



# Inventory Accounting User Guide

Infor Distribution A+ Version Number 10.03.00

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The Inventory Accounting module tracks your inventory transactions in Distribution A+. With Inventory Accounting, you can effectively view and control your inventory. The inquiries and reports give you a complete picture of the inventory status.

You can tailor Inventory Accounting to help fit the way your business runs. By soft coding its options, Distribution A+ allows you to turn on and off functions within the module.

This section introduces you to Inventory Accounting and provides a summary of the following topics:

- Interfaces with other Distribution A+ modules
  - Ranking your Items
  - Costing/Pricing Considerations
  - Multiple Units of Measure
  - Additional Units of Measure
  - Physical Inventory and Cycle Counting
  - Material Safety Data Sheet Items
  - Hazardous Materials
  - Restricted Items
  - Authorized Item Codes (AICs)
  - Intrastat Report
  - Item Inquiry
  - Item on Receiver Inquiry
  - Item Audit Activity Inquiry
  - Available To Sell Inquiry
  - Available To Sell Report Selection Inquiry
  - Reports
-

## Interfaces with Other Modules

Inventory Accounting interfaces with the following modules:

- Order Entry
- Purchasing
- Inventory Management & Planning
- Bill of Material
- Warehouse Management
- Mail Server
- EDI
- Customer Consignment
- Point of Sale

Each interface is described briefly in this section.

### Order Entry

This section describes some of the features of the Inventory Accounting Interface with Order Entry.

### Inventory Allocation

Whenever an item is ordered through Order Entry, Inventory Accounting will accurately reflect that reduction/increase in inventory availability. The inventory is allocated to that order when it is ordered.

Inventory is not allocated for quotes, future, master, or master blanket orders. For regular (type ○) orders, you have the option, at the warehouse level, of either allocating inventory immediately, or of having the system determine the optimal allocation date for each order.

If your company is in a European Community (EC) member country, information on shipments to and returns from customers in other EC member countries is tracked to support preparation of the Intrastat Report. For more information on this report, refer to “Intrastat Report” on page 1-13.

### Minimum Gross Margin

Within Inventory Accounting, you can set a minimum gross margin percent at the item class or sub-class level. You can also select to put an entire order on hold during order entry if any one item from that item class/sub-class on the order falls below the minimum gross margin.

The minimum gross margin percent and gross margin hold for an item class/sub-class are entered through Item Class/Sub Class Maintenance (MENU IAFILE). When an item with that item class/sub-class is entered in Order Entry, a warning displays if the gross margin for the item is less than the

minimum value. Additionally, if **Hold order if line item falls below margin percent** is **Y** in Item Class/Sub Class Maintenance (MENU IAFILE), the order will be held with a gross margin (GM) hold code.

You may also set a minimum gross margin percent at the order level and select to hold any order whose total margin falls below that percent. This order-level minimum gross margin percent and gross margin hold are defined through Order Entry Options Maintenance (MENU XAFILE). Refer to this option in the Cross Applications User Guide for information.

## Extended Item Comments

Extended Item Comments (EICs) allow you to identify up to 9,999 lines (62 characters per line) of additional information about an item, such as warranty information, picking/packing instructions, or promotional information. To use EICs, you must key **Y** in the **Use Extend Item Cmmt** field through System Options Maintenance (MENU XAFILE) and then define comments for items through Item Master Maintenance (MENU IAFILE) or Customer/Ship-to Master Maintenance (MENU ARFILE). If you are using EICs, you can also choose to use EICs for specific warehouses, specific companies and customers, item groups, and customer groups. Through System Options Maintenance (MENU XAFILE), key **Y** in the

- **Warehouse Specific EIC** field to use EICs for specific warehouses
- **Co/Customer Spec EIC** field to use EICs for specific companies and customers
- **Use Item EIC Groups** field to use EICs for item EIC groups
- **Use Cust EIC Groups** field to use EICs for customer EIC groups

Once defined, EICs can be reviewed through the Item Inquiry or Order Entry processing and, based on user selections, can be printed on various order entry documents (such as, pick lists and invoices), automatically added as a line comment to an order when the item is ordered, and/or automatically displayed for the item when the item is being added to an order. EICs can also be displayed in Buyer's Workbench (Inventory Control Center) when reviewing Buying information details.

The EICs that display during order entry processing and print on order entry documents depends on the value you specify in the **Show All Qualifying EIC** field in System Options Maintenance (MENU XAFILE). Refer to System Options Maintenance (MENU XAFILE) for additional information about this field and to Item Master Maintenance (MENU IAFILE) for information about defining EICs.

Extended Item Comments may be included in the Advanced Item Search by activating the Extended Instance of Extended Item Comments for the system level authority of **Fields Used in Item Wild Card Search** of Application Action Authority (MENU XASCTY).

## Global Trade Item Number (GTIN) Usage

Global Trade Item Numbers (GTINs) are available in Distribution A+ to help you manage your products better, and to provide for improved and effective communication between distributors and their vendors, and distributors and their customers. As defined in the "An Introduction to the Global Trade Item Number" document, a GTIN is a unique identifier for trade items developed by the GS1 (a non-profit standards association), which include both products and services that are sold, delivered, and invoiced at any point in the supply chain. Such identifiers are used to look up product information in a database (often by inputting the number through a bar code scanner pointed at an actual product)

which may belong to a retailer, manufacturer, collector, researcher, or other entity. The uniqueness and universality of the identifier is useful in establishing which product in one database corresponds to which product in another database, especially across organizational boundaries.

Through UPC Item/UOM Cross Reference Maintenance (MENU IAFILE), you have the option to set up cross references in Inventory Accounting that can later be used in Order Entry and Purchasing. In Enter, Change, & Ship Orders (MENU OEMAIN) you will be able to enter GTINs for customers placing orders. The GTIN will be replaced by the Distribution A+ Item Number, and the GTIN will be stored as the Original Item Number for the line item. In Enter or Change Requisition (MENU POMAIN), you will be able to enter GTINs when placing an order with a vendor. The GTIN will be replaced by the Distribution A+ Item Number.

Throughout all applications, where the search item **Find** field is available, you will also be able to search for a GTIN by keying **G/** preceding your partial or full GTIN number.

---

NOTE: If a GTIN is entered and it is the same as a customer/item number that has been previously set up, no edit will occur and you will not be notified. Therefore, be sure to check your customer/item number references for any conflicts.

---

## Purchasing

This section describes some of the features of the Inventory Accounting Interface with Purchasing.

If Purchasing is installed, the receipt of inventory through Purchasing will affect inventory. This occurs as soon as receipts are posted in Purchasing. A return requisition will also allocate inventory if the **Update Inv** field is set to **Y** through Enter or Change Requisitions (MENU POFILE).

If your company is in a European Community (EC) member country, information on receipts from or returns to vendors in other EC member countries is tracked to support preparation of the Intrastat Report. For more information on this report, refer to the “Intrastat Report” on page 1-13.

## Global Trade Item Number (GTIN) Usage

For details on how the Inventory Accounting module interfaces with Purchasing regarding GTINs, refer to Global Trade Item Number (GTIN) Usage (p. 1-3).

## Inventory Management & Planning (IM&P)

If IM&P is installed, it will set the minimum and maximum balances of an item in the Item Balance File (ITBAL), ensuring appropriate stocking levels are maintained.

## Bill of Material (BOM)

If items are sold as assortments, kits, or manufactured items, BOM will affect the inventory levels. For instance, whenever you receive a manufactured item into stock, the inventory will be adjusted upward for the parent and down for the components.

## Warehouse Management (WM)

Warehouse Management's interface to Inventory Accounting provides a more detailed means by which inventory can be processed and tracked throughout its life-cycle. Functions from item definition, through item receipt, to item shipment are controlled in a more effective and efficient manner.

Interfaced with Inventory Accounting, Warehouse Management provides item master level identification and tracking to the lot and/or serial level so that, for example, item uniqueness can be assured, date sensitive inventory can be efficiently processed, and receipts of inventory in both fixed and variable case quantity amounts can be processed accurately. Warehouse Management also provides, at the item master level, item specification data (size, weight, etc.) to assist in the process of boxing/packaging outgoing inventory.

Item balance level interface features include the identification of a location class to ensure that the item is only stored in certain locations that have been identified to have a similar class. Additionally, put-away information may be provided to assist in the scheduling and executing of putting away inventory upon receipt.

The physical inventory process and inventory accounting transaction entry processes in a Warehouse Management environment are modified to accommodate these item master and item balance level features. Additionally, a Warehouse Management option [Adjust Inventory in Unknown Location (MENU WMMAST)] automatically creates an IA transaction group with the quantity adjustments needed to update the Item Balance File following a partial physical inventory.

## Mail Server

The Mail Server interface with Inventory Accounting allows you to set up a warehouse with an e-mail address through Warehouse Numbers Maintenance (MENU IAFIELD). Pick Lists and Pack Lists can then be automatically e-mailed to that warehouse.

In addition, any report or listing that prints from the Report Options Screen and any document that can be faxed can be e-mailed.

## Electronic Data Interchange (EDI)

If you have EDI installed, you can use Product Activity Data (852) (PAD) documents to have the system automatically notify vendors of changes in your inventory. During Day-End Processing (MENU XAMAST), the system will review item quantities in the Item Balance File for the vendors

and warehouses you have selected. The system will then create and send a PAD document, notifying vendors when selected quantities of any items of which they are the primary vendor have changed. The vendor can then submit a suggested order, ship a predetermined quantity of the item(s), or proceed with any other agreed upon action.

## Customer Consignment

If Customer Consignment is installed, in Inventory Accounting you will perform several setup and processing functions that will allow you to establish your customer consignment warehouses and transfer inventory into those warehouses. Refer to the Overview and Introduction chapters in the Customer Consignment User Guide for details.

## Point of Sale

The item information that you have defined in your system through Item Master Maintenance and Item Balance Maintenance (MENU IAFILE) is available to Point of Sale. If you want to be able to scan items during the sales transaction, you can associate the items that you currently have defined with universal product code (UPC) bar codes through Item UPC/UOM Cross Reference Maintenance (MENU PSFILE). All types of items are fully supported, including lot, serial, and catch weight.

---

## Ranking your Items

The following two reports allow you to view your items by ABC ranking and inventory turns:

- The ABC Analysis allows you to view generated rankings for selected items. Additionally, if you choose, the system can automatically update the Item Balance File for each of those items with the generated rankings. This automatic update eliminates the need for you to perform individual file maintenance on the ABC code in Item Master Maintenance (MENU IAFILE) for each of the items selected.
- The Inventory Turns Analysis allows you to view your inventory turnover rate and analyze whether or not certain items should be stocked in your warehouse.

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## Costing/Pricing Considerations

Distribution A+ allows four different costs. They include standard, average, user, and last cost. The average and last costs are maintained by Distribution A+. The standard and user costs remain the same until updated by inventory transactions, the Price Maintenance module (if installed), or manual adjustments through file maintenance.



Prices established at the item level can be overridden at the warehouse level if so allowed, via the **Allow WH Pricing** field in System Options Maintenance (MENU XAFILE). Order Entry will check for and call in any warehouse level overrides when performing order processing.

Inventory Accounting allows you to define item taxing information at the Item Master level and at the Item Balance level. Item taxing information defined at the Item Balance level will supersede item taxing information defined at the Item Master level.

For additional information, see Costing Considerations (p. 3-3).

## Warehouse Level Pricing

After defining an item through Item Master Maintenance, you can use the same option or the Item Balance Maintenance Option (MENU IAFILE) to specify item prices for each warehouse that uses warehouse level pricing. This creates a record in the Item Balance File (ITBAL). When International Currency is installed this process stores item prices in the local currency of the warehouse's company. Service charges and container charges for these items continue to be stored in the system's primary benchmark currency in the Item Master File (ITMST).

For more information on warehouse level prices, refer to Item Level and Warehouse Level (Balance) Pricing and Pricing Hierarchy in the O/E Pricing section of the Order Entry Manual.

## Multiple Country/Currency Pricing

When International Currency is installed, after defining an item through Item Master Maintenance (and specifying warehouse prices if using warehouse level pricing), you can use Item Master Maintenance (or Item Balance Maintenance) to specify different prices for the item based on the countries and currencies in which it is sold. This creates a record in the International Currency Price List File (ICPRC), which stores item prices, service charges, and container charges in the specified currency.

## First In First Out (FIFO) / Last In First Out (LIFO) Costing Methods

If you are using a costing method (FIFO or LIFO), as determined through Inventory Accounting Options Maintenance (MENU XAFILE), you will be able to track your costs using the method you select. This costing method will be used as the default for costing throughout Distribution A+, and the costing layers will be automatically tracked.

If you select FIFO costing, this costing method assumes that the first unit received into inventory is the first sold. For example, if 200 units were received on Monday at a cost of \$1 per unit, and 200 more units were received on Tuesday at \$1.25 per unit, at the end of the day on Tuesday, the inventory valuation would be \$450  $((200 * \$1) + (200 * 1.25))$ . Then, according to FIFO, if the warehouse sold 200 units on Wednesday, the Cost of Goods Sold for Wednesday would be \$200  $(200 \text{ units} * \$1)$  since

this was the cost of each of the first 200 units received into inventory at \$1. Remaining inventory valuation for Wednesday night would be \$250 ( $\$1.25 \times 200$  units on hand).

If you select LIFO costing, this costing method assumes that the last unit received into inventory is the first sold. The older inventory, therefore, is left over at the end of the accounting period. For example, if 200 units were received on Monday at a cost of \$1 per unit, and 200 more units were received on Tuesday at \$1.25 per unit, at the end of the day on Tuesday, the inventory valuation would be \$450 ( $(200 \times \$1) + (200 \times 1.25)$ ). Then, according to LIFO, if the warehouse sold 200 units on Wednesday, the Cost of Goods Sold for Wednesday would be \$250 (200 units  $\times$  \$1.25 per widget) since this was the cost of each of the last 200 units received into inventory at \$1.25. Remaining inventory valuation for Wednesday night would be \$200 ( $\$1.00 \times 200$  units on hand).

If you select not to have a costing method, average costing will be used as the default costing method, and the Cost Layer File (IACSLY) will not be updated with this type of costing method. Average costing takes the weighted average of all units available for sale during the accounting period and then uses that average cost to determine the Inventory Value and Cost of Goods Sold. In the previous example, the average cost for inventory would be \$1.125 per unit, calculated as  $[(200 \times \$1) + (200 \times \$1.25)]/400$ . Therefore, on Tuesday night, the Inventory Valuation would be \$450 (400 units  $\times$  \$1.125/unit). This value is the same as FIFO costing. However, if 200 units were sold on Wednesday, the Cost of Goods Sold for Wednesday would be \$225 ( $200 \times 1.125$ ) and the remaining Inventory Valuation would be \$225 ( $\$1.125 \times 200$  units on hand).

For additional information, see Costing Considerations (p. 3-3).

---

## Multiple Units of Measure

### Stocking/Pricing U/Ms

Distribution A+ provides four units of measure for a given item in the Item Master File. The first three are used to define inventory stocking units of measure; only the first stocking unit of measure is required. The fourth (which may be one of the stocking units of measure, or a completely different unit of measure) is used as your pricing unit of measure.

When setting up an item, you select the conversion from one unit of measure to another. Each unit of measure entered is validated against the values defined through Unit of Measure Maintenance (MENU IAFILE2). Therefore, be sure to define your units of measure before setting up an item's stocking/pricing units of measure. You will be required to specify whether the unit of measure you are defining may be used as a stocking unit of measure, and also, if EDI installed, select the EDI unit(s) of measure that will be linked to the Distribution A+ unit of measure.

### Multiple U/Ms

Distribution A+ also allows for items to be sold in multiple units of measure by means of additional units of measure (refer to "Additional Units of Measure" on page 1-9). When the **U/M** field is left

blank during order entry and order inquiry, the system will execute a series of steps in order to determine the correct default selling unit of measure to use.

## Determining the Default Selling Unit of Measure

When the **U/M** field is left blank during order entry or order inquiry, the system performs the following steps in this sequence to determine the default selling unit of measure to use:

1. Checks the Customer/Item Default U/M File [maintained through Customer/Item Dflt U/M (MENU ARFIL2)], if **Use Customer Default U/M** field is set to **Y** in Order Entry Options Maintenance (MENU XAFIL2), to see if a customer/item default ordering unit of measure exists. If one does not exist, Distribution A+ proceeds to step 2.
2. Checks the Item Balance File [maintained through Item Balance Maintenance (MENU IAFIL2)] to see if a warehouse level default ordering unit of measure exists. If one does not exist, Distribution A+ proceeds to step 3.
3. Extracts the default unit of measure entered in the Item Master File [maintained through Item Master Maintenance (MENU IAFIL2)].

If the unit of measure was extracted from either the Customer/Item Default U/M File or Item Balance File, Distribution A+ will then perform the following additional checks:

1. Checks if the selected unit of measure is an additional or a stocking unit of measure.
2. If the unit of measure selected is a stocking unit of measure, then Distribution A+ continues on with order entry.
3. If the unit of measure is an additional selling unit of measure, the quantity entered is then converted to the stocking unit of measure that the additional unit of measure is related to.

---

NOTE: If the calculated value is not a whole number, the **Fraction Code** field in the Additional Unit of Measure File determines if the number is to be rounded up/down, adjusted up, or kept the same (no rounding).

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4. If the unit of measure is entered with the item, Order Entry will check if it is valid (either as a stocking or additional unit of measure) and then perform any necessary conversions.

## Additional Units of Measure

Distribution A+ allows for additional units of measure to be defined for an item in the Additional Units of Measure File. Setting up additional units of measure will enable an item to be sold in different units of measure, other than the three stocking units of measure defined in the Item Master File.

Defining additional units of measure for an item is useful if you need to sell an item in a unit of measure that is different than one of the stocking units of measure for the item. Each additional unit of measure defined will relate back to one of the stocking units of measure. You may then, if desired, set up a customer/item default unit of measure through which will be used in Enter, Change & Ship Orders (MENU OEMAIN) to determine the correct selling unit of measure when the **U/M** field is blank. When a new line item is entered during order entry, you will have the option to select one of the three stocking units of measure for the item, select one of the additional units of measure defined for the

item, or have Distribution A+ select the customer/item default unit of measure (if the **U/M** field is left blank), if one has been defined.

---

NOTE: Before “additional” units of measure may be defined for an item, the desired units of measure must first be set up through Unit of Measure Maintenance (MENU IAFIL2). Furthermore, once a unit of measure has been defined as an “additional” unit of measure, it *cannot* be used as one of the three stocking units of measure for the item.

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## Physical Inventory and Cycle Counting

Distribution A+ has a flexible physical inventory system. Once you have actually performed your physical inventory, you may begin using Distribution A+ again. This reduces the need to key in all the results of the physical inventory before beginning normal business again.

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## Safety Data Sheet Items

A Safety Data Sheet (SDS) is a document that may be required by the Occupational Safety & Health Administration (OSHA) to be provided to every customer who receives a hazardous (SDS) item. If it is required that an SDS be provided, an SDS Tracking feature is available. This feature allows you to easily track the requirement of providing a SDS, informing you when the SDS should be sent to customers with their first shipment and with any subsequent shipments if the chemical formulation has changed.

SDS tracking may be activated through Order Entry Options Maintenance (MENU XAFIL2). If activated, you may specify to print an SDS message (**\*\* SDS \*\***) on Pick Lists, Pack Lists, and/or Invoices. This message alerts the distributor to send the appropriate SDS along with the shipment. If you choose not to print a message on any of the above mentioned documents, the system will still track the need to send a message in the Pending SDS File (OEPMS); information is added to this file each time applicable invoicing occurs.

Conversely, you may print a report identifying any pending SDS requirements found in the Pending SDS File for the selected company or all companies. This report, referred to as the SDS Picking List Report, may be generated on demand through SDS Picking Instructions (MENU OEREPT), or automatically during Day-End Processing (MENU XAMAST).

A history of all SDS requirements will be retained. This data may be used to generate any required reports and provides an audit trail into the requirements and distributions of an item tracking SDS.

For additional information, refer to the following menu options:

- Order Entry Options Maintenance (MENU XAFIL2) in the Cross Applications User Guide, on the Maintain O/E Options - Miscellaneous Settings Screen 3, to identify the usage of Safety Data

Sheets for this company, and the method to notify the staff that new Safety Data Sheets must be sent to the customer for purchased items.

- Item Master Maintenance (MENU IAFILE) of the Inventory Accounting User Guide, where an item will be identified as needing to supply Safety Data Sheets to customers by entering an SDS Date.
- Customer/Ship to Master Maintenance (MENU ARFILE), where the customer or customer ship-to may be flagged as being a customer or customer ship-to who requires a SDS.
- SDS Picking Instructions (MENU OEREPT) in this Users Guide, where, based on set up choices, Safety Data Sheet picking instructions and customer shipping labels may be available for printing.

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## Hazardous Materials

Distribution A+ allows for the entry of hazardous material information if, in Item Master Maintenance (MENU IAFILE), the **DOT Reg** field is **Y** or the **SDS Date** field contains a value and if, in System Options Maintenance (MENU XAFILE), **Hazardous Materials** is set to **Y**. This information may be entered for viewing purposes only or may be entered for both viewing and tracking purposes.

With the use of hazardous material information, two documents will be created based on the hazardous material information entered into the system. These documents are referred to as the HAZMAT Shipping Papers and the HAZMAT Carrier Weight Summary Report.

If hazardous materials will be distributed and tracked by the system, Distribution A+ will set up, check, and produce hazardous material information for “HAZMAT” items entered on an order through Enter, Change & Ship Orders (MENU OEMAIN).

For additional information, refer to the following areas:

- System Options Maintenance (MENU XAFILE), of the Cross Applications User Guide, where you indicate if hazardous materials will be distributed and the weight measure (e.g. LBS) being used.
- Warehouse Numbers Maintenance (MENU IAFILE), in this user guide, provides the warehouse address and emergency contact and contract information, as well as identification of when to print the HAZMAT Shipping Papers and Weight Summary.
- Item Master Maintenance (MENU IAFILE), in this user guide, where hazardous material information may be entered about an item if an **SDS Date** is entered or **DOT Reg** field is set to **Y**.
- Hazardous Material Message Codes Maintenance (MENU IAFIL2), in this user guide, where material message codes are defined so that they may help identify a hazardous item.
- Hazard CAS# Maintenance (MENU IAFIL2), in this user guide, where Chemical Abstract Service Numbers are defined so that you may identify an item’s chemical ingredients.
- Hazard Class Code Maintenance (MENU IAFIL2), in this user guide, where class codes are defined and associated pictograms are assigned.
- Hazard DOT# Maintenance (MENU IAFIL2), in this user guide, to maintain the unique hazardous materials identifiers provided by the Department of Transportation.

- Hazard Pictogram Code Maintenance (MENU IAFIL2), in this user guide, to identify the standard hazardous materials pictograms.
- Carrier Order Inquiry (MENU OEMAIN), of the Order Entry User Guide, where the HAZMAT Shipping Papers and the HAZMAT Carrier Weight Summary Report are shown and explained.

---

## Restricted Items

Since distributors may have the need to restrict certain customers from ordering certain items, product restriction codes are provided which allow or deny the sale of certain items for certain customers. In some instances, the products can only be sold to customers with valid licenses; in other instances, items are stocked only for certain customers. Products may also be excluded from some states.

Product restriction codes are provided to identify restricted items and to define the parameters necessary to perform these restrictions. Fields in the Customer and Ship-to Master files will specify if a customer should be checked for product restrictions. License number and expiration date verification can also be part of the restriction checking process. To minimize item maintenance, restrictions can be defined to either prevent or allow the sale of an item.

By defining product restriction codes through Product Restriction Codes Maintenance (MENU OEFIL2), you may designate the approval or denial of the sale of an item. To do this, a defined product restriction code is entered in Item Master Maintenance (MENU IAFIL2) for an item. Customer Authorizations Maintenance (MENU OEFIL2) may then be used to assign customers to restriction codes, or for individual items. This is what determines if the customer is allowed to or prevented from purchasing items with a specific restriction code (a group of items), or a single item (one item number).

When a restricted item is requested during Enter, Change & Ship Orders (MENU OEFIL2), the restriction parameters will be checked for the customer for whom the order is being entered (if this customer requires a product restriction check), and authorization to purchase the item will be allowed or denied.

For additional information, refer to the following areas in the Order Entry manual:

- O/E Order Processing section
- Product Restriction Codes Maintenance (MENU OEFIL2)
- Customer Authorizations Maintenance (MENU OEFIL2)
- Restricted Product Sales Report (MENU OEREPT)
- Unauthorized Req for Restricted Products Report (MENU OEREPT)
- Enter, Change & Ship Orders (MENU OEMAIN); Item Entry Screen

Also refer to Customer/Ship to Master Maintenance (MENU ARFILE) in the Accounts Receivable manual.

## Authorized Item Codes (AICs)

To restrict a particular customer from only ordering from a subset of your available items, AICs may be created through Authorized Item Codes Maintenance (MENU OEFIL3). AICs allow you to designate which items you want your customers or ship-to's to be authorized to purchase.

Once AICs are created, you can assign items and/or item classes/sub classes to each applicable AIC, and then add the AIC to each customer or ship-to number. Those customers or ship-to's will then only be able to place orders for items specified on the assigned AIC either by item number or by its item class/subclass.

In addition to creating AICs through Authorized Item Codes Maintenance, you will also be able to assign a system defined AIC of \*CONTR to a customer or ship-to which will allow the customer or ship-to to only order items for which a current contract has been set up, if **Use Customer Contracts** is Y in Order Entry Options Maintenance (MENU XAFIL5).

If any unauthorized requests to purchase items were made for customers set up with an AIC, you can also select (through Authorized Item Codes Maintenance) to have the unauthorized requests logged/recorded. If so, whenever a customer attempts to purchase an item that is not included on their AIC, a record will be recorded in the OE Unauthorized Orders File (OEUAU) even if the request was overridden by an authorized user during Order Entry. You can then print the Unauthorized Requests for Authorized Item Code Report (p. 35-9) through Unauthorized Req for Restricted Products (MENU OEREPT) to view all unauthorized requests that were made.

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## Intrastat Report

The Intrastat Report (p. 24-8) is a monthly report submitted by companies in European Community (EC) member countries to their respective governments. The report details all shipments (dispatches) to and receipts (arrivals) from other EC member countries and replaces customs declarations as a source of trade statistics within the EC.

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NOTE: Each EC member country has slightly different requirements for the format and content of the Intrastat Report (p. 24-8). Distribution A+ currently produces this report only for the United Kingdom.

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Information for the Dispatch Report is derived from Order Entry sales order history and Purchasing PO returns history. Information for the Arrival Report is derived from Purchasing receipt history and Order Entry sales returns. PO landing cost history is also used, if one or more landing costs have been defined as being included in the report. No information is included in either report for:

- Inventory transactions entered through Enter/Update Transactions (MENU IAMAIN)
- Work order receipts
- Work order outside service receipts
- Drop ship item receipts

When you print the Intrastat Report (p. 24-8), you can also print the Intrastat Audit Report (p. 24-13) through the same menu option. The Intrastat Audit Report lists all of the transactions that were successfully included in the Intrastat Report and each transaction line for which an error occurred when the report was created. You can then correct any errors and rerun the Intrastat Report.

Before the system can begin to track the data required for the Intrastat Report, you must:

- define country names, FOB codes, transport modes, carrier codes, and commodity codes
- assign the applicable codes to vendor, customer, item, and warehouse records

For more information about setting up your files and using the Intrastat Report, refer to the description of the Intrastat Report option (MENU IAREPT).

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## Item Inquiry

The Item Inquiry (MENU IAMAIN) has many capabilities built into it. You can view all fields relating to an item through this inquiry. Use it as the starting point for investigating questions about your items.

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## Item on Receiver Inquiry

The Item on Receiver Inquiry, accessed through the Item Inquiry (MENU IAMAIN) via the **F17=ON REVCN** function key on the Inventory Status Screen, allows you to review a list of receivers which contain the following:

- selected item number
- company number
- warehouse ID

Other information displayed includes:

- the PO quantity on-hand
- receiver number or purchase order number
- vendor
- quantity (etc.)

You also may access the Receiver Inquiry or PO Receiver Note Pad.

Refer to the Purchasing User Guide for details regarding this inquiry.



## Item Audit Activity Inquiry

The Item Audit Activity Inquiry, accessed through the Item Inquiry (Menu IMAIN) via the **F18** function key on the Item Inquiry Selection Screen, allows you to review item change activity. All changes made to item master information (aside from Hazardous Material changes (ITHAZ) and International Currency Price changes (ICPRC)), item balance activity, IM&P Balance and Advanced Inventory Balance and item warehouse activity, if you are using Warehouse Management, can be tracked. You can then review those changes through this inquiry. This will provide you with a means by which you can track and review changed item information.

Item information that has been changed is available in this inquiry based on the value entered in the system option field called **Days to Keep Item Master/Item Balance Audit Activity**, which is located in Inventory Accounting Options Maintenance (MENU XAFILE). Records that are older than the number of days entered in this field will be purged when you access the Item Audit Activity Inquiry. If zero is entered in this field, the system will not track any item change activity. Also, an item that was deleted is not available for review through the Item Inquiry and therefore activity for that item will not be available. When an item is deleted through Item Master Maintenance or Item Balance Maintenance, any previously tracked data for that item at that level will also be deleted.

Item Activity related to IM&P Balance File (IMBAL) or Advanced Inventory Balance File (AIBAL) records is also activated by entering a number of days in the system option field called **Days to Keep Item IM&P or AIM Balance Audit Activity** in Inventory Accounting Options Maintenance (MENU XAFILE). If you choose to track IM&P or AIM activity, records that are older than the number of days entered in this field will be purged when you access the Item Audit Activity Inquiry. If zero is entered in this field, the system will not track any item change activity. Also, an item that was deleted is not available for review through the Item Inquiry and therefore activity for that item will not be available. When an item is deleted through Item Master Maintenance or Item Balance Maintenance, any previously tracked data of IM&P or AIM activity for that item will also be deleted.

Information that displays through this inquiry includes:

- the description of the activity performed on the item through Item Master Maintenance, Item Balance Maintenance, IM&P Balance and Advanced Inventory Balance updates (add, change, suspend, or reinstate)
- the user ID of the person who performed the activity
- the date and time on which the activity was performed
- the specific field values that were changed; for each field that was changed, the previous value and new value displays

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## Available To Sell (ATS) Inquiry

The ATS Inquiry, accessed through the Item Inquiry (MENU IMAIN) or ATS Report Selection Inquiry (MENU IMAIN), allows you to inquire into detailed information relating to the net availability of items. You may access available to sell summary information and detailed period information (purchase orders/orders in due date/requested ship date sequence.)

Additionally, you may enter comments to be associated with a specific item in a specific warehouse and designate if the comments will print on ATS reports or will be for internal purposes only.

---

NOTE: The menu option from which the ATS inquiry is accessed determines the items that may be reviewed. If you accessed it through the Item Inquiry (MENU IAMAIN), ATS information for any item (including those not designated as ATS “time-phased” items in the Item Balance File) may be reviewed. If you accessed it through the ATS Report Selection Inquiry (MENU IAREPT), only those items designated as ATS items and selected through ATS Exception Report (MENU IAREPT) may be reviewed.

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## Available To Sell (ATS) Report Selection Inquiry

The ATS Report Selection Inquiry (MENU IAMAIN) allows you to review all exception reports printed through ATS Exception Report (MENU IAREPT). When a report is printed through, it is based on selection criteria entered to run the report. This criteria is saved when the report is run so that you may review this criteria on-line through this inquiry. In addition to reviewing this criteria, you have the option to change the selection criteria to see different available to sell summary information results.

You may distinguish a report based on a report ID description keyed for the report when it was run through the ATS Exception Report option (MENU IAREPT). Each report requires a report ID description, which should be representative of the report, allowing you to easily recognize the one you wish to display through this inquiry. A unique system generated report number also is assigned to each report to help you identify a report.

Additionally, information for all ten period ending dates will be provided for the selected report, and comments may be viewed as well as entered for a specific item in a specific warehouse. Note that comments may be entered through this inquiry or through the ATS Inquiry accessed through the Item Inquiry (MENU IAMAIN).

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NOTE: Only those items designated as ATS (“time-phased”) items and selected through ATS Exception Report (MENU IAREPT) may be reviewed during this inquiry. Items are designated as ATS items through Item Balance Maintenance (MENU IAFILE).

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## Reports

Inventory Accounting has a variety of reports to track your items. Use the Inventory Accounting Reports Menu (MENU IAREPT) to print any of the following reports:

- Stock Status Report
- Inventory Valuation Report

- ABC Analysis Report
- Inventory Turns Report
- Cycle Count Analysis Report
- Item Shortage Report
- Item Price List Report
- Item Transaction History Report
- Item Hazardous Material Report
- Additional U/M Listing
- Item Transaction History G/L Report
- Available To Sell Exception Report
- Available To Sell Summary Report
- Extended Item Comment Report
- Intrastat Report



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Inventory transactions are performed when you would like to alter quantities, alter costs, transfer inventory, or receive inventory.

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NOTE: If Purchasing is installed, inventory is received through that module instead of this one.

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Inventory transactions are processed in groups, called inventory transaction groups. An inventory transaction group should contain at least one inventory transaction (unless deleting the group). An inventory transaction group is keyed, edited, modified (optionally) and posted. Each inventory transaction can have up to four lines of transaction comments, each sixty characters long.

Normal posting of inventory groups [through Process Transactions (MENU IMAIN)] updates Item Balance Files with on-hand quantities, available quantities, etc. However, the associated general ledger updates are not posted at this time.

Instead, the general ledger postings to occur are stacked in a work file until either Day-End Processing (MENU XAFIL) or the Post Inventory Accounting Transactions to G/L option (MENU IMAST) is run. Posting of general ledger transactions via MENU IMAST will submit the postings to the Distribution A+ Transaction Processor. Once these general ledger postings occur, general ledger information will be available for inquiry.

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## Inventory Transaction Processing Steps

The following steps summarize the points of inventory transaction entry. Option numbers of the associated functions are included. If you have specific questions regarding the option, refer to the Reference Guide section of this manual for a detailed explanation of the fields, function keys, and screens.

1. Create standard or recurring transaction comments to be utilized in Inventory Accounting.
  2. Manually prepare your cost adjustments, quantity adjustments, warehouse transfers, and receipts (if necessary).
  3. Enter an inventory transaction group via Enter/Update Transactions (MENU IMAIN). Optionally include any transaction comments.
  4. Edit the inventory transaction group via Edit Transactions (MENU IMAIN).
-

5. If errors are detected, correct the inventory transaction group through Enter/Update Transactions (MENU IAMAIN). Return to step 4.
6. Post the inventory transaction group via Process Transactions (MENU IAMAIN).
7. Optionally run the Inventory Accounting to G/L posting to update general ledger via the Post Inventory Accounting Transactions to G/L (MENU IAMAIN), or wait until Day-End Processing automatically performs the posting for you.
8. Retain all printed journals for audit logs.

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## Inventory Transaction Components

Entering inventory transactions consists of three major components.

- An inventory transaction is entered through Enter/Update Transactions (MENU IAMAIN) or, if Warehouse Management is installed, is generated automatically through Adjust Inventory in Unknown Location (MENU WMMAST);
- Edited through Edit Transactions (MENU IAMAIN); and,
- Posted through Process Transactions (MENU IAMAIN).

Transaction comments can also be added to or edited in the transaction group. Manually created transaction comments can be created and maintained through Transaction Comments (MENU IAFILE), and utilized for your transactions.

## Transaction Entry

Inventory transactions are keyed into an inventory transaction group. This is performed through Enter/Update Transactions (MENU IAMAIN).

## Transaction Comments

Inventory transaction comments can be manually keyed for each transaction, or can be created, stored, maintained, and called into desired transactions (note that one method does not preclude the other.)

Inventory Accounting transaction comment codes also are available in order for you to use comments repeatedly. The inclusion of a transaction comment (whether keying a new comment for a specific transaction or including an existing comment using a transaction comment code), can be accomplished when a transaction is keyed. Additionally, since existing comments and their codes are maintained, lists are available for viewing and selecting purposes.

Each transaction is allowed up to four lines (60 characters each) of transaction comments.

Refer to Transaction Comments (MENU IAFILE) in the Reference Guide of this manual for additional information.

## Transaction Edit

An inventory transaction group is verified (prints a listing of your entries) and validated (indicates any errors made during transaction entry). This is performed through Edit Transactions (MENU IAMAIN). An inventory transaction group cannot be posted until it has successfully passed this edit.

## Transaction Post

Item information is updated based on the inventory transactions in an inventory transaction group. After an inventory transaction group has been entered and edited, it is posted. It is through this posting of the inventory transaction group that the individual inventory transactions are posted to the Item Balance File (ITBAL).

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### Important

Related general ledger updates do not occur however, until Day-End is run, or Post Inventory Accounting Transactions to G/L (MENU IAMAIN) is run. Once these general ledger postings occur, general ledger information will be available for inquiry.

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## Transaction Entry

### Inventory Transaction Groups

An inventory transaction group is used to enter, edit, and post individual inventory transactions. To avoid having to process transactions individually, you may enter several inventory transactions into the same group and then edit and post that group. The sequence in which the individual transactions were keyed makes no difference.

Distribution A+ allows you to view all unposted groups at any time. Unposted inventory transaction groups fall into one of two categories:

- **ACTIVE:** The group has been entered or updated through Enter/Update Transactions (MENU IAMAIN) or Adjust Inventory in Unknown Location (MENU WMMAST), and has not been edited through Edit Transactions (MENU IAMAIN).
- **EDITED:** The group has been edited through Edit Transactions (MENU IAMAIN). A group retains the status of edited (E) until processing is complete and the group is removed.

After posting a group, it is deleted. Additionally, if a selected group is in use at another workstation, an error message displays informing you that the group is unavailable.

## Inventory Transaction Types

Inventory Transactions are made for a variety of reasons, and often times it is helpful to know exactly what those reasons are. Distribution A+ specifies 13 separate reasons for making an inventory transaction, and has assigned a transaction code to each. Inventory transaction comments and codes for those comments are also available to provide descriptive text concerning each transaction. Each transaction has the potential to positively or negatively affect the inventory and/or cost of a from warehouse and/or a to warehouse. These transaction types are provided in the chart that follows and are described in the ensuing paragraphs.

SUMMARY OF INVENTORY TRANSACTION TYPES					
Trans Code	Transaction Description	From WH	To WH	Qty	Cost
A	Quantity Adjustment	Y	N	Y (+,-)	N
C	Cost Adjustment	Y	N	Y (+)	Y (+)
F	User Cost Maintenance	Y	N	N	Y (+)
G	Average Cost Maintenance	Y	N	N	Y (+)
I	Quantity Issue	Y	N	Y (+,-)	Y (-)
L	Last Cost Maintenance	Y	N	N	Y (+)
M	Quantity Move or Convert Down	Y	N	Y (+)	N
O	Quantity on Order (Purchasing)	Y	N	Y (+,-)	N
P	Physical Inventory Adjustments	Y	N	Y (+,-)	Y (+,-)
R	Inventory Receipt	Y	N	Y (+,-)	Y (+)
S	Standard Cost Maintenance	Y	N	N	Y (+)
T	Warehouse Transfer	Y	Y	Y (+)	N
U	Quantity Move Up	Y	N	Y (+)	N
Y	Inventory Recount	Y	N	Y (+)	N
Z	Sales - created from Day End	Y	N	Y (+,-)	Y (+,-)

### Quantity Adjustment

You adjust the quantity in a warehouse through the quantity adjustment inventory transaction. You key in the quantity loss or gain. This adjusts the quantity on-hand, quantity of unposted inventory, adjustments month-to-date, and adjustments year-to-date. The G/L inventory and quantity adjustment



write off accounts are updated with the cost (Standard, User, or Average) specified in the **Cost to be Used for GL** field in Order Entry Options Maintenance (MENU XAFILE).

If you are using Warehouse Management, after you complete a partial physical inventory and update the inventory counts, you can create quantity adjustment transactions automatically through Adjust Inventory in Unknown Location (MENU WMMAST). These transactions are needed to update the Item Balance File to reflect the inventory counts.

If you are using a costing method (LIFO/FIFO), as determined through Inventory Accounting Options Maintenance (MENU XAFILE), it is important to record costs on all inbound transactions. You will be able to enter in a cost when you are performing a positive adjustment or negative issue. If you select not to enter in a cost, the system will default in the current average cost for the cost layer update.

It is also important for General Ledger purposes, that you be able to adjust the cost for cost layers to ensure that the General Ledger accounts are reconciled correctly. When a negative quantity is entered for a quantity adjustment, a screen will display where you will be able to select the cost layers you want to adjust. When you do this, you are overriding the normal automatic LIFO/FIFO cost layer selection for a transaction.

## Cost Adjustment

This allows you to adjust the average cost in the Item Balance File (ITBAL). This is calculated as a weighted average, therefore, it is very difficult to have the cost adjustment affect the cost exactly the way you would like it. This is due to the fact that orders and receipts have probably been performed since you entered the original cost. If you would like to change the cost to a certain value, enter transaction code G - Average Cost Maintenance (refer to the Costing Considerations section in the Using Inventory Accounting section of this manual for an example of cost maintenance transactions). G/L is updated for cost adjustment write off and inventory.

## User Cost Maintenance

Use this type of transaction to change the user cost to a certain value. To maintain the user cost using inventory transactions rather than manually updating the Item Balance File data, *Cost Maintenance Transactions Allowed* must be Y in Inventory Accounting Options Maintenance (MENU XAFILE); otherwise, you will not be allowed to enter this transaction type. The G/L inventory and inventory write off accounts are updated.

## Average Cost Maintenance

Use this type of transaction to change the average cost to a certain value. To maintain the average cost using inventory transactions rather than manually updating the Item Balance File data, *Cost Maintenance Transactions Allowed* must be Y in Inventory Accounting Options Maintenance (MENU XAFILE); otherwise, you will not be allowed to enter this transaction type. G/L is updated for cost adjustment write off and inventory.

## Quantity Issue

Use this transaction type to take an item off the shelf without actually selling it (e.g., gifts or samples.) This adjusts the quantity on-hand, quantity of unposted inventory, adjustments month-to-date, and adjustments year-to-date. To make a negative entry into inventory, enter a positive quantity. The G/L transaction is: debit inventory. To make an addition to inventory, enter a negative debit invoice and/or work order quantity. The G/L transaction is: credit inventory and debit quantity adjustment write off.

You will be able to enter a cost when you are performing a positive adjustment or negative issue and a costing method (LIFO/FIFO) is being used, as determined through Inventory Accounting Options Maintenance (MENU XAFIL). If you select not to enter in a cost, the system will default in the current average cost for the cost layer update. The Cost Layer Adjustment Maintenance Selection Screen (p. 5-41) will not display for a quantity issue; this screen will only display if a costing method was selected and a negative adjustment is being applied.

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NOTE: Bill of Material issues components to parents of manufactured items and kits.

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## Last Cost Maintenance

Use this type of transaction to change the last cost to a certain value. To maintain the last cost using inventory transactions rather than manually updating the Item Balance File data, *Cost Maintenance Transactions Allowed* must be Y in Inventory Accounting Options Maintenance (MENU XAFIL); otherwise, you will not be allowed to enter this transaction type. G/L is not updated.

## Quantity Move Down

This transaction is allowed for items which have multiple stocking units of measure (e.g., if you store an item in cases and dozens). When your inventory runs low on the smaller unit of measure, you can manually break up the larger unit of measure to increase the quantity on-hand in the smaller unit of measure. This can also be accomplished automatically (at Day-End) if you have a negative quantity on-hand and answered Y to *Allow System Generated Automatic Move Downs* in Inventory Accounting Options Maintenance (MENU XAFIL). G/L is not updated.

## Quantity On Order

This is the tracked quantity that you have on order with your vendors. This transaction will be done automatically if you have Purchasing installed. If Purchasing is not installed, you may desire to track this quantity by manually creating a transaction of this type and keying the ordered quantity. G/L is not updated.

## Physical Inventory Adjustments

Physical Inventory Adjustments are created when a full physical inventory is posted from Update Physical Inventory (MENU IAPHYS) or Update Inventory Counts (MENU WMHYS). The quantity on hand of the item is updated and G/L transactions are generated to debit inventory and credit inventory write-offs. This transaction will automatically adjust cost layers.

A physical inventory count transaction is written by the system when an inventory adjustment occurs on an item because of a difference between the frozen quantity and the actual count quantities during a full physical. In a non-Warehouse Management environment, this is true also of cycle counts or partial count physical inventories as well. In a Warehouse Management environment, such adjustments during a cycle count/partial count physical are written as quantity adjustment transactions (**Type A**).

## Inventory Receipt

This transaction allows you to receive inventory into Inventory Accounting. Receipts should be keyed with the costs specified so recalculations of an item's average cost can be made and its last cost and last cost date can be updated. Inventory receipt transactions adjust an item's quantity on-hand, quantity of unposted inventory, receipts month-to-date, and receipts year-to-date. The G/L transaction is: debit inventory and credit purchases.

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NOTE: If Purchasing is installed, receipts should be performed there. This option can still be used to enter miscellaneous receipts [or, if applicable, receipts included in receivers may be processed through Warehouse Management (MENU WMMAIN)].

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Cost layers will be added for positive receipt transactions and automatically adjusted for negative receipts.

## Standard Cost Maintenance

Use this type of transaction to change the standard cost to a certain value. To maintain the standard cost using inventory transactions rather than manually updating the Item Balance File data, *Cost Maintenance Transactions Allowed* must be Y in Inventory Accounting Options Maintenance (MENU XAFILE); otherwise, you cannot enter this transaction type. The G/L inventory and inventory write off accounts are updated.

## Warehouse Transfer

This transaction type will allow you to inform the system that you have moved inventory from one warehouse to another warehouse. Distribution A+ will recalculate the average cost and replace the last cost in the receiving warehouse. It also updates quantity on-hand and quantity of unposted inventory. The G/L transaction is: credit inventory for FROM warehouse, and debit inventory for TO warehouse.

Cost layers will be automatically adjusted for the From warehouse and new cost layers will be created for the To warehouse.

## Quantity Move Up

Use this transaction type with items that have multiple units of measure to combine items of a smaller unit of measure to a larger unit of measure. This is not done automatically by the system. G/L is not updated.

## Inventory Recount

Recount transactions are only available in a non-Warehouse Management environment.

Use this transaction once you have completed a physical inventory or cycle count, and you determine that your inventory is not accurate. The quantity on-hand is replaced with the amount you key. The G/L accounts updated are: inventory and recount write off.

Cost layers will be automatically adjusted.

## Sales - Created from Day End Processing

Transactions for returns will create new cost layers. Sales transactions will adjust cost layers.

---

## Transaction Edit

Once you have entered an inventory transaction group, you must edit it to ensure that it contains no errors. An inventory transaction group must successfully pass this edit in order to be posted.

There are three reports which may be printed:

- Inventory Transaction Edit Report
- Edit Recap Transaction Type Statistics Report
- Edit Recap Error Statistics Report

## Inventory Transaction Edit Report

The Inventory Transaction Edit Report is used to verify that transactions keyed in an inventory transaction group have been keyed correctly. Verification involves comparing this report to the source document or documents used when keying the group. You are required to create this report, but you are not required to print this report.

## Edit Recap Transaction Type Statistics Report

The Edit Recap Transaction Type Statistics Report summarizes the types of transactions made and which type of transaction may have had errors in it.

## Edit Recap Error Statistics Report

The Edit Recap Error Statistics Report identifies errors such as invalid item numbers. Since an inventory transaction group must be free of errors before it can be posted, no errors can be indicated on this report. If no errors exist, you may post this inventory transaction group.

Refer to Edit Transactions (MENU IMAIN) for detailed information about these reports.

---

## Transaction Post

Posting transactions is the final step of the inventory transaction process. After you have entered and edited an inventory transaction group, the group is ready to be posted. Posting through Process Transactions (MENU IMAIN) updates your inventory files (i.e., the Item Balance File). The data from the posting of these inventory transactions is also copied to a work file to be submitted to update general ledger either at Day-End, or upon request using Post IA Transactions to G/L (MENU IAMAST).

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### Important

In other words, posting inventory transactions occurs in two steps: first, updates are made to the Item Balance File (ITBAL). Then, either at Day-End or upon request (using), the related general ledger updates will occur. Once these general ledger postings occur, general ledger information will be available for inquiry.

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To ensure data integrity, the posting procedure runs in the Transaction Processor. Refer to the Cross Applications User Guide for information on the Transaction Processor.

## Posting Reports

### Inventory Transaction Update Edit

This report will indicate if any transactions were bypassed during the update process. This may occur for many reasons, including: if you have an invalid warehouse or the inventory could not be transferred.

### Inventory Transaction Update Edit Recap

Use this report to review the types of edit flags which may print for an inventory transaction group.

## Inventory Transaction Update Register

This report shows the affect your transaction had on the inventory item. It shows the item before the adjustment, and after the update was performed. This report is used to verify that the transactions you entered are affecting the item information the way that you intended.

## Inventory Transaction Update Register Recap

Use this report to view the number of transactions that were successfully posted. This report gives you a summary of the posting including the unit and extended cost values that were used to generate the transactional data for the G/L posting process.

---

NOTE: After either Day-End is run, or Post Inventory Accounting Transactions to G/L (MEUN IAMAST) is run, to submit the postings to the Transaction Processor, the G/L Transaction Post Journal will print. This journal can be used as your journal record of the inventory transactions posted to G/L. The Journal-Reference Numbers are assigned the prefix IJ for inventory journal transactions posted. This journal is sorted by Journal-Reference Number (i.e., the order in which the inventory transactions were keyed.) For details about the G/L Transaction Post Journal, refer to its description as provided for Day-End Processing (MENU XAMAST) in the Cross Applications User Guide.

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This section explains the concepts that you should know to effectively use Inventory Accounting. Included are detailed explanations of the following:

- Unit of Measure Conversions
- Costing Considerations
- Ranking Your Items

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## Unit of Measure Conversions

Distribution A+ provides four units of measure for a given item. The first three units of measure are used to define inventory stocking units of measure. The fourth unit of measure is used to define a pricing unit of measure. All units of measures have a relationship to the first stocking unit of measure. This correlation is obtained through the use of a conversion factor. An example of this correlation follows.

### Example:

#### Stocking Units of Measure

1	CAS
2	DZ Conversion Factor = 12 (12 Dozen in a Case)
3	EA Conversion Factor = 144 (144 Each in a Case)

#### Pricing Unit of Measure

CAS Conversion Factor = 1

A conversion factor, surcharge amount, surcharge code (% or \$), weight, and a container charge can be entered for each stocking unit of measure.

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NOTE: Each unit of measure entered is validated against the values defined through Unit of Measure Maintenance (MENU IAFIL2), so be sure to set up your units of measure before defining items.

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## Set Up Conventions

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### Important

Once the unit of measure conversion has been established for an item on the Item File Maintenance Screen 1 (p. 27-52) and the item has been used for any transaction (e.g., used in an order), it cannot be changed.

---

Use the following conventions to assist you in determining your units of measure:

- The first stocking unit of measure is required, the other two stocking units of measure are optional.
- The pricing unit of measure is required and it can be the same as any of the stocking units of measure or completely different. If it is the same, the conversion factors must also be the same.
- There cannot be a third stocking unit of measure without having a second stocking unit of measure.
- For features such as quantity move ups (combining 12 single items into a single dozen-size unit) or quantity move downs (breaking a case into 12 dozen-size units for sale), the largest/biggest unit of measure must be the first stocking unit of measure. In the previous example, the largest unit of measure is the case and thus the case would be the first stocking unit of measure. Establishing this ensures the stocking unit of measure conversion factors are greater than 1.
- The conversion factor for the first stocking unit of measure is assumed to be 1.
- The conversion factors for stocking units of measure 2 and 3 (when there are stocking units of measure for 2 and 3) and the pricing unit of measure are required.
- If the pricing unit of measure is the same as the first stocking unit of measure, the conversion factor is 1 for the pricing unit of measure.

One unit of measure must be defined as the default unit of measure. This unit of measure can be any of the three stocking units of measure. The default unit of measure is not allowed to be changed once sales have been posted for the item, since Sales Analysis keeps sales totals only in the default unit of measure. Sales in other units of measure will be converted to the default unit of measure for Sales Analysis.

## Automatic Move Down

Distribution A+ allows automatic moves of inventory from a larger unit of measure to a smaller one when the smaller unit of measure has a negative quantity. To set this automatic feature, key Y in the *Allow System Generated Automatic Move Downs* field in Inventory Accounting Options Maintenance (MENU XAFIL2). Once this feature is set, the automatic moves will occur during Day-End Processing (MENU XAMAST).



## Costing Considerations

Inventory Accounting provides the following four cost fields for each Item Balance record:

- Standard Cost
- User Cost
- Average Cost
- Last Cost

The Standard and User Costs are user maintained, while the Average and Last Costs can be maintained by both Distribution A+ and the user.

In Order Entry Options Maintenance (MENU XAFILE), users have the ability to select which cost (Standard, User, Average, Last, Commission, or OE) to use in profit calculations and pricing (for mark-up or cost plus pricing).

Average Cost and Last Cost are updated by the following, as a result of Enter/Update Transactions (IAMAIN Menu):

- Costed Inventory Receipts
- Cost Adjustments
- Average or Last Cost Maintenance Entries

The following are examples of the results of cost maintenance transactions:

<b>Example:</b>			
	ON-HAND	AVERAGE COST	LAST COST
Originally	15	2.20	2.25
Costed Receipt 10@2.40	25	2.28 <sup>A</sup>	2.40
Cost Adjustments 10@2.50	25	2.368 <sup>B</sup>	2.50
Average Cost Maint. 2.35	25	2.35	2.50
Last Cost Maint. 2.45	25	2.35	2.45
<sup>A</sup> Calculated as	<u>(15 X 2.20) + (10 X 2.40)</u>		
	25		
<sup>B</sup> Calculated as	<u>(15 X 2.28) + (10 X 2.50)</u>		
	25		

After the initial cost values have been entered for a new item through Item Balance Maintenance (MENU IAFILE), these fields can only be changed if **Allow Cost Maintenance Transactions** is **Y** in Inventory Accounting Options Maintenance (MENU XAFILE); otherwise, you will not be allowed to change these fields for an item.

Order Entry Options Maintenance (MENU XAFILE) provides for re-costing inventory when Day-End Processing (MENU XAMAST) is run. Inventory line items are costed during Enter, Change & Ship Orders (MENU OEMAIN). File Maintenance and Inventory Transactions processed between the time of order entry and invoicing may affect the cost of an item. Re-costing inventory during Day-End will update each invoiced line item with the current cost.

Inventory accounting report prompt screens provide the user with the flexibility to select which cost to use for the report. The physical inventory reports also provide this flexibility.

The Average costing method takes the weighted average of all units available for sale during the accounting period and then uses that average cost to determine the Inventory Value and Cost of Goods Sold.

If 200 units were received on Monday at a cost of \$1 per unit, and 200 more units were received on Tuesday at \$1.25 per unit, the average cost for inventory would be \$1.125 per unit, calculated as  $[(200 \times \$1) + (200 \times \$1.25)]/400$ . Therefore, on Tuesday night, the Inventory Valuation would be \$450 (400 units \* \$1.125/unit). However, if 200 units were sold on Wednesday, the Cost of Goods Sold for Wednesday would be \$225 (200 \* 1.125) and the remaining Inventory Valuation would be \$225 ( $\$1.125 \times 200$  units on hand).

## First In First Out (FIFO) / Last In First Out (LIFO) Costing Methods

If you are using a costing method (FIFO or LIFO), as determined through Inventory Accounting Options Maintenance (MENU XAFILE), average cost will be affected for in-bound transactions the same way it is for non FIFO or LIFO transactions. For out-going transactions, cost layers will be used and reduced by the quantity of the transaction. The combined cost from these layers will be used in the calculation of the new Average cost.

Example:			
FIFO EXAMPLE	ON-HAND	AVERAGE COST	LAST COST
Original	20	15.00	20.00
	7/25/08 - 10 @ 10.00		
	7/26/08 - 10 @ 20.00		
Sales	15		

**Example:**

$$7/25/08 - 10 @ 10.00 = 100.00$$

$$7/26/08 - 5 @ 20.00 = 100.00$$

Results	5 on hand (or remaining) once the transaction is complete and an Average cost of 20.00 <sup>A</sup> due to the impact of FIFO costing; the Last cost remains the same at 20.00.
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A Calculated as	$(20 \times 15.00) - (15 @ 200)$
-----------------	----------------------------------

	5
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$(20 \times 15.00)$  where 20 = the original on-hand quantity;  
15.00 = the original average cost

$(15 @ 200)$  less the total sales transaction value

5 - divided by the remaining quantity on-hand

results in the new average cost of \$20.

FIFO Costing Example: if 200 units were received on Monday at a cost of \$1 per unit, and 200 more units were received on Tuesday at \$1.25 per unit, at the end of the day on Tuesday, the inventory valuation would be \$450  $((200 \times \$1) + (200 \times 1.25))$ . Then, according to FIFO, if the warehouse sold 200 units on Wednesday, the Cost of Goods Sold for Wednesday would be \$200  $(200 \text{ units} \times \$1)$  since this was the cost of each of the first 200 units received into inventory at \$1. Remaining inventory valuation for Wednesday night would be \$250  $(\$1.25 \times 200 \text{ units on hand})$ .

LIFO Costing Example: if 200 units were received on Monday at a cost of \$1 per unit, and 200 more units were received on Tuesday at \$1.25 per unit, at the end of the day on Tuesday, the inventory valuation would be \$450  $((200 \times \$1) + (200 \times 1.25))$ . Then, according to LIFO, if the warehouse sold 200 units on Wednesday, the Cost of Goods Sold for Wednesday would be \$250  $(200 \text{ units} \times \$1.25 \text{ per widget})$  since this was the cost of each of the last 200 units received into inventory at \$1.25. Remaining inventory valuation for Wednesday night would be \$200  $(\$1.00 \times 200 \text{ units on hand})$ .

## Ranking Your Items

If you are initially installing Inventory Accounting, you may wish to create valid ABC codes through ABC Codes Maintenance (MENU IAFIL2) and manually set your item's ABC ranking through Item Balance Maintenance (MENU IAFILE). Once Distribution A+ has been used for a few months, you should have the system automatically set your ABC code. This is accomplished through ABC Analysis (MENU IAREPT).

The ABC Analysis Report will allow you to rank your items by sales, cost, profit, or quantity sold. You also define the ABC code breaks by actual amounts. Once you are satisfied with the result, change the *Update ABC Rank Code on the Item Balance File* field to Y in ABC Analysis (MENU IAREPT). This will change, for the selection criteria, your item's ABC ranking. It automates the time consuming procedure of manually updating each and every Item Balance record with a new ABC code.

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## Commission Cost Load Factor

A commission cost load factor allows you to factor extra costs, such as carrying and orders costs, into the line item commission cost to create a loaded commission cost. You can define a commission cost load factor at both the warehouse level (MENU IAFILE) and the item balance level (MENU IAFILE).

