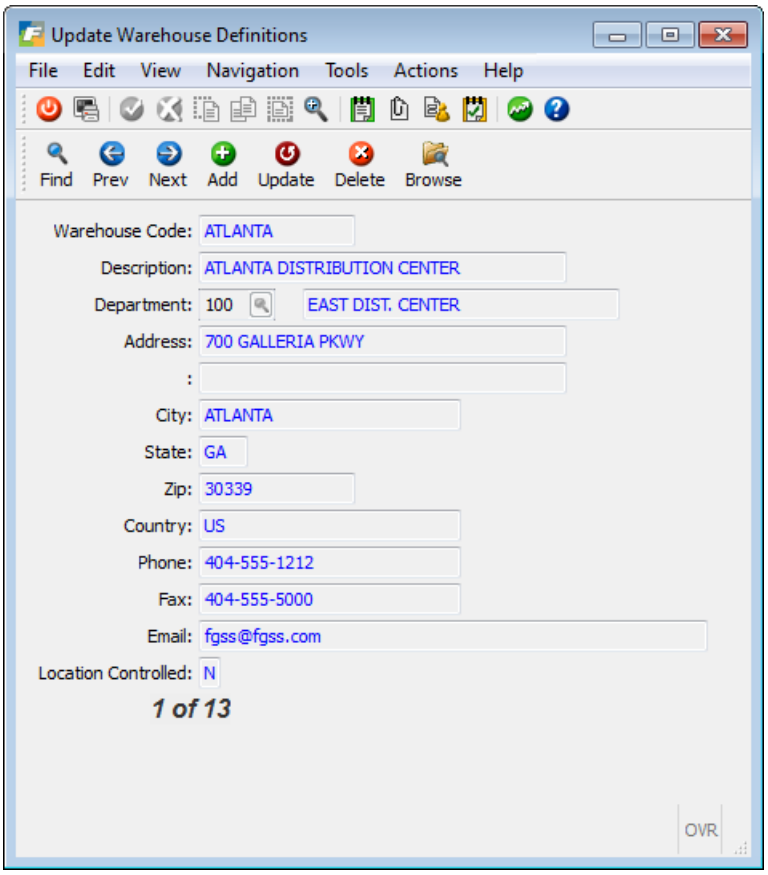
If auto serialize is checked and you want the serial number to have a prefix and suffix set up those values here.

**Streamline Inventory Setup**

- Check the Post Adjustments box if you want to automatically post after entry
- Check the Print Edit/Post Report box if you want a hard copy of the posting report
- Check the Print Tickets box if you want to automatically print a transfer ticket after entry
- Check the Print Transfers box if you want to automatically print a transfers listing after ticket print
- Check the Post Transfers box if you want to post automatically after the transfer listing
- Check the Print Post Report box if you want a hard copy of the posting report

# Update Warehouse Definitions

Use this option to set up the Ship-To warehouse entries. These locations will print on your purchase orders as the Ship-To addresses for shipment of goods from the vendor. At least one warehouse must be entered in order to provide a default ship-to address. You may have as many warehouses as necessary.




This screen contains the following fields:

**Warehouse Code**

The Warehouse code uniquely identifies each individual distribution center

- Up to 10 characters

**Description**

This is a description or name for the warehouse.

- Up to 30 characters

**Department**

This field contains an optional department number associated with this location. If you enter Y in the Use Department field on the Purchasing Defaults form, this department code will be used as the default for all purchases associated with this warehouse.

**Address**

There are two address lines available for each warehouse location. The following four fields store specific portions of the warehouse address:

- City
- State
- Zip
- Country

**Phone**

This field holds the phone number for this warehouse contact.

**Fax**

This field holds the fax number for this warehouse contact.

**Email**

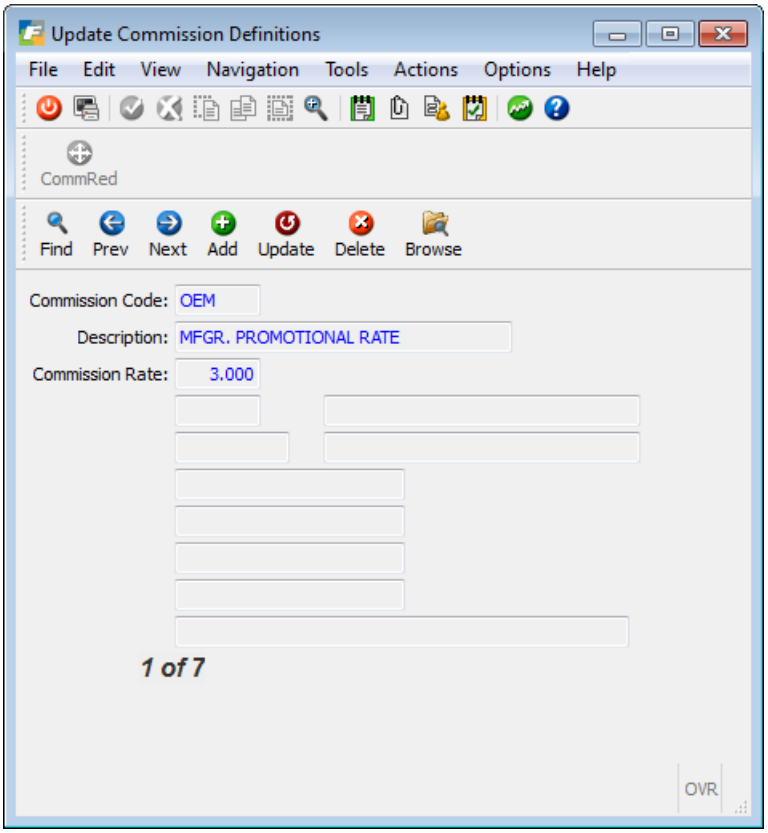
This field holds the email address for this warehouse contact.

**Location Controlled**

To “turn on” the multi-bin feature at the warehouse level, set Location Controlled to Y. If you want the warehouse to use just one static location as defined with the item using the Update Inventory Information program, set this to N and you will not be prompted to select multiple bins when processing transactions. Entry in this field is mandatory.

# Update Commission Definitions

Through this menu option, you setup and maintain the Commission codes. Commission codes are used to associate commission rates with individual inventory items. Once these codes are set up you can insert these values into the item master record. See the *Order Entry* user guide for more information on sales commission processing




The Commission Definitions screen contains the following fields:

**Commission Code**

This field stores the unique code which may be a maximum of six alphanumeric characters.

**Description**

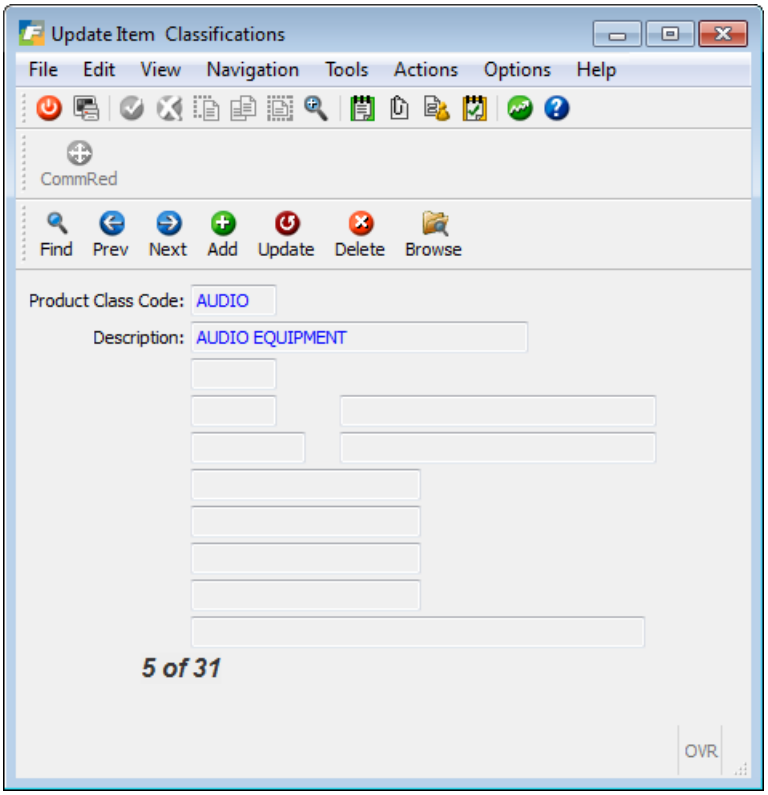
In this alphanumeric field you enter a brief (up to thirty characters) description of the commission code.

**Commission Rate**

The commission rate is a percentage applied to an order to determine commissions. The rate is entered as a percentage; e.g. 2 indicates two percent. This is a numeric field.

# Update Item Classifications

Through this option you set up and maintain the Item Class codes. Item Classifications are a means of categorizing inventory items. For example, when you execute the Find command to select a set of inventory items, you may specify one or more item class codes on the Selection Criteria screen. In addition, you may organize your physical inventory by item class, so you can print count sheets for one or more item classes. There also several reports that can be run by item class and you can maintain sales projections by item class.




The Item Class Codes screen contains the following fields:

**Item Class Code**

This field stores the unique code (up to six characters) that identifies the Item class.

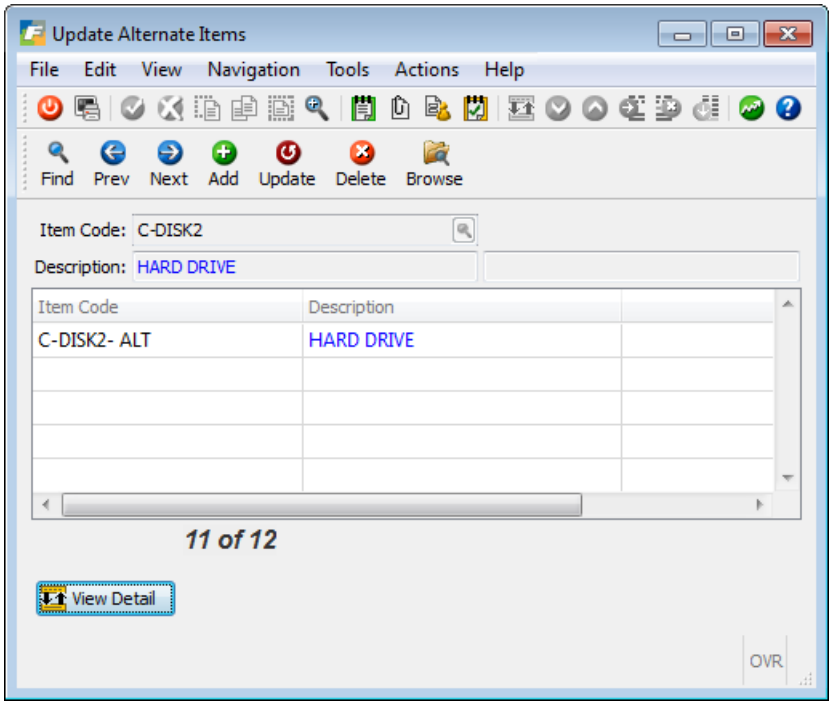
**Description**

The item class description that appears on reports, and on-line when you enter this item class code, is stored in this 30-character field.

The next four options on the setup menu are print options that you can use to view or print out copies of the information you have entered with the four previous Update options. These printouts are basically to use for reference and to check the accuracy of what you entered.

# Update Alternate Items

Through this option you enter alternate or substitute items. In Sales Order entry if an item is not available the backorder screen displays. From this screen you then have the choice to select an alternate item that is available. Alternate items are discussed further in the *Order Entry User Guide.*



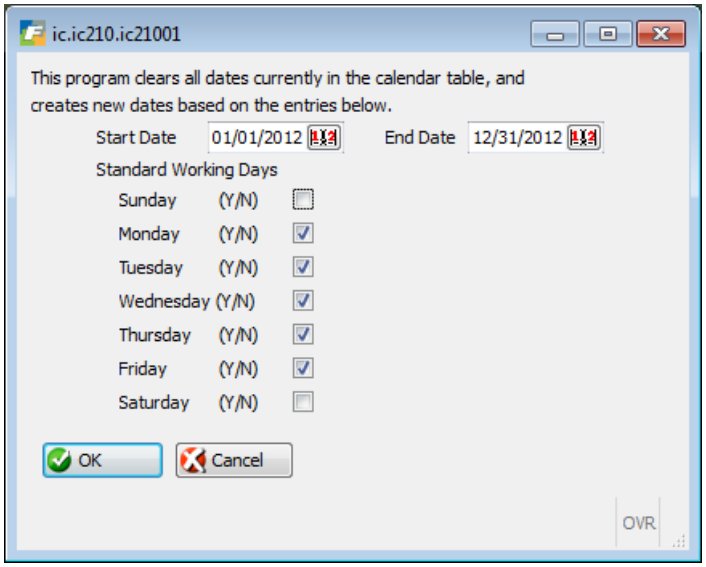
# Calendar Initialization and Maintenance

This program should be run annually at the beginning of each fiscal year or it can be run for a range of years. The calendar initialization and maintenance programs are used by three programs.

**Production Order Maintenance** – if a start date is entered but no due date is, it calculates one based on the item's lead time to be manufactured using the calendars working days. If a due date is entered and no start date, it calculates one using the calendar. See the *Production Order Processing User Guide* for more information.

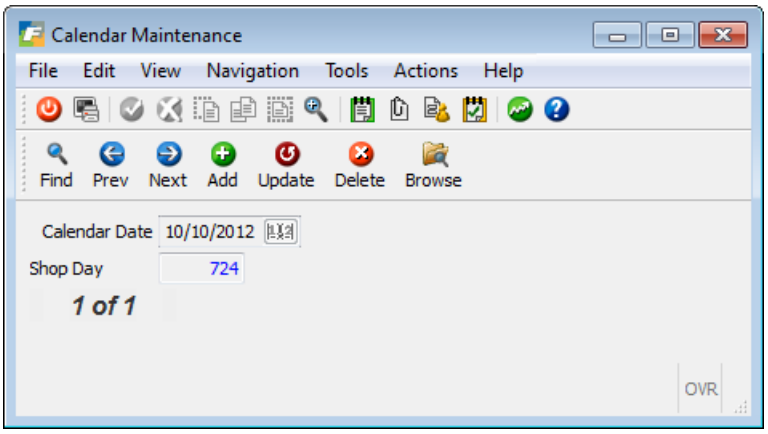
**MRP Generation** – uses the lead time and calendar to calculate order start dates and component required dates. See the *Master Resource Planning User Guide* for more information.

**Sales Projection Analysis Screen program**-uses the calendar program to display the total number of business days in the month and the number of total business days lapsed.



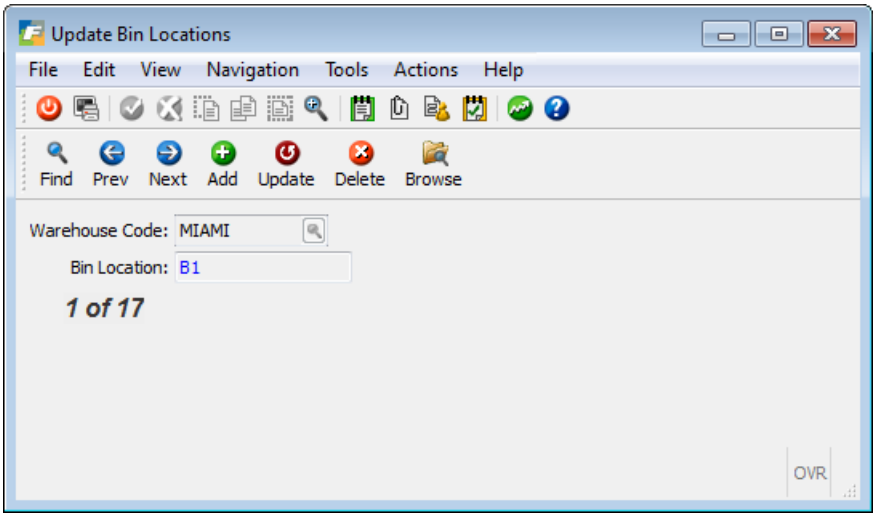

The Calendar maintenance program below is used to update the calendar created by removing days that are holidays and other days your business may not be opened. If days are removed the Shop Day number assigned to each date in sequential order are automatically recalculated by the program.

Shop Days are used by Production Work Orders. The Calendar Initialization program assigns a shop day of 1 to the first day in your calendar. Every working day after that has the next sequential number assigned to it. If a production order is to start on the 1st of the month and has a 15 day lead time, the program gets the shop day for the 1st, adds 15 days to this shop day to find the shop day 15 days out, and then retrieves the associated date for this shop day to give you the date the product 's due date (start date plus lead time).



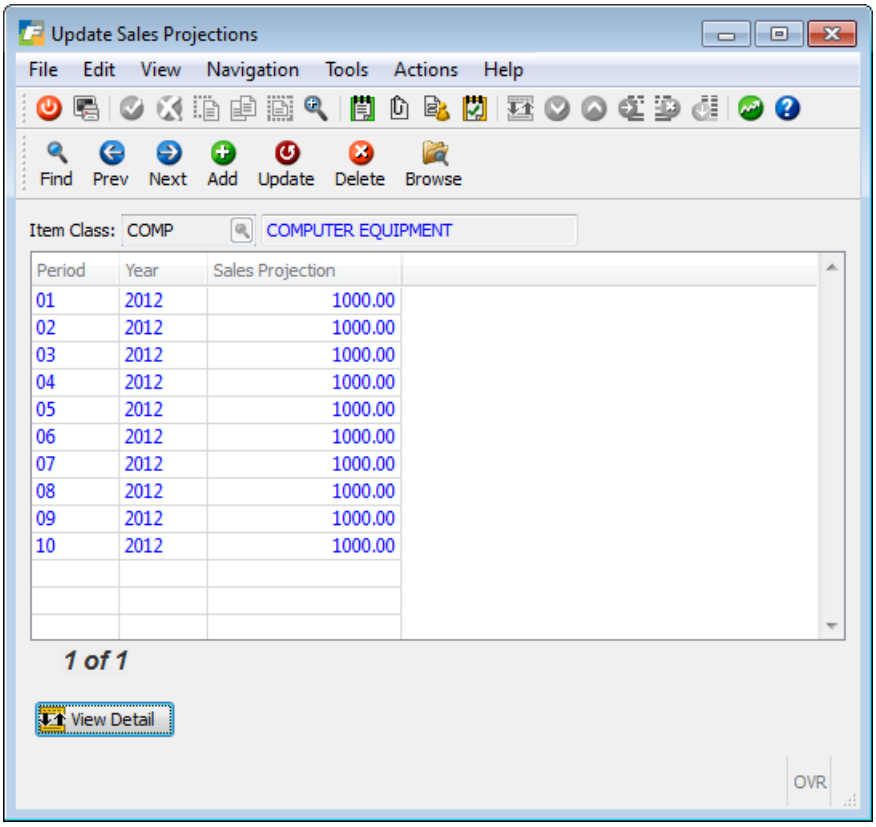

# Update Bin Locations

This program is used to set up the various bin locations in your warehouse if your warehouse definition is set to location controlled Y. When moving inventory (receiving, shipping, transferring, etc.) a valid bin location must be used.



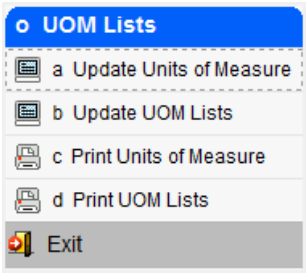
# Update Sales projections

Use this program to enter sales projections for each item class. Just enter a period for one class and that same period will be automatically created for all other item classes. Then simply enter the dollar amount for each period/item class. These projected sales are then compared to actual sales on the Sales Projection Analysis screen discussed in chapter five.



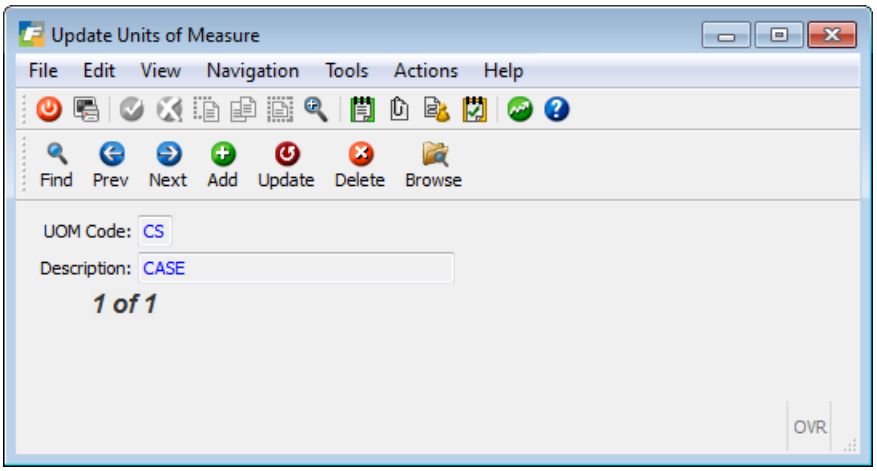
# Unit of Measure Lists

Unit of measure lists allow you to purchase and sell an item in multiple units of measure. For example, you may purchase an item in both boxes and cases. This submenu has the following options:




# Update Units of Measure

The first step in setting up a UOM List (Units Of Measure List) is to define your basic units of measure. You do this using the Update Units of Measure option of the UOM List menu of the Setup Inventory Menu.

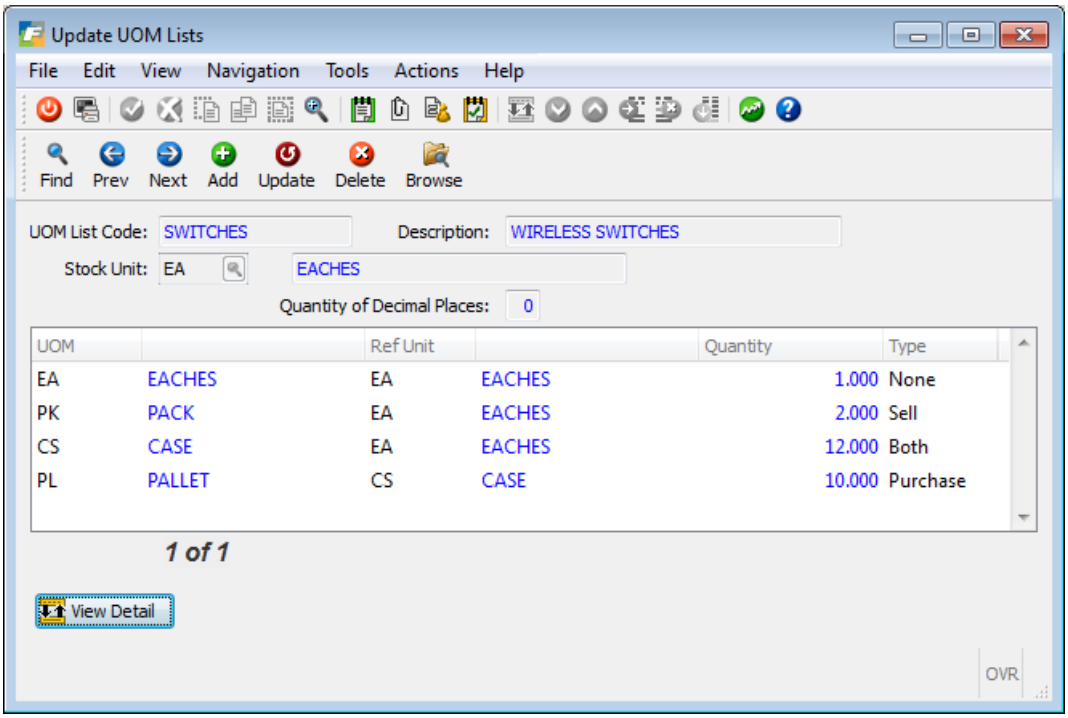



**UOM Code**: Enter a unique code that is self-explanatory.

**Description:** Enter a 30 character description for the unit of measure.

# Update UOM Lists

After you have setup your basic units of measure, you setup your UOM Lists. These list codes are then inserted into the item master record so the various programs know which units of measure are valid for the item when purchasing it or selling it.




**UOM List Code:** You can enter up to 10 characters for the UOM List Code. Required.

**Description:** Enter up to a 30 character description for the UOM List Code. Required.

**Stock Unit:** Enter the stock unit for inventory items using the UOM List. The Stock Unit is used for inventory counts, transfers and adjustments. The Stock Unit you enter here becomes the Stock Unit for the item. The Stock Unit should be the smallest unit for the item. For example, You sell an item in EA (eaches) and CS (case); purchase in CS (case) and PL (pallet). The Stock Unit should be EA for eaches because that is the smallest unit for the item. Required.

**Quantity of Decimal Places:** Enter the number of decimal places allowed for quantities. If you only sell or purchase in whole units, enter 0. If you sell or purchase in tenths of a unit, enter 1. If you sell or purchase in hundredths of a unit enter 2. If you sell or purchase in thousandths of a unit, enter 3.
The detail section:

**UOM:** Enter UOM Code that you defined using Update Units of Measure. The Zoom feature is available.

**Ref Unit:** Enter the reference unit for this UOM List line item definition. The reference unit is the unit of the quantity. Using the information above, a PK (PACK) contains 2 reference units of EACHES. In other words, 1 PK = 2 EA.

**Quantity:** Enter the quantity of reference units in the UOM.

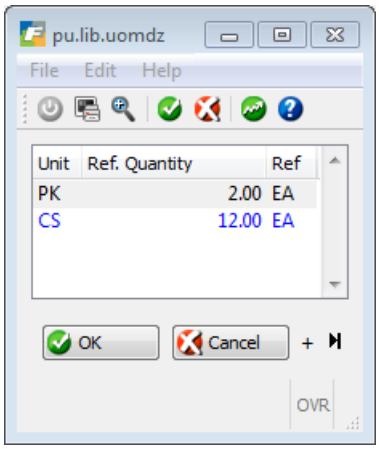
**Type:** Enter N, S, P or B. The type field determines where you can use the unit of measure. If you choose N for None, then you can only use the unit of measure for the stock keeping unit. If you choose S for Sell Unit then you can use the unit of measure in order entry and the stock keeping unit. If you use P for Purchase unit, then you can use the UOM in purchasing and as the stock keeping unit. If you choose B for Both, then you can use the UOM in order entry, purchasing and as the stock keeping unit.

The first entry in the detail must be in terms of the base unit – that is the Reference Unit must equal the Base Unit. For each line entered the reference unit must have already been defined previously. Each line must have a unique by UOM code and Ref Unit. Each detail line definition must be consistent with the previous lines. For example, you cannot define a CS as 14 EA if you have already defined a CS as 6 PK (PK= 2 EA). Please see example below.

If you need to change a quantity and the program will not let you it is because changing the quantity would invalidate another row. The quickest way to change the UOM List definition is to delete it and reenter it again correcting the inconsistency.

If the quantity within a package changes ( ie- you sell in cases and a case now has 100 eaches instead of 120) you can set up a new UOM like C2 that has 120 eaches per case and change the selling UOM to C2. Same goes for purchase UOM.

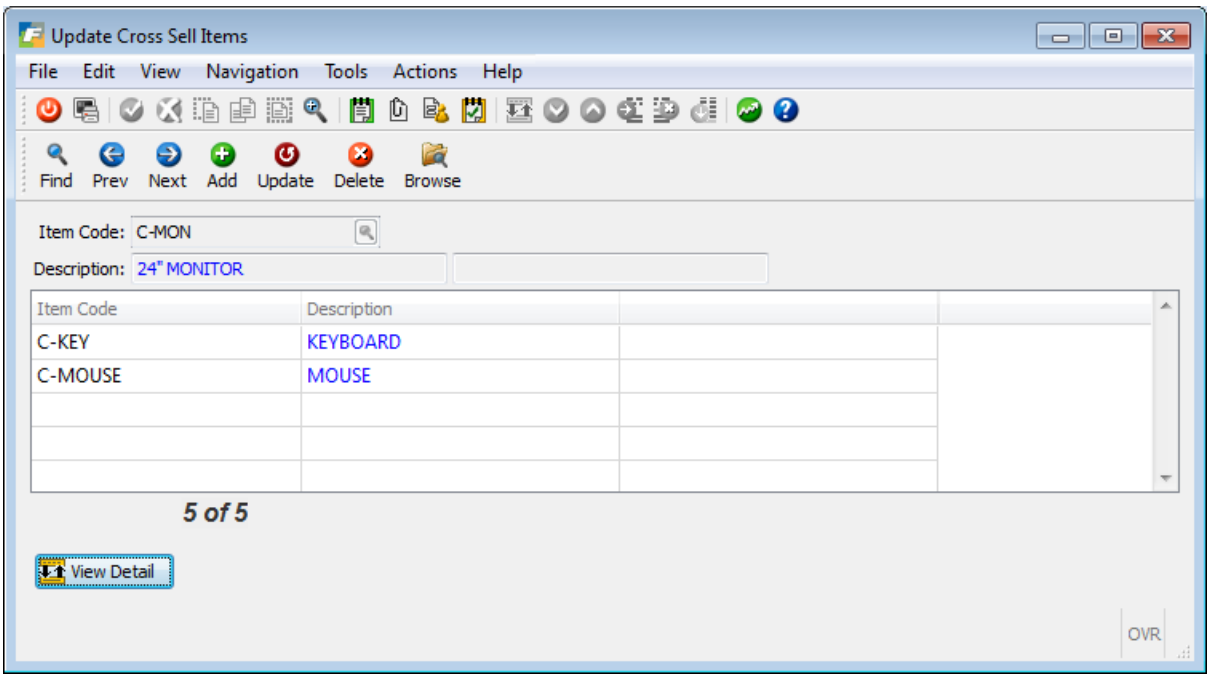
You can define the same UOM on multiple lines using a different Ref Unit. The advantage of defining the same UOM on multiple lines is for data entry people. For example, when zooming on the UM (Unit of Measure) in Update Customer Orders is executed, the following window displays. Data entry people can see that a PK contains s EA and a CS contains 12 EA. They do not have to do the math themselves.




The Zoom above is using the UOM List Code of SWITCHES above. Note that only the units with a type of S for Sell or B for Both are displayed.

# Cross Sell Items

Cross sell items are items that can go with another item being ordered. An example of a cross sell is that you may sell a computer monitor and there are other items that can be sold along with it. During order entry a list of these items will display so you can ask your customer if they also want to purchase these items.



# Chapter 3

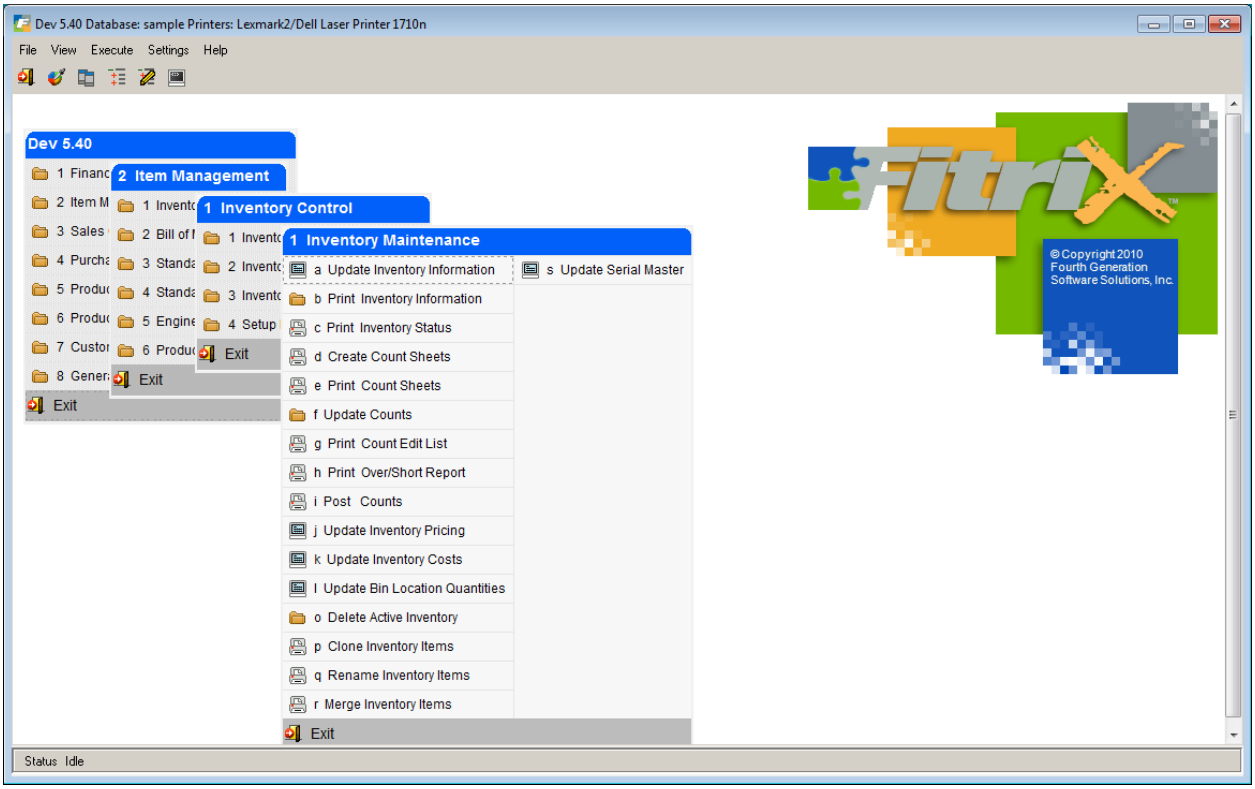
# Inventory Maintenance

This chapter contains the following information designed to introduce you to Fitrix Inventory Maintenance:

- Setting up Inventory Items
- The Physical Inventory Cycle Count Process
- Updating List Prices and Costs
- Updating bin locations quantities
- Deleting Inventory Items and Warehouses
- Cloning, renaming, and merging items
- Update Serial or Lot Number Master

# The Inventory Maintenance Menu

When you select Inventory Maintenance the following menu displays:



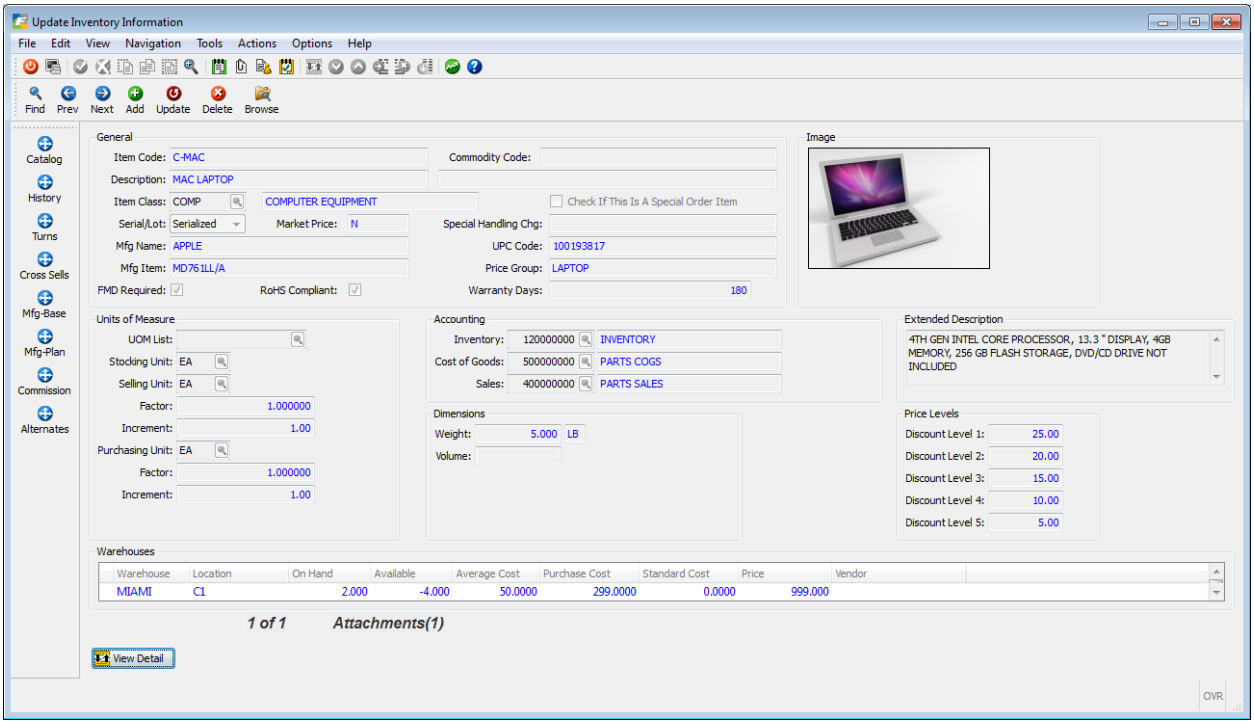

# Update Inventory Information

The first menu item, Update Inventory Information, takes you directly into the Maintain Inventory Item screen. You can select items to view current inventory information, add new inventory items, or browse through the Inventory file.

## The Maintain Inventory Item Header

After you select Update Inventory Information, the system returns the Maintain Inventory Item screen. You use this screen to enter, update, or display basic information about an inventory item.

The Maintain Inventory Item screen:




The header section of the Maintain Inventory Item screen contains the following fields:

### Item Code—inventory item code

This is a required field that stores a unique item code set up to identify each item in inventory. You can enter an item code up to 20 characters. Zoom is available to select from existing item codes.

### Commodity Code

This field is freeform where you can enter any code (up to 20 characters). It is designed for those businesses that use codes set forth by the Federal Government to classify and identify all types of commodities, but its function is simply reference and classification.

### Description—item description

There are two lines (up to 30 characters each) for the description. These fields are free-form, so you can enter any information you need.

### Item Class—item classification

You can enter a code in this field, up to three characters, used to categorize an inventory item: all items to which you assign the same code are in the same class. You must have defined the code in the Item Class program, which is maintained via Update Item Classifications (option 4-d). Zoom is available allowing you to select a valid Item Classification.

### Special Order Item

When entering sales orders, the user needs to be aware of when the item is a special order item so they can advise their customer of this and the fact that it is not carried and will be backordered.

If this field is checked:

1. When user enters a sales order they get this message:

   "This is a special order item that will be backordered. Continue Y/N?"

2. When user enters a vendor purchase order they get this message:

   "This is a special order item. Continue Y/N?"

3. The inventory replenishment programs will ignore these special order items since the items are not ordered on a regular basis.

**Serial/Lot—serial and/or lot control flag**

This field accepts one of three flags: S for "serialized," which indicates that each item has a serial number associated with it and is therefore under serial control; L for "lot," which indicates this item is grouped into lots with lot numbers; or B for "both," which indicates this item is under both serial and lot controlled. You can also leave the field blank, which indicates no serial or lot control so the system uses the default costing method. Serial and lot numbers provide an exact means for tracking and costing items.

**Market Price**

In this field, enter Y or N depending on whether or not the item's price is subject to change based on the market value. If set to Y, you can change the price right up to the point of invoicing.

**Special Handling**

This is a special handling fee that will be added to the invoice for this item. The total amount charged will be this fee multiplied by the quantity sold.

**Mfg Name**

Enter the manufacturer's name (optional)

**UPC Code**

Enter the item's UPC code in this field.

**Mfg Item**

Enter the manufacturer's part number (optional)

**Price Group—price group code**

You can enter a code so that the system groups this item with other items that have the same price group code. On a customer order, the system combines the quantities of items that have the same price group, which helps achieve volume quotas for price breaks. Say you stock pens and you give a 3% discount for ordering 1000 or more pens. In your inventory, you stock red pens and blue pens and they both have the same price group code. If customer ordered 600 blue pens and 400 red pens, the system would combine the two quantities and thereby achieve the volume discount.

**FMD Required**

Check this box if this item requires a Full Materials Declaration document be submitted to you by your supplier. If checked and the vendor has not submitted the document a line item note will be added to the vendor purchase order requesting this documentation. Once received check it as received in the item catalog (see *Purchasing User Guide* for more details).

**RoHS Complaint**

Check this box if the item is been deemed RoHS Compliant (**R**estriction **o**f **H**azardous **S**ubstances).

**Warranty Days**

For serialized inventory enter the number of days this product is covered by a warranty agreement. When the sales order is posted the warranty expiration date that displays on the Update Serial Master screen will be set to the invoice date plus this number of days.

**UOM List**

Using UOM List codes allows you to purchase and sell an item with different units of measure. For example, you may purchase an item in both eaches and boxes and sell in boxes and cases. If a UOM List code is entered, the Stocking Unit, Selling Unit and Purchasing Units must be defined for the UOM List. In addition, the Sell Unit must have a Type of Sell or Both for both sell and purchase and the Purchase Unit must have a Type of Purchase or Both. If a UOM List code is entered, the Factor and Increment fields are skipped. The Factor field is looked up using UOM List code. The Increment field is left blank.

**Stocking Unit—stock unit or stock keeping unit (sku)**

Enter a two-character abbreviation for the unit in which you stock the item (EA for eaches, BX for boxes, PT for pallets, etc.). If you are using a UOM List code you can zoom to find a list of available uom. You can enter any two character designation for this unit of measure. You define the stock unit based on conversion factors that you enter for the Purchasing units and Selling units.

**Weight—inventory item weight**

You can enter the weight of 1 sku of this item up to 99999.999. When you press TAB, you go to an unmarked field next to the Weight field where you can enter a 2-character unit if weight (LB, KG, etc.). This field is not required but if you are using landed cost in Purchasing and the cost allocation method is based on weight you do need to enter a value here.

**Volume—volume of inventory item**

You can enter the volume of one sku of this item up to 99999.999. This number would represent the unit volume standard to your industry. This field is not required but if you are using landed cost in Purchasing and the cost allocation method is based on volume you do need to enter a value here.

**Extended Description**

Enter a description of up to 256 characters for this item.

**Selling Unit**

Enter a two-character designation for the unit of measure in which you sell this item (EA, CS, BX, etc.). If you are using a UOM List code you can zoom to find a list of available uom

### Note

For serialized items, all the conversion factors are 1, which is the default.

**Conversion Factor—sell conversion factor**

Enter the number of stocking units that are in a sell unit. For example of you stock in eaches, sell in boxes and there are 6 eaches in a box the factor should be set to 6. Conversely if you stock an item in boxes and sell the item as eaches, and there are 6 selling units per box, then the conversion factor is 1/6 or 0.166667.

### Note

The system is capable of calculating the decimal equivalents of reciprocals such as 1/6. Enter a -6 in the Conversion factor and the system will calculate .166667, enter -2 to get .500000, just as an example.

**Purchasing Unit—purchase unit of measure**

Enter the two-character designation for the unit of measure in which you purchase this item (CS, EA, PT). If you are using a UOM List code you can zoom to find a list of available uom .It is the conversion factors that give them meaning in relation to the sku.

**Conversion Factor—purchase conversion factor**

Enter the number of stocking units that are in a purchase unit. For example of you stock in eaches, purchase in cases and there are 24 eaches in a case the factor should be set to 24. Conversely if you stock an item in cases and purchase the item as eaches, and there are 24 units per case, then the conversion factor is 1/24 or 0.04167.

**Inventory Acct.—inventory account number**

The Inventory account is where the system posts financial transactions involving inventory items. This field is required and it defaults to the Inventory Account number set up in Inventory Defaults.

**Cost of Goods Acct.— cost of goods account number**

The Cost of Goods account is the account the system posts the amounts of costs for inventory purchased. This field is required and it defaults to the Cost of Goods Account number set up in Inventory Defaults.

**Sales Acct.—sales account number**

The Sales account is where the system posts sales of inventory items. This field is required and it defaults to the Sales Account number set up in Inventory Defaults.

**Sell Unit Increment - the incremental quantity to sell.**

This quantity represents the incremental quantity you may use for orders. For example, if it is set to 2, you can only enter order quantities in increments of 2 (2,4,6,8, etc.)

**Purchase Unit Increment - the incremental quantity allowed to purchase.**

This quantity represents the incremental quantity you may use for purchase orders. For example, if it is set to 12, you can only enter purchase order quantities in increments of 12 (12, 24, 36, etc.)

**Price Levels**

Use these levels to determine the price to charge your customer if you do not have prices set up in the special price file (See section in Order Entry User guide that describes Special Pricing set up). You then enter this discount level in the customer master program on the OE Info screen. Using the example above any customer that has a discount level of 1 will be charged 25% off list for this item.

# Maintain Inventory Item Detail

A great deal of information about the inventory item is stored at the warehouse level and the use of warehouses allows you to have multiple sets of this information for a single item.

To enter the detail section of the screen, click on Update, and then Detail or press Ctrl TAB.

Each line in the detail section may represent a physically different warehouse. The columns in the detail section, which pertain to an inventory item in a specific warehouse, are display-only and represent information entered in the Item Warehouse Detail screen (discussed next).

**Warehouse**

This column displays the warehouse code for each warehouse that stocks this inventory item. You set up these warehouse codes in the Warehouse program via Update Warehouse Definitions (option 4-b) on the Setup Inventory Menu.

**Location**

Displays a static location of the inventory item within a warehouse (aisle, row, and bin). This location prints on the picking ticket and many of the inventory reports. If you are using the multiple bin functionality (warehouse is location controlled) the primary bin location defined on the warehouse detail screen discussed below will display.

**Vendor—vendor code**

This code represents the vendor from which the item is purchased for the specific warehouse. If the item is purchased from multiple vendors, set this to your preferred vendor. Use the item catalog program in the Purchasing module to set up additional vendors and the price they charge.

**On Hand—quantity on hand**

This column displays the quantity on hand for this item in the warehouse represented by a particular line.

**Available**

The quantity currently available (on hand less quantity committed to sales orders and/or production work orders).

**Average Cost**

The weighted average cost of the item in stocking units that is maintained by the system.

**Purchase Cost—purchase cost of the item**

The default cost in stocking units.

**Standard Cost**

The standard cost of the item in stocking units. See the *Standard Costing User Guide* for more information on this cost

**Price—list price of the item**

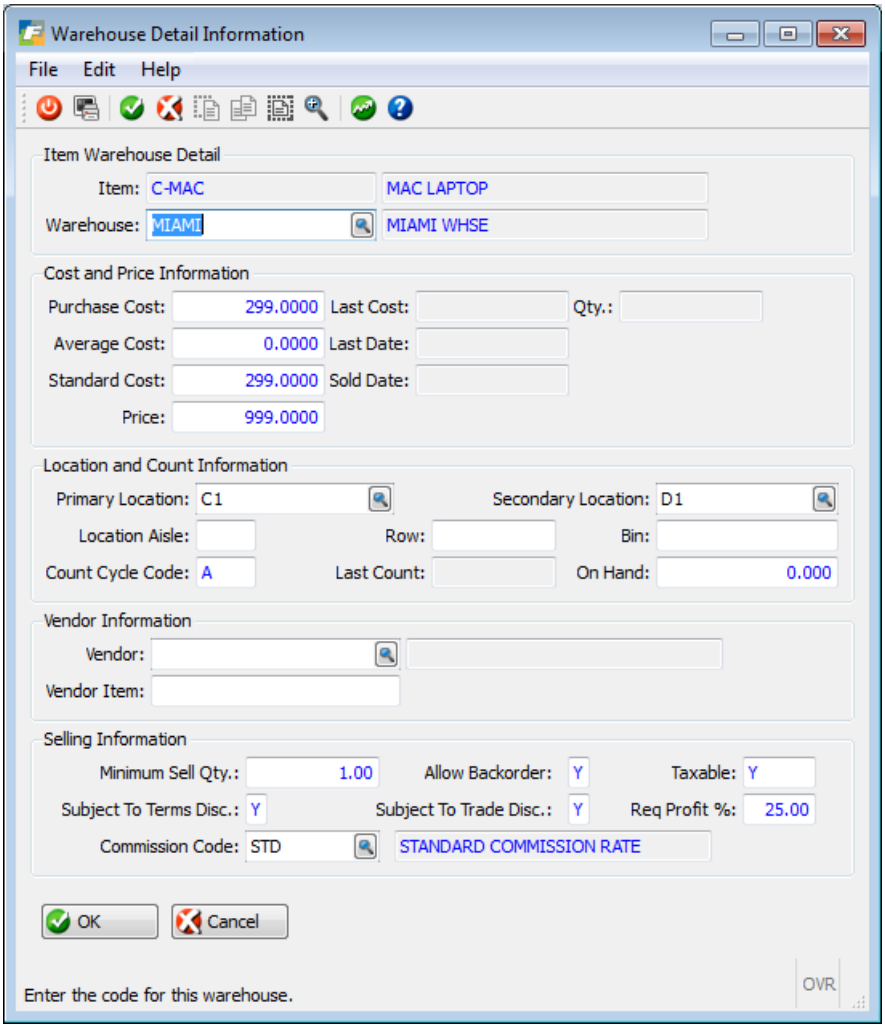
List price per unit. Please note that this should be the list price based on stocking unit not selling unit. For example, you stock in eaches, sell in cases, and they are 6 eaches in a case. The list price per each is $60 and when you sell a case the list price will be multiplied by the sell conversion factor of 6 to come up with a case price of $320 ($60 x 6 eaches).

Warehouse Detail Screen

From the detail section you can add, update, or view more specific information for an item in a specific warehouse by accessing the various icons on the toolbar while on the detail line for that warehouse.

When you select the

icon, the system returns the Item Warehouse Detail screen where you enter detail information about an inventory item:




The information on this screen pertains to a single warehouse. You can have multiple warehouses, and therefore, multiple sets of this information for each inventory item. All quantities, costs, and prices entered are entered in stock units.

The top section of the screen contains the following fields:

**Item—item code and description**

This field holds the item code and description from the header portion of the Inventory Maintenance screen. It is a display only field.

**Warehouse— warehouse code and description**

If you are setting the item up in a new warehouse, then you must enter a warehouse code. You can zoom to select from existing warehouses. If you are updating warehouse detail information, this field is display only.

The next section holds Cost and Price Information. This section shows the cost detail for a given item on the warehouse level. All quantities and costs are in stock units:

**Purchase Cost— cost per stock unit**

Enter or update the default cost for of one stock unit. This is your standard cost and is the cost that is used if you set up Order Entry special price definitions that are a markup from cost.

**Average Cost**

You can enter an average cost for items you have on hand when you initially set up an item in a warehouse. The system will then automatically calculate the weighted average cost based on purchases/receipts and this will be a display only field.

**Standard Cost**

Enter the standard cost if you are using Standard Costing. See the *Standard Cost User Guide* for more information on standard cost tracking and analysis.

**Price—list selling price**

Enter or update the price at which you plan to sell this item. This is the price that is used if you set up Order Entry special price definitions that are a discount off list.

**Last Cost—last purchase cost**

This cost is recorded automatically during receiving/purchasing.

**Last Date—last date of purchase**

This field stores the date this item was last received into inventory. It is automatically maintained by the system.

**Sold Date—most recent shipment**

This field represents the date of the most recent shipment of this item. It is automatically maintained by the system.

**Qty.—quantity**

This field stores the last amount received and is automatically maintained by the system.

The next section is Location and Count Information, which contains the following fields:

**Primary and Secondary Locations**

For each warehouse the item is located in that supports multiple locations , you should define a Primary and Secondary bin location and this must have first be set up using the Update Bin Locations program ( these can be left set to null if you do not use primary and secondary bin locations) . If set up these locations will be the default bin locations inventory will be received into and picked from unless you choose other bin locations when receiving your purchase orders and processing your sales orders.

The primary bin location entered should the bin location this item is typically picked from for outbound shipments. The secondary bin location should be the bulk location of the item. These must be different bin locations.

**Location Aisle , Row, Bin**

Please note that if the location controlled value for the warehouse is N you will not be able to enter primary and secondary bin locations but you will be able to enter a static location in these fields. Conversely if the location controlled value for the warehouse is Y you will be able to enter a primary and secondary bin location but not a static location.

**Count Cycle Code**

You can enter a code for an item and the system groups it with other items that have the same code. It groups them when you create count sheets and you use count cycle codes to select items to go on a count sheet. Count cycle codes can be any single character (A-Z, 0-9).

**Last Count—date item was last counted**

The system maintains this field and updates it when a count including this item is posted.

**On Hand—quantity on hand**

You cannot change the On Hand quantity in this field during normal data entry; you can only change the quantity during inventory setup. After that, it can only be changed by receiving, shipping, transferring, or adjusting this inventory item.

**Vendor—vendor code**

You can enter the code for the primary vendor from whom you purchase a particular item. If you use the Print Reorder Advice program, the items will be grouped by this vendor code If the Accounts Payable module is installed, you should have vendor codes setup in the Accounts Payable Vendor file. If you purchase the item from multiple vendors, this information is set up using the Item Catalog (see Purchasing User Guide).

**Vendor Item—**vendor's item code

This field is for you to reference the vendor's code for an item if it is different than yours.

**Minimum Sell Qty.—**minimum quantity

You can enter this number up to seven digits, which indicates the minimum quantity (in stock units) that a customer must purchase on a single order line.

**Allow Backorder—**controls backorders

You enter either a Y or N depending on if you will allow this item to go on backorder or not. If this value is set to No and you enter a sales order for the item and have none on hand, the program will cancel the line item rather than allowing it to go on backorder.

**Taxable—**controls taxation of item

You enter either a Y or N depending on whether this item is taxable or not. If you enter and N, that tells the system not to tax the order line for this particular item even if the order as a whole is taxable.

**Subject To Terms Disc.—**controls terms calculation

Enter "Y" if you want this item to be included in the calculation of a terms discount offered to a customer on an order; N if you do not want this item to be subject to terms discounts.

**Subject To Trade Disc.—**controls trade discounts

Enter "Y" if you want this item subject to trade discounts as specified in O/E. Enter N if you do not want this item subject to trade discounts.

**Req Profit % -** required profit %**.**

In Order Entry, if the difference between selling price and cost is below this percentage, the user will be notified. This is not a required field. You can also set up a global required profit % in the Update Order Entry Default program that will pertain to all item codes. A value entered here will override the global default.

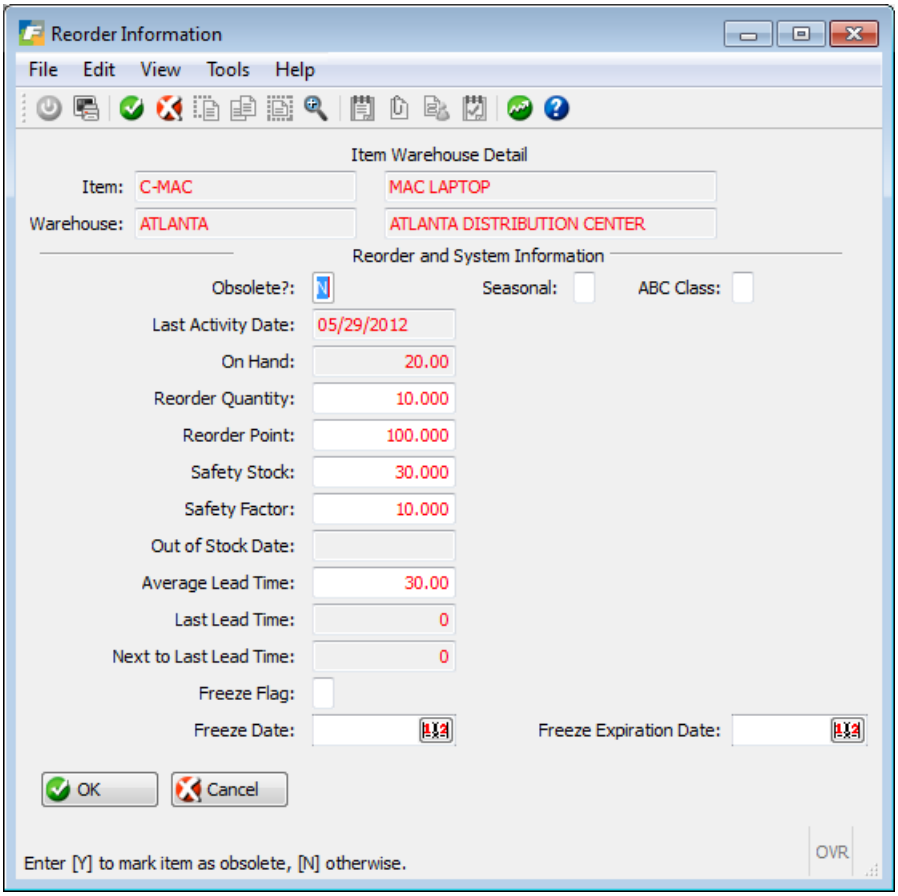
**Commission Code—type of commission**

Enter a commission code that applies the commission rate for this item. You should have some commission codes setup in the Commission program via I/C Setup so zoom is also available.

## Modify Reorder Detail

If you want to enter or view reorder reference information, select the

icon from the toolbar.




Use this screen to add, update, or view information pertaining to reorder and system information. The top portion of the screen contains the item code, item description, warehouse code, and warehouse description. You cannot modify this information on this screen.

**Obsolete?**

Enter a Y if the item is obsolete. If you try and enter a purchase order for an obsolete item you will receive a message that the item is obsolete and that you cannot purchase this item.

**Seasonal**

This field is currently a reference only field, meaning there is no functionality. You can enter a Y in this field to signify that this is a "seasonal item," where sales of this item are concentrated in a number of months correlating with a particular season.

**ABC Class—** ABC classification

You can classify items based upon an ABC classification set up in the Inventory Control Defaults file. (See page 4-4 for information on ABC classification.). These classifications are used in some of the replenishment modules formulas.

**Last Activity Date** (display only)

The system enters the date of any transaction for the inventory item.

**On Hand—**item quantity on hand (display only)

The system displays the on hand quantity for the item.

**Reorder—**reorder quantity

Enter the quantity of the item (in stock units) you want to reorder when inventory drops to the reorder point. The amount you reorder is usually based on usage rate, lead time, and safety allowance.

**Reorder Point**

Enter the quantity (in stock units) at which the system flags the item for reorder. Items appear on the Reorder Advice report when the quantity on hand drops below this point.

**Safety Stock**

Enter the safety stock level (in stock units). Safety stock is the quantity below which you do not want inventory to fall for a particular item. This safety stock is your "pad" against variations in usage rates and lead times that might otherwise cause you to run out of an item.

**Safety Factor**

This is a percentage of the total order that is added to the order and will be the safety stock. It is calculated based on usage.

**Out of Stock Date**

This is the date that the item ran out.

**Average Lead Time (in days)**

The system calculates the average lead time once you begin purchasing inventory. It is calculated as the average of the past two (2) lead time performances ((next to last lead time + Last lead time)/2).

---

Note

The system calculates lead times based on the request date (or the PO date if no request date) and subtracts that from the receive date.

---

**Last Lead Time (**in days)

This field is automatically updated by the system when a PO receipt is posted and it sets the last lead time to the days between ship date and receipt date.

**Next to Last Lead Time (**in days)

This field is automatically updated by the system when a PO receipt is posted and records the next to last lead time to be what was previously in Last Lead Time.

**Freeze Flag**

This field reserved for future use.

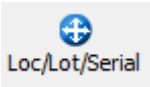
**Freeze Date**

This field reserved for future use.

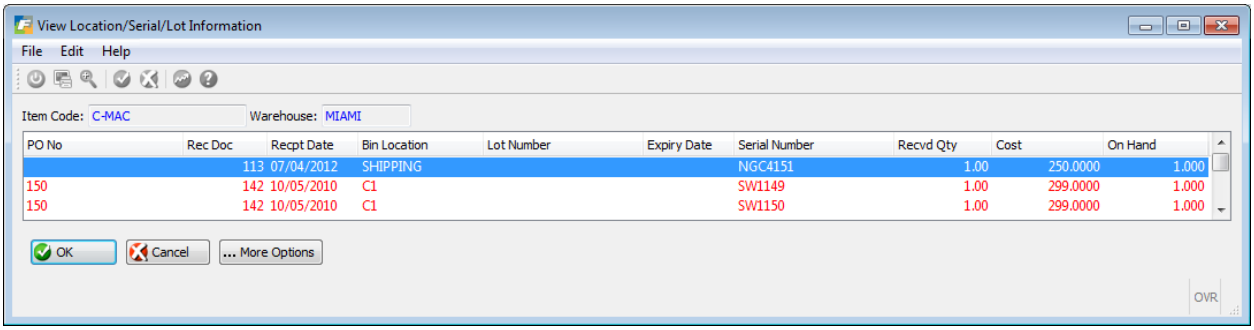
**Freeze Expiration Date**

This field reserved for future use.

## Location/Lot/Serial

If the item is serial or lot number controlled click on the 

iocn to view the details.

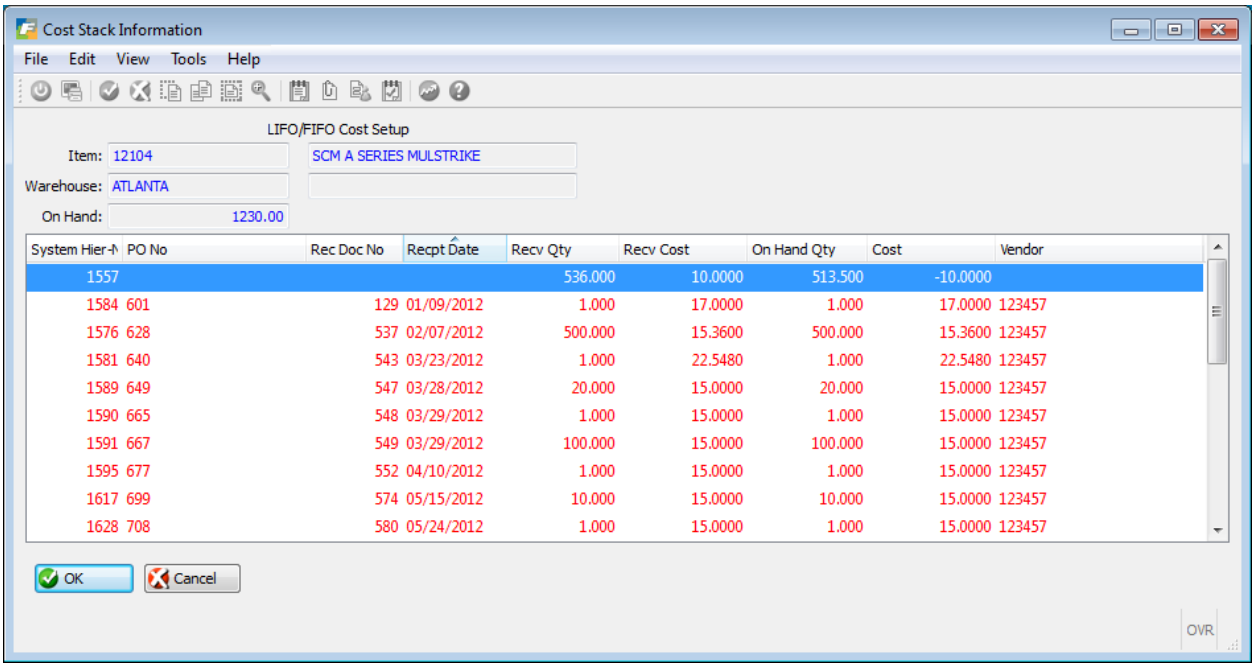


# View FIFO/LIFO Cost Stack

You may purchase items at different costs from different vendors and the system keeps track of this information via the cost stack.

To view this screen click on the

icon on the toolbar.




| System Hier-N | PO No | Rec Doc No | Recpt Date | Recv Qty | Recv Cost | On Hand Qty | Cost | Vendor |
|---|---|---|---|---|---|---|---|---|
| 1557 | | | | 536.000 | 10.0000 | 513.500 | -10.0000 | |
| 1584 | 601 | 129 | 01/09/2012 | 1.000 | 17.0000 | 1.000 | 17.0000 | 123457 |
| 1576 | 628 | 537 | 02/07/2012 | 500.000 | 15.3600 | 500.000 | 15.3600 | 123457 |
| 1581 | 640 | 543 | 03/23/2012 | 1.000 | 22.5480 | 1.000 | 22.5480 | 123457 |
| 1589 | 649 | 547 | 03/28/2012 | 20.000 | 15.0000 | 20.000 | 15.0000 | 123457 |
| 1590 | 665 | 548 | 03/29/2012 | 1.000 | 15.0000 | 1.000 | 15.0000 | 123457 |
| 1591 | 667 | 549 | 03/29/2012 | 100.000 | 15.0000 | 100.000 | 15.0000 | 123457 |
| 1595 | 677 | 552 | 04/10/2012 | 1.000 | 15.0000 | 1.000 | 15.0000 | 123457 |
| 1617 | 699 | 574 | 05/15/2012 | 10.000 | 15.0000 | 10.000 | 15.0000 | 123457 |
| 1628 | 708 | 580 | 05/24/2012 | 1.000 | 15.0000 | 1.000 | 15.0000 | 123457 |

**System Hierarchy No.**

This is an internal number assigned by the system to the cost stack.

**PO No**

Purchase order number item was received on.

**Rec Doc No**

Receiving document number assigned by the system. This is the Receipt No value found on the Update Receipts screen program.

**Recpt Date**

Receipt Date

**Recv Quantity**

Quantity received for a particular purchase (cost stack entry).

**Recv Cost**

The unit cost for this receipt.

**On Hand Qty**

Quantity currently left on hand in this cost stack

**Cost**

Unit cost of the on hand quantity

**Vendor**

The vendor code of the vendor that you purchased this item from..

---

Note

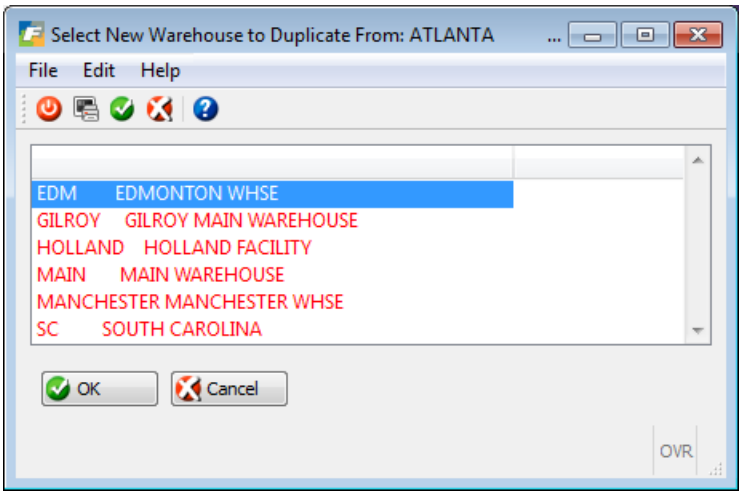
This is view mode only after you set the IC set up flag to Y on the Update Inventory Defaults screen. When you are setting up the I/C module, you can enter cost stack information via this screen.

---

## Copy Warehouse to Another

Click on the

icon to copy warehouse detail information from a selected warehouse. This just saves you time in setting up the same item in multiple warehouses. If you have the item set up in all warehouses already, nothing happens when you select this option. If you don't the system returns a window for you to select the warehouse you want to copy the detail information into.



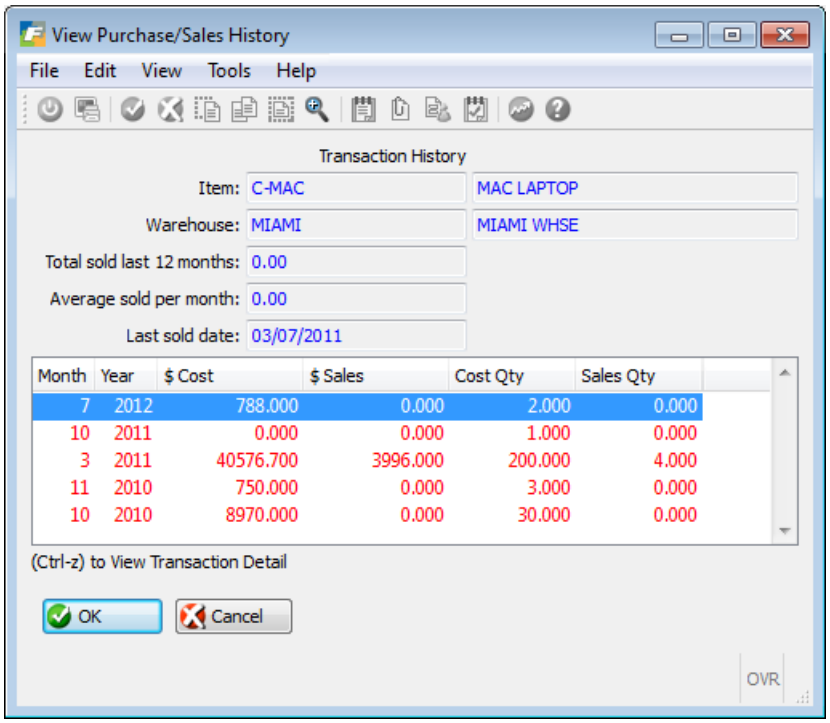

## View Usage History

Click on the

icon to view the transaction history for the item in the specific warehouse.

### Note

You can manually update the information on this screen when you set up your inventory; however, once setup is complete, you cannot change or add information via this screen because the system then maintains and updates this information.



For each period the following information is displayed:

**Month**

This number represents the month in which the system recorded the history of the item. Each row represents a specific month for which the cumulative totals in that row apply.

**Year**

This is the fiscal year in which the month falls.

**$ Cost**—total purchase cost (cost of goods)

Represents the cumulative costs for the item received in a particular month.

**$ Sales**—amount of sales

Represents the cumulative sales for the item sold in a particular month.

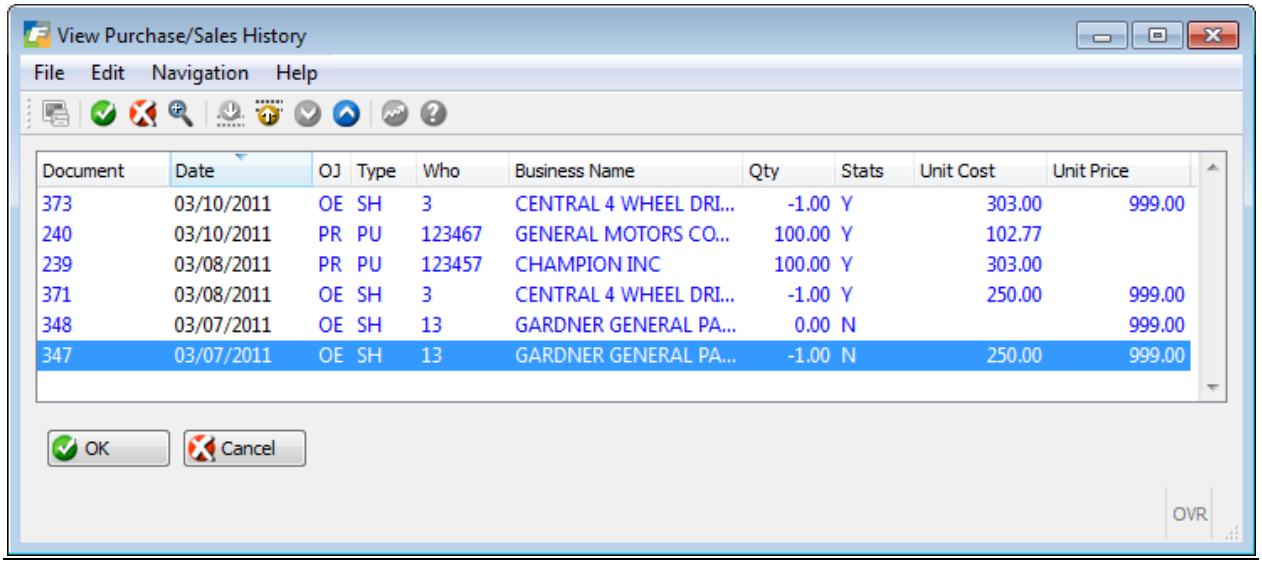
**Cost Qty—quantity purchased**

Represents the cumulative purchase quantity for the item for this month.

**Sales Qty: —quantity sold**

Represents the cumulative quantity sold for this item for this month in the period.

To view details about a monthly total, click on the magnifying glass and this detail screen will display.

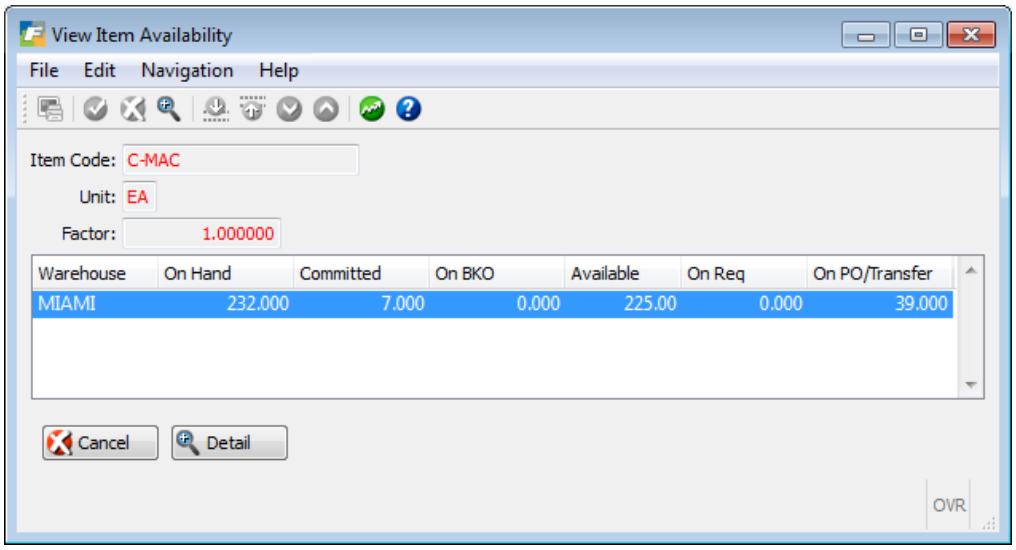



| Document | Date | OJ | Type | Who | Business Name | Qty | Stats | Unit Cost | Unit Price |
|---|---|---|---|---|---|---|---|---|---|
| 373 | 03/10/2011 | OE | SH | 3 | CENTRAL 4 WHEEL DRI... | -1.00 | Y | 303.00 | 999.00 |
| 240 | 03/10/2011 | PR | PU | 123467 | GENERAL MOTORS CO... | 100.00 | Y | 102.77 | |
| 239 | 03/08/2011 | PR | PU | 123457 | CHAMPION INC | 100.00 | Y | 303.00 | |
| 371 | 03/08/2011 | OE | SH | 3 | CENTRAL 4 WHEEL DRI... | -1.00 | Y | 250.00 | 999.00 |
| 348 | 03/07/2011 | OE | SH | 13 | GARDNER GENERAL PA... | 0.00 | N | | 999.00 |
| 347 | 03/07/2011 | OE | SH | 13 | GARDNER GENERAL PA... | -1.00 | N | 250.00 | 999.00 |

# View Item Status

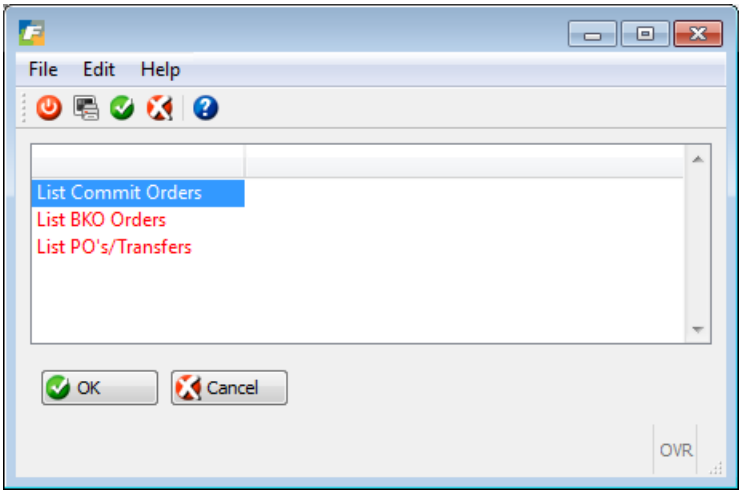
To view the current status of an item's availability click on the

icon to view this screen.




With the Item Status screen each row of the detail section represents a different warehouse that stocks the selected item. The columns show the quantity on hand, the quantity committed, the quantity on backorder, the quantity on requisition, and the quantity on purchase order or transfer for each warehouse that stocks the item. This status screen is also accessible by zooming from the item's quantity field when entering sales orders

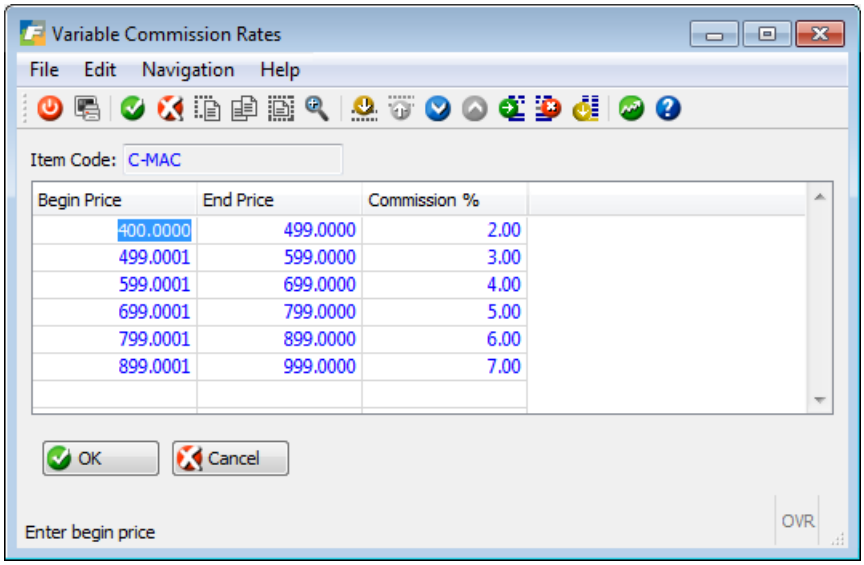
By clicking om the Detail button you can  view the detail of what makes up the quantity for committed, on BKO, and on Po/Tsf.



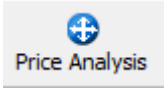
## Commission Rates

Click on the

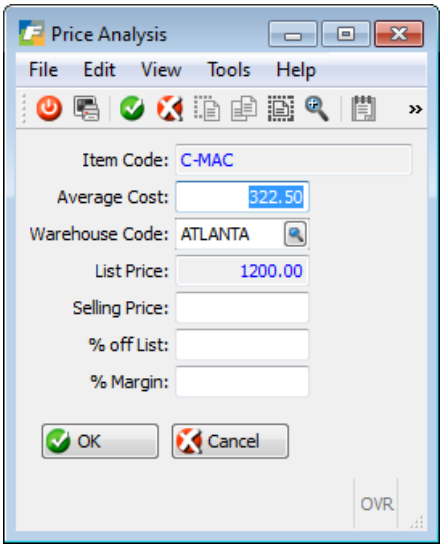
icon to set up variable commission precentages based on list price rather than using the one flat rate entered on the warehouse detail screen. If the item is sold below the lowest begin price no commission is earned. If sold above the highest end price the commission percent used is the same as the highest percent. These commission levels can also be overridden at the individual customer level using the Update Customer Information screen.

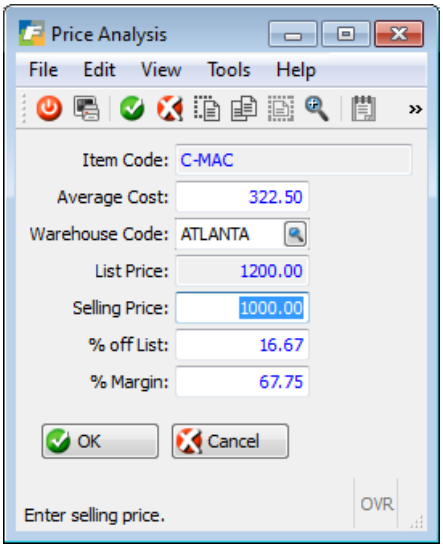



## Price Analysis

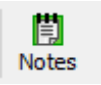
Click on the 

icon to launch this screen program. This “what if” screen program can be used determine sales price based on a % discount off list and what the profit margin will be. You can also enter a sales price and the % off list and profit margin will be calculated for you.

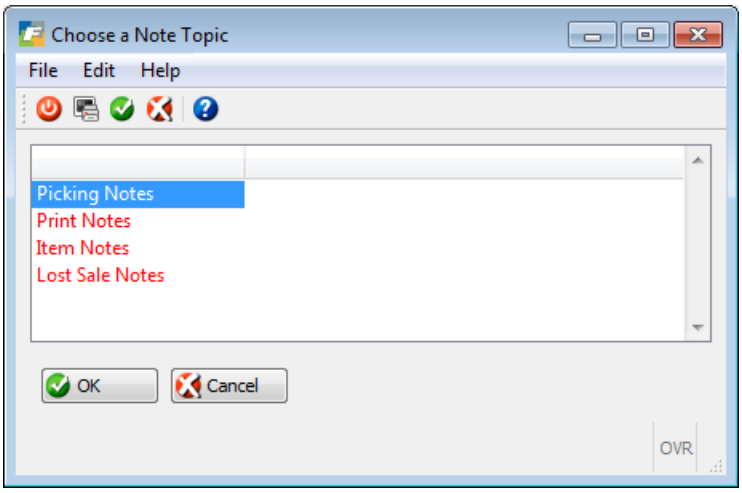



## Item Notes

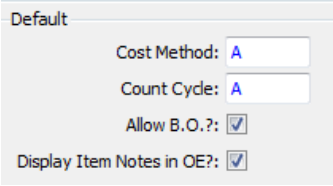
Click on the 

button on the toolbar to launch the Notes Type list shown here:



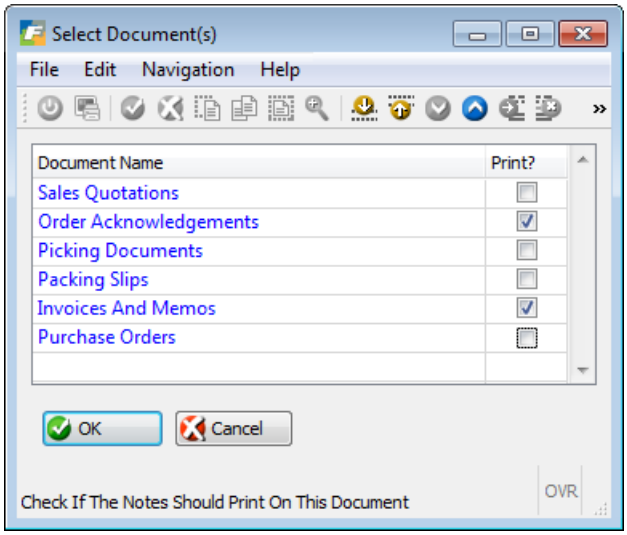

**Picking notes** – print on the picking ticket

**Item notes** – display in sales order entry if the "Display Item Notes in OE" checkbox on the Update Inventory Defaults screen is checked.



**Lost Sale Notes** – used to record information on why this item was not sold. There are also Lost Sales notes at the sales order level (see the *Order Entry User Guide*).

**Print Notes** – used to enter notes that print on the documens of your choice based on this list that displasy after you enter the note.




## Other Icons on the Item Master Toolbar

The Catalog button is used to launch the Item Catalog program discussed in the Purchasing User Guide.

The History button launches the Purchase/Sales History report discussed on the Reports chapter of this document.

The Turns button launches the Inventory Turns report discussed on the Reports chapter of this document.

The Cross Sells button launches the Item Cross Sells screen program discussed on the Setup chapter of this document.

The Mfg-Base and Mfg./Wh-Base buttons are used for manufactured items and are discussed in the Bill of Materials and Production Order Processing User Guides.

The Mfg-Plan and Mfg./Wh-Plan buttons are used by Fitrix planning applications and are discussed in the Master Scheduling and Material Planning User Guides.

The Sourcing button- used to define product sourcing used by the Materials Planning module. Please see this User Guide for more information.

The Alternates button launches the Item Alternate/Substitution screen program discussed on the Setup chapter of this document.

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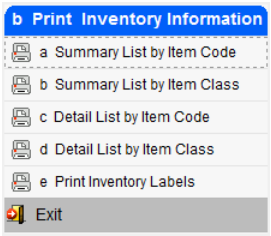
# Print Inventory Information

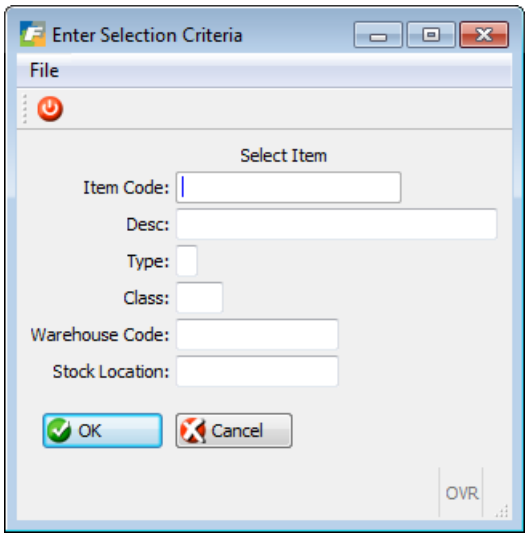
## Print Item Information

This menu item prints the inventory information entered under Update Inventory Information. Executing Print Inventory Information brings up the Print Inventory Information submenu.




This submenu allows you to print two basic reports, the Summary report and the Detail report. The Summary report shows the most basic information about each inventory item. The Detail report shows all of the item's detail, including detailed warehouse information.

When you run any of these print options, the system returns a Selection Criteria screen so you can specify the scope of the inventory to print.



The Select Item screen allows you to select the inventory records you want. Pressing *Enter* selects all inventory items. You can narrow your selection to only those items you are interested in by filling in one or more of the following fields:

**Item Code**—unique item code

**Desc.**—item description

**Type**—stock or non-stock

**Class**—product class

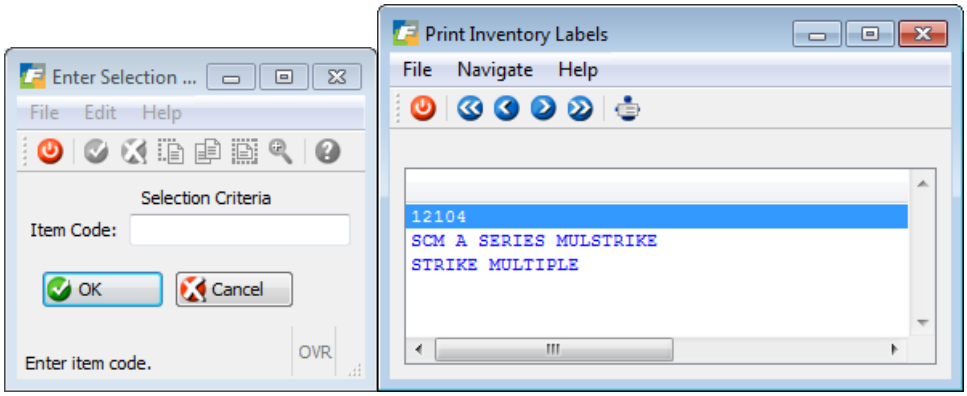
**Warehouse Code**—unique warehouse code

**Stock Location**—location in warehouse

As you enter data in in this screen, you may use wildcards. See *Getting Started with Fitrix* on how to use print options including selection criteria.

## Print Inventory Labels

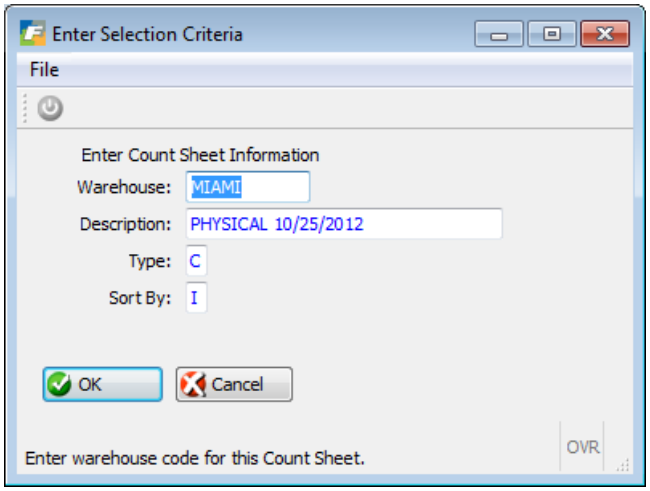
Use this program to print a label for your inventory item that can then be affixed to the packaging.




# Create Count Sheets

Cycle counts are a way to count your inventory in blocks. The increased frequency of the cycle counts increases the accuracy of inventory numbers; annual or semi-annual inventory counts make for less accurate inventory control.

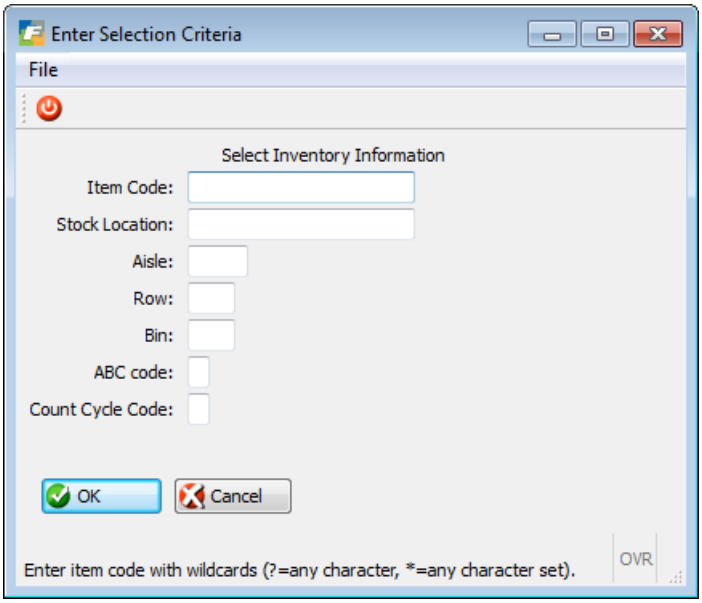
The Create Count Sheets menu item lets you produce Count Sheets used to take a physical inventory of your warehouses. When creating a count sheet, you enter information about the count in the Create Count Sheets Information screen.




## Note

If you create the count sheet for a Type C (cycle count), the system will print the current quantity on hand on the count sheet. IF you create the count sheet for type B (blind count), the system will not print quantity on hand on the count sheet.

Upon entering this information, you click **OK** to bring up the Select Inventory Information screen. With this screen you select the inventory items you want on this count sheet using specific information or wildcard searches.




This screen allows you to select which items will appear on your count sheet.

**Item Code**—unique item code

Allows you to select a specific item or group of items for the count sheet for a particular warehouse.

**Stock Location—**location in warehouse

Allows you to put items on the count sheet that are in a particular location within the warehouse.

**Aisle,Row,Bin**

Allows you to put items on the count sheet that are in a particular location within the warehouse.