For a warehouse, the commission cost load factor can be defined as a positive or negative percentage through Warehouse Number File Maintenance (MENU IAFILE). For an item in a warehouse you can set a fixed amount, a percentage, or a currency amount for the commission cost through Item Balance Maintenance (MENU IAFILE). If you do not define a commission cost load factor for an item, then the warehouse commission cost load factor will be used.

The base cost to use for calculating commissions is based on the **Commission Cost Flag** field in Order Entry Options Maintenance (MENU XAFILE) and the commission load factor/commission code specified for the individual item in the Item Balance File (ITBAL). You can select to use the Average, Standard, User, Last, or Vendor/Item cost for calculating commissions. A Vendor/Item cost will only be available if a vendor/item record exists. If this cost is selected, the system will attempt to locate a vendor/item record using the following hierarchy:

- Special Order Vendor (when not a transfer vendor) and vendor/item exists
- Item Balance Vendor (when not a transfer vendor) and vendor/item exists
- Item Master Vendor (when not a transfer vendor) and vendor/item exists

If a vendor/item record is not found, the system will use the cost code (Standard, Average, User) that is defined in the **Cost to be Used for GL** field.

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Critical to any method of managing a warehouse, is a complete, accurate, and up-to-date count of inventory. This section concentrates on how to attain this using a physical inventory count with Inventory Accounting.

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### Important

If Warehouse Management is installed, you must perform a physical inventory count using that module (MENU WMPHYS) instead of this one. Different options are available and different actions may be required.

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## Physical Inventory

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Performing a physical inventory (or physical inventory count) is the process of counting the items in each warehouse. This section explains how physical inventories are performed in Inventory Accounting.

## Current Inventory

When a physical inventory is started, the current on-hand quantities are copied to a holding file (frozen). This means that the current item counts are saved until the physical inventory is complete. This allows you to compare the inventory counts stored in Distribution A+ to the actual inventory determined through your physical inventory count.

Although the current inventory is frozen, you may still perform daily transactions if you make sure to physically count your inventory before you ship or receive items. Even if you do not immediately enter the physical inventory counts, you may resume processing daily transactions after you have completed physically counting your warehouse.

---

## Physical Inventory Menu

The Inventory Accounting Physical Inventory Menu (MENU IAPHYS) is used to perform a physical inventory in Distribution A+. The primary steps required to perform a physical inventory count are as follows (each of these steps are explained in detail later in this section):

1. Count Sheet Creation (MENU IAPHYS). You specify the format of the Count Sheets that are used to record the physical inventory counts.
2. Enter/Update Inventory Counts (MENU IAPHYS). After Count Sheets have been completed, the results are keyed into Inventory Accounting through this option.
3. Inventory Count Status Report (MENU IAPHYS). This report indicates which Count Sheets have not been entered in the previous step. You cannot proceed with the next step until all Count Sheets are accounted for (i.e., the report does not print any outstanding Count Sheets).
4. Update Physical Inventory (MENU IAPHYS). After all Count Sheets have been entered, use this option to update the existing inventory counts. This option posts the physical inventory entries made through Enter/Update Inventory Counts (MENU IAPHYS).

In addition to the steps just listed, you may do any of the following to assist with your physical inventory recording:

- Reprint or Print Blank Sheets (MENU IAPHYS). You can print more Count Sheets for selected location(s) if the original sheet was too small to record all the locations' contents.
- Inventory Variance Report (MENU IAPHYS). Print the variance between the Distribution A+ record of your current inventory and the results of the physical inventory counts. Variances are available with regard to the type of cost to base the variance on, along with a choice of report contents. You may also limit the items to print by selecting a minimum variance dollar and/or percent.
- Cancel Physical Inventory (MENU IAMAST). Use this option to cancel an existing set of Count Sheets for a warehouse. You may cancel Count Sheets any time prior to keying all of your inventory counts and before running the Inventory Count Status Report (MENU IAPHYS).

## Count Sheet Creation

To assist in counting your physical inventory, Inventory Accounting prints Count Sheets through Count Sheet Creation (MENU IAPHYS). Through printing options you can define which items will be included on the Count Sheets.

Each Count Sheet is used to record the items quantity on-hand in a warehouse. Blank spaces are provided for you to write in the count of the physical inventory. The results written on the Count Sheets are keyed into Inventory Accounting, verified, and then used to update the current physical inventory.

## Complete or Partial Count

First, you determine if the Count Sheets are printed for all or selected items. When you print Count Sheets for all items, you are performing a complete physical inventory. (When first implementing

Distribution A+, you should perform a complete count.) If you print Count Sheets for selected items, you are performing a partial physical inventory (also known as a cycle count).

Count Sheets are printed for items that match your selection criteria. You may print Count Sheets in a variety of ways. If you want to perform a partial count, you may use the ABC code, cycle count code, physical inventory code or location (all user-defined through MENU IAFIL2). The options offered through Count Sheet Creation (MENU IAPHYS) provide you with much flexibility.

## Reprint or Print Blank Sheets

You may want to print two copies of the Count Sheet, or use two-part paper to replace lost or damaged sheets.

Blank Count Sheets are used to record items found during the actual counting process that are not on the printed Count Sheet. Inventory counts keyed on blank Count Sheets will be added to the quantity on-hand of the item even if the item is also found in an additional location.

## Enter/Update Inventory Counts

Once an item has been counted and the Count Sheet is completed, key the results of the count into Inventory Accounting through Enter/Update Inventory Counts (MENU IAPHYS).

### Keying Inventory Counts

When keying count sheet results, the first thing you must do is specify the count sheet number that is being entered. After you select the sheet number, all items on the selected sheet will display for the entry of your physical inventory counts.

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NOTE: A count must be keyed for every stocking unit of measure for each item. Zero will not be assumed.

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## Inventory Count Status Report

After keying your counts, you must be certain that all of the printed Count Sheets have in fact been entered before you can update your inventory. Inventory Accounting provides a mechanism to do this, called the Inventory Count Status Report. This report simply lists outstanding Count Sheets. These are the Count Sheets that have not been entered through Enter/Update Inventory Counts (MENU IAPHYS).

Use Inventory Count Status Report (MENU IAPHYS) to print this report. If no Count Sheets are outstanding, you may proceed to update inventory counts via Update Physical Inventory (MENU IAPHYS). If any Count Sheets have not been entered, they must be keyed through Enter/Update Inventory Counts (MENU IAPHYS) before you can update inventory. You must, however, print this report every time you add or change Count Sheet entries, regardless of the result, before you can update inventory counts.

## Inventory Variance Report

After keying your counts, you will want to know the difference between the frozen inventory (i.e., the current physical inventory according to Inventory Accounting) and the new inventory count. To do this, you may print the Inventory Variance Report through Enter/Update Inventory Counts (MENU IAPHYS).

This report prints the inventory quantity and dollar variance. You may print the report for a range of items or for all items. Refer to the Cross Applications User Guide for details about rules for using ranges in Distribution A+. The items to print may also be limited by selecting a minimum dollar variance and/or minimum variance percent (percent of frozen to physical inventory.) Variances that fall below either of these minimums will not print on the report. Additionally, you select one of the four costs (standard, user, average, or last) upon which the variance will be calculated.

## Update Physical Inventory Counts

Up to this point, you have done the following:

- Printed Count Sheets
- Performed the physical inventory count
- Keyed Count Sheets into Inventory Accounting
- Printed the Inventory Count Status Report to detect and key outstanding Count Sheets (if any)

Now you are ready to update your current inventory counts with the physical inventory that has been keyed. Update inventory counts through Update Physical Inventory (MENU IAPHYS).

## Updating a Complete Count

If you perform a complete physical inventory, the Inventory Transaction Register is printed. This report shows detail transaction information for each item updated (this report is also printed when you process transactions through Process Transactions (MENU IAMAIN)).

Also, when performing a complete physical inventory, if you are using the G/L Interface and there is any variance between the frozen and physical inventory counts, the G/L Transaction Post Journal will print. This journal indicates the general ledger transactions that are posted when this variance occurs. The journal is assigned a journal-reference number with the prefix IJ (meaning inventory journal). The accounts that may be updated are the Recount Write-Off account and the Inventory account. These accounts are defined in the General Ledger Interface through G/L Transfer Definition (-5, or -5 if G/L is not installed). For details about the G/L Transaction Post Journal, refer to its description as provided for Day-End Processing (MENU XAMAST) in the Cross Applications User Guide.

When the frozen quantity of an item is greater than the physical inventory count, items that you believed to be in stock are actually not in stock. These items must be written off. The Recount Write-Off account is debited the cost of the missing items, and the Inventory account is credited for the same amount.



When the frozen quantity of an item is less than the physical inventory count, items are in your physical inventory that you did not believe were on-hand. The Inventory account is debited the amount of the cost of the extra items, and the Recount Write-Off account is credited the same amount.

## Updating a Partial Count

If you perform a partial physical inventory, the Inventory Transaction Register will print all transactions that have a change.

## Other Options

While performing a physical inventory, there are additional options that are not required, but may be needed to ensure the accuracy and effectiveness of your physical inventory count.

## Reprint or Print Blank Sheets

You may print additional Count Sheets while the physical inventory is active through Reprint or Print Blank Sheets (MENU IAPHYS).

You can specify to print blank sheets. This is helpful if you find items that are not available in the warehouse for which you are performing the count. You may reprint the individual Count Sheets, without having to reprint the Count Sheets for the entire physical inventory.

## Cancel Physical Inventory

You may cancel the inventory count if you have decided not to complete the count or you want to start over with a different set of Count Sheets. This is accomplished through Cancel Physical Inventory (MENU IAMAST).

When Count Sheets are canceled, outstanding Count Sheets that were printed through Count Sheet Creation (MENU IAPHYS) are disregarded, and the inventory counts resume to the status before Count Sheets were printed, as if a physical inventory were never started for the warehouse.

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NOTE: You cannot cancel a physical inventory if all Count Sheets have been entered and an Inventory Count Status Report (MENU IAPHYS) has been printed for the warehouse to verify counts.

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An inventory transaction group consists of one or more inventory transactions that share the same group ID. At least one inventory transaction must be included in an inventory transaction group. Inventory transactions will update your on-hand balance and/or item costs, depending on the type of transaction selected. Use the Enter/Update Transactions option (MENU IAMAIN) to create an inventory transaction group.

If you have the Warehouse Management module installed, you can also create inventory transaction groups automatically through Adjust Inventory in Unknown Location (MENU WMMAST). You can use this option to modify a group created through Warehouse Management, if necessary.

Once inventory transactions have been entered and updated in a group, you may verify and validate the transaction group by using Edit Transactions (MENU IAMAIN). An inventory transaction group cannot be posted until it has successfully passed the edit. To post the group, use Process Transactions (MENU IAMAIN). Item information will be updated in the Item Master File and Item Balance File based on the inventory transactions in that inventory transaction group.

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## Restart Instructions

To reset this option if system interruption occurs, run Re-set Unprocessed Transactions (MENU IAMAST). When completed, select this option again.

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## Enter/Update Transactions

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Group Selection Screen	Use to create an inventory transaction group.

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<b>Title</b>	<b>Purpose</b>
Group Status Screen	Lists unposted transaction groups. You can select a group from the list.
Inventory Entry Screen	Use to add transactions to the selected group. This screen has a regular and expanded fields version.
Inventory Update Screen	Use to update an existing transaction in the selected Group. This screen has a regular and expanded fields version.
Inventory Confirmation Screen	Use to confirm your transaction. This screen has a regular and expanded fields version.
Inventory Accounting Comments Maintenance Screen	Use to enter or review comment text for a transaction.
Cost Maintenance Screen - Serial Items	Use to maintain the cost of a particular lot or serial number for an item.
Cost Layer Adjustment Maintenance Selection Screen	Displays all the current cost layers, and allows you to select layer(s) for the transaction.
Cost Layer Detail Screen	Use to review additional information about the cost layer you selected.
Cost Layer Adjustment Maintenance Selected Screen	Displays the layers you have selected from the Cost Layer Adjustment Maintenance Selection Screen (p. 5-41).
Group Statistics Screen	Summarizes the types of transaction included in the selected transaction group.
Enter/Update Transactions Edit/Post Selection Screen	Use this screen to submit the edit and/or post for the group.

## Group Selection Screen

INVENTORY ENTRY/UPDATE

Function:

-

(A C D)

Group Number:

AH

F3=Exit F9=Group Search

This screen displays after selecting option 1 - Enter/Update Transactions from the Inventory Accounting Main Menu (MENU IAMAIN). It is used to create an inventory transaction group for processing, update transactions in an existing group, or delete an existing group.

### Group Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	<div>Use this field to indicate if you are creating a new inventory transaction group, changing an existing inventory transaction group, or deleting an existing inventory transaction group.</div> <div>Key A to create a new group.</div> <div>Key C to change an existing group.</div> <div>Key D to delete an existing group.</div> <div>(A 1) Required</div>

### Group Selection Screen Fields and Function Keys

Field/Function Key	Description
Group Number	<p>A two character code that identifies the inventory transaction group that you are maintaining. The group number corresponds to a collection of inventory transactions to be entered. After assigning it, use this code to identify a group of transactions to change through this option, to edit through Edit Transactions (MENU IAMAIN), or to post through Process Transactions (MENU IAMAIN).</p> <p>To add an inventory transaction group, key a two character group code. You may change the default group number to any characters that you desire (e.g., you may wish to use your initials instead of the <b>Workstation ID</b> that initially displays in this field.)</p> <hr/> <p>NOTE: Once an inventory transaction group is posted through Process Transactions (MENU IAMAIN), its group number again becomes available for use.</p> <hr/> <p>To change an existing inventory transaction group, key the two character group code of that group. If the group is currently being updated at another workstation, you cannot update the group. Press <b>F9=GROUP SEARCH</b> to access the group search if you do not recall the group code of an inventory transaction group to change, or to determine which inventory transaction groups are being updated at other workstations.</p> <p>To delete an existing inventory transaction group, key the two character group code of that group. The Group Statistics Screen (p. 5-49) will display.</p> <p><i>Default Value:</i> The internal Device ID of the current workstation maintained through Display Internal Device IDs (MENU XAMAST).</p> <p><i>Valid Values:</i> Any two character combination of letters and numbers that is not currently being used by another inventory transaction group. Do not use special characters (i.e. /, &amp;, \$, etc.).</p> <p>(A 1) Required</p>
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
F9=Group Search	Press <b>F9=GROUP SEARCH</b> to search for or display the status of inventory transaction groups already created. The Group Status Screen (p. 5-5) will display. From there, you may select a group for processing.
Enter	Press <b>ENTER</b> to confirm your selections to create, modify, or delete an inventory transaction group. The Inventory Entry Screen (p. 5-8) will display if creating a new group or modifying an existing one. If deleting an existing group, the Group Statistics Screen (p. 5-49) will display.

## Group Status Screen

GROUP STATUS										Change
Ref	Group Number	Status	*----- Original -----*			*----- Last -----*			Errors	
			User	WS	Date	User	WS	Date		
01	AH	A	APDEMO	AH	07/20/09	APDEMO	AH	07/20/09		
02	BJ	A	APDEMO	AH	07/20/09	APDEMO	AH	07/20/09		

Last

Select Ref No: \_ .

F3=Exit      F12=Return

This screen displays after pressing **F9=GROUP SEARCH** from the Group Selection Screen (p. 5-3). This screen may be accessed from many menu options throughout Inventory Accounting.

Use this screen to select an existing inventory transaction group to change, or to determine a group's current status. Any unposted group [a group that has not been posted through Process Transactions (MENU IAMAIN)] is displayed on this screen.

### Group Status Screen Fields and Function Keys

Field/Function Key	Description
Ref	<p>This is a reference number assigned to each inventory transaction group displayed on this screen. Key this number in the <b>Select Ref No</b> field to select an inventory transaction group.</p> <p>Display</p>
Group Number	<p>The two character group code assigned to each inventory transaction group. Inventory transaction groups are displayed in sequence on this screen by this group code.</p> <p>Display</p>

### Group Status Screen Fields and Function Keys

Field/Function Key	Description
Status	<p>The current status of each inventory transaction group. The group status may be one of the following:</p> <ul style="list-style-type: none"> <li>• <b>A:</b> Active - The group has been entered or updated through this option, and has not been edited through Edit Transactions (MENU IMAIN).</li> <li>• <b>E:</b> Edited - The group has been edited through Edit Transactions (MENU IMAIN).</li> <li>• <b>U:</b> In Use - The group is in use at another work station.</li> </ul> <hr/> <p>NOTE: If a group is in the process of being posted through Process Transactions (MENU IMAIN) it will display as status <b>E</b> (Edited) until posting is complete. Once posted, the group is deleted.</p> <hr/> <p>Display</p>
Original	<p>The following information regarding the original creation of each inventory transaction group is displayed:</p> <ul style="list-style-type: none"> <li>• <b>User:</b> The User ID of the user who added the group. If the group was created automatically through Adjust Inventory in Unknown Location (MENU WMMAS), this field will contain the entry *ADJ-XX, where XX is the number of the warehouse for which the group was created.</li> <li>• <b>WS:</b> The internal Device ID of the workstation used when the group was added.</li> <li>• <b>Date:</b> The date that the group was added (system date).</li> </ul> <hr/> <p>Display</p>
Last	<p>Information regarding the previous time that each inventory transaction group was changed is displayed. If no changes have been made to an inventory transaction group, each of these columns are blank:</p> <ul style="list-style-type: none"> <li>• <b>User:</b> The User ID of the last user to change the group through this option.</li> <li>• <b>WS:</b> The internal Device ID of the last workstation used to change the group.</li> <li>• <b>Date:</b> The last date that the group was changed (system date).</li> </ul> <hr/> <p>Display</p>



### Group Status Screen Fields and Function Keys

Field/Function Key	Description
Errors	<p>This field indicates if errors exist in the group. This field is blank if the Group's <b>Status</b> field is <b>A</b> (Active); meaning that the group has not been verified and validated through Edit Transactions (MENU IMAIN).</p> <p><b>Y</b> displays if errors were detected when the group was edited through Edit Transactions (MENU IMAIN).</p> <p><b>N</b> displays if no errors were detected.</p> <p>Refer to the Inventory Transaction Update Process Edit Report (p. 7-9) generated through Edit Transactions (MENU IMAIN) to determine where errors exist in the inventory transaction group.</p> <p>Display</p>
Select Ref No	<p>Use this field to select one of the inventory transaction groups displayed on this screen.</p> <p>Key the number displayed in the Ref column that corresponds to the inventory transaction group that you wish to select.</p> <hr/> <p>NOTE: You cannot update groups which are currently being updated at another workstation. If you try to select a group that is being used at another workstation, a message will display at the bottom of the screen indicating which workstation is updating the group.</p> <hr/> <p>(N 2,0) Required</p>
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
F12=Return	Press <b>F12=RETURN</b> to return to the Group Selection Screen (p. 5-3) without selecting an inventory transaction group.
Enter	Press <b>ENTER</b> after keying the <b>Ref</b> number in the <b>Select Ref No</b> field of the inventory transaction group you wish to change. The Group Statistics Screen (p. 5-49) will display for the selected inventory transaction group.

## Inventory Entry Screen

INVENTORY ENTRY/UPDATE - GROUP NO: AH										Add
T	R	WH	Item Number	Quantity	U/M	Cost	To	WH	Rec#	C
1	R	1	A200	120.000	EA	5.48373	U		1	
2	R	1	A310	40.000	EA	7.93837	U		2	

Date: .72009 Tran Code: R RECEIPT

WHS? 1, To? ...

Last Top: .....  
 Cmts: N

Item Number	Quantity	U/M	Cost	Extension
.....				
Div.Account.Sub				
.....				

Find: .....

Item No: ..... Class: .....

F2=Dsp CAS U/M F3=Exit

F13=20 To Change F23=Speed Entry

## Inventory Entry Screen Expanded Fields

INVENTORY ENTRY/UPDATE - GROUP NO: AH										Add
T	R	WH	Item Number	Quantity	U/M	Cost	To	WH	Rec#	C
1	R	1	A200	120.000	EA	5.48373	U		1	
2	R	1	A310	40.000	EA	7.93837	U		2	

Date: .72009 Tran Code: -

WHS? ... To? ...

Last Top: .....  
 Cmts: N

Item Number	Quantity	U/M	Cost	Extension
.....				
Div.Account.Sub				
.....				

Find: .....

Item No: ..... Class: .....

F2=Dsp CAS U/M F3=Exit

F13=20 To Change F23=Speed Entry

Both the standard and expanded fields view of the screens are shown above. The expanded fields view is activated through Expanded Field Use (MENU XAFIL2).

This screen displays after pressing **ENTER** on the Group Selection Screen (p. 5-3) when adding or changing an inventory transaction group. Use this screen to add new transactions into the current inventory transaction group or to change existing transactions in the selected group via **F13-F20 To**

**CHANGE.** Current transactions are displayed at the top of the screen, while the entry of new transactions is performed at the bottom of the screen.

**NOTE:** During transaction entry, if you enter a negative quantity for a lot/serial item and a lot/serial item is selected from the Location Selection Screen (explained in the Warehouse Management User Guide), a cost will be defaulted on the detail entry screen. This default cost will occur only if the following conditions exist:

- the item is a lot and **Use Avg Cost for Lot Items** is set to **N**, then the average cost of the selected lots will be used
- the item is a case quantity item and **Use Avg Cost for Case Qty Items** is set to **N**, then the average cost of the selected lots will be used
- the item is a serial and **Use Avg Cost for Serial Items** is set to **N**, then the average cost of the selected serials will be used.

**NOTE:** This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:

\* **PAGE DOWN** or **SHIFT-ROLL FWD** or **F7=PAGE DOWN** to display the next screen

\* **PAGE UP** or **SHIFT-ROLL BACK** or **F8=PAGE UP** to display the previous screen.

### Inventory Entry Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This is the reference number assigned to each inventory transaction displayed on the screen. Display

## Inventory Entry Screen Fields and Function Keys

Field/Function Key	Description
TR	<p>This field displays the type of transaction occurring for this item:</p> <ul style="list-style-type: none"> <li>• <b>A</b> - Quantity Adjustment</li> <li>• <b>C</b> - Cost Adjustment</li> <li>• <b>F</b> - User Cost Adjustment</li> <li>• <b>G</b> - Average Cost Maintenance</li> <li>• <b>I</b> - Quantity Issue</li> <li>• <b>L</b> - Last Cost Maintenance</li> <li>• <b>M</b> - Quantity Move or Convert Down</li> <li>• <b>O</b> - Quantity on Order (Purchase Order)</li> <li>• <b>P</b> - Physical Inventory Adjustment</li> <li>• <b>R</b> - Inventory Receipt</li> <li>• <b>S</b> - Standard Cost Maintenance</li> <li>• <b>T</b> - Warehouse Transfer</li> <li>• <b>U</b> - Quantity Move Up</li> <li>• <b>Y</b> - Inventory Recount</li> </ul> <p>Display</p>
WH	<p>This is the warehouse for the specific transaction. If you are doing a warehouse transfer (transaction code <b>T</b>), this is the from warehouse. An item is being transferred from this warehouse to the warehouse in the <b>To WH</b> field.</p> <p>Display</p>
Item Number	<p>This is the number of the item for which a transaction has been entered.</p> <p>Display</p>
Quantity	<p>This is the quantity of the item for the transaction. Quantities are allowed only for <b>A, C, I, M, O, R, T, U</b>, or <b>Y</b> transaction codes; otherwise, this field will be blank.</p> <p>Display</p>
U/M	<p>This is the unit of measure that applies to the quantity of the item for the transaction.</p> <p>Display</p>
Cost	<p>This is the cost of the item. The cost may be entered as a unit cost (<b>U</b>) or as an extended cost (<b>X</b>) and the <b>U/X code</b> is displayed to the right of this field.</p> <p>Display</p>
To WH	<p>This field indicates to which warehouse the item is being transferred. This field is required only for a warehouse transfer (transaction code <b>T</b>).</p> <p>Display</p>

### Inventory Entry Screen Fields and Function Keys

Field/Function Key	Description
Rec#	<p>This field displays the record number of the existing transaction.</p> <p>Display</p>
C	<p>This field indicates if Inventory Accounting transaction comments are included with this transaction. <b>Y</b> displays if transaction comments exist. <b>N</b> displays if no transaction comments exist.</p> <p>Display</p>
Top	<p>This field displays in the add (entry) mode only.</p> <p>Use this field to position certain existing transactions at the top of the screen. The desired transaction Record Number may be retrieved from the Inventory Transaction Update Edit Recap Report (p. 7-10), produced by running Edit Transactions (MENU IAMAIN). This eliminates having to scroll through screens, allowing you to locate a certain record promptly.</p> <p>(N 5,0) Optional</p>
Date	<p>This is the entry date of the transaction. You may accept the system date displayed, or override this date with the date you desire.</p> <p>Changing this date from the default value will create an item comment in the Inventory Transaction History Comment File (IAHCM) that displays on the Transaction History Detail Screen of the Item Inquiry (MENU IAMAIN). The Inventory Transaction History File (IAHST) will be updated with the actual current system date for audit purposes.</p> <p><i>Default Value:</i> Current system date</p> <p><i>Valid Values:</i> A valid date using the <b>Default Date Format</b> for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, a valid date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFIL).</p> <p>(N 6,0) Required</p>

**Inventory Entry Screen Fields and Function Keys**

Field/Function Key	Description
Tran Code	<p>The type of transaction occurring for this item. Select one of the following:</p> <ul style="list-style-type: none"><li>• <b>A</b> - Quantity Adjustment</li><li>• <b>C</b> - Cost Adjustment</li><li>• <b>F</b> - User Cost Adjustment</li><li>• <b>G</b> - Average Cost Maintenance</li><li>• <b>I</b> - Quantity Issue</li><li>• <b>L</b> - Last Cost Maintenance</li><li>• <b>M</b> - Quantity Move or Convert Down</li><li>• <b>O</b> - Quantity on Order (Purchase Order)</li><li>• <b>P</b> - Physical Inventory Adjustment</li><li>• <b>R</b> - Inventory Receipt</li><li>• <b>S</b> - Standard Cost Maintenance</li><li>• <b>T</b> - Warehouse Transfer<ul style="list-style-type: none"><li>• You cannot enter a warehouse transfer (type T) transaction between 2 warehouses with different currencies.</li></ul></li><li>• <b>U</b> - Quantity Move Up</li><li>• <b>Y</b> - Inventory Recount</li></ul> <p>Refer to the Inventory Transaction Types (p. 2-4) section of this user guide for a detailed explanation of each transaction code.</p> <hr/> <p>NOTE: If <b>Cost Maintenance Transactions Allowed</b> has been defined as <b>N</b> in Inventory Accounting Options Maintenance (MENU XAFILE), you are limited to the type of transactions you can key here. If an <b>N</b> was selected, you cannot enter any cost maintenance type transaction on this screen. All cost maintenance must, in this case, be done through Item Balance Maintenance (MENU IAFILE). If a <b>Y</b> was selected, you must maintain costs here and cannot maintain them through Item Balance Maintenance.</p> <hr/> <p>(A 1) Required</p> <hr/>

## Inventory Entry Screen Fields and Function Keys

Field/Function Key	Description
WHS / To	<p>Key the from and to warehouse for this item.</p> <ul style="list-style-type: none"> <li>• <b>WHS:</b> This is the warehouse with which you are working. If you are doing a warehouse transfer (transaction code <b>T</b>), this is the from warehouse. An item is being transferred from this warehouse to the warehouse keyed in the <b>To</b> field (below). This field is required for every transaction code.</li> <li>• <b>To:</b> This field is used to specify to which warehouse the item is being transferred. This field is required only if you are performing a warehouse transfer (transaction code <b>T</b>). Additionally, if the warehouse in the <b>WHS</b> field is located in a European Community (EC) member country, the warehouse in this field cannot be in a different EC member country. Warehouse transfers between warehouses in 2 different EC must be created through the Order Entry and Purchasing modules.</li> </ul> <hr/> <p>NOTE: When doing a warehouse transfer, the in-process quantity will be affected immediately on the from <b>WHS</b> warehouse record. The in-process quantity in the <b>TO</b> warehouse record will not be updated. When this group is posted through Process Transactions (MENU IAMAIN), the in-process quantity is affected only in the from <b>WHS</b> warehouse record. Quantities on-hand will be affected in both warehouses.</p> <hr/> <p><i>Valid Values:</i> A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFIELD) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 2) Required</p>
Cmts	<p>This field indicates if Inventory Accounting transaction comments are to be included with this transaction. If the <b>Force Comments on IA Adjustment/Maintenance</b> field is set to <b>Y</b> in the Inventory Accounting System Options (MENU XAFIELD), this field will be display-only and set to <b>Y</b> for the following types of transactions codes: <b>A, C, F, G, L, S</b>.</p> <p>If this field is set to <b>Y</b>, transaction comments exist or are required by the system options. If comments are not required, key <b>Y</b> if you want to create comments for this transaction. Comments entered through this option will be displayed in the Item Inquiry (MENU IAMAIN) on the Transaction History Detail Screen (p. 8-62).</p> <p>If this field is set to <b>N</b>, no transaction comments exist. Key <b>N</b> if you do not want to create them for this transaction.</p> <p>(A 2) Required/Display Only</p>

### Inventory Entry Screen Fields and Function Keys

Field/Function Key	Description
Item Number	<p>This is the number of the item for which you are entering a transaction.</p> <p><i>Valid Values:</i> Any item number defined through Item Master Maintenance (MENU IAFILE); the warehouse/item number must have been defined through Item Balance Maintenance (MENU IAFILE).</p> <p>(A 27) Required</p>
Quantity	<p>The quantity of the item for the transaction. Quantities are allowed only for <b>A, C, I, M, O, R, T, U</b>, or <b>Y</b> transaction codes; otherwise, leave this field blank. Positive and negative quantities are valid only for certain transactions. Refer to the Inventory Transaction Types (p. 2-4) section for a description of each transaction and the valid quantities (positive or negative values) that may be entered.</p> <p>(N 10,3) Required/Blank</p>
U/M	<p>The unit of measure that applies to the quantity entered or being transferred. The unit of measure must be either the pricing unit of measure, or one of the three stocking units of measure for that item. If a unit of measure is not entered, the default unit of measure defined through Item Master Maintenance (MENU IAFILE) will be used.</p> <p>If a cost maintenance transaction is selected, the unit of measure must be the pricing unit of measure for the item as defined through Item Master Maintenance (MENU IAFILE).</p> <hr/> <p>NOTE: When a ? displays following this field (i.e., <b>U/M?</b>) and you key a ? in this field, one of two pop-up windows will display depending on the function you are performing.</p> <hr/> <p><i>Default Value:</i> The default unit of measure defined for the item through Item Master Maintenance (MENU IAFILE)</p> <p><i>Valid Values:</i> Any valid unit of measure defined through Item Master Maintenance (MENU IAFILE)</p> <p>(A 3) Required</p>



## Inventory Entry Screen Fields and Function Keys

Field/Function Key	Description
Cost	<p>Costs are allowed only for the following transaction codes (otherwise, this field must be left blank):</p> <p><b>C, F, G, L, R, S, or I</b></p> <p>You will be able to enter a cost when you are performing a positive adjustment or negative issue and a costing method (LIFO/FIFO) is being used, as determined through Inventory Accounting Options Maintenance (MENU XAFILE). If you select not to enter in a cost, the system will default in the current average cost for the cost layer update.</p> <p>This field must be left blank if the <b>Tran Code</b> field is <b>G</b> (average cost maintenance transaction) for a lot or serial item and the <b>Use Avg Cost for Lot Items</b> and/or the <b>Use Avg Cost for Serial Items</b> fields are set to <b>N</b> through Warehouse Management Options Maintenance (MENU WMFILE).</p> <p>The cost of the item (must be entered as a positive number). The cost may be entered as a unit cost (<b>U</b>) or as an extended cost (<b>X</b>). The <b>U/X code</b> (which displays to the right of this field) is used to define the extension of the cost.</p> <p>The value keyed here affects the following:</p> <ul style="list-style-type: none"> <li>• If no cost is keyed here and the extension code (see the <b>U/X</b> field) is <b>U</b>, the item's average cost will not be updated.</li> <li>• If no cost is keyed here and the extension code (see the <b>U/X</b> field) is <b>X</b>, the item's average cost will be updated. A warning message will be displayed if this is the situation.</li> </ul> <p>Refer to the Inventory Transaction Types (p. 2-4) section for a description of each transaction type.</p> <p>(N 11,5) / (N16,5 expanded) Required/Blank</p>
(Pricing U/M)	<p>The pricing unit of measure of the selected item.</p> <p>Display</p>

## Inventory Entry Screen Fields and Function Keys

Field/Function Key	Description
U/X	<p>Use this field to determine the appropriate extension code.</p> <p>Key <b>U</b> to define the extension as the cost multiplied by the quantity.</p> <p>Key <b>X</b> to define the extension equal to the cost entered. The quantity is disregarded.</p> <p>If no cost is keyed in the <b>Cost</b> field and a <b>U</b> is keyed here, the item's average cost will not be updated.</p> <p>If no cost is keyed in the <b>Cost</b> field and an <b>X</b> is keyed here, the item's average cost will be updated. A warning message will be displayed if this is the situation.</p> <p>For transaction code <b>C</b> (cost adjustment), enter in the quantity you want affected and what the unit cost should have been. For example, if a receipt is posted for 10 of item A at \$6.00 each and the actual cost is \$7.00 each, you would enter a cost adjustment with a <b>Quantity</b> of 10, a <b>Cost</b> of \$7.00, and then key U in this field. The extended cost displays in the <b>Extension</b> field.</p> <p><i>Default Value:</i> U</p> <p>(A 1) Required</p>
Extension	<p>This field displays the extension as determined by your response in the <b>U/X</b> field. A value in this field displays only for transaction type <b>C</b> (Cost Adjustment).</p> <p>Display</p>
COO	<p>This field displays only if the item you key in the <b>Item Number</b> field on this screen is set up to track country of origin, as defined through Item Master Maintenance (MENU IAFIL), and one of the following is true:</p> <ul style="list-style-type: none"> <li>the <b>Tran Code</b> field on this screen is <b>A</b> and the transaction Quantity is positive</li> <li>the <b>Tran Code</b> field is <b>I</b> and the transaction Quantity is negative</li> <li>the <b>Tran Code</b> field is <b>R</b> and the transaction Quantity is positive</li> </ul> <p>Use this field to specify the country of origin of the item. (In the update mode, you will not be allowed to change this field if the line item being changed has any location assignments made).</p> <hr/> <p>NOTE: If country of origin buying restrictions are active, as defined through System Options Maintenance (MENU XAFIL), the system will perform a country of origin check.</p> <hr/> <p><i>Default Value:</i> the primary country of origin from Item Balance Maintenance (MENU IAFIL)</p> <p><i>Valid Values:</i> a country defined through Country Name Maintenance (MENU POFILE/MENU ARFIL2)</p> <p>(A 3) Required/Display</p>

### Inventory Entry Screen Fields and Function Keys

Field/Function Key	Description
G/L Account Number	<p>This field applies to Quantity Adjustment transactions (<b>Type</b> field set to <b>A</b>) only.</p> <p>Use this field to specify the general ledger account to debit or credit for this transaction. If you leave this field blank, the system will use the account designated as the Qty Adjustment Write Offs account in the General Ledger Transfer Definition (MENU GLXFER).</p> <p>Key the full account number or the account's short name.</p> <p><i>Valid Values:</i> An active account defined through G/L Accounts Maintenance (MENU GLFILE) that is not a distribution account.</p> <p>(A 25) Optional</p>
Find	<p>Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class.</p> <p>To search for manufacturer item numbers, prefix the criteria you enter with <b>M/</b>. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number.</p> <p>To search for customer item numbers, prefix the criteria you enter with <b>C/</b>. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers.</p> <p>To search for UPC cross references, prefix the criteria you enter with <b>U/</b>. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references.</p> <p>To search for GTIN cross references, prefix the criteria you enter with <b>G/</b>. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references.</p> <p>(A 40) Optional</p>
Item No	<p>This field may be used in addition to, or in place of, entering search criteria in the <b>Find</b> field to further limit the items to display.</p> <p>Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number.</p> <p>For information on entering search criteria and the Item Description Search Screen, refer to the Cross Applications User Guide.</p> <p>(A 27) Optional</p>

## Inventory Entry Screen Fields and Function Keys

Field/Function Key	Description
Class	<p>This field may be used in addition to (not in place of) the search criteria in the <b>Find</b> or <b>Item No</b> fields to further limit the number of items that will display, based on their item class.</p> <p>Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen.</p> <p>For information on entering search criteria and the Item Description Search Screen, refer to the Cross Applications User Guide.</p> <p>(A 2/A 2) Optional</p>
F2=Dsp CAS U/M / F2=Dsp Stock U/M	Press <b>F2=DSP CAS U/M</b> / <b>F2=DSP STOCK U/M</b> to toggle between displaying the case unit of measure and primary stocking unit of measure.
F3=Exit	After you have completed entering transactions, press <b>F3=EXIT</b> to exit this screen. The Group Statistics Screen (p. 5-49) will appear.
F5=Misc PO Rct	<p>The <b>F5=MISC PO RCT</b> function key displays only if Warehouse Management is installed.</p> <p>Press <b>F5=MISC PO RCT</b> to create Inventory Accounting receipt transactions from miscellaneous receipts entered through Warehouse Management for items received without a purchase order.</p> <p>When using Warehouse Management, the <b>F5=MISC PO RCT</b> function key is available. The Miscellaneous Receipts List Screen will appear. Refer to the Warehouse Management User Guide for a description of this screen. From the Miscellaneous Receipts List Screen, you can select a miscellaneous receipt that has been created through Warehouse Management (MENU WMMAIN).</p> <p>Miscellaneous receipts may be created to pre-receive items for which a purchase order has been not been issued. Although the purchase order is created at that time, the receipt of the items on the miscellaneous PO receipt must be selected in an inventory transaction group using this function key.</p> <p>After the transaction group is created, the receipt must be posted through Process Transactions (MENU IAMAIN).</p>
F7=Page Down / F8=Page Up	<p>More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, <b>F7=PAGE DOWN</b> and <b>F8=PAGE UP</b> are available for use but do not display.</p> <p>Use the <b>F7=PAGE DOWN</b> to display the next screen of information on a roll screen. The <b>PAGE DOWN</b> or <b>SHIFT-ROLL FWD</b> function keys perform the same task.</p> <p>Use the <b>F8=PAGE UP</b> to display the previous screen of information on a roll screen. The <b>PAGE UP</b> or <b>SHIFT-ROLL BACK</b> function keys perform the same task.</p>

### Inventory Entry Screen Fields and Function Keys

Field/Function Key	Description
F13 - F20=To Change	<p>Press the <b>F13 - F20=TO CHANGE</b> function key that corresponds to the reference number (<b>Reference Number</b> field) of a Transaction Code (TR) that you wish to select to display on the Inventory Update Screen (p. 5-21). Use the function keys as follows to select a TR to change:</p> <ul style="list-style-type: none"> <li>• F13=REFERENCE NUMBER 1</li> <li>• F14=REFERENCE NUMBER 2</li> <li>• F15=REFERENCE NUMBER 3</li> <li>• F16=REFERENCE NUMBER 4</li> <li>• F17=REFERENCE NUMBER 5</li> <li>• F18=REFERENCE NUMBER 6</li> <li>• F19=REFERENCE NUMBER 7</li> <li>• F20=REFERENCE NUMBER 8</li> </ul> <p>If the function keys on your keyboard are arranged in a single row, then press the shift key and the corresponding reference number.</p> <p><b>EXAMPLE:</b> To change line 8, press <b>SHIFT</b> and <b>F8</b>.</p> <p>-OR-</p> <p>If the function keys on your keyboard are arranged in a two rows, press the key which is directly above the reference number key in the bottom row.</p> <p><b>EXAMPLE:</b> To change line 8, find function key 8 in the bottom row. Press <b>F20</b> in the top row because it is directly above <b>F8</b>.</p>
F23=Speed Entry/ F23=Regular Entry	<p>Press the <b>F23=SPEED ENTRY/F23=REGULAR ENTRY</b> key to toggle between speed entry and regular entry. If <b>F23=SPEED ENTRY</b> is displayed on the screen, you are in the regular entry mode; if <b>F23=REGULAR ENTRY</b> is displayed, you are in the speed entry mode.</p> <p>Speed entry will update a valid transaction immediately without any confirmation (the Inventory Confirmation Screen (p. 5-32) will be bypassed). You will stay in speed entry mode until you press <b>F23=REGULAR ENTRY</b> again.</p> <p>Regular entry requires the user to confirm the information entered before accepting it (the Inventory Confirmation Screen (p. 5-32) will be displayed). You will stay in regular entry mode until you press <b>F23=SPEED ENTRY</b> again.</p>

**Inventory Entry Screen Fields and Function Keys**

Field/Function Key	Description
Enter	<p>Press <b>ENTER</b> to confirm your selections.</p> <p>If you are in regular entry mode, the Inventory Confirmation Screen (p. 5-32) appears. Press <b>ENTER</b> again to confirm the transaction.</p> <p>If you are in speed entry mode, the transaction will be updated immediately and be displayed on the top portion of the screen (the <b>Rec#</b> indicates the number of records that have been added; in other words, 3 means that this is the third transaction added to the transaction group). The Inventory Confirmation Screen (p. 5-32) is bypassed in this mode.</p> <p>If the <b>Cmts</b> field is set to <b>Y</b>, the Inventory Accounting Comments Maintenance Screen (p. 5-36) appears.</p> <p>If Warehouse Management is installed, the Location Receipts Screen appears for types <b>A</b> and <b>R</b> or the Location Selection Screen appears for types <b>I</b> and <b>T</b>. On the Location Receipts Screen, the locations that have been assigned to a specific item for the transaction will be displayed. Use this screen to assign a location to be reserved to contain the receipt of quantity of the item you are working with. Note that depending upon whether or not the Auto-Reserve feature is being used, the Lot Number Assignment or Serial Number Assignment screens may appear prior to or following the Location Receipts Screen. On the Location Selection Screen, you can select the locations where items you want to remove from your warehouse, are stored. Refer to the Warehouse Management manual for a description of these screens.</p> <p>If search criteria is entered, the Item Description Search Screen will appear. Refer to this screen as described in the Inventory Accounting User Guide.</p> <p>If Consignment is installed and either the from or to warehouse is a consignment warehouse, the Customer/Ship-To Selection Screen will appear. Refer to this screen in the Moving Goods to a Consignment Warehouse chapter in the Customer Consignment User Guide.</p>

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## Inventory Update Screen

INVENTORY ENTRY/UPDATE - GROUP NO: BB							Update
T	R	WH	Item Number	Quantity	U/M	Cost	To WH Rec# C
1	R	1	A200	144.000	EA	5.48373	U 3
2	R	1	A310	40.000	EA	7.93827	U 4
3	R	1	A500	1.000-	EA		U 5
4	R	1	F4001	100.000	EA	4.98723	U 7 Y

Last

Date: . 92412 Tran Code: R RECEIPT WHS? 1, To? ... Cmts: Y,

Item Number	Quantity	U/M	Cost	Extension
F4001	100.000	EA	4.98723	U

COO? MEX

Find: .....  
Item No: ..... Class: .....

F2=Dsp CAS U/M F12=Return F24=Delete

## Inventory Update Screen Expanded Fields

INVENTORY ENTRY/UPDATE - GROUP NO: A9							Update
T	R	WH	Item Number	Quantity	U/M	Cost	To WH Rec# C
1	R	1	A200	200.000	EA		U 1
2	R	1	A310	40.000	EA	5.48373	U 2
3	A	1	A500	1.000-	CAS	7.93827	U 3

Last

Date: . 41912 Tran Code: A QTY ADJUSTMENT WHS? 1, To? ... Cmts: N

Item Number	Quantity	U/M	Cost	Extension
A500	1.000-	CAS		U

Div.Account.Sub  
001.0001200.000

Find: .....  
Item No: ..... Class: .....

F2=Dsp CAS U/M F12=Return F24=Delete

Both the standard and expanded fields view of the screens are shown above. The expanded fields view is activated through Expanded Field Use (MENU XAFIL2).

This screen displays after selecting an existing transaction to update on the Inventory Entry Screen (p. 5-8). Use this screen to update an existing transaction in the selected Group.

## Inventory Update Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	<p>This is the reference number assigned to each inventory transaction displayed on the screen.</p> <p>Display</p>
TR	<p>This field displays the type of transaction occurring for this item:</p> <ul style="list-style-type: none"> <li>• <b>A</b> - Quantity Adjustment</li> <li>• <b>C</b> - Cost Adjustment</li> <li>• <b>F</b> - User Cost Adjustment</li> <li>• <b>G</b> - Average Cost Maintenance</li> <li>• <b>I</b> - Quantity Issue</li> <li>• <b>L</b> - Last Cost Maintenance</li> <li>• <b>M</b> - Quantity Move or Convert Down</li> <li>• <b>O</b> - Quantity on Order (Purchase Order)</li> <li>• <b>P</b> - Physical Inventory Adjustment</li> <li>• <b>R</b> - Inventory Receipt</li> <li>• <b>S</b> - Standard Cost Maintenance</li> <li>• <b>T</b> - Warehouse Transfer</li> <li>• <b>U</b> - Quantity Move Up</li> <li>• <b>Y</b> - Inventory Recount</li> </ul> <p>Display</p>
WH	<p>This is the warehouse for the specific transaction. If you are doing a warehouse transfer (transaction code <b>T</b>), this is the from warehouse. An item is being transferred from this warehouse to the warehouse in the <b>To WH</b> field.</p> <p>Display</p>
Item Number	<p>This is the number of the item for which a transaction has been entered.</p> <p>Display</p>
Quantity	<p>This is the quantity of the item for the transaction. Quantities are allowed only for <b>A, C, I, M, O, R, T, U</b>, or <b>Y</b> transaction codes; otherwise, this field will be blank.</p> <p>Display</p>
U/M	<p>This is the unit of measure that applies to the quantity of the item for the transaction.</p> <p>Display</p>



### Inventory Update Screen Fields and Function Keys

Field/Function Key	Description
Cost	<p>This is the cost of the item. The cost may be entered as a unit cost (U) or as an extended cost (X) and the <b>U/X code</b> is displayed to the right of this field.</p> <p>Display</p>
To WH	<p>This field indicates to which warehouse the item is being transferred. This field is required only for a warehouse transfer (transaction code T).</p> <p>Display</p>
Rec#	<p>This field displays the record number of the existing transaction.</p> <p>Display</p>
C	<p>This field indicates if Inventory Accounting transaction comments are included with this transaction. Y displays if transaction comments exist. N displays if no transaction comments exist.</p> <p>Display</p>
Date	<p>This is the entry date of the transaction. You may accept the system date displayed, or override this date with the date you desire.</p> <p><i>Default Value:</i> Current system date</p> <p><i>Valid Values:</i> A valid date using the <b>Default Date Format</b> for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, a valid date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Required</p>

**Inventory Update Screen Fields and Function Keys**

Field/Function Key	Description
Tran Code	<p>The type of transaction occurring for this item. Select one of the following:</p> <ul style="list-style-type: none"><li>• <b>A</b> - Quantity Adjustment</li><li>• <b>C</b> - Cost Adjustment</li><li>• <b>F</b> - User Cost Adjustment</li><li>• <b>G</b> - Average Cost Maintenance</li><li>• <b>I</b> - Quantity Issue</li><li>• <b>L</b> - Last Cost Maintenance</li><li>• <b>M</b> - Quantity Move or Convert Down</li><li>• <b>O</b> - Quantity on Order (Purchase Order)</li><li>• <b>P</b> - Physical Inventory Adjustment</li><li>• <b>R</b> - Inventory Receipt</li><li>• <b>S</b> - Standard Cost Maintenance</li><li>• <b>T</b> - Warehouse Transfer<ul style="list-style-type: none"><li>• You cannot enter a warehouse transfer (type T) transaction between 2 warehouses with different currencies.</li></ul></li><li>• <b>U</b> - Quantity Move Up</li><li>• <b>Y</b> - Inventory Recount</li></ul> <p>Refer to the Inventory Transactions section of this user guide for a detailed explanation of each transaction code.</p> <hr/> <p>NOTE: If <b>Cost Maintenance Transactions Allowed</b> has been defined as <b>N</b> in Inventory Accounting Options Maintenance (MENU XAFILE), you are limited to the type of transactions you can key here. If an <b>N</b> was selected, you cannot enter any cost maintenance type transaction on this screen. All cost maintenance must, in this case, be done through Item Balance Maintenance (MENU IAFILE). If a <b>Y</b> was selected, you must maintain costs here and cannot maintain them through Item Balance Maintenance.</p> <hr/> <p>(A 1) Required</p> <hr/>

## Inventory Update Screen Fields and Function Keys

Field/Function Key	Description
WHS / To	<p>Key the from and to warehouse for this item.</p> <ul style="list-style-type: none"> <li>• <b>WHS:</b> This is the warehouse with which you are working. If you are doing a warehouse transfer (transaction code <b>T</b>), this is the from warehouse. An item is being transferred from this warehouse to the warehouse keyed in the <b>To</b> field (below). This field is required for every transaction code.</li> <li>• <b>To:</b> This field is used to specify to which warehouse the item is being transferred. This field is required only if you are performing a warehouse transfer (transaction code <b>T</b>). Additionally, if the warehouse in the <b>WHS</b> field is located in a European Community (EC) member country, the warehouse in this field cannot be in a different EC member country. Warehouse transfers between warehouses in 2 different EC must be created through the Order Entry and Purchasing modules.</li> </ul> <hr/> <p>NOTE: When doing a warehouse transfer, the in-process quantity will be affected immediately on the from <b>WHS</b> warehouse record. The in-process quantity in the <b>TO</b> warehouse record will not be updated. When this group is posted through Process Transactions (MENU IAMAIN), the in-process quantity is affected only in the from <b>WHS</b> warehouse record. Quantities on-hand will be affected in both warehouses.</p> <hr/> <p><i>Valid Values:</i> A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFIELD) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 2) Required</p>
Cmts	<p>This field indicates if Inventory Accounting transaction comments are to be included with this transaction. If the <b>Force Comments on IA Adjustment/Maintenance</b> field is set to <b>Y</b> in the Inventory Accounting System Options (MENU XAFIELD), this field will be display-only and set to <b>Y</b> for the following types of transactions codes: <b>A, C, F, G, L, S</b>.</p> <p>If this field is set to <b>Y</b>, transaction comments exist or are required by the system options. If comments are not required, key <b>Y</b> if you want to create comments for this transaction. Comments entered through this option will be displayed in the Item Inquiry (MENU IAMAIN) on the Transaction History Detail Screen (p. 8-62).</p> <p>If this field is set to <b>N</b>, no transaction comments exist. Key <b>N</b> if you do not want to create them for this transaction.</p> <p>(A 2) Required/Display Only</p>
Item Number	<p>This is the number of the item for which you are entering a transaction.</p> <p>(Display)</p>

### Inventory Update Screen Fields and Function Keys

Field/Function Key	Description
Quantity	<p>The quantity of the item for the transaction. Quantities are allowed only for <b>A, C, I, M, O, R, T, U</b>, or <b>Y</b> transaction codes; otherwise, leave this field blank. Positive and negative quantities are valid only for certain transactions. Refer to the Inventory Transaction Types (p. 2-4) for a description of each transaction and the valid quantities (positive or negative values) that may be entered.</p> <p>(N 10,3) Required/Blank</p>
U/M	<p>The unit of measure that applies to the quantity entered or being transferred. The unit of measure must be either the pricing unit of measure, or one of the three stocking units of measure for that item. If a unit of measure is not entered, the default unit of measure defined through Item Master Maintenance (MENU IAFILE) will be used.</p> <p>If a cost maintenance transaction is selected, the unit of measure must be the pricing unit of measure for the item as defined through Item Master Maintenance (MENU IAFILE).</p> <hr/> <p>NOTE: When a ? displays following this field (i.e., <b>U/M?</b>) and you key a ? in this field, one of two pop-up windows will display depending on the function you are performing.</p> <hr/> <p><i>Default Value:</i> The default unit of measure defined for the item through Item Master Maintenance (MENU IAFILE)</p> <p><i>Valid Values:</i> Any valid unit of measure defined through Item Master Maintenance (MENU IAFILE)</p> <p>(A 3) Required</p>

## Inventory Update Screen Fields and Function Keys

Field/Function Key	Description
Cost	<p>Costs are allowed only for the following transaction codes (otherwise, this field must be left blank):</p> <p><b>C, F, G, L, R, S, or I</b></p> <p>You will be able to enter a cost when you are performing a positive adjustment or negative issue and a costing method (LIFO/FIFO) is being used, as determined through Inventory Accounting Options Maintenance (MENU XAFILE). If you select not to enter in a cost, the system will default in the current average cost for the cost layer update.</p> <p>This field must be left blank if the <b>Tran Code</b> field is <b>G</b> (average cost maintenance transaction) for a lot or serial item and the <b>Use Avg Cost for Lot Items</b> and/or the <b>Use Avg Cost for Serial Items</b> fields are set to <b>N</b> through Warehouse Management Options Maintenance (MENU WMFILE).</p> <p>The cost of the item (must be entered as a positive number). The cost may be entered as a unit cost (<b>U</b>) or as an extended cost (<b>X</b>). The <b>U/X code</b> (which displays to the right of this field) is used to define the extension of the cost.</p> <p>The value keyed here affects the following:</p> <ul style="list-style-type: none"> <li>• If no cost is keyed here and the extension code (see the <b>U/X</b> field) is <b>U</b>, the item's average cost will not be updated.</li> <li>• If no cost is keyed here and the extension code (see the <b>U/X</b> field) is <b>X</b>, the item's average cost will be updated. A warning message will be displayed if this is the situation.</li> </ul> <p>Refer to the Inventory Transaction Types (p. 2-4) for a description of each transaction type.</p> <p>(N 11,5) / (N16,5 expanded) Required/Blank</p>
(Pricing U/M)	<p>The pricing unit of measure of the selected item.</p> <p>Display</p>

## Inventory Update Screen Fields and Function Keys

Field/Function Key	Description
U/X	<p>Use this field to determine the appropriate extension code.</p> <p>Key <b>U</b> to define the extension as the cost multiplied by the quantity.</p> <p>Key <b>X</b> to define the extension equal to the cost entered. The quantity is disregarded.</p> <p>If no cost is keyed in the <b>Cost</b> field and a <b>U</b> is keyed here, the item's average cost will not be updated.</p> <p>If no cost is keyed in the <b>Cost</b> field and an <b>X</b> is keyed here, the item's average cost will be updated. A warning message will be displayed if this is the situation.</p> <hr/> <p>NOTE: For transaction code <b>C</b> (cost adjustment), enter in the quantity you want affected and what the unit cost should have been. For example, if a receipt is posted for 10 of item A at \$6.00 each and the actual cost is \$7.00 each, you would enter a cost adjustment with a <b>Quantity</b> of 10, a <b>Cost</b> of \$7.00, and then key <b>U</b> in this field. The extended cost displays in the <b>Extension</b> field.</p> <hr/> <p><i>Default Value:</i> U</p> <p>(A 1) Required</p>
Extension	<p>This field displays the extension as determined by your response in the <b>U/X</b> field. A value in this field displays only for transaction type <b>C</b> (Cost Adjustment).</p> <p>Display</p>

## Inventory Update Screen Fields and Function Keys

Field/Function Key	Description
COO	<p>This field displays only if the item you key in the <b>Item Number</b> field on this screen is set up to track country of origin, as defined through Item Master Maintenance (MENU IAFILE), and one of the following is true:</p> <ul style="list-style-type: none"> <li>the <b>Tran Code</b> field on this screen is <b>A</b> and the transaction Quantity is positive</li> <li>the <b>Tran Code</b> field is <b>I</b> and the transaction Quantity is negative</li> <li>the <b>Tran Code</b> field is <b>R</b> and the transaction Quantity is positive</li> </ul> <p>Use this field to specify the country of origin of the item. (In the update mode, you will not be allowed to change this field if the line item being changed has any location assignments made).</p> <hr/> <p>NOTE: If country of origin buying restrictions are active, as defined through System Options Maintenance (MENU XAFILE), the system will perform a country of origin check.</p> <hr/> <p><i>Default Value:</i> the primary country of origin from Item Balance Maintenance (MENU IAFILE)</p> <p><i>Valid Values:</i> a country defined through Country Name Maintenance (MENU POFILE/MENU ARFIL2)</p> <p>(A 3) Required/Display</p>
G/L Account Number	<p>This field applies to Quantity Adjustment transactions (<b>Type</b> field set to <b>A</b>) only.</p> <p>Use this field to specify the general ledger account to debit or credit for this transaction. If you leave this field blank, the system will use the account designated as the Qty Adjustment Write Offs account in the General Ledger Transfer Definition (MENU GLXFER).</p> <p>Key the full account number or the account's short name.</p> <p><i>Valid Values:</i> An active account defined through G/L Accounts Maintenance (MENU GLFILE) that is not a distribution account.</p> <p>(A 25) Optional</p>

## Inventory Update Screen Fields and Function Keys

Field/Function Key	Description
Find	<p>Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class.</p> <p>To search for manufacturer item numbers, prefix the criteria you enter with <b>M/</b>. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number.</p> <p>To search for customer item numbers, prefix the criteria you enter with <b>C/</b>. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers.</p> <p>To search for UPC cross references, prefix the criteria you enter with <b>U/</b>. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references.</p> <p>To search for GTIN cross references, prefix the criteria you enter with <b>G/</b>. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references.</p> <p>(A 40) Optional</p>
Item No	<p>This field may be used in addition to, or in place of, entering search criteria in the <b>Find</b> field to further limit the items to display.</p> <p>Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number.</p> <p>For information on entering search criteria and the Item Description Search Screen, refer to the Cross Applications User Guide.</p> <p>(A 27) Optional</p>
Class	<p>This field may be used in addition to (not in place of) the search criteria in the <b>Find</b> or <b>Item No</b> fields to further limit the number of items that will display, based on their item class.</p> <p>Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen.</p> <p>For information on entering search criteria and the Item Description Search Screen, refer to the Cross Applications User Guide.</p> <p>(A 2/A 2) Optional</p>
F2=Dsp CAS U/M / F2=Dsp Stock U/M	<p>Press <b>F2=DSP CAS U/M / F2=DSP STOCK U/M</b> to toggle between displaying the case unit of measure and primary stocking unit of measure.</p>



**Inventory Update Screen Fields and Function Keys**

Field/Function Key	Description
F9=Assign Loc	Press <b>F9=ASSIGN LOC</b> to display the Location Receipts Screen. The <b>F9=ASSIGN LOC</b> function key displays only if location assignments exist for the line; otherwise, the Location Assignments Screen displays automatically.
F12=Return	Press <b>F12=RETURN</b> to return to the Inventory Entry Screen (p. 5-8).
F24=Delete	Press <b>F24=DELETE</b> to delete the transaction from the Group.
Enter	Press <b>ENTER</b> to confirm the changes made to this transaction.

## Inventory Confirmation Screen

INVENTORY ENTRY/UPDATE - GROUP NO: AH								Add
T	R	WH	Item Number	Quantity	U/M	Cost	To WH	Rec# C
1	R	1	A200	120.000	EA	5.48373	U	1
2	R	1	A310	40.000	EA	7.93837	U	2

\_\_\_\_\_ Last

Date: 7/20/09 Tran Code: R RECEIPT      WHS: 1 To:      Cmts: N

Item Number	Quantity	U/M	Cost EA	Extension
A500	5.000	EA	4.38373 U	21.91865

File Folders - Manilla  
Box of 100 - letter size

F12=Return

## Inventory Confirmation Screen Expanded Fields

INVENTORY ENTRY/UPDATE - GROUP NO: A9								Add
T	R	WH	Item Number	Quantity	U/M	Cost	To WH	Rec# C
1	R	1	A200	200.000	EA	5.48373	U	1
2	R	1	A310	40.000	EA	7.93827	U	2

\_\_\_\_\_ Last

Date: 4/19/12 Tran Code: A QTY ADJUSTMENT      WHS: 1 To:      Cmts: N

Item Number: A500

Quantity	U/M	Cost EA	Extension
5.000-	EA	U	

File Folders - Manilla      Div.Account.Sub  
Box of 100 - letter size      001.0005100.000

F12=Return

Both the standard and expanded fields view of the screens are shown above. The expanded fields view is activated through Expanded Field Use (MENU XAFIL2).

This screen is bypassed if you are in speed entry mode, as determined on the Inventory Entry Screen (p. 5-8).

Use this screen to confirm your transaction. For a description of the fields on this screen, refer to the Inventory Entry Screen (p. 5-8).

All the fields on this screen are display only and cannot be changed.

### Inventory Confirmation Screen Function Keys

Field/Function Key	Description
(Reference Number)	This is the reference number assigned to each inventory transaction displayed on the screen.
TR	<p>This field displays the type of transaction occurring for this item:</p> <ul style="list-style-type: none"> <li>• <b>A</b> - Quantity Adjustment</li> <li>• <b>C</b> - Cost Adjustment</li> <li>• <b>F</b> - User Cost Adjustment</li> <li>• <b>G</b> - Average Cost Maintenance</li> <li>• <b>I</b> - Quantity Issue</li> <li>• <b>L</b> - Last Cost Maintenance</li> <li>• <b>M</b> - Quantity Move or Convert Down</li> <li>• <b>O</b> - Quantity on Order (Purchase Order)</li> <li>• <b>P</b> - Physical Inventory Adjustment</li> <li>• <b>R</b> - Inventory Receipt</li> <li>• <b>S</b> - Standard Cost Maintenance</li> <li>• <b>T</b> - Warehouse Transfer</li> <li>• <b>U</b> - Quantity Move Up</li> <li>• <b>Y</b> - Inventory Recount</li> </ul>
WH	This is the warehouse for the specific transaction. If you are doing a warehouse transfer (transaction code <b>T</b> ), this is the from warehouse. An item is being transferred from this warehouse to the warehouse in the <b>To WH</b> field.
Item Number	This is the number of the item for which a transaction has been entered.
Quantity	This is the quantity of the item for the transaction. Quantities are allowed only for <b>A, C, I, M, O, R, T, U,</b> or <b>Y</b> transaction codes; otherwise, this field will be blank.
U/M	This is the unit of measure that applies to the quantity of the item for the transaction.
Cost	This is the cost of the item. The cost may be entered as a unit cost ( <b>U</b> ) or as an extended cost ( <b>X</b> ) and the <b>U/X code</b> is displayed to the right of this field.

## Inventory Confirmation Screen Function Keys

Field/Function Key	Description
To WH	This field indicates to which warehouse the item is being transferred. This field is required only for a warehouse transfer (transaction code <b>T</b> ).
Rec#	This field displays the record number of the existing transaction.
C	This field indicates if Inventory Accounting transaction comments are included with this transaction. <b>Y</b> displays if transaction comments exist. <b>N</b> displays if no transaction comments exist.
Date	This is the entry date of the transaction.
Tran Code	<p>The type of transaction occurring for this item:</p> <ul style="list-style-type: none"> <li>• <b>A</b> - Quantity Adjustment</li> <li>• <b>C</b> - Cost Adjustment</li> <li>• <b>F</b> - User Cost Adjustment</li> <li>• <b>G</b> - Average Cost Maintenance</li> <li>• <b>I</b> - Quantity Issue</li> <li>• <b>L</b> - Last Cost Maintenance</li> <li>• <b>M</b> - Quantity Move or Convert Down</li> <li>• <b>O</b> - Quantity on Order (Purchase Order)</li> <li>• <b>P</b> - Physical Inventory Adjustment</li> <li>• <b>R</b> - Inventory Receipt</li> <li>• <b>S</b> - Standard Cost Maintenance</li> <li>• <b>T</b> - Warehouse Transfer <ul style="list-style-type: none"> <li>• You cannot enter a warehouse transfer (type <b>T</b>) transaction between 2 warehouses with different currencies.</li> </ul> </li> <li>• <b>U</b> - Quantity Move Up</li> <li>• <b>Y</b> - Inventory Recount</li> </ul>
WHS / To	<p><b>WHS:</b> This is the warehouse with which you are working. An item is being transferred from this warehouse to the warehouse keyed in the <b>To</b> field (below).</p> <p><b>To:</b> This is the warehouse the item is being transferred to.</p>
Cmts	This field indicates if Inventory Accounting transaction comments are included with this transaction. If the <b>Force Comments on IA Adjustment/Maintenance</b> field is set to <b>Y</b> in the Inventory Accounting System Options (MENU XAFILE), this field will be display-only and set to <b>Y</b> for the following types of transactions codes: <b>A, C, F, G, L, S</b> .
Item Number	This is the number of the item for which a transaction has been entered.

## Inventory Confirmation Screen Function Keys

Field/Function Key	Description
Quantity	The quantity of the item for the transaction. Quantities are allowed only for <b>A, C, I, M, O, R, T, U</b> , or <b>Y</b> transaction codes; otherwise, leave this field blank.
U/M	The unit of measure that applies to the quantity entered or being transferred.
Cost	This field displays the cost of the item. Costs are allowed only for the following transaction codes: <b>A, C, F, G, L, R, S</b> , or <b>I</b>
(Pricing U/M)	The pricing unit of measure of the selected item will display to the right of the <b>Cost</b> field heading above the <b>U/X</b> field.
U/X	The extension code: <b>U</b> defines the extension as the cost multiplied by the quantity. <b>X</b> defines the extension equal to the cost entered. The quantity is disregarded.
Extension	This field displays the extension as determined by your response in the <b>U/X</b> field. A value in this field displays only for transaction type <b>C</b> (Cost Adjustment).
COO	This field displays only if the item in the <b>Item Number</b> field on this screen is set up to track country of origin, as defined through Item Master Maintenance (MENU IAFILE), and one of the following is true: <ul style="list-style-type: none"> <li>the <b>Tran Code</b> field on this screen is <b>A</b> and the transaction Quantity is positive</li> <li>the <b>Tran Code</b> field is <b>I</b> and the transaction Quantity is negative</li> <li>the <b>Tran Code</b> field is <b>R</b> and the transaction Quantity is positive</li> </ul> This field indicates the country of origin of the item.
G/L Account Number	This field applies to Quantity Adjustment transactions ( <b>Type</b> field set to <b>A</b> ) only.  This field indicates the general ledger account to debit or credit for this transaction.
F12=Return	Press <b>F12=RETURN</b> to return to the Inventory Entry Screen (p. 5-8) without processing your transaction.
Enter	Press <b>ENTER</b> to process your transaction.

## Inventory Accounting Comments Maintenance Screen

IA COMMENTS MAINTENANCE		RECEIPT
Item: A310	Full Strip Desk Stapler	
Wh: 1 To:	1/2" staples	
<u>Text</u>	Comment Code? ...	
Item received as samples from the salesman .-. will not change		
the average cost. ■ .....		
.....		
.....		
		F12=Return F24=Delete

If the **Cmts** field is set to **Y** on the Inventory Entry Screen (p. 5-8) or the Inventory Update Screen (p. 5-21), this screen appears after pressing **ENTER** twice on that screen or after pressing **F5=ADD/CHANGE COMMENT** on the Transaction History Detail Screen (p. 8-62).

Use this screen to key the text of a comment to be included with your transaction, or to key a comment code associated with a previously created comment to include with your transaction. Previously created comments and their associated codes were defined through Transaction Comments (MENU IAFILE). If a comment already exists for this transaction, and you accessed this screen through the Transaction History Detail Screen (p. 8-62), you cannot modify or delete it since the transaction has already gone to history.

If the **Force Comments on IA Adjustment/Maintenance** field is set to **Y** in Inventory Accounting System Options Maintenance (MENU XAFILE), comments are required for the following transaction codes: **A, C, F, G, L, S**. You will not be able to leave this screen without entering a comment and you will not be able to delete the comment.

Comments entered on this screen will be displayed in the Item Inquiry (MENU IAMAIN) on the Transaction History Detail Screen (p. 8-62).

### Inventory Accounting Comments Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Transaction	The identification of the transaction being performed is provided. This transaction type was determined on the Inventory Entry Screen (p. 5-8).
	Display

### Inventory Accounting Comments Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Item	<p>This is the number of the item and its description for which a transaction has been entered.</p> <p>Display</p>
Wh	<p>This is the warehouse with which you are working. An item is being transferred from this warehouse to the warehouse the <b>To</b> field.</p> <p>Display</p>
To	<p>This is the warehouse the item is being transferred to.</p> <p>Display</p>
Text	<p>Manually key text describing the transaction. If the <b>Comment Code</b> field is used, and <b>ENTER</b> is pressed, the pre-defined text will be displayed in this field.</p> <p>If you have Warehouse Management installed and you are modifying a transaction generated automatically through Adjust Inventory in Unknown Location (MENU WMMAST), this field will contain the comment <b>“Transaction created through ADJUST INVENTORY IN UNKNOWN LOCATION, WMMAST 8”</b>.</p> <p>(A 60) Optional</p>
Comment Code	<p>Use this field to call in existing comments. This alleviates the need to manually key comment text previously created and stored via Transaction Comments (MENU IAFIELD).</p> <p>Key the desired comment code.</p> <p>(A 2) Optional</p>
F12=Return	<p>The <b>F12=RETURN</b> function key will not appear if the <b>Force Comments on IA Adjustment/Maintenance</b> field is set to <b>Y</b> in Inventory Accounting System Options Maintenance (MENU XAFIELD).</p> <p>Press <b>F12=RETURN</b> to return to the previous screen without making any updates.</p>
F24=Delete	<p>The <b>F24=DELETE</b> function key will not appear if the <b>Force Comments on IA Adjustment/Maintenance</b> field is set to <b>Y</b> in Inventory Accounting System Options Maintenance (MENU XAFIELD) or if you accessed this screen while reviewing transaction history.</p> <p>Press <b>F24=DELETE</b> to delete text displayed on this screen. You will have to press <b>ENTER</b> to confirm your choice. The previous screen appears.</p>
Enter	<p>Press <b>ENTER</b> to confirm your entries.</p>

## Cost Maintenance Screen - Serial Items

COST MAINTENANCE					
WH: 1 Item: A100 All-in-One Printer Model V515W Print, Copy, Fax, Scan					
Cost U/M: EA					
Serial	Cost	On Hand Qty	Rec	Notes	
1 105	418.99000	1.000			
2 106	418.99000	1.000			
3 107	418.99000	1.000			
4 108	418.99000	1.000			
5 109	418.99000	1.000			
6 12678	399.99000	1.000			
7 12784	399.99000	1.000			
8 1289546	399.99000	1.000			
9 20630	399.99000	1.000			
10 20631	399.99000	1.000			
11 20632	399.99000	1.000			
12 20633	399.99000	1.000			
13 20634	399.99000	1.000			
14 20635	399.99000	1.000			
15 20636	399.99000	1.000			

Select: \_ New Cost: .....000000 More... F12=Return

## Cost Maintenance Screen - Lot Control Items

COST MAINTENANCE					
WH: 1 Item: A120 Color Copy / Photo Paper 28# Print, Copy, Fax, Scan H					
Cost U/M: BOX					
Lot	Cost	On Hand Qty	Exp	Notes	
1 105-0004	25.76200	5.000			
2 23478-0004	24.75000	50.000			

Select: \_ New Cost: .....000000 Last F12=Return

The Cost Maintenance Screen - Serial Items and Cost Maintenance Screen - Lot Control Items only display when Warehouse Management is installed.

This screen displays when doing average cost maintenance (type G) for a lot control or serial item when the Warehouse Management Options (MENU WMFILE) field settings for **Use Avg Cost for Lot Items**, **Use Avg Cost for Case Qty Items** or **Use Avg Cost for Serial Items** is set to **N**, and also when the



Inventory Accounting Company Option (MENU XAFILE) field setting for **Cost Maintenance Transactions Allowed** is set to **Y**.

Use this screen to maintain the cost of a particular lot or serial number for an item.

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:

\* **PAGE DOWN** or **SHIFT-ROLL FWD** or **F7=PAGE DOWN** to display the next screen

\* **PAGE UP** or **SHIFT-ROLL BACK** or **F8=PAGE UP** to display the previous screen.

### Cost Maintenance Screen Fields and Function Keys

Field/Function Key	Description
WH	The warehouse for the specific transaction. Display
Item	The item number and description for which you are maintaining costs. Display
Cost U/M	The pricing unit of measure from the Item Master File (ITMST). Display
(Reference Number)	The reference number assigned to each serial or lot item displayed on this screen. Key this number in the <b>Select</b> field on the bottom portion of this screen to select the serial or lot item you want to maintain costs for. Display
Serial or Lot	The serial or lot number of the item. Display
Cost	The current cost of the serial or lot number, or if a new cost was keyed on this screen for the serial or lot number, the new cost will display. Display
On Hand Qty	The current on-hand quantity of the serial or lot item. Display
Rec or Exp	If this is a serial item, then this will display the date when this serial number was received into inventory, if available. If this is a lot item, then this will display the expiration date of this particular lot, if available. Display
Notes	If any notes have been keyed for this lot or serial number in this location, the first ten characters of those notes are displayed here. Display

**Cost Maintenance Screen Fields and Function Keys**

Field/Function Key	Description
Select	<p>Use this field to select a serial or lot number for which you want to enter a new cost.</p> <p>Key the line number shown in the <b>Reference</b> column of the serial or lot number for which you want to key a new cost. You may then change the cost of that particular line in the <b>New Cost</b> field.</p> <p>(N 2,0) Optional</p>
New Cost	<p>Use this field to key a new cost for the serial or lot number you indicated in the <b>Select</b> field.</p> <p>Key the new cost of the serial or lot number selected. The new cost cannot be zero. If the new cost is greater than the maximum cost percent variance (entered in Inventory Accounting options for the company associated with this warehouse) then a warning will be displayed. This cost (along with all the other costs for lot/serial numbers for this warehouse/item) will be used to calculate the average cost for this item.</p> <p>(N 15,5) Required</p>
F12=Return	<p>Press the <b>F12=RETURN</b> function key to return to the previous screen when you are done entering new costs for this item number.</p>
Enter	<p>Press <b>ENTER</b> to confirm the new cost entered.</p>

## Cost Layer Adjustment Maintenance Selection Screen

COST LAYER ADJUSTMENT MAINTENANCE SELECTION									
Cost U/M: EA			Warehouse: 1 Hartford, CT						
Item: A200			SF-7200						
Sharp Copier Toner									
Sl	Date	Time	Tr	Trn U/M	Trans Qty In Cost	Avail Qty In Cost	Unit Cost U/M		
1	11/22/07	12:00:00	R	EA	2,777.000	2,777.000	5.40506		
2	12/31/07	10:45:14	R	EA	120.000	120.000	5.71483		
3	01/07/08	14:05:15	Z	EA	700.000	700.000	4.99844		
4	01/21/08	15:22:23	Z	EA	336.000	336.000	4.99844		
5	02/04/08	09:35:26	R	EA	4,176.000	4,176.000	5.67433		
6	02/22/08	13:34:44	R	EA	4,176.000	4,176.000	5.67433		
Last									
Sel: ... Qty: .....12.000 EA							.000 EA Entered		
							12.000 EA To Go		
F4=Used Qty				F8=Entered					
F6=Layer Detail				F10=Continue				F12=Return	

This screen displays during the enter/update transaction process, if a cost method (FIFO/LIFO) was selected in Inventory Accounting Maintenance Options (MENU XAFIL) and a negative adjustment is being applied.

This screen displays all the current cost layers, and allows you to select layer(s) for the transaction. You can also press **F6=LAYER DETAIL** to display additional information about a cost layer shown on this screen, or press **F8=ENTERED** to display the layers you have selected from this screen.

**NOTE:** The values entered on this screen are in the pricing/cost unit of measure for the item. If the transaction quantity entered in IA Transaction Entry is not in the costing unit of measure, it will be converted to be displayed that way at the bottom of this screen.

### Cost Layer Adjustment Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Cost U/M	The pricing unit of measure from the Item Master File (ITMST). Display
Item	The item number being adjusted; the item description displays below the item number. Display
Warehouse	The warehouse number and name being adjusted. Display

**Cost Layer Adjustment Maintenance Selection Screen Fields and Function Keys**

Field/Function Key	Description
Sl	<p>This field displays the line number of a cost layer.</p> <p>Key this number in the <b>Sel</b> field on the bottom portion of this screen to select layer(s) for the transaction.</p> <p>Display</p>
Date	<p>This field displays the date of the cost layer.</p> <p>Display</p>
Time	<p>This field displays the time of the cost layer.</p> <p>Display</p>
Tr	<p>This field displays the transaction type of the cost layer; refer to “Inventory Transaction Types” on page 2-4 for a description of each transaction type.</p> <p>Display</p>
Trn U/M	<p>The transaction stocking unit of measure of the cost layer.</p> <p>Display</p>
Trans Qty in Cost U/M / Used Qty in Cost U/M / Rsrv Qty in Cost U/M	<p>This field toggles (using the <b>F4=USED QTY/F4=RSRV QTY/F4=TRANS QTY</b> function key) to display the:</p> <ul style="list-style-type: none"> <li>• quantity shown in the cost unit of measure for the transaction quantity of the cost layer</li> <li>• how much of the layer quantity has been used</li> <li>• how much of the layer has been reserved for pending IA adjustment transactions</li> </ul> <p>Display</p>
Avail Qty in Cost U/M	<p>This field displays the available quantity in the cost unit of measure, calculated as:</p> <p><b>Transaction Quantity, less the Used Quantity, less the Reserved Quantity = Available Quantity.</b></p> <p>Display</p>
Unit Cost in Cost U/M	<p>This column displays only if you are authorized to the <b>Display GL Cost and Profit (OE, SA, AR, some PO)</b> application action, as determined through Application Action Authority Maintenance (MENU XASCTY).</p> <p>This field displays the unit cost of the cost layer in the pricing/cost unit of measure.</p> <p>Display</p>
Sel	<p>Use this field to select the line of a cost layer.</p> <p>Key the line number shown in the <b>Sl</b> column of the layer you want to select. Note that the <b>Qty</b> field must also contain a value.</p> <p>(N 2,0) Optional</p>

**Cost Layer Adjustment Maintenance Selection Screen Fields and Function Keys**

Field/Function Key	Description
Qty / U/M	<p>Key a quantity to be reserved of the cost layer that does not exceed what is available for the cost layer and that does not exceed the <b>To Go</b> quantity (shown to the right of this field).</p> <p>The pricing cost unit of measure for the item displays to the right of this value.</p> <p><i>Valid Values:</i> the quantity must be greater than zero; not greater than the <b>To Go</b> quantity; not greater than the available quantity of the cost layer.</p> <p>(N 11,3) Optional</p>
Entered / U/M	<p>This field displays the total quantity that has been entered for cost layers for this transaction, in the pricing unit of measure for the item.</p> <p>Display</p>
To Go / U/M	<p>This field displays the total quantity remaining that must be keyed in order for the cost layers to match what was entered for the transaction quantity (that was converted to the cost unit of measure quantity).</p> <p>The pricing unit of measure for the item appears following this value.</p> <p>Display</p>
F4=Used Qty / F4=Rsrv Qty / F4=Trans Qty	<p>The <b>F4=USED QTY</b>/<b>F4=RSRV QTY</b>/<b>F4=TRANS QTY</b> function key serves as a 3-way toggle to display the:</p> <ul style="list-style-type: none"> <li>• quantity shown in the cost unit of measure for the transaction quantity of the cost layer</li> <li>• how much of the layer quantity has been used</li> <li>• how much of the layer has been reserved for pending IA adjustment transactions</li> </ul>
F6=Layer Detail	<p>After entering a line number of a layer in the <b>Sel</b> field, press <b>F6=LAYER DETAIL</b> to display additional information about the selected cost layer. The Cost Layer Detail Screen (p. 5-44) will display.</p>
F8=Entered	<p>Press <b>F8=ENTERED</b> to display the layers you have selected from this screen. The Cost Layer Adjustment Maintenance Selected Screen (p. 5-46) will display.</p>
F10=Continued	<p>Press <b>F10=CONTINUED</b> to accept your selections and continue to the next transaction.</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the previous screen without making a selection on this screen.</p>

## Cost Layer Detail Screen

COST LAYER DETAIL			
Cost:	5.40506		
Cost U/M:	EA		
Item:	A200	Date: 11/22/07	Time: 12:00:00
	Sharp Copier Toner	SF-7200	
Warehouse:	1 Hartford, CT	Type: R	U/M: EA
Source Type:	10		
Source String:	QPGMR /Sync Item		
F12=Return			

This screen displays after pressing **F6=LAYER DETAIL** on the Cost Layer Adjustment Maintenance Selection Screen (p. 5-41). Use this screen to review additional information about the cost layer you selected.

All the fields on this screen are display only and cannot be changed.

### Cost Layer Detail Screen Fields and Function Keys

Field/Function Key	Description
Cost	The unit cost of the cost layer in the costing unit of measure.
Cost U/M	The cost/pricing unit of measure from the Item Master File (ITMST).
Item	The item number of the cost layer; the item description displays below the item number.
Date	The date the cost layer transaction was created.
Time	The time the cost layer transaction was created.
Warehouse	The warehouse number and name for this cost layer transaction.
Type	The transaction type of the cost layer; refer to “Inventory Transaction Types” on page 2-4 for a description of each transaction type.
U/M	The transaction unit of measure of the cost layer.

**Cost Layer Detail Screen Fields and Function Keys**

Field/Function Key	Description
Source Type	<p>The type of source that created the cost layer.</p> <p><u>Source Type Cross Reference:</u></p> <p>01 = Program IA602, 'R' transaction, Receipt Group</p> <p>02 = Program IA602, 'R' transaction, IA Group</p> <p>03 = Program IA602, 'R' transaction, Warehouse Transfer</p> <p>04 = Program IA602, 'R' transaction, Immediate Resale</p> <p>05 = Program IA602, 'A' transaction, IA Group</p> <p>06 = Program IA602, 'I' transaction, IA Group</p> <p>07 = Program IA602, 'P' transaction, Physical Inventory (WM/IA)</p> <p>08 = Program IA602, 'T' transaction, IA Group</p> <p>09 = Program IA602, 'Y' transaction, IA Group (Sync Item)</p> <p>10 = Program IA665A, Sync Item</p> <p>11 = Program CHKWMBAL, Sync Item</p> <p>12 = Program OB600, 'R' transaction, Build on the fly kit</p> <p>77 = Program XACSTLAY, Layer being reworked by a LIFO Sync request</p>
Source String	<p>Additional information for the type of source that created the cost layer, as shown in the <b>Source Type</b> field. For example, Quantity Issue would generate a source string of 'XX/IA Inventory Issue', where XX is the group ID.</p> <p>Quantity Adjustment would generate a source string of 'XX/IA Inventory Adjust', where XX is the group ID.</p>
F12=Return	Press F12=RETURN to return to the previous screen.

## Cost Layer Adjustment Maintenance Selected Screen

COST LAYER ADJUSTMENT MAINTENANCE SELECTED									
Cost U/M: EA			Warehouse: 1 Hartford, CT						
Item: A200			SF-7200						
Sharp Copier Toner									
Sl	Date	Time	Tr	U/M	Rsrv Qty In Cost U/M	Entered Qty In Cost U/M	Unit Cost In Cost U/M		
1	12/31/07	10:45:14	R	EA	12.000	12.000	5.71483		
Last									
Sel: _ Qty: .....12.000 EA					12.000	EA	Entered		
					.000	EA	To Go		
F4=Avail Qty					F8=Select				
F6=Layer Detail					F24=Delete				

This screen displays after pressing **F8=ENTERED** on the Cost Layer Adjustment Maintenance Selection Screen (p. 5-41). This screen displays the layers you have selected from the Cost Layer Adjustment Maintenance Selection Screen (p. 5-41). These layers will be adjusted when the group is posted.

**NOTE:** The values entered on this screen are in the price cost unit of measure for the item. If the transaction quantity entered in IA Transaction Entry is not in the price cost unit of measure, it will be converted to be displayed that way at the bottom of this screen.

### Cost Layer Adjustment Maintenance Selected Screen Fields and Function Keys

Field/Function Key	Description
Cost U/M	The cost pricing unit of measure from the Item Master File ( <b>ITMST</b> ). Display
Item	The item number being adjusted; the item description displays below the item number. Display
Warehouse	The warehouse number and name for this cost layer transaction. Display
Sl	This field displays the line number of a layer. Key this number in the <b>Sel</b> field on the bottom portion of this screen to select layer(s) for the transaction. Display



### Cost Layer Adjustment Maintenance Selected Screen Fields and Function Keys

Field/Function Key	Description
Date	This field displays the date of the cost layer. Display
Time	This field displays the time of the cost layer. Display
Tr	This field displays the transaction type of the cost layer; refer to “Inventory Transaction Types” on page 2-4 for a description of each transaction type. Display
Trn U/M	This field displays the transaction unit of measure of the cost layer. Display
Trans Qty in Cost U/M / Used Qty in Cost U/M / Rsrv Qty in Cost U/M	This field toggles using the <b>F4=USED QTY/F4=RSRV QTY/F4=TRANS QTY</b> function key to display the: <ul style="list-style-type: none"> <li>• quantity shown in the cost unit of measure for the transaction quantity of the cost layer</li> <li>• how much of the layer quantity has been used</li> <li>• how much of the layer has been reserved for pending IA adjustment transactions</li> <li>• how much of the layer is available to be reserved</li> </ul> Display
Entered Qty in Cost U/M	This field displays the total quantity of this cost layer that has been reserved for this transaction, in the pricing/cost unit of measure for the item.
Unit Cost in Cost U/M	This column displays only if you are authorized to view cost and profit, as determined through Application Authority Maintenance (MENU XASCTY). This field displays the unit cost of the cost layer in the pricing/cost unit of measure. Display
Sel	Use this field to select the line of a layer.  Key the line number shown in the <b>SI</b> column of the layer you want to select. Note that the <b>Qty</b> field must also contain a value; refer to that field for details. (N 2,0) Optional

**Cost Layer Adjustment Maintenance Selected Screen Fields and Function Keys**

Field/Function Key	Description
Qty / U/M	<p>Key a quantity to be reserved of the cost layer that does not exceed what is available for the cost layer and that does not exceed the <b>To Go</b> quantity (shown to the right of this field).</p> <p>The pricing cost unit of measure for the item displays to the right of this value.</p> <p><i>Valid Values:</i> the quantity must be greater than zero; not greater than the To Go quantity; not greater than the available quantity of the cost layer.</p> <p>(N 11,3) Optional</p>
Entered / U/M	This field displays the total quantity that has been entered for cost layers for this transaction, in the pricing cost unit of measure for the item.
To Go / U/M	<p>This field displays the total quantity remaining that must be keyed in order for the cost layers to match what was entered for the transaction quantity (that was converted to the pricing cost unit of measure quantity).</p> <p>The pricing cost unit of measure for the item appears following this value.</p>
F4=Used Qty / F4=Rsrv Qty / F4=Avail Qty / F4=Trans Qty	<p>The F4=USED QTY/F4=RSRV QTY/F4=AVAIL QTY/F4=TRANS QTY function key serves as a 4-way toggle to display the:</p> <ul style="list-style-type: none"> <li>• quantity shown in the cost unit of measure for the transaction quantity of the cost layer</li> <li>• how much of the layer quantity has been used</li> <li>• how much of the layer is available to be reserved</li> <li>• how much of the layer has been reserved for pending IA adjustment transactions</li> </ul>
F6=Layer Detail	After entering a line number of a layer in the <b>Sel</b> field, press the F6=LAYER DETAIL key to display additional information about the selected cost layer. The Cost Layer Detail Screen (p. 5-44) will display.
F8=Select/ F8=Available	Press F8=SELECT/F8=AVAILABLE to toggle between the Cost Layer Adjustment Maintenance Selection Screen (p. 5-41) and the Cost Layer Adjustment Maintenance Selected Screen (p. 5-46).
F24=Delete	After entering a layer in the <b>Sel</b> field, press F24=DELETE to delete the selected/entered cost layer transaction for this transaction.
Enter	Press ENTER to confirm your entry and proceed.

## Group Statistics Screen

GROUP STATISTICS - GROUP NO: AH				
Transaction Type	Number of	Quantity	Cost	Extension Amount
A = QTY ADJUSTMENT				
C = COST ADJUSTMENT				
F = USER COST MAINT				
G = AVERAGE COST MNT				
I = ISSUE				
L = LAST COST MAINT				
M = MOVE DOWN				
O = QTY ON ORDER				
R = RECEIPT	3	165.000	17.80583	997.50105
S = STD COST MAINT				
T = WHS TRANSFER				
U = MOVE UP				
Y = RECOUNT				
	3			
F3=Exit F12=Return				

Once you have completed entering transactions, this screen displays after pressing **F3=EXIT** on the Inventory Entry Screen (p. 5-8), or after making a selection and pressing **ENTER** on the Group Status Screen (p. 5-5). This screen also displays if you selected to delete an inventory transaction group from the Group Selection Screen (p. 5-3).

This screen displays the types of transactions included in the transaction group.

All the fields on this screen are display only and cannot be changed.

### Group Statistics Screen Fields and Function Keys

Field/Function Key	Description
Transaction Type	This column displays each type of transaction code and its description. <b>Transaction Type P</b> (Physical Inv Adj) is generated after running a physical inventory through MENU IAPHYS.
Number of	This is the total number of transactions entered for each type of transaction code. The grand total for all transaction codes prints at the bottom of the column.
Quantity	This is the total quantity affected for each transaction code.
Cost	The total costs entered, whether they be unit costs ( <b>U</b> ), or extended costs ( <b>X</b> ), for each transaction type.
Extension Amount	The total extended cost amount for each transaction type.

**Group Statistics Screen Fields and Function Keys**

Field/Function Key	Description
F3=Exit	After viewing the groups statistics, press <b>F3=EXIT</b> . The Enter/Update Transactions Edit/Post Selection Screen (p. 5-51) appears.
F12=Return	After viewing the groups statistics, press <b>F12=RETURN</b> to return to the Inventory Entry Screen (p. 5-8).
F24=Delete	<p>The <b>F24=DELETE</b> function key appears only if you selected to delete a group from the Group Selection Screen (p. 5-3).</p> <p>Press <b>F24=DELETE</b> to delete the displayed inventory transaction group. After pressing <b>F24=DELETE</b>, the Group Selection Screen (p. 5-3) will display.</p>
Enter	Press <b>ENTER</b> to continue. The Enter/Update Transactions Edit/Post Selection Screen (p. 5-51) appears.

## Enter/Update Transactions Edit/Post Selection Screen

Enter/Update Transactions

Job Template: \_ ..... Modify Selections: N

Run Edit: Y,

Run Post: Y,

G/L Posting Date: .,7/20/09

F3=Exit F4=Job Template List

Use this screen to select to run the edit and/or post for the transactions in this group.

You also have the option to select the job template to be used for the IA Transaction Post job.

**Enter/Update Transactions Screen Fields and Function Keys**

Field/Function Key	Description
Job Template	<p>Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process.</p> <p>For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters.</p> <p>If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key <b>N</b> in the <b>Modify Selections</b> field. You will then bypass all the output parameter screens.</p> <p>If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key <b>Y</b> in the <b>Modify Selections</b> field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job.</p> <p>If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission.</p> <hr/> <p>NOTE: To review a list of existing job templates that have been created for the IA Transaction Post job, press <b>F4=JOB TEMPLATE LIST</b>.</p> <hr/> <p><i>Valid Values:</i> A job template defined for IA Transaction Post jobs (that is, OB_IA601P) through Job Template Maintenance (MENU XAFILE).</p> <p>(A 10) Optional</p>

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## Enter/Update Transactions Screen Fields and Function Keys

Field/Function Key	Description
Modify Selections	<p>If using a job template (you keyed a job template name in the <b>Job Template</b> field on this screen or select one via F4=JOB TEMPLATE LIST), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission.</p> <p>Key <b>Y</b> if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key <b>Y</b>, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFIELD) in the Cross Applications User Guide.</p> <p>Key <b>N</b> if you want to use the template as-is and you do not want to make any modifications. If you key <b>N</b>, a series of selections screens will not be displayed.</p> <p><i>Valid Values:</i> Y or N; cannot be Y if the <b>Job Template</b> field is blank.</p> <p>(A 1) Optional</p>
Run Edit	<p>Use this field to specify if you want to edit the group now.</p> <p>Key <b>Y</b> to edit the group.</p> <p>Key <b>N</b> to not edit the group at this time. You can edit the group later using the Edit Transactions option (MENU IMAIN).</p> <hr/> <p>NOTE: If you do not have authority to access Edit Transactions (MENU IMAIN), this field will be set to <b>N</b> and display-only.</p> <hr/> <p>Display</p>
Run Post	<p>Use this field to specify whether you want to post the group now.</p> <p>Key <b>Y</b> to post the group. For unedited groups, if you set the <b>Edit</b> field to <b>N</b>, the post process will first run the edit, but it will not print the Inventory Transaction Edit Report (p. 6-6). The post will only process if the group passes all the edits.</p> <p>Key <b>N</b> to not post the group at this time. You can post the group later using the Post Transactions option (MENU IMAIN).</p> <hr/> <p>NOTE: If you do not have authority to access Process Transactions (MENU IMAIN), this field will be set to <b>N</b> and display-only.</p> <hr/> <p>(A 1) Required</p>

**Enter/Update Transactions Screen Fields and Function Keys**

Field/Function Key	Description
G/L Posting Date	<p>This field appears only if you have General Ledger installed and you have authority to access Process Transactions (MENU IAMAIN).</p> <p>Use this field to specify the date on which the inventory transactions in this group will be posted to General Ledger. Key the date under which the inventory transactions will be posted. This date will be used instead of the current system date.</p> <p><i>Default Value:</i> The current system date.</p> <p><i>Valid Values:</i> A valid G/L date, as created through the General Ledger Fiscal Calendar Maintenance (MENU GLFIL2). Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFIL2).</p> <p>(N 6,0) Required</p>
F3=Exit	Press <b>F3=EXIT</b> to return to the Group Selection Screen (p. 5-3).
F4=Job Template List	<p>Press <b>F4=JOB TEMPLATE LIST</b> to display the Job Template List Screen, where you can review a list of existing job templates that have been created for IA Transaction Posts.</p> <p>Refer to Job Template Maintenance (MENU XAFIL2) in the Cross Applications User Guide for further details.</p>
Enter	Press <b>ENTER</b> to confirm your entries. If you selected to run the edit, the Report Options Screen appears. Refer to the Cross Applications User Guide for a description of that screen. If you select to skip the edit and/or post or, if you only select to post, you are returned to the Group Selection Screen (p. 5-3).



Once you have entered an inventory transaction group through Enter/Update Transactions (MENU IMAIN) or Adjust Inventory in Unknown Location (MENU WMMAST), use the Edit Transactions option (MENU IMAIN) to ensure that the group contains no errors. This option verifies and validates an inventory transaction group by printing a report of the inventory transactions made and indicating any errors made during transaction entry. An inventory transaction group cannot be posted through Process Transactions (MENU IMAIN) until it has successfully passed this option; meaning, no errors have been detected in the inventory transaction group.

The reports that print contain the results of the edit that is performed on the inventory transaction group you select. There are three reports in total, each containing different information pertaining to the edit.

## Edit Transactions

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Group Selection for Edit Process Screen	Used to specify the ID of the group you want to edit.
Group Statistics Screen	Summarizes the types of transactions included in the selected transaction group.
Inventory Transaction Edit Report	Prints all transactions entered for the group. Transactions with errors are flagged.
Edit Recap Transaction Type Statistics Report	Prints a list of all possible transaction types and the total number of times each type was in error in the group.
Edit Recap Error Statistics Report	Prints a summary list of the types of error flags which can appear and the number of times each was used during the edit.

## Group Selection for Edit Process Screen

```
GROUP SELECTION FOR EDIT PROCESS

Group Number:  AC
-or- All:      ....

F3=Exit                      F9=Group Search
```

This screen displays after selecting option 2 - Edit Transactions from the Inventory Accounting Main Menu (MENU IAMAIN). Use this screen to select the group for which you would like to run an edit of inventory transactions.

### Group Selection for Edit Process Screen Fields and Function Keys

Field/Function Key	Description
Group Number	<p>Use this field to specify the ID of the inventory transaction group you want to edit or post. If the group is currently being used at another workstation, you cannot select the group. If you do not recall the group ID, use the <b>F9=GROUP SEARCH</b> to search for the group.</p> <p><i>Default Value:</i> The internal Device ID of the current workstation maintained through Display Internal Device IDs (MENU XAMAST)</p> <p><i>Valid Values:</i> For editing groups, any inventory transaction group created through Enter/Update Transactions (MENU IAMAIN) or Adjust Inventory in Unknown Location (MENU WMMAST). For posting groups, any inventory transaction group created through Enter/Update Transactions (MENU IAMAIN) or Adjust Inventory in Unknown Location (MENU WMMAST) that has successfully passed Edit Transactions (MENU IAMAIN).</p> <p>(A 2) Required</p>

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### Group Selection for Edit Process Screen Fields and Function Keys

Field/Function Key	Description
-or- ALL	<p>Use this field if you wish to process all existing groups that have your ID as the last user to maintain the group.</p> <p>Key ALL or leave this field blank if you keyed a value in the <b>Group Number</b> field.</p> <hr/> <p>NOTE: This field displays only if Warehouse Management is <i>not</i> installed on your system.</p> <hr/> <p><i>Valid Values:</i> ALL, or blank if you keyed a value in the Group Number field (A 3) Optional</p>
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
F9=Group Search	Press F9=GROUP SEARCH to search for a group. The Group Status Screen (p. 5-5) appears.
Enter	<p>Press ENTER to confirm your group selection.</p> <p>If you are editing a group and selected a group from the Group Status Screen (p. 5-5), the Group Statistics Screen (p. 6-4) appears.</p> <p>If you are editing a group and did not select a group from the Group Status Screen (p. 5-5), the Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen.</p>

## Group Statistics Screen

GROUP STATISTICS - GROUP NO: AH				
Transaction Type	Number of	Quantity	Cost	Extension Amount
A = QTY ADJUSTMENT				
C = COST ADJUSTMENT				
F = USER COST MAINT				
G = AVERAGE COST MNT				
I = ISSUE				
L = LAST COST MAINT				
M = MOVE DOWN				
O = QTY ON ORDER				
P = PHYSICAL INV ADJ				
R = RECEIPT	3	165.000	17.80583	997.50105
S = STD COST MAINT				
T = WHS TRANSFER				
U = MOVE UP				
Y = RECOUNT				
	3*			
F3=Exit F12=Return				

This screen displays after making a selection and pressing **ENTER** on the Group Selection Screen (p. 5-3) and is very similar to the screen that displays once you have completed entering transactions and pressing **F3=EXIT** on the Inventory Entry Screen (p. 5-8). This screen also displays if you selected to delete an inventory transaction group from the Group Selection Screen (p. 5-3).

This screen displays the types of transactions included in the transaction group.

### Group Statistics Screen Fields and Function Keys

Field/Function Key	Description
Transaction Type	<p>This column displays each type of transaction code and its description.</p> <p>NOTE: Transaction type <b>P</b> (Physical Inv Adj) is generated after running a physical inventory through MENU IAPHYS.</p> <p>Display</p>
Number of	<p>This is the total number of transactions entered for each type of transaction code. The grand total for all transaction codes prints at the bottom of the column.</p> <p>Display</p>
Quantity	<p>This is the total quantity affected for each transaction code.</p> <p>Display</p>

**Group Statistics Screen Fields and Function Keys**

Field/Function Key	Description
Cost	The total costs entered, whether they be unit costs (U), or extended costs (X), for each transaction type. Display
Extension Amount	The total extended cost amount for each transaction type. Display
F3=Exit	After viewing the groups statistics, press F3=EXIT to exit the option and return to the menu.
F12=Return	After viewing the groups statistics, press F12=RETURN to return to the Group Selection for Edit Process Screen (p. 6-2).
Enter	Press ENTER to continue. The Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen.

## Inventory Transaction Edit Report

IA410 07/20/09 14.43.16			INVENTORY TRANSACTION EDIT REPORT FOR GROUP NO. AH					AH/APDEMO	PAGE 1
T R	Date	FR TO WH WH	Item/Description	Quantity	U/M	Cost/Extension	Record Number	Edit Flags	
R	07/20/09	1	A200 Sharp Copier Toner	120.000	EA	5.48373 U 658.04760	00001		
R	07/20/09	1	A310 Full Strip Desk Stapler	40.000	EA	7.93837 U 317.53480	00002		
R	07/20/09	1	A500 File Folders - Manilla	5.000	EA	4.38373 U 21.91865	00003		

This is the first of the three reports that print following your selections on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen). The Report Options Screen displays after pressing **ENTER** on the Group Selection for Edit Process Screen (p. 6-2), or the Group Statistics Screen (p. 5-49).

Use this report to verify that transactions entered for an inventory group through Enter/Update Transactions (MENU IAMAIN) are correct when compared to the original source document(s).

For an explanation of the fields on this report, refer to the Inventory Entry Screen (p. 5-8). For a description of the edit flags, refer to Edit Recap Error Statistics Report (p. 6-9). Edit flags are helpful in determining where errors have been made in transactions entered for an inventory transaction group. If one or more edit flags print on this report, make the necessary corrections to the inventory transactions for which an error exists. The corrections are made through Enter/Update Transactions (MENU IAMAIN). Once you have fixed the errors, select this option again to ensure that the inventory transaction group contains no errors. Repeat this process until no edit flags print on this report. If you do not correct all errors, the posting of the inventory transaction group through Process Transactions (MENU IAMAIN) will not be allowed.

## Edit Recap Transaction Type Statistics Report

IA410 07/20/09 14.43.16		EDIT RECAP TRANSACTION TYPE STATISTICS FOR GROUP NO. AH			AH/APDEMO	PAGE 2
Transaction Type	Number Of	Number In Error	Quantity	Cost	Extension	
A = Quantity Adjustment	0	0	.000	.00000	.00000	
C = Cost Adjustment	0	0	.000	.00000	.00000	
F = User Cost Maint.	0	0	.000	.00000	.00000	
G = Average Cost Maint.	0	0	.000	.00000	.00000	
I = Quantity Issue	0	0	.000	.00000	.00000	
L = Last Cost Maint.	0	0	.000	.00000	.00000	
M = Qty Move/Cnvt Down	0	0	.000	.00000	.00000	
O = Qty On Order (P.O.)	0	0	.000	.00000	.00000	
P = Phys Inv Adjustment	0	0	.000	.00000	.00000	
R = Inventory Receipt	3	0	165.000	17.80583	997.50105	
S = Standard Cost Maint.	0	0	.000	.00000	.00000	
T = Warehouse Transfer	0	0	.000	.00000	.00000	
U = Quantity Move Up	0	0	.000	.00000	.00000	
Y = Inventory Recount	0	0	.000	.00000	.00000	
	3	0	165.000	17.80583	997.50105	

This report prints following the Inventory Transaction Edit Report (p. 6-6). This report summarizes the types of transactions made for an inventory transaction group and which types of transactions may have errors.

### Edit Recap Transaction Type Statistics Report

Report/Listing Fields	Description
Number Of	This is the total number of transactions entered for each type of transaction code. The grand total for all transaction codes prints at the bottom of the column. Display
Number In Error	The number of times transactions for the inventory transaction type was flagged in error on the Inventory Transaction Edit Report (p. 6-6). Display
Description	The description of the transaction type. Display
Quantity	This is the total quantity affected for each transaction code. Display
Cost	The total costs entered, whether they be unit costs (U), or extended costs (X), for each transaction type. Display
Extension Amount	The total extended cost amount for each transaction type. Display





## Edit Recap Error Statistics Report

IA410 07/20/09 14.43.16	EDIT RECAP ERROR STATISTICS FOR GROUP NO. AH		AH/APDEMO	PAGE 3
Edit Flag	Number Of	Description		
A	0	Invalid Transaction Code		
B	0	Invalid/Missing Warehouse Code		
C	0	Item Master Record Not Found		
D	0	Item Balance Record Not Found		
E	0	Invalid/Missing Unit Of Measure		
F	0	Quantity Not Entered		
G	0	Invalid Quantity Entered		
H	0	Cost Not Entered		
I	0	Invalid Cost Entered		
J	0	Invalid Transaction Date		
K	0	Invalid Move Transaction		
L	0	WM Locations Not Assigned		
M	0	Customer/ShipTo Not Assigned		
N	0	Quantity Greater than Available Quantity		
O	0	Override GL Account is Not Valid		
P	0	Selected Cost Layers edit errors		
	-----			
	0			

This report prints following the Edit Recap Transaction Type Statistics Report (p. 6-7). This report summarizes the types of error flags which may appear on the Inventory Transaction Edit Report (p. 6-6). The edit flag, its description, and the number of times it occurred on the Inventory Transaction Edit Report (p. 6-6) is printed.

### Edit Recap Error Statistics Report

Report/Listing Fields	Description
Edit Flag	If errors have been detected during Edit Transactions (MENU IMAIN), this is the edit flag codes which print for an inventory transaction on the Inventory Transaction Edit Report (p. 6-6).
Number Of	This column provides the number of times each edit flag appeared on the Inventory Transaction Edit Report (p. 6-6). The total for all errors is provided at the bottom of the column.
Description	The description of the error associated with the edit flag.



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Posting an inventory transaction group updates the Item Balance File (ITBAL). Once you have entered an inventory transaction group through Enter/Update Transactions (MENU IAMAIN) or Adjust Inventory in Unknown Location (MENU WMMAST) and selected Edit Transactions (MENU IAMAIN) to ensure that the group contains no errors, the group is ready to be posted. You can post the group through the Process Transactions option on the Inventory Accounting Main Menu (MENU IAMAIN). There are posting reports that print, if applicable, when you post an inventory transaction group so that you may retain printed journals for audit logs. Once an inventory transaction group is posted, it is deleted.

When Warehouse Management is installed and the transaction is for a Lot Item, if the transaction is a receipt or an adjustment and the Lot Aging Date was entered on the Lot Assignments Screen, this overridden date will be used as the Lot Aging Date to update the Warehouse Management Balance File (WMBAL). If the Lot Item already exists in the selected put-away location, the earliest of the two aging dates will be used for the receipt transaction. The Warehouse Management Lot Date History File (WMLDH) will track the lot aging date and will store both the original and new aging date for audit purposes. If a Lot Aging Date was not entered on the Lot Assignments Screen, the Receipt Date will be used as the Log Aging Date to update the Warehouse Management Balance File (WMBAL).

For all physical inventory count transactions, the Inventory Count History File (IACNTH) will be updated for every item transaction to indicate that it was included in an inventory count transaction and the details of that specific counting. This audit trail of inventory counts may be reviewed through the Item Inquiry (MENU IAMAIN) on the Item Count Transaction History Screen.

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### Important

The posting of General Ledger (G/L) accounts does not occur until Day-End Processing (MENU XAMAST) or Post Inventory Accounting Transactions to G/L (MENU IAMAST) is run. Once G/L is posted, general ledger information will be incorporated into all applicable item files. That is, posting inventory transactions occurs in two steps:

First, you update inventory and item files using this option to submit the transaction group to the Transaction Processor (automatically, information required to update G/L for each transaction is copied to a work file).

Then, when desired, you update general ledger with the information by running Day-End Processing (MENU XAMAST) or Post Inventory Accounting Transactions to G/L (MENU IAMAST).

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## Process Transactions

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Group Selection for Update Process Screen	Used to specify the ID of the group you want to post. You also have the option to select the job template to be used for the IA Transaction Post job.
G/L Posting Date Selection Screen	Used to specify the posting date for the General Ledger Transaction Post Journal.
Inventory Transaction Post Screen	Confirms that the job has been submitted to the Transaction Processor.
Inventory Transaction Update Process Edit Report	Prints a list of transactions that were bypassed by the post process.
Inventory Transaction Update Edit Recap Report	Prints a list of all possible edit flags and the total number of times each flag was used in the group.
Inventory Transaction Update Register Report	Prints item information to show the affect of the inventory transactions.
Inventory Transaction Update Register Recap Report	Prints a summary of the number of transactions that were posted.

---

## Group Selection for Update Process Screen

```
GROUP SELECTION FOR UPDATE PROCESS

Job Template: ..... Modify Selections: N

Group Number: AC
-or- All: ....

F3=Exit      F4=Job Template List  F9=Group Search
```

This screen displays after selecting option **3** - Process Transactions from the Inventory Accounting Main Menu (MENU IAMAIN). Use this screen to select the group for which you would like to post inventory transactions.

You also have the option to select the job template to be used for the Inventory Transactions Post job.

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NOTE: This posting will not update General Ledger. General Ledger will be updated with the inventory transaction information during Day-End Processing (MENU XAMAST) or after you run Post Inventory Accounting Transactions to G/L (MENU IAMAST).

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**Group Selection for Update Process Screen Fields and Function Keys**

Field/Function Key	Description
Job Template	<p>Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process.</p> <p>For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters.</p> <p>If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key <b>N</b> in the <b>Modify Selections</b> field. You will then bypass all the output parameter screens.</p> <p>If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key <b>Y</b> in the <b>Modify Selections</b> field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job.</p> <p>If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission.</p> <hr/> <p>NOTE: To review a list of existing job templates that have been created for the IA Transaction Post job, press <b>F4=JOB TEMPLATE LIST</b>.</p> <hr/> <p><i>Valid Values:</i> A job template defined for IA Transaction Post jobs (that is, OB_IA601P) through Job Template Maintenance (MENU XAFILE). (A 10) Optional</p>

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### Group Selection for Update Process Screen Fields and Function Keys

Field/Function Key	Description
Modify Selections	<p>If using a job template (you keyed a job template name in the <b>Job Template</b> field on this screen or select one with F4=JOB TEMPLATE LIST), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission.</p> <p>Key <b>Y</b> if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key <b>Y</b>, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFIELD) in the Cross Applications User Guide.</p> <p>Key <b>N</b> if you want to use the template as-is and you do not want to make any modifications. If you key <b>N</b>, a series of selections screens will not be displayed.</p> <p><i>Valid Values:</i> cannot be Y if the <b>Job Template</b> field is blank.</p> <p>(A 1) Optional</p>
Group Number	<p>Key the number of the group for which you would like transactions to be posted.</p> <hr/> <p>NOTE: This posting does not include the updating of General Ledger. General Ledger will be updated with the inventory transaction information at Day-End (MENU XAMAST), or after selecting Post IA Transactions to G/L (MENU IAMAST).</p> <hr/> <p>If the group is currently being used at another workstation, you cannot post the group. Press F9=GROUP SEARCH to access the group search if you do not recall the group number you want to edit (see F9=GROUP SEARCH).</p> <p><i>Default Value:</i> The internal Device ID of the current workstation maintained through Display Internal Device IDs (MENU XAMAST).</p> <p><i>Valid Values:</i> Any inventory transaction group created through Enter/Update Transactions (MENU IAMAIN) or Adjust Inventory in Unknown Location (MENU WMMAST) that has successfully passed Edit Transactions (MENU IAMAIN).</p> <p>(A 2) Required</p>
or -All-	<p>Use this field if you wish to process all existing groups that have your User ID as the last user to maintain the group. Key ALL or leave this field blank if you keyed a value in the <b>Group Number</b> field.</p> <hr/> <p>NOTE: This field displays only if Warehouse Management is <i>not</i> installed on your system.</p> <hr/> <p><i>Valid Values:</i> ALL, or blank if you keyed a value in the <b>Group Number</b> field.</p> <p>(A 3) Optional</p>

**Group Selection for Update Process Screen Fields and Function Keys**

Field/Function Key	Description
F3=Exit	Press <b>F3=EXIT</b> to exit from this option and return to the menu.
F4=Job Template List	<p>Press <b>F4=JOB TEMPLATE LIST</b> to display the Job Template List Screen, where you can review a list of existing job templates that have been created for IA Transaction Posts.</p> <p>Refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide for further details.</p>
F9=Group Search	Press <b>F9=GROUP SEARCH</b> to search for the unposted group for which you would like transactions to be posted. The Group Statistics Screen (p. 5-49) will display.
Enter	<p>Press <b>ENTER</b> to confirm the selection of the G/L Posting Date. The job is submitted immediately to the Transaction Processor and the G/L Posting Date Selection Screen (p. 7-7) appears for confirmation.</p> <p>Additionally, depending on your selections in the <b>Job Template and Modify Selections</b> fields on this screen, various job template screens may or may not display once you press <b>ENTER</b>. For details about job template screens, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.</p> <p>If you are posting a group and the interface between General Ledger and Inventory Accounting is active, the Group Selection for Update Process Screen (p. 7-3) appears. Otherwise, the job is submitted immediately to the Transaction Processor to update inventory and item files (but not General Ledger.) The G/L Posting Date Selection Screen (p. 7-7) appears for confirmation that the job was properly submitted.</p>

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## G/L Posting Date Selection Screen

Inventory Transaction Post XP

G/L Posting Date: 3/20/09

This screen appears after pressing **ENTER** on the Group Selection for Edit Process Screen (p. 6-2), or the Group Statistics Screen (p. 6-4). Use this screen to select a G/L posting date to be associated with the creation of a G/L Transaction Post Journal containing the inventory journal entries.

**NOTE:** This screen only displays if the interface between General Ledger and Inventory is active.

### G/L Posting Date Selection Screen Fields and Function Keys

Field/Function Key	Description
Process Inventory Transactions	This header information indicates the function being performed. Display
G/L Posting Date	Key the date under which the inventory transactions will be posted to General Ledger. This date will be used instead of the current system date. <i>Default Value:</i> The current system date. <i>Valid Values:</i> Any valid date. Key the date using the <b>Default Date Format</b> for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFIL) (N 6,0) Required
Enter	Press <b>ENTER</b> to confirm the selection of the G/L Posting Date. The job is submitted immediately to the Transaction Processor and the G/L Posting Date Selection Screen (p. 7-7) appears for confirmation.

## Inventory Transaction Post Screen



This screen displays after pressing **ENTER** on the Group Selection for Edit Process Screen (p. 6-2), the Group Statistics Screen (p. 5-49), or the Group Selection for Update Process Screen (p. 7-3).

This screen will only display if the System Options Maintenance (Menu XAFILE) choice to **Suppress Job Submitted to TP message** is set to **N**.

This is a confirmation screen informing you that the job has been submitted to the Transaction Processor. Press **ENTER** to return to the menu.

## Inventory Transaction Update Process Edit Report

IA602	07/21/09	12.29.16	INVENTORY TRANSACTION UPDATE PROCESS EDIT					AH/APDEMO	PAGE	1
T	FR TO						Record			
R	Date	WH	WH	Item/Description	Quantity	U/M	Cost	Group Number	Edit Flags	
R	07/21/09	1		A200	120.000	EAC	5.48373	U AH 00001	E	
				Sharp Copier Toner						

This is the first of four reports that may print after pressing [ENTER](#) on the Group Selection for Update Process Screen (p. 7-3), the G/L Posting Date Selection Screen (p. 7-7), or the Inventory Transaction Post Screen (p. 7-8).

NOTE: Whether or not this report prints is determined by the **Always Print Transaction Update Process Edit Report** field in Inventory Accounting Options Maintenance (MENU XAFIELD). Refer to the I/A Company Options Screen in Inventory Accounting Options Maintenance (MENU XAFIELD) for details about this tailoring option.

Use this report to determine if any transactions were bypassed during the update process. A transaction may be bypassed if Edit Transactions (MENU IAMAIN) did not pick up an error that could not be processed (i.e., if changes were made to an item involved in a transaction between the time when the transaction successfully passed the edit and the time of posting). If no errors were encountered during the posting, the message ["No transactions were found to be in error"](#) prints on this report.

For an explanation of the fields on this report, refer to the Inventory Entry Screen (p. 5-8). For a description of the Edit Flags, refer to Inventory Transaction Update Edit Recap Report (p. 7-10) which lists all of the flags and the errors associated with them. Edit flags are helpful in determining why errors occurred during the posting of the inventory transaction group causing inventory transactions to be bypassed.

Any inventory transaction that prints on this report is bypassed during the posting of the inventory transaction group through this option. The inventory transaction group, however, will still be deleted when posting is complete.

## Inventory Transaction Update Edit Recap Report

IA602 07/21/09 12.29.16		INVENTORY TRANSACTION UPDATE EDIT RECAP		AH/APDEMO	PAGE 2
Edit Flag	Number Of	Description			
A	0	Invalid Transaction Code			
B	0	Invalid/Missing Warehouse Code			
C	0	Item Master Record Not Found			
D	0	Item Balance Record Not Found			
E	1	Invalid/Missing Unit Of Measure			
F	0	Quantity Not Entered			
G	0	Invalid Quantity Entered			
H	0	Cost Not Entered			
I	0	Invalid Cost Entered			
J	0	Invalid Transaction Date			
K	0	Invalid Move Transaction			
L	0	Could not Move or Transfer the Inventory			
	1*	Record(s) Were Bypassed			

This is the second of four reports that may print in the posting process.

NOTE: Whether or not this report prints is determined by the **Always Print Transaction Update Process Edit Report** field in Inventory Accounting Options Maintenance (MENU XAFIELD). Refer to the I/A Company Options Screen in Inventory Accounting Options Maintenance (MENU XAFIELD) for details about this tailoring option.

This report summarizes the types of error flags which may appear on the Inventory Transaction Update Process Edit Report (p. 7-9). The edit flag, its description, and the number of times it occurred on the Inventory Transaction Update Process Edit Report (p. 7-9) is printed.

### Inventory Transaction Update Edit Recap Report Fields

Report/Listing Fields	Description
Edit Flag	The edit flag codes which may print on the Inventory Transaction Update Process Edit Report (p. 7-9). Edit flags print for inventory transaction(s) if errors have been detected during this option.
Number Of	This column provides the number of times each edit flag appeared on the Inventory Transaction Update Process Edit Report (p. 7-9). The total for all errors is provided at the bottom of the column, preceding an asterisk (*).
Description	The description of the error associated with the edit flag.