**ABC class—**ABC classification

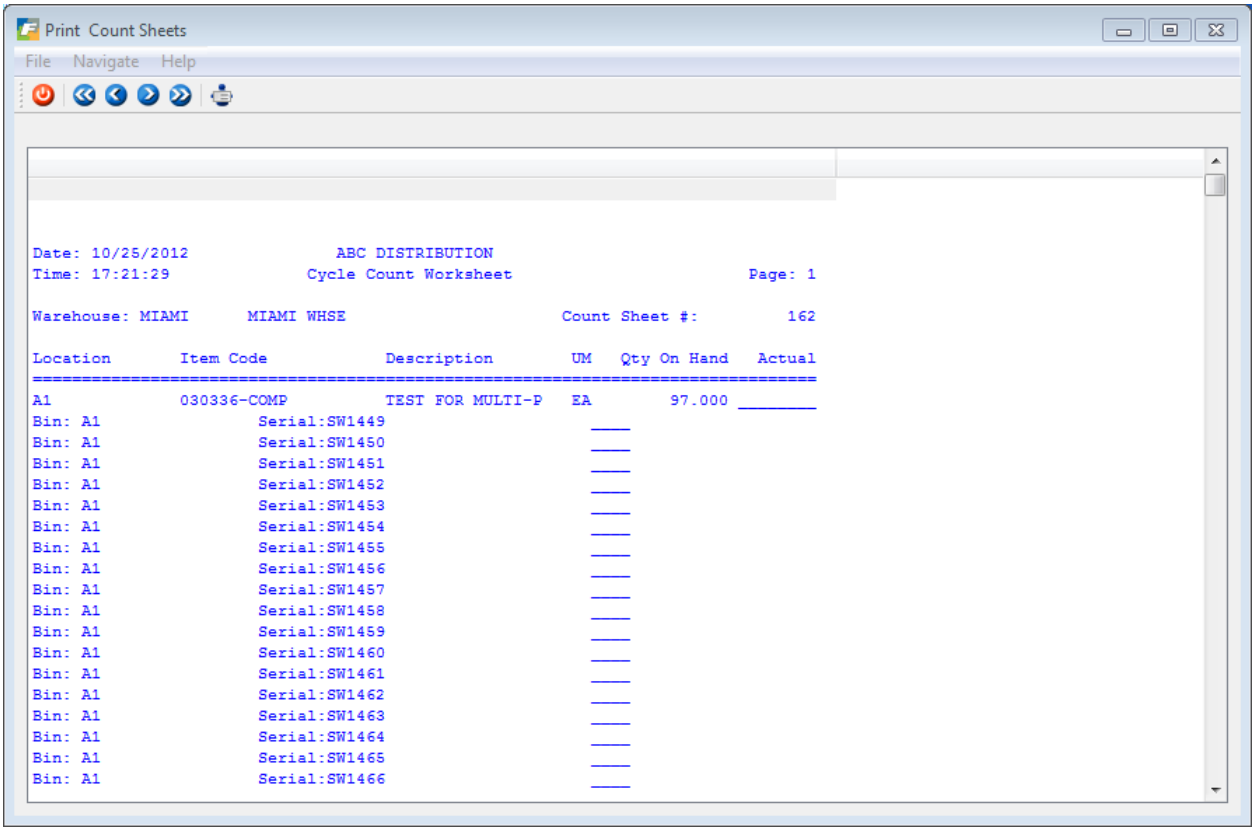
You can select items you want for a cycle count based on their ABC classification, which are the 12 levels you set up in the Inventory Defaults file. For example, you may want to count all the Class 1 items that may represent the top 8% of your inventory in terms of cash flow.

**Count Cycle Code**

The cycle count code is the single letter code that you optionally assigned each inventory item. When you enter a code in this field, the system will find all the items that have this same code assigned to them and print them on the count sheet.

# Print Count Sheets

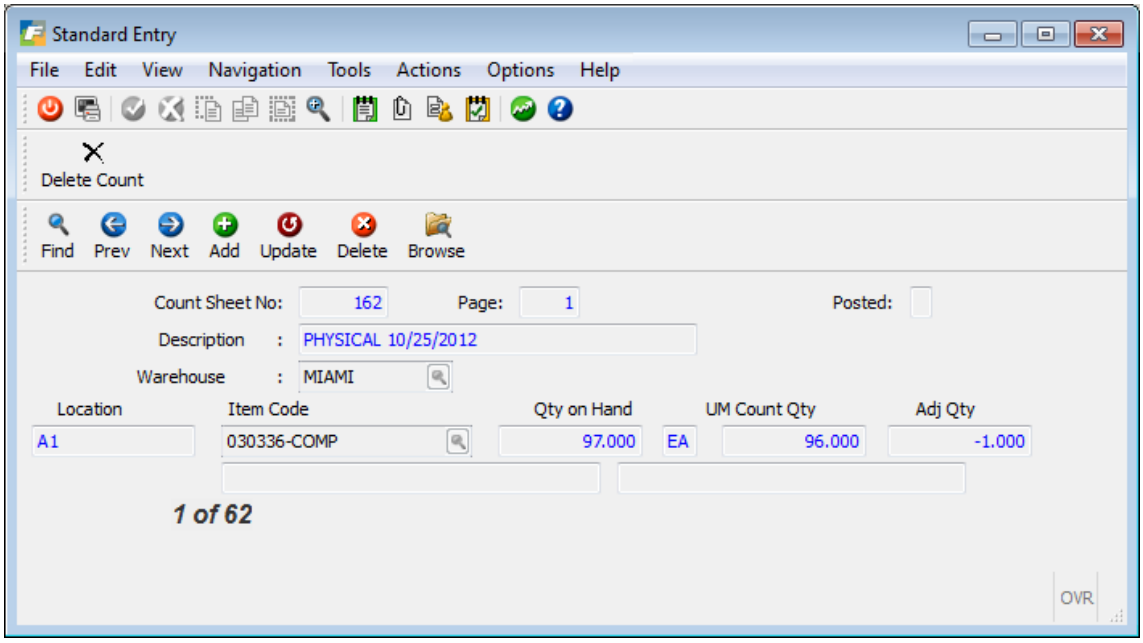
The system uses the selection criteria you enter to gather the items you want to go on a particular cycle count. The system assigns each count sheet a unique number. You use the Print Count Sheets option to view the count sheets you created and to print hard copy count sheets for personnel to record the results of the physical inventory count.




# Update Count Sheets-Standard Entry

Use this program to enter the results of a physical inventory count based on the count sheets created in the system or you can add the results of a count directly without creating count sheets.

Once counters have recorded physical inventory on the actual count sheets, you can find the matching count sheet. Using the Next, Prev., and Browse commands, you can find the items you need to update on the Update Count Sheets screen.




## Note

You can enter the results of counts directly without first creating a count sheet in the system. In this case, you use the Add command and fill in the Update Count Sheets screen with the results of an inventory count.

**Count Sheet No.**

This is the system-assigned number that you can use to select one or more current count sheets for which you want to enter results. When entering results directly without a count sheet, the system skips this field and assigns a number when you save the transaction.

**Page**—page number

Shows the page number of the count sheet you are viewing or updating, for example, page 1 of count sheet 1008, page 2 of count sheet 1008, etc. You can use this field to select just one specific page of a count sheet.

**Description**—count description

You can enter a brief description of the count (up to 30 characters).

**Warehouse**—warehouse code

When you find a current count sheet to update, the system returns the warehouse code automatically. When entering results directly, without a count sheet, you want to enter the warehouse. Zoom is available.

**Location**—item warehouse location

Stock location of this warehouse item by aisle, row, and bin.

**Item Code**—inventory item code

If you are updating a count sheet, the item code is displayed automatically. In the Add mode, you enter the valid item code. Zoom is available in Add mode.

**Qty on Hand**—quantity in computer

This is the quantity of the item (in stock units) that is supposed to be in inventory at the time of the count, and it is what shows up on cycle count sheets, but not blind count sheets. It is a display-only field.

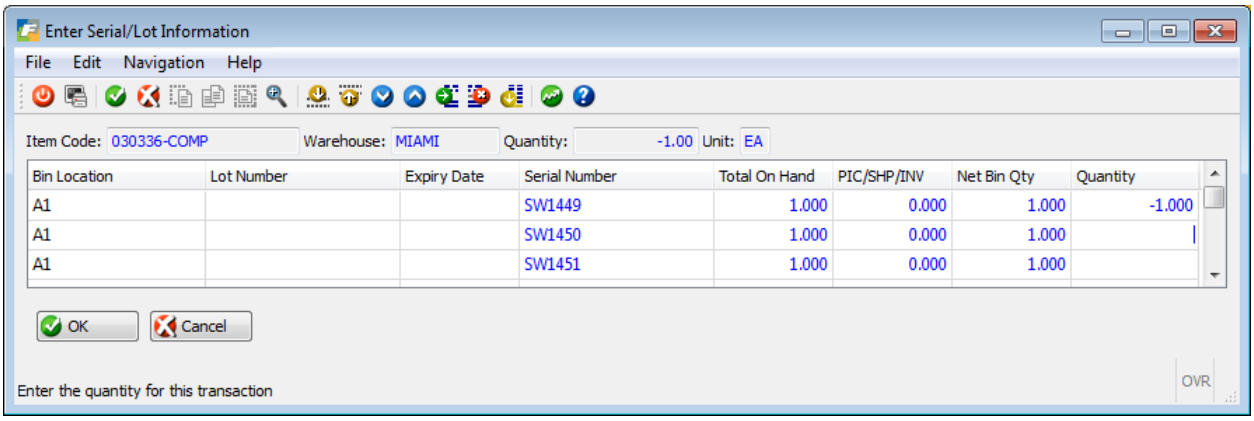
**Count Qty**—count quantity

The actual quantity counted is what you want to enter in this field. If you are recording the count results from a count sheet, you enter the amount the counter entered for the number of items they counted.

**Adj Qty**—adjustment quantity

For count sheets in the system, the quantity on hand is already entered, so when you enter the count quantity, the system automatically enters the adjustment quantity. For example, if your quantity on hand is 200 and the count produces 202, the system displays 2.000 in the Adj Qty field. If the count quantity was 198, the adjustment quantity would be -2.000.

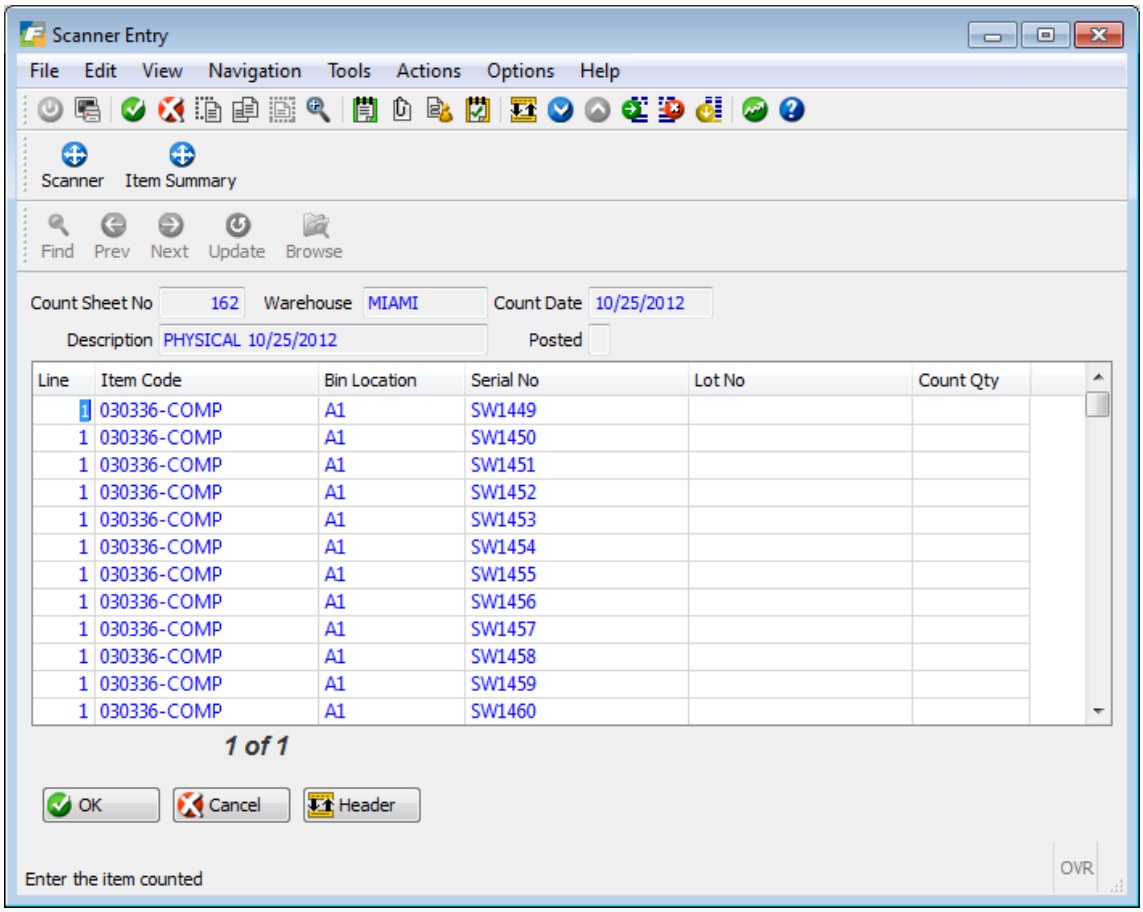
If your warehouse is location controlled and/or the item is lot or serial number controlled, this screen will display after you enter the adjustment quantity so that you can enter the bin location/serial number/lot number that needs adjusting.



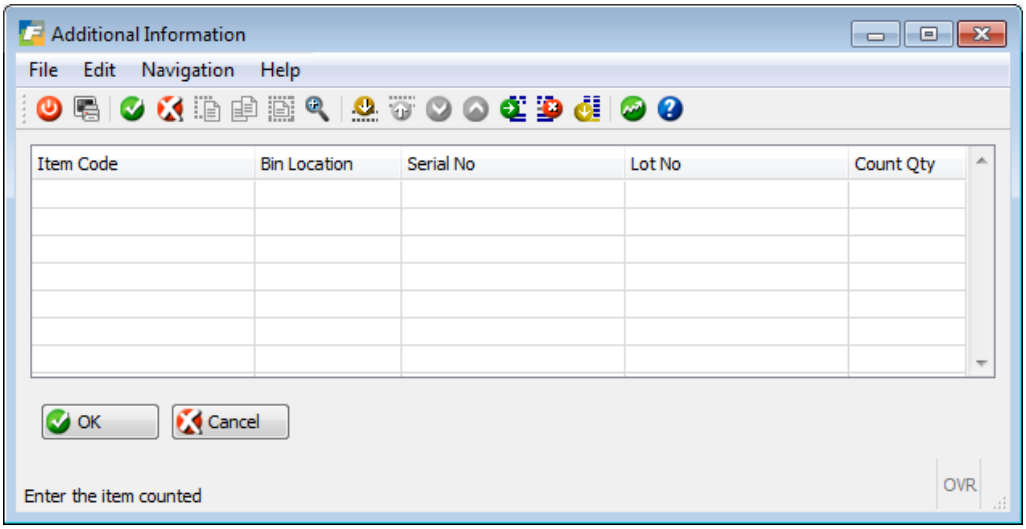
# Update Count Sheets-Scanner Entry

Use this program to enter the results of a physical inventory count based on the count sheets created in the system by scanning the items barcodes.

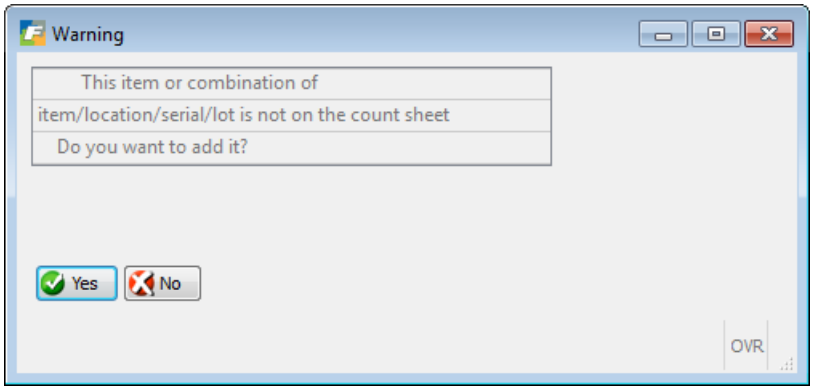
Do a Find and select an existing count sheet number. The items included on the count sheet will display.



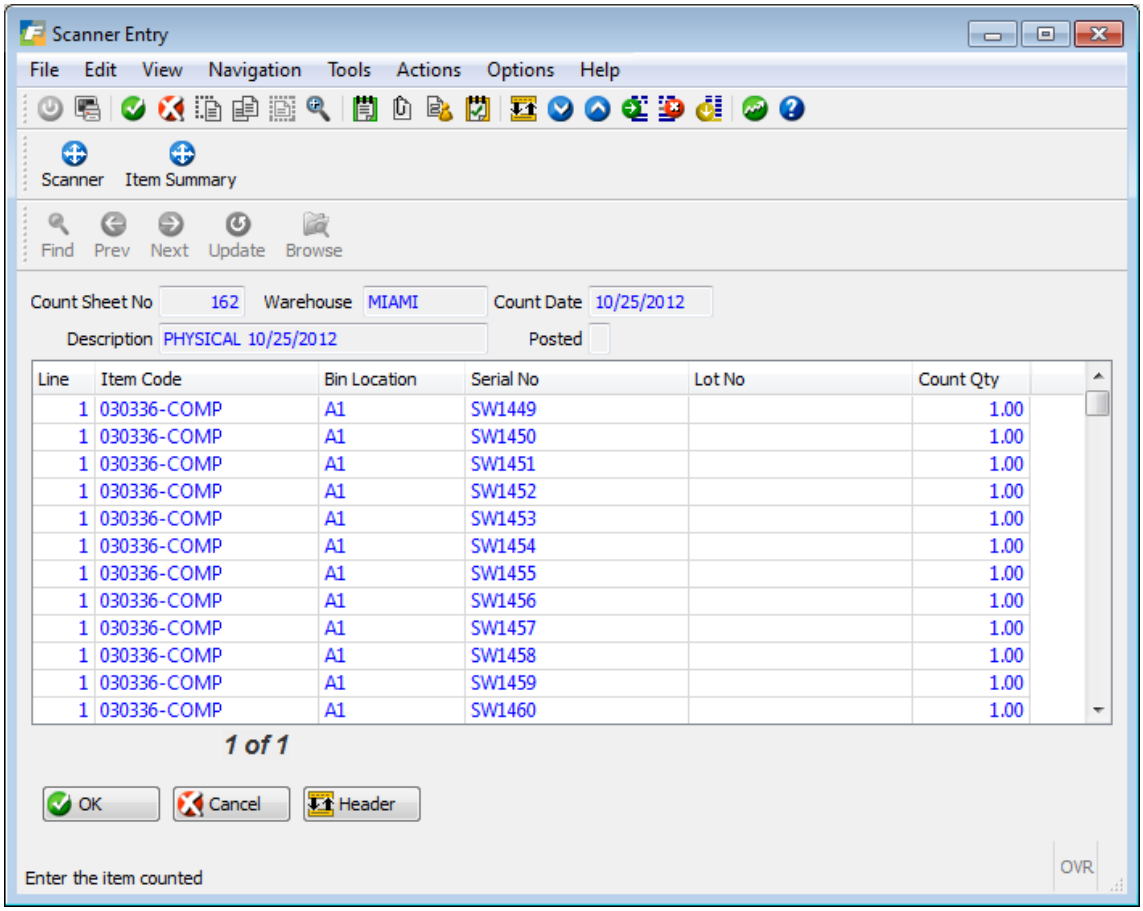

Next go into Update mode and click the button on the toolbar labeled “Scanner” and you will be placed into this blank scanner screen and can begin scanning in your items



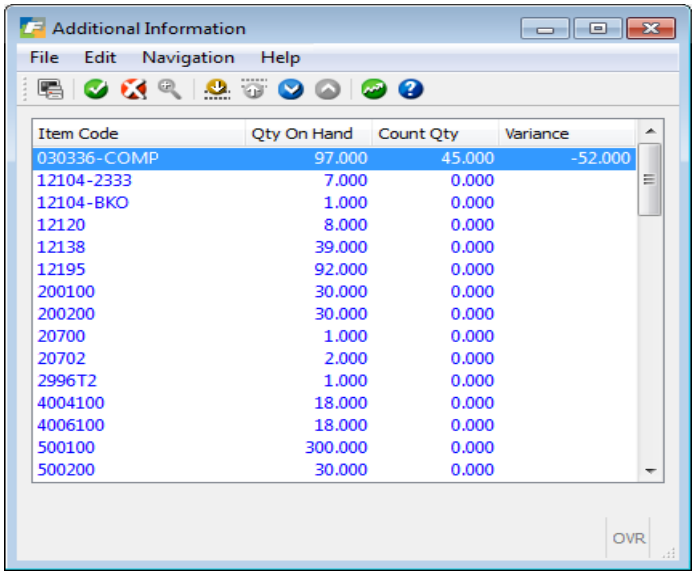

If an item is scanned that does not exist on the count sheet you will receive this warning:




Once you are done scanning click OK and you will be returned to the main screen and scanned quantities will display.



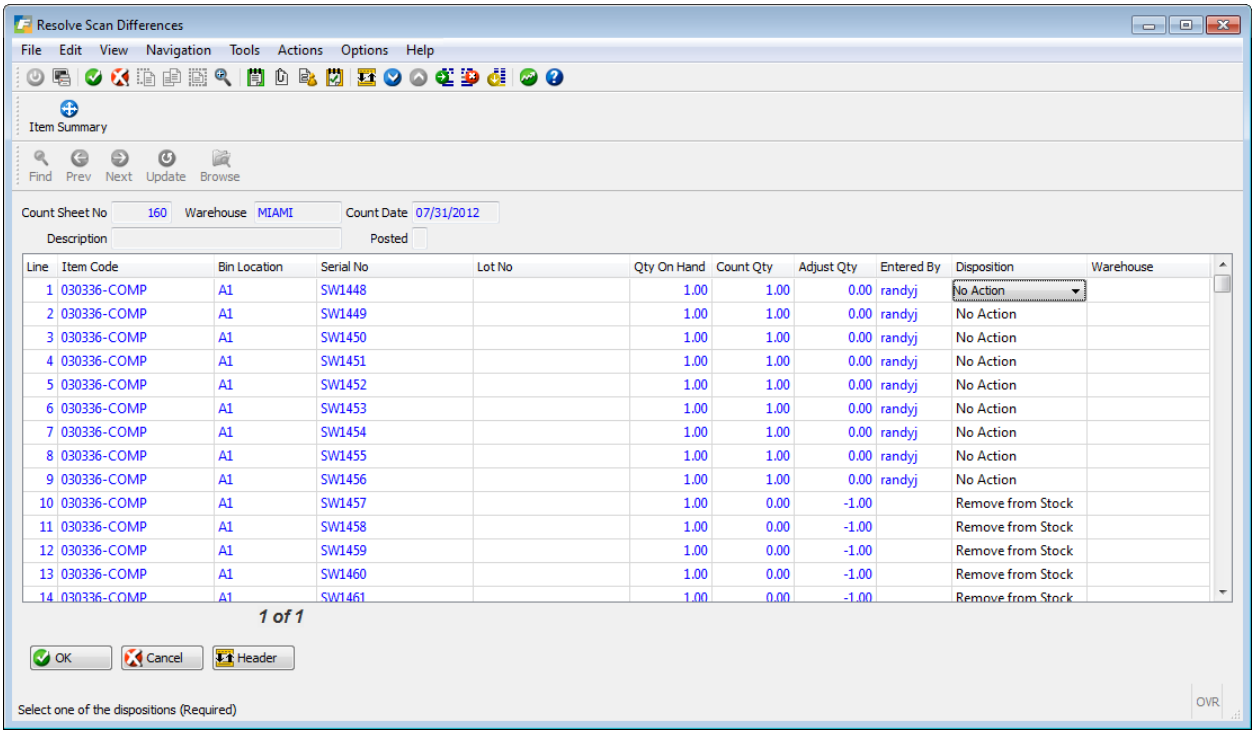

You can also click on the item summary button on the toolbar to see in summary format the perpetual on hand quantity and the total quantity scanned.



# Resolve Scan Differences

This program is option (c) on the Update Counts submenu. Any item where the scanned quantity is different than the perpetual quantity must be assigned a resolution code before the results can be posted and the on hand quantities updated.

User will do a Find and enter the count sheet number.




There are five possible dispositions codes:

**No Action**- no action required as the perpetual and scanned quantities match.

**Remove from Stock** – item was short so quantity on hand will be reduced. Any items short will default to this disposition code.

**Move to Warehouse**- item was short but further investigation as to why is warranted. This disposition will reduce the quantity on hand in the count warehouse and move to an alternate warehouse of your choosing.

**Add to stock** – overage so quantity on hand will be increased. Any items found or where quantity scanned exceeds perpetual will default to this disposition code.

**Move from Warehouse** – item was found or scanned quantity exceeded perpetual quantity. Use this option if this overage was a result of moving the item from an alternate warehouse to the count warehouse. You will then need to enter the warehouse it was moved from.

Once all disposition codes have been set correctly, user may run the edit and post programs.

# Print Count Edit List

This menu option provides two functions: first, the system verifies information internally to prepare for posting the adjustments; and second, you can print out the results of entries you made via Update Count Sheets and check for data-entry errors by comparing this edit list with your completed count sheets. The edit list only shows the items for which you made adjustments, and for each item the system displays the Item Code, Warehouse, and Adjustment Quantity.

# Print Over/Short Report

The Over/Short report shows the differences between your physical count and the amount on hand in the computer. Unlike the Count Edit List, this report shows all the items on the count sheet whether they had any adjustment or not, and it gives the item code, warehouse, on hand quantity, count quantity, and adjustment quantity.

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Note

If you find any discrepancies, it may be a good idea to recount any items in question. You can make changes through the Update Count Sheets option if you discover your count was incorrect. Actual adjustments are made to the inventory when you run the Post Counts option.

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# Post Counts

When you run this option, it prints out a report that shows the adjustments made to inventory and to inventory ledger accounts.

You can post each count individually based on the count sheet number and you do not have to complete a count sheet before you post adjustments. This way, you can adjust the inventory incrementally as the count is completed.

Before posting you should do the following:

1. Compare the Count Edit list with the original Count Sheet printouts to discover any data-entry errors.

2. Check the Over/Short report for any discrepancies.

3. If there are differences between the physical count and the systems Quantity On Hand, check inventory again to see that you have not miscounted.

4. Update any differences via Update Count Sheets and re-run the edit list.

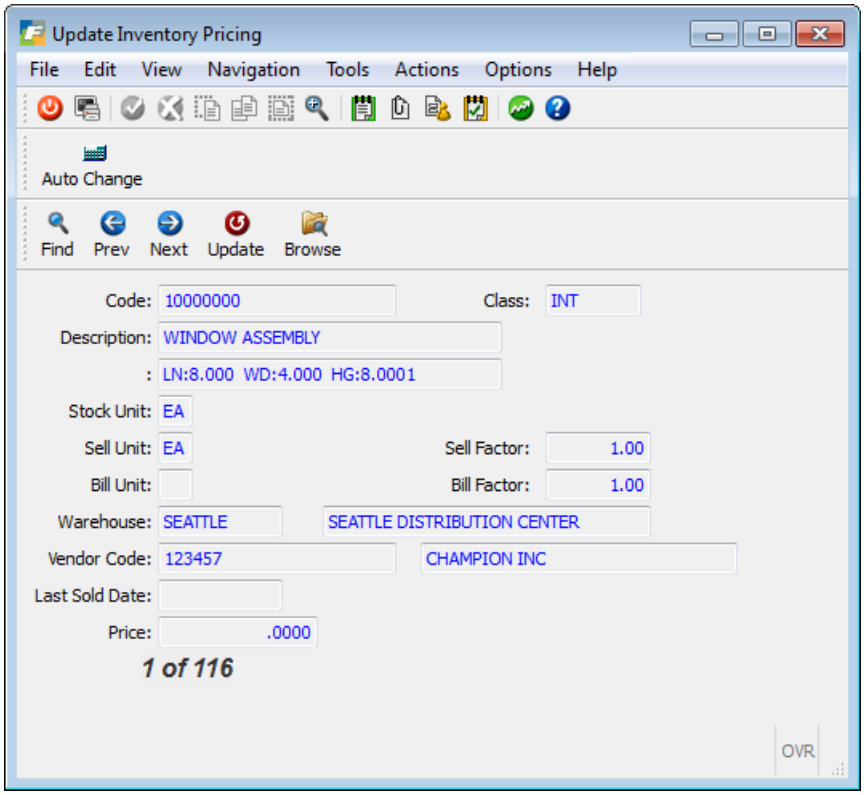
The posting process adjusts the quantity on hand in inventory and makes an adjustment to the ledger accounts. The monetary value represented by the amount an inventory item is over or short is balanced between the specific inventory item's Inventory ledger account and the Count Adjustment account as defined in the Update Inventory Defaults program.

The system produces a posting report that shows the results of the adjustments to inventory and ledger accounts.

# Update Inventory Pricing

You can use this program to make a list price change to a given set of inventory items. You can change prices for a selected set of inventory items either manually (item by item) or automatically (update the entire set of items at one time).

When you select the Update Inventory Pricing option, the system displays the Item Price screen.



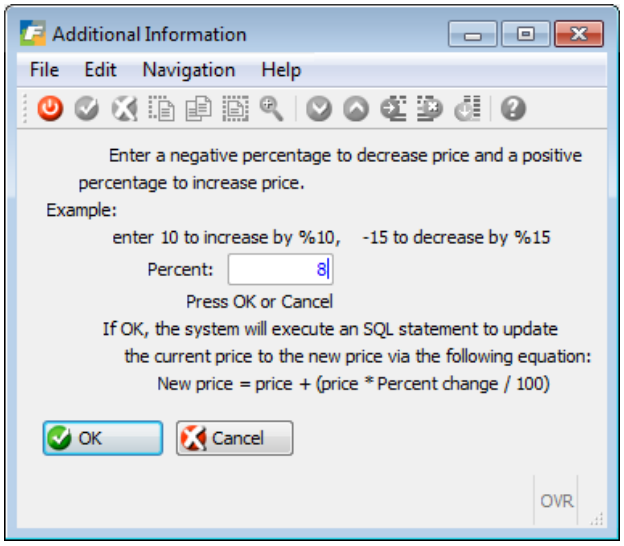

The first step in updating prices is to Find those items whose price you want to change. Once you have selected a set of inventory items (by item code, warehouse, vendor code, or item class) you cannot update the header section because that information is specific to the Inventory Maintenance screen.

The lower section of the screen shows the current price for each inventory item, and it is here that you can change the price manually, on a per item basis, via the Update command. Any change here changes the list price in the Price field on the Update Inventory Information screen.

**Price**—inventory item price

This numeric field (up to eight digits to left of the decimal) holds the expected selling price (in stock units) of the product before discounts.

To change the prices of a group of items, you select the Options command and then the Auto command, which brings up the Automatic price changes screen.



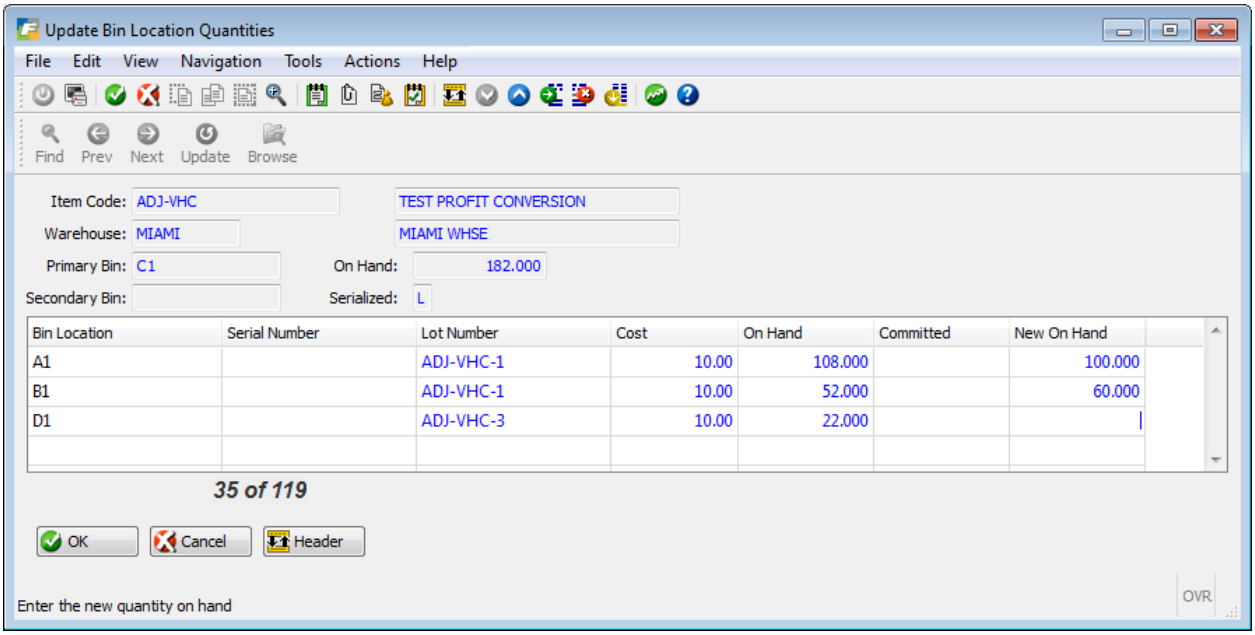

The system will change the prices of all of the items you selected by the percentage you enter in the Automatic price change screen, so make sure you have correctly selected only those items you wish to change. Use the Browse, Nxt, and Prv commands to look through the selected records. Again, changing the prices here will update the price in the Item Warehouse Detail screen.

# Update Inventory Costs

Updating the costs of inventory items is basically the same as updating the prices for inventory items (see Update Inventory Pricing). The main differences are that the screen says Cost and what you are updating is the item cost in the warehouse detail. You use the same screen for automatically changing the cost for a group of items in which you enter a percentage by which you want the costs of the items to change.

# Update Bin Locations

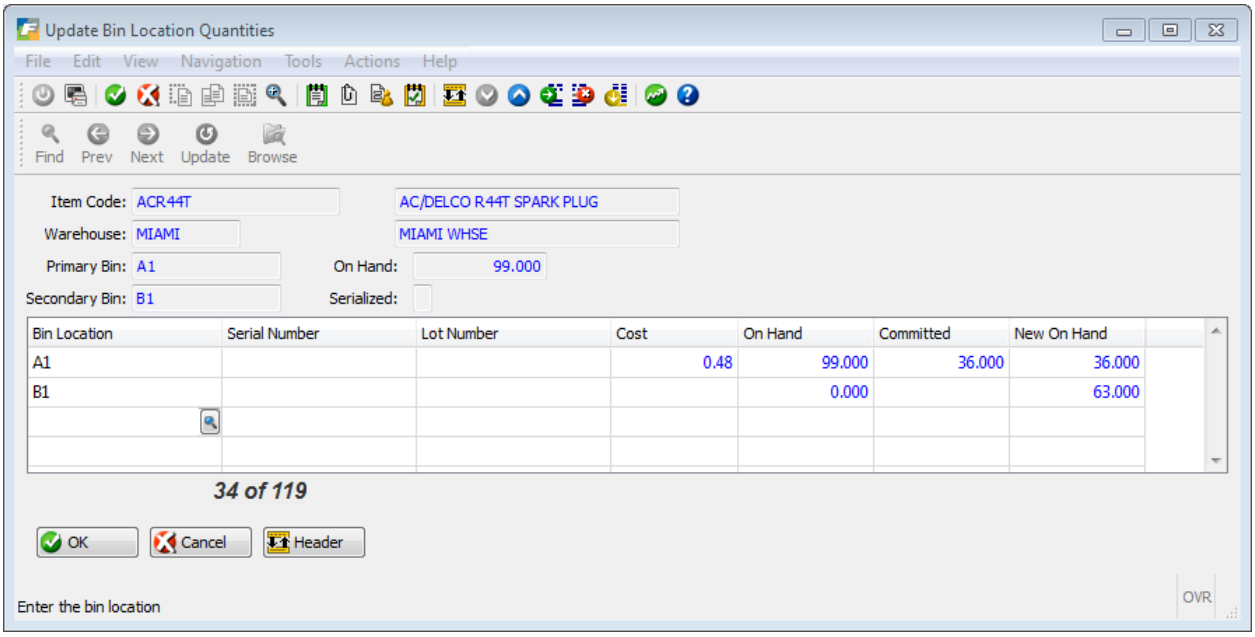
This program is used to move items from one bin location to another (ie- from secondary bulk location to primary picking location).



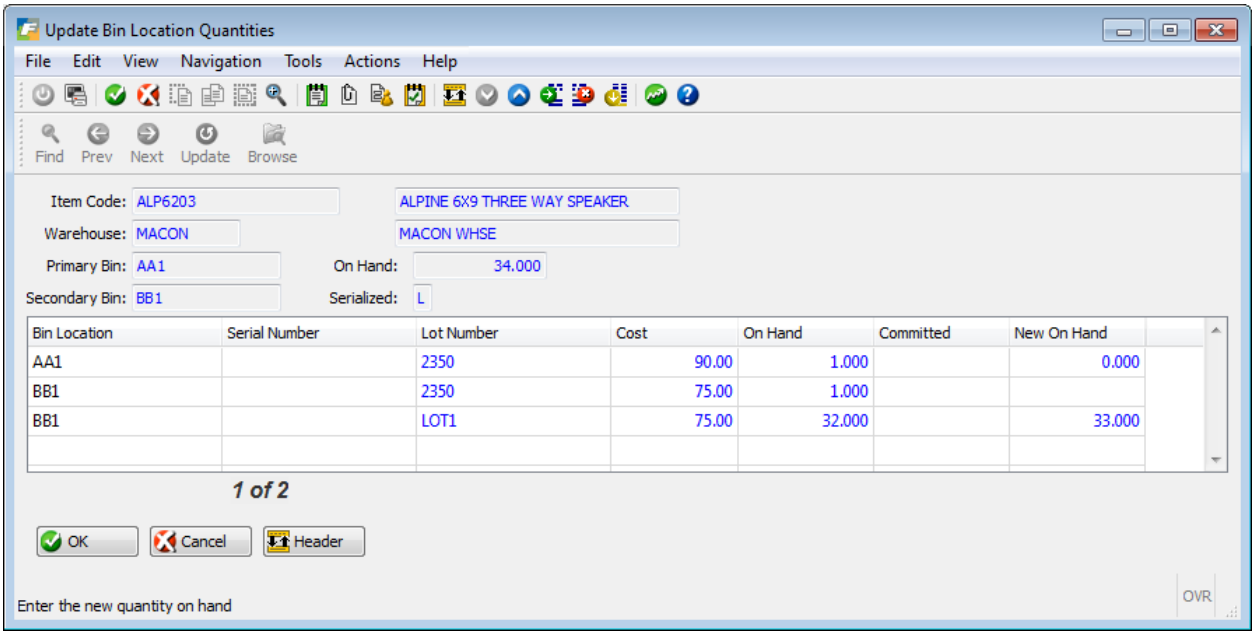

In the example above we are moving 8 from location A1 to location B1.

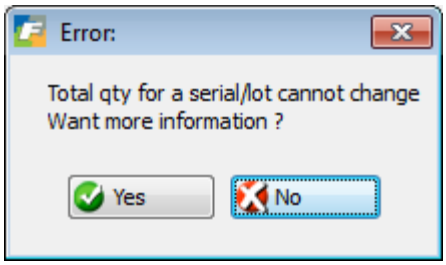
The committed quantity is the sum of any open sales orders that have not yet been posted. You cannot move a quantity greater than what is available to be moved which is quantity on hand less committed.

If when picking merchandise the item does not exist in the bin location that prints on the picking ticket use this program to relocate the item to its correct bin location. Using the example below if this item did not exist in the pick ticket bin location because it was moved but the move was not recorded using this program, move 63 to the correct bin location and let the sales order posting program remove the remaining 36 that are already committed to this bin.

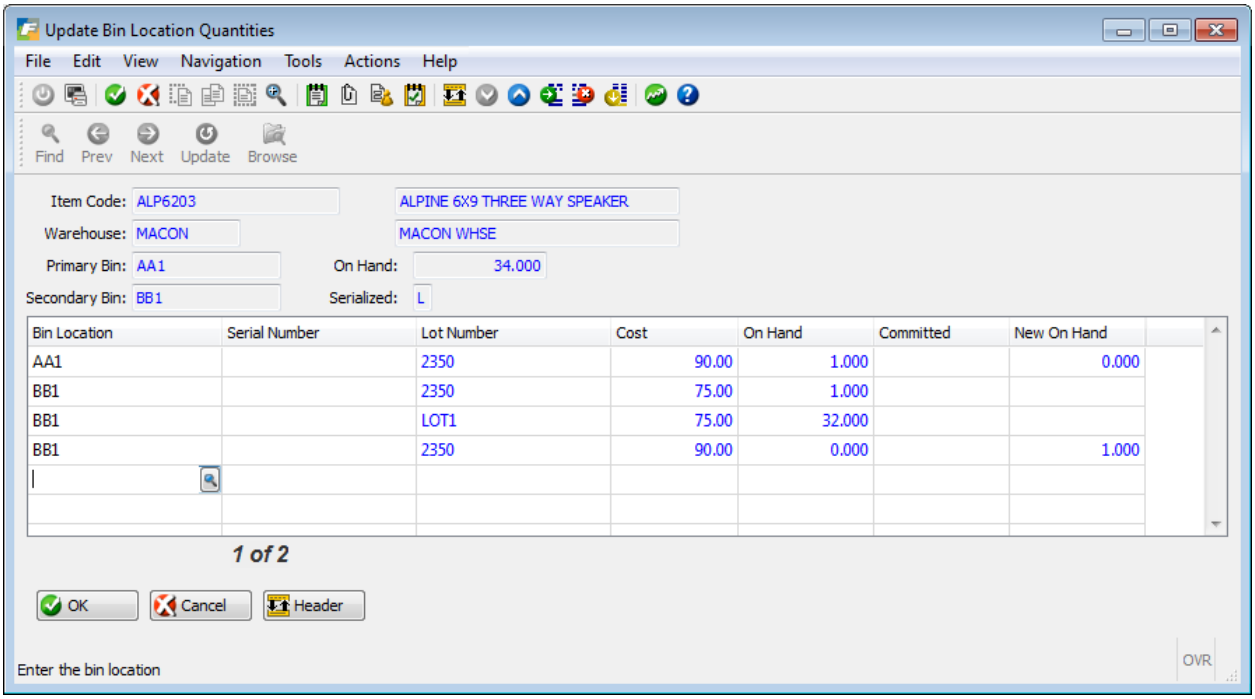



If the item is lot number controlled you can only move like lots to an existing bin location. If you need to put a different lot number in an existing bin location you must go to the bin location field and enter the bin location as a new row on the screen. In the example below we want to move 1 of lot 2350 from AA1 to BB1. Because the lot number on that row is not the same you receive this error message:






In order to move it I need to enter a new row like this:

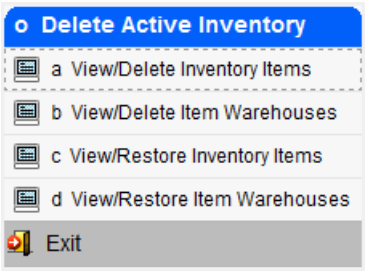



This same logic also applies when moving serialized inventory.

# Delete Active Inventory

This feature gives users the ability to delete inventory items and warehouse codes regardless of previous activity.

This feature is option “O” on the Inventory Maintenance menu and the submenu is as follows:




## View/Delete Inventory Items

The View delete inventory items (option a) screen program is similar to the 'Inventory Information' screen and will delete all the corresponding item/warehouse codes for the item code selected.

Items are deleted using the Delete Item button on the toolbar. In order to delete the item code the item must pass three tests:

1. No open orders.

2. No open purchase orders.

3. No warehouses with quantity on hand.

## View/Delete Item Warehouses

The View/Delete Item Warehouses (option b) deletes warehouses using the Delete Item button on the toolbar. In order to delete the warehouse the warehouse code must pass three tests:

1. No open orders.

2. No open purchase orders or transfers.

3. No quantity on hand.

## View/Restore Inventory Items

The View/Restore Inventory Items (option c) program displays deleted items and warehouses. Using options via the ring menu the user can choose to undelete items and all associated warehouses.

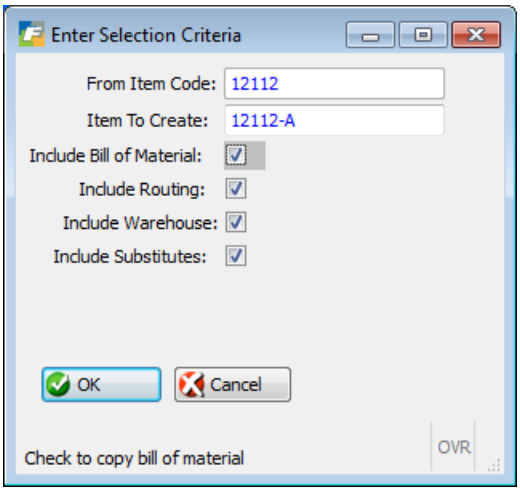
# View/Restore Item Warehouses

The View/Restore Item Warehouses (option d) program displays deleted warehouses. Using options via the ring menu the user can choose to undelete the warehouse

# Clone Inventory Items

This program allows you to create a new item from an existing one and have all the information associated with the existing item transfer to the new item.

Input screen:




**From Item Code** – enter an existing item code.

**Item To Create** – enter the new item code you are creating.

**Include Bill of Material** – check this box if you want the new item to have its bill of material cloned from the existing item.