## Inventory Transaction Update Register Report

A602 07/20/09 15.33.04		INVENTORY TRANSACTION UPDATE REGISTER						AH/APDEMO	PAGE 1
Item Number/ Description	Tran Date	WH	UM1 On Hand	UM2 On Hand	UM3 On Hand	Average Cost Standard Cost	Last Cost User Cost		
A200		1	EA			5.40506	5.67433		Before
Sharp Copier Toner			12285.000			4.99000	.00000		
	07/20/09		120.000			5.48373 U			Receipt
			12405.000			5.40582	5.48373		After
						4.99000	.00000		
A310		1	EA			7.98000	7.98000		Before
Full Strip Desk Stapler			379.000			7.98000	.00000		
	07/20/09		40.000			7.93837 U			Receipt
			419.000			7.97603	7.93837		After
						7.98000	.00000		
A500		1	CAS	EA		4.39000	4.39000		Before
File Folders - Manilla			30.000	.000		4.39000	.00000		
	07/20/09			5.000		4.38373 U			Receipt
			30.000	5.000		4.38980	4.38373		After
						4.39000	.00000		

This is the third report to print in the posting process.

This report shows the affect of inventory transactions entered through Enter/Update Transactions (MENU IMAIN) or Adjust Inventory in Unknown Location (MENU WMMAST)] on inventory items. Item information is affected differently depending on the type of transaction being posted. The report will print item information before the inventory transaction is posted, the type of transaction adjustment made to the item during posting, and the item information after the inventory transaction was posted. Use this report to verify that the inventory transactions entered are affecting the item information the way that you intended.

## Inventory Transaction Update Register Report Fields

Report/Listing Fields	Description
Item Number/Description	The item number and its description that was involved with the inventory transaction.
Tran Date	The entry date of the inventory transaction.
WH	The warehouse that was involved in the inventory transaction.
UM1 On-Hand	The quantity of the first stocking unit of measure that is on-hand for the item involved in the inventory transaction; meaning, the quantity of the first stocking unit of measure before considering it ordered by your customers, or ordered from your vendors.

## Inventory Transaction Update Register Report Fields

Report/Listing Fields	Description
UM2 On-Hand	<p>The quantity of the second stocking unit of measure, if one has been assigned, that is on-hand for the item involved in the inventory transaction; meaning, the quantity of the second stocking unit of measure before considering it ordered by your customers, or ordered from your vendors.</p> <hr/> <p>NOTE: These fields are blank if a second stocking unit of measure has not been assigned for the item through Item Master Maintenance (MENU IAFILE).</p> <hr/>
UM3 On-Hand	<p>The quantity of the third stocking unit of measure, if one has been assigned, that is on-hand for the item involved in the inventory transaction; meaning, the quantity of the third stocking unit of measure before considering it ordered by your customers, or ordered from your vendors.</p> <hr/> <p>NOTE: These fields are blank if a third stocking unit of measure has not been assigned to the item through Item Master Maintenance (MENU IAFILE).</p> <hr/>
Average Cost	The average cost of the item as defined through Item Balance Maintenance (MENU IAFILE).
Standard Cost	The standard cost of the item as defined through Item Balance Maintenance (MENU IAFILE).
Last Cost	The last cost of the item as defined through Item Balance Maintenance (MENU IAFILE).
User Cost	The user cost of the item as defined through Item Balance Maintenance (MENU IAFILE).
Before	<p>The quantities and costs print once for the item to which inventory transactions were applied. The on-hand quantity for the item's first, second, and third units of measure and the average, standard, last, and user costs for the item print for the item before the inventory transactions are posted.</p> <hr/> <p>NOTE: The <b>UM2 On-Hand</b> and <b>UM3 On-Hand</b> fields may be blank for an item if they have not been assigned through CHAPTER 27: <i>Defining Items at the Item Master Level</i>.</p> <hr/>

## Inventory Transaction Update Register Report Fields

Report/Listing Fields	Description
Adjustment	<p>The adjustment values for the item to which inventory transactions were applied. Inventory transaction adjustment values applied to an item are printed (under the appropriate column headings) below the Before values. Item information is affected differently depending on the type of transaction posted, therefore some columns will be blank. Refer to the report to see which quantity/cost fields are affected and/or left blank.</p> <p>The different transaction types that may print on this report are:</p> <ul style="list-style-type: none"> <li>• <b>QtyAdj</b> (Transaction Code <b>A</b> - Quantity Adjustment)</li> <li>• <b>CstAdj</b> (Transaction Code <b>C</b> - Cost Adjustment)</li> <li>• <b>UsrCst</b> (Transaction Code <b>F</b> - User Cost Maintenance)</li> <li>• <b>AveCst</b> (Transaction Code <b>G</b> - Average Cost Maintenance)</li> <li>• <b>Issue</b> (Transaction Code <b>I</b> - Quantity Issue)</li> <li>• <b>LstCst</b> (Transaction Code <b>L</b> - Last Cost) Maintenance)</li> <li>• <b>MoveDn</b> (Transaction Code <b>M</b> - Quantity Move Down)</li> <li>• <b>PO-Qty</b> (Transaction Code <b>O</b> - Quantity On Purchase Order)</li> <li>• <b>Receipt</b> (Transaction Code <b>R</b> - Inventory Receipt)</li> <li>• <b>StdCst</b> (Transaction Code <b>S</b> - Standard Cost Maintenance)</li> <li>• <b>WhsTrn</b> (Transaction Code <b>T</b> - Warehouse Transfer)</li> <li>• <b>MoveUp</b> (Transaction Code <b>U</b> - Quantity Move Up)</li> <li>• <b>Recnt</b> (Transaction Code <b>Y</b> - Inventory Recount)</li> </ul> <p>Refer to Enter/Update Transactions (MENU IMAIN) for a more detailed explanation of these transactions types.</p>
After	<p>This value prints once for the item to which inventory transactions were posted. The on-hand quantity for the item's first, second, and third units of measure and the average, standard, last, and user costs for the item print under the appropriate column headings for the item after the inventory transactions are printed.</p>

## Inventory Transaction Update Register Recap Report

IA602 07/20/09 15.33.05		INVENTORY TRANSACTION UPDATE REGISTER RECAP		AH/APDEMO	PAGE 2
Number Of	Transaction Type	Quantity	Cost	Extension	
0	Quantity Adjustment	.000	.00000	.00000	
0	Cost Adjustment	.000	.00000	.00000	
0	User Cost Maint.	.000	.00000	.00000	
0	Average Cost Maint.	.000	.00000	.00000	
0	Quantity Issue	.000	.00000	.00000	
0	Last Cost Maint.	.000	.00000	.00000	
0	Qty Move/Cnvt Down	.000	.00000	.00000	
0	Qty On Order (P.O.)	.000	.00000	.00000	
0	Phys Inv Adjustment	.000	.00000	.00000	
3	Inventory Receipt	165.000	17.80583	997.50105	
0	Standard Cost Maint.	.000	.00000	.00000	
0	Warehouse Transfer	.000	.00000	.00000	
0	Quantity Move Up	.000	.00000	.00000	
0	Inventory Recount	.000	.00000	.00000	
0	Sales Issue	.000	.00000	.00000	
		165.000	17.80583	997.50105	
3*	Transaction(s) were successfully Processed.				

This is the last report to print in the posting process.

This report is a summary of the number of inventory transactions that were successfully posted. A total number for each transaction type posted will be printed.

NOTE: This report is printed by warehouse. For Warehouse Transaction Type **T** transactions, the totals will appear differently than the similar report Edit Recap Transaction Type Statistics Report (p. 6-7) (MENU IMAIN) that is not printed by warehouse.

## Inventory Transaction Update Register Recap Report Fields

Report/Listing Fields	Description
Number Of	The number of times transactions for each transaction type were posted. The total number of transactions (all types) posted is provided at the bottom of the column, preceding an asterisk (*).
Transaction Type	The description of all the available transaction types.
Quantity	This is the total quantity affected for each transaction code. Display



**Inventory Transaction Update Register Recap Report Fields**

Report/Listing Fields	Description
Cost	The total costs entered, whether they be unit costs (U) for each transaction type.  <div data-bbox="602 396 1380 533">NOTE: Transactions such as those generated through the Receive Manufactured Parts into Inventory (MENU OBMAIN) only have extended costs retrieved and therefore will have a zero value in the unit cost column.</div> Display
Extension Amount	The total extended cost amount for each transaction type. Display



Use this option to display detailed item information for all items defined in Inventory Accounting. Various types of information may be viewed through the use of function keys throughout this option. The base screen from which the different information may be displayed is the Inventory Status Screen (p. 8-32). This information is useful as the starting point for investigating questions about your items.

When Inventory Management & Planning and/or Advanced Inventory Management are installed, links to information provided by the forecasting inquiries for adjustments, replacements, buying information, usage, hits, models, ranking, EOQ information and What If analysis are also provided. Refer to the Inventory Management & Planning User Guide for information on those screens.

## Item Inquiry

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Item Inquiry Selection Screen	Used to specify the number of the item for the inquiring.
Item Replacement/Complement List Screen	Used to review alternate, complement, and replacement items defined for the selected item.
Item Replacement/Complement Detail Screen	Used to review alternate, complement, and replacement items detail and comment information defined for the selected item.
Item Audit Activity Inquiry Screen	Displays item master change activity.
Item Audit Activity Screen	Displays detailed information about a selected item master activity.
Item Balance Audit Activity Inquiry Screen	Displays item balance change activity.

<b>Title</b>	<b>Purpose</b>
Item Balance Audit Activity Detail Screen	Displays detailed information about a selected item balance activity.
Cost Layer Inquiry Screen	Displays cost layer information for the selected item.
Cost Layer Detail Screen	Displays additional cost layer information for the selected item.
Inventory Status Screen	Displays the inventory status of the selected item.
Item Balance Information Screen	Displays item balance information for the selected item.
Transaction History Screen	Displays inventory transaction history for the an item in a selected warehouse and for a selected unit of measure.
Transaction Cost Detail Screen	Displays cost layers for a transaction.
Transaction History Limits Screen	Displays a list of transaction types available in transaction history.
Transaction History Detail Screen	Displays general ledger information for a selected inventory transaction.
Sales Transaction Data Source by Item Screen	Displays source data for a sales transaction.
Receipt Transaction Source Data by Item Screen	Displays source data for a receipt transaction.
Open/History Purchase Order Item Detail Screen	Use to review detail information for the item selected.
Receipt History Screen	Use to review history information for the item displayed on the Open/History Purchase Order Item Detail Screen
Sales Statistics Screen	Displays month-to-date, year-to-date, and last year's sales statistics for a selected item.
Item File Information Screen	Displays item master information for a selected item.
Item File Information User Codes Screen	Displays item master user code and user field information for a selected item.
Inventory Count History Screen	Use to review the physical inventory and cycle count transactions for an item.
Allocated Warehouse Transfers Screen	Displays the quantity of special order warehouse transfer items from a specific warehouse.
Open/History PO/WO Inquiry By Item Screen	Displays either items for open purchase orders or parent items for open work orders, based on your selection.

<b>Title</b>	<b>Purpose</b>
Item Summary Screen	Displays summary information about a selected item
Available To Sell Summary Inquiry Screen	Displays summary sell information for items.
Available To Sell Comments Screen	Used to enter or review comments related to ATS.
Available To Sell Inquiry Screen	Used to set the Available to Sell Inquiry options.
Available To Sell Detail Inquiry Screen	Displays detailed period information for an item.
Item On Receiver Screen	Use to review a list of receivers which contain the selected item number, company number and warehouse ID.

---

## Item Inquiry Selection Screen

```
ITEM INQUIRY

Company?  01, A & C Office Supply
Warehouse? 1, Hartford, CT
Item No:  .....

- or -

Find:
Item No: ..... Class? .....

F2=UPC/GTIN  F3=Exit  F15=Repl/Comp  F18=Item Act
```

This screen displays after selecting option [11](#) - Item Inquiry from the Inventory Accounting Main Menu (MENU IAMAIN). Additionally, Item Inquiry is available from other menus and is called from within other programs.

Use this screen to select the item on which you would like to inquire information. If you are unsure of the item number, search criteria may be used.

You may also use this screen to:

- display a list of UPC (Universal Product Codes) and GTIN (Global Trade Item Numbers) for an item (F2=UPC/GTIN)
- display replacements/complements for an item (F15=REPL/COMP)
- display item audit activity for an item (F18=ITEM ACT), if activity is being tracked based on the Inventory Accounting system options defined in Inventory Accounting Options Maintenance (MENU XAFIL); see F18=ITEM ACT
- display cost layer information, if a costing method is being used as determined through Inventory Accounting System Options (MENU XAFIL)

## Item Inquiry Selection Screen Fields and Function Keys

Field/Function Keys	Description
Company	<p>Use this field to enter a company number assigned to an item.</p> <p>Key the company number assigned to the item.</p> <p><i>Default Value:</i> The default company defined through Security Maintenance (MENU XAFILE).</p> <p><i>Valid Values:</i> The company number that the item (to be entered in the <b>Item No</b> field) was assigned to through Item Master Maintenance (MENU IAFILE). If a company number was not assigned in Item Master Maintenance (MENU IAFILE), any valid company number may be entered.</p> <p>(N 2,0) Required</p>
Warehouse	<p>Use this field to enter the warehouse number assigned to the item.</p> <p>Key the warehouse number for the item.</p> <p>Leave this field blank to display all warehouses that the item was assigned to on the Inventory Status Screen (p. 8-32).</p> <p><i>Default Value:</i> The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the <b>Default Warehouse</b> defined through Company Name Maintenance (MENU XAFILE)</p> <p><i>Valid Values:</i> A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 2) Optional</p>
Item No	<p>Key the number of the item for inquiry.</p> <p><i>Valid Values:</i> Any valid item number. If an item has been assigned to a company [through Item Master Maintenance (MENU IAFILE)], the item number keyed here must be assigned to the company number entered in the <b>Company</b> field. If a warehouse was keyed in the <b>Warehouse</b> field, the warehouse/item number must have been defined through Item Balance Maintenance (MENU IAFILE).</p> <p>(A 27) Required</p>
Find	<p>If you do not recall the complete item number that you want to inquire into, key item description search criteria to activate the item search. Items with descriptions matching the search criteria keyed will display on the Item Description Search Screen (p. 27-11). For general information on entering search criteria, also refer to the Cross Applications User Guide.</p> <hr/> <p>NOTE: You must enter a company number in the <b>Company</b> field before the search can be activated.</p> <hr/> <p>(A 40) Optional</p>

### Item Inquiry Selection Screen Fields and Function Keys

Field/Function Keys	Description
Item No	<p>This field may be used in addition to, or in place of, entering search criteria in the <b>Find</b> field to further limit the items to display.</p> <p>Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number.</p> <hr/> <p>NOTE: You must enter a company number in the <b>Company</b> field before the search can be activated.</p> <hr/> <p>(A 27) Optional</p>
Class	<p>This field may be used in addition to (not in place of) the search criteria in the <b>Find</b> or <b>Item No</b> fields to further limit the number of items that will display, based on their item class.</p> <p>Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen.</p> <hr/> <p>NOTE: You must enter a company number in the <b>Company</b> field before the search can be activated.</p> <hr/> <p>(A 2/A 2) Optional</p>
F2=UPC/GTIN	<p>Press the <b>F2=UPC/GTIN</b> function key to display a list of UPC (Universal Product Codes) and GTIN (Global Trade Item Numbers) for the item that you are inquiring into. The UPC and GTIN Item/UOM Cross Reference Selection Screen (p. 38-3) will display.</p>
F3=Exit	<p>Press the <b>F3=EXIT</b> function key to exit this option and return to the menu.</p>
F15=Repl/Comp	<p>Press the <b>F15=REPL/COMP</b> function key to display replacements/complements for the item that you are inquiring into. The Item Replacement/Complement List Screen (p. 8-8) will display.</p>



### Item Inquiry Selection Screen Fields and Function Keys

Field/Function Keys	Description
F18=Item Act	<p>Press the <b>F18=ITEM ACT</b> function key to display changes made to the Item Master File (ITMST), if item audit activity is being tracked based on the Inventory Accounting system option <b>Days to Keep Item Master/Item Balance Audit Activity</b> or <b>Days to Keep IM&amp;P or AIM Balance Audit Activity</b> in Inventory Accounting Options Maintenance (MENU XAFILE).</p> <p>After pressing <b>F18=ITEM ACT</b>, the Item Audit Activity Inquiry Screen (p. 8-13) will appear. From this screen, you can access the Item Balance Audit Activity Inquiry Screen (p. 8-20) and review item balance and item warehouse activity.</p> <hr/> <p>NOTE: Deleted items are not available for review through the Item Inquiry; therefore, activity for deleted items will also not be available through the Item Audit Activity Inquiry. When an item is deleted through Item Master Maintenance (MENU IAFILE), any previously tracked data for that item will also be deleted.</p> <hr/> <p style="text-align: center;"><b>Important</b></p> <p>Tracked activity older than the number of days keyed in the <b>Days to Keep Item Master/Item Balance Audit Activity</b> field or <b>Days to Keep IM&amp;P or AIM Balance Audit Activity</b> field will be purged when you press the <b>F18=ITEM ACT</b> function key.</p> <hr/>
F20=Cost Layers	<p>The <b>F20=COST LAYERS</b> function key displays only if a costing method is being used as determined through Inventory Accounting System Options (MENU XAFILE).</p> <p>After entering an item number in the <b>Item No</b> field, press the <b>F20=COST LAYERS</b> function key to display cost layer information for the item selected. The Cost Layer Inquiry Screen (p. 8-28) will display.</p> <hr/>
Enter	<p>Press the <b>ENTER</b> key to confirm your selections.</p> <p>If search criteria was keyed in the <b>Find</b> field, the Item Description Search Screen will display.</p> <p>If search criteria was not keyed, the Inventory Status Screen (p. 8-32) will display.</p> <hr/>

## Item Replacement/Complement List Screen

Repl/Comp For: A150 3-Ring Binder - 2" Red			EA	<b>ALL</b>
Typ	Item #	Desc	Avail	U/M Cmt
1 ALT	A140	3-Ring Binder - 1" Red	19070.000	EA Yes
2 ALT	A170	3-Ring Binder - 2" Blue	983.000	EA
3 ALT	A190	3-Ring Binder - 2" Black	1557.000	EA

Selection:    Warehouse? 1, Hartford, CT

Last

F2=Replace      F12=Return

This screen appears after pressing **F15=REPL/COMP** on the Item Inquiry Selection Screen (p. 8-4). Use this screen to review alternate, complement, and replacement items for the selected item. Alternate, complement, and replacement items are defined through Item Replacements/Complements Maintenance (MENU OEFIL/MENU IMFILE).

### Item Replacement/Complement List Screen

Field/Function Keys	Description
Repl/Comp For	The original item number and its description selected on the Item Inquiry Selection Screen (p. 8-4). Display
(Unit of Measure)	The default stocking unit of measure for the selected item as established in the Item Master File. Display
(Mode)	The toggle display mode based on the <b>F2=REPLACE</b> / <b>F2=COMPLEMENT</b> / <b>F2=ALL</b> toggle: <ul style="list-style-type: none"> <li>• <b>All</b></li> <li>• <b>Replace</b></li> <li>• <b>Complement</b></li> </ul> Display

### Item Replacement/Complement List Screen

Field/Function Keys	Description
(Reference Number)	Use this number to select an item and view additional comment information on the Item Replacement/Complement Detail Screen (p. 8-10). Display
Typ	The replacement type for the item. <ul style="list-style-type: none"> <li>• <b>ALT</b> - alternate</li> <li>• <b>CMP</b> - complement</li> <li>• <b>RPL</b> - replacement</li> </ul> Display
Item & Desc	The alternate, replacement, or complement item number and its description. Display
Avail	The available quantity of the item in the unit of measure shown to the right of the quantity amount based on the selected warehouse. Display
U/M	The default stocking unit of measure for the alternate, replacement, or complement item number as established in the Item Master File. Display
Cmt	A <b>Y</b> displays in this column when there is comment information defined for the replacement relationship. Display
Selection	Key the reference number of an alternate, replacement, or complement item number to view additional information for the replacement relationship. (N 2,0) Optional
Warehouse	The stocking warehouse used to determine the inventory availability. <i>Default Value:</i> The warehouse identified on the Item Inquiry Selection Screen (p. 8-4) <i>Valid Values:</i> A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Required
F2=Replace / F2=Complement / F2=All	<b>F2=REPLACE / F2=COMPLEMENT / F2=ALL</b> is a toggle to display a combination of the replacements for the original item, complements for the original item, or all types of replacements.

## Item Replacement/Complement Detail Screen

```

Repl/Comp For: A150 3-Ring Binder - 2" Red          EA          ALL

  Typ  Item & Desc          Avail      U/M  Cmt
1 ALT  A140 3-Ring Binder - 1" Red      19070.000  EA   Yes
2 ALT  A170 3-Ring Binder - 2" Blue       983.000   EA
3 ALT  A190 3-Ring Binder - 2" Black      1557.000  EA

_____ Last
A140          3-Ring Binder - 1" Red          Type: Alternate
                                           Mult:   1.00

      NOTE: ALTERNATE IS 1" SMALLER.

                                           Last
                                           F12=Return
  
```

This screen appears after pressing **F15=REPL/COMP** on the Item Inquiry Selection Screen (p. 8-4). Use this screen to review item change activity.

All the fields on this screen are display only and cannot be changed.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:

- \* **PAGE DOWN** or **SHIFT-ROLL FWD** or **F7=PAGE DOWN** to display the next screen
- \* **PAGE UP** or **SHIFT-ROLL BACK** or **F8=PAGE UP** to display the previous screen.

### Item Replacement/Complement Detail Screen

Field/Function Keys	Description
Repl/Comp For	The original item number and its description selected on the Item Inquiry Selection Screen (p. 8-4).
(Unit of Measure)	The default stocking unit of measure for the selected item as established in the Item Master File.
(Mode)	The toggle display mode based on the <b>F2=REPLACE</b> / <b>F2=COMPLEMENT</b> / <b>F2=ALL</b> toggle: <ul style="list-style-type: none"> <li>• <b>All</b></li> <li>• <b>Replace</b></li> <li>• <b>Complement</b></li> </ul>

### Item Replacement/Complement Detail Screen

Field/Function Keys	Description
(Reference Number)	Use this number to select an item and view additional comment information on the Item Replacement/Complement Detail Screen (p. 8-10).
Typ	<p>The replacement type for the item.</p> <ul style="list-style-type: none"> <li>• <b>ALT</b> - alternate</li> <li>• <b>CMP</b> - complement</li> <li>• <b>RPL</b> - replacement</li> </ul>
Item & Desc	The alternate, replacement, or complement item number and its description.
Avail	The available quantity of the item in the unit of measure shown to the right of the quantity amount based on the selected warehouse.
U/M	The default stocking unit of measure for the alternate, replacement, or complement item number as established in the Item Master File.
Cmt	A <b>Y</b> displays in this column when there is comment information defined for the replacement relationship.
(Item Number / Description)	The item number and description selected to view additional replacement relationship information.
Type	<p>The type of relationship based on the selected item number:</p> <ul style="list-style-type: none"> <li>• <b>Alternate</b></li> <li>• <b>Complement</b></li> <li>• <b>Replace</b></li> </ul>
Multiplier	The multiplier assigned to this replacement, complement, or alternate item. The multiplier is used to calculate the quantity of alternate, complement, or replacement items to order for this replacement relationship.
(Comments)	The comment information, if any, for this replacement relationship. Four lines of text will display
F7=Page Down / F8=Page Up	<p><b>More...</b> appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, <b>F7=PAGE DOWN</b> and <b>F8=PAGE UP</b> are available for use but do not display.</p> <p>Use the <b>F7=PAGE DOWN</b> to display the next screen of information on a roll screen. The <b>PAGE DOWN</b> or <b>SHIFT-ROLL FWD</b> function keys perform the same task.</p> <p>Use the <b>F8=PAGE UP</b> to display the previous screen of information on a roll screen. The <b>PAGE UP</b> or <b>SHIFT-ROLL BACK</b> function keys perform the same task.</p>

### Item Replacement/Complement Detail Screen

Field/Function Keys	Description
F12=Return	Press <b>F12=RETURN</b> to return to the Item Replacement/Complement List Screen (p. 8-8).

---

## Item Audit Activity Inquiry Screen

ITEM AUDIT ACTIVITY INQUIRY				
Item:	M001	Bottle of 60		
	Alka Seltzer tablets			
<u>Sel</u>	<u>Function</u>	<u>User ID</u>	<u>Date</u>	<u>User Time</u>
1	Change	QPGMR	12/21/08	8:18:53 EST
Selection: _ .				Last
		From System Activity Date: ..... To: ..... Warehouse? 1, Hartford, CT		
F2=Actual Time		F5=Refresh	F12=Return	F18=Item Bal Act

This screen appears after you press **F18=ITEM ACT** on the Item Inquiry Selection Screen (p. 8-4). Use this screen to review item change activity. You can limit the activity records that display based on a system date range. You can also review detailed information about change, suspend, or reactivation activity by selecting an activity from the list. From this screen, you can access the Item Audit Activity Inquiry Screen (p. 8-13) and review item balance and item warehouse activity.

Item information changes made to the Item Master File (ITMST), IM&P Balance File (IMBAL) or Advanced Inventory Balance File (AIBAL), aside from Hazardous Material changes (ITHAZ) and International Currency Price changes (ICPRC), are available in this inquiry for the number of days entered in the system option fields **Days to Keep Item Master/Item Balance Audit Activity** or **Days to Keep IM&P or AIM Balance Audit Activity** in Inventory Accounting Options Maintenance (MENU XAFILE). If zero is entered in the system option fields, the system will not track any item change activity and it therefore will not be available in this inquiry.

### Item Audit Activity Inquiry Screen Fields and Function Keys

Field/Function Keys	Description
Selection	Use this field to select the line of the activity you want to review in detail. Key the line number shown in the <b>Sel</b> column of the activity you want to select and press <b>ENTER</b> . The Item Audit Activity Screen (p. 8-17) will appear. (N 2,0) Optional

### Item Audit Activity Inquiry Screen Fields and Function Keys

Field/Function Keys	Description
Sel	<p>This field displays the line number of an item activity.</p> <p>Key this number in the <b>Selection</b> field to select a particular activity to review in detail.</p> <hr/> <p>NOTE: Activity for the addition of a new item through Item Master Maintenance (MENU IAFILE) will not have detail information and therefore cannot be selected in this field.</p> <hr/> <p>Display</p>
Function	<p>This field displays the activity that was performed on the item through Item Master Maintenance (MENU IAFILE).</p> <p>Functions include <b>Add</b>, <b>Change</b>, <b>Suspend</b>, and <b>Reactivate</b>.</p> <p>Display</p>
User ID	<p>This field displays the user ID of the person who performed the activity on the item.</p> <p>Display</p>
Date	<p>This field displays the date, in your default date format specified through Register A+ User IDs (MENU XACFIG), on which the activity was performed on the item. The display of this field may change depending on the corresponding <b>Time</b> field and what time is shown with the <b>F2=ACTUAL TIME / F2=USER TIME / F2=SYSTEM TIME</b> toggle key.</p> <p>The <b>User Date</b> is the date on which the activity occurred in relation to your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG).</p> <p>The <b>Actual Date</b> is the date on which the activity occurred shown in relation to the time zone of the user who performed the activity.</p> <p>The <b>System Date</b> is the date on which the activity occurred shown in relation to the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3).</p> <p>For example, a change was made to an item at your company's New York office at 7:00 p.m., Eastern Standard Time (EST) on March 24th. You are inquiring on the activity from an office in Paris, France, which is 6 hours ahead of New York. The User Time and User Date will display as 1:00 a.m., March 25th. The Actual Time and Actual Date will display as 2:00p.m., March 24th. The time zone difference caused the variance between the User Date and Actual Date. Additionally, you can view the activity in the System Date, which is in relation to the system's time zone.</p> <p>Display</p>



### Item Audit Activity Inquiry Screen Fields and Function Keys

Field/Function Keys	Description
User/Actual/System Time	<p>This field displays the time on which the activity was performed on the item. The display of this field can be toggled with the <b>F2=ACTUAL TIME / F2=USER TIME / F2=SYSTEM TIME</b> function key to show the time in the User Time, Actual Time, or System Time, including the time zone. When this field is toggled, the corresponding date field also changes accordingly.</p> <p>The <b>User Time</b> is the time in which the activity occurred shown in your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG).</p> <p>The <b>Actual Time</b> is the time in which the activity occurred shown in the time zone of the user who performed the activity.</p> <p>The <b>System Time</b> is the time in which the activity occurred shown in the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3).</p> <p>For example, a change was made to an item at your company's New York office at 2:00 p.m., Eastern Standard Time (EST). You are inquiring on the activity from an office in San Diego, California, which uses Pacific Standard Time (PST). PST is 3 hours earlier than EST. The User Time will display as 11:00 PST (your time zone), and the Actual Time will display as 14:00 EST (the time zone in which the user performed the activity). Additionally, you can view the activity in the system's time zone.</p> <p>Display</p>
System Activity Date From/To	<p>Use this from and to range field to limit the item activity records to display based on a date range.</p> <p>Key the system date range in the default date format specified for your user ID through Register A+ User IDs (MENU XACFIG).</p> <p>Leave this field blank to display all existing item activity records for this item. Note that audit activity records are retained based on the value entered in the <b>Days to Keep Item Master/Item Balance Audit Activity</b> or <b>Days to Keep IM&amp;P or AIM Balance Audit Activity</b> system option fields in Inventory Accounting Options Maintenance (MENU XAFIL3).</p> <p>(2 @ N 6,0) Optional</p>
Warehouse	<p>Use this field to specify a warehouse for reviewing item balance activity changes for the item.</p> <p><i>Default Value:</i> The warehouse specified on the Item Inquiry Selection Screen (p. 8-4).</p> <p><i>Valid Values:</i> A warehouse number defined through Warehouse Numbers Maintenance (MENU IAFIL3).</p> <p>(A 2) Required</p>

**Item Audit Activity Inquiry Screen Fields and Function Keys**

Field/Function Keys	Description
F2=Actual Time/User Time/System Time	<p>Use this toggle function key to display the User Time, Actual Time, or System Time, including the time zone.</p> <p>Press <b>F2=USER TIME</b> to see the time in which the activity occurred shown in your default time zone.</p> <p>Press <b>F2=ACTUAL TIME</b> to see the time in which the activity occurred shown in the time zone of the user who performed the activity.</p> <p>Press <b>F2=SYSTEM TIME</b> to see the time in which the activity occurred shown in the system's default time zone.</p>
F5=Refresh	<p>Use the <b>F5=REFRESH</b> function key to refresh the screen according to the system date range specified in the <b>System Activity Date From/To</b> fields and, if applicable, to include any new activity performed since you accessed this screen.</p>
F12=Return	<p>Press the <b>F12=RETURN</b> function key to return to the Item Inquiry Selection Screen (p. 8-4).</p>
F18=Item Bal Act	<p>Press the <b>F18=ITEM BAL ACT</b> function key to review item balance activity changes for the item and warehouse specified. The Item Balance Audit Activity Inquiry Screen (p. 8-20) appears.</p>
Enter	<p>After entering an activity line in the <b>Selection</b> field for a change, suspend, or reactivate activity, press the <b>ENTER</b> key to display detailed item change information. The Item Audit Activity Screen (p. 8-17) appears.</p>

## Item Audit Activity Screen

ITEM AUDIT ACTIVITY DETAIL			
Item:	M001	User ID/Sys Date:	QPGMR 12/21/08
	Alka Seltzer tablets		Bottle of 60
<u>Field Changed</u>			
	<u>Old Value</u>	<u>New Value</u>	
List Price 1	2.87000 USD	3.87000 USD	
List Price 2	2.69780 USD	3.69780 USD	
List Price 3	2.53593 USD	3.53593 USD	
List Price 4	2.40913 USD	3.40913 USD	
List Price 5	2.28867 USD	3.28867 USD	
Unique Lots		N	
Track Country of Origin		N	
			More...
F12=Return			

This screen appears after you select an activity and press **ENTER** on the Item Audit Activity Inquiry Screen (p. 8-13). Use this screen to review specific item change information about the activity you selected. All changes made to the Item Master File (ITMST) will be shown in this screen, including the previous value and the new value. Additionally, the user ID of the person who performed the activity and the system date on which the activity occurred display for your reference.

### Tracked Item Master File (ITMST) Detail Fields

2 character Filler Field	Allow Cash Discount Code	Allow Trade Discount Code	Backorder Code
Bill of Material Type	Buyer Item Class	Buyer Item Sub-class	Catch Weight Code
Commodity Code	Company Number	Container Charge 1, 2 & 3	Default U/M Code
Expiration Date Required Flag	Extended Description Flag	Federal Excise Tax Amount	Harmonize Tariff Code
Inquiry Unit of Measure	Item Class	Item Commitment Code	Item Contract Code
Item Description 1 & 2	Item EID Group	Item G/L Code	Item Subclass
Item Tax Class	List Price 1-5	Location Class Code	Location Size 1, 2 & 3

**Tracked Item Master File (ITMST) Detail Fields**

Manufacturers Item Number	Miscellaneous Code 1, 2 & 3	SDS Date	Number of Decimals
Prevent from Web	Price Class	Pricing U/M	Pricing Unit of Measure Conversion
Product ID	Product Restriction Code	Quantity Break Class	Ranking Code
Rebate Class	Reporting Unit of Measure	Re-use Code	Show Lot/Serial on Invoice
Skip MRP Processing	Surcharge Code 1, 2 & 3	Suspend Code	Taxable Code
U/M Conversion 1 & 2	Unique Lots	Unit of Measure 1, 2 & 3	Unit of Measure Surcharge 1, 2 & 3
Unit Weight 1, 2 & 3	Update Inventory Code	User Field 1 - 6	Vendor Number
Warehouse Management Code			

**Tracked Item Warehouse File (ITWHM) Detail Fields**

UM 1, 2 & 3 Length	UM 1, 2 & 3 Width	UM 1, 2 & 3 Height	Box Type
Box Quantity UM 1, 2 & 3			

**Item Audit Activity Screen Fields and Function Keys**

Field/Function Keys	Description
Item	The item number followed by the two item description lines of the changed item.
Sel	<p>This field displays the line number of an item activity.</p> <p>Key this number in the <b>Selection</b> field to select a particular activity to review in detail.</p> <hr/> <p>NOTE: Activity for the addition of a new item through Item Balance Maintenance (MENU IAFILE) will not have detail information and therefore cannot be selected in this field.</p> <hr/> <p>Display</p>

---

**Item Audit Activity Screen Fields and Function Keys**

Field/Function Keys	Description
Function	<p>This field displays the activity that was performed on the item through Item Balance Maintenance (MENU IAFILE).</p> <p>Functions include <b>Add</b>, <b>Change</b>, <b>Suspend</b>, or <b>Reactivate</b>.</p> <p>Display</p>
User ID	<p>This field displays the user ID of the person who performed the activity on the item.</p> <p>Display</p>
F12=Return	<p>Press the <b>F12=RETURN</b> function key to return to the Item Audit Activity Screen (p. 8-17).</p>

---

## Item Balance Audit Activity Inquiry Screen

ITEM BALANCE AUDIT ACTIVITY INQUIRY						
Item: A150		Warehouse: 1 Hartford, CT				
3-Ring Binder - 2" Red						
Sel	Function	User ID	Date	User Time	File	Program
1	Change	APLUSQAUSR	1/07/19	13:10:49 EST	IMBAL	IM611
2	Change	APLUSQAUSR	1/07/19	9:56:51 EST	IMBAL	IM611
3	Change	APLUSQAUSR	1/07/19	9:55:11 EST	IMBAL	IM600B
4	Change	APLUSQAUSR	1/07/19	9:55:09 EST	IMBAL	IM611
5	Change	APLUSQAUSR	1/07/19	9:08:23 EST	IMBAL	IM600B
6	Change	APLUSQAUSR	1/07/19	9:08:21 EST	IMBAL	IM611
7	Change	APLUSQAUSR	1/07/19	9:07:56 EST	IMBAL	IM600B
8	Change	APLUSQAUSR	1/07/19	9:07:54 EST	IMBAL	IM611
9	Change	APLUSQAUSR	1/07/19	7:53:52 EST	IMBAL	IM600B
10	Change	APLUSQAUSR	1/04/19	10:33:06 EST	IMBAL	IM600B
11	Change	APLUSQAUSR	1/04/19	10:33:03 EST	IMBAL	IM611
12	Change	APLUSQAUSR	12/28/18	6:50:20 EST	IMBAL	IM600B
More...						
Selection: ...		From System Activity Date: ..... To: .....				
		Warehouse? 1, Hartford, CT				
User ID: .....		File: .....		Program: .....		
		F2=Actual Time		F5=Refresh		F12=Return

This screen appears when you press **F18=ITEM BAL ACT** on the Item Audit Activity Inquiry Screen (p. 8-13) or the Item Balance Information Screen (p. 8-40). This screen displays a list of Item Balance, Advanced Inventory Balance or IM&P Balance activities for the item.

Use this screen to review item change activity. You can limit the activity records that display based on a system date range, user ID, file, and/or program. You can also review detailed information about change, suspend, or reactivation activity by selecting an activity from the list.

Item Balance Maintenance field changes and item warehouse field changes are available in this inquiry for the number of days entered in the system option field **Days to Keep Item Master/Item Balance Audit Activity** in Inventory Accounting Options Maintenance (MENU XAFIELD). If zero is entered in the system option field, the system will not track any item change activity and it therefore will not be available in this inquiry.

Advanced Inventory Balance and IM&P Balance records field changes are available in this inquiry for the number of days entered in the system option field **Days to Keep IM&P or AIM Balance Audit Activity** in Inventory Accounting Options Maintenance (MENU XAFIELD). If zero is entered in the system option field, the system will not track any item change activity and it therefore will not be available in this inquiry.

### Item Balance Audit Activity Inquiry Screen Fields and Function Keys

Field/Function Keys	Description
Item	The item number followed by the two item description lines of the changed item.

### Item Balance Audit Activity Inquiry Screen Fields and Function Keys

Field/Function Keys	Description
Warehouse	The warehouse in which the changes were made.
Sel	<p>This field displays the line number of an item activity.</p> <p>Key this number in the <b>Selection</b> field to select a particular activity to review in detail.</p> <hr/> <p>NOTE: Activity for the addition of a new item through Item Balance Maintenance (MENU IAFILE) will not have detail information and therefore cannot be selected in this field.</p> <hr/> <p>Display</p>
Function	<p>This field displays the activity that was performed on the item through Item Balance Maintenance (MENU IAFILE).</p> <p>Functions include <b>Add</b>, <b>Change</b>, <b>Suspend</b>, or <b>Reactivate</b>.</p> <p>Display</p>
User ID	<p>This field displays the user ID of the person who performed the activity on the item.</p> <p>Display</p>
Date	<p>This field displays the date, in your default date format specified through Register A+ User IDs (MENU XACFIG), on which the activity was performed on the item. The display of this field may change depending on the corresponding <i>Time</i> field and what time is shown with the <b>F2=ACTUAL TIME / F2=USER TIME / F2=SYSTEM TIME</b> toggle key.</p> <p>The <b>User Date</b> is the date on which the activity occurred in relation to your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG).</p> <p>The <b>Actual Date</b> is the date on which the activity occurred shown in relation to the time zone of the user who performed the activity.</p> <p>The <b>System Date</b> is the date on which the activity occurred shown in relation to the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3).</p> <p>For example, a change was made to an item at your company's New York office at 7:00 p.m., Eastern Standard Time (EST) on March 24th. You are inquiring on the activity from an office in Paris, France, which is 6 hours ahead of New York. The User Time and User Date will display as 1:00 a.m., March 25th. The Actual Time and Actual Date will display as 2:00p.m., March 24th. The time zone difference caused the variance between the User Date and Actual Date. Additionally, you can view the activity in the System Date, which is in relation to the system's time zone.</p> <p>Display</p>

### Item Balance Audit Activity Inquiry Screen Fields and Function Keys

Field/Function Keys	Description
User/Actual/System Time	<p>This field displays the time at which the activity was performed on the item. The display of this field can be toggled with the <b>F2=ACTUAL TIME / F2=USER TIME / F2=SYSTEM TIME</b> function key to show the time in the User Time, Actual Time, or System Time, including the time zone. When this field is toggled, the corresponding date field also changes accordingly.</p> <p>The <b>User Time</b> is the time in which the activity occurred shown in your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG).</p> <p>The <b>Actual Time</b> is the time in which the activity occurred shown in the time zone of the user who performed the activity.</p> <p>The <b>System Time</b> is the time in which the activity occurred shown in the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3).</p> <p>For example, a change was made to an item at your company's New York office at 2:00 p.m., Eastern Standard Time (EST). You are inquiring on the activity from an office in San Diego, California, which uses Pacific Standard Time (PST). PST is 3 hours earlier than EST. The User Time will display as 11:00 PST (your time zone), and the Actual Time will display as 14:00 EST (the time zone in which the user performed the activity). Additionally, you can view the activity in the system's time zone.</p> <p>Display</p>
File	<p>This field displays the name of the activity file: <b>AIBAL</b>, <b>ITBAL</b>, or <b>IMBAL</b>.</p> <p>Display</p>
Program	<p>This field displays the name of the program that performed the activity.</p> <p>Display</p>
Selection	<p>Use this field to select the line of the activity you want to review in detail.</p> <p>Key the line number shown in the <b>Sel</b> column of the activity you want to select and press <b>ENTER</b>. The Item Balance Audit Activity Detail Screen (p. 8-25) will appear.</p> <p>(N 2,0) Optional</p>
System Activity Date From/To	<p>Use this from and to range field to limit the item activity records to display based on a date range.</p> <p>Key the system date range in the default date format specified for your user ID through Register A+ User IDs (MENU XACFIG).</p> <p>Leave this field blank to display all existing item activity records for this item. Audit activity records are retained based on the value entered in the <b>Days to Keep Item Master/Item Balance Audit Activity</b> or <b>Days to Keep IM&amp;P or AIM Balance Audit Activity</b> system option field in Inventory Accounting Options Maintenance (MENU XAFIL3).</p> <p>(2 @ N 6,0) Optional</p>



### Item Balance Audit Activity Inquiry Screen Fields and Function Keys

Field/Function Keys	Description
Warehouse	<p>Use this field to change the warehouse for which item balance, IM&amp;P or AIM balance audit activity records are being shown. If no activity exists for the item and warehouse you specify, a message will appear.</p> <p><i>Valid Values:</i> A warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE).</p> <p>(A 2) Required</p>
User ID	<p>Use this field to limit the item activity records to display based on a User ID. Key the User ID who performed the activity.</p> <p>Leave this field blank to display item activity records for this item performed by any user.</p> <p><i>Valid Values:</i> Any valid user ID (user profile) defined on the IBM i</p> <p>(A 10) Optional</p>
File	<p>Use this field to limit the item activity records to display based on the name of an activity file.</p> <p>Key the activity file name. For example, <b>IMBAL</b>.</p> <p>Leave this field blank to display item activity records for this item for all files.</p> <p>(A 10) Optional</p>
Program	<p>Use this field to limit the item activity records to display based on the name of a program.</p> <p>Key the name of the program that performed the activity. For example, <b>IA810</b>.</p> <p>Leave this field blank to display item activity records for this item performed by any program.</p> <p>(A 10) Optional</p>
F2=Actual Time/User Time/System Time	<p>Use the <b>F2=ACTUAL TIME</b> / <b>F2=USER TIME</b> / <b>F2=SYSTEM TIME</b> toggle function key to display the User Time, Actual Time, or System Time, including the time zone.</p> <p>Press <b>F2=USER TIME</b> to see the time in which the activity occurred shown in your default time zone.</p> <p>Press <b>F2=ACTUAL TIME</b> to see the time in which the activity occurred shown in the time zone of the user who performed the activity.</p> <p>Press <b>F2=SYSTEM TIME</b> to see the time in which the activity occurred shown in the system's default time zone.</p>
F5=Refresh	<p>Use the <b>F5=REFRESH</b> function key to refresh the screen according to the system date range specified in the System Activity Date From/To fields and, if applicable, to include any new activity performed since you accessed this screen.</p>

**Item Balance Audit Activity Inquiry Screen Fields and Function Keys**

Field/Function Keys	Description
F12=Return	Press the <b>F12=RETURN</b> function key to return to the Item Audit Activity Inquiry Screen (p. 8-13) previous screen.
Enter	After entering an activity line in the <b>Selection</b> field for a change, suspend, or reactivate activity, press the <b>ENTER</b> function key to display detailed item balance change information. The Item Balance Audit Activity Detail Screen (p. 8-25) appears.

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## Item Balance Audit Activity Detail Screen

ITEM BALANCE AUDIT ACTIVITY DETAIL			
Item:	A150	User ID/Sys Date:	APLUSQAUSR 1/07/19
	3-Ring Binder - 2" Red	File:	IMBAL
WH:	1 Hartford, CT	Program:	IM611
Field Changed			
	<u>Old Value</u>		<u>New Value</u>
Last Reset Period	8		9
			Last
			F12=Return

This screen appears when you select an activity and press **ENTER** on the Item Balance Audit Activity Inquiry Screen (p. 8-20).

Use this screen to review specific item balance change information about the activity you selected. All tracked changes made to the Item Balance File (ITBAL), the Item Warehouse File (ITWHM), Advanced Inventory Balance File (AIBAL) or IM&P Balance File (IMBAL) will be shown in this screen, including the previous value and the new value. Additionally, the user ID of the person who performed the activity and the system date on which the activity occurred display for your reference.

Tracked Item Balance File (ITBAL) Detail Fields			
ABC Code	Allow Cash Discount	Average Cost	Buyer Review Code
Commission Cost	Commission Cost Code	Cycle Count Code	Forecast
Item Contract Code	Last Cost	List Price 1	List Price 2
List Price 3	List Price 4	List Price 5	POS Line Type
Price Class	Physical Inventory Code	Plan	Planning Tool
Quantity Break Class	Special Order Code	Standard Cost	User Cost
Vendor			

**Tracked Item Warehouse File (ITWHM) Detail Fields**

Case Description	Case Quantity	Case Quantity Flag	Location Class Code
Maximum Pick Quantity	Maximum Put Away Quantity	Override WH Location	Put Away Quantity
Quantity Per Pallet			

**Tracked Advanced Inventory Balance (AIBAL) or IM&P Balance File (IMBAL) Detail Fields**

All fields are being tracked.

**Item Balance Audit Activity Detail Screen Fields and Function Keys**

Field/Function Keys	Description
Item	The item number followed by the two item description lines of the changed item.
WH	The warehouse in which the changes were made.
User ID/Sys Date	This field displays the user ID of the person who performed the activity on the item and the system date on which the activity occurred. Display
File	This field displays the name of the activity file, if available. For example, AIBAL. Display
Program	This field displays the name of the program that performed the activity. Display
Field Changed	The descriptive text for the name of the field that was changed.
Old Value	On the line below the <b>Field Changed</b> , the original value or data contained in the field.
New Value	The new value or data as a result of this change.
F12=Return	Press the <b>F12=RETURN</b> function key to return to the Item Balance Audit Activity Inquiry Screen (p. 8-20).



## Cost Layer Inquiry Screen

COST LAYER INQUIRY									
Cost U/M: EA			Warehouse: 1 Hartford, CT						
Item: A200			SF-7200						
Sharp Copier Toner									
Sl	Date	Time	Tr	Trans U/M	Unit Cost	Trans Qty In Cost U/M	Used Qty In Cost U/M		
1	11/22/07	12:00:00	R	EA	5.40506	2,777.000	.000		
2	12/31/07	10:45:14	R	EA	5.71483	120.000	.000		
3	01/07/08	14:05:15	Z	EA	4.99844	700.000	.000		
4	01/21/08	15:22:23	Z	EA	4.99844	336.000	.000		
5	02/04/08	09:35:26	R	EA	5.67433	4,176.000	.000		
6	02/22/08	13:34:44	R	EA	5.67433	4,176.000	.000		
Selection: _ .									
F12=Return									

This screen appears after you press **F20=COST LAYERS** on the Item Inquiry Selection Screen (p. 8-4). Use this screen to review cost layer information (active layers that are still in the system) for the item selected. A cost layer is created for incoming inventory transactions from Inventory Accounting, Purchasing and Order Entry. The date and time of the layer reflects the transaction date and time.

Records shown on this screen display according to the costing method used. If FIFO is being used, records will be shown in the oldest to newest sequence. If LIFO is being used, records will be shown in the newest to oldest sequence.

If the item is suspended, **SUSPENDED** will display on the top portion of this screen.

### Cost Layer Inquiry Screen Fields and Function Keys

Field/Function Keys	Description
Sl	The reference number assigned to each record on this screen. Key this number in the <b>Selection</b> field to display additional information about the cost layer. Display
Date	The date the cost layer was created, shown in your date format (reflects the inventory inbound transaction). Display
Time	The system time the cost layer was created, converted to your date format (reflects the inventory inbound transaction). Display

### Cost Layer Inquiry Screen Fields and Function Keys

Field/Function Keys	Description
Tr	<p>The transaction type; refer to “Inventory Transaction Types” on page 2-4 for a description of each transaction type (reflects the inventory inbound transaction).</p> <p>Display</p>
Trans U/M	<p>The pricing cost unit of measure (reflects the inventory inbound transaction).</p> <p>Display</p>
Unit Cost	<p>The unit cost of the item in the pricing cost unit of measure shown. This is the value stored in the Cost Layers File (IACSLY).</p> <p>This column displays only if you are authorized to the <b>Display GL Cost and Profit (OE, SA, AR, some PO)</b> application action, as determined through Application Action Authority Maintenance (MENU XASCTY).</p> <p>Display</p>
Trans Qty In Cost U/M	<p>The original quantity when the transaction was entered into the warehouse, in the pricing cost unit of measure shown.</p> <p>Display</p>
Used Qty In Cost U/M	<p>The value of the layer that has been used, in the pricing cost unit of measure shown. Once the entire layer is used, it will be deleted from the Cost Layers File (IACSLY) and added to the IA Transaction History Cost Layers File (IAHSTCL).</p> <p>Display</p>
Selection	<p>Use this field to display additional information about the cost layer.</p> <p>Key the number displayed in the <b>SI</b> column that corresponds to the record you want to select, and press <b>ENTER</b>. The Cost Layer Detail Screen (p. 8-30) will display.</p> <p>(N 2,0) Required</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the Item Inquiry Selection Screen (p. 8-4).</p>
Enter	<p>After keying a number in the <b>Selection</b> field, press <b>ENTER</b> to display the Cost Layer Detail Screen (p. 8-30).</p>

## Cost Layer Detail Screen

COST LAYER DETAIL			
Cost:	5.40506		
Cost U/M:	EA	Date:	11/22/07 Time: 12:00:00
Item:	A200		SF-7200
	Sharp Copier Toner		
Warehouse:	1 Hartford, CT	Type:	R U/M: EA
Source Type:	10		
Source String:	QPGMR /Sync Item		
F12=Return			

This screen appears after you press **ENTER** on the Cost Layer Inquiry Screen (p. 8-28). Use this screen to review additional cost layer information about the item.

### Cost Layer Detail Screen Fields and Function Keys

Field/Function Keys	Description
Cost	The unit cost of this layer used for this transaction. Display
Cost U/M	The pricing cost unit of measure (reflects the inventory inbound transaction). Display
Item	The item number and description of the item on the transaction. Display
Date	The date the record was created, shown in your date format (reflects the inventory inbound transaction). Display
Time	The system time the record was created, converted to your date format (reflects the inventory inbound transaction). Display
Tr	The transaction type; refer to “Inventory Transaction Types” on page 2-4 for a description of each transaction type (reflects the inventory inbound transaction). Display



**Cost Layer Detail Screen Fields and Function Keys**

Field/Function Keys	Description
U/M	The pricing cost unit of measure (reflects the inventory inbound transaction). Display
Warehouse	The warehouse on the transaction. Display
Source Type	<p>The source type:</p> <ul style="list-style-type: none"> <li>• <b>01</b> = R transaction from a Receipt Group</li> <li>• <b>02</b> = R transaction from an IA Group</li> <li>• <b>03</b> = R transaction from a Warehouse Transfer</li> <li>• <b>04</b> = R transaction from an Immediate Resale</li> <li>• <b>05</b> = A transaction from an IA Group</li> <li>• <b>06</b> = I transaction from an IA Group</li> <li>• <b>07</b> = P transaction from Physical Inventory Group</li> <li>• <b>08</b> = T transaction from an IA Group</li> <li>• <b>09</b> = Y transaction from an IA Group causing a Sync Item to occur</li> <li>• <b>10</b> = Sync Item from Sync Cost Layers (MENU IAMAST)</li> <li>• <b>11</b> = Sync Item from CHKWMBAL</li> <li>• <b>12</b> = BOM Build lots on the fly</li> <li>• <b>77</b> = Cost Layer being reworked by a sync request</li> </ul> <p>Display</p>
Source String	Additional information entered for the source type. Display
F12=Return	Press <b>F12=RETURN</b> to return to the previous screen.

## Inventory Status Screen

SDS/DOT		INVENTORY STATUS					
WH	U/M	S	On Hand	Less	Net Avail	On P/O	On B/O
1	BOX		1619.000	161.000	1458.000	20.000	.000

Last

---

Co? 01, A & C Office Supply  
 WH? 1, Hartford, CT  
 Item: A280, #10 Security Tint Envelopes  
 20# Bond 500/Box

F2=Search F4=Bal Dtl F9=Item Summary F12=Return F14=WH Mgmt F23=Prs Inq  
 F3=Exit F5=Trn Hst F10=ATS Inq F15=Rpl/Cmp F16=Dsp CAS F24=More Keys

This screen appears after you press **ENTER** on the Item Inquiry Selection Screen (p. 8-4), or the Item Description Search Screen. Inventory status displays for the item you are inquiring into. The inventory status displays on the top half of this screen and includes the warehouse that the item is assigned to and the quantity on-hand, allocated, available, on purchase order, and on backorder for each stocking unit of measure defined for the item. You may select a new item by keying a new company, warehouse, and item number on the bottom half of the screen.

If the item you are inquiring into has been suspended through Item Master Maintenance (MENU IAFILE), **SUSPEND** appears in reverse image in the top right corner of this screen. If the item you are inquiring into has been discontinued through Item Master Maintenance, **Discontinued** appears in reverse image in the top right corner of this screen. If the item you are inquiring into has Safety Data Sheets (SDS) associated with it (the Item Master last revision **SDS Date** is filled) or the item is DOT regulated (the Item Master **DOT Regulated** flag is **Y**), a text in reverse image in the top left corner of this screen appears and the text content will be as follows:

- **SDS** - if there are Safety Data Sheets (SDS) associated with this item (the Item Master last revision **SDS Date** is filled), but the item is not DOT regulated (the Item Master **DOT Regulated** flag is not **Y**)
- **SDS/DOT** - if there are Safety Data Sheets (SDS) associated with this item (the Item Master last revision **SDS Date** is filled), and the item is DOT regulated (the Item Master **DOT Regulated** flag is **Y**)
- **DOT** - if there are no Safety Data Sheets (SDS) associated with this item (the Item Master last revision **SDS Date** is not filled), but the item is DOT regulated (the Item Master **DOT Regulated** flag is **Y**)

NOTE: This is a roll screen. Beginning with the item and warehouse displayed in the input fields, you may scroll through the subsequent or previous items based on warehouse number and item number sequence. To scroll through information on

roll screens press:

\* **PAGE DOWN** or **SHIFT-ROLL FWD** or **F7=PAGE DOWN** to display the next screen

\* **PAGE UP** or **SHIFT-ROLL BACK** or **F8=PAGE UP** to display the previous screen.

### Inventory Status Screen Fields and Function Keys

Field/Function Keys	Description
WH	<p>This field displays the number of the warehouse in which the item is stocked. Items are assigned to warehouses through Item Balance Maintenance (MENU IAFILE).</p> <hr/> <p>NOTE: You may change this field by selecting a different warehouse number in the <b>WH</b> field on the lower portion of this screen.</p> <hr/> <p>Display</p>
S	<p>This field displays an asterisk (*) if the item you selected for the inquiry has been suspended from a warehouse through Item Balance Maintenance (MENU IAFILE).</p> <p>Display</p>
U/M	<p>This field displays the inventory stocking units of measure assigned to the item through Item Master Maintenance (MENU IAFILE). At least one U/M is required. However, a maximum of three may be defined. The units of measure are displayed in ascending (first to last) order.</p> <p>Display</p>
Inventory Status - On-Hand	<p>The quantity of this item that is currently on-hand; meaning the quantity of this item before considering items ordered by your customers, or ordered from your vendors.</p> <p>This information displays for each unit of measure defined for the item.</p>

### Inventory Status Screen Fields and Function Keys

Field/Function Keys	Description
Inventory Status - Alloc OR Less	<p>If you do not have Warehouse Management, this field displays as <b>Alloc</b>. If Warehouse Management is installed, this field displays as <b>Less</b>.</p> <hr/> <p>NOTE: Inventory is not allocated for quotes or for future, master, or blanket orders. The in-process quantity is the total quantity of the item involved in any Inventory Accounting and PO transactions that have been entered, but not yet posted.</p> <hr/> <p>This information displays for each unit of measure defined for the item.</p> <ul style="list-style-type: none"> <li>• <b>Alloc:</b> The quantity of this item that has been ordered and allocated to customer orders, minus allocated PO returns, minus in-process inventory, minus special order quantities, plus customer inventory reservation quantities.  <math display="block">\text{Alloc} = \text{Sales Order Quantities} - \text{Allocated PO Returns} - \text{In Process Inventory} - \text{Special Order Quantities} + \text{Customer Inventory Reservation Quantities}</math></li> <li>• <b>Less:</b> The quantity of this item that has been ordered and allocated to customer orders, minus allocated PO returns, minus in-process inventory, minus special order quantities, plus customer inventory reservation quantities, plus the quantity of the item that has been assigned to warehouse locations that are unavailable for sale.            Additionally, if customer inventory reservations exist, the heading of the <b>Less</b> column will display in reverse image.  <math display="block">\text{Less} = \text{Sales Order Quantities} - \text{Allocated PO Returns} - \text{In Process Inventory} - \text{Special Order Quantities} + \text{Customer Inventory Reservation Quantities} + \text{Quantity Unavailable}</math></li> </ul> <p>Display</p>
Inventory Status - Net Avail	<p>The quantity of this item that is available for sale. Net available is equal to the on-hand quantity minus the Alloc quantity or, if applicable, the Less quantity.</p> <p>This information displays for each unit of measure defined for the item.</p> <p>Additionally, if Warehouse Management is not installed and customer inventory reservations exist, the heading of the <b>Net Avail</b> column will display in reverse image.</p> <p>Display</p>
Inventory Status - On P/O	<p>The quantity of this item that is on an open purchase order. Items on an open purchase order are those that have been ordered through Purchasing or IA Transaction Code O, but have not yet been received.</p> <p>This information displays for each unit of measure defined for the item.</p> <p>Display</p>

## Inventory Status Screen Fields and Function Keys

Field/Function Keys	Description
Inventory Status - On B/O	<p>The quantity of this item that is backordered. If an order is placed for an item that cannot be completely shipped, the quantity of items allocated for the order is the total quantity of items ordered. The quantity that cannot be shipped is backordered inventory.</p> <p>This information displays for each unit of measure defined for the item.</p> <p>Display</p>
Co	<p>Use this field to view a different item's inventory status. Key the company number for the item that you want to view. The top portion of this screen will be updated with the selected item information after pressing <b>ENTER</b>.</p> <p><i>Default Value:</i> The company number selected on the Item Inquiry Selection Screen (p. 8-4).</p> <p><i>Valid Values:</i> The company the item was assigned to [through Item Master Maintenance (MENU IAFILE)] that you want to view. If a company was not assigned, any company number will be accepted here.</p> <p>(N 2,0) Optional</p>
WH	<p>This is the warehouse number that you selected on the Item Inquiry Selection Screen (p. 8-4), if one was selected. If a warehouse was not selected, this field is blank.</p> <p>Use this field to view a different item's inventory status.</p> <p>Key the warehouse number in which the item is stored that you want to view. If left blank, all warehouses in which the item is stored will display on the top portion of this screen.</p> <p><i>Default Value:</i> The warehouse number selected on the Item Inquiry Selection Screen (p. 8-4), if one was selected.</p> <p><i>Valid Values:</i> Any warehouse number that the item has been assigned to through Item Balance Maintenance (MENU IAFILE).</p> <p>(A 2) Optional</p>
Csgn WH	<p>This field appears only if Customer Consignment is installed and the <b>WH</b> field is blank.</p> <p>Use this field to specify whether or not you want consignment warehouses to display in the list.</p> <p>Key <b>Y</b> if you want consignment warehouses to display in the list.</p> <p>Key <b>N</b> if you do not want consignment warehouses to display in the list.</p> <p><i>Default Value:</i> N</p> <p>Required</p>

## Inventory Status Screen Fields and Function Keys

Field/Function Keys	Description
Item	<p>The inquiry is being performed on this item number. Use this field to view another item's inventory status. The item's description fields will display to the right of the item number field. When Bill of Material is installed and the selected item is a parent item, the type of parent item <b>MFG ITEM</b>, <b>KIT</b>, <b>ASSORT</b> will also display.</p> <p>Key the number of the item for which the item's inventory status will be displayed.</p> <p><i>Default Value:</i> The item number selected on the Item Inquiry Selection Screen (p. 8-4), or Item Description Search Screen.</p> <p>(A 27) Optional</p>
F2=Search	Press the <b>F2=SEARCH</b> function key to activate the Item Search feature in order to key item description search criteria. The Item Description Search Screen (p. 27-11) will display.
F3=Exit	Press the <b>F3=EXIT</b> function key to exit this option and return to MENU IMAIN, or the screen from which you accessed this screen.
F4=Bal Dtl	<p>Press the <b>F4=BAL DTL</b> function key to display information from the Item Balance File (<b>ITBAL</b>) regarding the item displayed. The Item Balance Information Screen (p. 8-40) will appear.</p> <p>NOTE: If the <b>WH</b> field was left blank, balance detail information for this item will be displayed on the Item Balance Information Screen (p. 8-40) for the first warehouse that displays on this screen. If more than one screen of warehouses exist, the warehouse selected will always be the first warehouse on the first screen. If a warehouse was keyed in the <b>WH</b> field, balance information will display for that warehouse on the Item Balance Information Screen (p. 8-40).</p>
F5=Trn Hst	Press the <b>F5=TRN HST</b> function key to display transaction history for the item. Transaction history includes any transaction that has occurred for the item. The Transaction History Screen (p. 8-55) will appear.
F6=Sales Data	<p>Press the <b>F6=SALES DATA</b> function key to display the item's sales statistics for month-to-date, year-to-date, and last year. The Sales Statistics Screen (p. 8-76) will appear.</p> <p>NOTE: If the <b>WH</b> field was left blank, sales data for this item will be displayed on the Sales Statistics Screen (p. 8-76) for the first warehouse that displays on this screen. If more than one screen of warehouses exist, the warehouse selected will always be the first warehouse on the first screen. If a warehouse was keyed in the <b>WH</b> field, sales data will display for that warehouse on the Sales Statistics Screen (p. 8-76).</p>

### Inventory Status Screen Fields and Function Keys

Field/Function Keys	Description
F9=Item Summary	Press the <b>F9=ITEM SUMMARY</b> function key to display summary information for the item that you are inquiring into. The Item Summary Screen (p. 8-96) will appear.
F10=ATS Inq	<p>The <b>F10=ATS INQ</b> function key displays only if this screen is accessed through this menu option. It does not display if this screen is accessed through the ATS Report Selection Inquiry (MENU IAMAIN).</p> <p>Press the <b>F10=ATS INQ</b> function key to inquire into detailed available to sell information. The Available To Sell Summary Inquiry Screen (p. 8-106) will appear.</p>
F11=BOM Inq	<p>The <b>F11=BOM INQ</b> function key appears only if Bill Of Material is installed.</p> <p>Press the <b>F11=BOM INQ</b> function key to display parent and component relationships for the bill of material item. The Bill Of Material Inquiry Selection Screen will appear. For an explanation of that screen, refer to the Bill Of Material User Guide.</p>
F12=Return	Press the <b>F12=RETURN</b> key to return to the previous screen after reviewing the item's inventory status.
F13=Lot/Ser Hist	<p>The <b>F13=LOT/SER HIST</b> function key appears only if Warehouse Management is installed and the item is defined as a lot or serial item through Item Master Maintenance (MENU IAFIELD).</p> <p>Press the <b>F13=LOT/SER HIST</b> function key to display receipt history or shipment history for a lot/serial item. The Lot/Serial History Inquiry Screen will appear. For an explanation that screen, refer to the Warehouse Management manual.</p>
F14=WH Mgmt	<p>This function key displays only if Warehouse Management is installed.</p> <p>Press the <b>F14=WH MGMT</b> function key to display all of the warehouse locations where the item is currently stored. The Used Locations Screen will appear. For a detailed explanation of the fields and function keys on this screen, refer to Warehouse Management (MENU WMMAIN) in the Warehouse Management User Guide.</p>
F15=Rpl/Cmp	Press the <b>F15=RPL/CMP</b> function key to display replacements/complements for the item you are inquiring into. The Replacements/Complements Screen will appear. For a detailed explanation of the fields on this screen, refer to Enter, Change & Ship Orders (MENU OEMAIN) in the Order Entry manual.

## Inventory Status Screen Fields and Function Keys

Field/Function Keys	Description
F16=Dsp XXX (where XXX is the case or stocking unit of measure description)	<p>The <b>F16=DSP XXX</b> function key displays only if Warehouse Management is installed and the item selected is a lot item defined as a case quantity item.</p> <p>Press the <b>F16=DSP XXX</b> function key to toggle between the item's case quantity unit of measure and the item's stocking unit of measure.</p> <p>For fixed and variable case quantity items, the quantities stored in the applicable files will always be in the primary stocking unit of measure. The quantities displayed on the applicable screens (such as this one), however, will always be shown in the unit of measure (case or stocking) selected for each warehouse in the Default Display <b>U/M for Cas Qty Items</b> field in Warehouse Management Options Maintenance (MENU WMFILE).</p> <p>When a conversion takes place from one unit of measure to the other (that is, when this key is toggled), the quantities will change to reflect the applicable unit of measure. The correct measurement is derived using the quantity per case amount stored in the W/M Item Balance File: when a conversion from stocking to case unit of measure occurs, the stocking unit of measure quantity is divided by the quantity per case amount stored in this file to derive the correct unit of measure quantity; when a conversion from case to stocking unit of measure takes place, the number of cases is then multiplied by the quantity per case to derive the correct stocking unit of measure quantity.</p>
F17=On Recvr	<p>The <b>F17=ON RECVR</b> function key appears only if Purchasing is installed.</p> <p>Press the <b>F17=ON RECVR</b> function key to display receivers for the item. The Item On Receiver Screen (p. 8-124) will appear.</p>
F18=Sales Inq	<p>The user must have Application Authority (MENU XASCTY) to MENU SAMAIN Item Comparison in order to access this function.</p> <p>Press the <b>F18=SALES INQ</b> function key to display information comparing the quantity, sales, gross profit, percentage, cost, and profit of an item for:</p> <ul style="list-style-type: none"> <li>• Selected month versus same month for the previous year</li> <li>• Selected year-to-date versus the previous year</li> <li>• The fiscal year's total-to-date versus the previous fiscal year's total</li> </ul> <p>The Item Comparison Screen will appear. For an explanation of this screen, refer to the Sales Analysis manual.</p>
F19=Open POs	<p>The <b>F19=OPEN POS</b> function key appears only if Purchasing is installed and records exist in the Requisition Header (RQHED) or Purchase Order Header (POHED) files.</p> <p>Press the <b>F19=OPEN POS</b> function key to display open purchase orders and/or open work orders (if Value Added Services is installed on your system) for the selected item. The Open/History PO/WO Inquiry By Item Screen (p. 8-92) will appear.</p>



### Inventory Status Screen Fields and Function Keys

Field/Function Keys	Description
F20=Recvd POs	<p>The <b>F20=RECVD POS</b> function key appears only if Purchasing is installed and records exist in the Purchase Order History File (PHHED).</p> <p>Press the <b>F20=RECVD POS</b> function key to display purchase order history for the item. The PO History Inquiry By Item Screen will appear. For an explanation of this screen, refer to the Purchasing User Guide.</p>
F21=Open Ords	<p>The <b>F21=OPEN ORDS</b> function key displays only if Value Added Services is installed.</p> <p>Press the <b>F21=OPEN ORDS</b> function key to display a summary line for open sales orders by items or open work orders by component items. The Open Orders By Item Screen will appear. For an explanation of this screen, refer to the Order Entry User Guide.</p>
F22=Ship Ords	<p>Press the <b>F22=SHIP ORDS</b> function key to re-display a summary line for each shipped order of the item. The Shipped Orders By Item Screen will appear. For an explanation of this screen, refer to the Order Entry User Guide.</p>
F23=Prc Inq	<p>Press the <b>F23=PRC INQ</b> function key to access the Item Price Inquiry. The Item Price Inquiry Selection Screen will appear. For an explanation of this screen, refer to the Order Entry manual.</p>
F24=More Keys	<p>Press the <b>F24=MORE KEYS</b> function key to toggle between the primary and secondary display of function keys. Press the <b>F24=MORE KEYS</b> function key to display the secondary display of function keys; press the <b>F24=MORE KEYS</b> function key again to display the primary function keys.</p> <p>The function keys do not need to be displayed to work.</p>
Enter	<p>Press the <b>ENTER</b> key to display information for a new item or warehouse for inquiry. The screen will be updated with the selected item and warehouse information.</p>

## Item Balance Information Screen

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ITEM BALANCE INFORMATION
Warehouse? 1, Hartford, CT          Avl? 3678.000 EA,
Item No: A150, 3-Ring Binder - 2" Red
Commission Cost: 8.67206 EA
Standard Cost: 2.70000 EA      Vendor Number: 200
Average Cost: 5.26231 EA
User Cost: 5.25000 EA
Last Cost: 5.22625 EA      Plan: Y   Tool: I   ABC Cd: B
Last Cost Dte: 6/05/18      Cycle Count Cd: B   Dft UM:
User Area:                  Physical Inv Cd:   Alw B0: Y
Last Count Dte: 12/29/12      Stock Outs
      U/M      On Hand      Allocated      In Process      Unavailable      MID
1 => EA      3988.000      198.000      .000      112.000

      Max      Min      Dock Qty      On P/O      On B/O      YTD
      .000      .000      720.000      760.000      108.000      11

F2=SrcH   F4=Dsp CAS   F9=Itm Inf   F18=Item Bal Act
F3=Exit   F5=Trn Hst   F10=In-Tran  F12=Inv Sts   F24=More Keys

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This screen appears after you press **F4=BAL DTL** on the Inventory Status Screen (p. 8-32).

Use this screen to access item balance information stored in the Item Balance File (ITBAL) and maintained through Item Balance Maintenance (MENU IAFILE).

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NOTE: Quantities in these fields display in the unit of measure selected using the **F4=DSP XXX** toggle key where XXX is replaced with the specific case quantity unit of measure.

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NOTE: The display of prices and costs is based on the security for the company entered on either the Item Inquiry Selection Screen (p. 8-4) or the Inventory Status Screen (p. 8-32).

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NOTE: This is a roll screen. Beginning with the item and warehouse displayed in the input fields, you may scroll through the subsequent or previous items based on warehouse number and item number sequence. To scroll through information on roll screens press:

\* **PAGE DOWN** or **SHIFT-ROLL FWD** or **F7=PAGE DOWN** to display the next screen

\* **PAGE UP** or **SHIFT-ROLL BACK** or **F8=PAGE UP** to display the previous screen.

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**Item Balance Information Screen Fields and Function Keys**

Field/Function Keys	Description
Warehouse	<p>This is the item balance information for the item stocked in the warehouse shown. Use this field to view item balance information in a different warehouse for this item or another item.</p> <p>Key the desired warehouse that stocks the item [as defined through Item Balance Maintenance (MENU IAFILE)].</p> <p><i>Default Value:</i> The warehouse number keyed in the <b>WH</b> field on the lower portion of the Inventory Status Screen (p. 8-32). If the <b>WH</b> field was left blank, this is the first warehouse number that displayed on the top portion of that screen.</p> <p>(A 2) Optional</p>
Item No	<p>This is the item number for which item balance information is shown. Use this field to view a different item's balance information.</p> <p>Key the desired item number.</p> <p><i>Default Value:</i> The item number selected on the Inventory Status Screen (p. 8-32).</p> <p>(A 27) Optional</p>

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### Item Balance Information Screen Fields and Function Keys

Field/Function Keys	Description
Avl / (U/M)	<p>This field displays the available quantity of the selected item in the unit of measure shown to the right of the quantity amount. You may display the available quantity in any ordering unit of measure by selecting a different stocking or additional unit of measure.</p> <p>Key a different unit of measure, if desired, to see the available quantity in another type of ordering measure. Note that this field is question-markable and if you key a ? and press ENTER in this field, the unit of measure pop-up window will display. This window shows the stocking and additional units of measure, if any, for the item. Refer to the Unit of Measure Selection Window within Enter, Change &amp; Ship Orders (MENU OEMAIN) for further details about the unit of measure pop-up window.</p> <hr/> <p>NOTE: Quantities available are calculated by adding the quantity available in larger units of measure to the quantity available in the unit of measure selected. Quantities existing in smaller units of measure are NOT included in the calculation. Distribution A+ assumes that you would break open a box to fill orders placed by “each” but that you would not box-up individual items to fill a case order.</p> <hr/> <p>For example, item A100 is stocked in cases, boxes (10 boxes in a case), and by each (50 each per case, 5 each per box).          You have 5 cases, 1 box, and 10 each on hand and someone wants to order 4 boxes          If you key the additional <b>U/M</b> field to boxes, the quantity available would show as 51 boxes (5 cases x 10 boxes/case = 50 boxes plus 1 box = 51 boxes).  <i>Default Value:</i> The default ordering unit of measure for the selected item extracted from the Item Balance File, if one exists. If one does not exist, this is the default stocking unit of measure for the selected item extracted from the Item Master File.</p> <hr/> <p>(A 3) Required</p>
Commission Cost	<p>Authority to see Commission Cost is determined by the <b>Display Commission Cost</b> application action defined through Application Action Authority Maintenance (MENU XASCTY).</p> <p>This field displays the commission cost of the item.</p> <hr/> <p>Display</p>

### Item Balance Information Screen Fields and Function Keys

Field/Function Keys	Description
Standard Cost	<p>Authority to see Standard Cost is determined by the <b>Display Standard Cost</b> application action defined through Application Action Authority Maintenance (MENU XASCTY).</p> <p>This is the standard cost of the item. This field is user maintained (Distribution A+ does not automatically maintain this field).</p> <hr/> <p>NOTE: In Order Entry Options Maintenance (MENU XAFILE), you have the option to select which cost to use in profit calculations and for mark-up pricing.</p> <hr/> <p>Display</p>
Average Cost	<p>Authority to see Average Cost is determined by the <b>Display Average Cost</b> application action defined through Application Action Authority Maintenance (MENU XASCTY).</p> <p>This is the average cost of the item. This field can be maintained by both Distribution A+ and the user. This field is updated by the following as a result of Enter/Update Transactions (MENU IAMAIN):</p> <ul style="list-style-type: none"> <li>Costed inventory receipts (including item receipts posted in Purchasing, or Warehouse Management, if installed)</li> <li>Cost Adjustments</li> </ul> <p>This field is also updated by the following as a result of this option:</p> <ul style="list-style-type: none"> <li>Average or Last Cost Maintenance Entries</li> </ul> <p>The average cost for non-catch weight items is calculated as:  <math display="block">(\text{Qty On-Hand} * \text{Average Cost}) + (\text{Transaction Qty} * \text{Transaction Cost}) / \text{Qty On-Hand} + \text{Transaction Qty}</math> </p> <p>The average cost for catch weight items is calculated as:  <math display="block">(\text{Old On-Hand} * \text{Average Weight} * \text{Old Average Cost}) + \text{Receipt \\$} / (\text{Old On-Hand} + \text{Receipt Qty}) * \text{Average Weight}</math> </p> <hr/> <p>NOTE: In Order Entry Options Maintenance (MENU XAFILE), you have the option to select which cost to use in profit calculations and for mark-up pricing.</p> <hr/> <p>Display</p>

### Item Balance Information Screen Fields and Function Keys

Field/Function Keys	Description
User Cost	<p>Authority to see User Cost is determined by the <b>Display User Cost</b> application action defined through Application Action Authority Maintenance (MENU XASCTY).</p> <p>This is the user maintained cost of the item (Distribution A+ does not automatically maintain this field).</p> <hr/> <p>NOTE: In Order Entry Options Maintenance (MENU XAFILE), you have the option to select which cost to use in profit calculations and for mark-up pricing.</p> <hr/> <p>Display</p>
Last Cost	<p>Authority to see Last Cost is determined by the <b>Display Last Cost</b> application action defined through Application Action Authority Maintenance (MENU XASCTY).</p> <p>This is the unit cost of the item the last time it was updated. This field can be maintained by both Distribution A+ and the user. This field is updated by the following as a result of Enter/Update Transactions (MENU IAMAIN):</p> <ul style="list-style-type: none"> <li>• Costed inventory receipts</li> <li>• Cost Adjustments</li> </ul> <p>This field is also updated by the following as a result of this option:</p> <ul style="list-style-type: none"> <li>• Last Cost Maintenance Entries</li> </ul> <p>The last cost for catch weight items is calculated as.</p> <p><b>Total Cost of Receipts / Total Weight Received</b></p> <p>Display</p>
Last Cost Dte	<p>Authority to see Last Cost Date is determined by the <b>Display Last Cost</b> application action defined through Application Action Authority Maintenance (MENU XASCTY).</p> <p>This is the last date the item <b>Last Cost</b> was updated. This field can be maintained by both Distribution A+ and the user. Distribution A+ will update the Last Cost Date when it updates the Last Cost using the transaction date of the individual transaction.</p> <p>Display</p>
User Area	<p>This area displays additional information pertaining to the item.</p> <p>Display</p>
Last Count Dte	<p>This field indicates the date on which the physical inventory count was last posted for this item through Update Physical Inventory (MENU IAPHYS) or, if Warehouse Management is installed, through Update Inventory Counts (MENU IAPHYS).</p> <p>Display</p>

### Item Balance Information Screen Fields and Function Keys

Field/Function Keys	Description
Vendor Number	<p>This is the primary vendor from whom the item is usually purchased. The vendor number serves several important functions:</p> <ul style="list-style-type: none"> <li>• This number is used as the default during Enter or Change Requisitions (MENU POMAIN) when a special order item is created. If this field is blank, the vendor number in the <b>Primary Vendor</b> field in Item Master Maintenance (MENU IAFILE) is used as the default, if one was keyed there.</li> <li>• The Suggested Orders Report (MENU POREPT) uses this vendor.</li> <li>• If you have EDI installed and you are using the outgoing Product Activity Data (852) (PAD) document, changes in item quantities for this item and warehouse will be reported to the vendor in this field. If this field is blank, no PAD document will be created.</li> </ul> <p>Display</p>
Plan	<p>This field displays only if Inventory Management &amp; Planning (IM&amp;P) or Advanced Inventory Management (AIM) has been activated.</p> <p>Any item that you select to use in IM&amp;P or AIM is called a planned item. You do not have to immediately use IM&amp;P or AIM to perform its calculations for all of your items. This field allows you to individually select the items for which forecasted sales and order levels will be calculated.</p> <p><b>Y</b> displays if this item is to be used with IM&amp;P or AIM. The <b>Planning Tool</b> field on the Balance File Maintenance Screen 3 (p. 28-46) will be used to select whether you want IM&amp;P or AIM to be used for this item. IM&amp;P or AIM will forecast using this item and the IM&amp;P Balance File or AIM Balance File will be updated accordingly. Planning information will display for maintenance on the Inventory Management &amp; Planning Information Screen (p. 28-49) or Advanced Inventory Management Information Screen (p. 28-57).</p> <p><b>N</b> displays if this item is not used with IM&amp;P or AIM. You will not be able to maintain IM&amp;P or AIM Balance information and the Inventory Management &amp; Planning Information Screen (p. 28-49) and Advanced Inventory Management Information Screen (p. 28-57) will not display.</p> <p>Refer to the Inventory Management &amp; Planning User Guide and Advanced Inventory Management User Guide for additional information.</p> <p>Display</p>

**Item Balance Information Screen Fields and Function Keys**

Field/Function Keys	Description
Tool	<p>This field indicates the Planning Tool method, if any, that will be used for planned items to address your Purchasing needs, as selected in Item Balance Maintenance (MENU IAFILE).</p> <p><b>I</b> displays in this field if Inventory Management &amp; Planning (IM&amp;P) is the Planning Tool method being used.</p> <p><b>A</b> displays in this field if Advanced Inventory Management (AIM) is the Planning Tool method being used.</p> <p>This field is blank if a Planning Tool method is not being used.</p> <p>Display</p>
ABC Cd	<p>ABC codes are used as a way to categorize items. You can rank items manually, or have items automatically ranked through ABC Analysis (MENU IAREPT).</p> <p>This field displays the ABC code used to rank this item.</p> <hr/> <p>NOTE: When you run the ABC Analysis (MENU IAREPT), items will be updated with the appropriate ranking value if you selected to update this code by responding with a <b>Y</b> to <b>Update ABC Rank Code on the Item Balance File</b> on the ABC Analysis Report Screen (p. 12-3).</p> <hr/> <p>Display</p>

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### Item Balance Information Screen Fields and Function Keys

Field/Function Keys	Description
Cycle Count Cd	<p>Cycle count codes are used to distinguish locations and items in your warehouse based on their preference and performance; and may also be used when performing a partial or physical inventory (cycle count) to select items to count by their cycle count code.</p> <p>In Warehouse Management (W/M), cycle count codes correspond to location codes (not classes), which are assigned to warehouse locations through Location Master Maintenance (MENU WMFILE). Assigning this code to items and warehouse locations ensures that items with a high performance are stored in preferred locations, and items with a lower performance are stored in less preferred locations.</p> <p>Cycle count codes and location codes are used by the W/M auto put-away function when pre-receiving an order through Warehouse Management (MENU WMMAIN), and may also used to display only those locations having the same, or better, location code as the item's cycle count code.</p> <p>For example, assume that you define and then assign your best selling items a cycle count code of A, your average items cycle count code B, and your slowest moving items cycle count code C. You also assign your best warehouse locations location code A, your average locations location code B, and your least desirable locations location code C. You can set up the auto put-away feature to store B items in B locations only, or B items in B or A locations only.</p> <p>Cycle count codes are created through Cycle Count Codes Maintenance (MENU IAFIL2). Cycle count codes can be assigned to items manually or they can be automatically assigned by W/M through the Warehouse Planning Report (MENU WMREPT).</p> <p>Through the Cycle Count Scheduler (MENU WMPHYS), cycle count codes are also used to specify the number of times a year that items with the same code should be counted.</p> <p>This field displays the one character cycle count code for this item. Be certain that the cycle count codes specified for the item correspond to the location codes defined for your warehouse locations through Location Master Maintenance (MENU WMFILE).</p> <p>This field is blank if cycle count codes are not used for this item.</p> <p>Display</p>
Dft UM	<p>This field displays the default ordering unit of measure in the Item Balance File, if any, maintained through Item Balance Maintenance (MENU IAFILE).</p> <p>Display</p>
Physical Inv Cd	<p>The physical inventory code assigned to the item. Physical inventory codes are used to perform a partial physical inventory for only locations that contain the items that have the desired physical inventory codes.</p> <p>Display</p>

**Item Balance Information Screen Fields and Function Keys**

Field/Function Keys	Description
Alw BO	<p>The backorder flag for this specific item balance warehouse record. This field indicates with <b>Y</b> or <b>N</b> whether or not this item is allowed to be backordered through Enter, Change &amp; Ship Orders (MENU OEMAIN).</p> <p>The <b>Allow Backorder</b> flag exists at the item master and item balance levels. The <b>Allow Backorder</b> flag at the item balance level will take precedence over the item master level. However, if the flag is blank at the item balance level, the value to display in this field is from the item master level, since it will be used instead for this item/warehouse record.</p> <p>Display</p>
U/M	<p>The stocking units of measure assigned to the item; up to three may be defined for the item through Item Master Maintenance (MENU IAFILE). The default stocking unit of measure displays on the first line after the =&gt;.</p> <p>Display</p>
On Hand	<p>The quantity of this item that is currently on-hand; meaning the quantity of this item before considering items ordered by your customers, or ordered from your vendors. This value is displayed for all the stocking units of measure.</p> <p>Display</p>

### Item Balance Information Screen Fields and Function Keys

Field/Function Keys	Description
Allocated	<p>Regardless of whether or not Warehouse Management is installed on your system, this is the quantity of items allocated to customer orders, minus allocated PO returns, minus any special order quantities.</p> <p><math>\text{Alloc} = \text{Allocated Order Quantities} - \text{Return Requisitions} - \text{Special Order Quantities}</math></p> <p>Inventory is not allocated for quotes or for future, master, or blanket orders.</p> <p>Allocations for warehouse transfer sales order are included with all other order allocations. Transfer sales orders can only be viewed if the warehouse transfer company is specified on the Item Inquiry Selection Screen (p. 8-4).</p> <p><b>Allocations for Kit Items:</b></p> <p>If Bill of Material or Value Added Services is installed and the <b>Bld Qty</b> field is left blank through Enter, Change &amp; Ship Orders (MENU OEMAIN), the kit parent item will be allocated.</p> <p>If a build quantity is specified through Enter, Change &amp; Ship Orders (MENU OEMAIN), the kit component item will be allocated. If the build quantity is less than the ship quantity of the item, then the difference between the ship quantity and the build quantity is allocated to the kit parent item. The remaining item allocations are assigned to the component items.</p> <p>Component item orders can be reviewed by selecting the parent item and pressing <b>F21</b> or through Open Orders by Item (MENU OEMAIN).</p> <p><b>Allocation for Manufactured Items:</b></p> <p>If Value Added Services is installed, the component item will be allocated for a manufactured item when a work order is created through Maintain Work Orders (MENU WOMAIN).</p> <p>Display</p>
In Process	<p>The quantity of items in open inventory transaction groups.</p> <p>Display</p>
Unavailable	<p>The quantity of this item that is unavailable for sale because it is assigned to a location that is not available for picking (e.g., unknown location, returns location, backorder staging area, shipping dock location, or any other location designated as unavailable.)</p> <p>When order entry customer inventory reservations exist, the unavailable quantity will be adjusted to reflect those quantities. Use the <b>F16=CUST Rsv</b> function key to determine the total sales reservation quantity.</p> <p><math>\text{Unavailable} = \text{Unavailable Locations} + \text{Customer Inventory Reservations}</math></p> <p>If customer inventory reservations exist, the heading of the <b>Unavailable</b> column will display in reverse image and you will be issued a warning message.</p> <p>Display</p>

### Item Balance Information Screen Fields and Function Keys

Field/Function Keys	Description
Stock Outs (MTD/YTD)	<p>The number of stock outs that have occurred for this item as of the month-to-date and year-to-date (<b>YTD</b> displays in the second row). The first time a customer order is backordered for this item, the item's stock out quantity is increased by one.</p> <p>Display</p>
Max	<p>The maximum quantity of this item that should remain in inventory for the item's ordering unit of measure.</p> <hr/> <p>NOTE: If Inventory Management &amp; Planning (IM&amp;P) or Advanced Inventory Management (AIM) is installed, the <b>Max On-Hand</b> and <b>Min On-Hand</b> will be changed when the monthly forecast update is run.</p> <hr/> <p>For manually controlled items, this is the maximum quantity to be kept on hand for the stocking units of measure.</p> <p>Display</p>
Min	<p>The minimum quantity of this item that should remain on-hand for the item's ordering unit of measure.</p> <hr/> <p>NOTE: If Inventory Management &amp; Planning (IM&amp;P) or Advanced Inventory Management (AIM) is installed, the <b>Max On-Hand</b> and <b>Min On-Hand</b> will be changed when the monthly forecast update is run.</p> <hr/> <p>For manually controlled items, this is the minimum quantity to be kept on hand for the stocking units of measure.</p> <p>Display</p>
Dock Qty	<p>This field only displays when Warehouse Management is installed.</p> <p>The quantity that has been pre-received to a specific location, but has not yet been stored in the location. Quantities for PO Receipts and receivers that are in process as well as pending return sales order quantities that are stored in the WM Location Receipts File (<b>WMRCV</b>) display as the receiving dock quantity.</p> <p>Display</p>
On P/O / In Transit	<p>You can toggle between displaying the quantity on purchase order for this item, or the quantity in transit to this warehouse from other warehouses (warehouse transfers) using the <b>F10=IN-TRAN</b> / <b>F10=ON PO</b> function key.</p> <p>Display</p>
On B/O	<p>The quantity of this item that is backordered. If an order is placed for an item that cannot be completely shipped, the quantity of items allocated for the order is the total quantity of items ordered. The quantity that cannot be shipped is backordered inventory.</p> <p>Display</p>

### Item Balance Information Screen Fields and Function Keys

Field/Function Keys	Description
F2=SrcH	Press the <b>F2=SRCH</b> function key to activate the Item Search feature in order to key item description search criteria. The Item Description Search Screen (p. 27-11) will display.
F3=Exit	Press the <b>F3=EXIT</b> function key to exit this option and return to MENU IAMAIN, or the screen from which you accessed this screen.
F4=Dsp XXX (where XXX is the case or stocking unit of measure description)	<p>The <b>F4=DSP XXX</b> function key displays only if Warehouse Management is installed and the item selected is a lot item defined as a case quantity item.</p> <p>Press the <b>F4=DSP XXX</b> function key to toggle between the item's case quantity unit of measure and the item's stocking unit of measure.</p> <p>For fixed and variable case quantity items, the quantities stored in the applicable files will always be in the primary stocking unit of measure. The quantities displayed on the applicable screens (such as this one), however, will always be shown in the unit of measure (case or stocking) selected for each warehouse in the Default Display <b>U/M for Cas Qty Items</b> field in Warehouse Management Options Maintenance (MENU WMFILE).</p> <p>When a conversion takes place from one unit of measure to the other (that is, when this key is toggled), the quantities will change to reflect the applicable unit of measure. The correct measurement is derived using the quantity per case amount stored in the W/M Item Balance File: when a conversion from stocking to case unit of measure occurs, the stocking unit of measure quantity is divided by the quantity per case amount stored in this file to derive the correct unit of measure quantity; when a conversion from case to stocking unit of measure takes place, the number of cases is then multiplied by the quantity per case to derive the correct stocking unit of measure quantity.</p>
F5=Trn Hst	Press the <b>F5=TRN HST</b> function key to display transaction history for the item. Transaction history includes any transaction that has occurred for the item. The Transaction History Screen (p. 8-55) will appear.
F6=Sls Dta	<p>The <b>F6=SLS DTA</b> function key displays only after pressing <b>F24=MORE KEYS</b>.</p> <p>Press the <b>F6=SLS DTA</b> function key to display the item's sales statistics for month-to-date, year-to-date, and last year. The Sales Statistics Screen (p. 8-76) will appear.</p> <p>NOTE: If the <b>WH</b> field was left blank, sales data for this item will be displayed on the Sales Statistics Screen (p. 8-76) for the first warehouse that displays on this screen. If more than one screen of warehouses exist, the warehouse selected will always be the first warehouse on the first screen. If a warehouse was keyed in the <b>WH</b> field, sales data will display for that warehouse on the Sales Statistics Screen (p. 8-76).</p>

### Item Balance Information Screen Fields and Function Keys

Field/Function Keys	Description
F7=Loads	<p>The <b>F7=LOADS</b> function key displays only if you have been granted access to this function key, as defined in the <b>Allow Access to Cost Load Window</b> action in Application Action Authority (MENU XASCTY).</p> <p>The <b>F7=LOADS</b> function key displays only after pressing <b>F24=MORE KEYS</b>.</p> <p>Press <b>F7=LOADS</b> to review any additional cost factors applied to the base commission cost. The Cost Load Screen (p. 28-27) will appear.</p>
F8=Cnt Hst	<p>Press the <b>F8=CNH HST</b> function key to display the Inventory Count History Screen (p. 8-88) to view the cycle count transaction history for this item.</p>
F9=Itm Inf	<p>Press the <b>F9=ITM INF</b> function key to display item master information stored in the Item Master File (ITMST) for the item about which you are inquiring. The Item File Information Screen (p. 8-81) will appear.</p>
F10=In-Tran/On PO	<p>The <b>F10=IN-TRAN / F10=ON PO</b> function key may be used to toggle the <b>On P/O / Transit</b> field to display either the quantity on purchase order for this item (<b>On P/O</b>), or the quantity in transit to this warehouse from other warehouses (<b>In Transit</b>).</p>
F11=Transfer	<p>The <b>F11=TRANSFER</b> function key will only display for items where the selected warehouse has pending special orders to supply inventory to other warehouses. If there are no special order warehouse transfer requests for the selected warehouse and item, the <b>F11=TRANSFER</b> function key will not appear.</p> <p>The <b>F11=TRANSFER</b> function key may be used to access the Allocated Warehouse Transfers Screen (p. 8-90) which displays all of the special order warehouse transfer orders for this item. These are items that have customer sales orders for one of the other warehouses but need to be special ordered from the current warehouse, therefore requiring a warehouse transfer.</p> <p>The sales orders that appear on the Allocated Warehouse Transfers Screen (p. 8-90) have been entered in Enter, Change &amp; Ship Orders (MENU OEMAIN) but have not had a warehouse transfer purchase order created for them yet. Automatic WH Transfer Order Creation (MENU POMAST) will automatically create these warehouse transfer purchase orders for you. If there are any special order warehouse transfers for the line item displayed, this function key will display in reverse image; if there are none, this function key will not appear at all.</p>
F12=Inv Sts	<p>Press the <b>F12=INV STS</b> function key to display an item's inventory status. You will be returned to the Inventory Status Screen (p. 8-32).</p>

### Item Balance Information Screen Fields and Function Keys

Field/Function Keys	Description
F16=Cust Rsv	<p>The <b>F16=CUST RSV</b> function key appears only if customer inventory reservations exist for the item/warehouse, as determined through Customer Inventory Reservations (MENU OEFILE).</p> <p>Press the <b>F16=CUST RSV</b> function key to display the Customer Inventory Reservations by Customer Screen, where you may display inventory reservations by customers. For an explanation of this screen, refer to the Order Entry manual (ME for NU OEFILE).</p>
F18=Item Bal Act	<p>Press the <b>F18=ITEM BAL ACT</b> function key to review item balance activity changes for the item and warehouse. The Item Balance Audit Activity Inquiry Screen (p. 8-20) will appear.</p>
F19=Open POs	<p>The <b>F19=OPEN POS</b> function key displays only after pressing <b>F24=MORE KEYS</b>. Also, the <b>F19=OPEN POS</b> function key appears only if Purchasing is installed and records exist in the Requisition Header (RQHED) or Purchase Order Header (POHED) files.</p> <p>Press the <b>F19=OPEN POS</b> function key to display open purchase orders and/or open work orders (if Value Added Services is installed on your system) for the selected item and warehouse. The Open/History PO/WO Inquiry By Item Screen (p. 8-92) will appear.</p>
F20=Recvd POs	<p>The <b>F20=RECVD POS</b> function key displays only after pressing <b>F24=MORE KEYS</b>. Also, the <b>F20=RECVD POS</b> function key appears only if Purchasing is installed and records exist in the Purchase Order History File (PHHED).</p> <p>Press the <b>F20=RECVD POS</b> function key to display purchase order history for the item and warehouse. The PO History Inquiry By Item Screen will appear. For an explanation of this screen, refer to the Purchasing User Guide.</p>
F21=Open Ords	<p>The <b>F21=OPEN ORDS</b> function key displays only after pressing <b>F24=MORE KEYS</b>. Also, the <b>F21=OPEN ORDS</b> function key displays only if Value Added Services is installed.</p> <p>Press the <b>F21=OPEN ORDS</b> function key to display a summary line for open sales orders for this item and warehouse or open work orders for the component item in the warehouse. The Open Orders By Item Screen will appear. For an explanation of this screen, refer to the Order Entry User Guide.</p>
F22=Ship Ords	<p>The <b>F22=SHIP ORDS</b> function key displays only after pressing <b>F24=MORE KEYS</b>.</p> <p>Press the <b>F22=SHIP ORDS</b> function key to re-display a summary line for each shipped order of the item from this warehouse. The Shipped Orders By Item Screen will appear. For an explanation of this screen, refer to the Order Entry User Guide.</p>

**Item Balance Information Screen Fields and Function Keys**

Field/Function Keys	Description
F24=More Keys	Press the <b>F24=MORE KEYS</b> function key to display additional function keys that do not initially fit on this screen due to space limitations. Press <b>F24=MORE KEYS</b> again to display the primary function keys.
Enter	Press the <b>ENTER</b> key to display information for a new item or warehouse for inquiry. The screen will be updated with the selected item and warehouse information.

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## Transaction History Screen

<u>HISTORY</u>				Item: A200	Sharp Copier Toner				
				Wh: 1	SF-7200				
No	Date	Time	Tr	Quantity	U/M	Ending Bal	Cost	U/M	C
1	8/03/09	12:16:02	Z	10.000	EA	12513.000		EA	
2	7/30/09	11:34:49	Z	2.000	EA	12523.000		EA	
3	7/21/09	12:21:43	R	120.000	EA	12525.000	5.48373	EA	
4	7/20/09	15:33:05	R	120.000	EA	12405.000	5.48373	EA	
5	6/10/08	11:46:24	Z	1.000	EA	12285.000		EA	
6	6/10/08	11:46:24	Z	1.000	EA	12286.000		EA	
7	3/26/08	20:14:21	T	15.000-	EA	12287.000		EA	Y
8	3/26/08	20:14:21	T	10.000-	EA	12302.000		EA	Y
9	3/15/08	17:04:56	Z	200.000	EA	12312.000		EA	
10	3/09/08	13:09:14	Z	441.000	EA	12512.000		EA	
11	2/22/08	13:34:44	R	4176.000	EA	12953.000	5.67433	EA	
12	2/20/08	10:55:08	Z	634.000	EA	8777.000		EA	
More...									
Selection: -				U/M: EA					
Date Pos: .				(F4)					
F3=Exit				F5=Lst Count		F11=Lmts			
F4=Pos Dt				F6=Avg Cost		F12=Inv Status		F15=Loc Move Hist	

This screen displays after pressing **F5=TRN HST** on the Inventory Status Screen (p. 8-32) or on the Item Balance Information Screen (p. 8-40). Use this screen to access inventory transaction history for the item in the selected warehouse and unit of measure. Inventory transaction history is any transaction that has taken place for an item. The transactions displayed can be limited, using the **F5=LST COUNT** / **F5=REFRESH** function key, to those from the most recent physical inventory count in the selected warehouse. Detailed information concerning any transaction that affects the on-hand quantity or cost of the item is provided for review. Selecting a transaction from this screen allows access to general ledger account information, and to any transaction comments for that transaction.

The transactions on this screen are sequenced chronologically, by the item's default unit of measure [defined through Item Master Maintenance (MENU IAFILE)], with the most recent transactions for that unit of measure at the top. By using the **U/M** field, the display may be changed to show another of the item's defined unit of measure, or cleared to show all of the item's defined units of measure. Refer to the **U/M** field description for details.

You also may select or omit transactions to display on this screen from the Transaction History Limits Screen (p. 8-61), which you can access from this screen with the **F11=LMTS** function key.

### Transaction History Screen Fields and Function Keys

Field/Function Key	Description
No	This field displays a reference number assigned to each inventory transaction displayed on this screen. Key this number in the <b>Selection</b> field to select an inventory transaction.
	Display

### Transaction History Screen Fields and Function Keys

Field/Function Key	Description
Date	<p>This field displays the system date that represents the date the transaction was entered in the IA Transaction Group. If an override transaction date was keyed at that time, that date will display as a comment on the Transaction History Detail Screen (p. 8-62).</p> <p>Display</p>
Time	<p>This field displays the time the transaction was posted.</p> <p>Display</p>
TR	<p>The transaction type. The possible types are:</p> <ul style="list-style-type: none"> <li>• <b>A</b> - Quantity Adjustment</li> <li>• <b>C</b> - Cost Adjustment</li> <li>• <b>F</b> - User Cost Adjustment</li> <li>• <b>G</b> - Average Cost Maintenance</li> <li>• <b>I</b> - Quantity Issue</li> <li>• <b>L</b> - Last Cost Maintenance</li> <li>• <b>M</b> - Quantity Move or Convert Down</li> <li>• <b>P</b> - Physical Inventory Adjustment</li> <li>• <b>R</b> - Receipt from Inventory or Purchasing <ul style="list-style-type: none"> <li>• <b>R</b> - Regular Receipts</li> <li>• <b>RD</b> - Drop Ship Receipts</li> <li>• <b>RN</b> - Non-Stock Receipts</li> <li>• <b>RR</b> - Immediate Return Receipts</li> </ul> </li> <li>• <b>S</b> - Standard Cost Maintenance</li> <li>• <b>T</b> - Warehouse Transfer</li> <li>• <b>U</b> - Quantity Move Up</li> <li>• <b>Y</b> - Inventory Recount</li> <li>• <b>Z</b> - Sales Issue</li> </ul> <p>For more information on transaction types, see Inventory Transaction Types (p. 2-4).</p> <p>Display</p>
Quantity / U/M	<p>This field displays the quantity of the item, in the displayed unit of measure, involved in the transaction.</p> <p>If the quantity is blank for a <b>Z</b> type transaction, then the transaction is from a return/invoice where the <b>Allocate Inventory</b> field is set to <b>N</b>.</p> <p>Display</p>

## Transaction History Screen Fields and Function Keys

Field/Function Key	Description
Ending Bal	<p>This field displays the on-hand balance for the item after the transaction has been processed.</p> <hr/> <p>NOTE: For non-inventoried items and non-stock returns, the on-hand balance should not be affected when receipts are posted for these items.</p> <hr/> <p>Display</p>
Cost/Avg Cost	<p>This field toggles, with the use of the <b>F6=AVG COST / F6=COST</b> function key, between displaying the cost and ending average cost due to the transaction. When this column displays as <b>Cost</b>, it indicates that this transaction, at this cost, caused the average cost to change.</p> <p>When the ending <b>Avg Cost</b> displays, it indicates the ending average cost for the transaction at the completion of that transaction.</p> <hr/> <p>NOTE: If the <b>Cost</b> field is displayed in reverse image, it indicates that multiple cost layers were used to comprise the value shown. To review the layers that were used, press <b>F10=CST LVR</b>.</p> <hr/> <p>If the user is authorized to <b>Display GL Cost and Profit</b>, as determined through Application Action Authority Maintenance (MENU XASCTY), the <b>Cost / Avg Cost</b> fields will display.</p> <p>Display</p>
U/M	<p>This <b>U/M</b> field displays the costing unit of measure, or, if an extended cost is involved, <b>EXT</b> will display in this column instead.</p> <p>If FIFO or LIFO is being used as a costing method, this field will be <b>EXT</b>.</p> <p>Display</p>
C	<p>This field identifies if any inventory comments exist for this transaction. If so, you may view the comment by selecting the transaction.</p> <p>Display</p>
Selection	<p>Use this field to select one of the inventory transactions displayed on this screen.</p> <p>Key the number displayed in the <b>No</b> column that corresponds to the inventory transaction that you wish to select.</p> <p>(N 2,0) Required</p>

## Transaction History Screen Fields and Function Keys

Field/Function Key	Description
Date Pos	<p>Transaction history that took place on or before a specific date may be displayed by keying that date here and using the <b>F4=POS DT</b> function key. Leave blank to display all transaction history for an item.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFIL).</p> <p>(N 6,0) Optional</p>
UM	<p>Use this field to change the display of the item transaction information to that for another unit of measure.</p> <p>Key a specific unit of measure to display transactions for that unit of measure for the item.</p> <p>To display all transactions for the item, regardless of the identified unit of measure, clear out this field and press <b>ENTER</b>. The list of transactions will be sequenced by date only, with the most current transaction displayed at the top of this screen.</p> <p><i>Default Value:</i> The item's default unit of measure, as defined through Item Master Maintenance (MENU IAFIL)</p> <p>(A 2) Optional</p>
F3=Exit	Press the <b>F3=EXIT</b> function key to exit this option and return to the menu.
F4=Pos Dt	Key a date in the <b>Date Pos</b> field and press the <b>F4=POS DT</b> function key to display only those transactions that occurred on or before the date entered.
F5=Lst Count / F5=Refresh	<p>Press the <b>F5=LST COUNT</b> / <b>F5=REFRESH</b> function key to toggle between the display of the most recent physical inventory count transactions, and a list of all transactions, by date, for the unit of measure.</p> <hr/> <p>NOTE: In order to display physical inventory count transactions at all, you must ensure that you have included them for display on the Transaction History Limits Screen (p. 8-61); accessed with the <b>F11=LMTS</b> function key from this screen.</p> <p>P - Physical Inventory Adjustment</p> <hr/> <p>For more information on transaction types, see Inventory Transaction Types (p. 2-4).</p>
F6=Avg Cost / F6=Cost	Press the <b>F6=AVG COST</b> / <b>F6=COST</b> function key to toggle the display between the cost of the transaction and the ending average cost for the item at the completion of the transaction. The <b>F6=AVG COST</b> / <b>F6=COST</b> function key only displays if the user is authorized to <b>Display GL Cost and Profit</b> , as determined through Application Action Authority Maintenance (MENU XASCTY).

## Transaction History Screen Fields and Function Keys

Field/Function Key	Description
F9=Csgn Inq	<p>The <b>F9=CSGN INQ</b> function key appears only if Customer Consignment is installed and the selected warehouse is a consignment warehouse.</p> <p>Press the <b>F9=CSGN INQ</b> function key to display all customers that have this item on consignment in the selected warehouse. For each customer, the quantities available, on-hand, in process, allocated, and on Purchase Order will display for this item. The Customer Display Screen will appear. Refer to the Tracking Consignment Inventory chapter in the Customer Consignment User Guide for a description of this screen.</p>
F10=Cst Lyr	<p>The <b>F10=CST Lyr</b> function key displays only if a costing method is being used as determined through Inventory Accounting System Options (MENU XAFILE).</p> <p>After entering an inventory transaction in the <b>Selection</b> field, press this function key to display the cost layers used for the transaction. The Transaction Cost Detail Screen (p. 8-60) will display.</p> <p>NOTE: <b>F10=COST LAYER</b> can only be used on selections for outgoing transactions that involved one or more cost layers being used.</p>
F11=Lmts	<p>Press the <b>F11=LMTS</b> function key to display only certain types of transactions on this screen. The Transaction History Limits Screen (p. 8-61) will appear. From this screen, you can omit or select desired transaction types.</p>
F12=Inv Status	<p>Press the <b>F12=INV STATUS</b> function key to display inventory status information for the item. You will be returned to the Inventory Status Screen (p. 8-32).</p>
F15=Loc Move Hist	<p><b>F15=LOC MOVE HIST</b> will only appear if Warehouse Management is installed.</p> <p>Press the <b>F15=LOC MOVE HIST</b> function key to view the movements of the item in and out of warehouse locations. These movements include transactions that affected inventory, not just the movements of an item from one warehouse location to another. The Location Movement History Screen will display (this screen is explained in the Warehouse Management User Guide).</p> <p>NOTE: If you press <b>F15=LOC MOVE HIST</b> without keying a reference number in the <b>Selection</b> field, then just the item and warehouse will be passed to the Location Movement History Screen (and you can select limits on the Location Movement History Screen). If you key a reference number in the <b>Selection</b> field and then press <b>F15=LOC MOVE HIST</b>, information (transaction date, U/M, application ID) associated with the selected item will be passed to the Location Movement History Screen.</p>
Enter	<p>Press <b>ENTER</b> after making a selection to access the Transaction History Detail Screen (p. 8-62).</p> <p>Press <b>ENTER</b> after keying a value in the <b>U/M</b> field to display a list of transactions for that <b>U/M</b>, in chronological order.</p>

## Transaction Cost Detail Screen

User: QPGMR		TRANSACTION COST DETAIL		Z-SALES ISSUE	
Wh: 1	Item: A140	10.000 EA		3-Ring Binder - 1" Red	
Qty:					
Date	Time	Quantity	Cost		
10/28/07	12:00:00	10.000	21.60000		
					Last
					F12=Return

This screen appears after you press **F10=CST LVR** on the Transaction History Screen (p. 8-55). Use this screen to review cost layers for a transaction. The layers that are shown on this screen are layers that have been used up to make up the cost that goes into this transaction. The top portion of the screen displays the user, warehouse, item, item description, quantity, and unit of measure on the transaction. The description of the type of transaction also displays in the upper right hand corner.

### Transaction Cost Detail Screen Fields and Function Keys

Field/Function Key	Description
Date	The date the cost layer was used, shown in your date format. Display
Time	The time the cost layer was used. Display
Quantity	The quantity of the cost layer used for this transaction. Display
Cost	The extended cost of this cost layer used for this transaction. This column displays only if you are authorized to the <b>Display GL Cost and Profit (OE, SA, AR, some PO)</b> application action, as determined through Application Action Authority Maintenance (MENU XASCTY). Display
F12=Return	Press <b>F12=RETURN</b> to return to the Transaction History Screen (p. 8-55).

## Transaction History Limits Screen

Transaction History Limits			
(A)	Quantity Adjustments:	Y	(Y/N)
(I)	Quantity Issue:	Y	(Y/N)
(M)	Quantity Move Down:	Y	(Y/N)
(U)	Quantity Move Up:	Y	(Y/N)
(R)	Receipts:	Y	(Y/N)
(Z)	Sales Issues:	Y	(Y/N)
(P)	Physical Inv. Adjustment:	Y	(Y/N)
(Y)	Inventory Recount:	Y	(Y/N)
(T)	Warehouse Transfer:	Y	(Y/N)
(C)	Cost Adjustments:	Y	(Y/N)
(S)	Standard Cost Maintenance:	Y	(Y/N)
(G)	Average Cost Adjustment:	Y	(Y/N)
(F)	User Cost Adjustment:	Y	(Y/N)
(L)	Last Cost Maintenance:	Y	(Y/N)

F9=All Yes      F10=All No

This screen appears after you press **F11=LMTS** on the Transaction History Screen (p. 8-55). Use this screen to determine which transaction types will be included in the history display on the Transaction History Screen (p. 8-55). Key a **Y** or **N** next to each displayed transaction type, or utilize the available function keys.

### Transaction History Limits Screen Fields and Function Keys

Field/Function Key	Description
F9=All Yes	Press the <b>F9=ALL YES</b> function key to select all transaction types for inclusion in the Transaction History Screen (p. 8-55). Once all are marked, you can selectively change one or more.
F10=All No	Press the <b>F10=ALL NO</b> function key to omit all transaction types from inclusion in the Transaction History Screen (p. 8-55). Once all are marked, you can selectively change one or more.
Enter	Press <b>ENTER</b> after making selections. You will be returned to the Transaction History Screen (p. 8-55).

## Transaction History Detail Screen

User: QPGMR		TRANSACTION HISTORY DETAIL		R-RECEIPT	
Wh: 1	Item: A140	3-Ring Binder - 1" Red			
	Qty: 8000.000	EA			
Co/Journal Ref: 1 - IJ084	Post Date: 2/22/08	Item G/L:			
GL Account			G/L Amount		
001.0001200.000	Inventory Warehouse 1		17280.00	D	
001.0002600.000	Purchase Clearing Account		17280.00	C	
<u>Comments</u>			<u>User</u>		
F4=Source Data		F5=Add/Change Comments		F12=Return	

This screen appears after you make a selection and press **ENTER** on the Transaction History Screen (p. 8-55). This screen also appears after selecting a receipt using option **H** on the Receipt Validation Screen within Voucher Entry (MENU APMAIN).

Use this screen to review general ledger information concerning the selected transactions and to review any transaction comments. A function key is available to add/modify comments, if desired. For transactions that affect general ledger, all account numbers, including any landing cost account numbers, are provided.

For warehouse transfers, debits will display for the “to” warehouse and credits will display for the “from” warehouse. Also, inventory transaction comments will display for review and a function key is available to add or modify comments, if desired.

### Transaction History Detail Screen Fields and Function Keys

Field/Function Key	Description
User	This field displays the original creator of the transaction. Display
Transaction Type	This field displays the type of the transaction being reviewed. For a list of transaction types, refer to the <b>TR</b> field on the Transaction History Screen (p. 8-55). Display



## Transaction History Detail Screen Fields and Function Keys

Field/Function Key	Description
Transaction Information	<p>The following information displays about the transaction being reviewed:</p> <ul style="list-style-type: none"> <li>• <b>Wh:</b> Warehouse</li> <li>• <b>Item:</b> Item number and description</li> <li>• <b>Qty:</b> Quantity involved</li> <li>• <b>U/M:</b> Unit of measure</li> </ul> <p>Display</p>
Co/Journal Ref	<p>This field displays the company associated with the transaction and the journal reference of the transaction.</p> <p>Display</p>
Post Date	<p>This field displays the general ledger posting date.</p> <p>Display</p>
Item G/L	<p>This field displays the item G/L code, if any, affiliated with the item. Item G/L codes are assigned to items through Item Master Maintenance (MENU IAFIL).</p> <p>Display</p>
G/L Account	<p>This field displays the general ledger account number affected by the transaction.</p> <p>Display</p>
G/L Amount	<p>This field displays the amount by which the general ledger account was debited (D) or credited (C).</p> <p>Display</p>
Comments	<p>This field displays any Inventory Accounting transaction comments that have been keyed for the transaction. If the transaction date was overridden when the transaction group was created, the posting process for that transaction will automatically create a comment with the overridden transaction date in the Inventory Transaction History Comment File (IAHCM). If comments need to be added, utilize the F5=ADD/CHANGE COMMENT function key.</p> <p>Display</p>
User	<p>This field displays the original creator of the comment. Each comment line displayed will have the creator of that comment line displayed beside it.</p> <p>Display</p>

**Transaction History Detail Screen Fields and Function Keys**

Field/Function Key	Description
F4=Source Data	<p>This function key appears only for <b>Z</b> or <b>R</b> transactions that have a journal number.</p> <p>Press this key to review the invoice or purchase order associated with this journal number and item. For a <b>Z</b> type transaction, the Sales Transaction Data Source by Item Screen (p. 8-65) appears. For an <b>R</b> type transaction, the Receipt Transaction Source Data by Item Screen (p. 8-66) appears.</p>
F5=Add/Change Comment	<p>Users that are authorized to Transaction Comments Maintenance (MENU IAFILE) will be allowed to add/maintain comments.</p> <p>Press the <b>F5=ADD/CHANGE COMMENT</b> function key to add or change a comment for the transaction. The Inventory Accounting Comments Maintenance Screen (p. 5-36) appears.</p>
F6=Display WO	<p>The <b>F6=DISPLAY WO</b> function key appears only if you access this window through Item Inquiry (MENU IAMAIN).</p> <p>Press the <b>F6=DISPLAY WO</b> function key to review the work order associated with this item. The Work Order History Screen in the Work Order Inquiry (MENU WOMAIN) displays. Refer to the Work Order User Guide for more information.</p>
F12=Return	<p>Press the <b>F12=RETURN</b> function key to return to the Transaction History Screen (p. 8-55) without processing any transactions.</p>

## Sales Transaction Data Source by Item Screen

SALES TRANSACTION SOURCE DATA BY ITEM							
A140				3-Ring Binder - 1" Red			
				US Dollars			
Ln	Inv Date	Inv No	Order No	WH	Qty Shp	U/M	Value
1	7/27/09	12028	02737/00	1	1.000	EA	6.50000
Point of Sale Default Customer							
2	7/27/09	12029	02738/00	1	1.000	EA	6.50000
Point of Sale Default Customer							
3	7/27/09	12030	02739/00	1	1.000	EA	6.50000
Point of Sale Default Customer							
4	7/27/09	12031	02740/00	1	1.000	EA	6.50000
Point of Sale Default Customer							
Selection: _							Last
							F3=Exit F12=Return

This screen appears after you press **F4=SOURCE DATA** on the Transaction History Detail Screen (p. 8-62), if you were reviewing detail for a Z-type transaction. This screen displays a summary of all shipped orders for the selected journal number and item.

## Sales Transaction Data Source By Item Screen Fields and Function Keys

Field/Function Keys	Description
Selection	Use this field to select an item to review in detail. Key the reference number (from the <b>Ln</b> column) of the line associated with the item.
F3=Exit	Press the <b>F3=EXIT</b> key to exit this option and return to the menu.
F12=Return	Press the <b>F12=RETURN</b> key to return to the Transaction History Detail Screen (p. 8-62).
Enter	Press the <b>ENTER</b> key to confirm your selection. The Shipped Orders By Item Screen will appear. For an explanation of this screen, refer to the Order Entry User Guide.

## Receipt Transaction Source Data by Item Screen

RECEIPT TRANSACTION SOURCE DATA BY ITEM							
A140		WH:		US Dollars			
3-Ring Binder - 1" Red							
No	I	Due Date	Po No	Vendor	U/M	Qty Rcvd	Value
1	H	2/22/08	100141	K & M CORPORATION	CAS	400.000	17280.00
Selection: _ .							Last
							F3=Exit F12=Return

This screen appears after you press **F4=SOURCE DATA** on the Transaction History Detail Screen (p. 8-62), if you were reviewing detail for a R-type transaction. This screen displays a summary of all open and history purchase orders for the selected journal number and item.