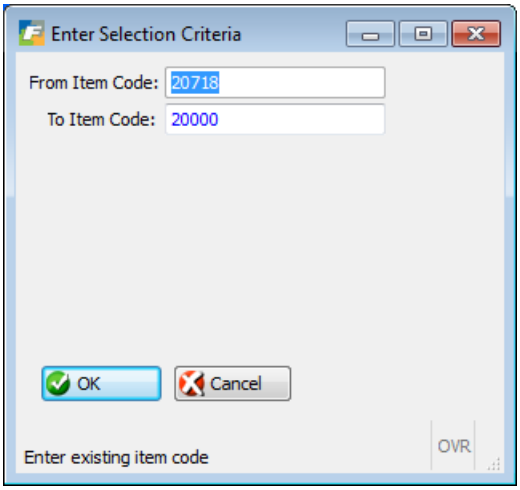
**Include Routing** - check this box if you want the new item to have its routing cloned from the existing item.

**Include Warehouse** - check this box if you want the new item to have its inventory information (standard cost, list price, etc.) cloned from the existing item

# Rename Inventory Items

This program converts an item code from one value to a new value in the item master and changes the associated entries in all application tables where the original item code is used.

Input Screen:



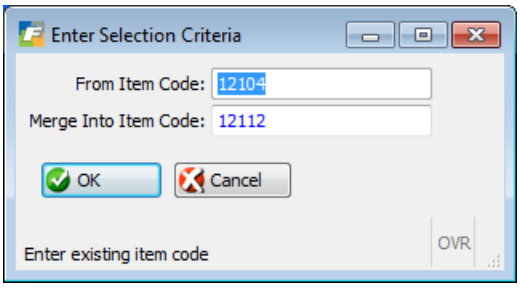

**From Item Code** – enter the existing item code that will be renamed.

**To Item Code** – enter new name for existing item code.

# Merge Inventory Items

This program allows you to merge all of the information for one item code (quantity on hand, serial numbers, sales activity, etc.) into that of another existing item code. The average weighted cost will also be updated.

Input screen:

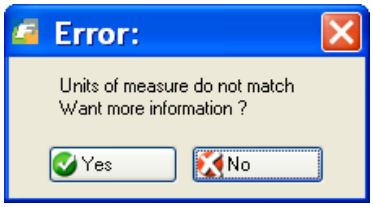


**From Item Code** – enter the existing item code that will be merged and then deleted.

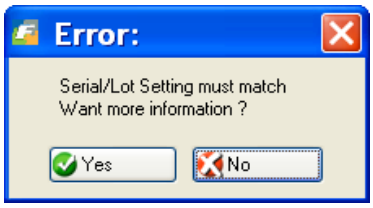
**To Item Code** – enter existing item code you are transferring information to.

There are two checks in place:

1. If the two items do not have the same units of measure you will receive this error message and the merge cannot take place:



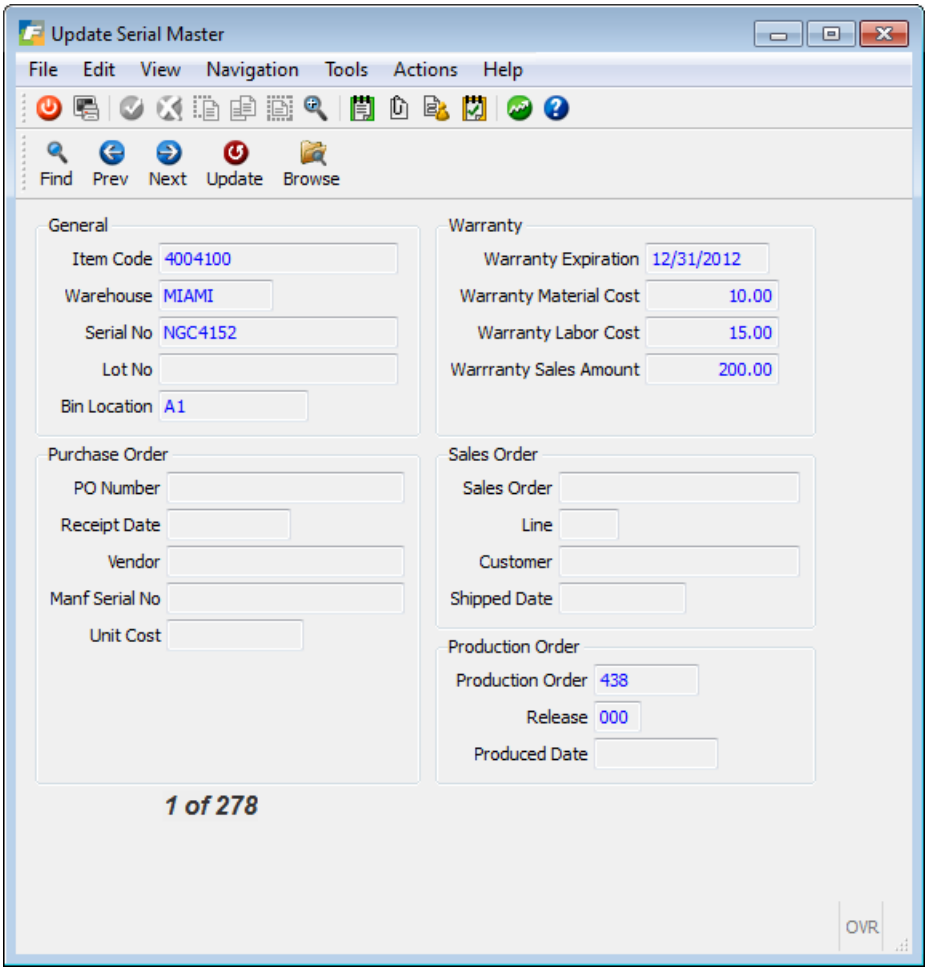

2. If the two items do not have the sale serial/lot flag setting in item master you will receive this error message and the merge cannot take place:




# Update Serial Master

This program allows the user to maintain warranty information on serial or lot controlled items. The following values can be updated:

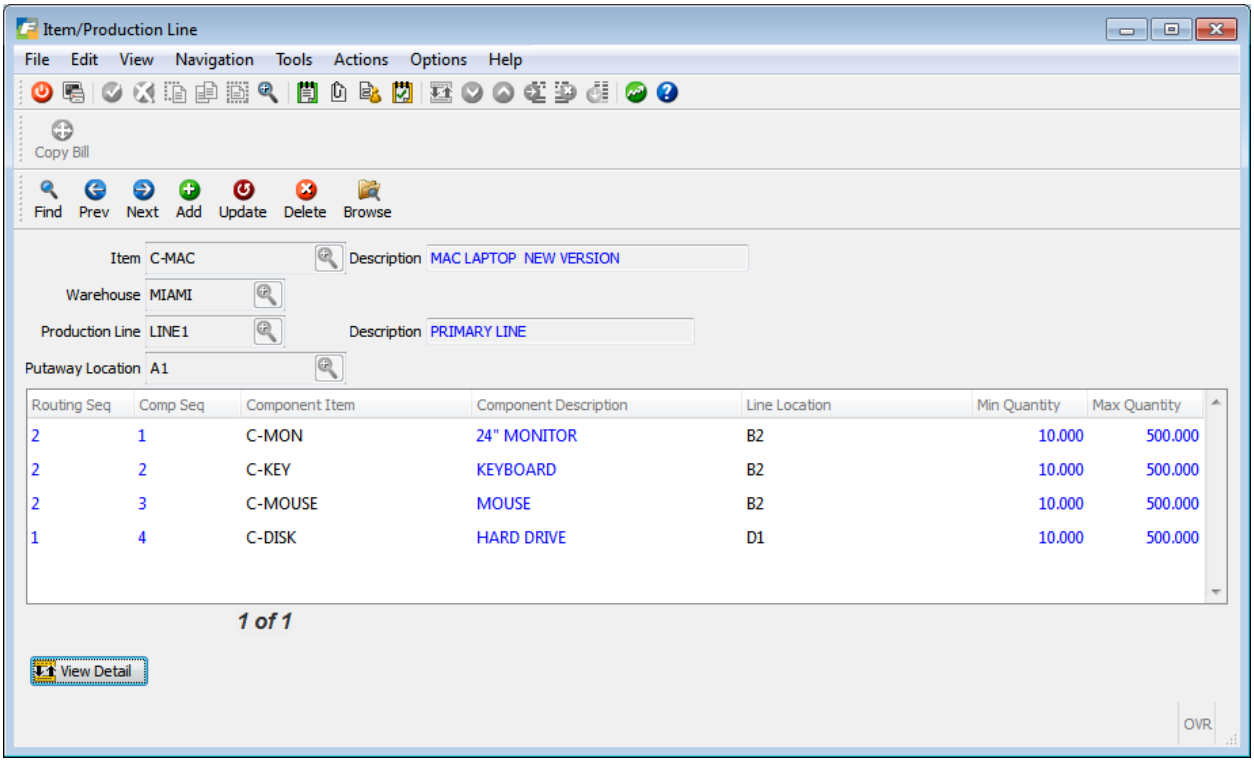
Manufacturer's serial number
Warranty expiration
Warranty material cost
Warranty labor cost
Warranty sales amount




# Item/Production Line

Use this program to assign bills of material to a production line and also identify the bin locations from which to issue material during a component issue by routing. The line code must first be defined using the Production Line program found on the Standard Routing File Maintenance submenu.

The minimum and maximum quantities are references for the user-defined minimum and maximum balances which can or should be stored at the line location. The Production Line Inventory report uses these values to print an exception when the line location balance is below the minimum, or above the maximum.


Item/Production Line
File Edit View Navigation Tools Actions Options Help
Copy Bill
Find Prev Next Add Update Delete Browse
Item C-MAC
Description MAC LAPTOP NEW VERSION
Warehouse MIAMI
Production Line LINE1
Description PRIMARY LINE
Putaway Location A1
Routing Seq Comp Seq Component Item Component Description Line Location Min Quantity Max Quantity
2 1 C-MON 24" MONITOR B2 10.000 500.000
2 2 C-KEY KEYBOARD B2 10.000 500.000
2 3 C-MOUSE MOUSE B2 10.000 500.000
1 4 C-DISK HARD DRIVE D1 10.000 500.000
1 of 1
View Detail
OVR

# Chapter 4

# Inventory Transactions

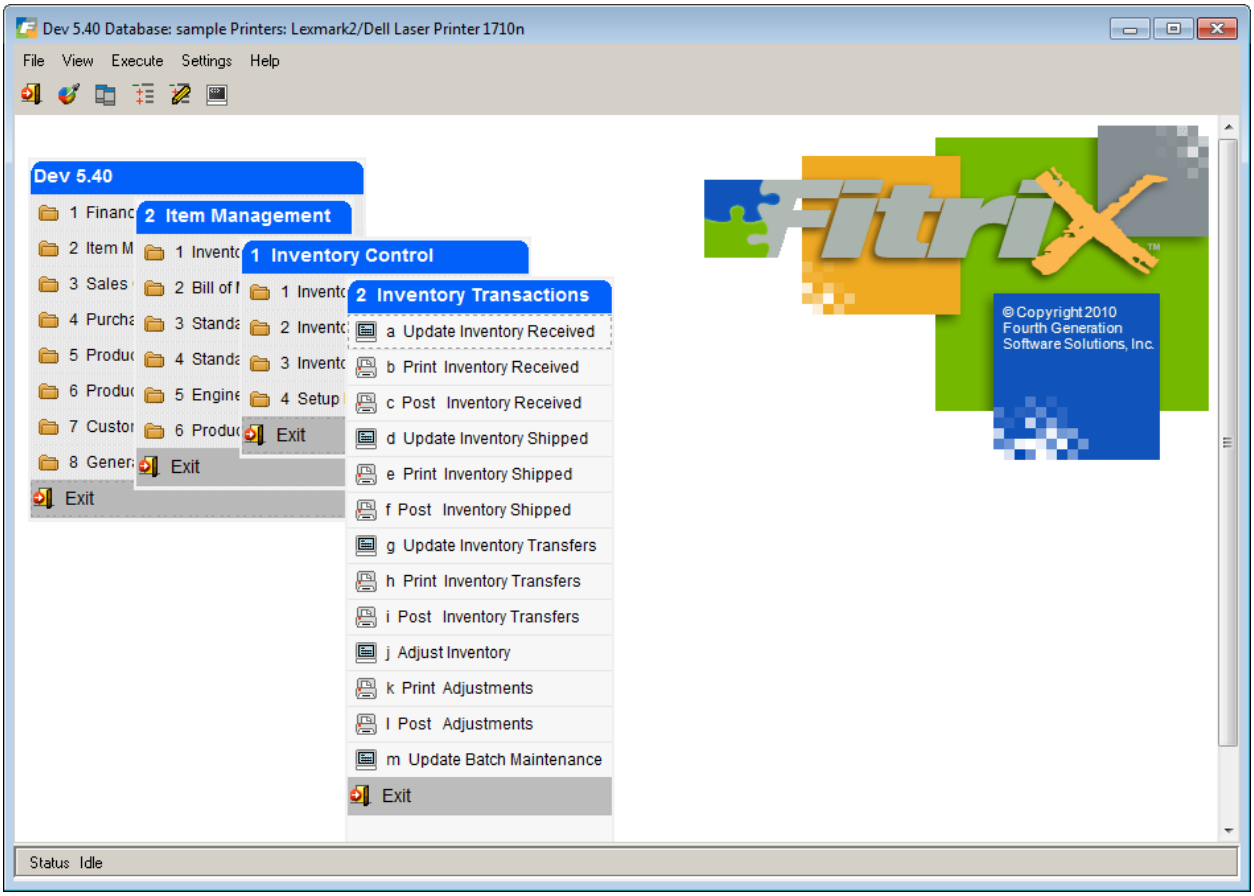
This chapter contains descriptions of the menu options, screens and fields you use to perform the following inventory transactions:

- Inventory Receipts
- Inventory Shipments
- Inventory Transfers
- Inventory Adjustments

You will find all of the transactions on the Inventory Transactions menu (option 2) on the Inventory Control Main menu.

# Inventory Transactions Menu

The second menu option on the Inventory Control Main menu is the Inventory Transactions menu.



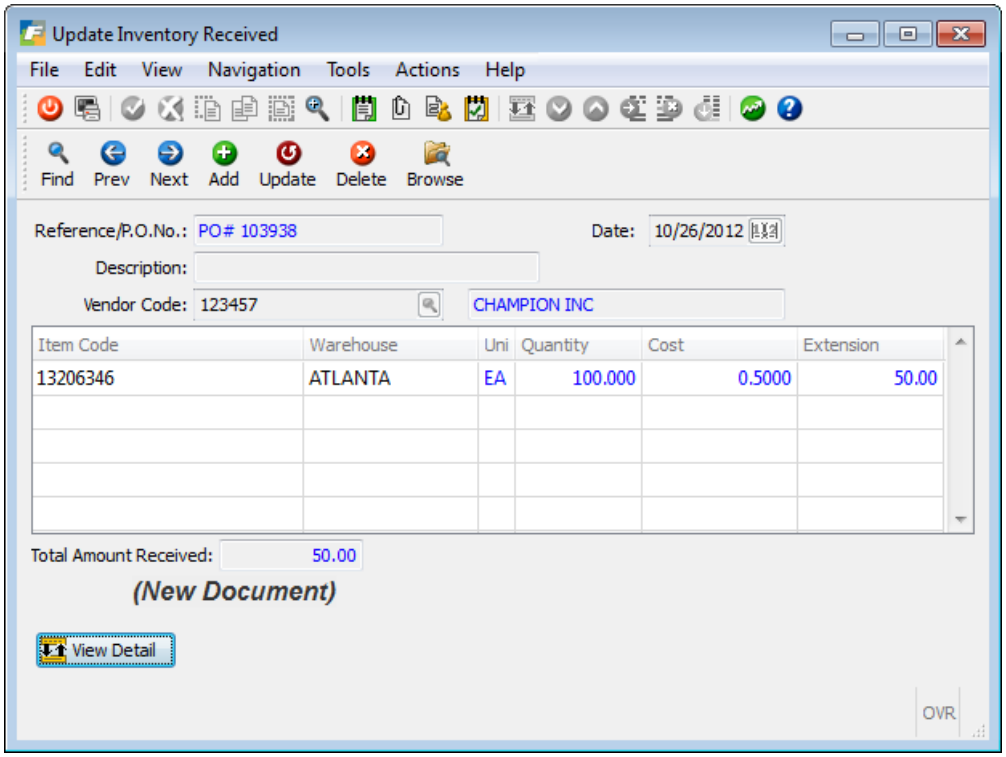

**If you are using Fitrix Order Entry and/or Fitrix Purchasing, you do not need to use the Shipping or Receiving options. These functions are handled by O/E and PU.** They handle not only the inventory adjustments, but they track the orders and also feed Accounts Receivable and Accounts Payable if these Fitrix modules are installed.

If you are using Fitrix Accounts Receivable and/or Fitrix Accounts Payable, but not Order Entry or Purchasing, you need to understand how A/R and A/P work in relation to inventory accounting. When you ship inventory based on a sale, the Inventory Shipped functions reduces quantity in hand. It does not perform any general ledger transactions, because there is no way for the program to know how the customer is paying for the sale without O/E. Depending on whether the customer pays cash or you invoice the customer via A/R, you must enter a transaction in G/L or A/R to create the general ledger activity for the sale.

When you receive inventory you purchased, the Inventory Received function increase quantity on hand balance but you still need to enter a separate transaction in G/L or A/P to create the general ledger activity for the receipt.

# Update Inventory Received

You use Update Inventory Received (option 2-a) to record the receipt of inventory.




The header section of the Inventory Received screen contains general information about the receiving document.

**Reference/P.O.No**.—reference or purchase order number (required)

Use this ten-character field to enter your purchase order number or some other reference to this transaction.

**Date**—date received (required)

This is the date the items were received. The default is today, but you can override the default date.

**Description**—description of the receipt (optional)

This is an optional field where you can enter brief description of the receipt (up to 30 characters).

**Vendor Code** (optional)

You can enter the vendor code (up to 20 characters) from whom you have purchased the items. If Accounts Payable is installed, you must enter a valid vendor code that has been previously been setup in the A/P Vendor program. The Zoom feature is available.

The detail section of the screen is used to enter the specific inventory items received. To move to it, press the [TAB] key.

**Item Code**—inventory item code (required)

This is the unique item code that identifies the inventory item. Item codes you enter must have first been setup in the Update Inventory Information program. The Zoom feature is available.

**WH**—warehouse code

This field is where you enter the warehouse code representing the warehouse where you are receiving the item. You must enter a valid warehouse code, so the Zoom feature is available for you to select from the list of defined warehouses.

**Unit**—purchase unit

This no entry field holds the purchase unit of measure for the item.

**Quantity**—number of purchase units

Enter the number of items (in purchase units) that you are receiving. After you enter a quantity, the system then multiplies the cost by the quantity and displays the total cost in the Extension column.

**Cost**—purchase cost per unit

The Purchase Cost associated with an item appears in the Cost column of this screen (this value is retrieved from the Item Warehouse Detail). You can enter a cost to override the default cost for this receipt. The entry in this field is used to update the Last Purchase Cost for the item in the Item Warehouse Detail, and this cost is also used to determine the Average Cost of the inventory item.

**Extension**—total cost for the line

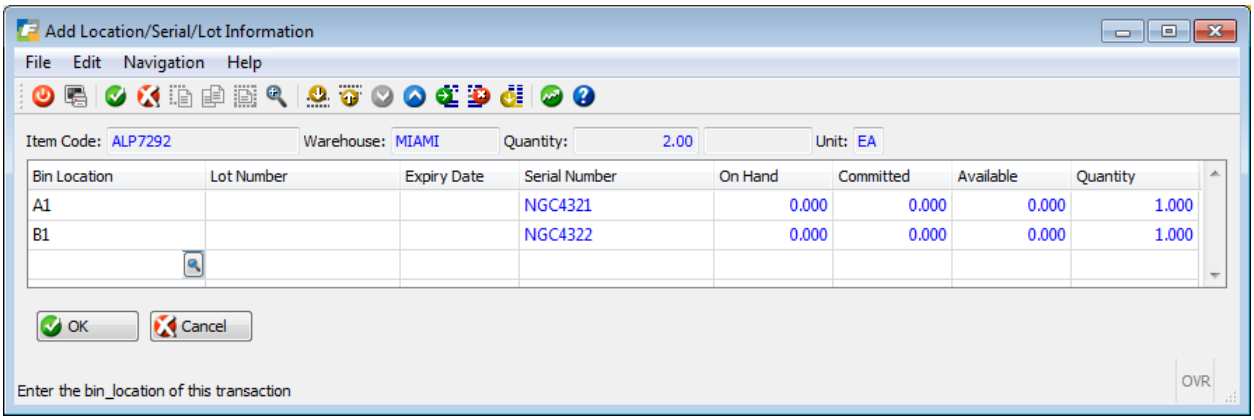
The system calculates this total based on the quantity and the cost.

The bottom portion of the Inventory Received screen is display only.

**Total Amount Received—**document total

This field holds the sum of all the totals in the Extension column, which the system automatically calculates. It represents the total cost for this receipt.

If any of the items being received are serial or lot number controlled or if the warehouse is location controlled this screen will display so that you may enter serial, lot, bin location information. The quantity entered in the detail section must equal the quantity that displays at the top of the screen.




# Print Inventory Received (Edit List)

Prints an edit listing of receiving transactions. You must print an edit list before posting. You can use this list to verify the accuracy of data entry.

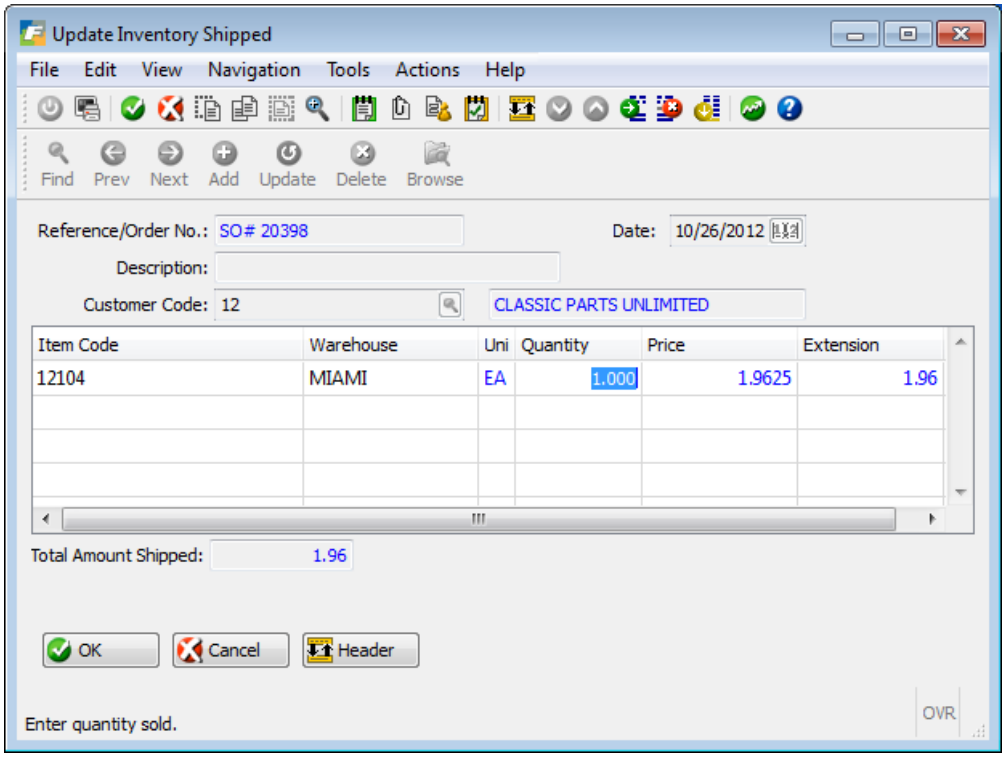
# Post Inventory Received

The Post Inventory Received menu option updates the following data:

- Quantity On Hand is increased by the amount received
- Average Cost of each item is recalculated based upon the Cost entered during receipt.
- Last Purchase Date and Last Purchase Cost

# Update Inventory Shipped

You use Update Inventory Shipped (option 2-d) to record the shipment of inventory.




The header section of the screen stores basic information about the Inventory Shipped form:

**Reference/Order No**.—informational field

Use this field (alphanumeric, up to ten characters) as you deem appropriate. You may enter your sales order number or some other reference to a manual document. This is a required field.

**Date**—date received

This is the date the order was shipped. The entry here is used to update the Last Sold Date in the Inventory file. If no date is entered, the system defaults to today's date.

**Description**—description of the receipt

This is an optional brief description of the shipment used to identify the document. It is an alphanumeric field which may hold up to thirty characters.

**Customer Code**

This field stores a customer code if the shipment is recorded against a specific customer. If Order Entry or Accounts Receivable is installed, the code you enter must have previously been setup in the Update Customer Information Program. The Zoom feature is available.

The detail section of the screen is used to enter the specific inventory items shipped. To move to it, press the [TAB] key.

**Item Code**—inventory item code

This is the unique item code that identifies the inventory item. All items entered must have first been setup. The Inventory items are maintained with the Update Inventory Information option on the Inventory Maintenance Menu. The Zoom feature is available.

**WH**—warehouse code

This field is where you enter the warehouse code representing the warehouse from where you are shipping the item. You must enter a valid warehouse code, so Zoom feature is available for you to select from the list of defined warehouses.

**Unit**—sell unit

This no entry field holds the unit of measure in which you sell the item.

**Quantity**—number of sell units

Enter the number of items that you are selling (in sell units). After you enter a quantity, the system then multiplies the price of the item by the quantity and displays the total cost in the Extension column.

**Price**—selling price per unit

If there is a Selling Price associated with the item code in the Inventory file, it appears in the Price column of the screen. If not, you may enter a price in this column. This numeric field reflects the price of the item in sell units. In the Add or Update mode, you can override the displayed value; however, this does not override the original price set up in the Price field of the Inventory item program.

**Extension**—extended price

This system automatically calculates the total line price based on the quantity and the price of the item.

**Recurring Usage**—does this sale represent recurring usage?

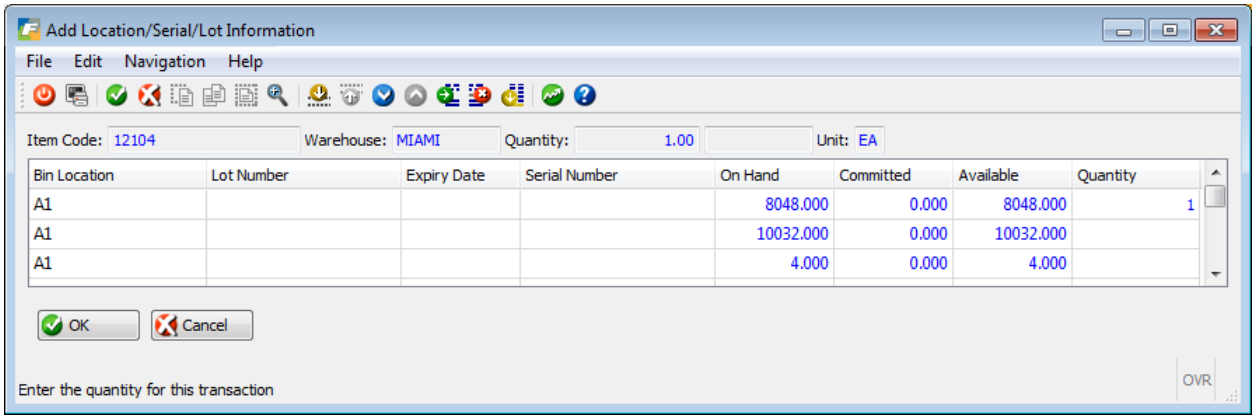
This is the unmarked column at the end of the line in which you enter a Y or N depending on if this line represents recurring usage: A recurring usage is defined as a sale or transfer transaction that is likely to repeat. Recurring usage is used for replenishment purposes. If set to Y this transaction will be included in the average sales calculation used to determine the quantity to reorder. The default is N, which tells the system that this is *not* a recurring sale.

The bottom portion of the screen is display-only.

**Total Amount Shipped**—document total

The system automatically calculates the sum total of all the amounts in the Extension column.

If the item is serial or lot number controlled or if the warehouse is location controlled this screen will display where you may enter the serial, lot, or location information. The quantity entered in the detail section of the screen must match the quantity that displays at the top of the screen.




# Print Inventory Shipped (Edit List)

This option prints an edit listing of the shipping transactions. You should check this list against the original documents before posting to verify the accuracy of data entry.

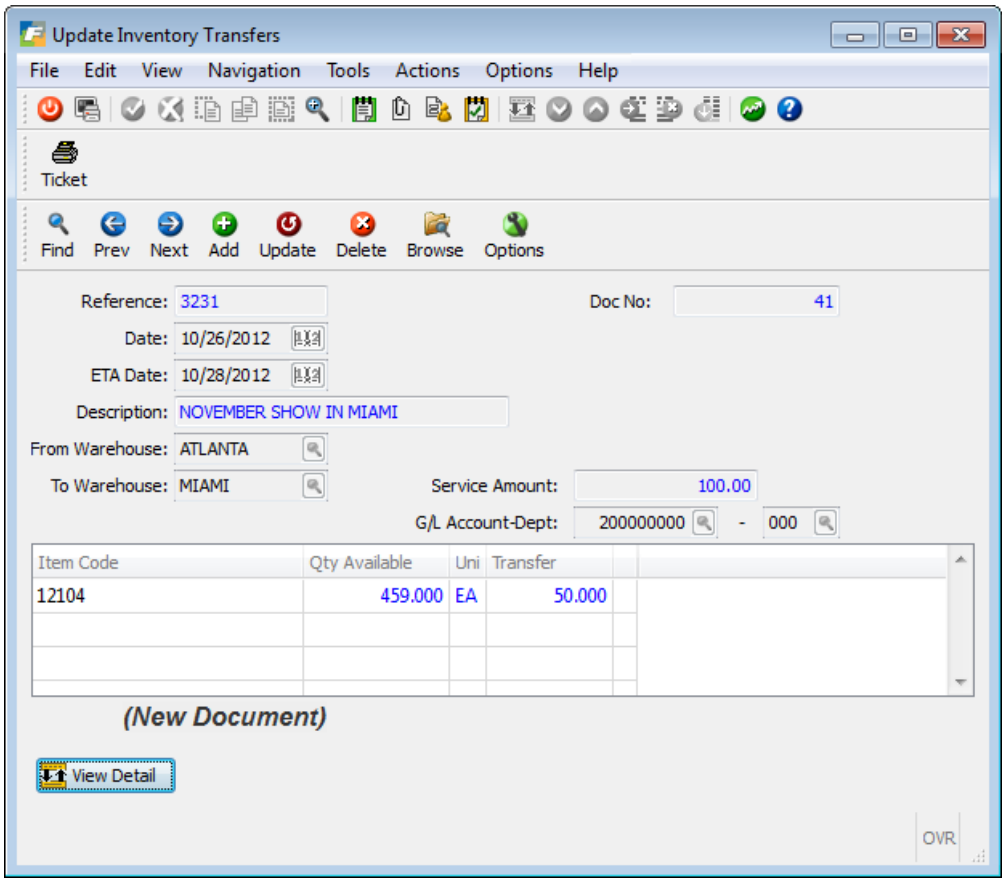
# Post Inventory Shipped

The Post Inventory shipped menu option updates the following data:

- Quantity On Hand—decreased by the amount shipped
- Last Quantity Sold in the item master
- Last Sold date in the item master
- Recurring Usage activity—if line item is flagged for recurring usage.

# Update Inventory Transfers

Use this menu option to record the transfer of inventory from one warehouse to another. After selecting Update Inventory Transfers, the system displays the Transfer Inventory Item screen.




The header section of the Inventory Transfer screen stores basic information about the Inventory Transfer:

**Reference**—reference or transfer number (required)

Enter a number that you will use to identify this transfer transaction, the number can be up to 10 characters long. This is a required field.

**Doc No**—System maintained field.

This document number will need to be entered to post the transfer.

**Date**—date transferred (required)

This is the date the transfer is to take place. The system defaults to today's date, but you can override the default.

**ETA Date**—estimated time to arrival

Approximate date the transfer will be received at the "TO" warehouse.

**Description**—description of the transfer (optional)

Enter a brief description of the transfer (up to 30 characters).

**From Warehouse**—the sending warehouse

Enter the warehouse code for the warehouse the merchandise is being transferred from. Zoom is available allowing you to select from a list of defined warehouses.

**To Warehouse**—the receiving warehouse

Enter the warehouse code for the warehouse the merchandise is being shipped to. Zoom is available allowing you to select from a list of defined warehouses.

**Service Amount**—cost of freight

Enter the freight amount charged to transfer the item. When the transfer is posted, this freight amount will be added to the cost of items transferred (landed cost).

**GL Account - Dept -**

This will default to your AP account number. When the freight bill is received from the carrier, it should be entered into AP using this same account number. By doing this the net result of the transfer posting and AP posting will be:

- Debit Inventory
- Credit Accounts Payable

The detail section of the screen is used to enter the specific inventory items transferred. Press [TAB] to move to the detail section.

**Item Code**—inventory item code (required)

This is the unique item code that identifies the inventory item. All items entered must have first been setup in the Inventory file. The Inventory file is maintained with the Update Inventory Information option on the Inventory Maintenance Menu. The Zoom feature is available.

**Qty. On Hand**—quantity on hand in the From warehouse.

After entering a valid item code and valid warehouse codes, the system displays the quantity on hand for that item in the From warehouse. This value is retrieved from the Inventory file, so this is a no-entry field.

**Unit**—unit of measure.

This is the stocking unit of measure of the item you are transferring, which the system automatically retrieves from the Inventory file.

**Transfer**—quantity transferred.

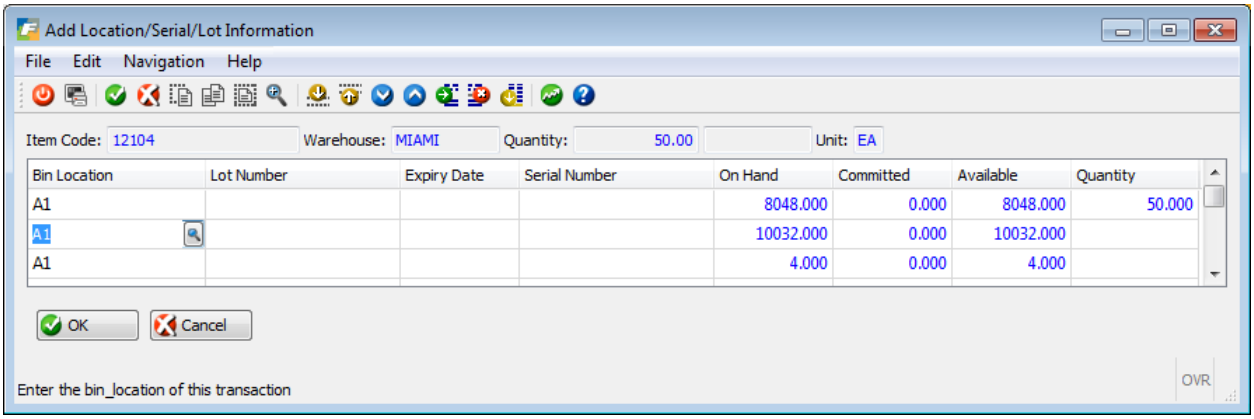
Enter the number of stock units you want to transfer from the From warehouse to the To warehouse.

**Recurring Usage—**does this transfer represent recurring usage?

This is the unmarked column at the end of the line in which you enter a Y or N depending on if this line represents recurring usage: A recurring usage is defined as a sale or transfer transaction that is likely to repeat. Recur-

ring usage is used for replenishment purposes and if marked Y will be included in item usage calculations. The default is N, which tells the system that this is NOT a recurring transfer.

If the item is serial or lot controlled this screen will display for both the From and To warehouse so that you may select the serial, lot, bin location of the item being transferred and also the bin location the item will be placed into in the To warehouse.




Once the transfer is entered, you can select the

icon on the toolbar to print to transfer ticket.

# Print Inventory Transfers

The Print Inventory Transfers option prints an edit listing of transfers entered in the system. You can check the edit list against the original transfer transaction entries before posting to verify data-entry accuracy. You must print an Inventory Transfer edit list before you can post transfers.

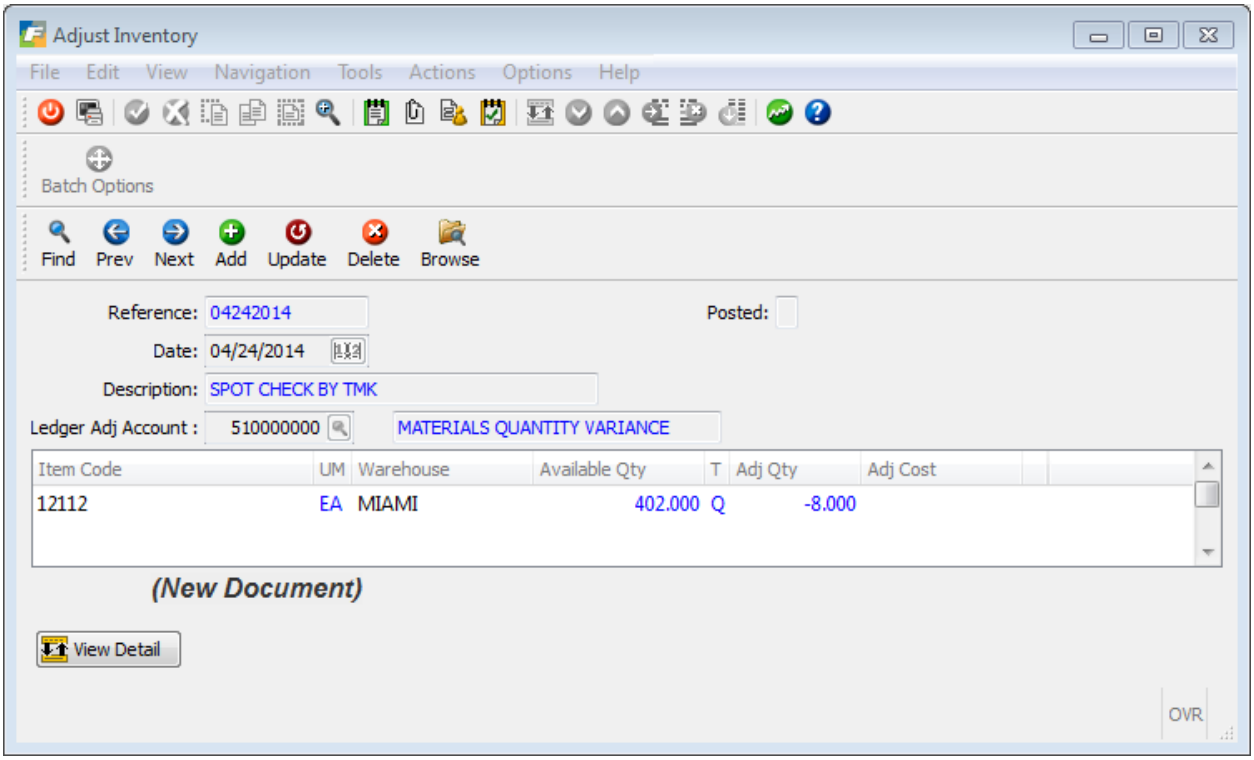
# Post Inventory Transfers

When you post Inventory transfers between warehouses, the system updates the following data:

- Decreases the Quantity On Hand of items in the “From” warehouse and increases quantity on hand of items in the “To” warehouse.
- Update the Average unit cost in each of the warehouses.
- Update the Last Activity date in each of the warehouses.
- Update the Recurring Usage activity—if line item is flagged as recurring usage.
- Releases customer backorders in the “To” warehouse if you enter a "Y" when prompted “Release Customer Backorders (Y/N)” when you run the posting report.

# Adjust Inventory

This menu option allows you to enter a transaction that will adjust the on-hand quantity for an inventory item and/or adjust the average cost. After selecting Adjust Inventory, the system displays the Inventory Adjustment screen.




The header section of the Inventory Adjustment screen contains basic information about the Inventory Adjustment document:

**Reference**—informational field (required)

Use this alphanumeric field (up to ten characters) as you deem appropriate. You can use this field to cross-reference this computer document to any manual documents you have for this transaction.

**Date**—date of adjustment (required)

The date of the adjustment is entered into this field. If no date is entered, the system defaults to today's date.

**Description**—description of the receipt (optional)

Use this field to enter a brief description of the adjustment. This is an alphanumeric field which holds up to 30 characters.

**Ledger Adj. Account**—adjustment ledger account (required)

This field stores the nine-digit ledger account number where the system will post activity generated by this transaction. An adjustment increases or decreases the inventory value, and that change is balanced against the ledger account specified in this field. This field defaults to the inventory adjustment account number setup in the

Inventory Control Defaults program. You can override the default if you need to and enter another valid account code. Zoom is available to select form a list of current ledger accounts.

Use the detail section of the screen to enter the specific inventory items you need to adjust.

**Item Code**—inventory item code (required)

This is the unique item code that identifies the inventory item. All items entered must have first been setup in the Inventory program. The items are maintained with the Update Inventory Information option on the Inventory Maintenance Menu. Zoom is available.

**UM**—units of measure

This no entry field holds the stocking unit for the item you want to adjust.

**Warehouse**—warehouse code (required)

This field stores the warehouse code for the warehouse in which the item is stored. It must be a valid warehouse code; that is, this code must have previously been setup in the Warehouse program. The Warehouse codes are maintained with the Update Warehouse Definitions option on the Setup Inventory Menu. In addition, this item must be setup in the specified warehouse. The Zoom feature is available.

**Available Quantity** – (quantity on hand - any commitments) for the item at the time the adjustment is made.

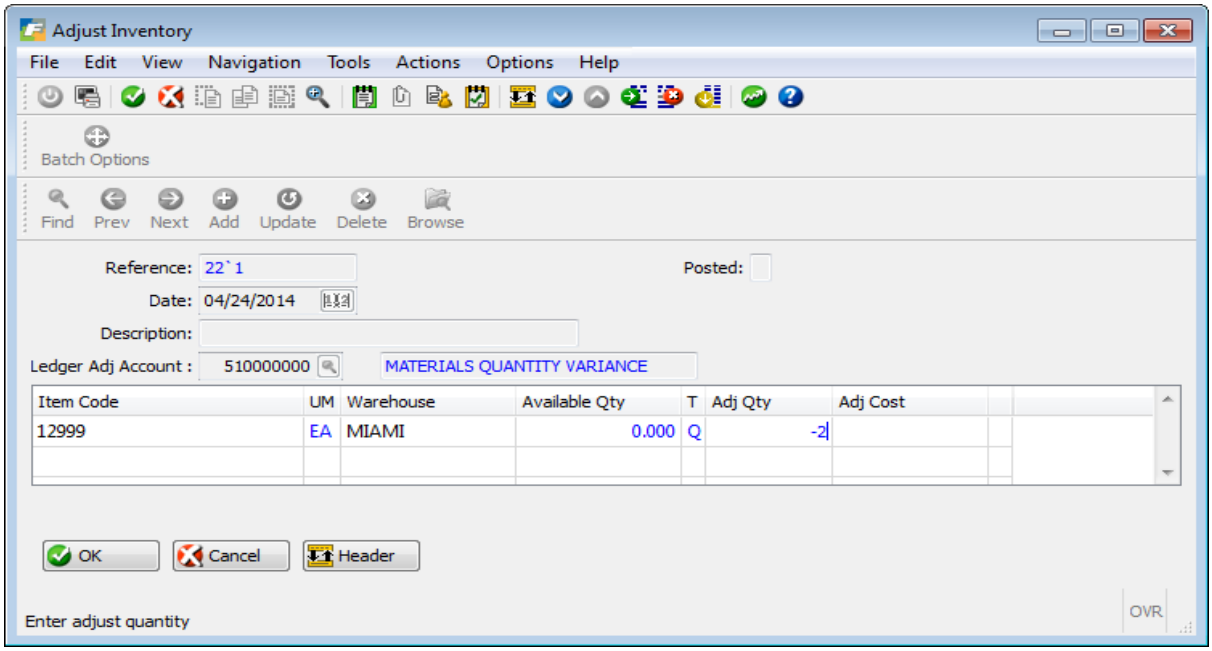
Once you have entered a valid item code and warehouse code, the system automatically displays the quantity on hand for the item in the warehouse.

**Adj. Quantity**—adjustment quantity

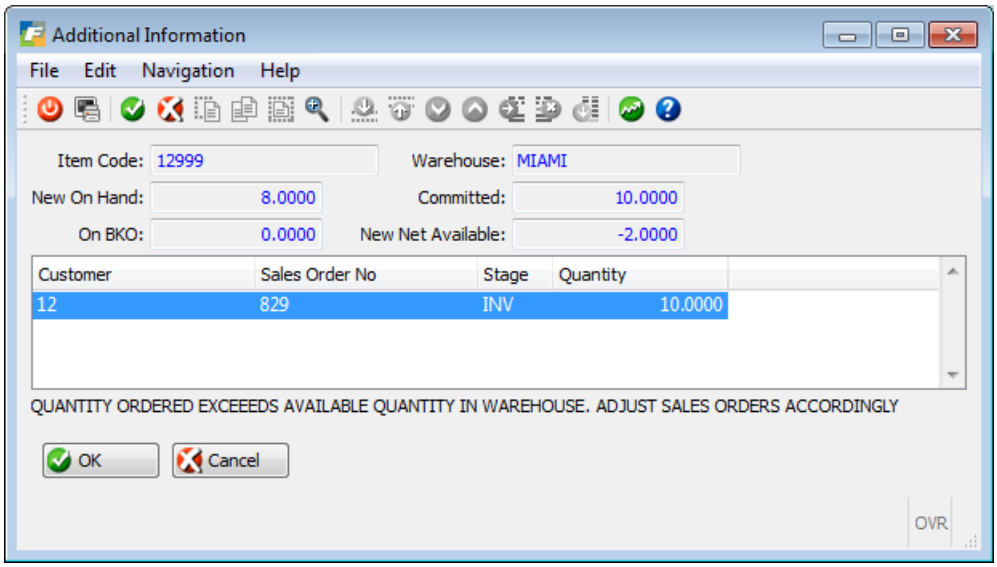
This field serves two purposes: first, you can use it to simply increase or decrease the quantity on hand by entering the positive or negative value by which you want to adjust the quantity; or second, you can enter a number of items involved in an average cost adjustment, which also utilizes the Adj. Cost field discussed below.