### Receipt Transaction by Item Screen Fields and Function Keys

Field/Function Key	Description
No	The reference number of the item displayed. Key this number in the <b>Selection</b> field on this screen to display detailed item information. Display
Rcpt Date	This field displays the receipt date of this transaction. Display
PO No	This field displays the purchase order number for the corresponding item. Purchase order numbers for multiple warehouse purchase orders are displayed in reverse image. Display
U/M	This field displays the unit of measure used to express the item quantity. This is the unit of measure selected for the item when it was ordered through Enter or Change Requisitions (MENU POMAIN). Display

### Receipt Transaction by Item Screen Fields and Function Keys

Field/Function Key	Description
Value	This field displays the value of the items that were received for this transaction Display
T	This field indicated the type of order: <ul style="list-style-type: none"> <li>• <b>P</b> displays if the displayed order is a purchase order</li> <li>• <b>H</b> displays if the displayed order is a purchase order in history</li> </ul> Display
WH	This field displays the two-character ID of the warehouse specified on the requisition or purchase order. Display
Vendor	The name of the vendor for whom the requisition or purchase order is created. Display
Qty Rcvd	The field displays the quantity received for this transaction. If the letter <b>R</b> appears to the right of this field, this means that receipts have been keyed for this item, but have not yet been posted.  NOTE: If the order is a special order, this field is highlighted. Display
Selection	This field allows you to select an item that you want to display in detail. Key the reference number (from the <b>No</b> column) associated with the item.
F3=Exit	Press the <b>F3=EXIT</b> key to exit this option and return to the menu.
F12=Return	Press the <b>F12=RETURN</b> key to return to the Transaction History Detail Screen (p. 8-62).
Enter	Press the <b>ENTER</b> key to confirm your selection. The Open/History Purchase Order Item Detail Screen (p. 8-68) will appear.

## Open/History Purchase Order Item Detail Screen

```

OPEN PO PURCHASE ORDER NO: 100099 Vendor: 100 SHARP INTERNATIONAL PARTIAL
Item No: A100
Due Dte 2/02/10 Qty Ord 52.000 Cost 399.99000 Total 18,199.55
U/M: EA EA Taxable
PO Desc: Sharp Fax Machine Mfg No: UX-103
Model SX-765
Dsc Pc: .00
Non-Stock: NO Item Class: 50 / 3 Weight: 8.0000
Drop Shp: NO Update Inv: YES Tot Wgt: 400.0000
Requested: 2/02/10 Update Cost: YES Rec to Date: 2.000

```

WH	(On Hand	+	Unposted)	-	Allocated	=	Available	
1	21.000		.000		115.000		94.000-	

	Available	+	On Order	=	Net		Mtd:	Sales
	94.000-		324.000		230.000		Ytd:	.000

F2=Dsp PO F5=Show Receipts F12=Return

This screen displays when selecting a receipt transaction on the Receipt Transaction Source Data by Item Screen (p. 8-66) to view more information on the purchase order receipt. It also displays when selecting an item on the Open/History PO/WO Inquiry By Item Screen (p. 8-92) to view more detailed information.

All the fields on this screen are display only and cannot be changed.

### Open/History Purchase Order Item Detail Screen Function Keys

Field/Function Key	Description
Order Type	<p>This field indicates if the current order is an open purchase order or a purchase order in history:</p> <ul style="list-style-type: none"> <li><b>OPEN PO</b> displays if this inquiry is for an open purchase order</li> <li><b>HISTORY</b> displays if this inquiry is for a purchase order that has been closed and sent to history.</li> </ul>
Purchase Order No	The number of the requisition or purchase order
Vendor	The number and name of the vendor for whom this requisition or purchase order was created
Status	<p>The current status of the purchase order:</p> <ul style="list-style-type: none"> <li><b>OPEN</b> displays if the item has no receipts posted against it</li> <li><b>PARTIAL</b> displays when the item has some receipts posted against it</li> <li><b>CLOSED</b> displays when the item has been received complete</li> </ul>

**Open/History Purchase Order Item Detail Screen Function Keys**

Field/Function Key	Description
Item No	The stocking item number ordered from the vendor.
Qty Ord	The quantity of the item that was ordered, in the buying or alternate unit of measure ( <b>U/M</b> ).
Cost	<p>The unit cost of the item when it was ordered.</p> <p>When International Currency is installed, this field displays the cost of the item in the vendor's trading currency. If the vendor's currency differs from the company's local currency, the local currency equivalent value will display below the trading currency value.</p>
Total	<p>The extended net total monetary amount of this item (item cost multiplied by quantity ordered less discount).</p> <p>When International Currency is installed, this field displays the total cost of the items ordered in the vendor's trading currency.</p> <p>If the vendor's currency differs from the company's local currency, the local currency equivalent will display below the trading currency value, and the symbols for the trading and local currency will display to the right of each total amount.</p>
U/M	<p>The unit of measure in which the item was purchased (either the buying or alternate unit of measure for this vendor and item).</p> <p>The cost U/M displays beneath the item cost amount.</p>
(Tax Status)	The tax status, <b>Taxable</b> or <b>Non-Tax</b> is displayed directly beneath the <b>Total</b> field.
PO Dsc	The description of the item as specified on the purchase order.
Mfg No	The manufacturer's item number as defined through Item Master Maintenance (MENU IAFILE) and/or Vendor/Item Maintenance (MENU POFIL).
Dsc PC	The discount percentage, if any, applied to this item.
Vol Dsc Pc	The vendor volume discount percent applied to this item in this PO. These discounts are maintained through Vendor Volume Discount Maintenance (MENU POFIL2).

**Open/History Purchase Order Item Detail Screen Function Keys**

Field/Function Key	Description
Due Dte	<p>The date the item is due to be received in the warehouse specified for this item. If the <b>Calculate PO Due Date Based on Lead Times</b> field is set to <b>Y</b> for the company through Purchasing Options Maintenance (MENU XAFILE), the due date for an item will be calculated as:</p> <p><b>System Date + Vendor Lead Time</b></p> <p>The vendor lead time for the item will be determined using:</p> <ul style="list-style-type: none"> <li>• IM&amp;P Balance Record (when installed)</li> <li>• Vendor/Item Record</li> <li>• Item Master Record</li> </ul>
Non-Stock	Indicates if the item is a non-stock item or not - <b>YES</b> or <b>NO</b> .
Item Class	The item class and item sub-class of this item.
Weight	The unit weight of the item for the U/M selected.
Drop Shp	Indicates if the item is a drop-ship item for this order - <b>YES</b> or <b>NO</b> .
Update Inv	Indicates if inventory balances should be updated when this item is received - <b>YES</b> or <b>NO</b> .
Tot Wgt:	The total weight for the purchase quantity on this requisition or purchase order.
Requested	The original requested shipment receipt date for this item.
Update Cost	Indicates if the average cost of this item should be updated by the cost of the item when received - <b>YES</b> or <b>NO</b> .
Rec to Date	The quantity of this item that has been received and posted for this purchase order
Contract	<p>The number of the contract on which the item cost is based. If the contract is unnumbered, <b>*CONTRACT</b> appears.</p> <p>This field is displayed only if the item cost is based on a contract (i.e., a valid contract was found by and all contract requirements are met by this order).</p>
Lead Time	<p>The lead time field default value will display as <b>YES</b> when:</p> <ul style="list-style-type: none"> <li>• the Vendor Master File (VENDR) <b>Calculate from Receipts</b> field is set to <b>A</b> or <b>I</b> and</li> <li>• when the <b>Calculate from Receipts</b> field is set to <b>I</b>, the Vendor/Item File (VNITM) <b>Calc from Receipts</b> field is set to <b>Y</b>.</li> </ul> <p>If these conditions are not met, the lead time field displays as <b>NO</b>. <b>NO</b> will also be displayed for drop shipments and for non-stock items.</p>



**Open/History Purchase Order Item Detail Screen Function Keys**

Field/Function Key	Description
Dock Qty	This field only displays when Warehouse Management is installed. The quantity of this item that has been pre-received through Warehouse Management but has not yet been posted.
COO	The country of origin, if one exists for the item. This field displays only if there was a country of origin specified on the requisition or purchase order for this item detail record. Also, if the purchase order is in history, and multiple receipts were entered for the item with different countries of origin, then the country of origin will display as *M in this field.
WH	This field only displays when you are viewing open purchase orders. The number of the warehouse for which the corresponding inventory quantity information applies.
On hand	This field only displays when you are viewing open purchase orders. The quantity of this item that is currently on-hand, meaning the quantity of this item before considering items ordered by your customers, or ordered from your vendors.
Unposted	This field only displays when you are viewing open purchase orders. The quantity of items that has been received for this purchase order through Enter or Change Receivers or PO Receipts (MENU POMAIN) for receiver processing, but not yet posted through PO Receipts Register (MENU POMAIN) for PO processing. If Warehouse Management is installed, receipts may also be posted for receivers created through Warehouse Management (MENU POMAIN).
Allocated	This field only displays when you are viewing open purchase orders. The quantity of this item that has been ordered by your customers, but not yet shipped to them.
Available	This field only displays when you are viewing open purchase orders. The on-hand quantity plus the unposted quantity, minus the quantity allocated is the quantity of this item that is available for sale.
On Order	This field only displays when you are viewing open purchase orders. The quantity of this item that is on open purchase orders, awaiting receipt.
Net	This field only displays when you are viewing open purchase orders. The available quantity plus the quantity on purchase order, yielding the net quantity of this item.
Sales	This field only displays when you are viewing open purchase orders. The month-to-date and year-to-date sales information for this item in this warehouse.

**Open/History Purchase Order Item Detail Screen Function Keys**

Field/Function Key	Description
F2=Dsp PO	Press <b>F2=DSP PO</b> to display the Requisition/Purchase Order Header Screen of the Req/PO Inquiry (MENU POMAIN). From this screen you can access the all the screens in the Req/PO Inquiry. Use <b>F3=EXIT</b> from that inquiry to return here.
F4=Contract List	<p><b>F4=CONTRACT LIST</b> is displayed only if the item cost was based on a contract (i.e., a valid contract was found and all contract requirements were met).</p> <p>Press <b>F4=CONTRACT LIST</b> to display the Vendor/Item Contract List Screen shared with Vendor Contracts (MENU POFIL2), from which you can view information for any of this vendor's contracts that are not currently suspended. Expired contracts are included in the list if they meet the selection criteria at the bottom of the screen. Refer to this screen in the Purchasing User Guide.</p>
F5=Show Receipts	Press <b>F5=SHOW RECEIPTS</b> to display receipt history for this item/PO. The Receipt History Screen (p. 8-73) will display.
F12=Return	Press <b>F12=RETURN</b> to return to the Receipt Transaction Source Data by Item Screen (p. 8-66).
Enter	Press to return to the Receipt Transaction Source Data by Item Screen (p. 8-66).

## Receipt History Screen

<b>COMPLETE</b>		<b>RECEIPT HISTORY</b>			
Item No: A200		PO Desc: Sharp Copier Toner SF-7200			
<u>Due Date</u> 2/03/10	<u>Order Qty</u> 348.000	CAS	<u>Cost</u> 59.88000 CAS	<u>Order Value</u> 18,233.46	<u>WH</u> 1
<u>Receipt Date</u> 2/21/10	<u>Overdue Days</u> 18	<u>Receipt Qty</u> 348.000	<u>Receipt Cost</u> 59.88000	<u>Substitute Item No</u>	
					Last
<u>Total Days Overdue</u> 18		<u>Balance Due</u> .000	<u>Unshipped Balance</u> .00		
F2=Receipt Val			F3=Exit	F12=Return	

This screen displays when pressing **F5=SHOW RECEIPTS** from the Open/History Purchase Order Item Detail Screen (p. 8-68).

Use this screen to review the individual receipt information for the selected item. Multiple receipt transactions will be shown in the middle section of the screen.

All the fields on this screen are display only and cannot be changed.

**NOTE:** This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:

- \* **PAGE DOWN** or **SHIFT-ROLL FWD** or **F7=PAGE DOWN** to display the next screen
- \* **PAGE UP** or **SHIFT-ROLL BACK** or **F8=PAGE UP** to display the previous screen.

### Receipt History Screen Fields and Function Keys

Field/Function Key	Description
PO Status	<p>This field indicates if the item is still open, or if it has been received complete.</p> <p><b>OPEN</b> displays if the item is open on this purchase. The item may have been partially received, or not received at all.</p> <p><b>COMPLETE</b> displays if the item has been completely received for this purchase order. Either the quantity received equals the order quantity, or the item was marked as received complete during receipt entry.</p> <hr/> <p>NOTE: This field pertains to the individual item on the purchase order, not the entire purchase order. Several items may be received complete on a purchase order that is open.</p>
Item No.	The number of the item used to stock inventory.
PO Desc	The description of the item as specified in the purchase order.
Due Date	The requested due date for this item when it was ordered.
Order Qty	The quantity of the item, in the displayed unit of measure, that was ordered.
Cost	The cost of the item, per the displayed unit of measure.
Order Value	The monetary value of the items calculated as the cost per item multiplied by the quantity of items.
WH	The receiving warehouse for the order.
Lot	An <b>L</b> indicates this item was purchased by the lot. The cost of lot items remains constant, regardless of the quantity of items ordered. This is a one-time lot charge for the item you are ordering.
Receipt Date	The date on which receipts for this item were entered.
Overdue Days	The number of days between the requested due date specified on the purchase order ( <b>Req Date</b> ), and the <b>Receipt Date</b> .
Receipt Qty	The quantity of the item that is received, in the buying unit of measure.
Receipt Cost / Receipt Value	The receipt cost for the item unit at the time of the receipt transaction, or the extended receipt value of the line item. The <b>F2=RECEIPT VAL / F2=RECEIPT COST</b> function key is used to toggle between the two displays.
Substitute Item No	A substitute item number is displayed if a substitute item was received for this item.

### Receipt History Screen Fields and Function Keys

Field/Function Key	Description
(Comments)	A <b>C</b> in this column indicates if transaction comments have been keyed for the line item. Display
Total Overdue Days	The number of days between the requested ship date from the vendor and the last date on which receipts were received.
Balance Due	The quantity, in the buying unit of measure, that remains open (ordered, but not yet received).
Unshipped Balance	The dollar value of items that have not been received, based on the item cost.
F2=Receipt Val / F2=Receipt Cost	Press the <b>F2=RECEIPT VAL</b> / <b>F2=RECEIPT COST</b> function key to toggle between displaying the <b>Receipt Cost</b> and the <b>Receipt Value</b> .
F3=Exit	Press <b>F3=EXIT</b> to exit and return to the Receipt Transaction Source Data by Item Screen (p. 8-66).
F12=Return	Press <b>F12=RETURN</b> to return to the previous screen to restart activities.

## Sales Statistics Screen

SALES STATISTICS			
Warehouse? 1, Hartford, CT			
Item No:	A100,..... All-in-One Printer Model V515W		
U/M?	EA, Print, Copy, Fax, Scan		
	<u>Month to date</u>	<u>Year to Date</u>	<u>Last Year</u>
Qty sold:	.000	11.000	48.000
Qty drop ship:	.000	.000	.000
No of orders:	0	2	19
Sales:	.00	6,599.89	30,278.36
GL Profit:	.00	5,453.69	24,048.21
Profit %:	.00	82.63	79.42
D/S sales:	.00	.00	.00
GL D/S prf:	.00	.00	.00
D/S profit %:	.00	.00	.00
F2=Search F3=Exit F8=OE Cost F9=Item Info F12=Inv Status F18=Sales Inq			

This screen appears after you press **F6=SALES DATA** on the Inventory Status Screen (p. 8-32). This screen displays sales information for the item's month-to-date, year-to-date, and last year's sales.

Costs displayed on this screen are defined for an item through Item Balance Maintenance (MENU IAFIELD). Through Order Entry Options Maintenance (MENU XAFIELD), you have the option to select which cost to use in profit calculation and for mark-up pricing.

### Important

Quantities on this screen that are expressed as all 9's may be too large for display and may not reflect actual quantities. In such instances, a warning message will display at the bottom of the screen. Changing the unit of measure in the **U/M** field on this screen may resolve this situation.

NOTE: The display of prices and costs is based on the security for the company entered on either the Item Inquiry Selection Screen (p. 8-4) or the Inventory Status Screen (p. 8-32).

NOTE: This is a roll screen. Beginning with the item and warehouse displayed in the input fields, you may scroll through the subsequent or previous items based on warehouse number and item number sequence. To scroll through information on roll screens press:

- \* **PAGE DOWN** or **SHIFT-ROLL FWD** or **F7=PAGE DOWN** to display the next screen
- \* **PAGE UP** or **SHIFT-ROLL BACK** or **F8=PAGE UP** to display the previous screen.

## Sales Statistics Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	<p>This is the sales statistics information for the item in the warehouse shown. Use this field to view sales statistics information in a different warehouse for this item or another item.</p> <p>Key the warehouse number for which the item that you want to view sales statistics is stocked [has been assigned through Item Balance Maintenance (MENU IAFILE)].</p> <p><i>Default Value:</i> The warehouse keyed in the <b>WH</b> field on the lower portion of the Inventory Status Screen (p. 8-32). If the <b>WH</b> field was left blank on that screen, this is the first warehouse that displayed on the top portion of that screen.</p> <p>(A 2) Optional</p>
Item No	<p>The item number for which sales statistics are shown. Use this field to view a different item's sales statistics.</p> <p>Key the number of the item for which you would like sales statistics displayed.</p> <p><i>Default Value:</i> The item number selected on the Inventory Status Screen (p. 8-32).</p> <p>(A 27) Optional</p>
U/M	<p>Use this field to enter the unit of measure that will be used to express item quantities in this inquiry.</p> <p>Key the unit of measure or leave this field blank to view item quantities in the unit of measure defined as the inquiry unit of measure for the item through Item Master Maintenance (MENU IAFILE).</p> <hr/> <p>NOTE: When a ? displays following this field (i.e., <b>U/M?</b>) and you key a ? in this field, one of two pop-up windows will display depending on the function you are performing. For a description of both <b>U/M</b> pop-up windows, refer to the Cross Applications User Guide.</p> <hr/> <p><i>Default Value:</i> The inquiry unit of measure defined for the item through Item Master Maintenance (MENU IAFILE), or, if an inquiry unit of measure was not defined, the default stocking unit of measure</p> <p><i>Valid Values:</i> Any valid stocking or alternate unit of measure defined for the item through Item Master Maintenance (MENU IAFILE)</p> <p>(A 3) Required</p>
Qty sold	<p>The quantity of this item that has been sold month-to-date, year-to-date, and last year.</p> <p>Display</p>

## Sales Statistics Screen Fields and Function Keys

Field/Function Key	Description
Qty drop ship	<p>The quantity of this item that has been drop shipped month-to-date, year-to-date, and last year. For example, if the item is backordered and you ship it to your customer directly from your vendor in order to avoid customer delays.</p> <p>Display</p>
No of orders	<p>The number of orders that are in-process (the item has been allocated for customer orders through Order Entry) month-to-date, year-to-date, and last year.</p> <hr/> <p>NOTE: Inventory is not allocated for quotes or for future, master, or blanket orders.</p> <hr/> <p>Display</p>
Sales	<p>The number of sales dollars that have been generated from this item month-to-date, year-to-date, and last year.</p> <p>Display</p>
GL Profit or OE Profit	<p>The GL or OE monetary amount of profit generated from the sales of this item (that is, the selling price minus the GL or OE cost of the item) month-to-date, year-to-date, and last year, as toggled with the <b>F8=GL COST / F8=OE COST</b> function key. Note that sales do not include drop ship sales. See <b>F8=GL COST / F8=OE COST</b> for further details.</p> <p>This field displays only if a user has authority to either the <b>Display OE Cost and Profit (OE, SA, AR, some PO)</b> or <b>Display GL Cost and Profit (OE, SA, AR, some PO)</b> security options in Application Action Authority Maintenance (MENU XASCTY).</p> <p>When International Currency is installed, this field only displays in the company's local currency.</p> <p>Display</p>
Profit %	<p>The percentage of sales that gained profit month-to-date, year-to-date, and last year. This is calculated as the GL or OE Profit amount divided by the sales amount.</p> <p>The profit percentage is based on the GL or OE cost values for the customer, as toggled with the <b>F8=GL COST / F8=OE COST</b> function key.</p> <p>This field displays only if a user has authority to either the <b>Display OE Cost and Profit (OE, SA, AR, some PO)</b> or <b>Display GL Cost and Profit (OE, SA, AR, some PO)</b> security options in Application Action Authority Maintenance (MENU XASCTY).</p> <p>Display</p>
D/S sales	<p>The dollar amount of drop ship sales that took place for this item month-to-date, year-to-date, and last year.</p> <p>Display</p>



## Sales Statistics Screen Fields and Function Keys

Field/Function Key	Description
GL D/S prf or OE D/S prf	<p>The amount of profit generated from the drop ship sales of this item (i.e., the selling price minus the GL or OE cost of the drop ship item) month-to-date, year-to-date, and last year.</p> <p>You can display the drop ship profit based on the GL or OE cost values for the customer by pressing the <b>F8=GL COST / F8=OE COST</b> toggle function key.</p> <p>Display</p>
D/S profit %	<p>The percentage of drop ship sales that gained profit month-to-date, year-to-date, and last year. This is calculated as the drop ship profit amount divided by the drop ship sales amount.</p> <p>You can display the drop ship profit percentage based on the GL or OE cost values for the customer by pressing the <b>F8=GL COST / F8=OE COST</b> toggle function key.</p> <p>Display</p>
F2=Search	Press the <b>F2=SEARCH</b> function key to activate the Item Search feature in order to key item description search criteria. The Item Description Search Screen (p. 27-11) will display.
F3=Exit	Press the <b>F3=EXIT</b> key to exit this option and return to the menu.
F8=OE Cost / F8=GL Cost	<p>Press <b>F8=OE COST / F8=GL COST</b> to toggle between the Profit, Profit Percentage, Drop Ship Profit, and Drop Ship Percentage based on the Order Entry (OE) or General Ledger (GL) cost values for the item. The display of the fields change accordingly and the other applicable fields will reflect either the OE cost or GL cost values.</p> <p>The default display of this toggle is based on the <b>Default Cost to see</b> field defined for the user through Authority Profile Maintenance (MENU XASCTY).</p> <p>If a user does not have authority to either the <b>Display OE Cost and Profit (OE, SA, AR, some PO)</b> or <b>Display GL Cost and Profit (OE, SA, AR, some PO)</b> security options in Application Action Authority Maintenance (MENU XASCTY), then no cost will be shown on this screen.</p> <p>If a user has authority to only one of the security options, the opposite cost will not be available and therefore this toggle function key to switch back and forth between the two costs (OE or GL), will not be displayed.</p>
F9=Item Info	Press the <b>F9=ITEM INFO</b> function key to display item master information stored in the Item Master File (ITMST) for the item that you are inquiring into. The Item File Information Screen (p. 8-81) will appear.
F12=Inv Status	Press the <b>F12=INV STATUS</b> function key to return to the Inventory Status Screen (p. 8-32).

**Sales Statistics Screen Fields and Function Keys**

Field/Function Key	Description
F18=Sales Inq	<p>The user must have Application Authority (MENU XASCTY) to MENU SAMAIN Item Comparison in order to access this function.</p> <p>Press the <b>F18=SALES INQ</b> function key to display information comparing the quantity, sales, gross profit, percentage, cost, and profit of an item for:</p> <ul style="list-style-type: none"><li>• Selected month versus same month for the previous year</li><li>• Selected year-to-date versus the previous year</li><li>• The fiscal year's total-to-date versus the previous fiscal year's total</li></ul> <p>The Item Comparison Screen will appear. For an explanation of this screen, refer to the Sales Analysis User Guide.</p>
Enter	<p>Press the <b>ENTER</b> key to display information for a new item, warehouse, or unit of measure for inquiry. The screen will be updated with the selected item, warehouse, and unit of measure information.</p>

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## Item File Information Screen

```

ITEM FILE INFORMATION
Item: 0280..... Co: 1 A & C Office Supply
Mfg No: 66792..... #10 Security Tint Envelopes
Vendor: 200..... 20# Bond 500/Box
          SDS/DOT SDS Date: 1/01/19 DOT Regulated: Y DOT#: NA1197
          => 1: BOX      U/M      Conversion      S/C US$      %/C      Weight      Cont/Chg      Size
                2:      .000000      .00      .00000      .00      .00000      .00      .00000
                3:      .000000      .00      .00000      .00      .00000      .00      .00000
Price: BOX      1.000000
          Fed Ex Tax:      .00
          Tax Class: STEEL
          Envelopes
          WH Mgmt Code: L
          Exp Dte Req'd: Unique Lot: N
          Lot/Sn on Inv:
          Standard Pack: 3.000 BOX
Item Cl: 802 Paper Products
Qt Bk Cl:
Price Cl: 5 Mailing Envelopes
Contr Cd:
Loctn Cl:
GL Code:
Usr Cd 1: What color is this item?
          2: Size
          3: Size Run
Csh/Trd Dsc Catch Wt Upd Inv B/O Tax Reuse Susp Added Lst Mnt
          Y          N          Y          Y          0          Y          12/27/12 1/21/19

F2=Srch F4=Bal Dtl F6=Sls Dta F10=ExItmCmt F12=Inv Sts F19=Opn P0s F21=Opn Ord
F3=Exit F5=Trn Hst F11=BOM Inq F15=Usr Cdes F20=Rcd P0s F22=Shp Ord

```

This screen appears after you press **F9=ITEM INFO** on the Inventory Status Screen (p. 8-32), the Item Balance Information Screen (p. 8-40), the Sales Statistics Screen (p. 8-76), and the Item Summary Screen (p. 8-96).

Use this screen to access item master information stored in the Item Master File (ITMST) and maintained through Item Master Maintenance (MENU IAFILE). If item tax information has been defined for this item in this particular warehouse (i.e., at the item balance level) through Item Balance Maintenance (MENU IAFILE), then the **Tax Class**, **Tax**, and **Reuse** fields will display Item Balance File information. If item tax information has not been defined for this item in this particular warehouse, these fields will display Item Master File information.

If the item you are inquiring into has Safety Data Sheets (SDS) associated with it (the Item Master last revision **SDS Date** is filled) or the item is DOT regulated (the Item Master **DOT Regulated** flag is **Y**), a text in reverse image in the top left corner of this screen appears and the text content will be as follows:

- **SDS** - if there are Safety Data Sheets (SDS) associated with this item (the Item Master last revision **SDS Date** is filled), but the item is not DOT regulated (the Item Master **DOT Regulated** flag is not **Y**)
- **SDS/DOT** - if there are Safety Data Sheets (SDS) associated with this item (the Item Master last revision **SDS Date** is filled), and the item is DOT regulated (the Item Master **DOT Regulated** flag is **Y**)
- **DOT** - if there are no Safety Data Sheets (SDS) associated with this item (the Item Master last revision **SDS Date** is not filled), but the item is DOT regulated (the Item Master **DOT Regulated** flag is **Y**)

For an explanation of the fields displayed on this screen, refer to the Item File Maintenance Screen 1 (p. 27-52), Item File Maintenance Screen 2 (p. 27-76), Item File Maintenance Screen 3 (p. 27-89), and

Hazardous Material Information Screen (p. 27-98) in Item Master Maintenance (MENU IAFILE). Only the fields not explained in Item Master Maintenance are explained here.

NOTE: This is a roll screen. Beginning with the item and warehouse displayed in the input fields, you may scroll through the subsequent or previous items based on warehouse number and item number sequence. To scroll through information on roll screens press:

\* **PAGE DOWN** or **SHIFT-ROLL FWD** or **F7=PAGE DOWN** to display the next screen

\* **PAGE UP** or **SHIFT-ROLL BACK** or **F8=PAGE UP** to display the previous screen.

### Item File Information Screen Fields and Function Keys

Field/Function Key	Description
Item	<p>The item number for which item information is shown. Use this field to view item information for a different item.</p> <p>Key the number of the item for which you would like item master information displayed.</p> <p><i>Valid Values:</i> Any valid item number that was defined through Item Master Maintenance (MENU IAFILE).</p> <p>(A 27) Required</p>
Mfg No	<p>The manufacturing number assigned to an item in the Item Master File (MENU POFILE). If a vendor number is used in the Item Balance File (MENU IAFILE) and a vendor item record exists for this vendor and for this item, then the number is derived from the Vendor Item File.</p> <p>Display</p>
Vendor	<p>The primary vendor from whom the item is purchased, if one was assigned through Item Master Maintenance (MENU IAFILE). If Purchasing is installed, additional vendors of this item can be displayed with the <b>F17</b> function key.</p> <p>Display</p>
Susp	<p><b>S</b> displays in this field if this item is suspended. No orders may be accepted for the item, however, inventory transactions may be performed.</p> <p>This field is blank if the item is not suspended.</p> <p>NOTE: An item is suspended through Item Master Maintenance (MENU IAFILE).</p> <p>Display</p>
F2=Search	<p>Press the <b>F2=SEARCH</b> function key to activate the Item Search feature in order to key item description search criteria. The Item Description Search Screen (p. 27-11) will display.</p>
F3=Exit	<p>Press the <b>F3=EXIT</b> function key to exit this option and return to MENU IAMAIN, or the screen from which you accessed this screen.</p>

### Item File Information Screen Fields and Function Keys

Field/Function Key	Description
F4=Bal Dtl	<p>Press the <b>F4=BAL DTL</b> function key to display information from the Item Balance File (<b>ITBAL</b>) regarding the item displayed. The Item Balance Information Screen (p. 8-40) will appear.</p> <hr/> <p>NOTE: If the <b>WH</b> field was left blank, balance detail information for this item will be displayed on the Item Balance Information Screen (p. 8-40) for the first warehouse that displays on this screen. If more than one screen of warehouses exist, the warehouse selected will always be the first warehouse on the first screen. If a warehouse was keyed in the <b>WH</b> field, balance information will display for that warehouse on the Item Balance Information Screen (p. 8-40).</p> <hr/>
F5=Trn Hst	<p>Press the <b>F5=TRN HST</b> function key to display transaction history for the item. Transaction history includes any transaction that has occurred for the item. The Transaction History Screen (p. 8-55) will appear.</p> <hr/>
F6=Sales Data	<p>Press the <b>F6=SALES DATA</b> function key to display the item's sales statistics for month-to-date, year-to-date, and last year. The Sales Statistics Screen (p. 8-76) will appear.</p> <hr/> <p>NOTE: If the <b>WH</b> field was left blank, sales data for this item will be displayed on the Sales Statistics Screen (p. 8-76) for the first warehouse that displays on this screen. If more than one screen of warehouses exist, the warehouse selected will always be the first warehouse on the first screen. If a warehouse was keyed in the <b>WH</b> field, sales data will display for that warehouse on the Sales Statistics Screen (p. 8-76).</p> <hr/>
F9=Tax Ovr	<hr/> <p>NOTE: This function key displays only if item tax overrides have been defined for the item through Item Master Maintenance (MENU IAFIELD), or defined for the item/warehouse through Item Balance Maintenance (MENU IAFIELD).</p> <hr/> <p>Press the <b>F9=TAX OVR</b> function key to display the Item Tax Overrides Screen (p. 27-23). Item tax overrides that have been defined for the item through Item Master Maintenance (MENU IAFIELD) or item tax overrides that have been defined for the item in a particular warehouse through Item Balance Maintenance (MENU IAFIELD) will display for viewing purposes only. Item tax overrides can be created and maintained through Item Master Maintenance or Item Balance Maintenance.</p> <hr/>
F10=ExItmCmt	<p>The <b>F10=EXITMCMT</b> function key only displays when the <b>Use Extend Item Cmmt</b> field is set to <b>Y</b> in System Options Maintenance (MENU XAFIELD).</p> <p>Press the <b>F10=EXITMCMT</b> function key to inquire into view and maintain extended item comments for the warehouse/item selected. The Extended Item Comment Selection Screen (p. 27-33) will appear.</p> <hr/>

### Item File Information Screen Fields and Function Keys

Field/Function Key	Description
F11=BOM Inq	<p>The <b>F11=BOM INQ</b> function key appears only if Bill Of Material is installed.</p> <p>Press the <b>F11=BOM INQ</b> function key to display parent and component relationships for the bill of material item. The Bill Of Material Inquiry Selection Screen will appear. For an explanation of that screen, refer to the Bill Of Material User Guide.</p>
F12=Inv Sts	<p>Press the <b>F12=INV STS</b> function key to return to the Inventory Status Screen (p. 8-32).</p>
F15=Usr Cdes	<p>Press the <b>F15=USR CDES</b> function key to display the user codes and user fields that have been defined for this item. A pop-window displays on the lower portion of this screen indicating all user codes/fields defined for the item; the top portion of the screen continues to display the item's header information (i.e., <b>Item</b>, <b>Mfg No</b>, and <b>Vendor</b>). You also may select a different item for which user codes/fields will display using the <b>Item</b> field on this screen.</p> <p>After you are done reviewing the codes/fields, press <b>F12=RETURN</b> to return to the original display of this screen or <b>F3=EXIT</b> to return to the menu. The headings and descriptions for the user codes are those defined through Item User Codes (MENU IAFILE). The headings and descriptions for the user fields are those defined through Item User Fields (MENU IAFILE).</p>
F19=Open POs	<p>The <b>F19=OPEN POS</b> function key appears only if Purchasing is installed and records exist in the Requisition Header (RQHED) or Purchase Order Header (POHED) files.</p> <p>Press the <b>F19=OPEN POS</b> function key to display open purchase orders and/or open work orders (if Value Added Services is installed on your system) for the selected item. The Open/History PO/WO Inquiry By Item Screen (p. 8-92) will appear.</p>
F20=Recvd POs	<p>The <b>F20=RECV D POS</b> function key appears only if Purchasing is installed and records exist in the Purchase Order History File (PHHED).</p> <p>Press the <b>F20=RECV D POS</b> function key to display purchase order history for the item. The PO History Inquiry By Item Screen will appear. For an explanation of this screen, refer to the Purchasing User Guide.</p>
F21=Open Ords	<p>The <b>F21=OPEN ORDS</b> function key displays only if Value Added Services is installed.</p> <p>Press the <b>F21=OPEN ORDS</b> function key to display a summary line for open sales orders by items or open work orders by component items. The Open Orders By Item Screen will appear. For an explanation of this screen, refer to the Order Entry User Guide.</p>
F22=Ship Ords	<p>Press the <b>F22=SHIP ORDS</b> function key to re-display a summary line for each shipped order of the item. The Shipped Orders By Item Screen will appear. For an explanation of this screen, refer to the Order Entry User Guide.</p>

**Item File Information Screen Fields and Function Keys**

Field/Function Key	Description
Enter	Press the <b>ENTER</b> key to display information for a new item for inquiry. The screen will be updated with the selected item information.

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## Item File Information User Codes Screen

ITEM FILE INFORMATION		Co: 1 A & C Office Supply
Item:	C100	Seth Thomas Desk Clock
Mfg No:	K4311	Gold Plate Solid Brass Roman Nm
Vendor:	IC8000	
Usr Cd 1:	Freight Class	IN Insured Delivery
2:		
3:		
Usr Fld 1:	Semi-Annual Clearance Item?	
2:	Type of Special Packaging Req'd	BUBBL Bubblewrap Item Individually
3:		
4:		
5:		
6:		
		F3=Exit F12=Return

This screen appears after pressing **F15=USR CDES** on the Item File Information Screen (p. 8-81). Use this screen to review the User Codes and User Fields that are associated with a selected item. There are 3 available user defined User Codes defined through Item User Codes Maintenance on (MENU IAFIELD) and 6 available user defined fields through Item User Fields Maintenance (MENU IAFIELD).

### Item File Information User Codes Screen Fields and Function Keys

Field/Function Key	Description
Item	<p>The item number for which item information is shown. Use this field to view item information for a different item.</p> <p>Key the number of the item for which you would like item master information displayed.</p> <p><i>Valid Values:</i> Any valid item number that was defined through Item Master Maintenance (MENU IAFIELD).</p> <p>(A 27) Required</p>
Mfg No	<p>The manufacturing number assigned to an item in the Item Master File (MENU POFILE). If a vendor number is used in the Item Balance File (MENU IAFIELD) and a vendor item record exists for this vendor and for this item, then the number is derived from the Vendor Item File.</p> <p>Display</p>
Vendor	<p>The primary vendor from whom the item is purchased, if one was assigned through Item Master Maintenance (MENU IAFIELD).</p> <p>Display</p>



**Item File Information User Codes Screen Fields and Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
Usr Cd 1 - 3	The headings and descriptions are defined through Item User Codes Maintenance on (MENU IAFILE) and assigned to the individual items in Item Master Maintenance. Display
Usr Fld 1 - 6	The headings and descriptions are defined through Item User Fields Maintenance on (MENU IAFILE) and assigned to the individual items in Item Master Maintenance. Display
F3=Exit	Press <b>F3=EXIT</b> to exit from this inquiry. Menu IAMAIN will display.
F12=Return	Press <b>F12=RETURN</b> to return to the Item File Information Screen (p. 8-81).

## Inventory Count History Screen

INVENTORY COUNT HISTORY					
Warehouse: 5		Chicago, IL			
Item: A100		All-in-One Printer Model V515w Print, Copy, Fax, Scan			
Post Date	Post Time	Src	Typ	EA	
19/09/17	12:04:49	WM	P	.000	
Loc: 01.001.06		Lot/Serial: Reserved			
19/09/17	12:04:49	WM	P	1.000	
Loc: 10.001.01		Lot/Serial: A837			
19/09/17	12:04:49	WM	P	1.000	USA
Loc: 10.001.01		Lot/Serial: A838			
19/09/17	12:04:49	WM	P	1.000	USA
Loc: 10.001.01		Lot/Serial: A839			
19/09/17	12:04:49	WM	P	1.000	USA
Loc: 10.001.01		Lot/Serial: A840			
19/09/17	12:04:49	WM	P	1.000	USA
Loc: 10.001.01		Lot/Serial: A841			
19/09/17	12:04:49	WM	P	1.000	USA
Loc: 10.001.01		Lot/Serial: A842			
					More...
F12=Return					

This screen displays after pressing **F8=Cnt Hst** from the Item Balance Information Screen (p. 8-40). Use this screen to view the inventory physical inventory and cycle count transactions for the selected warehouse and item.

All the fields on this screen are display only and cannot be changed.

### Inventory Count History Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	The warehouse number selected on the Item Balance Information Screen (p. 8-40).
Item	The item number for which inventory count transactions are shown.
Post Date	The posting date is the current system date at the time of the posting through Update Physical Inventory (MENU IAPHYS) or Update Inventory Counts (MENU WMPHYS). All dates will display in the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFIL).
Post Time	The posting time is the current system time at the time of the posting through Update Physical Inventory (MENU IAPHYS) or Update Inventory Counts (MENU WMPHYS) shown in the system's default time zone.

## Inventory Count History Screen Fields and Function Keys

Field/Function Key	Description
Src	<p>The source column contains the application id of where count was posted:</p> <ul style="list-style-type: none"> <li>• <b>IA</b> - Inventory Accounting</li> <li>• <b>WM</b> - Warehouse Management</li> <li>• <b>RF</b> - Radio Frequency</li> </ul>
Typ	<p>The type column contains the code to indicate the type of count updated in the specific transaction:</p> <ul style="list-style-type: none"> <li>• <b>U</b> - Unknown</li> <li>• <b>P</b> - Partial</li> <li>• <b>F</b> - Full</li> </ul>
(Count, Units of Measure)	The transaction quantities counted in the location for the specific physical or cycle count transaction in the counted units of measure.
Loc	<p>The <b>Loc</b> field only displays when Warehouse Management is installed.</p> <p>Based on the location definition format defined in Warehouse Management Options Maintenance (MENU WMFILE), the location for which the inventory count was recorded displays.</p>
Lot/Serial	<p>The <b>Lot/Serial</b> field only displays when Warehouse Management is installed.</p> <p>For lot items, the lot number recorded for the quantities displayed in the unit(s) of measure.</p> <p>For serial items, the serial number recorded for the inventory count.</p>
COO	<p>The <b>COO</b> field only displays for items that are set to track country of origin through Item Master Maintenance (MENU IAFIELD).</p> <p>The country of origin recorded for the regular, lot or serial item inventory count transactions.</p>
F12=Return	Press <b>F12=RETURN</b> to return to the Item Balance Information Screen (p. 8-40).

## Allocated Warehouse Transfers Screen

ALLOCATED WAREHOUSE TRANSFERS						
A200		Priced Per: EA				
Sharp Copier Toner						
SF-7200						
Ln	Ord Date	Order No	Reg	WH	Customer Name	Qty Ord U/M
1	8/12/09	02760/00	5		Jones Department Store	10.000 EA
2	8/12/09	02764/00	3		Huntsville Medical Center	10.000 EA
						Last
Selection: _						
Find: .....						F3=Exit F12=Return

This screen appears after you press **F11=TRANSFER** on the Item Balance Information Screen (p. 8-40). Use this screen to assist in breaking down the quantity allocated value displayed on the Inventory Status Screen (p. 8-32). The breakdown is shown by providing the quantity of special order warehouse transfer items from the indicated warehouse to satisfy a customer sales order for another warehouse. Refer to the following example for a description of the breakdown.

### Example:

An allocated quantity on the Item Balance Information Screen (p. 8-40) indicating 100 might be broken up as follows:

- 50 customer open sales orders for the indicated warehouse. These are displayed on the Open Orders By Item Screen (for details about this screen, refer to the Order Entry User Guide) by indicating the desired warehouse and pressing **F21=OPN ORDS** from the Item Balance Information Screen (p. 8-40).
- 35 transfer open sales orders for your warehouse transfer company. These are displayed on the Open Orders By Item Screen by indicating the warehouse transfer company and pressing **F21=OPN ORDS** from the Item Balance Information Screen (p. 8-40).
- 15 special order warehouse transfer sales orders not yet included in a purchase order in your warehouse transfer company. These are displayed on this screen.

For the selected item, the item number, two lines of description, and the unit of measure for which pricing information is maintenance in the Item Balance File displays are the top of this screen.

For each of the item's special order warehouse transfers listed, this screen displays the

- date the special order warehouse transfer was created.

- order number assigned to the special order warehouse transfer.
- warehouse from which the items are requested.
- name of the customer identified when the special order warehouse transfer was created.
- quantity of the item involved in the special order warehouse transfer.
- unit of measure in which the items were identified when creating the special order warehouse transfer.

The displayed special order warehouse transfers will eventually be included in purchase orders for your warehouse transfer company. Order information about these special order warehouse transfers (which are not yet included in warehouse transfer purchase orders) is presented.

For details about warehouse transfers, refer to the Purchasing User Guide.

### Allocated Warehouse Transfers Screen Fields and Function Keys

Field/Function Key	Description
Ln	<p>This field displays a reference number assigned to each warehouse transfer displayed on this screen.</p> <p>Key this number in the <b>Selection</b> field to display more detailed information.</p> <p>Display</p>
Selection	<p>Use this field to select one of the special orders (to become warehouse transfers) displayed on this screen.</p> <p>Key the number displayed in the Ln column that corresponds to the order you wish to review in more detail.</p> <p>(N 2,0) Required</p>
Find	<p>Use this field to locate a specific special order warehouse transfer item.</p> <p>Key in the desired customer name or a portion of the name and press <b>ENTER</b>. The matching customer and related special order warehouse transfer(s) will display at the top of this screen.</p> <p>(A 40) Optional</p>
F3=Exit	Press the <b>F3=EXIT</b> function key to exit this option and return to the menu.
F12=Return	Press the <b>F12=RETURN</b> function key to return to the Item Balance Information Screen (p. 8-40).
Enter	Keying an entry into the <b>Selection</b> field and pressing the <b>ENTER</b> key displays the Order Display Screen. For an explanation of this screen, refer to the Order Entry User Guide.

## Open/History PO/WO Inquiry By Item Screen

PURCHASE ORDER INQUIRY BY ITEM						
OPEN PO						
No	Due Date	PO No	Our Item & PO Description	U/M	Qty Due	Value
1	08/11/09	100175	A100 Sharp Fax Machine M+	EA	1.000	499.99
2	04/20/08	100104	A100 Sharp Fax Machine M+	EA	56.000	22399.44
3	04/06/08	100103	A100 Sharp Fax Machine M+	EA	20.000	7999.80
4	03/23/08	100102	A100 Sharp Fax Machine M+	EA	50.000	19999.50
5	02/24/08	100101	A100 Sharp Fax Machine M+	EA	100.000	39999.00
6	02/10/08	100100	A100 Sharp Fax Machine M+	EA	48.000	19199.52
7	02/03/08	100099	A100 Sharp Fax Machine M+	EA	52.000	20799.48
						Last
Selection: _ .						
F2=Mfg Item No			F3=Exit		F4=Dsp WO	F9=Desc Left
						F12=Return

This screen appears after pressing **F19=OPEN POs** on the Item File Information Screen (p. 8-81) or **F20=RECDV POs** to view purchase order history from the same screen. This screen displays either items for all open/history purchase orders, if you selected to display items for purchase orders, or parent items/component items for all open/history work orders, if you selected to display items for work orders.

Items are displayed on this screen in sequence by the item number used in your organization (i.e., our item number), second by the purchase order due date (in descending order), and third by the purchase order number.

For purchase orders, if the same item was ordered on more than one purchase order, or more than once on the same purchase order, that item displays for each line on a purchase order.

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NOTE: The heading on this screen will display Work Order Inquiry By Item Open WO when using **F4=DSP WO** and displaying open work orders.

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NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:

- \* **PAGE DOWN** or **SHIFT-ROLL FWD** or **F7=PAGE DOWN** to display the next screen
- \* **PAGE UP** or **SHIFT-ROLL BACK** or **F8=PAGE UP** to display the previous screen.

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NOTE: Many roll screens that show the item number and description will display the item description on a separate line or the item and description on the same line, depending on the system options. This display of single or double line per item can be changed by pressing **F24=DOUBLE LINE / F24=SINGLE LINE**. **F24=DOUBLE LINE** will expand a collapsed screen or **F24=SINGLE LINE** will collapse an expanded screen.

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### Open/History PO/VO Inquiry By Item Screen Fields and Function Keys

Field/Function Keys	Description
No	<p>This field displays the reference number of the item displayed.</p> <p>Key this number in the <b>Selection</b> field to display detail item information.</p> <p>Display</p>
Due Date	<p>This field displays the due date of the item for the selected order.</p> <hr/> <p>NOTE: This field will display in reverse image if this due date was promised by the vendor.</p> <hr/> <p>Display</p>
PO No	<p>This field displays the purchase order number for the corresponding item. Purchase order numbers for multi-warehouse purchase orders are displayed in reverse image.</p> <p>Display</p>
Our Item & PO Description / Mfg Item Number & PO Description	<p>This field displays the item that is on an open purchase order or open work order. You may use the following toggle keys to show different item attributes in this column:</p> <p>Using the <b>F2=MFG ITEM NO / F2=OUR ITEM NO</b> toggle key, you can change the display of the item number between your company item number (Our item) and the manufacturer's number (Mfg item).</p> <p>Using the <b>F9=DESC LEFT / F9=DESC RIGHT / F9=ITEM &amp; DESC</b> toggle key, you can change the display of the item number and description.</p> <p>Display</p>
U/M	<p>This field displays the unit of measure used to express the item quantity. This is the unit of measure selected for the item when it was ordered.</p> <p>Display</p>
Qty Due	<p>This field displays the quantity of this item that remains to be received for the open purchase order or open work order.</p> <p>If the letter <b>R</b> is displayed to the right of this field, this means that receipts have been keyed for this item, but have not yet been posted. If this is the case for purchase orders, you will not be able to show receipts on the Receipt History Screen [refer to the Receipt History Screen, as described in Req/PO Inquiry (MENU POMAIN)].</p> <hr/> <p>NOTE: If this is a special order, this field is highlighted.</p> <hr/> <p>Display</p>

### Open/History PO/WO Inquiry By Item Screen Fields and Function Keys

Field/Function Keys	Description
Value	<p>NOTE: This field displays only for open purchase orders.</p> <p>Authority to see the PO value is determined by the <b>Display PO Cost</b> application action defined through Application Action Authority Maintenance (MENU XASCTY).</p> <p>This field displays the value of the items that remain to be received for the open purchase order.</p> <p>Display</p>
Selection	<p>Key the desired reference number, from the <b>No</b> column, of the open item to display on the Purchase Order Item Detail Screen or, for work orders, the Work Order Item Detail Display Screen. For an explanation of the Purchase Order Item Detail Screen, refer to the Purchasing User Guide. For an explanation of the Work Order Item Detail Display Screen, refer to the Value Added Services User Guide.</p> <p>(N 2,0) Required</p>
F2=Mfg/Our Item No	<p>The <b>F2=MFG ITEM NO</b> / <b>F2=OUR ITEM NO</b> function key is used as a toggle to display either the manufacturer's item number or the item number used in your organization (our item number) in the <b>Our/Mfg Item/Description</b> field on this screen.</p>
F3=Exit	<p>Press the <b>F3=EXIT</b> function key to exit from this inquiry.</p>
F4=Dsp PO/Dsp WO	<p>This function key displays only if you have Value Added Services installed on your system.</p> <p>Press the <b>F4=DSP PO</b> / <b>F4=DSP WO</b> function key to toggle between either open purchase orders by item or open work orders by item.</p>
F7=Page Down / F8=Page Up	<p>More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, <b>F7=PAGE DOWN</b> and <b>F8=PAGE UP</b> are available for use but do not display.</p> <p>Use the <b>F7=PAGE DOWN</b> to display the next screen of information on a roll screen. The <b>PAGE DOWN</b> or <b>SHIFT-ROLL FWD</b> function keys perform the same task.</p> <p>Use the <b>F8=PAGE UP</b> to display the previous screen of information on a roll screen. The <b>PAGE UP</b> or <b>SHIFT-ROLL BACK</b> function keys perform the same task.</p>



### Open/History PO/WO Inquiry By Item Screen Fields and Function Keys

Field/Function Keys	Description
F9=Desc Left/Desc Right/Item & Desc	<p>This function key appears only if you selected to display the first item description line [as selected in System Options Maintenance (MENU XAFILE) or with the F24=SINGLE LINE / F24=DOUBLE LINE hidden function key].</p> <p>Press F9=DESC LEFT to display the “left window” of the item description starting with the lifetimes word in the description</p> <p>Press F9=DESC RIGHT to display the “right window” of the description. The last word in the description will appear at the end of the <i>Description</i> field. The left and right windows will be the same if the entire description can fit on the screen.</p> <p>Press F9=ITEM &amp; DESC to display the complete item number and as much of the description as will fit (two blanks separate the fields.) The item number is displayed in high intensity to distinguish it from the description.</p>
F10=Mult WH PO	<p>Use this function key for Multi-WH purchase orders only. PO numbers for Multi-WH POs are displayed in reverse image.</p> <p>After keying the reference number of a Multi-WH order in the <b>Selection</b> field, press F10=MULT WH PO to access the Multi-WH PO Review Screen. Refer to the Purchasing User Guide for detailed information on this screen.</p>
F12=Return	<p>Press F12=RETURN to return to the Item Balance Information Screen (p. 8-40)ay on this screen.</p>
F24=Double Line / F24=Single Line	<p>F24=DOUBLE LINE / F24=SINGLE LINE is non-display.</p> <p>Press F24=DOUBLE LINE / F24=SINGLE LINE to toggle between double line mode and single line mode. The default mode of this screen is based on the selection to <b>Show 2nd Desc Line</b> as determined in System Options Maintenance (MENU XAFILE).</p> <p>In single line mode, the initial display shows the item number field based on the <b>Longest Item Length</b> field specified in System Options (MENU XAFILE) followed by the beginning of the item description.</p> <p>In double line mode, the two lines of item description are displayed below the full display of the item number field.</p>
Enter	<p>Press ENTER after keying a reference number in the <b>Selection</b> field to display the detail item information for the corresponding item. The Open/History Purchase Order Item Detail Screen (p. 8-68) will appear for purchase orders. The Work Order Display/History Screen will appear for work orders. For an explanation of this screen, refer to the Value Added Services User Guide.</p>

## Item Summary Screen

```

ITEM SUMMARY Item: A280 ..... #10 Security Tint Envelopes
                WH? 1, LOT 20# Bond 500/Box
                Cntry? .... Currency? ....
U/M: Price: .... BOX Qty Break: 1-5 Disc: 1-5 % US$
1: BOX 1: 25.99000 50.000 28.00000
2: 2: 24.69050 40.000 23.00000
3: 3: 23.45597 30.000 18.00000
Prc Cl: 5 4: 22.28317 20.000 13.00000
Contr: 5: 21.16901 10.000 10.00000
QB Cl: Com Cst: 17.35378 Csh/Trd Dsc: Y
Vendor: 200-K & M CORPORATION Mfg No: 66792 SDS/DOT
Buyer: APD Ld Time: 10.0
Application Plus Demo User
Y/ICst: 129.90000 CAS Buy U/M: CAS Alt U/M: Rpt U/M: BOX
QtBrk: Min Put-Away: BOX
Max Pick Qty: BOX
Qty per CAS : 000010 Fixed
Ovr WH Loc:
Loc Cl:
On-Hand Min Bal Max Bal Allocated On-PQ On-BQ
1,619 BOX 0 0 161 20 0
F2=Search F4=Bal Info F9=Item Info F11=Buy Inq F14=EISD F23=Prc Inq
F3=Exit F5=Dsc 6-10 F10=Dsp CAS F12=Return F17=Ynd Itm

```

This screen displays after pressing **F9=ITEM SUMMARY** on the Inventory Status Screen (p. 8-32). Use this screen to access item summary information. Information from different modules is displayed for the item.

If the item you are inquiring into has been suspended through Item Master Maintenance (MENU IAFILE) or Item Balance Maintenance (MENU IAFILE), **SUSPEND** displays in reverse image beneath the screen heading. Also, if, for the vendor shown, a vendor/item description line (1 or 2) is different than the item master description line (1 or 2) for this item, then the different vendor/item description line(s) will be presented below the vendor manufacturer number. If a vendor/item description line matches that of the item master, then it will not be presented on this screen.

If the item you are inquiring into has Safety Data Sheets (SDS) associated with it (the Item Master last revision **SDS Date** is filled) or the item is DOT regulated (the Item Master **DOT Regulated** flag is **Y**), a text in reverse image in the top left corner of this screen appears and the text content will be as follows:

- **SDS** - if there are Safety Data Sheets (SDS) associated with this item (the Item Master last revision **SDS Date** is filled), but the item is not DOT regulated (the Item Master **DOT Regulated** flag is not **Y**)
- **SDS/DOT** - if there are Safety Data Sheets (SDS) associated with this item (the Item Master last revision **SDS Date** is filled), and the item is DOT regulated (the Item Master **DOT Regulated** flag is **Y**)
- **DOT** - if there are no Safety Data Sheets (SDS) associated with this item (the Item Master last revision **SDS Date** is not filled), but the item is DOT regulated (the Item Master **DOT Regulated** flag is **Y**)

When the **Prevent from Web** field (IMPWBU) has been set to **Y** in the Item Master file (ITMST), **Non Web Item** will display in reverse image at the top left of this screen.

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NOTE: The display of prices and costs is based on the security for the company entered on either the Item Inquiry Selection Screen (p. 8-4) or the Inventory Status Screen (p. 8-32).

---

NOTE: This is a roll screen. Beginning with the item and warehouse displayed in the input fields, you may scroll through the subsequent or previous items based on warehouse number and item number sequence. To scroll through information on roll screens press:

- \* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
- \* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

---

### Item Summary Screen Fields and Function Keys

Field/Function Key	Description
Item	<p>The item number that summary information is shown for. Use this field to view a different item's summary.</p> <p>Key the number of the item that you would like summary information displayed for.</p> <p><i>Default Value:</i> The item number selected on the Inventory Status Screen (p. 8-32).</p> <p>(A 27) Optional</p>
WH	<p>Use this field to view item summary information in a specific warehouse.</p> <p>Key the warehouse to which the item is assigned that you want to view summary information.</p> <p><i>Default Value:</i> The warehouse number selected on the Inventory Status Screen (p. 8-32), if one was selected. If a warehouse was not selected, this field is blank.</p> <p><i>Valid Values:</i> A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFIL) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 2) Optional</p>
Cntry	<p>This field only appears when International Currency is installed and if the <b>Use Multiple Country/Currency Pricing</b> system option is set to Y in International Currency Options (MENU ICFILE).</p> <p>Use this field to specify the country for which you are retrieving item summary information.</p> <p>Key a country code.</p> <p><i>Valid Values:</i> A country code defined through Country Names Maintenance (MENU ARFIL2).</p> <p>(A 3) Optional</p>

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### Item Summary Screen Fields and Function Keys

Field/Function Key	Description
Currency	<p>This field only appears when International Currency is installed and the <b>Use Multiple Country/Currency Pricing</b> system option is set to Y in International Currency Options (MENU ICFILE).</p> <p>Use this field to specify the currency for which you are retrieving item summary information.</p> <p>Key a currency code.</p> <p><i>Valid Values:</i> A currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE).</p> <p>(A 3) Optional</p>
U/M (1-3)	<p>The inventory stocking units of measure assigned to the item through Item Master Maintenance (MENU IAFILE). The second and third units of measure display only if they have been assigned to the item.</p> <p>Display</p>
Price (1-5)	<p>The five list prices assigned to the item through Item Master Maintenance (MENU IAFILE).</p> <p>Display</p>
Qty Break / Disc	<p>This section of the screen displays the quantity break discounts assigned to this item through Quantity Discounts Maintenance (MENU OEPRCE). A quantity break discount is a discount that is given when an order exceeds a specified item quantity or dollar amount.</p> <p>The system first checks to see if there are quantity breaks that are specific to the item. If item-specific breaks exist, regardless of whether the item is assigned to a break class, the item specific breaks will display. If item-specific quantity breaks do not exist for the item, the system checks to see if the item is assigned to a quantity break class. If class-specific quantity breaks exist, they will display. If neither type of quantity break exists for the item, no breaks will display.</p> <p>Up to 10 quantity discounts may be defined and up to 5 discounts may be displayed on this screen at one time. To display the remaining quantity discounts, press <b>F5=Dsc 6-10</b>. If no quantity breaks were defined, this field is blank and the <b>F5=Dsc 6-10</b> function key does not display.</p> <p>Display</p>
Prc Cl	<p>The three-character price class code used to classify the item for pricing, assigned through Item Master Maintenance (MENU IAFILE).</p> <p>Display</p>
Contr	<p>The item contract code for this item and warehouse in the Item Balance File.</p> <p>Display</p>

### Item Summary Screen Fields and Function Keys

Field/Function Key	Description
QB Cl	<p>The quantity break class assigned to the item through Item Master Maintenance (MENU IAFILE).</p> <p>Display</p>
(Avg Cst/Std Cst/Usr Cst/Lst Cst/Com Cst)	<p>This field displays the cost assigned to the item through Item Balance Maintenance (MENU IAFILE).</p> <p>The cost that displays in this field begins with the value entered in the <b>Default Cost to see</b> field in Authority Profile Maintenance (MENU XASCTY), either OE Cost or GL Cost. It then checks the specific cost assigned to the OE Cost or GL Cost value in Order Entry Options Maintenance (MENU XAFILE).</p> <p>When the cost is based on the <b>Cost to be Used for OE</b> setting, this field may be either average, standard, user, last, or commission cost. When the cost is based on the <b>Cost to be Used for GL</b> setting, this field may be average, standard, or user.</p> <p>If the user does not have authority to the cost that will be shown, then no cost will appear on this screen.</p> <p>Display</p>
Csh/Trd Dsc	<p>This field displays the discount cash/trade discount code of <b>Y</b> (Yes) or <b>N</b> (No) that designates whether this item will be included when calculating an order's total value for trade discounts.</p> <p>Display</p>
Vendor	<p>The primary vendor from whom the item is purchased, if one was assigned through Item Master Maintenance (MENU IAFILE). If Purchasing is installed, additional vendors of this item can be displayed with the <b>F17=VND</b> <b>ITM</b> function key.</p> <p>Display</p>
Mfg No	<p>The manufacturing number assigned to an item in the Item Master File (MENU POFILE). If a vendor number is used in the Item Balance File (MENU IAFILE) and a vendor item record exists for this vendor and for this item, then the number is derived from the Vendor Item File.</p> <p>Display</p>
Buyer	<p>The buyer code (usually the buyer's initials) of the primary person in your organization responsible for purchasing from the primary vendor of this item.</p> <p>Display</p>

### Item Summary Screen Fields and Function Keys

Field/Function Key	Description
Ld Time	<p>The number of weeks required from the time a purchase order is printed to receive a shipment of the item from the item's primary vendor. The system checks the following files for the item's lead time and uses the first value that it finds:</p> <ul style="list-style-type: none"> <li>• IM&amp;P Balance File (for an IM&amp;P planned item)</li> <li>• AIM Balance File (for an AIM planned item)</li> <li>• Vendor/Item File</li> <li>• Vendor File</li> </ul> <p>NOTE: Since AIM values are stored in 'days' (not weeks), the days value in the Advanced Inventory Balance File (<b>AIBAL</b>) is converted to a value presented in 'weeks' when displayed on this screen (you can view the actual value in 'days' on the Buyer's Inquiry Screen, explained in the Inventory Management &amp; Planning User Guide).</p> <p>Display</p>
V/ICst	<p>Authority to see Vendor/Item Cost is determined by the <b>Display Vendor/Item Cost</b> application action defined through Application Action Authority Maintenance (MENU XASCTY).</p> <p>The item's cost for the vendor specified in the Item Balance File (<b>ITBAL</b>) in the buying unit of measure.</p> <p>Display</p>
Buy U/M	<p>This field appears only if Purchasing is installed.</p> <p>The stocking unit of measure in which the item is usually purchased from the primary vendor.</p> <p>Display</p>
Alt U/M	<p>This field appears only if Purchasing is installed.</p> <p>The alternate stocking unit of measure in which the item can be purchased from the vendor.</p> <p>Display</p>
Rpt U/M	<p>This field appears only if Purchasing is installed.</p> <p>The reporting unit of measure defined for the item through Item Master Maintenance (MENU IAFIL). This is the unit of measure that will print on Sales Analysis reports.</p> <p>Display</p>

### Item Summary Screen Fields and Function Keys

Field/Function Key	Description
QtyBrk	<p>The quantity break fields display only if Purchasing is installed.</p> <p>Authority to see Quantity Breaks is determined by the <b>Display Vendor/Item Cost</b> application action defined through Application Action Authority Maintenance (MENU XASCTY).</p> <p>The quantity breaks for which this vendor allows a discount and their associated costs. Two columns and multiple lines will display. The first column displays the break quantities and the second column displays the amount (percent or dollars) off. The quantity break factor code (% or \$) displays to the right of this column.</p> <p>Display</p>
Min Put-Away	<p>This field display only if Warehouse Management is installed.</p> <p>The minimum quantity that the system will automatically put in a single location when pre-receiving through Warehouse Management. This quantity displays in the <i>U/M</i> selected through the F10=DSP XXX toggle key.</p> <p>Display</p>
Max Pick Qty	<p>This field appears only if Warehouse Management is installed.</p> <p>The maximum quantity that the system will automatically reserve for picking from a permanently assigned location. This field is used to force the system to bypass front line picking locations for large orders and direct the picker to a bulk pick location. This quantity displays in the <i>U/M</i> selected through the F10 toggle key.</p> <p>Display</p>
Qty Per CAS	<p>This field appears only if Warehouse Management is installed and the item is defined as a lot item with a case quantity flag of “F” or “V”.</p> <p>The default case quantity, description (e.g., CAS, BOX, etc.), and whether the case quantity is fixed or a variable are shown. The system uses case quantities when reserving inventory for picking.</p> <p>Display</p>
Ovr WH Loc	<p>This field appears only if Warehouse Management is installed.</p> <p>The override warehouse location assigned to the item. Items with override locations bypass all system put-away selection rules and are always put in the override location.</p> <p>Display</p>
Loc Cl	<p>This field appears only if Warehouse Management is installed and the item is assigned to a location class through Item Master Maintenance (MENU IAFILE), or item/warehouse through Item Balance Maintenance (MENU IAFILE). This field indicates that the item must be stored in a warehouse location of the same location class.</p> <p>Display</p>

### Item Summary Screen Fields and Function Keys

Field/Function Key	Description
On-Hand	<p>The quantity of this item, in the item's default stocking unit of measure, that is currently on-hand, before considering items ordered by your customers, or from your vendors.</p> <p>If this field displayed a decimal value on the Inventory Status Screen (p. 8-32), the value will not display on this screen.</p> <p>Display</p>
Min Bal	<p>The minimum quantity of this item, in the item's default stocking unit of measure, that should remain in inventory.</p> <p>If this field displayed a decimal value on the Inventory Status Screen (p. 8-32), the value will not display on this screen.</p> <p>Display</p>
Max Bal	<p>The maximum quantity of this item, in the item's default stocking unit of measure, that should remain in inventory.</p> <p>If this field displayed a decimal value on the Inventory Status Screen (p. 8-32), the value will not display on this screen.</p> <p>Display</p>
Allocated	<p>The quantity of this item, in the item's default stocking unit of measure, that has been ordered by your customers but not yet shipped to them, minus any special order quantities. In other words:</p> $\text{Alloc} = \text{Order Qty} - \text{In Process Inventory} - \text{Special Order Quantities} + \text{Customer Inventory Reservation Quantities} + \text{Allocated Return}$ <p>If this field displayed a decimal value on the Inventory Status Screen (p. 8-32), the value will not display on this screen.</p> <hr/> <p>NOTE: Inventory is not allocated for quotes or for future, master, or blanket orders.</p> <hr/> <p>Display</p>
On-PO	<p>The quantity of this item, in the item's default stocking unit of measure, that is on an open purchase order. Items on an open purchase order are those that have been ordered through Purchasing, but have not yet been received.</p> <p>If this field displayed a decimal value on the Inventory Status Screen (p. 8-32), the value will not display on this screen.</p> <p>Display</p>



### Item Summary Screen Fields and Function Keys

Field/Function Key	Description
On-BO	<p>The quantity of this item, in the item's default stocking unit of measure, that is backordered. If an order is placed for an item that cannot be completely shipped, the quantity of items allocated for the order is the total quantity of items ordered. The quantity that cannot be shipped is backordered inventory. If this field displayed a decimal value on the Inventory Status Screen (p. 8-32), the value will not display on this screen.</p> <p>Display</p>
F2=Search	Press the <b>F2=SEARCH</b> function key to activate the Item Search feature in order to key item description search criteria. The Item Description Search Screen (p. 27-11) will display.
F3=Exit	Press the <b>F3=EXIT</b> function key to exit this option and return to MENU IMAIN, or the screen from which you accessed this screen.
F4=Bal Info	<p>Press the <b>F4=BAL INFO</b> function key to display information from the Item Balance File (<b>ITBAL</b>) regarding the item displayed. The Item Balance Information Screen (p. 8-40) will appear.</p> <p>NOTE: If the <b>WH</b> field was left blank, balance detail information for this item will be displayed on the Item Balance Information Screen (p. 8-40) for the first warehouse that displays on this screen. If more than one screen of warehouses exist, the warehouse selected will always be the first warehouse on the first screen. If a warehouse was keyed in the <b>WH</b> field, balance information will display for that warehouse on the Item Balance Information Screen (p. 8-40).</p>
F5=Dsc 6-10	<p>Press the <b>F5=DSC 6-10</b> function key to toggle between displaying the first five quantity break discounts and the last five quantity break discounts assigned to the item.</p> <p>NOTE: The <b>F5=DSC 6-10</b> function key displays only if quantity discounts have been defined; refer to the <b>Qty/Dsc</b> field.</p>
F9=Item Info	Press the <b>F9=ITEM INFO</b> function key to display the Item File Information Screen (p. 8-81) from the Item Master File ( <b>ITMST</b> ). The Item File Information Screen (p. 8-81) will display.

### Item Summary Screen Fields and Function Keys

Field/Function Key	Description
F10=Dsp XXX (where XXX is the case or stocking unit of measure)	<p>This function key displays only if Warehouse Management is installed and the item you are reviewing is a case quantity item.</p> <p>Press the <b>F10=DSP XXX</b> function key to toggle between a display of values expressed in the item's stocking unit of measure and a display of values expressed in the case quantity unit of measure. The following fields will be toggled:</p> <ul style="list-style-type: none"> <li>• On-Hand</li> <li>• Min Bal</li> <li>• Max Bal</li> <li>• Allocated</li> <li>• On-PO</li> <li>• On-BO</li> </ul> <p>The default value for this function key is derived from your selection in the <b>Default Display U/M for Case Qty Items</b> field on the Warehouse Management Cycle Counting/Misc Options Screen accessed through Warehouse Management Options Maintenance (MENU WMFILE).</p>
F11=Buy Inq	<p>The <b>F11=BUY INQ</b> function key appears only if Inventory Management &amp; Planning (IM&amp;P) or Advanced Inventory Management (AIM) is installed.</p> <p>Press the <b>F11=BUY INQ FUNCTION</b> key to access buying information for the item. The Buying Information Screen appears. For an explanation of this screen, refer to Interactive Forecasting (MENU IMMAIN/MENU AIMAIN) in the Inventory Management &amp; Planning User Guide.</p>
F12=Return	<p>Press the <b>F12=RETURN</b> function key to return to the Inventory Status Screen (p. 8-32).</p>
F14=EISD	<p>Press the <b>F14=EISD</b> key to access Extended Item Search Descriptions Screen (p. 27-73).</p>
F17=Vnd Itm	<p>The <b>F17=VND ITM</b> function key appears only if Purchasing is installed.</p> <p>Press the <b>F17=VND ITM</b> function key to display the vendors that are assigned to (or sell) the item. More than one vendor may be assigned to an item through Vendor/Item Information Maintenance (MENU POFILE). The Vendor/Item Information Screen will appear. If no records meet the criteria (no other vendors are assigned to the item), the Vendor/Item Information Selection Screen will appear instead.</p> <p>For an explanation of these screens, refer to in the Purchasing User Guide.</p>
F23=Prc Inq	<p>Press the <b>F23=PRC INQ</b> function key to access the Item Price Inquiry Selection Screen. For an explanation of this screen, refer to the Order Entry User Guide.</p>

**Item Summary Screen Fields and Function Keys**

Field/Function Key	Description
Enter	Press the <b>ENTER</b> key to display information for a new item or warehouse for inquiry. The screen will be updated with the selected item and warehouse information.

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## Available To Sell Summary Inquiry Screen

AVAILABLE TO SELL INQUIRY					
Dft U/M: EA					
WH: 1					
Item: A140					
3-Ring Binder - 1" Red					
1: 8/12/09	2: 8/19/09	3: 8/26/09	4: 9/02/09	5: 9/09/09	
Begin Balance:	20,928				
On Receiver:					
Purchasing:	3,500				
Open Orders:	1,527				
Net Available:	22,901	22,901	22,901	22,901	22,901
Minimum:	20,828				
Maximum:	24,028				
6: 9/23/09	7: 10/07/09	8: 10/21/09	9: 11/04/09	10: 11/18/09	
Begin Balance:					
On Receiver:					
Purchasing:					
Open Orders:					
Net Available:	22,901	22,901	22,901	22,901	22,901
Minimum:					
Maximum:					
					Last
F3=Exit F5=Comments					F12=Return F13=22 for Per Dtl

This screen may be displayed from one of three places:

- after you press **F10=ATS INQ** on the Inventory Status Screen (p. 8-32)
- after you press **ENTER** on the Available To Sell Inquiry Screen (p. 8-113) or
- if accessed through ATS Report Selection Inq (MENU IAMAIN), after you press **ENTER** from the Available To Sell Inquiry Screen (p. 8-113)

How you accessed this screen determines the items that may be reviewed. If you accessed it through this option, ATS information for any item (whether it is designated as an ATS "time-phased" item in the Item Balance File or not) may be reviewed. If you accessed it through the ATS Report Selection Inquiry, only those items designated as ATS items and selected through ATS Report Selection Inq (MENU IAMAIN) may be reviewed.

Use this screen to review items' available to sell summary information. Drop-ship orders and master (non-blanket) orders are not included within this inquiry since they do not affect the ATS analysis.

There are 10 time periods that are pre-defined by a default number of days assigned to each period in the Inventory Accounting Options Maintenance (MENU XAFIL). The system will look at this default number of days entered in each period and calculate "period ending dates" based on these numbers, starting from the current date and incrementing according to the number of days specified in each of these periods (note that only the period ending dates calculated using these time-phased days will be displayed in the ATS Inquiry and on ATS reports). To determine which period to put the associated quantities into, the system then compares the period dates to the pertinent dates on the orders, purchase orders, etc. For purchase orders, the **Due Date** from the line item is used; unless the line item is included a receiver then it then uses the receiver's **Receipt Date** field. Purchase orders for special order items will use the line item's requested due date which defaults in from the Special Order Detail (SPORD) requested due date. For return purchase orders, the **Entry Date** from the PO Header File (POHED) is used. For work order purchase orders, the Work Order Header (WOHED) start date is

used (i.e. work order W0719 for a component would see the work order purchase order of WW0719). For customer orders (including blankets, futures, etc.), the requested ship date of the line item in the Order Detail File (ORDET) is used. Customer special orders will also use the line item's requested ship date from the order. Be aware of the affect of master blanket orders with requested ship dates of 12/31/49 temporary requested ship blanket dates.

Quantities on this screen are displayed in the item's default unit of measure defined through Item Master Maintenance (MENU IAFILE). The Available To Sell Detail Inquiry Screen (p. 8-119) displays the actual ordering unit of measure.

You also may use this screen to access detailed period information relating to the information displayed on this screen (refer to the **F13-22 FOR PER DTL** function key description); enter, change or delete comments (refer to the **F5=COMMENTS** function key description); or review or change the ATS options used to determine availability shown (refer to the **F12=RETURN** function key description.)

Summary ATS information is displayed for each of the ten time-phased periods shown on this screen. If you are accessing this screen through this menu option, time-phased periods are determined through Inventory Accounting Options Maintenance (MENU XAFILE) and may be modified on the Available To Sell Inquiry Screen (p. 8-113). If this screen is accessed through ATS Report Selection Inq (MENU IAMAIN), the period data reflects those periods used when the report was generated through ATS Exception Report (MENU IAREPT).

#### Available To Sell Summary Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	<p>The warehouse, selected on the Available To Sell Inquiry Screen (p. 8-113) or the Inventory Status Screen (p. 8-32), that stocks the selected item.</p> <hr/> <p>NOTE: If this screen is accessed through ATS Report Selection Inquiry (MENU IAMAIN), and this screen becomes a roll screen because more than one item exists on the report, the warehouse displayed in this field will change to reflect the warehouse (if it is different) associated with the displayed item.</p> <hr/> <p>Display</p>
Item Description	<p>The selected item number and description of the item. The item's second description line, if any, also will display.</p> <hr/> <p>NOTE: If this screen is accessed through ATS Report Selection Inquiry (MENU IAMAIN), this item may be one of many that may be displayed on this screen, through the use of the <b>F7=NXT ITEM</b> function key, depending on the report that was run. To display information for a different item, if available, press <b>F7=NXT ITEM</b>.</p> <hr/> <p>Display</p>

**Available To Sell Summary Inquiry Screen Fields and Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
Dft U/M	<p>The item's default unit of measure defined through Item Master Maintenance (MENU IAFILE). Quantities on this screen are displayed in this unit of measure. Note that the actual ordering unit of measure identified for the individual orders/POs used in calculating this item's net availability is presented on the Available To Sell Detail Inquiry Screen (p. 8-119).</p> <p>Display</p>
# Rpt	<p>This field appears only if you accessed this screen from the ATS Report Selection Inquiry option (MENU IAMAIN).</p> <p>The unique system generated number of the report that you selected for inquiry. This number displays in the <b>Report Number</b> field on the ATS Report Selection Inquiry Screen (p. 9-3).</p> <p>Display</p>
Begin Balance	<p>The quantity on-hand at the beginning of a period (derived by converting the units of measure in the Item Balance File to the default unit of measure.) The beginning balance of the first period will reflect any customer inventory reservations that exist for the item/warehouse. This quantity is the available inventory after customer inventory reservations have been subtracted.</p> <p>Display</p>
On Receiver	<p>The quantity on purchase order for a period, included in a receiver.</p> <p>Display</p>
Purchasing	<p>The quantity on purchase order for a period, not included in a receiver and return requisition when the <b>Update Inv</b> field is set to <b>Y</b> through Enter &amp; Change Requisitions (MENU POMAIN).</p> <p>Display</p>
Open Orders	<p>The quantity on open orders for a period.</p> <p>Display</p>
Net Available	<p>The net available quantity for a period, calculated as: beginning balance (+) quantity on receiver (quantity on PO, included in a receiver), (+) quantity on purchase order (quantity on PO, not included in a receiver), (-) return requisitions (that have the <b>Update Inv</b> field is set to <b>Y</b> through Enter or Change Requisitions (MENU POMAIN), if the <b>Return Requisitions</b> field is set to <b>Y</b> through this option), (-) quantity on open order.</p> <p>Display</p>
Minimum	<p>The lowest net available quantity for all days in each period.</p> <p>Display</p>
Maximum	<p>The highest net available quantity for all days in each period.</p> <p>Display</p>

### Available To Sell Summary Inquiry Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	<p>Press <b>F3=EXIT</b> to return to the Inventory Status Screen (p. 8-32).</p> <p>If accessing this screen from ATS Report Selection Inq (MENU IAMAIN), press <b>F3=EXIT</b> to return to the ATS Report Selection Inquiry Screen (p. 9-3).</p>
F4=Item List	<p>The <b>F4=ITEM LIST</b> function key appears only if you accessed this screen from the ATS Report Selection Inquiry option (MENU IAMAIN).</p> <p>Press <b>F4=ITEM LIST</b> to locate and select an ATS item included on this report. The Item Selection Window (p. 9-5) appears, showing a rolling list of all items and related warehouses that were included in the current exception report.</p>
F5=Comments	<p>Press the <b>F5=COMMENTS</b> function key to enter new comments, display and change previously entered comments, or delete previously entered comments. The Available To Sell Comments Screen (p. 8-111) appears.</p>
F7=Nxt Item	<p>The <b>F7=NXT ITEM</b> function key appears only if you accessed this screen from the ATS Report Selection Inquiry option (MENU IAMAIN).</p> <p>Press the <b>F7=NXT ITEM</b> function key (or the <b>PAGE UP</b> key) to display the next ATS item contained on this report. To display the previous item, press <b>F8=PRV ITEM</b>. To search for an ATS item contained on this report, press <b>F4=ITEM LIST</b>.</p>
F8=Prv Item	<p>The <b>F8=PRV ITEM</b> function key appears only if you accessed this screen from the ATS Report Selection Inquiry option (MENU IAMAIN).</p> <p>Press <b>F8=PRV ITEM</b> (or the <b>PAGE DOWN</b> key) to display the previous ATS item contained on this report. To display the next item, press <b>F7=NXT ITEM</b>. To search for an ATS item contained on this report, press <b>F4=ITEM LIST</b>.</p>
F11=Cust Rsv	<p>The <b>F11=CUST RSV</b> function key appears only if customer inventory reservations exist for an item/warehouse as determined through Customer Inventory Reservations (MENU OEFILE)</p> <p>Press the <b>F11=CUST RSV</b> function key to display inventory reservations by customers. The Customer Inventory Reservations by Item Screen will appear. For an explanation of this screen, refer to the Order Entry User Guide (MENU OEFILE).</p>
F12=Return	<p>Press the <b>F12=RETURN</b> function key to display the Available To Sell Inquiry Screen (p. 8-113), which shows the ATS default options (types of orders to be included in the ATS calculation and the time-phased days) defined through Inventory Accounting Options Maintenance (MENU XAFILE).</p> <p>If accessing this screen from ATS Report Selection Inq (MENU IAMAIN), pressing <b>F12=RETURN</b> also will present the Available To Sell Inquiry Screen (p. 8-113). It will now, however, show the report values (unless they were changed during the inquiry).</p>

**Available To Sell Summary Inquiry Screen Fields and Function Keys**

Field/Function Key	Description
F13-22 for Per Dtl	<p>Press the appropriate function key to display detailed period information: POs/orders in due date/requested ship date sequence.</p> <p>The F13-22 FOR PER DTL function keys correspond to the ten periods displayed on this screen. For example, to display detailed information beginning with the first period, press F13. To display detailed information beginning with the second period, press F14, and so on.</p> <p>Upon pressing the appropriate function key, the Available To Sell Detail Inquiry Screen (p. 8-119) appears.</p>

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## Available To Sell Comments Screen

AVAILABLE TO SELL COMMENTS			
WH:	1		
Item:	A140		
	3-Ring Binder - 1" Red		
	<u>Comments</u>	<u>Ent Date</u>	<u>Prt</u>
1	Remember the alternate items are different colors	8/12/09	A
			Last
Sel:	8/12/09		A
			(A,E,R,X)
F12=Return			

This screen displays after pressing **F5=COMMENTS** on the Available To Sell Summary Inquiry Screen (p. 8-106). You also may access this screen through ATS Report Selection Inquiry Screen (p. 9-3). Use this screen to enter new comments or to review, change and/or delete previously entered comments.

Comments entered here or through ATS Report Selection Inquiry (MENU IMAIN) may print on the Available To Sell Exception Report (p. 21-11) and/or Available To Sell Summary Report (Brief Format) (p. 22-5) as determined by the **Prt** field on this screen and are stored in the Available To Sell Comments File (IACMT).

For each ATS comment, this screen displays the:

- warehouse which stocks the item.
- selected item number and description of the item for which you are adding, changing or deleting a comment. The item's second description line, if any, also will display.
- unique system generated report number automatically assigned to the run of the report, if you accessed this screen through ATS Summary Report (MENU IMAIN).
- comment keyed for the selected item. To enter an additional comment, refer to the **(Comment)** field. To change or delete an existing comment, refer to the **Sel** field.
- date on which the corresponding comment was entered into the system.
- print code associated with the comment, used to determine on which reports the comment will print:
  - **A** = Print on all ATS reports
  - **E** = Print only on the Available To Sell Exception Report (p. 21-11)
  - **R** = Print on all ATS reports, excluding the Available To Sell Exception Report (p. 21-11)
  - **X** = Do not print on any ATS reports; for internal use only

## Available To Sell Comments Screen Fields and Function Keys

Field/Function Key	Description
Sel	<p>Use this field to change or delete an existing comment displayed on the top portion of this screen.</p> <p>Key the reference number corresponding to the comment you want to change or delete and press <b>ENTER</b>. The comment will then display in the <b>(Comment)</b> field, shown after this field.</p> <p>(N 2,0) Optional</p>
(Comment)	<p>If you selected an existing comment in the <b>Sel</b> field, use this field to change the text, entry date (<b>Ent Date</b>) and/or print code (<b>Prt</b>) of the selected comment. The selected comment also may be deleted by pressing the <b>F24=DELETE</b> function key.</p> <p>If you did not select an existing comment in the <b>Sel</b> field, use this field to add a new comment.</p> <p>Key the desired text, entry date, and print code. The default for the entry date is today's date and the default for the print code is <b>A</b>. After pressing <b>ENTER</b> twice, the comment will display on the top portion of this screen in chronological order according to the (<b>Ent Date</b>) keyed.</p> <p>To change the text, entry date, and/or print code of the selected comment, type over the displayed information and press <b>ENTER</b>. The modified information will then display on the top portion of this screen.</p> <p>To delete the comment, press <b>F24=DELETE</b> twice.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFIL). </p> <p>(A 50) Optional</p>
F12=Return	Press the <b>F12=RETURN</b> function key to return to the Available To Sell Summary Inquiry Screen (p. 8-106).
F24=Delete	<p><b>NOTE:</b> The <b>F24=DELETE</b> function key displays only after selecting an existing comment in the <b>Sel</b> field and pressing <b>ENTER</b>.</p> <p>After selecting an existing comment in the <b>Sel</b> field and pressing <b>ENTER</b>, press the <b>F24=DELETE</b> function key to delete the comment. You will need to press <b>F24=DELETE</b> again to confirm deletion.</p>
Enter	Press the <b>ENTER</b> key to add or change the comment data keyed in the <b>Comment</b> field. A confirmation message displays, press the <b>ENTER</b> key again to confirm.

## Available To Sell Inquiry Screen

AVAILABLE TO SELL INQUIRY					
Warehouse? 1					
Period Ending Dates:	Period 1 11/02/14	Period 2 11/09/14	Period 3 11/16/14	Period 4 11/23/14	Period 5 11/30/14
	Period 6 12/14/14	Period 7 12/28/14	Period 8 1/11/15	Period 9 1/25/15	Period 10 2/08/15
<u>Include</u>					
Order Types:	Y Orders Y Quotes Y Blanket	Y Back Orders Y Returns	Y Future Y Invoice Only	(Y/N)	
<u>Include</u>					
Unallocated Orders:	Y Orders Y Returns	Y Back Orders Y Invoice Only	(Y/N)		
<u>Include</u>					
Held Orders:	Y (Y/N)	Except Hold Code?	...	...	...
Special Orders:	Y (Y/N)				
Return Requisitions:	Y (Y/N)				
Unavailable Locs:	S (Y/N/S)				
F5=Refresh Options		F9=All Order Types		F12=Return	

This screen may be accessed through this menu option after pressing **F12=RETURN** on the Available To Sell Summary Inquiry Screen (p. 8-106) or through the ATS Report Selection Inquiry (MENU IAMAIN). How you accessed this screen determines the items that may be reviewed. If you accessed it through this option, ATS information for any item (whether it is designated as an ATS “time-phased” item in the Item Balance File or not) may be reviewed. If you accessed it through the ATS Report Selection Inquiry, only those items designated as ATS items and selected through ATS Exception Report (MENU IAREPT) may be reviewed. Additionally, if this screen is accessed through this option, the values displayed on this screen are defaulted from the values defined through Inventory Accounting Options Maintenance (MENU XAFIL). If this screen is accessed through the ATS Report Selection Inquiry (MENU IAMAIN), the values are extracted from the values entered through ATS Exception Report (MENU IAREPT). In either case, the options on this screen may be overridden to review availability using different criteria on this screen.

Use this screen to review or modify, if desired, ATS options entered through Inventory Accounting Options Maintenance (MENU XAFIL) or ATS Exception Report (MENU IAREPT). The Available To Sell Summary Inquiry Screen (p. 8-106) is based on the information selected on this screen.

You also may use this screen to retrieve the default values originally displayed with the **F5=REFRESH OPTIONS** function key, or to change all order type fields on this screen to **Y** with the **F9=ALL ORDER TYPES** function key.

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NOTE: Drop-ship orders and master (non-blanket) orders are not included within this inquiry since they do not affect the ATS analysis.

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If this screen is accessed through this menu option, the system will look at the number of days entered in each period of the **Time-Phased Days** field through Inventory Accounting Options Maintenance (MENU XAFIL) and calculate the dates displayed in these fields (based on those numbers) starting from today’s date and incrementing according to the number of days specified in each **Time-Phased Days** field; see the example that follows for further clarification.

For example, assume, in the following numbers are entered in each period of the **Time-Phased Days** field, and today's date is February 17:

Period 1 = 5	Period 2 = 10
Period 3 = 5	Period 4 = 5
Period 5 = 5	Period 6 = 5
Period 7 = 5	Period 8 = 5
Period 9 = 5	Period 10 = 5

**The following period end dates would then display in these fields:**

Period 1 = February 21	Period 2 = March 3
Period 3 = March 8	Period 4 = March 13
Period 5 = March 18	Period 6 = March 23
Period 7 = March 28	Period 8 = April 2
Period 9 = April 7	Period 10 = April 12

Inventory balances in the following periods would then display or print, where applicable:

Period 1 = everything up to February 21	Period 2 = February 22 to March 3
Period 3 = March 4 to March 8	Period 4 = March 9 to March 13
Period 5 = March 14 to March 18	Period 6= March 19 to March 23
Period 7 = March 24 to March 28	Period 8 = March 29 to April 2
Period 9 = April 3 to April 7	Period 10 = April 8 to April 12

You may then, if desired, key different period ending dates to see an item's net availability in any given period. Each date entered must be greater than the next period ending date.

Note that although data is calculated using the number of days keyed in Inventory Accounting Options Maintenance (MENU XAFILE), to change the data for this inquiry, you must key the ending dates, not days.

Additionally, when reviewing exception reports through the ATS Report Selection Inquiry (MENU IAMAIN), all ten period ending dates will be used. However, the printed exception report generated

through ATS Exception Report (MENU IAREPT) will only show up to the last period ending date entered in this field.

### Available To Sell Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	<p>This field indicates the warehouse that stocks the ATS item. You may key a different warehouse, if desired, to review summary information for this item in a different warehouse for each of the ten periods shown on the Available To Sell Summary Inquiry Screen (p. 8-106).</p> <p><i>Default Value:</i> The warehouse selected on the previous screen.</p> <p>(N 2,0) Required</p>
Period Ending Dates	<p>If this screen is accessed through this menu option, the system will look at the number of days entered in each period of the <b>Time-Phased Days</b> field through Inventory Accounting Options Maintenance (MENU XAFIL) and calculate the dates displayed in these fields (based on those numbers) starting from today's date and incrementing according to the number of days specified in each <b>Time-Phased Days</b> field.</p> <p>If this screen is accessed through ATS Report Selection Inquiry (MENU IAMAIN), the values displayed in these fields are extracted from the values entered through ATS Exception Report (MENU IAREPT). You may then, if desired, key different period ending dates to see an item's net availability in any given period. Each date entered must be greater than the next period ending date.</p> <p>If this screen is accessed through this menu option, the values are automatically defaulted based on the number of days specified in each period of the <b>Time-Phased Days</b> field through Inventory Accounting Options Maintenance (MENU XAFIL) for the ATS options. If accessed through ATS Report Selection Inquiry (MENU IAMAIN), the defaults are extracted from the values entered through ATS Exception Report (MENU IAREPT).</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFID), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFIL).</p> <p>(10 @ N 6,0) Required</p>

### Available To Sell Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Include Order Types	<p>These fields allow you to specify the types of orders to include in the inventory calculation.</p> <p>Accept the default values displayed or key <b>Y</b> or <b>N</b> in the appropriate order type fields.</p> <p><i>Default Value:</i> If this screen is accessed through this menu option, the defaults are extracted from the values entered in the <b>Include Order Types</b> field through Inventory Accounting Options Maintenance (MENU XAFIL) for the ATS options. If accessed through ATS Report Selection Inquiry (MENU IAMAIN), the defaults are extracted from the values entered through ATS Exception Report (MENU IAREPT).</p> <p>(7 @ A 1) Required</p>
Include Unallocated Orders	<p>These fields allow you to specify which types of unallocated orders to include, if any, in the available inventory calculation.</p> <p>Accept the default values displayed or key <b>Y</b> or <b>N</b> in the appropriate unallocated order type fields.</p> <p><i>Default Value:</i> If this screen is accessed through this menu option, the defaults are extracted from the values entered in the <b>Include Unallocated Orders</b> field through Inventory Accounting Options Maintenance (MENU XAFIL) for the ATS options. If accessed through ATS Report Selection Inquiry (MENU IAMAIN), the defaults are extracted from the values entered through ATS Exception Report (MENU IAREPT).</p> <hr/> <p>NOTE: Inventory is not allocated for quotes or for future, master, or blanket orders.</p> <hr/> <p>(4 @ A 1) Required</p>
Include Held Orders	<p>This field allows you to specify whether or not to include held orders in the available inventory calculation.</p> <p>Accept the default value displayed or key <b>Y</b> or <b>N</b>.</p> <p>If you key <b>Y</b>, you may use the <b>Except Hold Code</b> field to exclude those orders that are on hold with the specified hold codes.</p> <p>If you key <b>N</b>, you may use the <b>Except Hold Code</b> field to include those orders that are on hold with the specified hold codes.</p> <p><i>Default Value:</i> If this screen is accessed through this menu option, the defaults are extracted from the value entered in the <b>Include Held Orders</b> field through Inventory Accounting Options Maintenance (MENU XAFIL) for the ATS options. If accessed through ATS Report Selection Inquiry (MENU IAMAIN), the defaults are extracted from the values entered through ATS Exception Report (MENU IAREPT).</p> <p>(A 1) Required</p>

### Available To Sell Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Except Hold Code	<p>This field allows you to specify whether or not held orders with the hold code(s) entered in this field, if any, will be included or excluded in the calculation, based on the value entered in the <b>Include Held Orders</b> field.</p> <p>If the <b>Include Held Orders</b> field is <b>Y</b>, all orders that are on hold will be included in the available inventory calculation, except for those orders on hold with the types of hold codes you enter in this field.</p> <p>If the <b>Include Held Orders</b> field is <b>N</b>, all orders that are on hold will not be included in the available inventory calculation, except for those orders, if applicable, that are on hold with the types of hold codes you enter in this field.</p> <p>Accept the default values displayed, if any, or key the appropriate hold codes.</p> <p>Leave blank if you do not want to specify any hold code criteria.</p> <p><i>Default Value:</i> If this screen is accessed through this menu option, the defaults are extracted from the values entered in the <b>Except Hold Code</b> field, if any, through Inventory Accounting Options Maintenance (MENU XAFIL) for the ATS options. If accessed through ATS Report Selection Inquiry (MENU IAMAIN), the defaults are extracted from the values entered through ATS Exception Report (MENU IAREPT).</p> <p>(8 @ A 2) Optional</p>
Special Orders	<p>This field allows you to specify whether or not to include special orders in the available inventory calculation.</p> <p>Accept the default value displayed or key <b>Y</b> or <b>N</b>.</p> <hr/> <p>NOTE: If special orders are not included, related PO amounts also will not be included.</p> <hr/> <p><i>Default Value:</i> If this screen is accessed through this menu option, the defaults are extracted from the value entered in the <b>Special Orders</b> field through Inventory Accounting Options Maintenance (MENU XAFIL) for the ATS options. If accessed through ATS Report Selection Inquiry (MENU IAMAIN), the defaults are extracted from the values entered through ATS Exception Report (MENU IAREPT).</p> <p>(A 1) Required</p>
Return Requisitions	<p>Use this field to specify whether return requisitions with the <b>Update Inv</b> field set to <b>Y</b> through Enter or Change Requisitions (MENU POMAIN) will be included in the ATS calculations and printed on the ATS reports.</p> <p>Key <b>Y</b> to include return requisitions.</p> <p>Key <b>N</b> to exclude return requisitions.</p> <p>(A 1) Required</p>

### Available To Sell Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Unavailable Locs	<p>This field appears only if Warehouse Management is installed.</p> <p>This field allows you to specify whether or not to include locations that are unavailable in the beginning balance of the items selected, or to include some unavailable locations that are applicable. This does not affect all periods; only the beginning balance of the first period is affected.</p> <p>Key <b>Y</b> to include unavailable locations in the beginning balance of the item(s) selected.</p> <p>Key <b>N</b> to exclude unavailable locations in the beginning balance of the item(s) selected.</p> <p>Key <b>S</b> to include some unavailable locations in the beginning balance of the item(s) selected, where 'some' equals those unavailable locations where the <b>Qty Avail ATS/SO</b> flag in Location Master Maintenance (MENU WMFILE) is <b>Y</b>.</p> <p><i>Default Value:</i> If this screen is accessed through this menu option, the defaults are extracted from the value entered in the <b>Unavailable Locs</b> field through Inventory Accounting Options Maintenance (MENU XAFIL) for the ATS options. If accessed through ATS Report Selection Inquiry (MENU IAMAIN), the defaults are extracted from the values entered through ATS Exception Report (MENU IAREPT).</p> <p>(A 1) Required</p>
F5=Refresh Options	<p>Press the <b>F5=REFRESH OPTIONS</b> function key to refresh this screen to its original display of information. The default values originally displayed on this screen will redisplay.</p> <p>If this screen is accessed from this menu option, the default values from Inventory Accounting Options Maintenance (MENU XAFIL) will display.</p> <p>If this screen is accessed from ATS Report Selection Inquiry (MENU IAMAIN), the values identified for the ATS Exception Report (MENU IAREPT) will display.</p>
F9=All Order Types	<p>Press the <b>F9=ALL ORDER TYPES</b> function key to include all order types in the inventory calculation. Upon pressing <b>F9=ALL ORDER TYPES</b>, a <b>Y</b> will display in all order type fields on this screen.</p>
F12=Return	<p>Press the <b>F12=RETURN</b> function key to return to the Inventory Status Screen (p. 8-32).</p>
Enter	<p>Press <b>ENTER</b> key to confirm your selections. The Available To Sell Summary Inquiry Screen (p. 8-106) will appear, displaying any changes made to the calculation criteria on this screen.</p>



## Available To Sell Detail Inquiry Screen

AVAILABLE TO SELL DETAIL INQUIRY										
WH: 1		Item: A140		8/12/09 Bal:		20,928 EA				
3-Ring Binder - 1" Red										
I	O	T	Co	Due/Reg	PO/Ord	HC	Customer/Vendor	Ord Qty	Ord U/M	Qty Bal
1	0	0	01	12/12/07	01843	CR	160 Atlanta Medical	100	EA	20,828
2	I	P	01	12/19/07	S00092		200 K & M CORPORATIO	160	CAS	24,028
3	0	0	99	12/19/07	10022		2 B&B Office Supply*	340	EA	23,688
4	0	0	01	12/31/07	01941	SP	100 Financial Manage	70	EA	23,618
5	I	P	01	1/07/08	100050		200 K & M CORPORATIO	5	CAS	23,718
6	I	P	01	1/14/08	100052		200 K & M CORPORATIO	10	CAS	23,918
7	0	0	01	1/14/08	01955		130 Hartford Medical	100	EA	23,818
8	0	R	01	1/21/08	01989	RG	120 Financial Bookke	120-	EA	23,938
9	0	R	01	1/21/08	01992	RG	130 Hartford Medical	20-	EA	23,958
10	0	0	01	2/03/08	02025		110 Financial Techno	10	EA	23,948
11	0	0	01	2/03/08	02033		30 Lebanon School De	50	EA	23,898
12	0	0	01	2/04/08	02060	SP	50 Shelton School De	38	EA	23,860
More...										

Sel: \_  
 F14=Receivers  
 F4=Dft U/M      F5=Omit      F6=Include      F12=Return      F17=Clear Omits

This screen displays after pressing **F13-22 FOR PER DTL** on the Available To Sell Summary Inquiry Screen (p. 8-106), or may be accessed through the ATS Report Selection Inquiry (MENU IMAIN). If you pressed **F13**, detailed information beginning with the first period is displayed on this screen. If you pressed **F14**, detailed information beginning with the second period is displayed on this screen, and so on.

Use this screen to review detailed period information (POs/orders in due date/requested ship date sequence) according to the function key you pressed on the Available To Sell Summary Inquiry Screen. Also use this screen to select a PO or open order for further inquiry or to include it (**F6=INCLUDE**) or exclude it (**F5=OMIT**, **F17=CLEAR OMITS**) from quantity calculations. When you then **F12=RETURN** to the Available To Sell Summary Inquiry Screen (p. 8-106), the values displayed will be recalculated based on the adjusted include/omit criteria.

The quantities displayed on this screen are in the item's ordering unit of measure. You may use the **F4=DFT U/M** function key to display quantities in the default unit of measure.

Additionally, if a PO number is displayed in reverse image, it indicates that the PO line item has been included in a receiver. If a reference number (number preceding the **I/O** field) is displayed in reverse image, it indicates that the corresponding PO/order has been omitted from quantity calculations.

NOTE: POs and open orders dated after the tenth period's ending date will display on this screen, but are not included in the totals on the Available To Sell Summary Inquiry Screen (p. 8-106).

**Available To Sell Detail Inquiry Screen Fields and Function Keys**

Field/Function Key	Description
WH	The warehouse which stocks the item. Display
Item	The selected item number and its description(s). Display
Report Number	The <b>Report Number</b> field displays only if accessing this screen through ATS Report Selection Inquiry (MENU IAMAIN). The unique system generated number automatically assigned to the run of the report.
(Period)	The “starting” period for which information is displayed on this screen. Display
Bal	The item’s beginning balance in the default unit of measure shown for the selected period. Display
(Reference Number	The reference number associated with the corresponding PO/order, used to select this PO/order in the <b>Sel</b> field. Display
I/O	Identifies inventory as input/output: <b>I</b> for Input (PO); <b>O</b> for Output (order). Display
T	The type of PO/order associated with the <b>I/O</b> field. For Input types, the values are: <ul style="list-style-type: none"> <li>• <b>R</b> for Receiver</li> <li>• <b>P</b> for Purchase Order</li> <li>• <b>Q</b> for Return Requisition</li> </ul> For Output types, the values are: <ul style="list-style-type: none"> <li>• <b>R</b> for Return</li> <li>• <b>B</b> for Backorder</li> <li>• <b>O</b> for Order</li> <li>• <b>M</b> for Master (blanket) order</li> <li>• <b>F</b> for Future order</li> <li>• <b>I</b> for Invoice only</li> <li>• <b>Q</b> for Quote</li> </ul> Display

### Available To Sell Detail Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Co	The company associated with the PO/order. Display
Due/Req	The requested due date/ship date of the PO/order. Display
PO/Ord	The PO or open order number. Display
HC	The hold code, if any, assigned to the order. This may be any system or user defined hold code (e.g., <b>CR</b> for Credit hold; <b>SP</b> for Special order.) Display
Customer/Vendor	The customer number and name or vendor number and name associated with the order/PO. Display
Ord Qty / Dft Qty	The quantity ordered or quantity received for the order/PO. This quantity is shown in the ordering or default unit of measure, as toggled with the <b>F4=DFT U/M</b> function key. Display
Ord U/M / Dft U/M	The item's ordering or default unit of measure, as toggled with the <b>F4=DFT U/M</b> function key. Display
Qty Bal	The amount available of this item after the PO has been added to the balance or after the order has been subtracted from the balance. This field provides a running balance based on transactions that have occurred for the corresponding line. Display
Sel	Use this field to select a PO/order that you want to review in detail. Key the ( <b>Reference Number</b> ) corresponding to the appropriate PO/order and press <b>ENTER</b> . Your selection in this field determines the screen that will display. (N 2,0) Optional
F4=Dft U/M / Ord U/M	Press the <b>F4=DFT U/M</b> / <b>F4=ORD U/M</b> toggle key to display the quantities on this screen in the ordering unit of measure or default unit of measure (defined in the Item Master File <b>ITMST</b> ). The <b>Ord Qty</b> and <b>Ord U/M</b> on the top portion of this screen will change accordingly.

**Available To Sell Detail Inquiry Screen Fields and Function Keys**

Field/Function Key	Description
F5=Omit	<p>After keying a PO's/order's reference number in the <b>Sel</b> field, press the <b>F5=OMIT</b> function key to omit that PO/order from the quantity calculations. The reference number of the selected PO/order will display in reverse image, to indicate that this PO/order is excluded from calculations.</p> <hr/> <p>NOTE: The Available To Sell Omission File (<b>IAOMT</b>) contains the company number, PO/order, and reference number of the PO/order that you chose to omit from the calculations of the ATS inventory. When you exit this inquiry, all omission records (specific to your display station performing the inquiry) are removed from the Available To Sell Omission File (<b>IAOMT</b>). Therefore, if you were to reselect this item for inquiry, no POs/orders would be omitted.</p> <hr/>
F6=Include	<p>After keying a reference number in the <b>Sel</b> field that was previously omitted from the quantity calculations (the reference number displays in reverse image to indicate that the PO/order is omitted), press the <b>F6=INCLUDE</b> function key to include that PO/order in the quantity calculations. The reference number corresponding to the PO/order will no longer display in reverse image.</p> <hr/>
F11=Cust Rsv	<p>Press the <b>F11=CUST RSV</b> function key to access the Customer Inventory Reservations by Item Screen. This screen displays inventory reservations by customers. Refer to Customer Inventory Reservations (MENU OEFILE) in the Order Entry User Guide for an explanation of this screen.</p> <hr/> <p>NOTE: The <b>F11=CUST RSV</b> function key only displays if customer inventory reservations exist for an item/warehouse as determined through Customer Inventory Reservations (MENU OEFILE).</p> <hr/>
F12=Return	<p>Press the <b>F12=RETURN</b> function key to return to the Available To Sell Summary Inquiry Screen (p. 8-106).</p> <hr/>
F14=Receivers	<p>To review existing receivers associated with the purchase order, press the <b>F14=RECEIVERS</b> function key after keying a reference number for a purchase order in the <b>Sel</b> field. The Receiver List Selection Screen appears. Refer to the Purchasing User Guide for a description of this screen.</p> <hr/>
F17=Clear Omits	<p>Press the <b>F17=CLEAR OMITs</b> function key to include all POs/orders in the quantity calculations that were previously omitted from the calculations. The reference numbers corresponding to the omitted POs/orders will no longer display in reverse image.</p> <hr/>

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**Available To Sell Detail Inquiry Screen Fields and Function Keys**

Field/Function Key	Description
Enter	<p>Press the <b>ENTER</b> key after keying a reference number in the <b>Sel</b> field.</p> <p>If you selected a PO number, the PO Header Screen will display. Refer to Req/PO Inquiry (MENU POMAIN) in the Purchasing User Guide for an explanation of this screen.</p> <p>If you selected a requisition number, the Requisition Header Screen will appear. Refer to Req/PO Inquiry (MENU POMAIN) in the Purchasing User Guide for an explanation of this screen.</p> <p>If you selected an order number, the Order Display Screen will appear. For an explanation of this screen, refer to Open Orders Inquiry (MENU OEMAIN) in the Order Entry User Guide.</p>

---

## Item On Receiver Screen

On PO Qty: EA		8124.000	
Co: 01		A & C Office Supply	
Item: A200		Sharp Copier Toner SF-7200	
WH: 1		Hartford, CT	

	Receiver	Vendor	Quantity	Shp Date	Evt Cde	Description	Evt Date
1	A200	100	10.000	8/08/11			
2	A200	100	16.000	8/08/11			
3	A200	100	25.000	8/08/11			
4	A200	100	9.000	8/08/11			
5	A200	100	8.000	8/08/11			

Selection: \_ .      Position To Receiver: .....      Last  
 F2=PO Number  
 F4=Rcpt Date      F5=Rcvr Inq      F6=Position To      F9=Note Pad      F12=Return

This screen displays after pressing **F17=ON RECVR** on the Inventory Status Screen (p. 8-32). Through the use of this inquiry, you may review a list of receivers which contain the selected item number, company number and warehouse ID. Such information as the PO quantity on-hand, receiver number or purchase order number, vendor, quantity, etc. is displayed.

You also may use this screen to access the Receiver Inquiry or PO Receiver Note Pad. Refer to the **F5=RVCR INQ** and **F9=NOTE PAD** function key descriptions for details.

### Item On Receiver Screen Fields and Function Keys

Field/Function Key	Description
On PO Qty	<p>This field displays the quantity of this item that is on an open purchase order. Items on an open purchase order are those that have been ordered through Purchasing, but have not yet been received.</p> <p>The inventory stocking unit of measure assigned to the item through Item Master Maintenance (MENU IAFILE) also is displayed. The quantities in the <b>Quantity</b> field on this screen are in this unit of measure.</p> <p>Display</p>
Co	<p>The company for which the receivers were created; only receivers specified for this company will display.</p> <p>Display</p>

### Item On Receiver Screen Fields and Function Keys

Field/Function Key	Description
Item	<p>The item number included in the receivers. The description of the item displays to the right of the item number; the item's second description line, if any, also will display.</p> <p>Display</p>
WH	<p>The ID of the warehouse associated with the displayed receivers; only receivers specified for this warehouse will display.</p> <hr/> <p>NOTE: To change the company, item or warehouse, return to the Inventory Status Screen (p. 8-32) and key the desired data.</p> <hr/> <p>Display</p>
(Reference Number)	<p>This number is used to select the corresponding receiver by keying this number in the <b>Selection</b> field on this screen.</p> <p>Display</p>
Receiver/PO Numbr	<p>This field displays the number of the receiver that was assigned through Enter or Change Receivers or PO Receipts (MENU POMAIN). This field may be toggled with the <b>F2=PO NUMBER</b> / <b>F2=RECEIVER</b> function key to display the PO number included in the receiver.</p> <p>Display</p>
Vendor	<p>The vendor associated with the receiver when it was created through Enter or Change Receivers or PO Receipts (MENU POMAIN).</p> <p>Display</p>
Quantity	<p>The quantity of the item expected to be received for the PO/receiver.</p> <p>Display</p>
Shp Date/Rcp Date	<p>This field displays the date the vendor shipped or is expected to ship the receiver item, if any. This field may be toggled with the <b>F4=RCPT DATE</b> / <b>F4=SHIP DATE</b> function key to display the date the receiver item was received or is expected to be received, if any. These dates were identified when the receiver was created or modified through Standard Comments Information Maintenance (MENU POFILE), Special Charges Information Maintenance (MENU POFILE), or Warehouse Management (WMMAIN).</p> <p>Display</p>
Evt Cde	<p>The event code, if any, associated with the receiver; the most recent event code associated with the receiver is displayed. Event codes are defined through Event Codes Maintenance (MENU POFILE) and may be assigned to a receiver's note pad through the <b>F9=NOTE PAD</b> function key. The Note Pad function is explained in Enter or Change Receivers or PO Receipts (MENU POMAIN).</p> <p>Display</p>

### Item On Receiver Screen Fields and Function Keys

Field/Function Key	Description
Description	<p>This field displays the description of the selected event code. This description may have been overridden through the Note Pad function.</p> <p>Display</p>
Evt Date	<p>This field displays the date assigned to the event as it was entered into the system through the Note Pad function.</p> <p>Display</p>
Selection	<p>Use this field to select one of the receivers displayed on the top portion of this screen for which you want to display high-level receiver information, or add or maintain a PO receiver event.</p> <p>Key the reference number corresponding to the desired receiver and press <b>F5=RCVR INQ</b> to access the Receiver Inquiry, where you may review high-level receiver information.</p> <p>Key the reference number corresponding to the desired receiver and press <b>F9=NOTE PAD</b> to access the PO Receiver Note Pad, where you may add, maintain or delete PO receiver events.</p> <p>(N 2,0) Required</p>
Position To Receiver / Position To PO Numbr	<p>Use this field in conjunction with the <b>F6=POSITION To</b> function key to select a receiver/PO number that you want to display on the first line of this screen. This field toggles between the <b>Position To Receiver</b> field or <b>Position To PO Numbr</b> field with the use of the <b>F2=PO NUMBER / F2=RECEIVER</b> function key.</p> <p>Key the desired receiver/PO number and press <b>F6=POSITION To</b>. The selected receiver/PO will display at the top of the screen.</p> <p>Leave this field blank to display all PO receivers/POs for the item.</p> <hr/> <p>NOTE: If a receiver is not found, the next (greater) receiver number will be presented at the top of the screen.</p> <hr/> <p>(A6/A8) Optional</p>
F2=PO Number / F2=Receiver	<p>Use the <b>F2=PO NUMBER / F2=RECEIVER</b> toggle function key to display either the receiver number or PO number associated with the item. The <b>Receiver</b> field on the top portion of this screen will change accordingly.</p> <p>This field also toggles between the <b>Position To Receiver</b> field and the <b>Position To PO Numbr</b> field, allowing you to position a receiver/PO to the top of the screen.</p>
F4=Rcpt Date / F4=Ship Date	<p>Use the <b>F4=RCPT DATE / F4=SHIP DATE</b> toggle function key to display either the date the item was received or the date the item was shipped. The <b>Rcp Date</b> field on the top portion of this screen will change accordingly.</p>



### Item On Receiver Screen Fields and Function Keys

Field/Function Key	Description
F5=Rcvr Inq	<p>Press the <b>F5=RCVR INQ</b> function key to access Enter or Change Receivers or PO Receipts (MENU POMAIN), where you may review high-level receiver information or access data entry screens for modifications.</p> <p>Refer to Enter or Change Receivers or PO Receipts (MENU POMAIN) for details about the screens that display through the Receiver Inquiry.</p>
F6=Position To	<p>The <b>F6=POSITION To</b> function key works in conjunction with the <b>Position To Receiver</b> field and <b>Position To PO Numbr</b> field, allowing you to select a receiver/PO number that you want to display on the first line of this screen.</p> <p>After selecting a receiver number/PO number in the <b>Position To Receiver</b> or <b>Position To PO Numbr</b> field (as toggled with the <b>F2=PO NUMBER / F2=RECEIVER</b> function key), press <b>F6=POSITION To</b>. The receiver/PO number will display on the top of the list.</p>
F9=Note Pad	<p>After selecting a receiver (in the Selection field), press the <b>F9=NOTE PAD</b> function key to access the PO Receiver Note Pad, where you may add, maintain or delete a PO receiver event.</p> <p>Refer to Enter or Change Receivers or PO Receipts (MENU POMAIN) within this manual for details about the screens that display through the PO Receiver Note Pad.</p>
F12=Return	<p>Press the <b>F12=RETURN</b> function key to return to the Inventory Status Screen (p. 8-32).</p>



When you print ATS Exception reports, through the ATS Exception Report option (MENU IAREPT), the system saves the selection criteria entered to run the report. You can review this criteria online through the Available To Sell (ATS) Report Selection Inquiry (MENU IAMAIN). This inquiry provides you with a list of all exception reports printed through ATS Exception Report (MENU IAREPT). Through the inquiry, You can change the selection criteria to see different available to sell summary information results.

You can distinguish a report based on a description keyed for the report in the **Report ID Desc** field when it was run. Each report requires a report ID description, which should be representative of the report (e.g., “Exception Report for January”), allowing you to easily recognize the report you want to review. A unique system generated report number also is assigned to each report to help you identify a report.

In the inquiry, information for all ten period ending dates displays for the selected report. When you print the report through the ATS Exception Report option (MENU IAREPT) only information up to and included in the last period ending date that was selected is included.

Additionally, comments may be entered through this inquiry or through the ATS Inquiry accessed through Item Inquiry (MENU IAMAIN) for a specific item in a specific warehouse. Comments entered in either place will update the Available To Sell Comment File (IACMT).

Only those items designated as ATS (“time-phase”) items and selected through ATS Exception Report (MENU IAREPT) may be reviewed during this inquiry. Items are designated as ATS items through Item Balance Maintenance (MENU IAFILE).

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## ATS Report Selection Inquiry

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

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NOTE: This inquiry also accesses screens in the ATS Inquiry option located within the Item Inquiry (MENU IAMAIN) and reference will be made to that inquiry throughout this section.

---

Title	Purpose
ATS Report Selection Inquiry Screen	Lists all of the exception reports that have been generated through the ATS Exception Report option (MENU IAREPT).
Available To Sell Summary Inquiry Screen	Displays available to sell summary information for each of the ten periods.
Item Selection Window	Lists all of the items that exist on the current exception report. Used to select an item for closer review.

## ATS Report Selection Inquiry Screen

ATS REPORT SELECTION INQUIRY					
	Report Number	User	Date	Time	Description
1	1	QPGMR	12/30/09	14:22:57	First Quarter

Last

Sel: \_ .

F3=Exit      F6=Current User      F24=Delete

This screen appears after selecting option [13](#) - ATS Report Selection Inquiry from the Inventory Accounting Main Menu (MENU IAMAIN). This screen displays a list of all exception reports that were run through ATS Exception Report (MENU IAREPT).

To distinguish between reports and to help you select the correct report for inquiry, for each report, this screen displays the

- unique report number assigned by the system when the report is run.
- ID of the user who ran the report
- date on which the report was run
- time at which the report was run
- description of the report, provided by the user when the report was run.

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:

\* [PAGE DOWN](#) or [SHIFT-ROLL FWD](#) to display the next screen

\* [PAGE UP](#) or [SHIFT-ROLL BACK](#) to display the previous screen.

**ATS Report Selection Inquiry Screen Fields and Function Keys**

Field/Function Key	Description
Sel	<p>Use this field to select one of the reports displayed on the top portion of this screen for inquiry.</p> <p>Key the reference number corresponding to the report you wish to review in more detail and press <b>ENTER</b>.</p> <p>(N 2,0) Required</p>
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
F6=Current User / All Users	Use this <b>F6=CURRENT USER / ALL USERS</b> toggle key to display reports generated by all users defined in the system or only those users currently signed on.
F7=Page Down / F8=Page Up	<p>More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, <b>F7=PAGE DOWN</b> and <b>F8=PAGE UP</b> are available for use but do not display.</p> <p>Use the <b>F7=PAGE DOWN</b> to display the next screen of information on a roll screen. The <b>PAGE DOWN</b> or <b>SHIFT-ROLL FWD</b> function keys perform the same task.</p> <p>Use the <b>F8=PAGE UP</b> to display the previous screen of information on a roll screen. The <b>PAGE UP</b> or <b>SHIFT-ROLL BACK</b> function keys perform the same task.</p>
F24=Delete	After keying an existing report in the <b>Sel</b> field, press <b>F24=DELETE</b> to delete the report. You will need to press this key again to confirm deletion.
Enter	After keying an existing report in the <b>Sel</b> field, press <b>ENTER</b> to access additional information relating to the report. The Available To Sell Inquiry Screen (p. 8-113) appears.

## Item Selection Window

```

ITEM SELECTION WINDOW
WH Item/Description
1 1 A100 Sharp Fax Machine Model SX-765
2 1 A300 Desk Set Kit

Sel:  Item:
Last F12=Return
  
```

This window appears after you press **F4=ITEM LIST** on the Available To Sell Summary Inquiry Screen (p. 8-106). A list of all items that exist on the current exception report are displayed. Use this window to search for and select an item you want to display on the Available To Sell Summary Inquiry Screen (p. 8-106).

The following information is displayed for the ATS items included on the current report:

- The warehouse which stocks the corresponding item contained on the current report.
- The ATS item number and its description contained on the current report. The item's second description line, if any, also will display.

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:

- \* **PAGE DOWN** or **SHIFT-ROLL FWD** to display the next screen
- \* **PAGE UP** or **SHIFT-ROLL BACK** to display the previous screen.