As an example, say Receiving entered 15 units of this item in the system as received, and then posted the receipt, but actually they only received 13 of the item. They could then enter an adjustment with an entry of -2 in the Adj. Quantity field. And in this case, they would enter nothing in the Adj. Cost field.

If you happen to enter a quantity adjustment that will now prevent you from fulfilling all of the outstanding commitments you have on sales orders this screen will display so you know which sales orders are outstanding. In the example below the available quantity that shows for item 12999 is 0 because there are 10 on hand but they are all committed to a customer order.




So once the adjustment is posted you will need to adjust the quantity on the sales order accordingly (reduce to 8 or leave 8 as ordered and backorder the remaining 2 to ship at a later date when the item is once again available)




**Adj.Cost**—adjustment to cost

To adjust the Average Cost of the item, you enter a number in the Adj. Quantity column, which must be a positive number, and then you enter in the adjusted cost that will apply to the number of items entered.

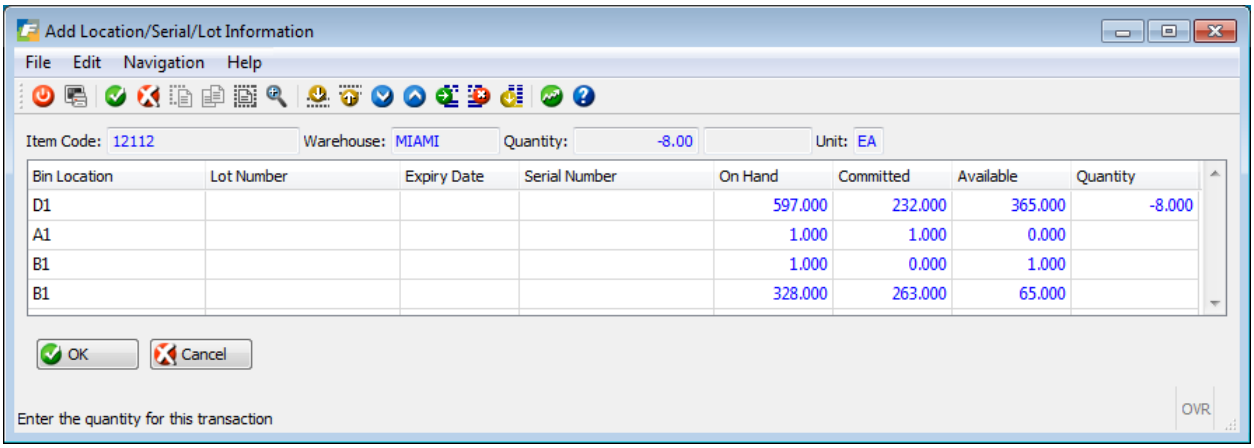
For example, say you have a quantity on hand of 10 items and all were purchased at a cost of $100.00, giving an average cost of $100.00. Let's say that you want to adjust the cost of 5 of those items to $110.00. In the Adj. Quantity column, you enter 5. In the Adj. Cost column you enter 110. The system would remove 5 items at $100.00 each from inventory, and then add 5 items at $110.00 each back to inventory, and calculate a new weighted average cost. The GL transaction for this cost adjustment will be:

Qty adjusted x (new cost- old cost) or 5 x ($110.00 - $100.00) = $ 50.00

The adjust cost functionality can also be used to adjust the cost of items that were received at the wrong cost. Let's say you received 50 of an item at $100 but when you received the invoice from the vendor the cost is listed as $105.00. You would enter 100 in the qty field and $105 in the cost field. The GL transaction for this cost adjustment will be:

Qty adjusted x (new cost- old cost) or 50 x ($105.00 - $100.00) = $ 50.00

If the item is serial or lot controlled this screen will display so that you may select the serial, lot, bin location of the item being adjusted.




# Print Adjustments (Edit List)

This process prints out an edit list of Adjustment transactions. You should check this edit list against the original transactions before posting to ensure the accuracy of data-entry.

# Post Adjustments

When you post adjustments, the system updates the following data depending on the kind of adjustment you do:

- for a quantity adjustment, Quantity On Hand
- for a average cost adjustment, Average Cost
- Makes an entry to General Ledger to adjust the inventory account and variance account.

# What's Next

This concludes the description of the Inventory Transactions menu. Once you have entered and processed transactions, you can use Inventory Reports to study the status of your inventory, look at trends and make decisions about your inventory. Inventory Reports is the focus of the next chapter.

# Chapter 5

# Quality Control

This chapter contains descriptions of the menu options, screens and reports used to perform quality control transactions:

- File Maintenance
- Quality Measurement Data
- Entering Quality Transactions
- Reporting

You will find all of the quality control programs on menu (option 4) on the Inventory Control Main menu.

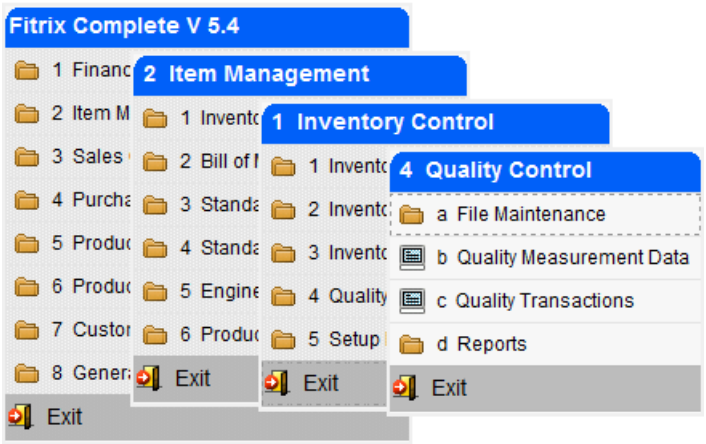
With Fitrix Quality Control you have the ability to collect quality control information related to items purchased or produced. The collected data is used for statistical reporting and can also impact downstream transactions for active orders, such as order holds and corrective actions.

Items can be flagged to automatically prompt the user to enter QC data within the following transactions:

- Purchase Receiving
- Production Receipt
- Component Issue
- Labor Entry

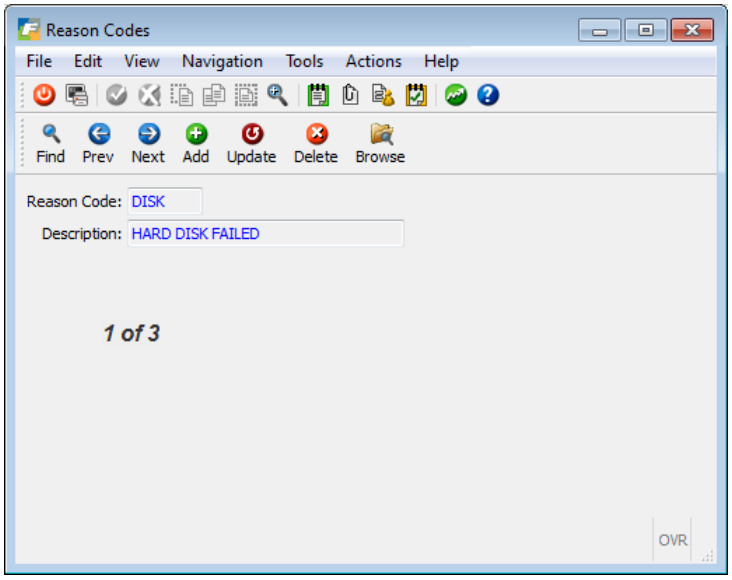
Please note that if you are using handheld devices/barcoding to process the above transactions you will need to enter your quality transactions manually using the Quality Transaction program (option c on the Quality Control menu).

The Quality Control programs can be accessed via option (4) on the Inventory Control submenu.



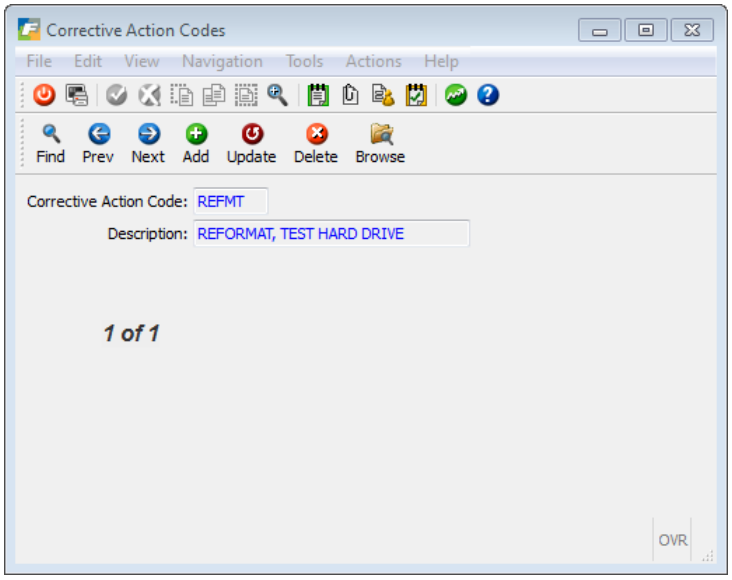
# Reason Codes

Use this program to set up reasons that an item has failed a QC measurement



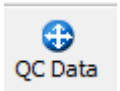

# Corrective Action Codes

Use this program to set up codes that define the corrective action needed to fix a QC issue.

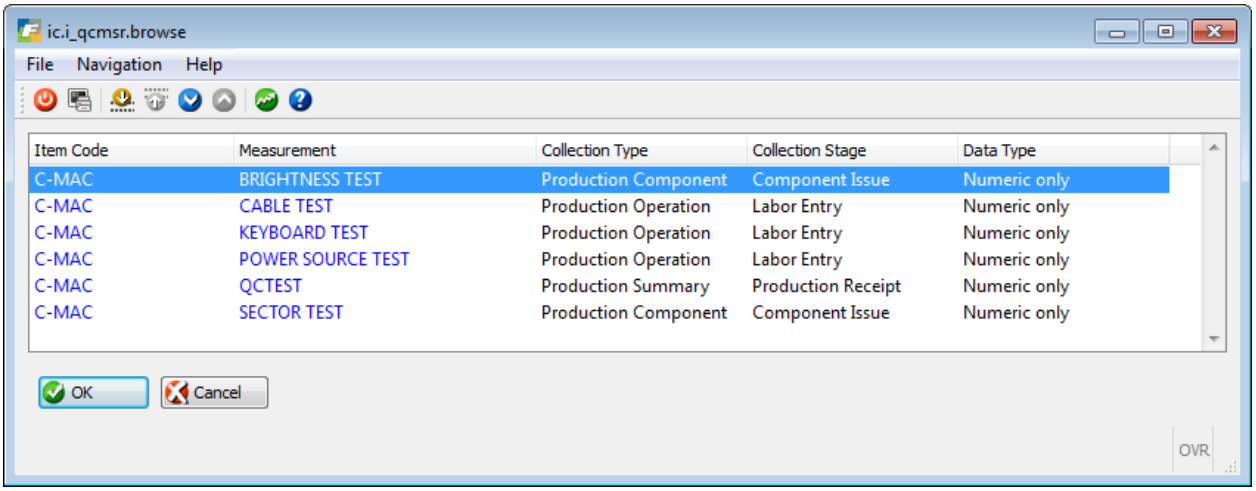


# Quality Measurement Data

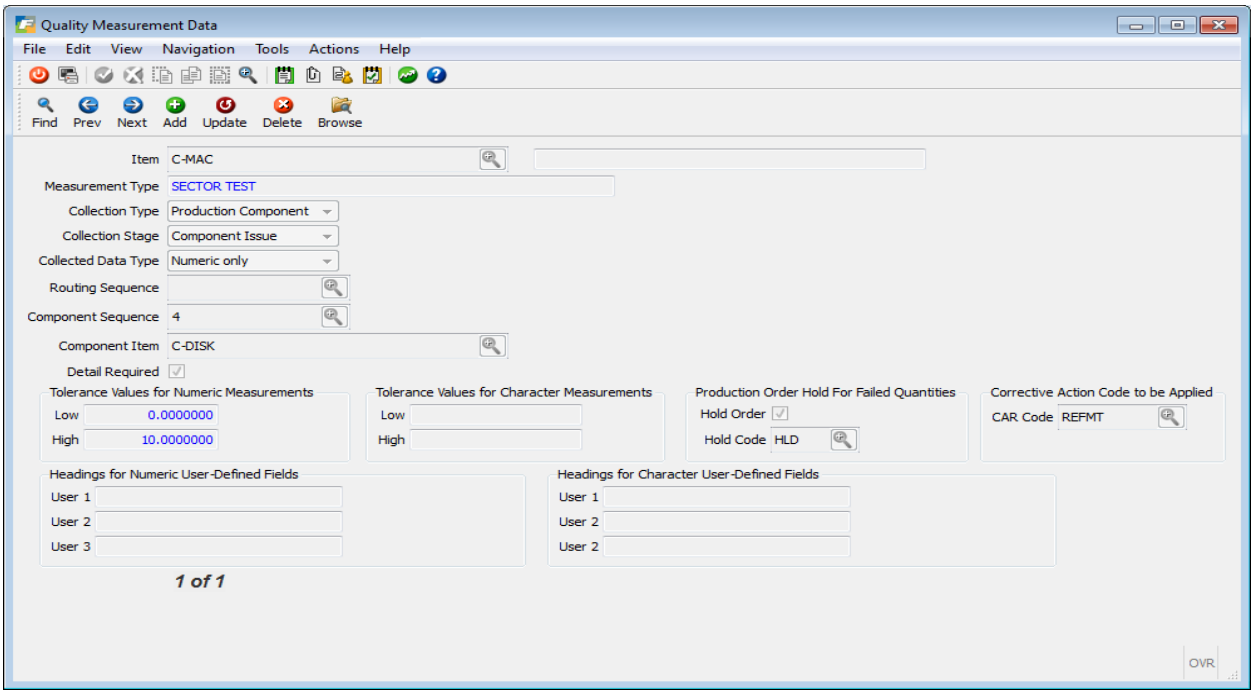
Use this program to enter data for items that are subject to quality control. The transactions must be associated with either a purchase or production order.

Quality measurement data can be entered via the menu option or using the 

Button on the Update Inventory Information toolbar. You can enter multiple measurement types per item. The C-MAC laptop six different quality control tests as shown here.




The Quality Measurement screen:



**Item**

Enter or drilldown to find the item quality data should be collected for.

**Measurement Type**

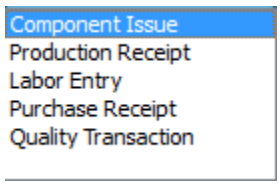
Freeform description of the type of test.

**Collection Type**

- Production Summary – QC data collected for the production order, independent of a specific routing step or component item. This is typically related to an inspection done before a completed item in placed into inventory.
- Production Operation – QC data collected for a production order at a specific labor step in the routing.
- Production Component – QC Data collected for a component on a production order. This is typically related to a component being issued from inventory before being issued to a production order.
- Purchased Item – QC data collected as a purchased item is being moved into inventory.
- Miscellaneous – QC Data collected that is not specifically linked to a production or purchase order. This could be related, for example, to inspection of an item that has been in inventory for an extended period of time, and must be inspected prior to shipment. It could also be related to an item that has been returned via an RMA.

**Collection Stage**

The value defined here determines when the user will be prompted to enter quality control test results. Valid values include:




Be careful when setting this value and make sure it coincides with the collection type. For example if your collection type is “Purchased Item” you would not want to set the collection stage to” Component Issue” since components are not issued for purchase order receipts.

**Collected Data Type**

Valid values are Numeric only or Character and Numeric. If Numeric is selected access to the Character Measurement fields is not allowed and if Character and Numeric is selected access to the Numeric Measurement fields is not allowed.

**Routing Sequence**

Drilldown to find routing sequence number. Required when Collection Type is “Production Operation”.

**Component Sequence**

Drilldown to find component sequence number. Required when Collection Type is “Production Component”.

**Component Item**

Drilldown to find component item. Required when Collection Type is “Production Component”.

**Detail Required**

Check this box if transactions require the user enter serial and or lot number detail about the items being test. You may also check this box if you want to capture unit or sample size level details for items that are not serial or lot-controlled.

**Tolerance Values for Numeric Measurements**

Enter numeric measurement values.

**Tolerance Values for Character Measurements**

Enter character measurement values (can be alphanumeric).

**Hold Order**

Check to hold production order (fields skipped for purchased items).

**Hold Code**

Enter valid hold code. Entry required if Hold Order box is checked.

### CAR Code

Enter valid corrective action code. Entry is optional.

### Headings for Numeric User Defined Fields

The quality control transaction screen has three optional fields for you to store additional data. Enter the headings for these fields here.

### Headings for Character User Defined Fields

The quality control transaction screen has three optional fields for you to store additional data. Enter the headings for these fields here.

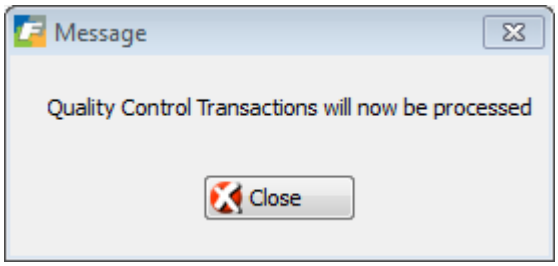
# Quality Transactions

Items can be flagged to automatically prompt the user to enter QC data within the following transactions:

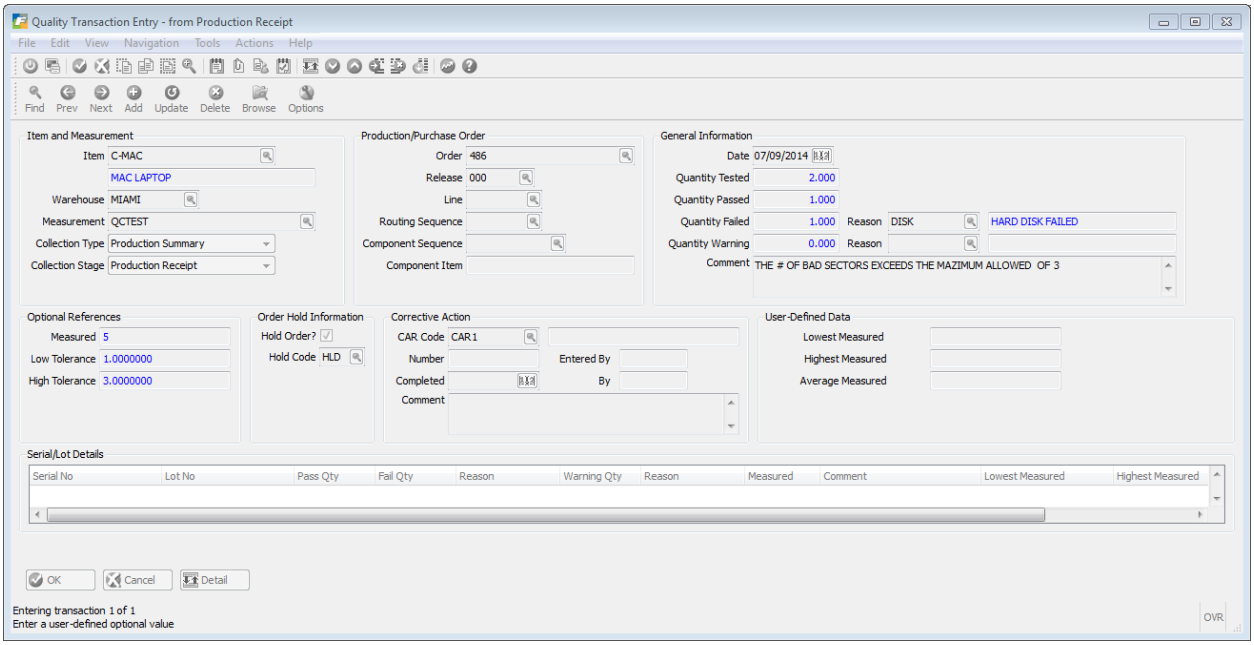
- Purchase Receiving
- Production Receipt
- Component Issue
- Labor Entry

Please note that if you are using handheld devices/barcoding to process the above transactions you will need to enter your quality transactions manually using the Quality Transaction program (option c on the Quality Control menu).

When the transaction is saved this message displays:



Click Close and the Quality Transaction screen will display:

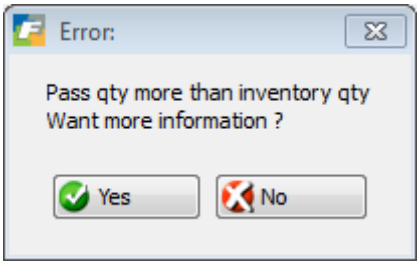



### Quantity Tested

Display only field that defaults to the total quantity in the transaction. When you enter the pass and fail quantity the quantity tested will be updated to be the total of the two.

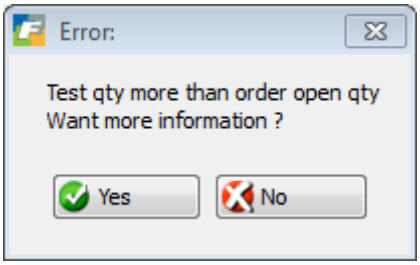
### Quantity Passed

Enter the quantity that passed. Cannot exceed the quantity of the transaction and if you enter a quantity greater than that you will receive this error:



**Quantity Failed**

Enter the quantity that failed. Cannot exceed the total quantity for the item on the work order or purchase order and if you enter a quantity greater than that you will receive this error:




**Reason**

Enter reason for failure (optional)

**Quantity Warning**

Enter the quantity that failed

**Reason**

Enter reason for warning (optional)

**Comment**

Enter optional comment

**Measured**

Enter data measured

**Hold Order**

Checked if order should be held. Change as needed

**Hold Code**

Change as needed

**CAR Code**

Corrective action code. Change as needed.

**Entered By**

Who entered this quality transaction. Will default to login ID.

**Completed**

Date completed

**By**

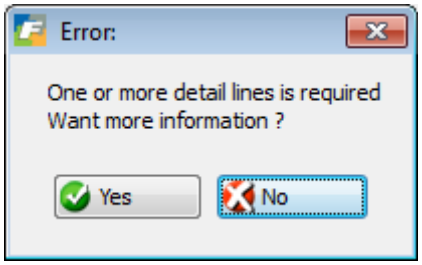
Who completed this quality transaction. Will default to login ID.

**Comment**

Enter optional comment

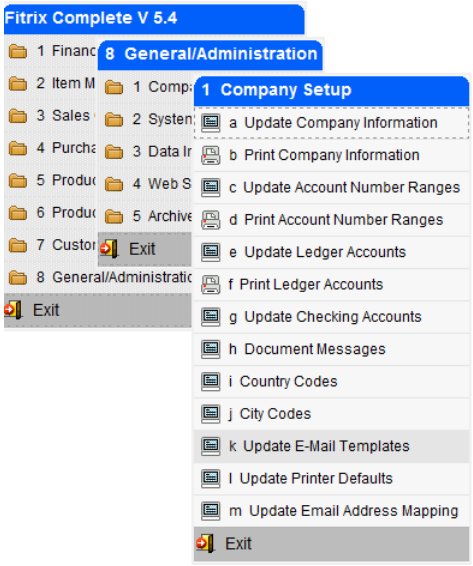
**Serial/Lot Details**

If the quality measurement "Detail Required" check box is required this message will display when you try to save the transaction without this detail:

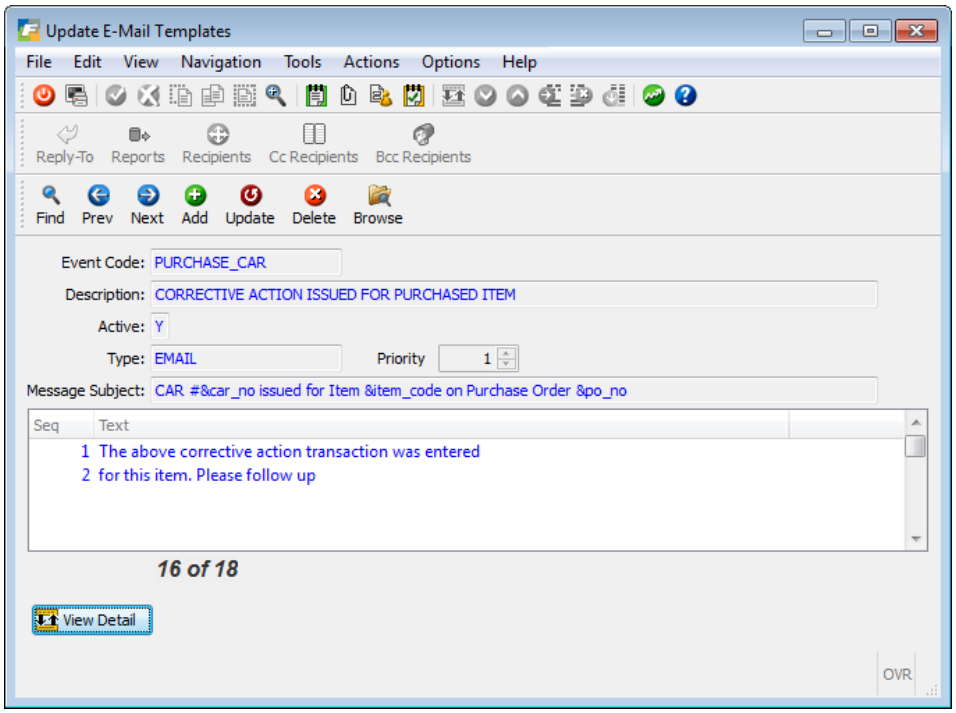



# Email Alerts

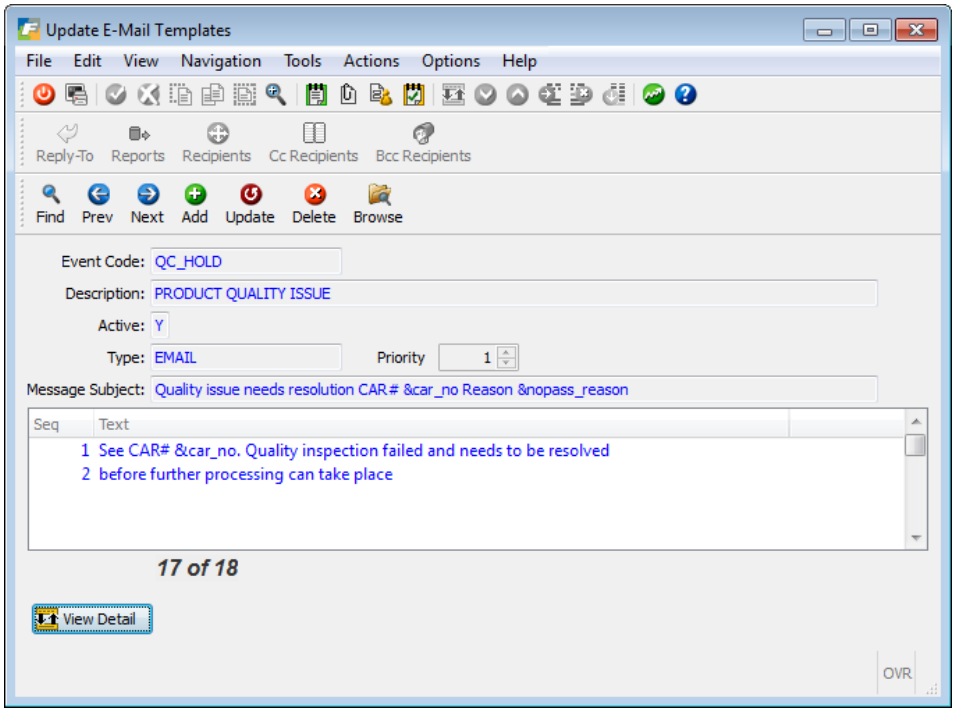
There are two email alerts that can be activated and will be sent when quality transactions are saved. These are accessed via Option (k) on the Company Setup submenu:




Sent to the buyer assigned to the purchase order:

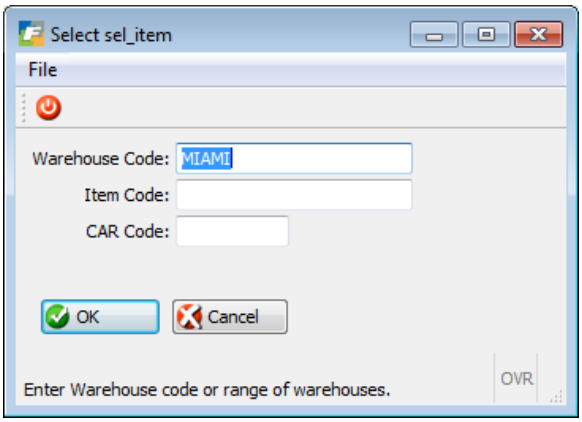


Sent to the person responsible for the production work order




# Corrective Action Status Report

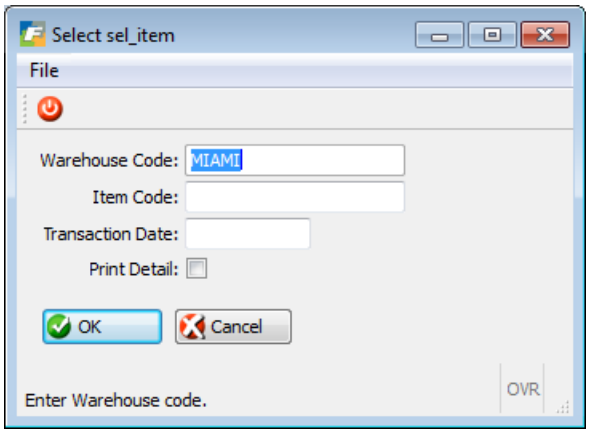
Selection criteria:



```
Date: 06/16/2014                                    ABC MANUFACTURING
Time: 17:01:17                                Corrective Action Status Report                                    Page: 1

==================================================================================================================

Item Code:12104-QC                    SCM A SERIES MULSTRIKE          Warehouse:MIAMI

      Order          Rel Line  Date       QC Type    Fail Qty  Fail Rsn    CAR Code  Car No  ------- Comment/Entered By ----------
560                        1 06/03/2014 Purch Rcpt       0.0 RSN1       CAR1                TESTED OK

561                        1 06/04/2014 Purch Rcpt       1.0 RSN1       CAR1

562                        1 06/04/2014 Purch Rcpt       2.0 RSN1       CAR2

561                        1 06/04/2014 Purch Rcpt       1.0 RSN1       CAR2

562                        1 06/04/2014 Purch Rcpt       3.0 RSN2       CAR1

603                        1 06/16/2014 Purch Rcpt       1.0 RSN1       CAR2            16
                                                                                           bettyb
602                        1 06/16/2014 Purch Rcpt       0.0            CAR1            15
                                                                                           bettyb
603                        1 06/16/2014 Purch Rcpt       0.0            CAR1            17
                                                                                           bettyb
602                        1 06/16/2014 Purch Rcpt       5.0 RSN1       CAR2            14
                                                                                           BOB
```

# Quality Analysis Report

### Selection criteria



Date: 06/16/2014 ABC MANUFACTURING
Time: 17:10:50 Quality Control Analysis Report Page: 1

Item Code: 12104-QC SCM A SERIES MULSTRIKE Warehouse:MIAMI

| Order | Rel/ Line | Date | Type | Pass Qty | Fail Qty | Fail Rsn | Warn Qty | Warn Reason | Comment |
|---|---|---|---|---|---|---|---|---|---|
| 560 | 1 | 06/03/2014 | Purch Rcpt | 45.00 | 0.00 | RSN1 | 0.00 | | |
| 561 | 1 | 06/04/2014 | Purch Rcpt | 2.00 | 1.00 | RSN1 | 0.00 | | |
| 562 | 1 | 06/04/2014 | Purch Rcpt | 8.00 | 2.00 | RSN1 | 0.00 | | |
| 561 | 1 | 06/04/2014 | Purch Rcpt | 2.00 | 1.00 | RSN1 | 0.00 | | |
| 562 | 1 | 06/04/2014 | Purch Rcpt | 7.00 | 3.00 | RSN2 | 0.00 | | |
| 603 | 1 | 06/16/2014 | Purch Rcpt | 49.00 | 1.00 | RSN1 | 0.00 | | |
| 602 | 1 | 06/16/2014 | Purch Rcpt | 50.00 | 0.00 | | 0.00 | | |
| 603 | 1 | 06/16/2014 | Purch Rcpt | 50.00 | 0.00 | | 0.00 | | |
| 602 | 1 | 06/16/2014 | Purch Rcpt | 45.00 | 5.00 | RSN1 | 0.00 | | |

Item Totals Pass 258.00 95.20% Fail 13.00 4.80% Warn 0.00 0.00%

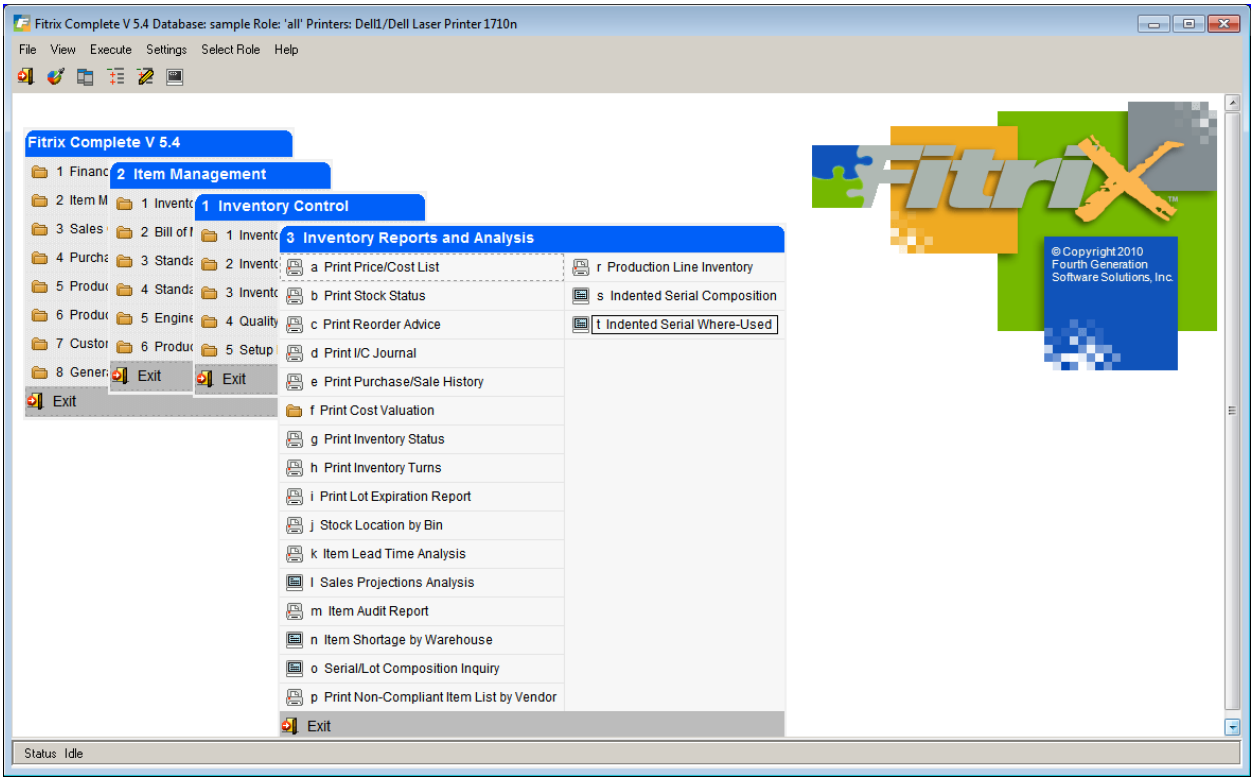
# Chapter 6

# Inventory Reports and Analysis

This chapter covers information about the reports available from the Inventory Reports menu (option 3) on the Inventory Control Main menu.

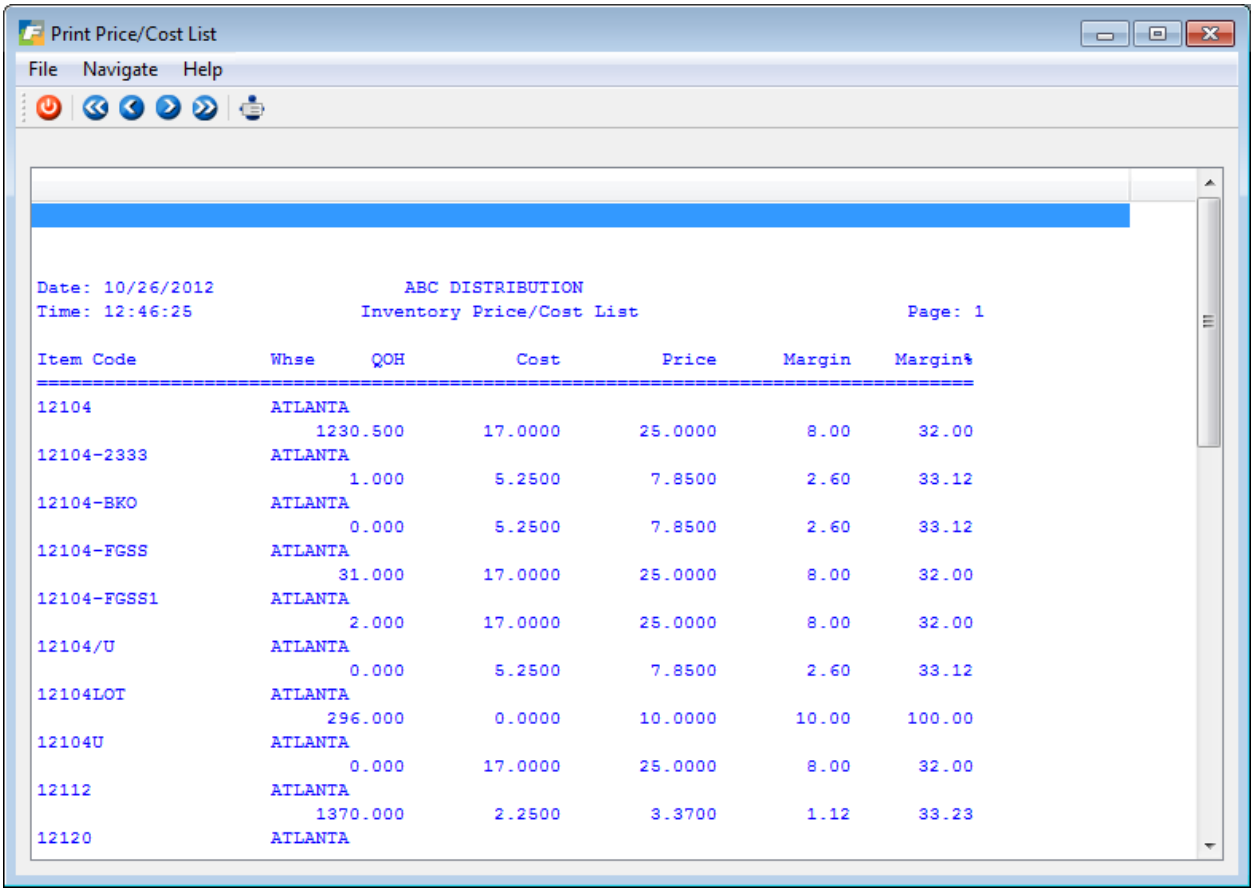
# Inventory Reports Menu

When you select Inventory Reports, the system returns the following menu:



# Price/Cost List

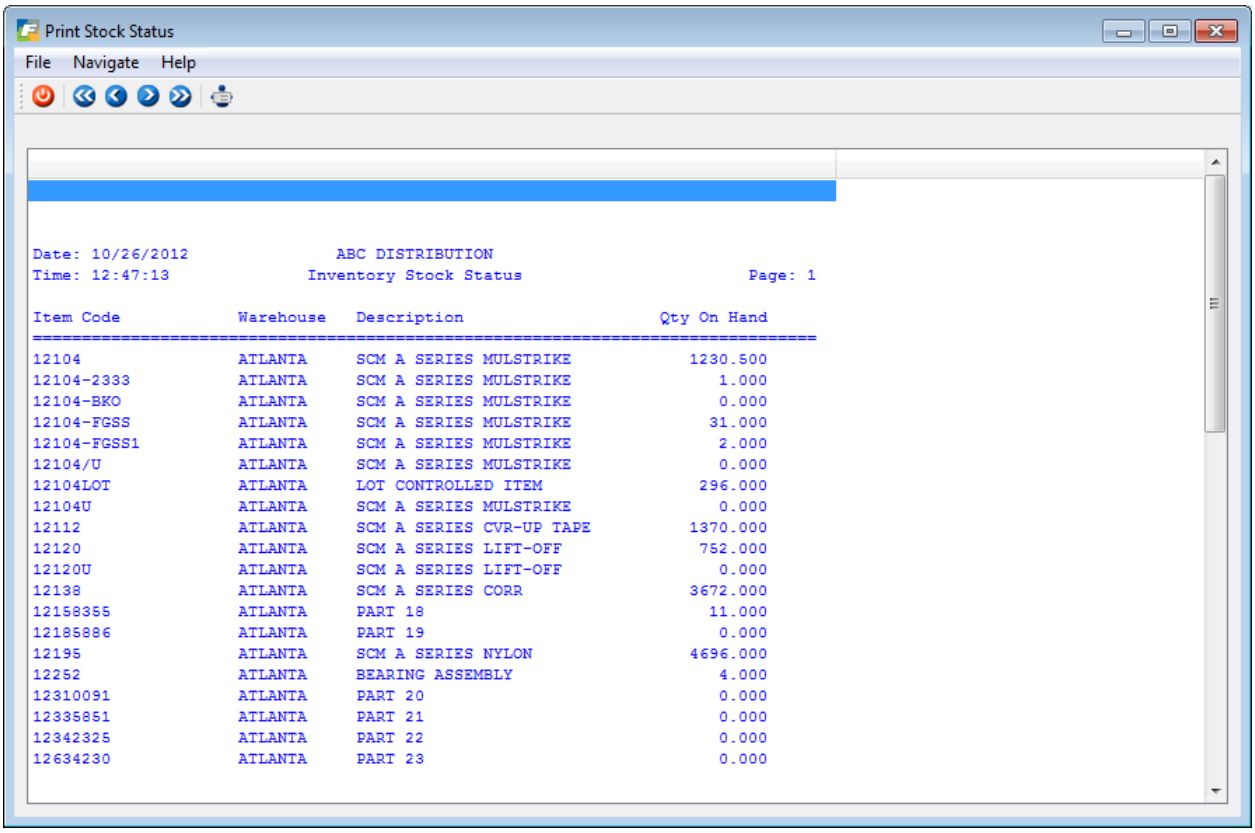
This menu option prints a profitability analysis of your inventory. The report shows each item and each warehouse it resides in, in addition to the standard cost and list price in that warehouse. It shows the margin on that item, both as a dollar figure and as a percentage.




```
Date: 10/26/2012                ABC DISTRIBUTION
Time: 12:46:25              Inventory Price/Cost List                      Page: 1

Item Code            Whse      QOH          Cost         Price      Margin    Margin%
================================================================================
12104                ATLANTA
                        1230.500       17.0000       25.0000        8.00      32.00
12104-2333           ATLANTA
                           1.000        5.2500        7.8500        2.60      33.12
12104-BKO            ATLANTA
                           0.000        5.2500        7.8500        2.60      33.12
12104-FGSS           ATLANTA
                          31.000       17.0000       25.0000        8.00      32.00
12104-FGSS1          ATLANTA
                           2.000       17.0000       25.0000        8.00      32.00
12104/U              ATLANTA
                           0.000        5.2500        7.8500        2.60      33.12
12104LOT             ATLANTA
                         296.000        0.0000       10.0000       10.00     100.00
12104U               ATLANTA
                           0.000       17.0000       25.0000        8.00      32.00
12112                ATLANTA
                        1370.000        2.2500        3.3700        1.12      33.23
12120                ATLANTA
```

# Stock Status Report

This option prints a report that shows the availability of your inventory. It shows each item with warehouses where the item is stocked, and how many of these items are on hand in a warehouse.



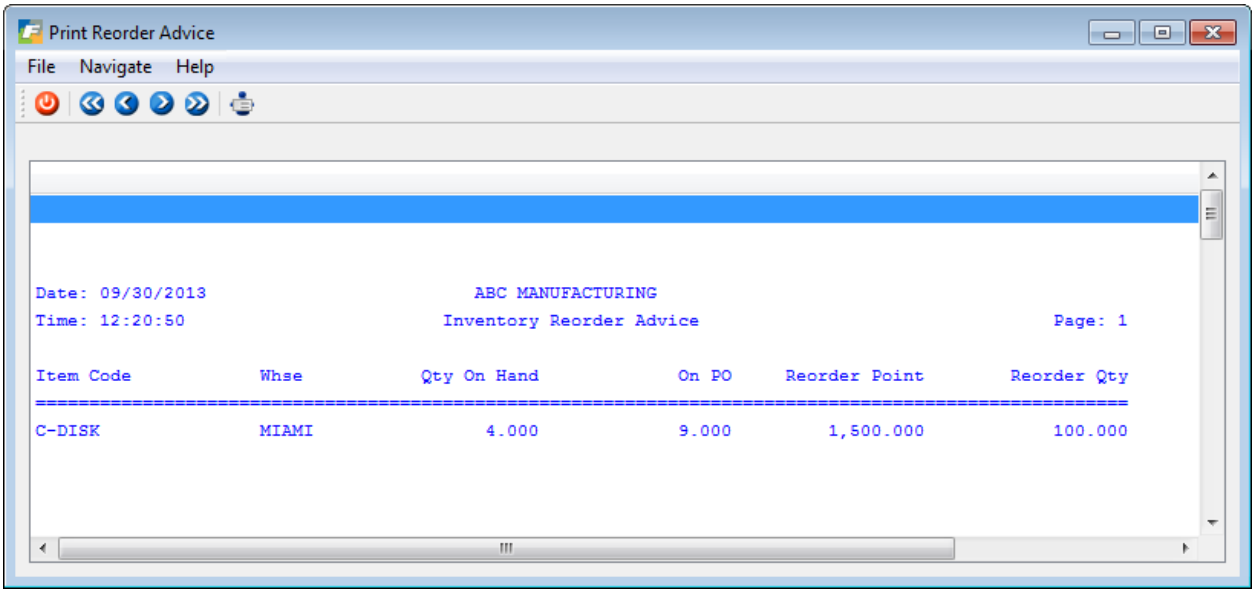

Date: 10/26/2012 ABC DISTRIBUTION
Time: 12:47:13 Inventory Stock Status Page: 1

| Item Code | Warehouse | Description | Qty On Hand |
|---|---|---|---|
| 12104 | ATLANTA | SCM A SERIES MULSTRIKE | 1230.500 |
| 12104-2333 | ATLANTA | SCM A SERIES MULSTRIKE | 1.000 |
| 12104-BKO | ATLANTA | SCM A SERIES MULSTRIKE | 0.000 |
| 12104-FGSS | ATLANTA | SCM A SERIES MULSTRIKE | 31.000 |
| 12104-FGSS1 | ATLANTA | SCM A SERIES MULSTRIKE | 2.000 |
| 12104/U | ATLANTA | SCM A SERIES MULSTRIKE | 0.000 |
| 12104LOT | ATLANTA | LOT CONTROLLED ITEM | 296.000 |
| 12104U | ATLANTA | SCM A SERIES MULSTRIKE | 0.000 |
| 12112 | ATLANTA | SCM A SERIES CVR-UP TAPE | 1370.000 |
| 12120 | ATLANTA | SCM A SERIES LIFT-OFF | 752.000 |
| 12120U | ATLANTA | SCM A SERIES LIFT-OFF | 0.000 |
| 12138 | ATLANTA | SCM A SERIES CORR | 3672.000 |
| 12158355 | ATLANTA | PART 18 | 11.000 |
| 12185886 | ATLANTA | PART 19 | 0.000 |
| 12195 | ATLANTA | SCM A SERIES NYLON | 4696.000 |
| 12252 | ATLANTA | BEARING ASSEMBLY | 4.000 |
| 12310091 | ATLANTA | PART 20 | 0.000 |
| 12335851 | ATLANTA | PART 21 | 0.000 |
| 12342325 | ATLANTA | PART 22 | 0.000 |
| 12634230 | ATLANTA | PART 23 | 0.000 |

# Reorder Advice Report

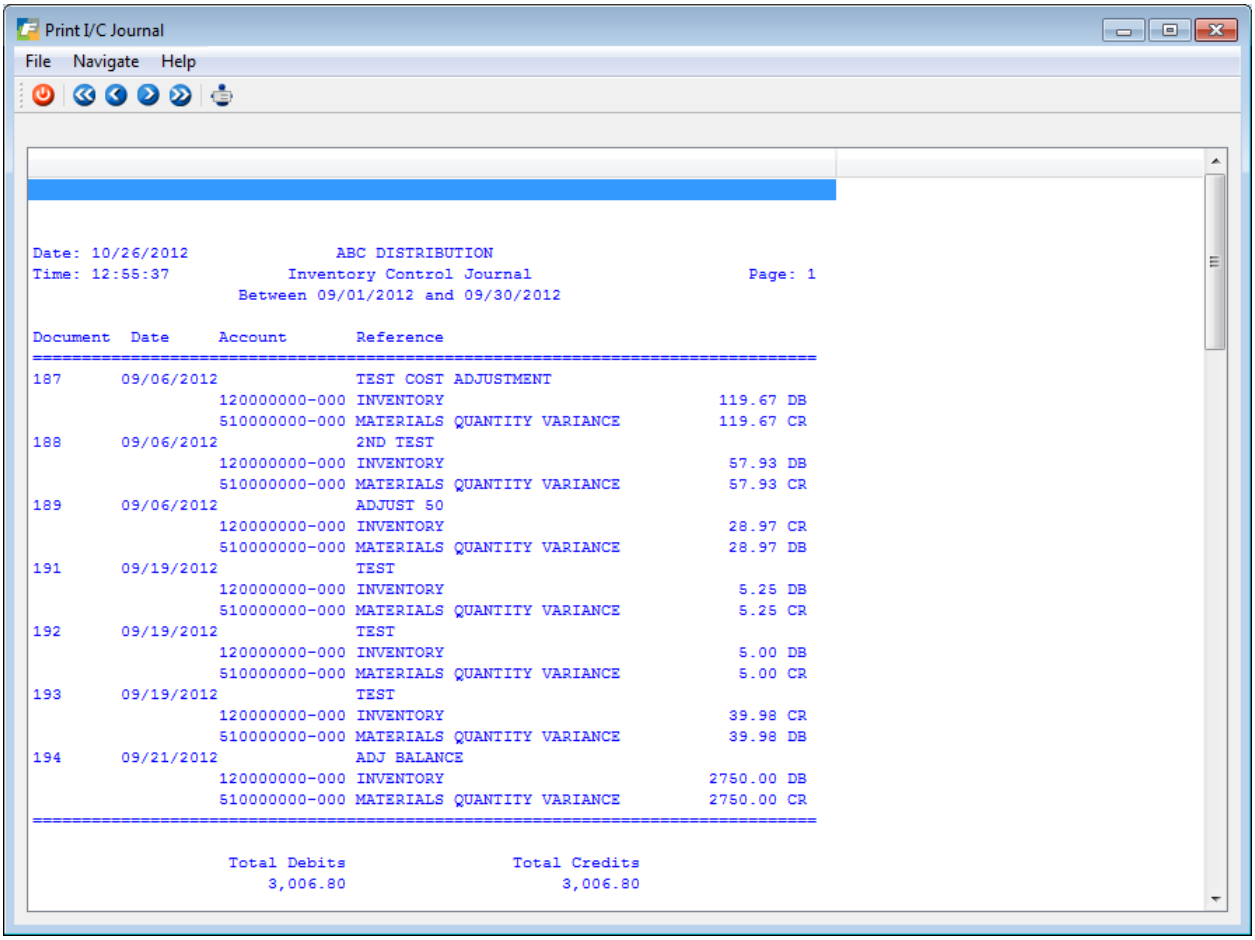
Use this option to print a report to assists in reordering/replenishing your inventory. The report shows each item whose quantity on hand has fallen below its reorder point entered when you set up the item, It shows the item warehouse, how much is on hand, the reorder point, and the suggested vendor reorder quantity if any.

After the selection criteria entered you are prompted “Skip Items Where Reorder Point is < Quantity Already Ordered?” If the answer is yes items where the quantity on hand + what is already on vendor purchase orders is greater than the reorder point will not print. For example if OH + PO = 1000 and reorder = 900 the item will not print.



# Inventory Control Journal

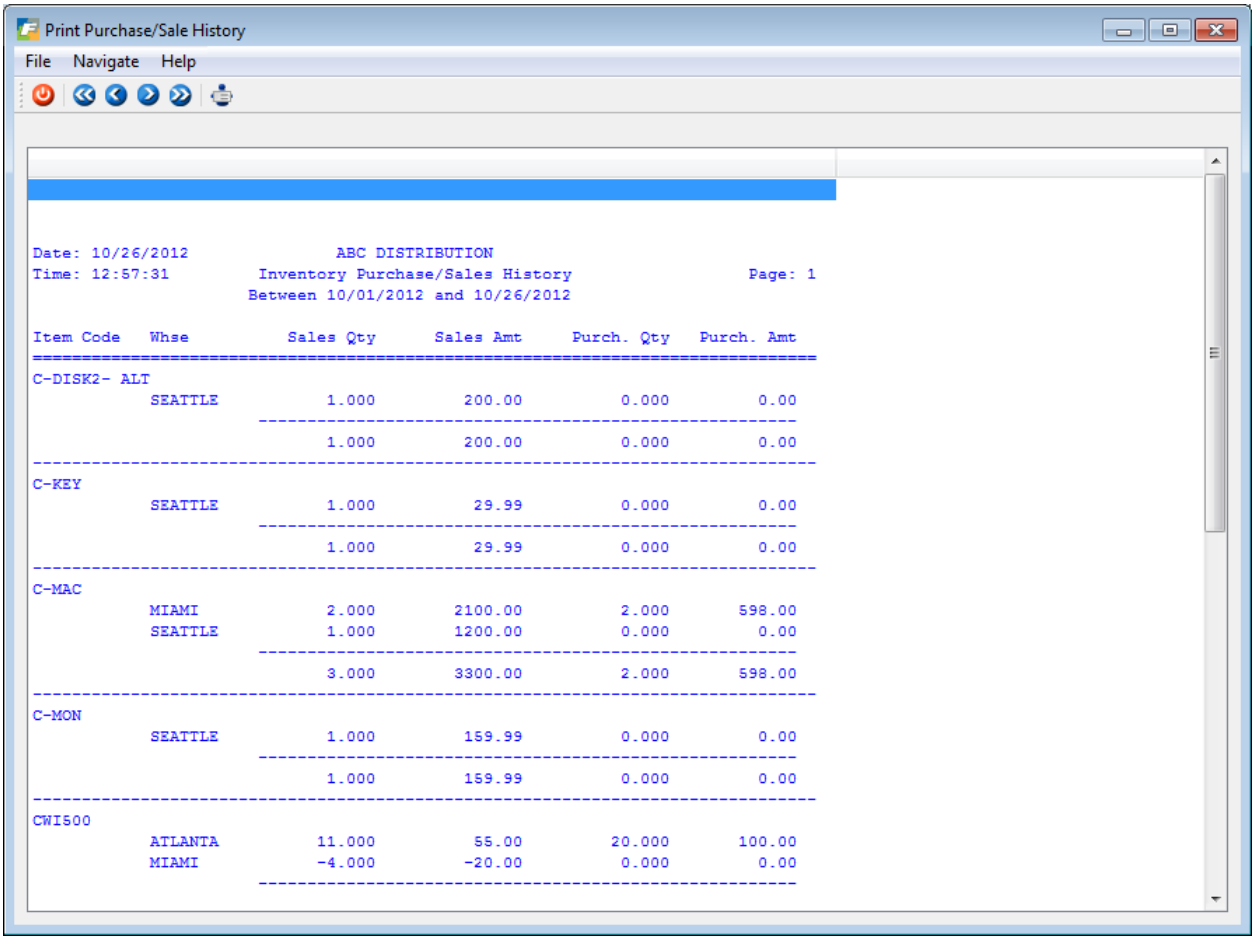
This option allows you to print a ledger report showing the account activity generated from transactions in I/C. This report shows all the ledger debits and credits sorted by the document number assigned to each transaction. You select a date range for which you want to report transactions.




```
Date: 10/26/2012                ABC DISTRIBUTION
Time: 12:55:37            Inventory Control Journal                    Page: 1
                     Between 09/01/2012 and 09/30/2012

Document  Date      Account       Reference
==============================================================================
187       09/06/2012              TEST COST ADJUSTMENT
                    120000000-000 INVENTORY                          119.67 DB
                    510000000-000 MATERIALS QUANTITY VARIANCE        119.67 CR
188       09/06/2012              2ND TEST
                    120000000-000 INVENTORY                           57.93 DB
                    510000000-000 MATERIALS QUANTITY VARIANCE         57.93 CR
189       09/06/2012              ADJUST 50
                    120000000-000 INVENTORY                           28.97 CR
                    510000000-000 MATERIALS QUANTITY VARIANCE         28.97 DB
191       09/19/2012              TEST
                    120000000-000 INVENTORY                            5.25 DB
                    510000000-000 MATERIALS QUANTITY VARIANCE          5.25 CR
192       09/19/2012              TEST
                    120000000-000 INVENTORY                            5.00 DB
                    510000000-000 MATERIALS QUANTITY VARIANCE          5.00 CR
193       09/19/2012              TEST
                    120000000-000 INVENTORY                           39.98 CR
                    510000000-000 MATERIALS QUANTITY VARIANCE         39.98 DB
194       09/21/2012              ADJ BALANCE
                    120000000-000 INVENTORY                         2750.00 DB
                    510000000-000 MATERIALS QUANTITY VARIANCE       2750.00 CR
==============================================================================

                     Total Debits                Total Credits
                         3,006.80                    3,006.80
```

# Purchase/Sale History Report

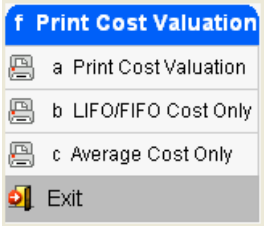
This option allows you to print an item history report. The report shows each item, each warehouse where the item is stocked, and how many of these items were purchased and sold in both dollar and unit figures. This option returns both date range and selection criteria screens.




```
Date: 10/26/2012                ABC DISTRIBUTION
Time: 12:57:31          Inventory Purchase/Sales History                 Page: 1
                       Between 10/01/2012 and 10/26/2012

Item Code   Whse          Sales Qty      Sales Amt     Purch. Qty   Purch. Amt
==============================================================================
C-DISK2- ALT
            SEATTLE           1.000         200.00          0.000         0.00
                         -------------------------------------------------------
                              1.000         200.00          0.000         0.00
------------------------------------------------------------------------------
C-KEY
            SEATTLE           1.000          29.99          0.000         0.00
                         -------------------------------------------------------
                              1.000          29.99          0.000         0.00
------------------------------------------------------------------------------
C-MAC
            MIAMI             2.000        2100.00          2.000       598.00
            SEATTLE           1.000        1200.00          0.000         0.00
                         -------------------------------------------------------
                              3.000        3300.00          2.000       598.00
------------------------------------------------------------------------------
C-MON
            SEATTLE           1.000         159.99          0.000         0.00
                         -------------------------------------------------------
                              1.000         159.99          0.000         0.00
------------------------------------------------------------------------------
CWI500
            ATLANTA          11.000          55.00         20.000       100.00
            MIAMI            -4.000         -20.00          0.000         0.00
                         -------------------------------------------------------
```

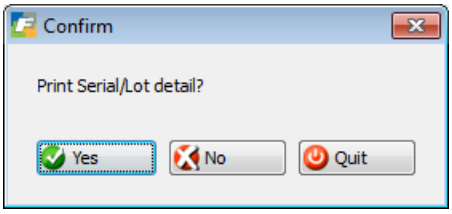
# Cost Valuation Reports

When you select the Print Cost Valuation option, the system returns the following submenu:




## Print Cost Valuation

You can use this report to see the cost valuation for your inventory items at any given date with the total cost for each item in each warehouse, and at the end of the report, you have a grand total for all the items selected. If you would like to see the serial and lot number detail for items rather than just a grand total for each item select Yes on this screen that displays:



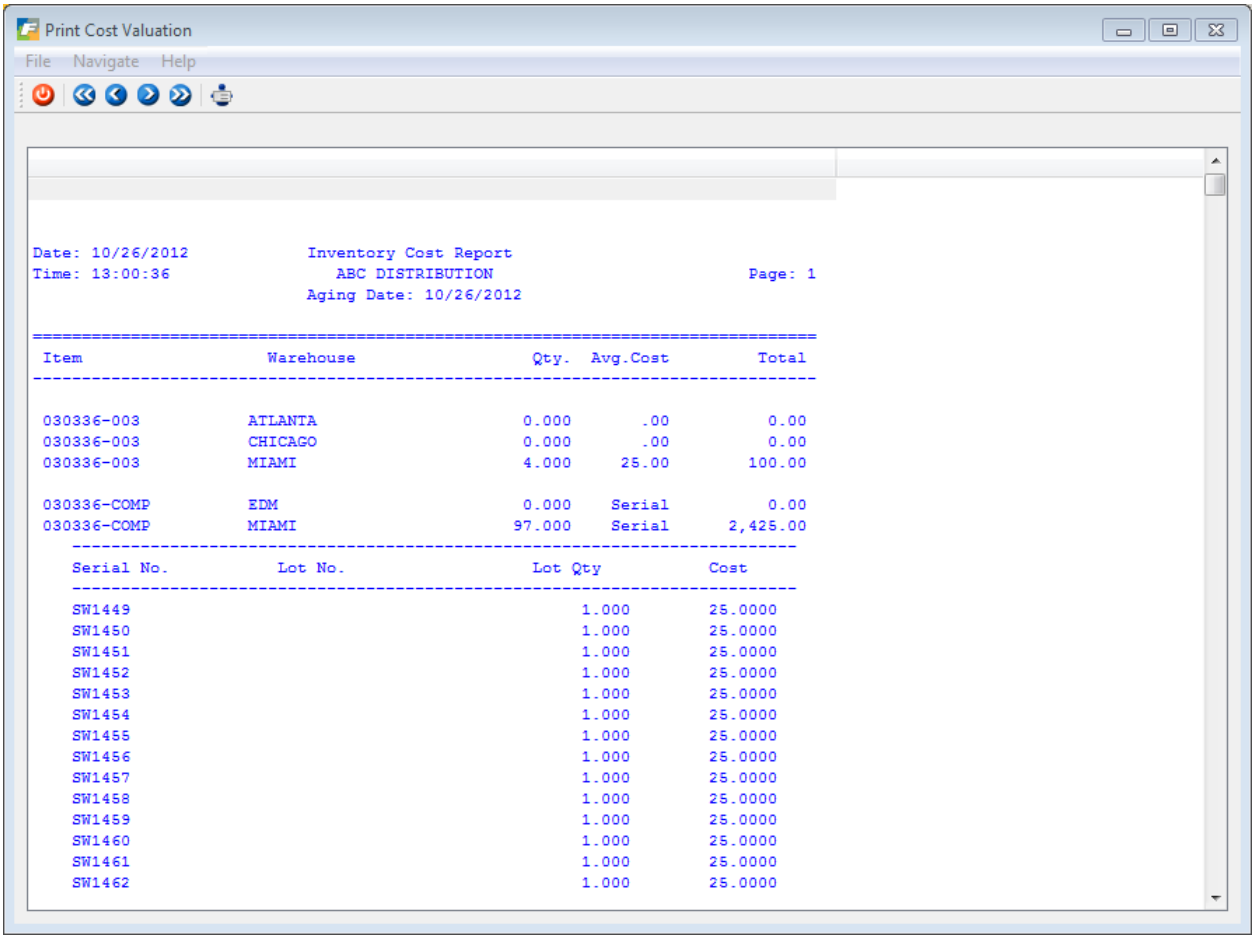

## LIFO/FIFO Cost Only

This report prints FIFO (first in-first out) and LIFO (last in-first out) cost valuation information on all selected items at any given date. For each item selected, the program lists each warehouse that stocks that item along with the cost stack that shows how the cost of the item is determined.

## Average Cost Only

You can use this report to view the quantities, average cost, and totals for each item in each warehouse at any given date.

# Cost Valuation Report

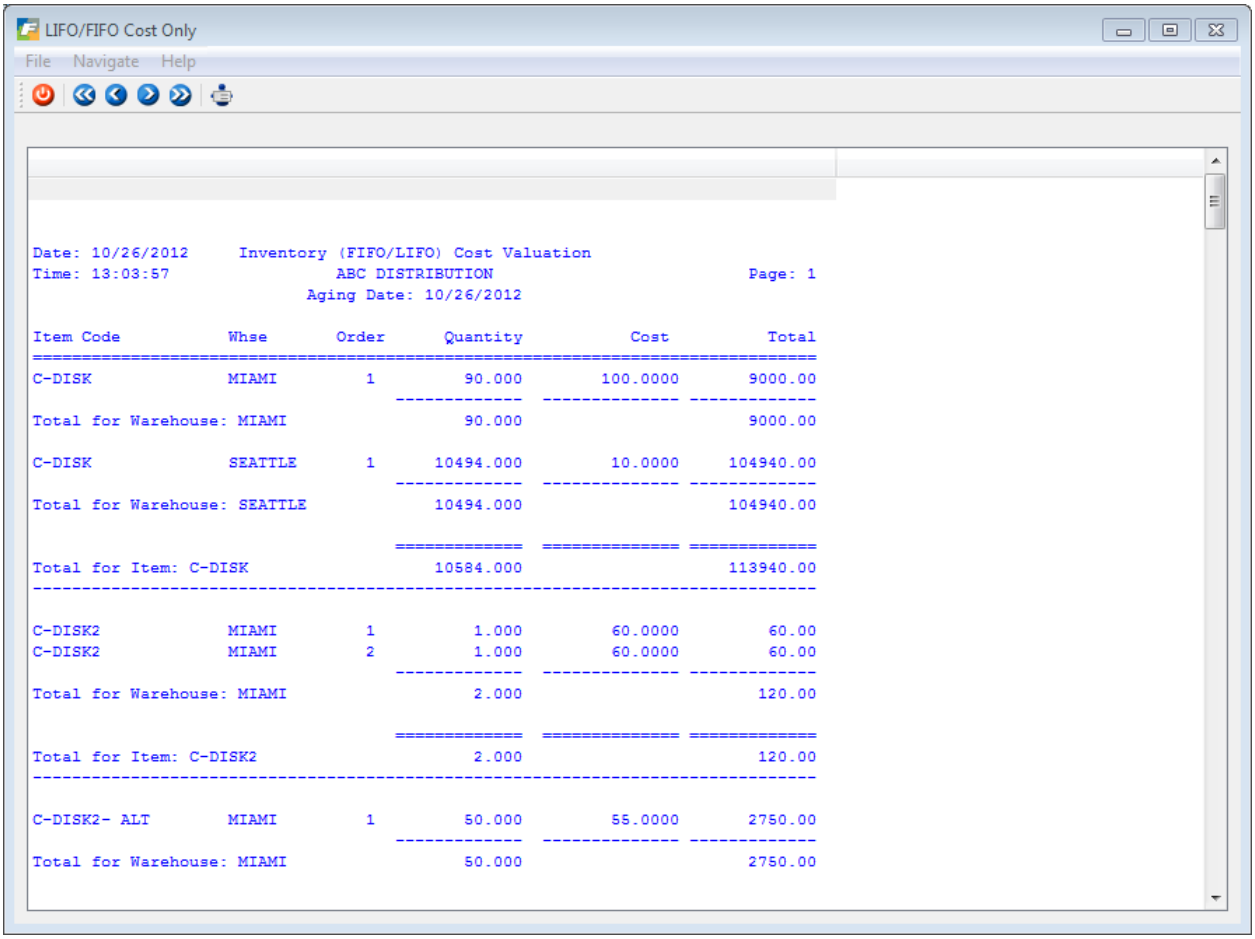


Print Cost Valuation

File Navigate Help

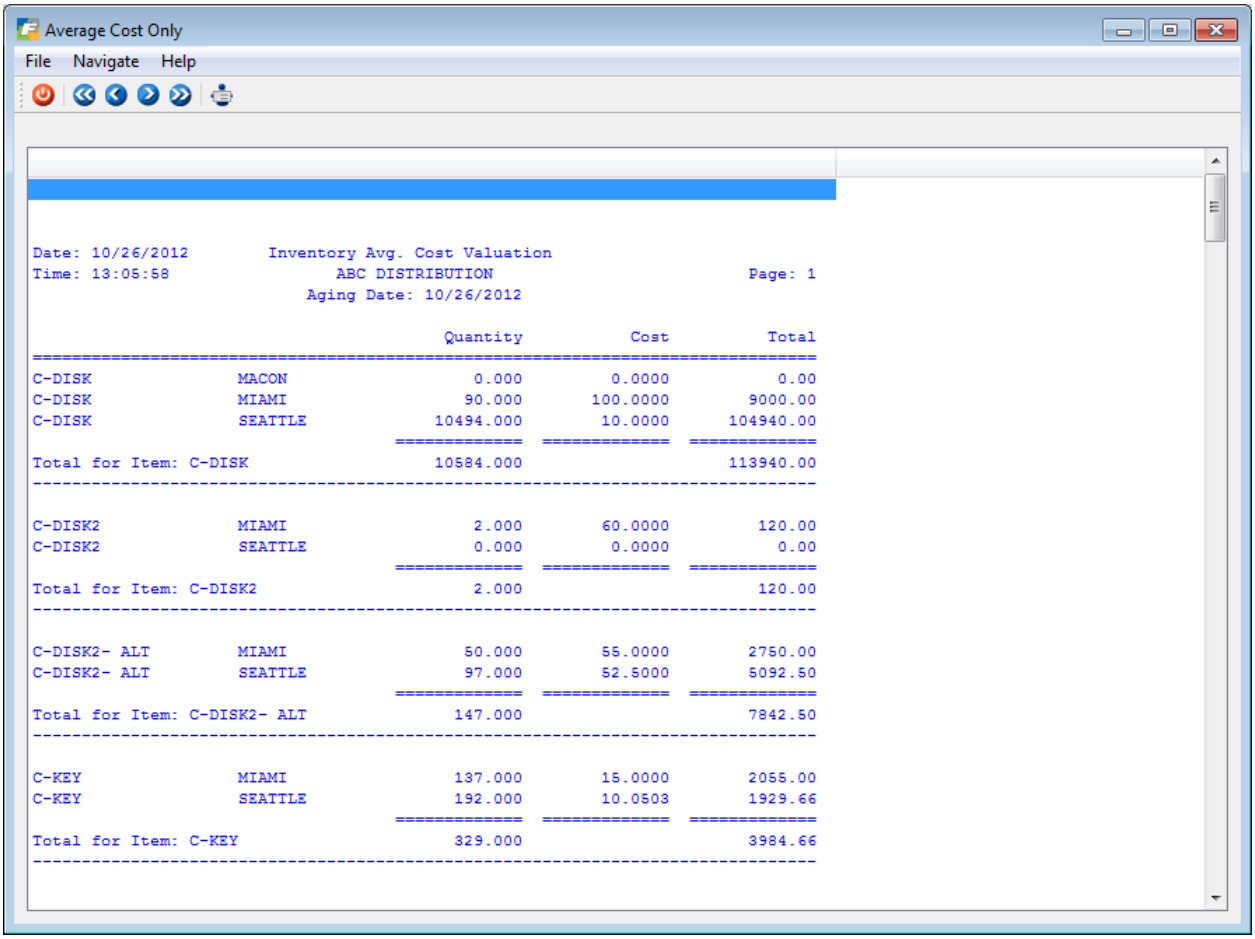
```
Date: 10/26/2012            Inventory Cost Report
Time: 13:00:36                 ABC DISTRIBUTION                        Page: 1
                            Aging Date: 10/26/2012

================================================================================
 Item                   Warehouse                  Qty.  Avg.Cost        Total
--------------------------------------------------------------------------------

 030336-003           ATLANTA                     0.000       .00         0.00
 030336-003           CHICAGO                     0.000       .00         0.00
 030336-003           MIAMI                       4.000     25.00       100.00

 030336-COMP          EDM                         0.000    Serial         0.00
 030336-COMP          MIAMI                      97.000    Serial     2,425.00
    ---------------------------------------------------------------------
    Serial No.           Lot No.                  Lot Qty          Cost
    ---------------------------------------------------------------------
    SW1449                                             1.000       25.0000
    SW1450                                             1.000       25.0000
    SW1451                                             1.000       25.0000
    SW1452                                             1.000       25.0000
    SW1453                                             1.000       25.0000
    SW1454                                             1.000       25.0000
    SW1455                                             1.000       25.0000
    SW1456                                             1.000       25.0000
    SW1457                                             1.000       25.0000
    SW1458                                             1.000       25.0000
    SW1459                                             1.000       25.0000
    SW1460                                             1.000       25.0000
    SW1461                                             1.000       25.0000
    SW1462                                             1.000       25.0000
```

# LIFO/FIFO Cost Only Report




```
Date: 10/26/2012     Inventory (FIFO/LIFO) Cost Valuation
Time: 13:03:57                ABC DISTRIBUTION                          Page: 1
                           Aging Date: 10/26/2012

Item Code           Whse       Order      Quantity           Cost          Total
==================================================================================
C-DISK              MIAMI         1         90.000        100.0000        9000.00
                                         -------------  -------------- -------------
Total for Warehouse: MIAMI                   90.000                       9000.00

C-DISK              SEATTLE       1      10494.000         10.0000      104940.00
                                         -------------  -------------- -------------
Total for Warehouse: SEATTLE             10494.000                     104940.00

                                         =============  ============== =============
Total for Item: C-DISK                   10584.000                     113940.00
----------------------------------------------------------------------------------

C-DISK2             MIAMI         1          1.000         60.0000          60.00
C-DISK2             MIAMI         2          1.000         60.0000          60.00
                                         -------------  -------------- -------------
Total for Warehouse: MIAMI                    2.000                        120.00

                                         =============  ============== =============
Total for Item: C-DISK2                       2.000                        120.00
----------------------------------------------------------------------------------

C-DISK2- ALT        MIAMI         1         50.000         55.0000        2750.00
                                         -------------  -------------- -------------
Total for Warehouse: MIAMI                   50.000                       2750.00
```

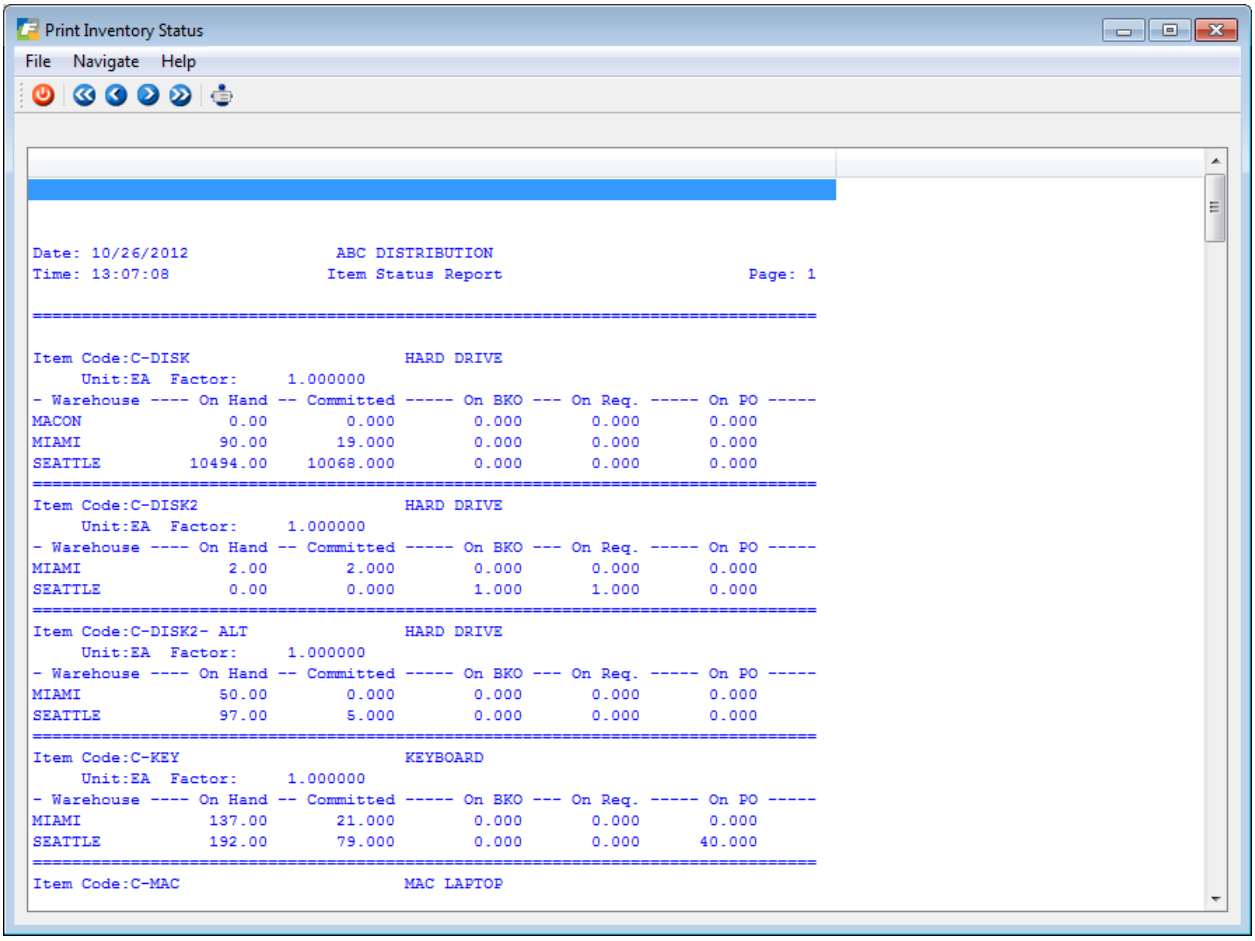
# Average Cost Only Report




```
Date: 10/26/2012        Inventory Avg. Cost Valuation
Time: 13:05:58                ABC DISTRIBUTION                        Page: 1
                           Aging Date: 10/26/2012

                                        Quantity          Cost          Total
================================================================================
C-DISK              MACON                  0.000        0.0000           0.00
C-DISK              MIAMI                 90.000      100.0000        9000.00
C-DISK              SEATTLE            10494.000       10.0000      104940.00
                                   =============  =============  =============
Total for Item: C-DISK                 10584.000                    113940.00
--------------------------------------------------------------------------------

C-DISK2             MIAMI                  2.000       60.0000         120.00
C-DISK2             SEATTLE                0.000        0.0000           0.00
                                   =============  =============  =============
Total for Item: C-DISK2                    2.000                       120.00
--------------------------------------------------------------------------------

C-DISK2- ALT        MIAMI                 50.000       55.0000        2750.00
C-DISK2- ALT        SEATTLE               97.000       52.5000        5092.50
                                   =============  =============  =============
Total for Item: C-DISK2- ALT             147.000                      7842.50
--------------------------------------------------------------------------------

C-KEY               MIAMI                137.000       15.0000        2055.00
C-KEY               SEATTLE              192.000       10.0503        1929.66
                                   =============  =============  =============
Total for Item: C-KEY                    329.000                      3984.66
--------------------------------------------------------------------------------
```

# Inventory Status Report

This print option allows you to view the status of selected items, status being the quantity on hand, the quantity committed, quantity on backorder, quantity on requisitions, and quantity on purchase orders.



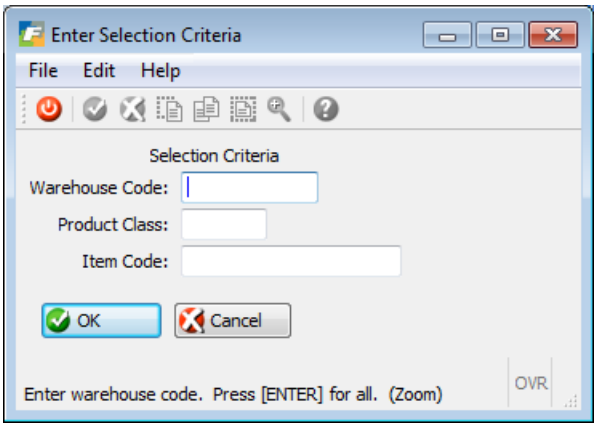

```
Date: 10/26/2012                ABC DISTRIBUTION
Time: 13:07:08                 Item Status Report                        Page: 1

================================================================================

Item Code:C-DISK                      HARD DRIVE
     Unit:EA  Factor:     1.000000
- Warehouse ---- On Hand -- Committed ----- On BKO --- On Req. ----- On PO -----
MACON                0.00        0.000        0.000       0.000       0.000
MIAMI               90.00       19.000        0.000       0.000       0.000
SEATTLE          10494.00    10068.000        0.000       0.000       0.000
================================================================================
Item Code:C-DISK2                     HARD DRIVE
     Unit:EA  Factor:     1.000000
- Warehouse ---- On Hand -- Committed ----- On BKO --- On Req. ----- On PO -----
MIAMI                2.00        2.000        0.000       0.000       0.000
SEATTLE              0.00        0.000        1.000       1.000       0.000
================================================================================
Item Code:C-DISK2- ALT                HARD DRIVE
     Unit:EA  Factor:     1.000000
- Warehouse ---- On Hand -- Committed ----- On BKO --- On Req. ----- On PO -----
MIAMI               50.00        0.000        0.000       0.000       0.000
SEATTLE             97.00        5.000        0.000       0.000       0.000
================================================================================
Item Code:C-KEY                       KEYBOARD
     Unit:EA  Factor:     1.000000
- Warehouse ---- On Hand -- Committed ----- On BKO --- On Req. ----- On PO -----
MIAMI              137.00       21.000        0.000       0.000       0.000
SEATTLE            192.00       79.000        0.000       0.000      40.000
================================================================================
Item Code:C-MAC                       MAC LAPTOP
```

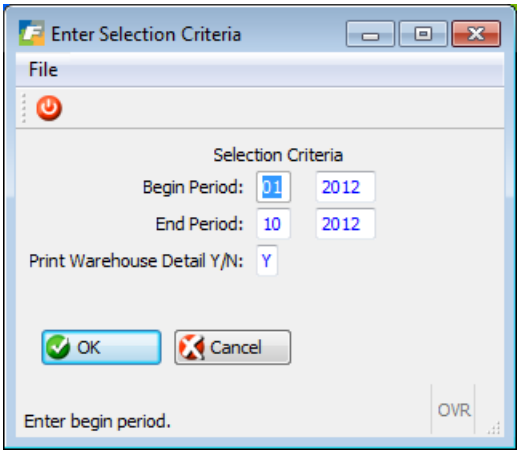
# Inventory Turns Report

This report will help you identify any slow moving items you may have by calculating the month's supply you have on hand for the items selected and the number of times you "turn" the stock per year.

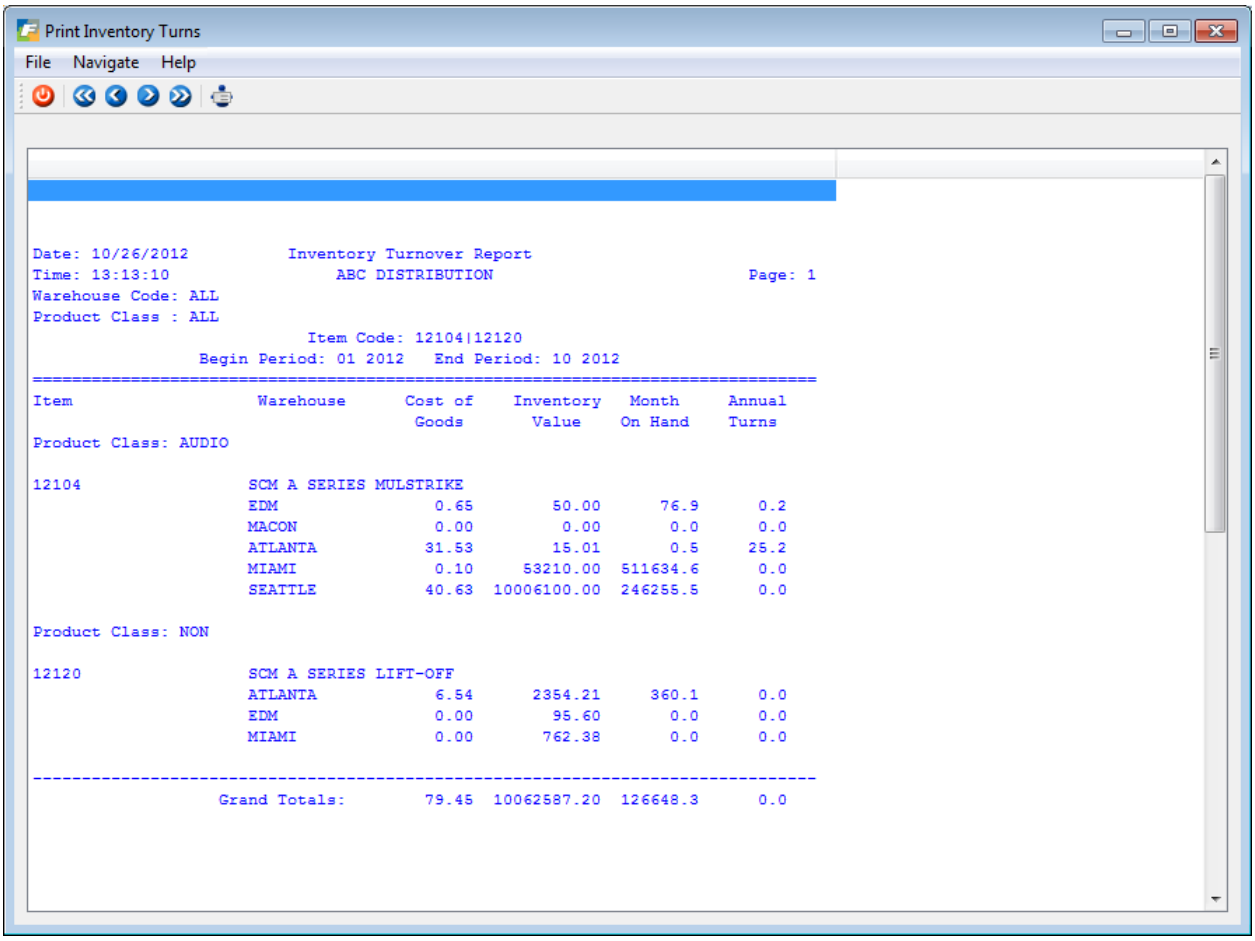
The classic method for calculating inventory turns is to determine the number of months in inventory by dividing the total inventory dollars by the average cost of sales for a certain time period defined by the user. The result is the number of months in inventory. Dividing this figure into 12 months gives the number of inventory turns per year. For example, if you have $1,000,000 in inventory and the average monthly cost of sales over the last quarter was $290,000, you have 3.5 months of inventory or 3.4 inventory turns per year.

When you select this report, the system displays selection criteria screens so you can customize the information that prints on the report.




- If you select Y to Print warehouse detail a separate line for each warehouse will print.
- If you select N, one line for each item code prints and it will be a summation of all warehouses.



Print Inventory Turns

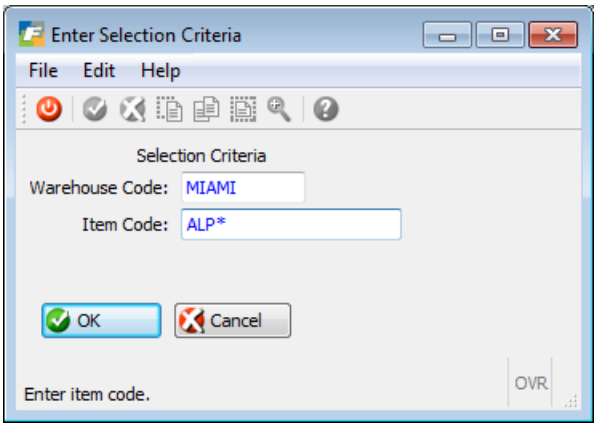
File Navigate Help

```
Date: 10/26/2012          Inventory Turnover Report
Time: 13:13:10                ABC DISTRIBUTION                        Page: 1
Warehouse Code: ALL
Product Class : ALL
                           Item Code: 12104|12120
                  Begin Period: 01 2012   End Period: 10 2012
==============================================================================
Item                   Warehouse      Cost of    Inventory   Month     Annual
                                       Goods       Value    On Hand    Turns
Product Class: AUDIO

12104                 SCM A SERIES MULSTRIKE
                      EDM                0.65        50.00      76.9      0.2
                      MACON              0.00         0.00       0.0      0.0
                      ATLANTA           31.53        15.01       0.5     25.2
                      MIAMI              0.10     53210.00  511634.6      0.0
                      SEATTLE           40.63  10006100.00  246255.5      0.0

Product Class: NON

12120                 SCM A SERIES LIFT-OFF
                      ATLANTA            6.54      2354.21     360.1      0.0
                      EDM                0.00        95.60       0.0      0.0
                      MIAMI              0.00       762.38       0.0      0.0

------------------------------------------------------------------------------
                  Grand Totals:        79.45  10062587.20  126648.3      0.0
```

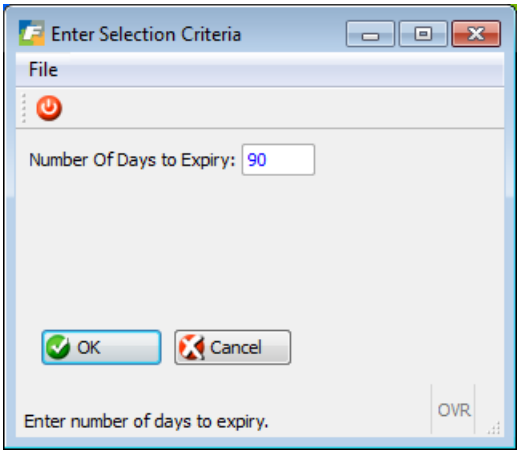
# Print Lot Expiration Report

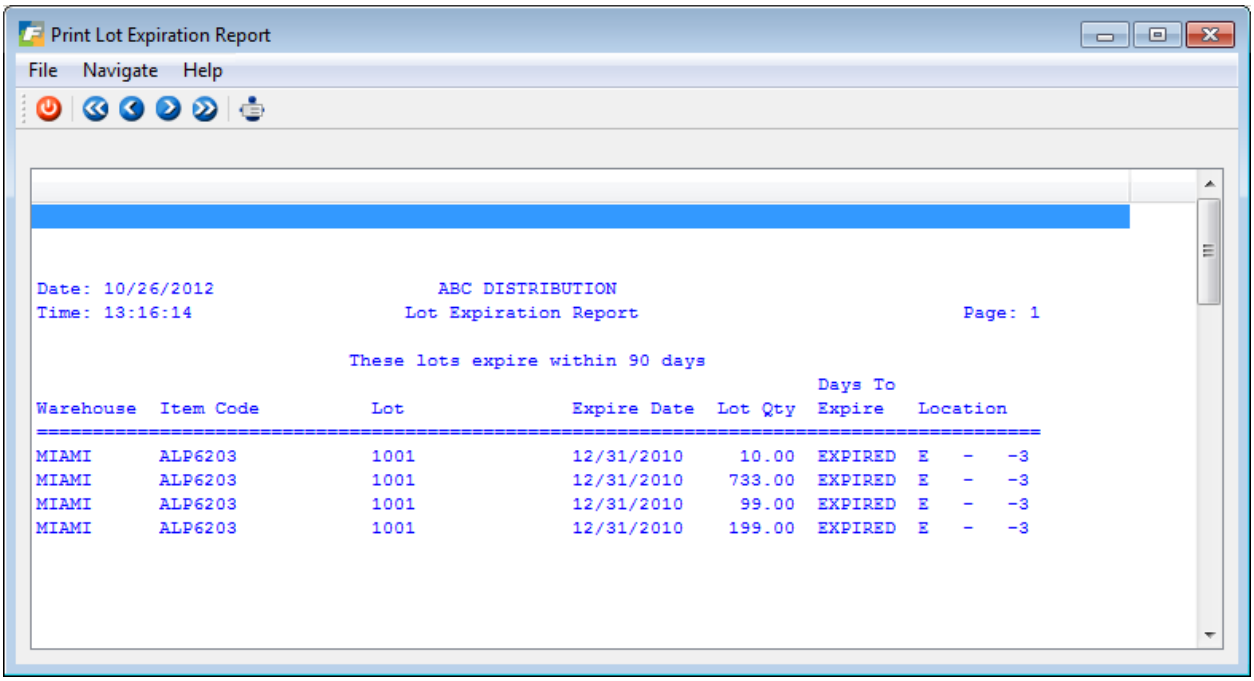
If you have lot number controlled merchandise that is date sensitive you will find this report very useful as it lets you view which lots have expired or are about to expire. The expiration date for lots is entered when you receive vendor purchase orders.

There are two selection criteria screens:




In this next screen enter the number of days until expiration date. In the example below we want to see all items that will expire in the next 60 days:

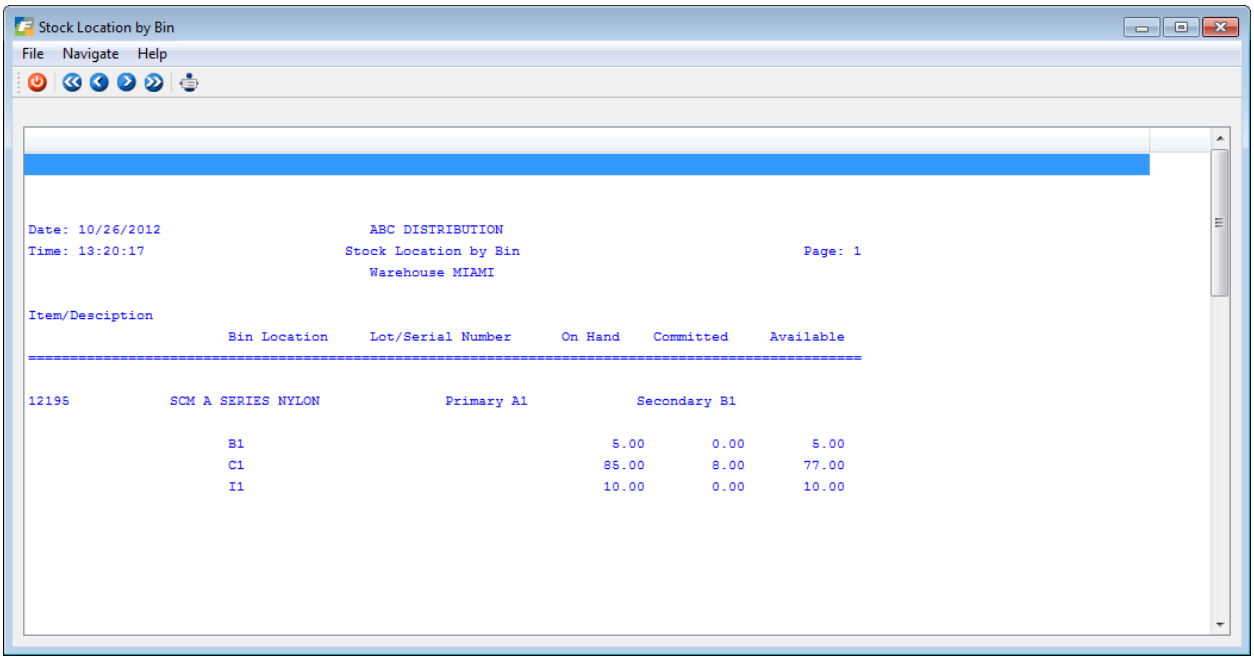





```
Date: 10/26/2012                    ABC DISTRIBUTION
Time: 13:16:14                   Lot Expiration Report                          Page: 1

                            These lots expire within 90 days
                                                                        Days To
Warehouse  Item Code          Lot               Expire Date  Lot Qty  Expire   Location
=============================================================================================
MIAMI      ALP6203            1001              12/31/2010     10.00  EXPIRED  E   -   -3
MIAMI      ALP6203            1001              12/31/2010    733.00  EXPIRED  E   -   -3
MIAMI      ALP6203            1001              12/31/2010     99.00  EXPIRED  E   -   -3
MIAMI      ALP6203            1001              12/31/2010    199.00  EXPIRED  E   -   -3
```

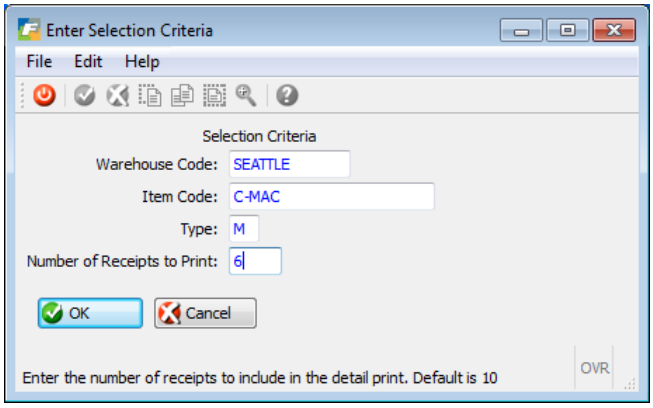
# Stock Location by Bin

This report will list all of the bin location an item is listed in.

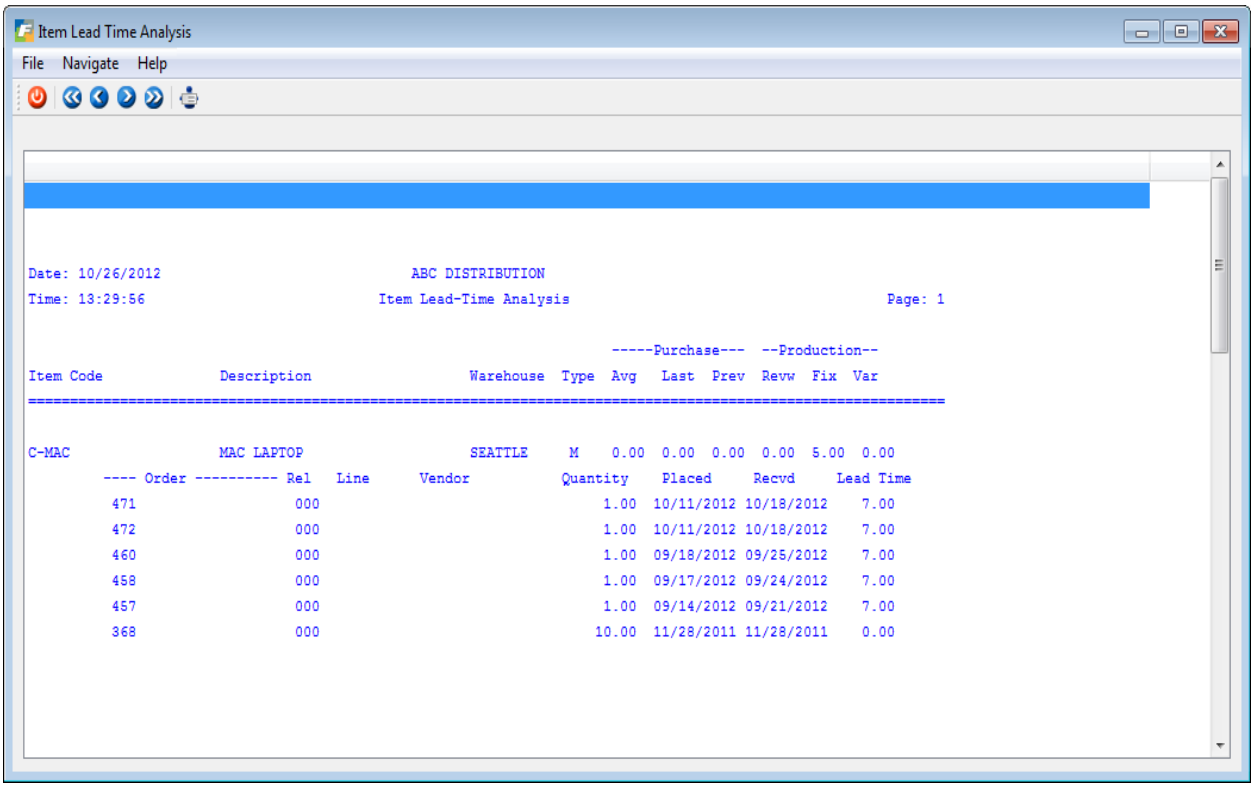


# Item Lead Time Analysis

For purchased items this report will print average, last, and next to last lead times in days plus up to the last ten PO receipts. For manufactured items it will print review, fixed, and variable lead times in days plus up to the last ten production work order receipts.

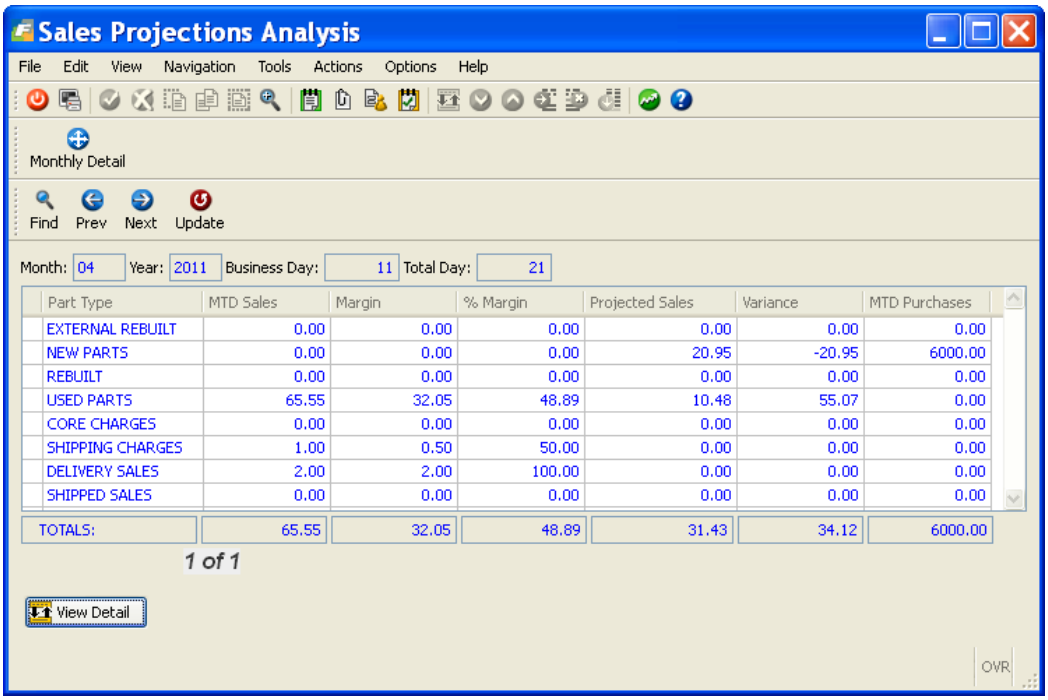



Type – P for purchased or M for manufactured

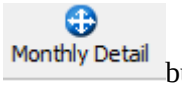


# Sales Projections Analysis

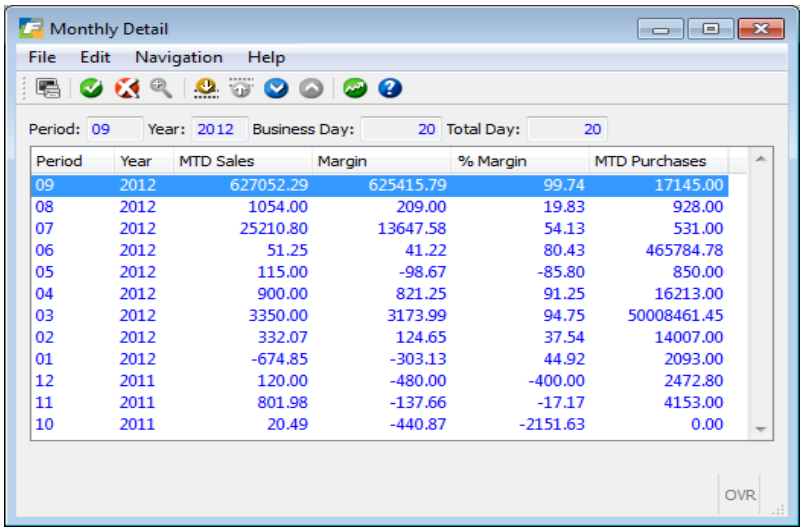
This screen program displays projected sales versus actual by item class. How to enter Sales Projections was covered in Chapter Two but they can also be modified using this screen by going into Update mode.




| Part Type | MTD Sales | Margin | % Margin | Projected Sales | Variance | MTD Purchases |
|---|---|---|---|---|---|---|
| EXTERNAL REBUILT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NEW PARTS | 0.00 | 0.00 | 0.00 | 20.95 | -20.95 | 6000.00 |
| REBUILT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| USED PARTS | 65.55 | 32.05 | 48.89 | 10.48 | 55.07 | 0.00 |
| CORE CHARGES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SHIPPING CHARGES | 1.00 | 0.50 | 50.00 | 0.00 | 0.00 | 0.00 |
| DELIVERY SALES | 2.00 | 2.00 | 100.00 | 0.00 | 0.00 | 0.00 |
| SHIPPED SALES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTALS: | 65.55 | 32.05 | 48.89 | 31.43 | 34.12 | 6000.00 |

If you want to see total $ sales by month click on the 

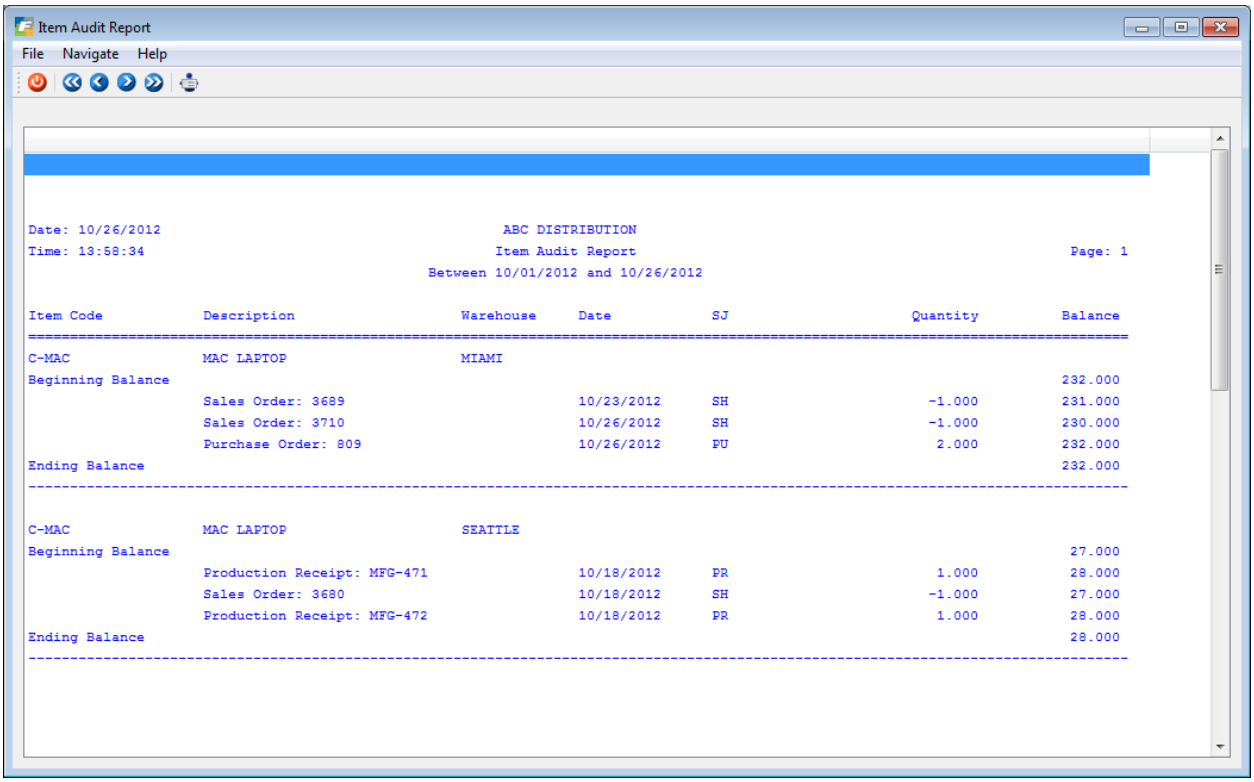
button on the toolbar.




| Period | Year | MTD Sales | Margin | % Margin | MTD Purchases |
|---|---|---|---|---|---|
| 09 | 2012 | 627052.29 | 625415.79 | 99.74 | 17145.00 |
| 08 | 2012 | 1054.00 | 209.00 | 19.83 | 928.00 |
| 07 | 2012 | 25210.80 | 13647.58 | 54.13 | 531.00 |
| 06 | 2012 | 51.25 | 41.22 | 80.43 | 465784.78 |
| 05 | 2012 | 115.00 | -98.67 | -85.80 | 850.00 |
| 04 | 2012 | 900.00 | 821.25 | 91.25 | 16213.00 |
| 03 | 2012 | 3350.00 | 3173.99 | 94.75 | 50008461.45 |
| 02 | 2012 | 332.07 | 124.65 | 37.54 | 14007.00 |
| 01 | 2012 | -674.85 | -303.13 | 44.92 | 2093.00 |
| 12 | 2011 | 120.00 | -480.00 | -400.00 | 2472.80 |
| 11 | 2011 | 801.98 | -137.66 | -17.17 | 4153.00 |
| 10 | 2011 | 20.49 | -440.87 | -2151.63 | 0.00 |

# Item Audit Report

This report lists beginning balance, transactions, and ending balance of items based on date range.

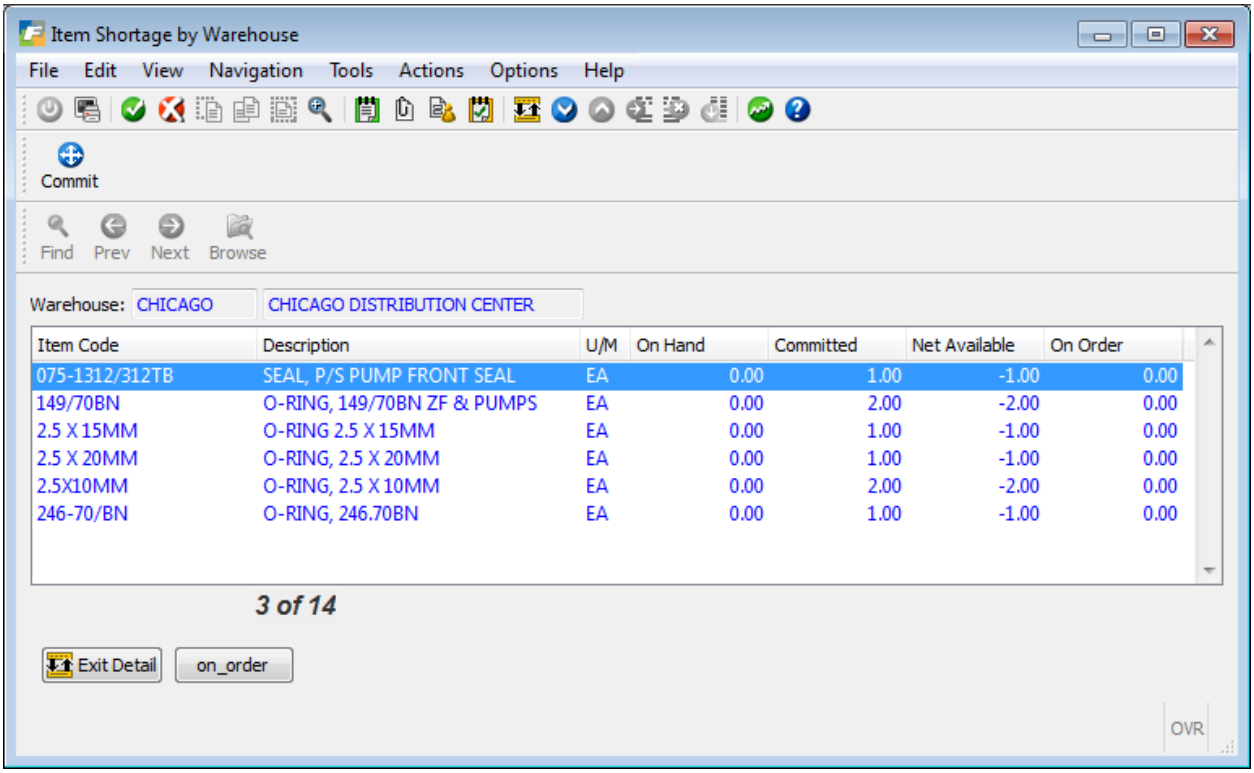



Date: 10/26/2012 ABC DISTRIBUTION
Time: 13:58:34 Item Audit Report Page: 1
Between 10/01/2012 and 10/26/2012

| Item Code | Description | Warehouse | Date | SJ | Quantity | Balance |
|---|---|---|---|---|---|---|
| C-MAC | MAC LAPTOP | MIAMI | | | | |
| Beginning Balance | | | | | | 232.000 |
| | Sales Order: 3689 | | 10/23/2012 | SH | -1.000 | 231.000 |
| | Sales Order: 3710 | | 10/26/2012 | SH | -1.000 | 230.000 |
| | Purchase Order: 809 | | 10/26/2012 | PU | 2.000 | 232.000 |
| Ending Balance | | | | | | 232.000 |
| C-MAC | MAC LAPTOP | SEATTLE | | | | |
| Beginning Balance | | | | | | 27.000 |
| | Production Receipt: MFG-471 | | 10/18/2012 | PR | 1.000 | 28.000 |
| | Sales Order: 3680 | | 10/18/2012 | SH | -1.000 | 27.000 |
| | Production Receipt: MFG-472 | | 10/18/2012 | PR | 1.000 | 28.000 |
| Ending Balance | | | | | | 28.000 |

# Item Shortage by Warehouse

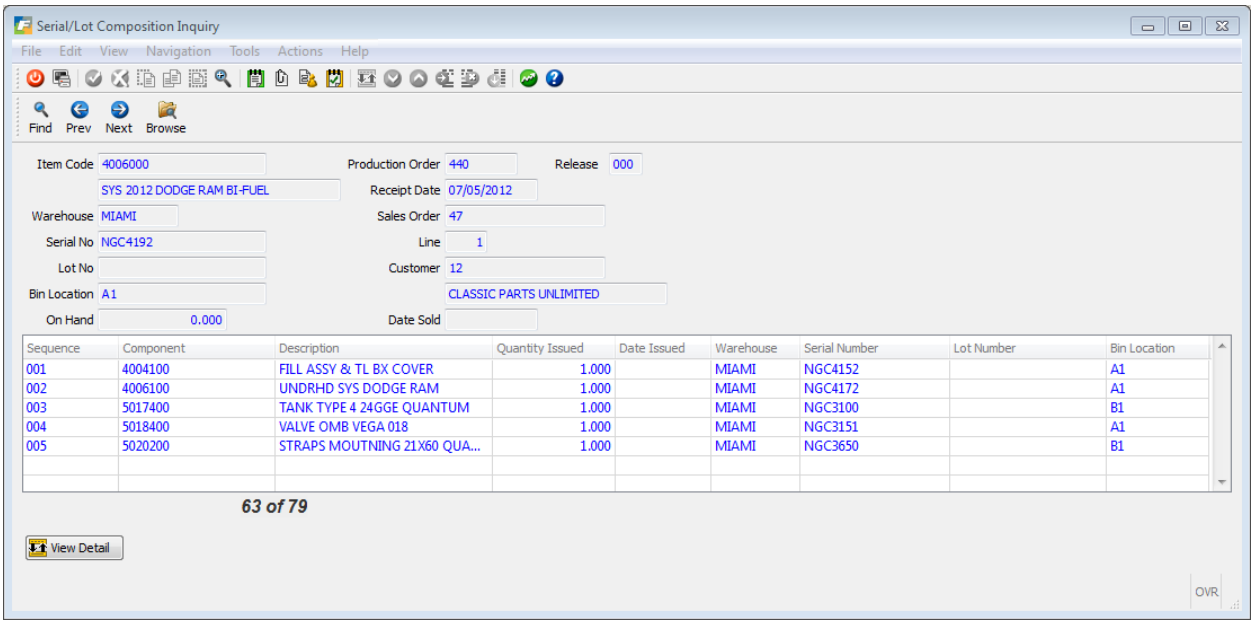
This inquiry displays all items where available quantity (on hand less committed to orders) is negative.



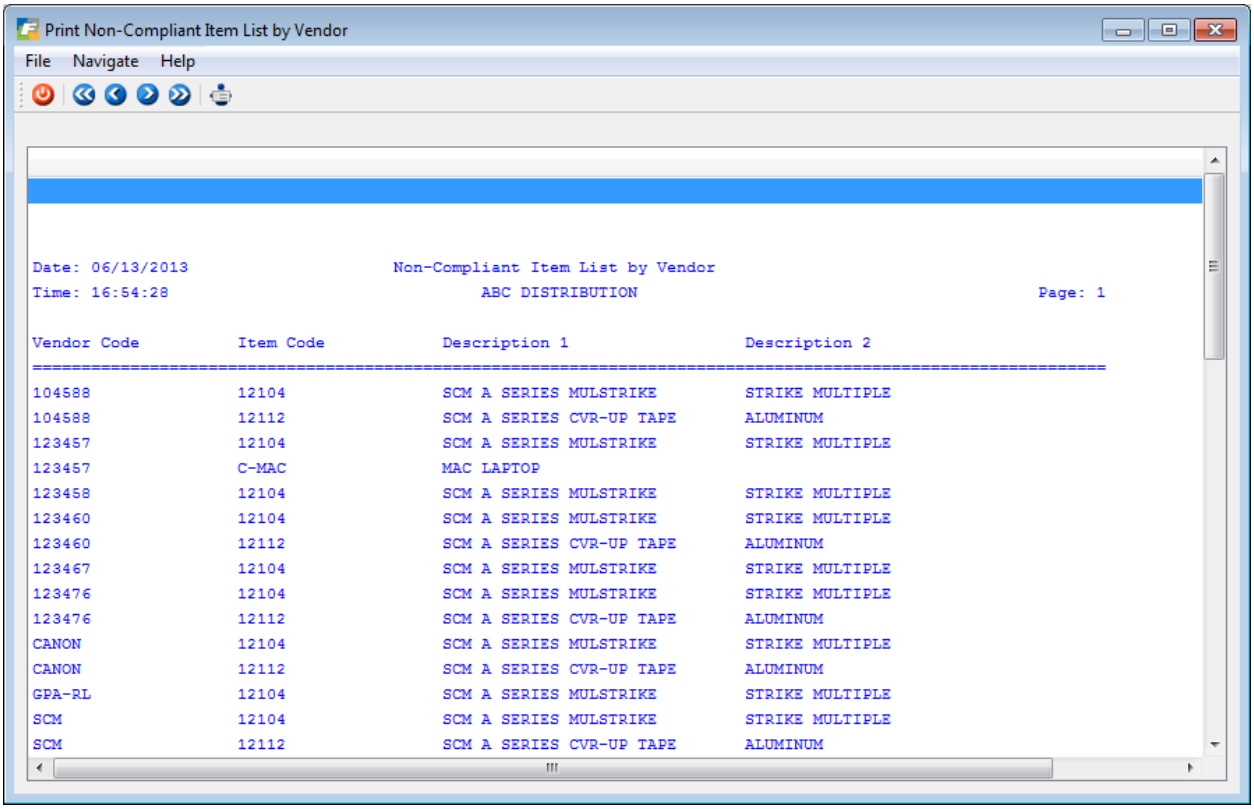

If you click on view detail to go inot the detail section of the screen you can view the committed detail by clicking on the Commit button on the toolbar and  On Order detail by clicking on the n Order button.

# Serial/Lot Composition Inquiry

Use this screen to view what serial or lot numbers went into making a manufactured item.



# Print Non-Compliant Item List by Vendor

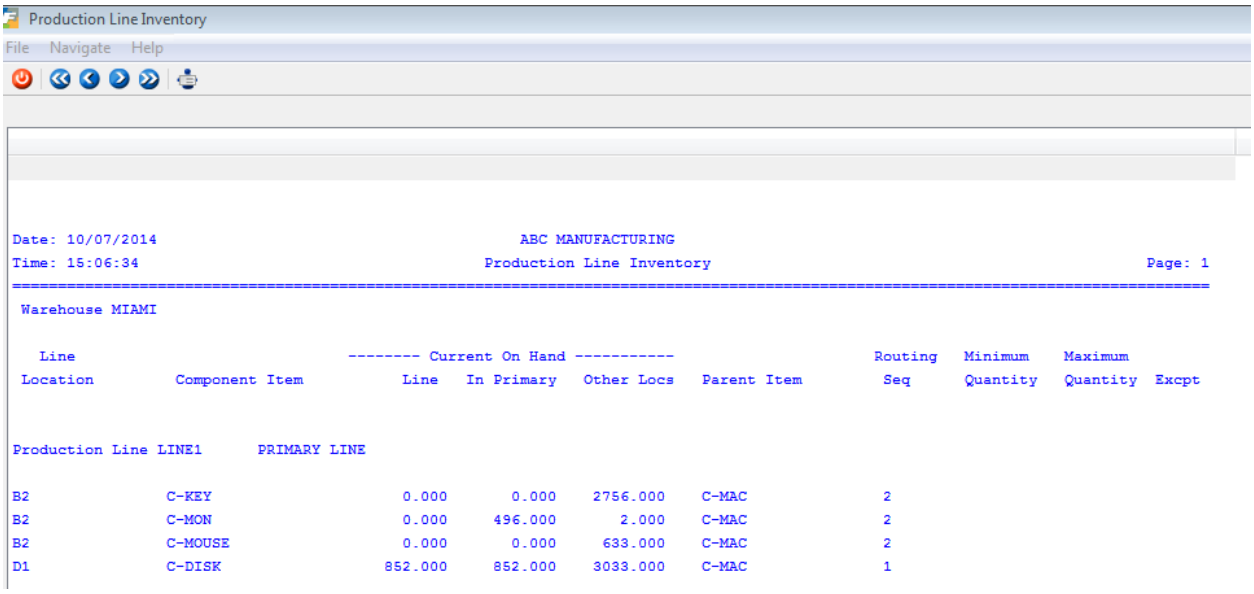



Date: 06/13/2013 Non-Compliant Item List by Vendor
Time: 16:54:28 ABC DISTRIBUTION Page: 1

| Vendor Code | Item Code | Description 1 | Description 2 |
|---|---|---|---|
| 104588 | 12104 | SCM A SERIES MULSTRIKE | STRIKE MULTIPLE |
| 104588 | 12112 | SCM A SERIES CVR-UP TAPE | ALUMINUM |
| 123457 | 12104 | SCM A SERIES MULSTRIKE | STRIKE MULTIPLE |
| 123457 | C-MAC | MAC LAPTOP | |
| 123458 | 12104 | SCM A SERIES MULSTRIKE | STRIKE MULTIPLE |
| 123460 | 12104 | SCM A SERIES MULSTRIKE | STRIKE MULTIPLE |
| 123460 | 12112 | SCM A SERIES CVR-UP TAPE | ALUMINUM |
| 123467 | 12104 | SCM A SERIES MULSTRIKE | STRIKE MULTIPLE |
| 123476 | 12104 | SCM A SERIES MULSTRIKE | STRIKE MULTIPLE |
| 123476 | 12112 | SCM A SERIES CVR-UP TAPE | ALUMINUM |
| CANON | 12104 | SCM A SERIES MULSTRIKE | STRIKE MULTIPLE |
| CANON | 12112 | SCM A SERIES CVR-UP TAPE | ALUMINUM |
| GPA-RL | 12104 | SCM A SERIES MULSTRIKE | STRIKE MULTIPLE |
| SCM | 12104 | SCM A SERIES MULSTRIKE | STRIKE MULTIPLE |
| SCM | 12112 | SCM A SERIES CVR-UP TAPE | ALUMINUM |

# Production Line Inventory

Lists on hand balances for bin locations associated with a Production Line.



Production Line Inventory

File Navigate Help

Date: 10/07/2014 ABC MANUFACTURING

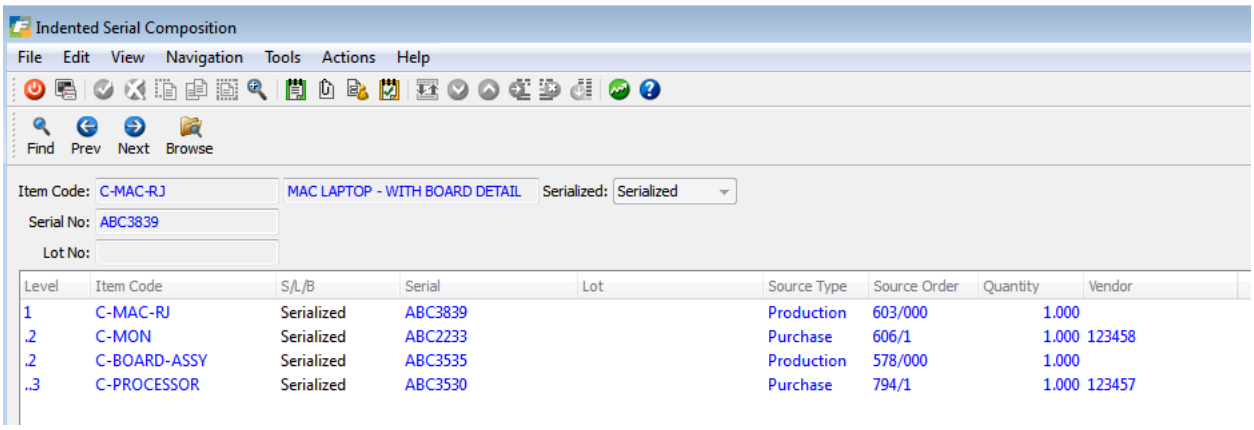
Time: 15:06:34 Production Line Inventory Page: 1

Warehouse MIAMI

| Line Location | Component Item | Current On Hand Line | Current On Hand In Primary | Current On Hand Other Locs | Parent Item | Routing Seq | Minimum Quantity | Maximum Quantity | Excpt |
|---|---|---|---|---|---|---|---|---|---|
| Production Line LINE1 | PRIMARY LINE | | | | | | | | |
| B2 | C-KEY | 0.000 | 0.000 | 2756.000 | C-MAC | 2 | | | |
| B2 | C-MON | 0.000 | 496.000 | 2.000 | C-MAC | 2 | | | |
| B2 | C-MOUSE | 0.000 | 0.000 | 633.000 | C-MAC | 2 | | | |
| D1 | C-DISK | 852.000 | 852.000 | 3033.000 | C-MAC | 1 | | | |

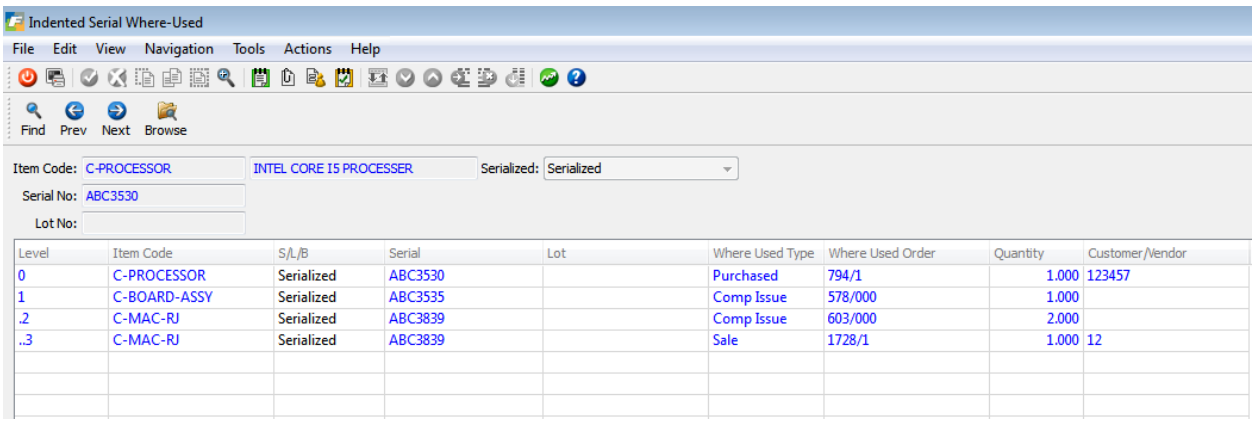
# Indented Serial/Lot Composition

This screen shows indented serial and lot number traceability for a produced/sold product. Enter an item code and a serial or lot number and an indented list of serial and/or lot numbers that were purchased or produced to make the item is displayed.



# Indented Serial/Lot Where Used

This screen shows indented serial and lot number where used traceability for a produced/sold product. Enter an item code and a serial or lot number and an indented list of serial and/or lot numbers that consumed the entered serial/lot is displayed.




| Level | Item Code | S/L/B | Serial | Lot | Where Used Type | Where Used Order | Quantity | Customer/Vendor |
|---|---|---|---|---|---|---|---|---|
| 0 | C-PROCESSOR | Serialized | ABC3530 | | Purchased | 794/1 | 1.000 | 123457 |
| 1 | C-BOARD-ASSY | Serialized | ABC3535 | | Comp Issue | 578/000 | 1.000 | |
| .2 | C-MAC-RJ | Serialized | ABC3839 | | Comp Issue | 603/000 | 2.000 | |
| ..3 | C-MAC-RJ | Serialized | ABC3839 | | Sale | 1728/1 | 1.000 | 12 |

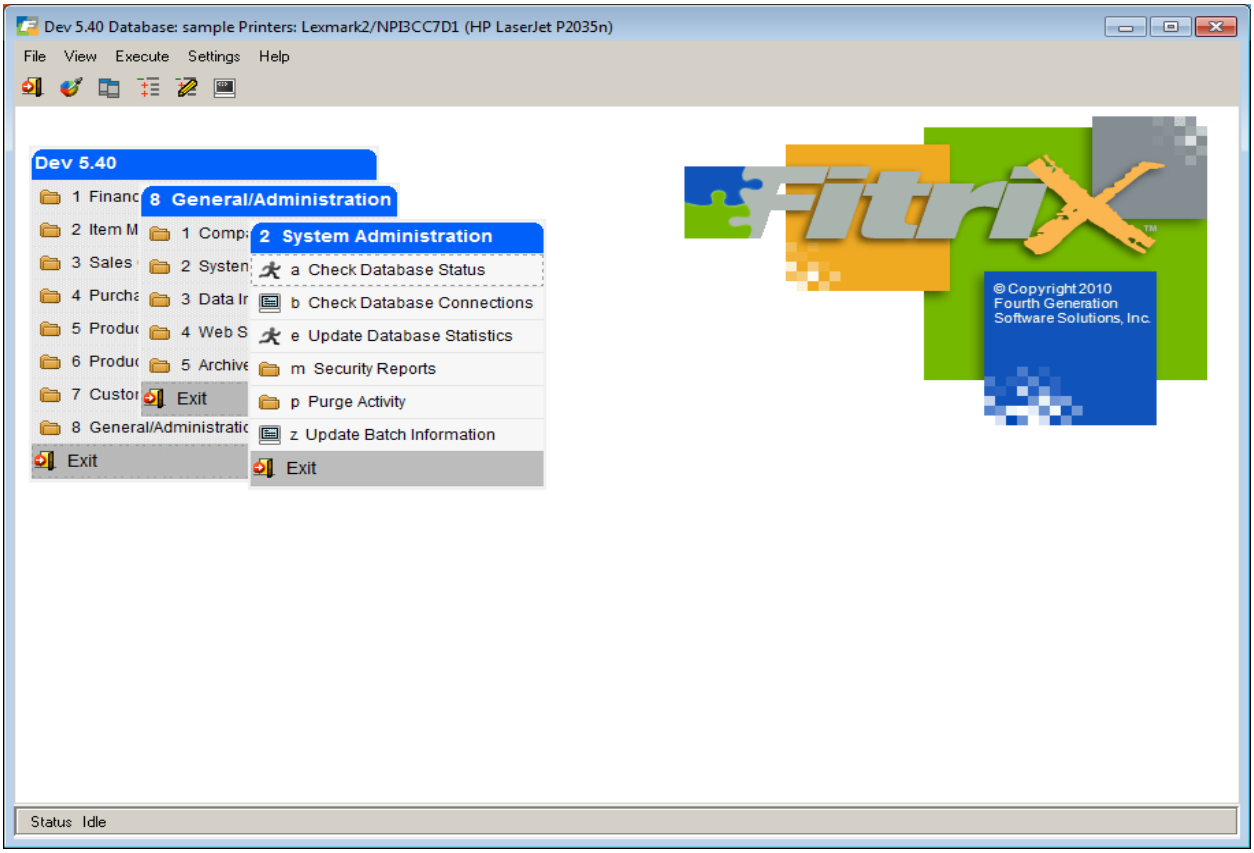
# Chapter 6

# Administration Menu

- Check Database Status
- Check Database Connections
- Update Database Statistics
- Security Reports
- Purge Activity
- Update Batch Information

# Administration

The Administration Menu:




The following Options are available:

# Check Database Status

---

### Note

This function should only be used by your System Administrator. Please contact your Fitrix Representative for further information.

---

Check Database Status (option a). Use this option to see if the database is up and running. If the status is "Online" then the database is up and ready for connections. Shows the current status of the database such as:

- Database version
- Status- Online/Quiescent/Offline

- Number of days the database has been up
- Size of memory allocated.

# Check Database Connections

---

Note

This function should only be used by your System Administrator. Please contact your Fitrix Representative for further information.

---

Check Database Connections (option b). Shows information about the current users connected to the database. There will be one line of information for each user that is currently connected to the database in the following report:

- Session ID
- SQL Statement type - Select/Insert/Update/Delete
- Database name
- Isolation Level
- Error info if any.

# Role Based Menus Setup

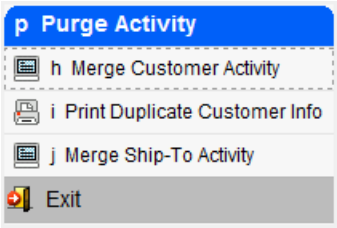
Use these programs to set up custom menu structures for each role/user. See the *Getting Started with Fitrix* User Guide for instructions on how to do this.

# Security Reports

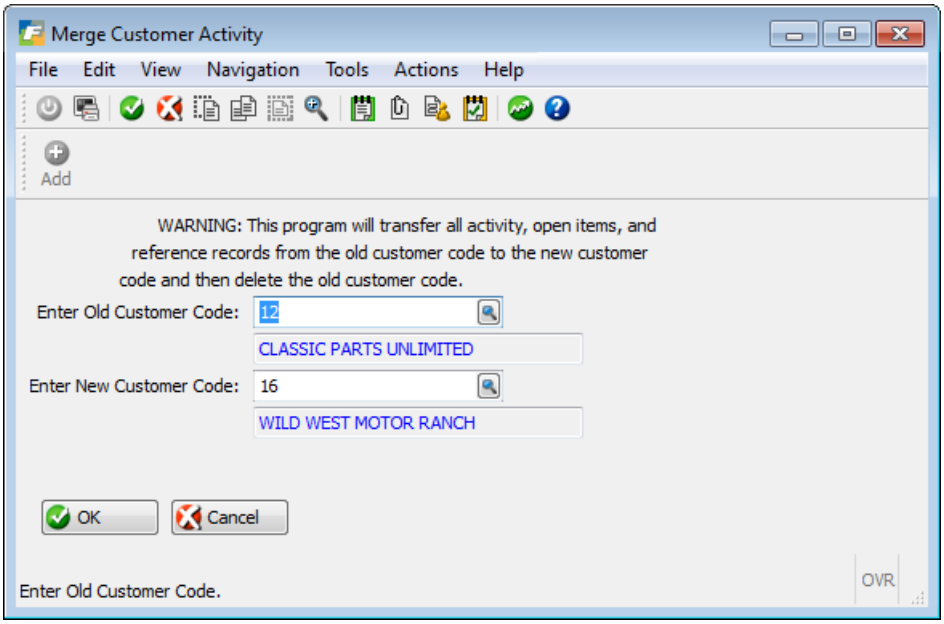
This menu option (option m) allows you to print a report of current security settings (ie- who is allowed to do what with the Fitrix software).

# Purge Activity

Purge Activity (option p). This menu option has the following submenu:




**Merge Customer Activity** - this program is useful when a company changes names and you want to set up a new customer code that reflects the new company name and then transfer all sales history/activity to the new code.




**Print Duplicate Customer Information** - this report program will list any information that could not be merged into the new customer code because it is a duplicate. For example, if old customer 2 has a ship-to code 01 and new customer 12 also has a ship-to code 01, ship-to 01 can't be merged. What you will need to do in this case is set up a new ship-to code under customer 12 for this shipping address.

**Merge Ship To Activity** - This program transfers all sales history/activity to the new code and then deletes the old code.

# Update Batch Information

Update Batch Information (option z). See the chapter entitled Batch Control Maintenance in the *Getting Started With Fitrix* guide for information on this program.

# Chapter 7

# SQL Queries

- Why SQL Queries are run
- SQL Commands - Select, Order By, Group By

# Using SQL

SQL stands for Structured Query Language. It is a standard method for accessing a SQL-compatible database. This section of the manual discusses how to use SQL to gather information from the database.

SQL is used primarily to generate ad hoc reports. SQL front end tools, such as Informix ISQL, allow you to enter and run standard SQL queries with a simple set of commands. Other productivity tools allow you to link data in the SQL database to spreadsheets, word-processing documents, charts, and graphs. As the information in the database changes, the spreadsheet changes automatically.

Before you use SQL report generators or productivity tools, you must know how SQL itself works. Though a particular SQL front-end tool may differ, the basic instruction sets should work in a similar manner. This section introduces you to the basic use of these statements and gives you examples of how they are used in a variety of ways

The examples use General Ledger tables and columns. Since all accounting transactions eventually end up in the General Ledger, it is a common application for SQL queries. The point of this section, however, is to cover the basics of SQL, not to teach you how to create specific queries in individual applications.

# SELECT Command

The SELECT statement gets information from the database. There are only six different clauses that control which information this SELECT retrieves. They are called clauses since they describe a part of the overall SELECT command. Only two of these clauses are required for any SQL database query. These commands or clauses are listed and described below.

**SELECT:** The SELECT clause is the start of all SQL queries. It is required for all information retrieval. It is used to tell the system which information categories or fields—in SQL they are called columns—you want to access.

**FROM:** The FROM clause is also required for all SQL Selects. It is used to tell the system from which file or table to take the data.

**WHERE:** The WHERE clause is optional. It lists the selection criteria for the Select statement. It allows you to describe which records you want to see.

**ORDER BY:** The ORDER BY clause is also optional. It allows you to tell the system in what order to put retrieved records.

**GROUP BY:** The GROUP BY clause is also optional. It allows you to tell the system how to group records for totals and subtotals.

**HAVING:** The HAVING clause is also optional. It allows you to tell the system which groups to select.

You can retrieve any type of information from a SQL database with these six clauses. In the next several sections we will cover these commands in more detail.

# Using SELECT and FROM

The format for the most basic SQL query is:

```
SELECT column-names FROM table-names
```

In this statement, SQL commands are printed in all capital letters; however, most SQL tools are not case sensitive.

Column-names refers to the names of the actual columns or information categories created in the table. Table-names refers to the database tables that contain the data.

# Selecting All Columns

When you don’t want to specify specific column names, you can use the asterisk (*) to indicate that you want the values in all columns. For example, suppose you want to see all information from a control table. Enter:

```
SELECT * FROM stxcntrc
```

“Stxcntrc is the name of the control table. Typically, there is only one record in this control table and, in this example, the columns in it are company name, address #1, address #2, city, state, zip, county, country, the first current asset account, the first fixed asset account, first current liability account, the first long term liability account, first capital account, the first income account, first cost of goods account, and the first expense account.

In response to this query, the system displays the values associated with each of these columns. The exact format in which this information is displayed differs from system to system.

# Selecting Specific Columns

If you just want to see specific columns from a table, enter the names of the columns. For example, if you want just the name and address information from the database, enter:

```
SELECT co_name, addr1, addr2, city, state, zip, county, country
FROM stxcntrc
```

The names used are those that are part of the data dictionary. In order to select specific columns, you must know what they are named in the database. Some SQL query systems provide a display of these column and table names. Typically, however, you must work from printed table definitions. There are SQL queries that allow you to retrieve information about the names of the columns and tables in the database, but they are not covered here.

Notice that the different column names are separated by commas. This is usually required. The last column name does not have a comma after it.

# Using Math in the SELECT Statement

You can also include mathematical operations within your SELECT statement. The mathematical operators recognized are:

+ Addition

– Subtraction

* Multiplication

/ Division

Here is an example of addition:

```
SELECT doc_no, amount, amount + 1 FROM stgactvd
```

The result of this query shows the document number, the amount of the transaction, and that amount + 1.

Here is an example of multiplication:

```
SELECT doc_no, amount, amount * .077 FROM stgactvd
```

You do not need to use literal amounts as part of your math. You can use other column names.

```
SELECT doc_no, amount, amount / doc_no FROM stgactvd
```

You can combine multiple mathematical operations (for example, you can multiply, divide, add, and subtract all in the same SELECT statement), and you may combine column names and literals in calculations.

```
SELECT doc_no, amount, doc_no + amount, amount / 2
FROM stgactvd
```

You can also use parentheses to show the order of precedence of mathematical operations.

```
SELECT doc_no, amount / (1 + 2)
FROM stgactvd
```

This expression adds 1 + 2 before dividing this sum into amount.

# Selecting Specific Rows: WHERE

The simplest selection statements show all the information in a file or table. However, you may only want to see specific rows (records) that meet a given selection criteria. To make such a selection, use the WHERE clause.

The format for the WHERE clause is:

```
WHERE column-name relational-operator value
```

This may seem a little complicated, but an example should clarify how it is used. For example, Fitrix *Business* uses a table to store all of the accounting detail from the General Ledger system. If you want to see the entries for a particular original journal, use the following statement:

```
SELECT * FROM stgactvd WHERE orig_journal = "AP"
```

The asterisk causes the system to display all columns in this table. The table named stgactvd is the activity data table for the General Ledger system.

In the WHERE clause, you see the name of a column orig_journal, followed by a relational operator = and finished by a value, AP. What this statement means is: list all the columns in the table stgactvd where the column orig_journal contains AP.

In composing this query, you can use any column name in the table.

Relational operators consist of the following:

Symbol Meaning

= Equal To

<> Not Equal To

> Greater Than

< Less Than

>= Greater Than or Equal To

<= Less Than or Equal To

# Matching Character Patterns

The keyword MATCHES can be used within the WHERE clause to select rows that contain certain string patterns.

The format is as follows:

```
WHERE column-name MATCHES value
```

In this case, the column name must be a character type column. This means that it must contain characters, not numbers. The value is a pattern of characters and must be enclosed in quotation marks. For example, our previous query of the general ledger activity table could have been stated using the MATCHES keyword like this:

```
SELECT * FROM stgactvd WHERE orig_journal MATCHES "AP"
```

In this example, we require an exact match, which is exactly the same as an = command. The real power of MATCHES comes into play when you use wildcards to find a meaningful character string within a longer character column.

# MATCH Wildcards

There are three wildcards:

`*` This matches any set of characters or no characters

`?` This matches any single character.

`[X-Y]` This matches the range of characters indicated.

You can use these wildcards in a variety of ways to select the proper rows from a table. For example, in the General Ledger detail table, there is a column that contains the department code. Note that even though department codes typically consist of digits, it is still a character field, not a numeric field. These codes can be any character string up to three characters long. Use these codes to select line item detail in the variety of ways detailed below:

```
SELECT * FROM stgactvd WHERE department MATCHES "1*"
```

This finds any rows where the department code begins with the character 1.

```
SELECT * FROM stgactvd WHERE department MATCHES "*10*"
```

This finds any rows where the department code contains the character string 10 anywhere within it.

```
SELECT * FROM stgactvd WHERE department MATCHES "?10"
```

This finds any line item where the department contains the characters 10 preceded by any other single character. It does not find a department beginning with 10, but it finds 110, 210 and so on.

```
SELECT * FROM stgactvd WHERE department MATCHES "1[1-5]*"
```

This finds all rows containing department codes that begin with the digit 1, followed by the digits 1 through 5, and then followed by any other characters. This does not find rows where the digits 1 through 5 do not immediately follow the beginning digit 1.

# Using AND and OR in the Where Clause

You can make your WHERE clause more complicated by using AND and OR as follows:

- **AND:** Makes the clause more restrictive. In order to be selected, the data must pass all tests joined by the AND clauses.
- **OR:** Makes the clause less restrictive. To be selected, the data only need pass one test or the other. The syntax for the use of AND and OR is:

  ```
  WHERE column_name relational-operator value
  AND column_name relational-operator value
  ```

  or

  ```
  WHERE column_name relational-operator value
  OR column_name relational-operator value
  ```

In the next example, the WHERE clause selects only rows in which the department code begins with the digit 1 and whose document number is greater than one hundred. Rows in which the department code begins with 1 and whose

document number is less than or equal to 100 are not selected. Rows in which the document number is greater than one hundred, but in which the department code does not begin with 1 are also *not* selected.

```
SELECT * FROM stgactvd WHERE department MATCHES "1*"
AND doc_no > 100
```

In the following example, even more documents are selected. All documents in which the department code begins with 1 are selected because they pass the first test. In addition, all documents with numbers greater than one hundred are selected because they pass the second test.

```
SELECT * FROM stgactvd WHERE department MATCHES "1*"
OR doc_no > 100
```

---

Note

Even though some documents may pass both tests, they are only selected *once*.

---

# Using Multiple ANDs and ORs

You can use AND and OR to join any number of phrases.

```
SELECT * FROM stgactvd WHERE department MATCHES "1*"
AND doc_no > 100
AND orig_journal = "AR"
AND amount > 1000
```

---

Note

Remember: adding multiple AND statements makes the test more and more restrictive; in order to be selected, the row must meet *all* of these criteria.

---

You can also use parentheses to group ANDs and ORs.

```
SELECT * FROM stgactvd WHERE (department MATCHES "1*"
AND doc_no > 100) OR (orig_journal = "AR"
AND amount > 1000)
```

In this test, selected records or rows must either have a department code that begins with 1* and a document number greater than 100 or they must have an original journal code of AR and an amount greater than 1000.

# Improper Use of AND or OR

Remember the AND and the OR are used to join complete column_name relational-operator value phrases within the WHERE clause. It is *not* used to join separate WHERE clauses or to join values to a single column_name.

***Correct:***

```
SELECT * FROM stgactvd WHERE department MATCHES "1*"
OR doc_no > 100
```

***Incorrect:***

```
SELECT...
OR WHERE doc_no > 100
```

***Correct:***

```
SELECT * FROM stgactvd WHERE department MATCHES "1*"
OR department MATCHES "*1"
```

***Incorrect:***

```
SELECT...
OR MATCHES "*1"
```

# WHERE Using LIKE

LIKE is a keyword that works almost identically to MATCHES. The major difference is that it has different wild cards. Instead of using an asterisk to match characters, a percent sign (%) is used. Instead of question marks to match a single character, an underscore is used.

```
SELECT * FROM stgactvd WHERE department LIKE "1%"
```

This finds all departments that begin with 1 and are followed by any combination of other characters. LIKE can only be used for character columns (letters or digits). The values used must be enclosed with quotation marks.

# WHERE Using BETWEEN

You can use the keyword BETWEEN to indicate that you want to select a value between two other values.

```
SELECT * FROM stgactvd WHERE amount BETWEEN 10 AND 40
```

This selects all rows in which the amount column has a value from 10 and 40, inclusive.

When you use BETWEEN, you must use AND, as shown below, to indicate the second set of values.

***Correct:***

```
SELECT * FROM stgactvd WHERE amount BETWEEN 10 AND 40
```

***Incorrect:***

```
SELECT... BETWEEN 10 40
```

You also must show the values in the proper order with the smallest value first. The wrong example does not produce an error message, but no rows are selected.

***Correct:***

```
SELECT * FROM stgactvd WHERE amount BETWEEN 10 AND 40
```

***Incorrect:***

```
SELECT... BETWEEN 40 AND 10
```

You can also use BETWEEN to specify a range of dates or alphanumeric characters.

```
SELECT * FROM stgactvd WHERE orig_journal
BETWEEN "A" AND "Z"
```

This query selects all documents with an original journal code beginning with a capital letter.

# WHERE Using IN

Use the keyword IN to compare the value in a column with a list of possible values. You could do the same thing using a series of ORs, but IN makes this somewhat more straight-forward.

The syntax:

```
WHERE column-name IN (list of values)
```

Here is an example of selection from a list of possible values.

```
SELECT * FROM stgactvd
WHERE orig_journal IN ("AR","AP","GJ")
```

This select statement finds any rows which contain AR, AP, or GJ in the original journal code column.

It is the same as the following SELECT statement:

```
SELECT * FROM stgactvd WHERE orig_journal = "AR"
OR orig_journal="AP"
OR orig_journal="GJ"
```

You can see the advantage of using the IN keyword.

# Matching NULL Values

SQL discriminates between a column filled with spaces or zero and one filled with a NULL value. A column with a NULL value has never had any values entered into it or has had those values removed. Spaces or the value zero are not considered NULL.

You may wish to identify the values that are NULL when selecting records. For this purpose, you have IS NULL keywords for use with the WHERE clause.

The syntax:

```
WHERE column_name IS NULL
```

For example:

```
SELECT * FROM stgactvd WHERE department IS NULL.
```

This finds all records in the activity table which have no department code associated with them.

# Using NOT

With many WHERE statement keywords, you can use the keyword NOT to select records that are *not* matched by your selection criteria. NOT can be used with the following keywords:

- MATCHES
- LIKE
- BETWEEN

- IN
- NULL

For example, if you wanted to find all records with a value NOT NULL in the department column, use the following:

```
SELECT * FROM stgactvd WHERE department IS NOT NULL.
```

finds all the rows with values in the department column

```
SELECT * FROM stgactvd WHERE orig_journal
NOT IN ("AR","AP","GJ")
```

selects all rows that have orig_journal codes that are not equal to AR, AP, or GJ

```
SELECT * FROM stgactvd WHERE department
NOT BETWEEN "A" AND "Z"
```

selects rows whose department codes do not begin with a capital letter

```
SELECT * FROM stgactvd WHERE department NOT MATCHES "1*"
```

selects all rows where the department code does not begin with 1

```
SELECT * FROM stgactvd WHERE department NOT LIKE "1%"
```

selects all rows where the department code does not begin with 1.

# Selecting From Multiple Tables

So far, we have shown only SQL queries that take data from one table. Using the WHERE command you can also join two tables together and get related information from them.

For example, in Fitrix General Ledger, the activity table, stgactvd, contains the information about each line item that is posted to the system. It does not contain the basic information about the document, such as when it was created and a general description of the document. This information is in a general reference table for all transactions on the system. This table is called stxtranr.

To see the document date as well as the information about specific line items, select columns from both of these tables and join them together using a WHERE clause so that only the related records are selected.

The syntax for joining multiple tables is:

```
SELECT [table-name].column-name,[table-name.]column-name,...
FROM table1, table2,...
WHERE table1.column-name=table2.column-name
```

The WHERE clause causes the SELECT statement to return only those rows where the specified columns in each table are identical. The table name after the SELECT statement only needs to be used when the column name appears in both tables.

In Fitrix *Business*, the table name must always be used because when two columns carry matching data used for joins, they are named identically. You can see which columns need to be joined in the WHERE clause, by noting which columns in the two tables have the same name.

Here is an example of a query that returns a list of amounts for the individual lines that make up a transaction, selected from the general ledger activity table, along with the corresponding document date and description of the transaction from the general transaction table.

```
SELECT stxtranr.doc_no, doc_date, doc_desc, amount
FROM stxtranr, stgactvd
WHERE stxtranr.orig_journal=stgactvd.orig_journal
AND stxtranr.doc_no = stgactvd.doc_no
```

This selection produces one row for each line that was entered under the Update General Journal option. Each line contains the document number, the document date, the description of the transaction, and the amount posted for that line.

Notice that doc_no after the SELECT is preceded by the table name, stxtranr. This table name is required because doc_no is used as a column in both tables. Their contents are identical, but you need to specify in SQL which table you want to use.

Also notice that we did not have to use the table names for doc_date, doc_desc, and amount. This is because these columns only appear in one table or the other.

# Joining More Than Two Tables

You can use any number of tables in a SELECT statement. If more tables are used, you simply extend the WHERE clause to equate columns within each table.

For example, in Fitrix, there is another table that holds information about a transaction. This table is stgtranr and it contains information such as the accounting period and year for the transaction. If you want to see this information for each of your activity lines, extend your query to include this third table.

```
SELECT stxtranr.doc_no, doc_date, doc_desc, acct_period, acct_year, amount
FROM stxtranr, stgactvd, stgtranr
WHERE stxtranr.orig_journal=stgactvd.orig_journal
AND stxtranr.orig_journal=stgtranr.orig_journal
AND stxtranr.doc_no = stgactvd.doc_no
AND stxtranr.doc_no = stgtranr.doc_no
```

Notice that two new columns have been added: acct_period and acct_year. No tables need to be specified for these columns because they occur only in the table stgtranr. Stgtranr has been added to the FROM clause. The AND clauses have also been duplicated to join the columns from stxtranr to the matching ones in stgtranr. The choice of stxtranr for the join in this case was arbitrary since all tables involved contain the same keys. Stgactvd could have just as easily been used. However, this may not always be the case; many joins may take place on columns that are unique to a particular table.

# ORDER BY Command

Use the ORDER BY clause to sort the output. It is optional and can be used in conjunction with any other optional clauses.

The syntax:

```
ORDER BY column-name
```

Column-name must be an element in the SELECT list of columns; that is, you cannot ORDER BY a column that has not been selected. For example, to see all of the rows in the General Ledger activity table sorted by document number, use the following command:

```
SELECT * FROM stgactvd ORDER BY doc_no
```

If you want to do the same thing but select only a specific original journal, use the following command:

```
SELECT * FROM stgactvd
WHERE orig_journal = "AR" ORDER BY doc_no
```

# Sorting By Multiple Columns

You can create sorts within sorts. For example, if you want to see all order lines organized by original journal, and within each original journal, organized by department number, use the following command:

```
SELECT * FROM stgactvd
ORDER BY orig_journal, doc_no
```

# Using Aggregate Functions

There are a number of special functions that perform calculations among the rows selected. These are called aggregate functions because they work on a group of rows. When they are used, you do not see the individual rows themselves, but the results of the operation on all rows or groups of rows.

The aggregate keywords and their functions are:

**AVG (column-name)** Calculates the average of the column specified for the rows selected.

**COUNT (*)** Counts the number of rows retrieved by the WHERE clause.

**MAX (column-name)** Finds the maximum value in the column specified for the rows selected.

**MIN (column-name)** Finds the minimum value in the column specified for the rows selected.

**SUM (column_name)** Adds the column specified and totals it for the rows selected.

These aggregate functions are used like column names after the SELECT keyword. They do not subtotal unless you use the GROUP BY clause (explained in the next section).

***Correct:***

```
SELECT sum(amount) FROM stgactvd WHERE doc_no = 4
```

This query produces the total amount for document 4. It does not, however, show the document number itself.

***Incorrect:***

```
SELECT doc_no, sum(amount) FROM stgactvd
```

This produces an error requesting a GROUP BY phrase.

# GROUP BY Command

This clause gives you subtotals for different groups of rows using aggregate functions. The syntax:

```
SELECT column-list, aggregate-functions FROM table-name
GROUP BY column-list
```

For example:

```
SELECT doc_no, sum(amount) FROM stgactvd
GROUP BY doc_no
```

This produces a list showing each document number and the total for that document next to it.

---

Note

You must have a GROUP BY clause for each column selected.

---

***Correct:***

```
SELECT doc_no, acct_no, sum(amount) FROM stgactvd
GROUP BY doc_no, acct_no
```

This produces a line for each unique combination of a document number and an account number. In other words, you get the sum for document number one, for the first account number, then the sum for document number one, for the second account number, and so on. You do *not* get the sum for a given document number alone.

***Incorrect:***

```
SELECT...
GROUP BY doc_no
```

This produces a GROUP BY error because you referenced acct_no in the column selection but did not repeat it in the GROUP BY column list.

# Glossary

**Account—**An account is a classifying or summarizing device. It represents a category of transactions that a business entity has decided to track. All transactions recorded in a journal are subsequently posted to two or more accounts. A transaction is posted as a debit or credit entry to an account. The difference between the total of all debit entries and the total of all credit entries posted to a single account is referred to as the account's "balance." Depending on the type of account, an account's balance is either increased or decreased by a debit or credit entry (see Debits and Credits).

**Account Number—**Each account in the Chart of Accounts is identified by a unique number, up to nine digits long. Accounts of a given type usually are grouped by account number. For example, all asset accounts might begin with a "1" followed by up to eight numbers.

Example: a basic Chart of Accounts

**Table 1: A Basic Chart of Accounts**

| Number | Account Description | Type |
|---|---|---|
| 100000000 | CASH ACCOUNT | ASSET |
| 200000000 | ACCOUNTS PAYABLE | LIABILITY |
| 300000000 | EQUITY | CAPITAL |
| 400000000 | PRODUCT SALES | INCOME |
| 500000000 | COST OF GOODS | EXPENSE |
| 600000000 | GENERAL EXPENSE | EXPENSE |

**Account Types—**There are three basic types of accounts: asset, liability, and capital. Capital is also referred to as owners' equity. Income and expense accounts are a subset of retained earnings, which is a capital account.

**Accounting Periods (General Ledger Periods)**—Each business transaction is time-sensitive. In this system, a new accounting period is created every time you close out the existing period. You are not limited to any given number of periods during the course of a year. A transaction that takes place in the current year falls into one of these possible periods.

**Accrual Method—**A method of accounting which records revenues and expenses in the period in which they are earned or incurred and not in the period in which they are received or paid. Compared to the cash method of accounting, the accrual method of accounting is more accurate, but tends to be more complex.

**Adding a Row—**Adding a row means creating a new row and adding it to the table. For example, when you add a new account to the account table, you are adding a row to that table.

**Adjusting Entries—**Entries that adjust the balances of ledger accounts. Adjusting entries are usually made for one of two reasons. One reason is to record unrecorded events such as revenue earned but not received. The other reason is to correct accounting errors.

**Age—**The number of days between the date on a particular document and the "aging date." When processing an aging report, the system prompts for the aging date; the user determines which date to use as an aging date. (See Customer Aging. See also Vendor Aging.)

**Alphanumeric field—**An alphanumeric field is a field whose entries can consist of any combination of letters and numbers.

**Asset Account—**Assets are things of value possessed by a business. Cash in a bank account is an asset, as is accounts receivable (the money owed a business by its customers). Assets need not be paid for to be considered assets. Asset accounts are increased by a debit and decreased by a credit.

**Audit Trail—**The ability to verify and track accounting transactions or ledger balances.

**Automatic Reorder—**The process of generating purchase orders for inventory items whose quantity falls below the reorder point.

**Average Cost—**Average cost is a method of calculating the cost of inventory items by averaging the per unit cost of all items currently in stock.

**Backorder—**If items are out of stock, these items can be put on back order. When the item comes in, it is usually shipped. The backorder document is a modified version of the original sales order and represents an agreement to ship the item as soon as the item becomes available.

**Backup—**In computer terms, backup refers to the process of copying computer files. These copies are usually made to diskette or tape. File backups are insurance against system failure.

**Balance—**The balance of an account is equal to the sum of the debit and credit postings to the account. Accounts are in balance if the total debits are equal to the total credits.

**Balance Forward Customers—**Statements for "balance forward" customers show only the transactions that affect the current period. For balance forward customers, payments are applied to the oldest invoices first. In contrast, "open item" statements show each outstanding invoice, and payments may be applied to a particular invoice.

**Balance Sheet—**The balance sheet shows the current financial condition of a company. The balance sheet lists assets, liabilities, and capital. It is usually totaled in two main sections. The first section totals assets. The second totals liabilities and capital. Assets must always equal liabilities plus capital.

**Blanket Order—**This is a large order that is split into more than one shipment, possibly to different locations.

**Blanket Release—**A blanket release is a document that is a subset of a larger blanket order. It represents a single shipment for an order that comprises multiple shipments.

**Capital Accounts—**(Also called owners' equity accounts.) These accounts record the difference between what is owned (assets) and what is owed (liabilities). They are also called proprietorship or net worth. Capital accounts are increased by a credit and decreased by a debit.

**Cash Method—**A method of accounting which records revenues and expenses in the period in which they are received or paid and not in the period in which they are earned or incurred. Compared to the accrual method of accounting, the cash method is less complex and often used by smaller businesses.

**Cash Receipt—**Money received as payment for goods or services. An A/R cash receipt is a payment that applies to an outstanding invoice. A non-A/R cash receipt is a payment that does not apply to an outstanding invoice. A non-A/R receipt may not even apply to a customer's account.

**Cash Receipts Journal—**The cash receipts journal is the journal into which all cash receipts activity is recorded, thus affecting the balances of accounts in the receivable ledger.

**Chart of Accounts—**A "chart" is a list of accounts. A chart of accounts includes all the different accounts used in summarizing the transactions and current condition of a business.

**Check Journal/Cash Disbursement Journal**—This is the journal into which all cash disbursements activity is recorded, thus affecting the balances of accounts in the payable ledger.

**Column—**A column is a category slot into which you enter information in a table. For example, if the computer puts "Enter Company:" on the form, the space following the colon is the "column" into which information is entered. This is the "Company" column.

**Cost of Goods (COG) Accounts—**These are expense accounts; they track the cost of the same products whose revenues are recorded in sales accounts. In other words, these accounts record the cost of those products which the company sells. This cost is recorded at the time of sale. The balance of these accounts is increased with a debit and decreased with a credit.

**Count Adjustment Account—**This is a balancing account that is posted to when the inventory quantity-on-hand is adjusted—in this case there is no corresponding sale or purchase of inventory.

**Count Sheet—**This is a list of items and their physical locations in a warehouse(s) to be used by personnel counting inventory.

**Credit—**The term credit can refer to two different things depending on its usage. If used in reference to ledger accounts, credit refers to an entry that increases or decreases a ledger account. Some accounts are increased by a credit while others are decreased by a credit. How a credit or debit affects the balance of an account depends on the type of account involved. If used in reference to customer accounts, a credit refers to an acknowledgment of payment. When a customer pays you, you credit that customer's account. When you pay a vendor, that vendor credits your account.

**Credit Memo—**If referring to customer accounts, a credit memo refers to a document notifying a customer that his account has been credited (reduced). When dealing with vendor accounts you enter a credit memo to increase the amount you owe the vendor.

**Creditor—**A person or company to whom you owe money. Your vendors are creditors when you owe them money.

Current Accounting Period or General Ledger Period—This is the accounting period for which you are currently posting transactions.

**Current Assets—**Current assets are assets that are normally used up during the operating cycle of a business (usually one year). Cash and inventory are typical examples of current assets.

**Customer Accounts—**Though not an account in the general ledger sense, a customer account is used to summarize what a given customer owes or is owed at a particular point in time. A customer's account is summarized by a statement.

**Customer Activity—**Activity refers to any transaction that affects the balance of a customer or ledger account. A summary of activity shows all transactions affecting those balances in the current period.

**Customer Aging—**The customer aging shows how long any open items have been on the books and how much of a customer's debt falls into various aging categories. Those aging categories reflect progressively more serious levels of overdue payment.

**Customer Balance—**The customer balance is the amount owed by or owed to a customer. If the customer owes you money, he is said to have a debit balance. If you owe him money, he is said to have a credit balance. A customer balance is the total of his current open items.

**Customer Terms—**Customer terms are the conditions under which you expect payment from the customer. Customer terms typically include the period of time within which you expect to be paid, any discounts allowed for early payment, and the time frame within which such discounts are allowed.

**Database—**A database is all the related information within a computer system to which you have access in one form or another.

**Debit—**The term debit can refer to two different things depending on its usage. If used in reference to ledger accounts, a debit refers to an entry that increases or decreases a ledger account. Some accounts are increased by debits while others are decreased by debits. How a credit or debit affects the balance of an account depends on the type of account involved. If used in reference to customer accounts, when a customer purchases goods from you, you debit that customer's account. When you purchase goods from a vendor, the vendor debits your account.

**Debit Memo—**If used in reference to a customer account, a debit memo refers to a document notifying the customer that his account has been debited (increased).

**Debits and Credits—**Each transaction entered into a journal, and eventually posted to the subsidiary and general ledgers, consists of debit and credit entries to two or more accounts. A ledger account balance is the difference between all debit postings to that account and all credit postings. Whether a debit or credit posting to an account increases or decreases the account balance depends on the type of account.

The basic accounting equation is: assets = liabilities + capital. Accounts (assets) on the left side of the accounting equation are increased with a debit. Those on the right side (liabilities and capital) are increased with a credit. Retained earnings is a type of capital account; revenue and expense accounts are a subset of retained earnings. Revenues increase retained earnings, and because capital accounts are increased with a credit, revenue accounts are increased with a credit. Similarly, expense accounts decrease retained earnings and capital accounts are decreased with a debit. Therefore, expense accounts are increased with a debit.

**Deleting a Row—**Deleting a row is the process of removing it from the computer database after it has been added or updated.

**Department Code—**A three-character department code identifies which "profit center" an account belongs to. If you are not using profit centers, the default department code is "000." Refer to the entry for Profit Centers for an example of the use of department codes to set up profit centers within a company.

**Document—**Transactions entered in the Fourth Generation *Business* system are referred to as "documents." Different journals (accounts receivable, accounts payable, for example) may be used to record different types of documents. Documents consist of debit and credit entries to two or more ledger accounts. In order to save a document, that document must be in balance; that is, the total of all debit entries must equal the total of all credit entries.

**Drop Ship Order—**This is an order that is shipped directly to your customer. The items ordered never enter your warehouse. The items go directly from your vendor to your customer.

**Employee Code—**Each employee in the Payroll system is identified by a unique six-character code. Although an employee's name and social security number can be used to sort and view data on an employee, the employee code is the key used throughout the Payroll system to uniquely identify an employee.

**Employee Type—**Each employee in the Payroll system can be associated with an employee type which is identified by a unique six-character code. The employee type provides access to default setup values for the employee, and provides a means for grouping employees.

**Expense Accounts—**Expense accounts are used to track the cost of doing business. They are a subset of retained earnings (a capital account). At the end of a period of time (usually a year) the difference between the total of all income account balances and the total of all expense account balances is calculated and that balance is transferred to retained earnings. After transferring this figure to retained earnings, the balance of each income and expense account is set to zero. Capital accounts are decreased with a debit. Because expenses decrease capital, expense accounts are increased with a debit.

**Field—**A field is a data-entry or display area on a form. A field may or may not correspond to what is actually stored in a table in the database.

**FIFO—**"First-In First-Out"—One of several methods of determining the value of inventory and calculating the cost of goods sold. Using the FIFO method, it is assumed that the "first inventory items in" (the oldest inventory items) are the "first inventory items out" (the first items to be shipped).

**Finance Charges—**Finance charges are charges made by a vendor against you, or made by you against a customer, for non-payment of an amount due. Finance charges are new charges made against the account because the payment was not made according to the established terms.

**Flat Rate—**A value applied on a per-payment basis. Unlike a percentage rate, which calculates a specified proportion of an amount, a flat rate ignores the exact value of the amount, treating it as a single payment to which a single unit of the "rate" value is applied. Thus the "calculated" value due to a flat rate is the same each time it is applied.

**FOB—**FOB stands for "free on board" or "freight on board." The FOB point determines when the title to a product changes hands; that is, it determines at what point the buyer assumes ownership of a product. FOB sometimes—but does not necessarily—affects who pays the freight charges for shipping a product. In some businesses the seller pays freight up to the FOB point and the buyer pays from the FOB point. Similarly, in some businesses the FOB point determines who pays insurance on the shipment.

**Form—**A form is the template into which information is entered. A form may combine information from several different tables, usually lines of information from a "header" table at the top of the form and several rows from a "detail" table at the bottom.

**General Journal—**The most basic type of journal in an accounting system is the general journal. It may be the only journal. Transactions which consist of a debit to at least one account and a credit to at least one (different) account are entered in such a journal. Ultimately each transaction is posted from the general journal to a general ledger account.

**General Ledger—**The general ledger includes each account listed in the chart of accounts, along with debit and credit transaction entries that add up to the account balance.

**Income Accounts—**These accounts are used to track revenues. Sales accounts, for example, are a type of income account. They are a subset of retained earnings (a capital account). At the end of a period of time (usually a year) the difference between the total of all income account balances and the total of all expense account balances is calculated and that balance is transferred to retained earnings. After transferring this figure to retained earnings, the balance of each income and expense account is set to zero. Capital accounts are increased with a credit and decreased with a debit. Because revenue increases capital, income accounts are increased with a credit.

**Income/Deduction/Obligation Codes—**Each type of income, deduction, and incurred employer obligation is identified by a unique six-character code. When the income, deduction, or obligation is used in a payroll entry it is referred to by this code. The code provides access to default values and basic information required to calculate the income, deduction, or obligation amount.

**Income Statement—**The income statement (also referred to as a "profit and loss" statement) records the changes in equity associated with business operations for a specified period of time. This statement lists the revenues and expenses and the difference between them for a period of time. The difference between revenues and expenses is referred to as a net profit or a net loss.

**Inventory Account—**This is the current assets account that represents the value of the goods in stock.

**Inventory Adjustment Account—**This is the ledger account that balances changes made to the inventory account balance that do not result from sales, returns, or purchases.

**Inventory Control (I/C)—**This is the system for tracking goods stored for sale to customers, including calculation of costs and prices.

**Inventory Item—**This is a single unit of merchandise from inventory.

**Item Code—**An item code is a unique alphanumeric string identifying a type of inventory item.

**Journal—**Journals are used to sequentially record business transactions. Each transaction consists of a debit to at least one account and a credit to at least one (different) account. Journal entries are posted to ledger accounts; therefore, every entry made in a journal ultimately has an effect on the balance of two or more ledger accounts. An accounting system may include multiple journals, each used to record a specific type of transaction. The most basic type of journal is the general journal. In addition there may be an accounts receivable journal, an accounts payable journal, and so on.

**Ledger—**A ledger consists of a group of accounts and debit and credit entries representing transactions that affect the account balance. A group of accounts is called a ledger. The general ledger includes all accounts listed in the chart of accounts. Subsidiary ledgers comprise subsets of the chart of accounts. The accounts receivable ledger, for example, comprises all customer accounts. The total of all customer account balances equals the balance in the accounts receivable ledger account.

**Liability Accounts—**Liabilities are debts or anything that is owed. Liability accounts are increased by a credit and decreased by a debit.

**LIFO—**"Last-In First-Out" is one of several methods of calculating the cost of inventory items. With the LIFO method those inventory items "last in" (most recently purchased) are considered the "first out" (first to be sold).

**Open Item Customers—**Statements for open item customers show each outstanding invoice and payments are applied to a specific invoice. In contrast, balance forward statements show only the transactions that affect the current period. For balance forward customers, payments are applied to the oldest invoices first.

**Open Items—**Open items are posted invoices that contain outstanding balances representing amounts owed by customers or due to vendors. A document is considered an open item until that balance is zero.

**Order Acknowledgment—**An order acknowledgment is a hardcopy version of a sales order. Order acknowledgments may be sent to customers so that they have a record of the sales transaction.

**Payable Document—**There are four common types of payable documents: a vendor invoice, a cash disbursement, a vendor credit, and a vendor debit.

**Payable Ledger—**A payable ledger is the ledger that includes all the accounts affected by accounts payable transactions—invoices, cash disbursements, and vendor credits and debits.

**Payroll Deduction—**A payroll deduction is any amount withheld from an employee's check. For every deduction there is typically an employer liability incurred.

**Payroll Document—**A payroll document is the complete record of a payroll disbursement. This document includes an employee's gross income, deductions, net income, and employer obligations, as well as the related accounting data for the document.

**Payroll Income—**Payroll income comprises wages, reimbursements, and cash outlays recorded as part of a payroll entry. Payroll income normally is an operating expense.

**Payroll Journal—**The payroll journal is the journal into which all payroll activity—paychecks, income, deductions, and employer obligations—is recorded. When posted, this activity affects the balance of accounts in the payroll ledger.

**Payroll Ledger—**A payroll ledger is the ledger that includes all the accounts affected by posted payroll transactions—paychecks, income, withholding, and incurred obligations.

**Payroll Obligation—**An employer liability resulting from a payroll transaction, such as withholding federal taxes from an employee's paycheck.

**Posting—**Posting is the process of transferring transactions (documents) from the journal to the ledger.

**Posting Sequence Numbers—**All processes which "post" entered data into a storage area for completed documents have reports that feature a posting sequence number. These numbers are used to keep track of reports that should be permanently stored in your records. Each of these reports has its own sequence of posting numbers.

**Prepaid Asset—**This is an asset that you have paid for, but not yet received.

**Profit Center—**A "profit center" identifies a part of a company for which profits can be calculated separately. Sales and expenses for that division are designated with a "Department" number.

**Table 2: Simple Account Chart with Two Profit Centers**

| Number | Dept | Account Description | Type |
|---|---|---|---|
| 100000000 | | CASH IN BANK | ASET |
| 200000000 | | ACCOUNTS PAYABLE | LIABILITY |
| 300000000 | | EQUITY | CAPITAL |
| 400000000 | 100 | PRODUCT SALES | INCOME |
| 400000000 | 200 | PRODUCT SALES | INCOME |
| 450000000 | 100 | SERVICE SALES | INCOME |
| 450000000 | 200 | SERVICE SALES | INCOME |
| 500000000 | 100 | COST OF GOODS | EXPENSE |
| 500000000 | 200 | COST OF GOODS | EXPENSE |
| 600000000 | 100 | GENERAL EXPENSE | EXPENSE |

| | | | |
|---|---|---|---|
| 600000000 | 200 | GENREXPENSE | EXPENSE |

**Purchase Order—**A purchase order represents the purchase of merchandise from a vendor.

**Purchasing—**The purchasing system is one of several *Fitrix* modules. It provides an automated method for tracking purchases, tracking receiving, and projecting cash requirements.

**Receivable Documents—**There are four common types of receivable documents: a customer invoice, a customer cash receipt, a customer credit, and a customer debit.

**Receivable Journal—**The receivable journal is the journal into which all accounts receivable transactions—invoicing, credits, and debits—are recorded. When posted, these transactions affect the balance of accounts in the receivable ledger.

**Receivable Ledger—**A receivable ledger is the ledger that includes all the accounts affected by accounts receivable transactions—invoices, cash receipts, and customer credits and debits.

**Retained Earnings—**Retained earnings is the increase in equity that has resulted from profitable operations; net income to date minus dividends to date.

**Row—**A row is one set of specific information within a table. For example, an account table contains all the information about a single account in an account row. An account table contains as many rows as there are different accounts.

**Statement—**The customer statement shows the current activity for a given customer. The statement shows outstanding invoices, recent payments, credits, and debits to the customer's account.

**Store or Record—**Recording or storing a row is the process of saving it in the computer database after it has been added or updated.

**Table—**A table is where information is stored in a computer. A given table contains only a specific type of information. For example, an account table contains the different sales and expense accounts used by the system.

**Transaction—**A transaction is an event that is recorded in the accounting records. Typically, such an event involves the transfer of money, product, or services. Each transaction entered in the *Business* system is referred to as a "document."

**Trial Balance—**This is a work sheet used as a preliminary step to generating a Balance Sheet. The trial balance is a listing of every ledger account, along with its debit and credit balance. The total of all debit balances should equal the total of all credit balances.

**Update—**Updating a table is the process of changing rows within it. Whenever you change a description in the account table, for example, you are updating a row within that table.

**Vendor Accounts—**Though not an "account" in the general ledger sense, a vendor account is used to summarize what a vendor is owed at a particular point in time. A vendor's account is summarized by an aging statement.

**Vendor Activity—**Activity refers to any transaction involving a vendor that affects the balance of a vendor or ledger account. A summary of activity shows all transactions affecting those balances over a specified period of time.

**Vendor Aging—**A vendor aging report lists outstanding vendor invoices categorized by number of days from the vendor invoice date or due date.

Vendor aging reports can be setup to “age” in two different ways. In the first, an aging report can put outstanding vendor invoices into categories, ranging from those currently due to those past due. With this method, the aging categories reflect ever more serious levels of overdue payment.

In the second, an aging report can arrange outstanding vendor invoices into categories, ranging from those currently due to those that will be due in the future. This report is a projection of cash requirements. In this case, the aging categories reflect amounts due farther in the future.

**Vendor Balance—**The vendor balance is the amount owed to or owed by a vendor. If you owe a vendor money, the vendor’s account has a credit balance. If the vendor owes you money, the vendor’s account has a debit balance. A vendor’s balance is the sum of all open items pertaining to that vendor.

**Vendor Terms**—Vendor “terms” are the conditions under which the vendor expects payment from you. Vendor terms typically include the period of time within which you expect to pay that vendor’s invoices, any discounts allowed for early payment, and the time frame within which such discounts are allowed.

# Appendix A

## Forms

The standard Fitrix products have been designed to work with forms manufactured by the Harland Company. These forms can be ordered through the Harland Company, at 1-800-346-5316. Sample forms are also available.

Note: Those forms that have 530 in their number are for Fitrix version 530 and higher.

| Screen Number | Screen | Type |
|---|---|---|
| 4GEN1 | Invoice | Continuous |
| 4GEN1-530 | Invoice | Continuous |
| 4GEN6 | Invoice | Laser |
| 4GEN6-530 | Invoice | Laser |
| 4GEN2 | Statement | Continuous |
| 4GEN7 | Statement | Laser |
| 4GEN3 | Pick Ticket | Continuous |
| 4GEN3-530 | Pick Ticket | Continuous |
| 4GEN8 | Pick Ticket | Laser |

| | | |
|---|---|---|
| 4GEN8-530 | Pick Ticket | Laser |
| 4GEN5 | Payroll Check | Continuous |
| 4GEN10 | Payroll Check | Laser |
| 4GEN14 | AP Check | Continuous |
| 4GEN19 | AP Check | Laser |
| 4GEN11 | Purchase Order | Continuous |
| 4GEN12 | Purchase Order | Laser |
| 4GEN14 | Order Acknowl-edgement | Continuous |
| 4GEN20 | Packing List | Continuous |
| 4GEN21 | Packing List | Laser |
| DW2 | Double Window | Envelopes |
| DW73 | Double Window | Envelopes |

## Note

If your programs have been modified by your data processing department, Harland can design custom forms to your specifications.

# Index


## A

ABC Classifications, 44
Adjust Inventory Balances/Costs, 90
Administration Menu, 135
Alternate Items, 23
Average Cost Report, 119
Average Lead Times, 45

## B

Bin Location Set Up, 25, 26
Bin Location Update Quantities, 69

## C

Check Database Connections, 137
Check Database Status, 136
Clone Inventory Items, 73
Commission Definitions, 21
Conversion factor - selling, 36
Conversion factor- purchasing, 36
Copy Warehouse Function, 48
Corrective Action Codes, 96
Corrective Action Status Report, 105
Cost- Update Standard Cost, 68
Cost Valuation Report, 117
Count Over Short Report, 66
Count Sheet - Create, 56
Count Sheet- Edit Report, 66
Count Sheets - Posting, 66
Count Sheets - Print, 59
Count Sheets – Update Scanner Entry, 62
Count Sheets – Update Standard Entry, 59
Cross Sell Items, 30

## D

Delete Active Inventory, 72
Delete Inventory Items, 72
Delete Warehouses, 72

## E

Email Alerts, 103

## F

FIFO/LIFO Cost Stack, 46, 47
Forms- How to order, 163

## G

Glossary, 153

## I

Inventory Control Journal, 114
Inventory Defaults Screen, 13
Inventory Items-How to enter, 32
Inventory Receiving, 81
Inventory Shipping, 84
Inventory Status Report, 120
Inventory Transfers, 87
Inventory Turns Report, 121
Item Audit Report, 128
Item Classifications, 22
Item Lead Time Analysis, 126
Item Notes, 53
Item Shortage by Warehouse, 129, 130
Item Status View, 51, 52

## L

LIFO/FIFO Valuation Report, 118
Lot Expiration Report, 123

## M

Merge Customer Activity, 138
Merge Inventory Items, 74, 75, 76
Merge Ship To Activity, 138

## N

Non-Compliant Item List by Vendor, 131, 132

## O

Obsolete Items, 44

## P

Post Inventory Adjustments, 93
Post Inventory Received, 83
Post Inventory Shipped, 86
Post Inventory Transfers, 89
Price/Cost List Report, 111
Pricing- Update List Price, 67
Print Duplicate Customer Information, 138
Print Inventory Adjustments, 93
Print Inventory Received, 83
Print Inventory Shipped, 86
Print Inventory Transfers, 89
Purchase/Sales History Report, 115
Purge Activity, 137

## Q

Quality Analysis Report, 106
Quality Control, 94
Quality Measurement Data, 97
Quality Transactions, 100

## R

Reason Codes, 96
Rename Inventory Items, 74
Reorder Advice Report, 113
Reorder Detail Screen, 43
Reorder Point, 45
Reorder Quantity, 45
Resolve Scan Differences, 65
Restore Inventory Items, 72
Restore Warehouses, 73
Role Based Menus Setup, 137

## S

Safety Factor, 45
Safety Stock, 45
Sales projections, 26

**Sales Projections Analysis, 127**
**Security Reports, 137**
**Serial/Lot Composition Inquiry, 130, 131**
**SQL Queries, 140**
**Stock Location by Bin, 125**
**Stock Status Report, 112**

## U

**Unit of Measure Lists, 27**
**Update Batch Information, 138**
**Usage History View, 49**

## V

**Valuation Reports, 116**

## W

**Warehouse Definitions, 19**
**Warehouse Detail Screen, 40**