### Item Selection Window Fields and Function Keys

Field/Function Key	Description
Sel	Use this field to select one of the ATS items. Upon entering the number, the Available To Sell Summary Inquiry Screen (p. 8-106) appears. (N 2,0) Required
Item	Use this field to search for a particular item to display on the first line within this window.  Key a partial or full item number that you want to display on the top of this list. (A 27) Optional

**Item Selection Window Fields and Function Keys**

Field/Function Key	Description
F7=Page Down / F8=Page Up	<p><b>More...</b> appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, <b>F7=PAGE DOWN</b> and <b>F8=PAGE UP</b> are available for use but do not display.</p> <p>Use the <b>F7=PAGE DOWN</b> to display the next screen of information on a roll screen. The <b>PAGE DOWN</b> or <b>SHIFT-ROLL FWD</b> function keys perform the same task.</p> <p>Use the <b>F8=PAGE UP</b> to display the previous screen of information on a roll screen. The <b>PAGE UP</b> or <b>SHIFT-ROLL BACK</b> function keys perform the same task.</p>
F12=Return	Press <b>F12=RETURN</b> to return to the Available To Sell Summary Inquiry Screen (p. 8-106) without selecting a different item.



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You can generate a report of the status of your inventory at any time using the Stock Status option on the Inventory Accounting Reporting Menu (MENU IAREPT). This option prints a report that shows the status of inventory on-hand, in process, on purchase order, allocated, and available. You can print information about the items stock based on system defined status codes. You will be able to review the on-hand quantity, first unit of measure, quantity in process, quantity on purchase order, and quantity available for each item that falls within the selection criteria and status code ranges.

On-hand values are calculated in an item's default unit of measure as:

On-Hand Qty / Qty Sold Per Month

Quantity sold per month is calculated as:

Number of Issues Year-To-Date + Quantity Sold Year-To-Date / Number of Months Passed This Year

**Example:**

If an item has 1000 issues year-to-date and you are in the fourth month of the year, then 250 (1000 issues/4 months) units of this item have been sold per Month. Therefore, if the same item has an *On-hand Quantity* of 500, then the *Supply On-hand* is equal to 2. This is calculated as the *On-hand Quantity* of 500 divided by the 250 units of this item that has been *Sold Per Month*.

This item will have a status code of E if its *Supply On-hand* is greater than the Maximum Months Of On-hand Inventory [assigned through Inventory Accounting Options Maintenance (MENU XAFILE)].

---

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## Stock Status Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

---

Title	Purpose
Inventory Stock Status Report Screen	Used to provide limiting criteria for the report.
Stock Status Report	Prints the status of all items that match the selection criteria.

## Inventory Stock Status Report Screen

INVENTORY STOCK STATUS REPORT			
<u>Selection</u>			
Warehouse?	- .	To?	...
Item Class?	... / ...	To?	... / ...
Item Number:	.....	To:	.....
Vendor:	.....	To:	.....
Status Code:	..	To:	..
Show Location Information:	..	(Y/N)	
Show Lot/Ser/COO Information:	..	(Y/N)	
Print Mfg Number:	N	(Y/N)	
			F3=Cancel

This screen appears after selecting option **1** - Stock Status Report from the Inventory Accounting Reporting Menu (MENU IAREPT). Use this screen to key criteria that will be used to select the items and related information to print on the Stock Status Report (p. 10-6).

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

### Inventory Stock Status Report Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Key the range of warehouses for which you want to include items. (2 @ A 2) Optional
Item Class	Key the range of item classes/sub-classes of the items to include in the report. If the sub-class is left blank, all sub-classes within the item class indicated will print. Item classes are defined through Item Class/Sub Class Maintenance (MENU IAFILE) and are assigned to items through Item Master Maintenance (MENU IAFILE). (2 @ A2/A2) Optional
Item Number	Key the range of item numbers to include in the report. (2 @ A 27) Optional

### Inventory Stock Status Report Screen Fields and Function Keys

Field/Function Key	Description
Vendor	<p>Key the range of primary vendors to include in the report. A primary vendor may be assigned to an item through Item Master Maintenance (MENU IAFILE), or Item Balance Maintenance (MENU IAFILE).</p> <p>(2 @ A 7) Optional</p>
Status Code	<p>Key the range of status codes for which the selected items will print. The valid, one character status codes available (which are system defined), are as follows:</p> <ul style="list-style-type: none"> <li>• <b>A</b> - Prints items with no quantity on-hand</li> <li>• <b>B</b> - Prints items with no quantity available</li> <li>• <b>C</b> - Prints items whose quantity on-hand is below the minimum</li> <li>• <b>D</b> - Prints items that have a backorder quantity</li> <li>• <b>E</b> - Prints items whose supply on-hand (combined for all stocking units of measure and expressed in the default unit of measure) is greater than the maximum months of on-hand inventory.</li> <li>• <b>F</b> - Prints items that have exceeded the elapsed days between physical inventory counts</li> </ul> <p>2 @ (A 1) Optional</p>
Show Location Information	<p>This field appears only if Warehouse Management is installed.</p> <p>Use this field to specify whether location information will print on the report.</p> <p>Key <b>Y</b> to print location information.</p> <p>Key <b>N</b> to exclude location information from printing.</p> <p>(A 1) Required</p>
Show Lot/Ser/COO Information	<p>This field appears only if Warehouse Management is installed and the <b>Use Lots</b> field or <b>Use Serial Numbers</b> field is set to <b>Y</b> through Warehouse Management Options (MENU WMFILE); or if an item is flagged to track country of origin, as determined through Item Master Maintenance (MENU IAFILE).</p> <p>Use this field to specify whether lot/serial/country of origin information will print on the report. You must also key <b>Y</b> in the <b>Show Location Information</b> field if you want to print lot/serial/country of origin information.</p> <p>Key <b>Y</b> to print lot/serial/country of origin information.</p> <p>Key <b>N</b> to exclude lot/serial/country of origin information from printing.</p> <p>(A 1) Required</p>

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**Inventory Stock Status Report Screen Fields and Function Keys**

Field/Function Key	Description
Print Mfg Number	Use this to specify whether manufacturer item numbers will print on the report. Manufacturer item numbers are defined through Vendor/Item Information Maintenance (MENU POFILE) and/or Item Master Maintenance (MENU IAFILE). <i>Default Value:</i> N (A 1) Required
F3=Cancel	Press <b>F3=CANCEL</b> to cancel this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The Report Options Screen will appear. For an explanation of this screen, refer to the Cross Applications User Guide.

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## Stock Status Report

IA332 09/03/10 21.18.22		STOCK STATUS REPORT WAREHOUSE 1 -Hartford, CT					AF/APDEMO	PAGE 16
Item Number/ Description Manufacturing No.	Vendor	Qty On Hand	U/M	Qty In Process	Qty On P/O	Qty Allocated	Qty Available	Status Codes
-----								
Class: AC								
A990 Steel Storage Cabinet Black 017567008943	1700	10.000	EA				10.000	
12.004.01		3.000	EA					
12.004.02		3.000	EA					
12.004.03		2.000	EA					
12.004.03		2.000	EA					
Class: BI								
A720 Three Ring Clamp for 3" Binder 1248	200	10.000	EA		20.000	4.000	6.000	
11.004.01		10.000	EA					
A730 3" Binder Shell 1232	200	10.000	EA		20.000	4.000	6.000	
11.003.04		10.000	EA					
Class: GL								
A810 3M Super 77 Spray Adhesive All purpose fast drying 12/box 021200212109	1600	700.000	BOX		100.000		700.000	E
07.001.03		700.000	BOX					

This report prints following your selections on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen). Use this report to review item stocking information.

An item prints on this report if it falls within the selection criteria and status codes keyed on the Inventory Stock Status Report Screen (p. 10-3). This report is sequenced by warehouse and item number.

NOTE: At the end of this report, a Stock Status Recap (report) will print showing each status code (A through F) and the actual number of items that fall into each status category (e.g., 35 items with the status code of D are on backorder.)

### Stock Status Report Fields

Report/Listing Fields	Description
Item Number/Description	The number of the item ("our" item number) and its description. The class/sub-class of the item displays above the item number.

### Stock Status Report Fields

Report/Listing Fields	Description
Manufacturing No.	<p>NOTE: This field prints only if you keyed <b>Y</b> in the <b>Print Mfg Number</b> field on the Inventory Stock Status Report Screen (p. 10-3).</p> <p>This column contains the manufacturer's item number. A manufacturer's item number may be defined for an item through Vendor/Item Information Maintenance (MENU POFILE) and/or Item Master Maintenance (MENU IAFILE). If a manufacturer's item number is entered through Vendor/Item Information Maintenance (POFILE), that number will print on the report; otherwise, the number entered through Item Master Maintenance (MENU IAFILE) will print.</p>
Vendor	The primary vendor assigned to the item through Item Balance Maintenance (MENU IAFILE). If a vendor was not assigned through Item Balance Maintenance, this is the vendor assigned through Item Master Maintenance (MENU IAFILE), if any.
Qty On-hand / U/M	The quantity of this item on-hand, per this unit of measure, based on the last time you performed Day-End Processing (MENU XAFILE). If the <b>U/M</b> is the default unit of measure defined for the item through Item Master Maintenance (MENU IAFILE), a — will display to the right of the unit of measure.
Qty In Process	The quantity of this item entered into inventory through Enter/Update Transactions (MENU IAMAIN), but not yet posted through Process Transactions (MENU IAMAIN).
Qty On P/O	The quantity of this item on an open purchase order. Items on an open purchase order are those that have been ordered through Purchasing, but have not yet been received.
Qty Allocated	<p>The quantity of this item that has been ordered, but not yet shipped to your customers.</p> <p>NOTE: Inventory is not allocated for quotes or for future, master, or blanket orders.</p>
Qty Available	<p>The quantity of this item that is available. Quantity available is calculated as:</p> <p>Available = Qty On-hand - Allocated + In Process</p> <p>If Warehouse Management is installed, the quantity available is calculated as:</p> <p>Available = Qty On-hand - Allocated + In Process - Unavailable + Return Qty* + Special Order Qty</p> <p>*Return Qty is the sum of all the quantity returned for open orders with <b>Allocate Inventory = Y</b>.</p>

**Stock Status Report Fields**

Report/Listing Fields	Description
Status Codes	<p>The status codes that apply to this item are printed in this field. An item may have one or more of the following status codes:</p> <ul style="list-style-type: none"><li>• <b>A</b> - Indicating that the item has no on-hand quantity</li><li>• <b>B</b> - Indicating that the item has no quantity available</li><li>• <b>C</b> - Indicating that the number of quantity on-hand is below the minimum for this item</li><li>• <b>D</b> - Indicating that backorders exist for the item</li><li>• <b>E</b> - Indicating that the item's supply on-hand is greater than the maximum number of months of on-hand inventory</li><li>• <b>F</b> - Indicating that the item has exceeded the elapsed number of days between physical inventory counts</li></ul>

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Inventory valuation reports are useful for determining and comparing the different costs of on-hand inventory items. This report prints the number, description, vendor, and unit(s) of measure defined through Item Master Maintenance (MENU IAFILE), and the standard, average, user, or last costs defined through Item Balance Maintenance (MENU IAFILE). Use the Valuation Report option on the Inventory Accounting Reporting Menu (MENU IAREPT) to print the Inventory Valuation Report (p. 11-5).

NOTE: The Inventory Valuation Report can be exported to Microsoft Excel using a Tab Separated Value (.tsv) format. Make that appropriate selection on the PC File Export Selection Screen that displays from the Report Options Screen when **Export Report** is set to **Y**. Refer to the Cross Applications User Guide for more information about exporting reports. Only those fields so noted in the report descriptions will be included in the report.

## Valuation Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Inventory Valuation Report Screen	Used to specify limiting criteria for the report.
Inventory Valuation Report	Prints items that match the selection criteria and their prices.

## Inventory Valuation Report Screen

<u>INVENTORY VALUATION REPORT</u>			
Cost:	-	(1. Standard cost, 2. Average Cost) (3. Last cost, 4. User cost) (5. Cost Layer)	
<u>Selection</u>			
Warehouse?		To?	
Item Class?	/	To?	/
Item Number:		To:	
Vendor:		To:	
Print Mfg Number:	N	(Y/N)	
As of Date:			
F3=Cancel			

This screen appears after selecting option **2** - Valuation Report from the Inventory Accounting Reporting Menu (MENU IAREPT). Use this screen to select the items and the type of costs to print, and whether or not manufacturers' item numbers will print on the report. The **As of Date** field will allow you to view the value of your inventory on hand as of the date you key in this field. This allows you to view a snap shot of your inventory value for any as of date.

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NOTE: Calculating the Inventory Valuation will be processed the same way, regardless of what costing method (Actual, FIFO or LIFO) is being used, since it is simply calculating the total of all remaining cost layers for FIFO/LIFO costing methods.

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Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

## Inventory Valuation Report Screen Fields and Function Keys

Field/Function Key	Description
Cost	<p>These fields determine which costs will be used to value your inventory on the report. This is useful for comparing the different costs of on-hand inventory items.</p> <p>You must specify three costs.</p> <p>Key <b>1</b> to print the standard cost of an item.</p> <p>Key <b>2</b> to print the average cost of an item.</p> <hr/> <p>NOTE: For lot and serial items, the item's average cost is based on the values in the <b>Use Avg Cost for Serial Items</b> and <b>Use Avg Cost for Lot Items</b> fields in Warehouse Management Options Maintenance (MENU WMFILE).</p> <hr/> <p>Key <b>3</b> to print the cost of the item the last time it was purchased from the vendor.</p> <p>Key <b>4</b> to print the user cost of an item.</p> <p>Key <b>5</b> to print the cost from the cost layers of an item. You can only select this option if you selected a costing method (FIFO/LIFO) through Inventory Accounting Options Maintenance (MENU XAFILE).</p> <p>Authority will be checked in Application Action Authority Maintenance (MENU XASCTY) for the costs selected in this field to determine if you are authorized to use the selected costs. The following application actions will be checked, if applicable, based on the default company of the user:</p> <ul style="list-style-type: none"> <li>• Display Standard Cost</li> <li>• Display User Cost</li> <li>• Display Average Cost</li> <li>• Display Last Cost</li> </ul> <p>If you are not authorized, the message: "User is not authorized to the selected cost" will appear.</p> <hr/> <p>NOTE: Standard, Average, Last and User Costs are each optionally defined for an item through Item Balance Maintenance (MENU IAFILE).</p> <hr/> <p>(3 @ N 1,0) Required</p>
Warehouse	<p>Key the range of warehouse numbers that have been assigned to the items to print.</p> <p>(2 @ A 2) Optional</p>

## Inventory Valuation Report Screen Fields and Function Keys

Field/Function Key	Description
Item Class	<p>Key the range of item classes/sub-classes of the items to print. If the sub-class is left blank, all sub-classes within the range of indicated item classes will print. Item classes are defined through Item Class/Sub Class Maintenance (MENU IAFILE) and assigned to items through Item Master Maintenance (MENU IAFILE).</p> <p>(2 @ A 2 / A 2) Optional</p>
Item Number	<p>Key the range of item numbers to print.</p> <p>(2 @ A 27) Optional</p>
Vendor	<p>Key the range of vendors to print. A primary vendor is assigned to an item through Item Master Maintenance (MENU IAFILE), or Item Balance Maintenance (MENU IAFILE). Vendors are defined through Vendor Master Maintenance (MENU IAFILE).</p> <p>(2 @ A 6) Optional</p>
Print Mfg Number	<p>This field determines whether or not manufacturers' item numbers will print on the Inventory Valuation Report. Manufacturers' item numbers are defined through Vendor/Item Information Maintenance (MENU POFILE) and/or Item Master Maintenance (MENU IAFILE).</p> <p>Accept the default or key <b>Y</b> if you want manufacturer's item numbers to print on the report.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>
As of Date	<p>The value in this field determines which inventory on hand will be included up to the date you enter in this field. This field gives you the ability to view a snap shot of your inventory value for any as of date.</p> <p>Key the as of date. If you key a date, the cost from the IAHST record will be used. If you leave this field blank, or the as of date you enter is prior to the date of the installation of this feature, the item will be flagged on the report with an asterisk and the cost values from the Item Balance will be used.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Optional</p>
F3=Cancel	Press <b>F3=CANCEL</b> to cancel this option. MENU IAREPT will display.
Enter	Press <b>ENTER</b> to confirm your selections. The Report Options Screen will display (refer to the Cross Applications User Guide for details about this screen).

## Inventory Valuation Report

IA342 24/09/10 15.36.19				INVENTORY VALUATION REPORT As Of 30/09/10			AA/APDEMO	PAGE	2
Warehouse From: 1		Item Class From: 80/		WAREHOUSE 1 -Hartford, CT					
To: 1		To: 80/		All Item Numbers			All Vendor Numbers		
Class	Item Number/Description/ Manufacturing No.	Vendor	U/M	Quantity On Hand	Standard Cost/Percent	Average Cost/Percent	Last Cost/Percent		
80/4	A120 Sharp Super Sensitive Fax Paper 6/Box YZ-103	100	BOX	1,545.000	38,238.75 3.56	39,803.25 4.61	39,633.11 6.78		
	A130 Sharp Extra Sensitive Fax Paper 4/Box YZ-171	100	BOX	1,894.000	74,813.00 6.97	79,912.58 9.25	73,586.64 12.60		
Totals For Sub Class 80/4 :					113,051.75	119,715.83	113,219.75		
					10.53	13.86	19.38		
80/5	A240 Single Subject Wire Bound Notebook PC5981	200	EA	7,532.000	8,285.20 .77	8,919.32 1.03	8,285.20 1.42		
Totals For Sub Class 80/5 :					8,285.20	8,919.32	8,285.20		
					.77	1.03	1.42		
					1.54	1.91	2.82		
80/9	P100 White Bond 36" x 6000 yd roll MFGP100	1400	RL SQF	55.000 .000	221,562.00 20.64	22,156.20 2.57	22,156.20 3.79		
Totals For Sub Class 80/9 :					221,562.00	22,156.20	22,156.20		
					20.64	2.57	3.79		
Totals For Class 80:					1,073,663.12	863,722.65	584,226.51		
					100.00	100.00	100.00		
Totals For Warehouse 1 :					1,073,663.12	863,722.65	584,226.51		
					100.00	100.00	100.00		
Report Totals:					1,073,663.12	863,722.65	584,226.51		
					100.00	100.00	100.00		
* Standard, User, and Last "as of date" costs are not available for these items. Current Item Balance costs were used.									

This report prints following your selections and pressing **ENTER** on the Inventory Valuation Report Screen (p. 11-2) and the Report Options Screen (refer to the Cross Applications User Guide for details about this screen).

All items that match the selection criteria entered on the Inventory Valuation Report Screen (p. 11-2) are printed. Use this information for comparing the different costs of on-hand inventory items.

NOTE: If the standard, user, or last cost is not available from IA Transaction History file (IAHST) (because there has been no activity for a particular item since this feature was installed, or the **As of Date** entered is prior to the date of the installation of this feature, or it was left blank), the item will be flagged with an asterisk and the following explanation will print on the last page of this report: \* Standard, User, and Last "as of date" costs are not available for these items. Current Item Balance costs were used. This does not apply to the average cost, since it is already captured in IAHST and, therefore, would always be available.

This report is sequenced by item class/sub-class and item number within warehouse.

NOTE: All dates will display in the **Default Date Format** for this user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFIIE).

## Inventory Valuation Report

Report/Listing Fields	Description
Headings	<p>Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.</p> <p>Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.</p> <p>The warehouse number and name are also printed and the <b>Warehouse ID</b> field in addition to the <b>ITBAL Cost To Be Used</b> field will be exported to Excel .tsv reports.</p>
Class	<p>The item class and sub-class, if any, of the item. Item classes and optional sub-classes are assigned to items through Item Master Maintenance (MENU IAFILE).</p> <p>These fields will be exported to Excel .tsv reports: <b>Item Class, Item Subclass</b>.</p>
Item Number/Description	<p>The item number (“our” item number) and its description. The item description is printed below the item number. Item numbers and descriptions are defined through Item Master Maintenance (MENU IAFILE).</p> <p>These fields will be exported to Excel .tsv reports: <b>Item Number, Item Description 1</b>.</p>
Manufacturing No.	<p>NOTE: This field prints only if you keyed <b>Y</b> in the <b>Print Mfg Number</b> field on the Inventory Valuation Report Screen (p. 11-2).</p> <p>This column contains the manufacturer’s item number. Manufacturers’ item numbers are defined through Vendor/Item Information Maintenance (MENU POFILE) and/or Item Master Maintenance (MENU IAFILE). If you entered a manufacturer’s number through Vendor/Item Information Maintenance (MENU POFILE), that number will print on the report; otherwise, the manufacturer’s number entered through Item Master Maintenance (MENU IAFILE) will print.</p> <p>The <b>Mfg. Item Number</b> field will be exported to Excel .tsv reports.</p>
Vendor	<p>The primary vendor from whom the item is purchased. This is the vendor entered for this item in Item Balance Maintenance (MENU IAFILE). If a vendor was not entered in Item Balance Maintenance, this is the vendor entered in Item Master Maintenance (MENU IAFILE), if any.</p> <p>NOTE: This field is blank if the item has not been assigned to a primary vendor.</p> <p>The <b>Vendor Number</b> field will be exported to Excel .tsv reports.</p>

## Inventory Valuation Report

Report/Listing Fields	Description
U/M	<p>The units of measure defined for inventory stocking. Up to three units of measure may print on the report. The units of measure are defined for an item through Item Master Maintenance (MENU IAFILE).</p> <p>These fields will be exported to Excel .tsv reports: <b>U/M 1, U/M 2, U/M 3.</b></p>
Quantity On-Hand	<p>The quantity of this item, per this unit of measure, that is currently on-hand.</p> <p>These fields will be exported to Excel .tsv reports: <b>Quantity on Hand U/M 1, Quantity on Hand U/M 2, Quantity on Hand U/M 3.</b></p>
Cost Fields	<p>The <b>Cost</b> fields selected on the Inventory Valuation Report Screen (p. 11-2).</p> <p>If the quantity on-hand is zero, the value is zero and these fields will be blank.</p> <p>Available choices are standard cost, average cost, last cost (cost of the item the last time it was purchased from the vendor), user cost and/or cost layers (only available for <b>Costing Method</b> of FIFO/LIFO).</p> <hr/> <p>NOTE: For lot and serial items, the item's average cost is based on the values in the <b>Use Avg Cost for Serial Items</b> and <b>Use Avg Cost for Lot Items</b> fields in Warehouse Management Options Maintenance (MENU WMFILE).</p> <hr/> <p>NOTE: Standard, Average, Last and User Costs are each optionally defined for an item through Item Balance Maintenance (MENU IAFILE).</p> <hr/> <p>These fields will be exported to Excel .tsv reports: <b>Standard Cost, Average Cost, Last Cost, User Cost, Cost Layer.</b></p>
Percent	<p>The percentage of total inventory cost, calculated as:  <math>(\text{Quantity On Hand} * \text{Cost}) / \text{Inventory Value at Cost}</math></p> <hr/> <p>NOTE: The total inventory cost is based on the selection criteria keyed during the report generation.</p> <hr/> <p>These fields will be exported to Excel .tsv reports: <b>Standard Cost %, Average Cost %, Last Cost %, User Cost %, Cost Layer %.</b></p>
Totals	<p>Cost and Percent totals are printed on this report for the:</p> <ul style="list-style-type: none"> <li>• Item Sub Class</li> <li>• Item Class</li> <li>• Warehouse</li> <li>• Report Totals based on selection criteria.</li> </ul>





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ABC codes are defined through ABC Codes Maintenance (MENU IAFIL2) and manually assigned to items through Item Balance Maintenance (MENU IAFILE). You can print an ABC Analysis Report for all items or a group of items using the ABC Analysis Report option on the Inventory Accounting Reporting Menu (MENU IAREPT). Items are ranked by their ABC code based on any one of the following:

- Sales
- Cost
- Profit
- Quantity Sold

If you had four codes of **A**, **B**, **C**, and **D**, the items with the highest values in any one of the above categories would be ranked as **A** items and the **D** items would have the lowest value.

This report can also automatically update the **ABC Code** in the Item Balance File [which is manually maintained through Item Balance Maintenance (MENU IAFILE)], or the **Ranking Code** in the Item Master File. This is done by selecting to replace the current value of the rank code with the new value generated by the system.

You may want to first run this report without updating the Item Balance File to allow for a review of the system generated rankings. Then, once satisfied, you can re-run the report, this time, updating the file with the values. This automatic update prevents you from manually having to update the Item Balance File for each item whose ranking you wish to change.

Any changes made to the Item Master File as a result of generating this report can be tracked based on the value entered in the **Days to Keep Item Master/Item Balance Audit Activity** system option field in Inventory Accounting Options Maintenance (MENU XAFILE). You can review item activity changes through the Item Audit Activity Inquiry, accessed through the Item Inquiry (MENU IAMAIN).

This report can help you identify

- which items have the highest or lowest sales, profit, cost or quantity sold this year, last year, or both years.
  - your best selling or most profitable items.
  - your worst selling or least profitable items.
-

- which items represent a certain percent of your total sales, cost, profit, or quantity sold. For example, print all items that represent 10% or more of your total sales.

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## ABC Analysis Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
ABC Analysis Report Screen	Used to specify limiting criteria for the report.
ABC Analysis Report	Prints item rankings based on your selection criteria.

## ABC Analysis Report Screen

```

ABC ANALYSIS REPORT

Analyze Based On:  - (1-This year, 2-Last year, 3-Both Years)
                  .. (1-Sales, 2-Cost, 3-Profit, 4-Qty Sold )
                  .. (1-Percent of, 2-Ranking)

Analysis Options:
  ABC Code? .. Items Ranging From: ..... To: .....
  ABC Code? .. Items Ranging From: ..... To: .....
  ABC Code? .. Items Ranging From: ..... To: .....

Include items outside ranges: ..... Y/N
Print Mfg Number: ..... N Y/N
Update ABC Rank Code on the Item Balance File: ..... Y/N
Use OE or GL Cost: G (0,G) * only if Based On 2-Cost or 3-Profit

Selection
Warehouse? ..... To? .....
Class? ..... To? .....
Item No: ..... To: .....
Vendor: ..... To: .....
ABC Code? ..... To? .....

F3=Cancel

```

This screen appears after selecting option **3** - ABC Analysis Report from the Inventory Accounting Reporting Menu (MENU IAREPT). It is used to select the items and criteria to print on the ABC Analysis Report (p. 12-8).

Depending on your selections in the **Analyze Based On** field, the **Analysis Options** fields are the ranges of sales, cost, profit, or quantity sold to determine the ranking of your items. You identify which three groups of items will be ranked by indicating the desired **ABC Codes** created through ABC Codes Maintenance (MENU IAFIL2).

When keying percentages for **Analysis Options**, use these guidelines:

- Do not key a value greater than 100
- Avoid overlapping ranges

For example, if **ABC Code D** is selected for items as ranging from 40 to 50, and **E** items ranging from 25 to 45. This selection causes any item between 40% and 45% to be considered both a **D** item and an **E** item. Distribution A+ will always choose the highest possible ranking. In this example, an item with 40% will be ranked as a **D** item.

- Avoid skipping ranges

For example, suppose you select to print **D** items ranging from 40 to 50, and **E** items ranging from 25 to 35. This causes any item with a percentage between 36% and 39% to be excluded from printing on the report and excluded from being ranked, unless you specify **Y** to **Include items outside ranges**. If you select to include items outside ranges, then all items meeting all criteria (without regard to the percentage ranges) will print on the report. The items that do not fall within the specified percentage ranges, however, will not be ranked.

- Key one or all three ranges.

For example, to work with only your best selling items, key ranges for items considered **A** items, and leave the other two range fields blank. To work with only your least profitable items, key

ranges in for items considered **Z** items (or whatever your lowest ABC code is), and leave the other two range fields blank.

When keying rankings for **Analysis Options**, use these guidelines:

- Avoid overlapping ranges
- Avoid skipping ranges

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

### ABC Analysis Report Screen Fields and Function Keys

Field/Function Key	Description
Analyze Based On (Years)	Key <b>1</b> to rank items based on this year's sales information only. Key <b>2</b> to rank items based on last year's sales information only. Key <b>3</b> to rank items based on the combined sales of this year and last year (both years). (N 1,0) Required
Analyze Based On (Value)	Key <b>1</b> to use sales dollars for the range of values. Key <b>2</b> to use cost dollars for the range of values. If you key <b>2</b> , you have the option to use the <b>Use OE or GL Cost</b> field. Key <b>3</b> to use profit dollars for the range of values. If you key <b>3</b> , you have the option to use the <b>Use OE or GL Cost</b> field. Key <b>4</b> to use quantity sold for the range of values. (N 1,0) Required
Analyze Based On (Type)	Key <b>1</b> to rank items according to their percentage of sales, cost, profit or quantity sold of all items within the range of items selected to print on the report. If you select <b>1</b> (Percent of), enter percentage values in the <b>Analysis Options</b> field. Key <b>2</b> to rank items according to sales dollars, cost dollars, profit dollars or quantity sold value in the <b>Analysis Options</b> field. If you select <b>2</b> (Ranking), and <b>Analyze Based On (Value)</b> <b>1</b> , <b>2</b> , or <b>3</b> for sales, cost, or profit, enter dollar values in the <b>Analysis Options</b> field. If you select <b>2</b> (Ranking), and <b>Analyze Based On (Value)</b> <b>4</b> for quantity sold, enter quantity values in the <b>Analysis Options</b> field. (N 1,0) Required

### ABC Analysis Report Screen Fields and Function Keys

Field/Function Key	Description
Analysis Options	<p>The <b>Analysis Options</b> fields are the ranges of sales, cost, profit, or quantity sold to determine the ranking of your items.</p> <p>If you selected <b>Analyze Based On (Type) 1 - Percent Of</b>, key from and to percentage amounts, which represents the percentage of total sales, cost, profit or quantity sold (for all items within the selected range) that an item must have in order to qualify as a candidate to become an item in the indicated <b>ABC code</b>.</p> <p>For example, suppose you select to print <b>D</b> items ranging from <b>40</b> to <b>50</b>, <b>E</b> items ranging from <b>20</b> to <b>39</b>, and <b>F</b> items ranging from <b>0</b> to <b>19</b>, the report will rank all items (within the selected range) having 40% to 50% of total sales, cost, profit or quantity sold as D; all items having 20% to 39% of total sales, cost, profit or quantity sold as E; and any items having 0% to 19% of total sales, cost, profit or quantity sold as F.</p> <p>If you selected <b>Analyze Based On (Type) 2 - Ranking</b>, key from and to sales dollars, cost dollars, profit dollars, or quantity sold amounts for any or all of the ranges.</p> <p>For example, suppose you select to print <b>D</b> items ranging from <b>50000</b> to <b>100000</b>, <b>E</b> items ranging from <b>25000</b> to <b>49999</b>, and <b>F</b> items ranging from <b>10000</b> to <b>24999</b>. The report will rank a D item as having sales, cost, profit or quantity sold of 50,000 to 100,000 for all items within the selected range of items; the report will rank E items as having sales, cost, profit or quantity sold of 25,000 to 49,999 for all items within the selected range of items; the report will rank any F items as having sales, cost, profit or quantity sold of 10,000 to 24,999 for all items within the selected range of items.</p> <p>(6 @ A 7) Optional</p>
Include items outside ranges	<p>To determine the items to print on the report, you have the option to include or exclude items outside the range selected in the <b>Analysis Options</b> field. If you include items outside the specified ranges, all items will be printed on the report, but only those that fall within the specified ranges will be ranked.</p> <p>Key <b>Y</b> to include items outside the range.</p> <p>Key <b>N</b> to exclude items that do not fall within one of the ranges entered.</p> <hr/> <p>NOTE: Items, regardless of your response here, are included for the percent of total calculation.</p> <hr/> <p>(A 1) Required</p>

**ABC Analysis Report Screen Fields and Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
Print Mfg Number	<p>This field determines whether or not manufacturer item numbers will print on the ABC Analysis Report. Manufacturer item numbers are defined through Vendor/Item Information Maintenance (MENU POFILE) and/or Item Master Maintenance (MENU IAFILE).</p> <p>Accept the default or key <b>Y</b> if you want manufacturer's item numbers to print on the report.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>
Update ABC Rank Code on Item Balance File	<p>Through Item Balance Maintenance (MENU IAFILE), you may manually rank items to identify your best selling items and your worst selling items. This field allows you to update an item's ranking code with the code generated by Distribution A+.</p> <p>Key <b>Y</b> to update the ABC ranking code in the Item Balance File.</p> <p>Key <b>N</b> if you do not want the ABC ranking code updated.</p> <p>The code generated by Distribution A+ prints on the ABC Analysis Report (p. 12-8) for your information, regardless of your response here.</p> <p>(A 1) Required</p>
Use OE or GL Cost	<p>This field is available only if a user has authority to both the <b>Display OE Cost and Profit (OE, SA, AR, some PO)</b> and <b>Display GL Cost and Profit (OE, SA, AR, some PO)</b> security options in Application Action Authority Maintenance (MENU XASCTY).</p> <p>This field determines the type of cost to use for the ABC Analysis Report (p. 12-8). Although this field is a required field, it is only used when the <b>Analyze Based On</b> field is either <b>2-Cost</b> or <b>3-Profit</b>.</p> <p>Key <b>O</b> to use the OE Cost (if the <b>Analyze Based On</b> field is <b>2-Cost</b>), or OE Profit (if the <b>Analyze Based On</b> field is <b>3-Profit</b>).</p> <p>Key <b>G</b> to use the GL Cost (if the <b>Analyze Based On</b> field is <b>2-Cost</b>), or GL Profit (if the <b>Analyze Based On</b> field is <b>3-Profit</b>).</p> <p><i>Default Value:</i> the user's <b>Default Cost to see</b> as defined in Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 1) Required</p>
Warehouse	<p>Key the range of warehouses in which the items are stocked to print.</p> <p>(2 @ A 2) Optional</p>
Class	<p>Key the range of item classes/sub-classes of the items to print. If the sub-class is left blank, all sub-classes within the item class range indicated will print. Item classes are defined through Item Class/Sub Class Maintenance (MENU IAFILE) and are assigned to items through Item Master Maintenance (MENU IAFILE).</p> <p>(2 @ A2/A2) Optional</p>

**ABC Analysis Report Screen Fields and Function Keys**

Field/Function Key	Description
Item No	Key the range of item numbers to print. (2 @ A 27) Optional
Vendor	Key the range of primary vendors to print. A primary vendor may be assigned to an item through Item Master Maintenance (MENU IAFIL2), or Item Balance Maintenance (MENU IAFIL2). (2 @ A 7) Optional
ABC Code	Key the range of existing ABC codes to select the items to print. ABC codes are created through ABC Codes Maintenance (MENU IAFIL2) and are assigned to items through Item Balance Maintenance (MENU IAFIL2). (2 @ A 1) Optional
F3=Cancel	Press <b>F3=CANCEL</b> to cancel this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The Report Options Screen will display (refer to the Cross Applications User Guide for details about this screen).





## ABC Analysis Report

Report/Listing Fields	Description
Headings	<p>Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.</p> <p>Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.</p> <p>The message “* <b>Data may have been omitted due to security considerations</b> *” will print when the user that generated this report/ listing is not authorized to all the [company -or- warehouse -or -company and warehouse] selected data as determined through Authority Profile Maintenance (MENU XASCTY).</p> <p>When the report is run based on cost, the Cost Used heading selection information will also print.</p> <p>When the report is run based on profit, the message *<b>Profit based on xx Cost</b>* displays the selection of GL or OE cost basis.</p> <p>The company number and name are also printed and the <b>Company Number</b> field will be exported to Excel .tsv reports.</p>
Class	The item class and sub-class, if any, of the item.
Item Number/Description	The item number and its description.
Manufacturing No.	<p>This field prints only if you keyed <b>Y</b> in the <b>Print Mfg Number</b> field on the ABC Analysis Report Screen (p. 12-3).</p> <p>This column contains the manufacturer’s item number. A manufacturer’s item number may be defined for an item through Vendor/Item Information Maintenance (MENU POFIL2) and/or Item Master Maintenance (MENU IAFIL2). If you entered a manufacturer number through Vendor/Item Information Maintenance (MENU POFIL2), that number will print on the report; otherwise, the manufacturer’s number entered through Item Master Maintenance (MENU IAFIL2) will print.</p>
U/M	This unit of measure is the default unit of measure defined for the item through Item Master Maintenance (MENU IAFIL2).
Vendor	<p>The primary vendor to which the item was assigned through Item Balance Maintenance (MENU IAFIL2). If a vendor was not assigned in Item Balance Maintenance, this is the vendor assigned in Item Master Maintenance (MENU IAFIL2), if any.</p> <p>This column is blank if a vendor was not assigned.</p>

**ABC Analysis Report**

<b>Report/Listing Fields</b>	<b>Description</b>
Item ABC Code	This is the ABC code currently in the Item Balance File. An ABC code is created through ABC Codes Maintenance (MENU IAFIL2) and may be manually assigned to an item through Item Balance Maintenance (MENU IAFILE). If a code was not assigned to an item, this column is blank.
Rpt ABC Code	This is the Distribution A+ generated ABC code based on your selections in the Analyze Based On and Analysis Options fields on the ABC Analysis Report Screen (p. 12-3). This code will replace the Item ABC Code in the Item Balance File if you responded with a <b>Y</b> to Update ABC Ranking Code on the Item Balance File on the ABC Analysis Report Screen (p. 12-3).
Rank	The is a sequential number that is assigned to the item based on all of the criteria entered on the ABC Analysis Report Screen (p. 12-3).
% Of (Value)	This is the percentage of the selected value for this item in comparison to the total value of all items in this warehouse for this year. This is either the percentage of sales, cost, profit, or quantity sold, as selected in the <b>Analyze Based On (Value)</b> field on the ABC Analysis Report Screen (p. 12-3).
Cum %	<p>This is the item's cumulative percentage of the selected value calculated as:</p> <p>Sales: this item's sales percent plus the sales percent of all higher ranked items</p> <p>Cost: this item's cost percent plus the cost percent of all higher ranked items</p> <p>Profit: this item's profit percent plus the profit percent of all higher ranked items</p> <p>Qty Sold: this item's quantity sold percent plus the quantity sold percent of all higher ranked items</p> <p>This can be used to help you determine where to separate your <b>A</b> items from your <b>B</b> items, etc.</p>
U/M	This unit of measure is the default <b>Reporting U/M</b> defined for the item through Item Master Maintenance (MENU IAFILE).
(Value) This Year	<p>This field only displays when <b>This Year</b> or <b>Both Years</b> is selected on the ABC Analysis Report Screen (p. 12-3).</p> <p>This is the total monetary value or quantity sold of this item this year. This is either the sales, cost, profit, or quantity sold this year, as selected on the ABC Analysis Report Screen (p. 12-3).</p> <p>When the <b>Analyze Based On (Value)</b> is quantity, the quantities in this column are based on the default <b>Reporting U/M</b>.</p>

**ABC Analysis Report**

Report/Listing Fields	Description
(Value) Last Year	<p>This field only displays when <b>Last Year</b> or <b>Both Years</b> is selected on the ABC Analysis Report Screen (p. 12-3).</p> <p>This is the total monetary value or quantity sold of this item last year.</p> <p>This is either the sales, cost, profit, or quantity sold last year, as selected on the ABC Analysis Report Screen (p. 12-3).</p> <p>When the <b>Analyze Based On (Value)</b> is quantity, the quantities in this column are based on the default <b>Reporting U/M</b>.</p>

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The Inventory Turns Analysis Report (p. 13-4) helps you determine how many times your company's inventory was sold and replaced since the last time Period End Processing (MENU SAMAST) was run. This report indicates the number of turns for items (the ratio of annual sales to inventory), the quantity of items on-hand, percentage of sales, and percentage of inventory. Use the Inventory Turns Analysis option on the Inventory Accounting Reporting Menu (MENU IAFILE) to print the Inventory Turns Analysis Report (p. 13-4).

## Inventory Turns Analysis Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Inventory Turns Report Screen	Used to specify limiting criteria for the items that will be included in the report.
Inventory Turns Analysis Report	Prints the turns analysis for the items that match the selection criteria.

## Inventory Turns Report Screen

INVENTORY TURNS REPORT			
<u>Selection</u>			
Warehouse?	- .	To?	...
Item Class?	... / ...	To?	... / ...
Item Number:	.....	To:	.....
Vendor:	.....	To:	.....
Print Mfg Number:	N (Y/N)		
Print Suspended Items:	.Y (Y/N)		
F3=Cancel			

This screen appears after selecting option **4** - Inventory Turns Analysis Report option from the Inventory Accounting Reporting Menu (MENU IAREPT). Use this screen to specify limiting criteria for the items to print on the Inventory Turns Analysis Report (p. 13-4).

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

### Inventory Turns Report Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Key the range of warehouses in which the items are stocked to print. (A 2) Optional
Item Class	Key the range of item classes/sub-classes of the items to print. If the sub-class is left blank, all sub-classes within the item class range indicated will print. Item classes are defined through Item Class/Sub Class Maintenance (MENU IAFILE) and are assigned to items through Item Master Maintenance (MENU IAFILE). (A2/A2) Optional
Item Number	Key the range of item numbers to print. (A 27) Optional

### Inventory Turns Report Screen Fields and Function Keys

Field/Function Key	Description
Vendor	<p>Key the range of primary vendors to print. A primary vendor may be assigned to an item through Item Master Maintenance (MENU IAFIL2), or Item Balance Maintenance (MENU IAFIL2).</p> <p>(A 7) Optional</p>
Print Mfg Number	<p>This field determines whether or not manufacturers' item numbers will print on the Inventory Turns Analysis Report. Manufacturers' item numbers are defined through Vendor/Item Information Maintenance (MENU POFIL2) and/or Item Master Maintenance (MENU IAFIL2).</p> <p>Accept the default or key <b>Y</b> if you want manufacturers' item numbers to print on the report.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>
Print Suspended Items	<p>This field determines whether or not to include or exclude suspended item information when printing the report.</p> <p>Key <b>Y</b> to print suspended items.</p> <p>Key <b>N</b> to exclude suspended items.</p> <p><i>Default Value:</i> The default value defined through Suspended Defaults Maintenance (MENU XAFIL2) for the Suspended Items <b>Inventory Turns Analysis</b> field, if one was defined; otherwise, this field defaults to <b>N</b>.</p> <p>(A 1) Required</p>
F3 = Cancel	Press <b>F3 = CANCEL</b> to cancel this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The Report Options Screen will display (refer to the Cross Applications User Guide for details about this screen).

## Inventory Turns Analysis Report

IA336 05/25/11 16.13.24				INVENTORY TURNS ANALYSIS REPORT				A1/APDEMO	PAGE	1
All Warehouses		All Item Classes		WAREHOUSE CC-Co 1 Consignment Central		All Item Numbers		All Vendor Numbers		
Class	Item number/ Manufacturing number	Description	U/M	No. of Turns	Mos	Quantity On hand	Supply in mos	Vendor Number	% of Sales	% of Inv
30	A200	Sharp Copier Toner	EA	.00		100.000	.0		.000	50.530
	FG-7200	SF-7200								
	A210	Sharp Copier Toner	EA	.00		50.000	.0		.000	35.570
	FG-8100	SF-8100								
	Totals for sub class 30/				.00				.000	86.100
	Totals for class 30:				.00				.000	86.100
50/1	A110	Sharp Copier	EA	.00		.000	.0		.000	.000
	LZ-57	Model Z-57								
	Totals for sub class 50/1:				.00				.000	.000
50/3	A100	Sharp Fax Machine	EA	.00		.000	.0		.000	.000
	UX-103	Model SX-765								
	Totals for sub class 50/3:				.00				.000	.000
	Totals for class 50:				.00				.000	.000
60	C130	Duracell - Alkaline Battery	EA	.00		.000	.0		.000	.000
	MM1500	Size AA Battery								
	C140	Duracell - Alkaline Battery 9V	EA	.00		.000	.0		.000	.000
	MM1705	9 Volt, Square								
	Totals for sub class 60/				.00				.000	.000
	Totals for class 60:				.00				.000	.000
80/3	A500	File Folders - Manilla	EA	.00		20.000	.0		.000	8.890
	XJC8746	Box of 100 - Letter size								
	A510	File Folders - 4 Assorted Color	EA	.00		.000	.0		.000	.000
	XJC8755	Box of 100 - Letter size								
	Totals for sub class 80/3:				.00				.000	8.890
80/5	A240	Single Subject Wire Bound	EA	.00		45.000	.0		.000	5.010
	PC5981	Notebook								
	Totals for sub class 80/5:				.00				.000	5.010
80/6	A870	Bond Paper	BOX	.00		.000	.0		.000	.000
	FHP2	Full Height Pallet/Case Qty								
	A880	Bond Paper	BOX	.00		.000	.0		.000	.000
	HHP2	Half Height Pallet/Case Qty								
	Totals for sub class 80/6:				.00				.000	.000
	Totals for class 80:				.00				.000	13.900
	Totals for warehouse CC:				.00				.000	100.000
	.62									

This report prints following the Report Options Screen (refer to the Cross Applications User Guide for details about this screen.) It is used to view inventory turnover—the ratio of annual sales to inventory—which shows how many times the inventory of a company has sold and been replaced since the last time Period End Processing (MENU SAMAST) was run.

This report is sequenced by Warehouse ID.

NOTE: The totals on this report (e.g., for a subclass) are determined by dividing the number of items included in that category (e.g., subclass) by the combined calculated values for the items. See example:

If 10 items were included in subclass A and of those items had a number of turns of 3.5 with the exception of one item which had 4, the total of the subclass would be:

$$\begin{array}{rcl}
 3.5 * 9 & = & 31.5 \\
 & + & \\
 4 * 1 & = & 4 \\
 \hline
 & & 35.5 / 10 = 3.6
 \end{array}$$

### Inventory Turns Analysis Report Fields

Report/Listing Fields	Description
Class	The item class and sub-class, if any, of the item.



## Inventory Turns Analysis Report Fields

Report/Listing Fields	Description
Item Number/Description	The item number (“our” item number) and its description.
Manufacturing number	<p>This column contains the manufacturer’s item number. A manufacturer’s item number may be defined for an item through Vendor/Item Information Maintenance (MENU POFIL2) and/or Item Master Maintenance (MENU IAFIL2). If you entered a manufacturer’s number through Vendor/Item Information Maintenance (MENU POFIL2), that number will print on the report; otherwise, the manufacturer’s number entered through Item Master Maintenance (MENU IAFIL2) will print.</p> <p>NOTE: This field prints only if you keyed <b>Y</b> in the <b>Print Mfg Number</b> field on the Inventory Turns Report Screen (p. 13-2).</p>
U/M	The item’s first unit of measure.
No. of Turns	<p>This is the inventory turnover of this item. The number of turns for this item is calculated as follows:</p> <p>Number of Turns = Sales Qty Per Year* / Avg Month-End On-hand**</p> <p>*Sales Qty Per Year = (Qty Sold x 12) / (No. of Months Active YTD + No. of Months Active Last Year), where:</p> <p>Qty Sold = (Qty Sold YTD + Qty Sold Last Year) - (Drop Ship Qty YTD + Drop Ship Qty Last Year)</p> <p>**Avg Month End On-hand = (Month-End Balance YTD + Month-End Balance Last Year) / (No. of Months Active YTD + No. of Months Active Last Year)</p> <p>For example, if 100 items were sold and the average month end on-hand was 10, inventory turns for this item would be 10.</p>
Mos	This is the number of months the item has been active (either sold or on-hand).
Quantity On-hand	The current quantity of this item that is on-hand.
Supply in mos	<p>The supply in months of this item, calculated as:</p> <p>Current On-hand Quantity / A*</p> <p>*This value is derived by the following formula:</p> <p>(Quantity Sold Year-to-Date + Last Year) / the Number of Months an item was Sold or On-hand Year-to-Date + Last Year</p>
Vendor Number	The primary vendor assigned to this item through Item Balance Maintenance (MENU IAFIL2), if any. Otherwise, the primary vendor assigned to this item through Item Master Maintenance (MENU IAFIL2). If a vendor was not assigned, this column is blank.

### Inventory Turns Analysis Report Fields

Report/Listing Fields	Description
% of Sales	<p>This is the percentage of sales for this item for the fiscal year, calculated as:</p> $\text{Item Sales Dollars Year-To-Date} / \text{Total Warehouse Sales}$ <hr/> <p>NOTE: This percentage is cleared out when Sales Analysis year end is run through Period End Processing (MENU SAMAST).</p> <hr/>
% of Inv	<p>This is the percentage of inventory for this item, calculated as:</p> $\text{On-hand Quantity} * \text{Current Average Cost} / \text{Total Warehouse Inventory Valuation}$ <hr/>

The Cycle Count Analysis Report (p. 14-6) prints, for all items or a group of items, an item's ABC code, on-hand quantities, and stockouts. The Cycle Count Analysis Report can be based on ABC codes. Once created through ABC Codes Maintenance (MENU IAFIL2), ABC codes may be manually assigned to items through Item Balance Maintenance (MENU IAFIL2), or automatically generated through ABC Analysis (MENU IAREPT). This report also prints the date the item was last updated through Enter/Update Transactions (MENU IAMAIN), or counted through Enter/Update Inventory Counts (MENU IAPHYS).

This report can help you determine which and how many items

- have no inventory.
- had stockouts.
- are below their minimum on-hand quantity.
- are over their maximum days supply.

Use the Cycle Count Analysis option on the Inventory Accounting Reporting Menu (MENU IAREPT) to print this report.

## Cycle Count Analysis Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Cycle Count Analysis Report Selection Screen	Used to specify limiting criteria for the report.
Cycle Count Analysis Report	Prints items that match the limiting criteria.

## Cycle Count Analysis Report Selection Screen

```

CYCLE COUNT ANALYSIS REPORT

Analysis Options: Enter the ABC Code or "ALL" to include all items

Analysis
Options
Analyze Based On: ? : -.. Items With No Inventory
                  ? : .... Items With More Than .... Stockouts
                  ? : .... Items Below Minimum
                  ? : .... Items Over Maximum Days

Selection
Warehouse?
Item Class?      .../...
Item Number: .....
Vendor:
Print Mfg Number:  'N' (Y/N)
Print Susp. Items:  'Y'

To?
To?              .../...
To: .....
To: .....

F3=Cancel

```

This screen appears after selecting option **5** - Cycle Count Analysis Report from the Inventory Accounting Reporting Menu (MENU IAREPT). Use this screen to select the items to print.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

### Cycle Count Analysis Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Analyze Based On Items With No Inventory	<p>Key the desired <b>ABC Code</b> or <b>ALL</b> to determine which items will be analyzed, according to the following example:</p> <ul style="list-style-type: none"> <li>Key <b>A</b> to analyze items having no inventory with an ABC code of A.</li> <li>Key <b>B</b> to analyze items having no inventory with an ABC code of B.</li> <li>Key <b>C</b> to analyze items having no inventory with an ABC code of C.</li> <li>Key <b>D</b> to analyze items having no inventory with an ABC code of D.</li> <li>etc.</li> <li>Key <b>ALL</b> to analyze all items having no inventory.</li> </ul> <p><i>Valid Values:</i> An ABC code created through ABC Codes Maintenance (MENU IAFIL2).</p> <p>(A 3) Required</p>

### Cycle Count Analysis Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Analyze Based On Items With More Than ?? Stockouts	<p>This selection has two required input fields. In the first field, key an <b>ABC Code</b> or <b>ALL</b> to determine which items are to be included.</p> <p>Key the desired <b>ABC Code</b> or <b>ALL</b> to determine which items will be analyzed, according to the following example:</p> <ul style="list-style-type: none"> <li>• Key <b>A</b> to analyze items with an ABC code of A and having more than XXX stockouts.</li> <li>• Key <b>B</b> to analyze items with an ABC code of B and having more than XXX stockouts.</li> <li>• Key <b>C</b> to analyze items with an ABC code of C and having more than XXX stockouts.</li> <li>• Key <b>D</b> to analyze items with an ABC code of D and having more than XXX stockouts.</li> <li>• Key <b>ALL</b> to analyze all items with more than XXX stockouts.</li> </ul> <p>In the second field, key a number, where XXX is the minimum number of stockouts an item can have in order to be included on this report.</p> <p><i>Valid Values:</i> An ABC code created through ABC Codes Maintenance (MENU IAFIL2).</p> <p>(A 3, N3,0) Required</p>
Analyze Based On Items Below Minimum	<p>Key the desired <b>ABC Code</b> or <b>ALL</b> to determine which items will be analyzed, according to the following example:</p> <ul style="list-style-type: none"> <li>• Key <b>A</b> to analyze items below the minimum on-hand quantity with an ABC code of A.</li> <li>• Key <b>B</b> to analyze items below the minimum on-hand quantity with an ABC code of B.</li> <li>• Key <b>C</b> to analyze items below the minimum on-hand quantity with an ABC code of C.</li> <li>• Key <b>D</b> to analyze items below the minimum on-hand quantity with an ABC code of D.</li> <li>• Key <b>ALL</b> to analyze all items below the minimum on-hand quantity.</li> </ul> <p>The minimum quantity on-hand is assigned to items through Item Balance Maintenance (MENU IAFILE). An item is below the minimum if the on-hand quantity amount is less than the minimum on-hand quantity amount.</p> <p><i>Valid Values:</i> An ABC code created through ABC Codes Maintenance (MENU IAFIL2).</p> <p>(A 3) Required</p>

### Cycle Count Analysis Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Analyze Based On Items Over Maximum Days	<p>Key the desired <b>ABC Code</b> or <b>ALL</b> to determine which items will be analyzed, according to the following example:</p> <ul style="list-style-type: none"> <li>• Key <b>A</b> to analyze items over maximum days between physical inventory counts with an ABC code of A.</li> <li>• Key <b>B</b> to analyze items over maximum days between physical inventory counts with an ABC code of B.</li> <li>• Key <b>C</b> to analyze items over maximum days between physical inventory counts with an ABC code of C.</li> <li>• Key <b>D</b> to analyze items over maximum days between physical inventory counts with an ABC code of D.</li> <li>• etc.</li> <li>• Key <b>ALL</b> to analyze all items over maximum days.</li> </ul> <p>The maximum number of elapsed days between performing a physical inventory count is assigned through Inventory Accounting Options Maintenance.</p> <p><i>Valid Values:</i> An ABC code created through ABC Codes Maintenance (MENU IAFIL2).</p> <p>(A 3) Required</p>
Warehouse	<p>Key the range of warehouses in which the items are stocked to print.</p> <p>(A 2) Optional</p>
Item Class	<p>Key the range of item classes/sub-classes of the items to print. If the sub-class is left blank, all sub-classes within the item class range indicated will print. Item classes are defined through Item Class/Sub Class Maintenance (MENU IAFIL2) and are assigned to items through Item Master Maintenance (MENU IAFIL2).</p> <p>(A2/A2) Optional</p>
Item Number	<p>Key the range of item numbers to print.</p> <p>(A 27) Optional</p>
Vendor	<p>Key the range of primary vendors to print. A primary vendor may be assigned to an item through Item Master Maintenance (MENU IAFIL2), or Item Balance Maintenance (MENU IAFIL2).</p> <p>(A 7) Optional</p>

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**Cycle Count Analysis Report Selection Screen Fields and Function Keys**

Field/Function Key	Description
Print Mfg Number	<p>This field determines whether or not manufacturers' item numbers will print on the Cycle Count Analysis Report. Manufacturers' item numbers are defined through Vendor/Item Information Maintenance (MENU POFIL2) and/or Item Master Maintenance (MENU IAFIL2).</p> <p>Accept the default or key <b>Y</b> if you want manufacturers' item numbers to print on the report.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>
Print Susp. Items	<p>This field determines whether or not to include or exclude suspended item information when printing the report.</p> <p>Key <b>Y</b> to print suspended items.</p> <p>Key <b>N</b> to exclude suspended items.</p> <p><i>Default Value:</i> The default value defined through Suspended Defaults Maintenance (MENU XAFIL2) for the Suspended Items <b>Cycle Count Analysis</b> field, if one was defined; otherwise, this field defaults to <b>N</b>.</p> <p>(A 1) Required</p>
F3=Cancel	Press <b>F3=CANCEL</b> to cancel this option and return to the menu
Enter	Press <b>ENTER</b> to confirm your selections. The Report Options Screen will display (refer to the Cross Applications User Guide for details about this screen).

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## Cycle Count Analysis Report

IA362	01/06/11	12.52.56	CYCLE COUNT ANALYSIS REPORT					A2/APDEMO	PAGE	1
All Warehouses			WAREHOUSE CC-Co 1 Consignment Central							
Code A Items With No Inventory			All Vendors							
Class	Item Number/ Manufacturing Number	Description	ABC U/M	Min On Hand	On Hand	Stockouts MTD YTD	Counted/ Added	Last	Remarks	
Remarks Recap:										
1 -	0*	Code A - Item(s) With No Inventory								
2 -	0*	Code - Item(s) With More Than 0 Stockouts								
3 -	0*	Code - Item(s) Below Minimum								
4 -	0*	Code - Item(s) Over Maximum Days								
0*		Item Balance Record(s) Printed For This Warehouse								
IA362	01/06/11	12.52.56	CYCLE COUNT ANALYSIS REPORT					A2/APDEMO	PAGE	2
WAREHOUSE CE-Co 1 Consignment East										
Class	Item Number/ Manufacturing Number	Description	ABC U/M	Min On Hand	On Hand	Stockouts MTD YTD	Counted/ Added	Last	Remarks	
Remarks Recap:										
1 -	0*	Code A - Item(s) With No Inventory								
2 -	0*	Code - Item(s) With More Than 0 Stockouts								
3 -	0*	Code - Item(s) Below Minimum								
4 -	0*	Code - Item(s) Over Maximum Days								
0*		Item Balance Record(s) Printed For This Warehouse								
IA362	01/06/11	12.52.56	CYCLE COUNT ANALYSIS REPORT					A2/APDEMO	PAGE	3
WAREHOUSE C2-Co 2 Consignment Warehouse										
Class	Item Number/ Manufacturing Number	Description	ABC U/M	Min On Hand	On Hand	Stockouts MTD YTD	Counted/ Added	Last	Remarks	
Remarks Recap:										
1 -	0*	Code A - Item(s) With No Inventory								
2 -	0*	Code - Item(s) With More Than 0 Stockouts								
3 -	0*	Code - Item(s) Below Minimum								
4 -	0*	Code - Item(s) Over Maximum Days								
0*		Item Balance Record(s) Printed For This Warehouse								
IA362	01/06/11	12.52.56	CYCLE COUNT ANALYSIS REPORT					A2/APDEMO	PAGE	4
WAREHOUSE C3-Co 3 Consignment Warehouse										
Class	Item Number/ Manufacturing Number	Description	ABC U/M	Min On Hand	On Hand	Stockouts MTD YTD	Counted/ Added	Last	Remarks	
Remarks Recap:										
1 -	0*	Code A - Item(s) With No Inventory								
2 -	0*	Code - Item(s) With More Than 0 Stockouts								
3 -	0*	Code - Item(s) Below Minimum								
4 -	0*	Code - Item(s) Over Maximum Days								
0*		Item Balance Record(s) Printed For This Warehouse								
IA362	01/06/11	12.52.56	CYCLE COUNT ANALYSIS REPORT					A2/APDEMO	PAGE	5
WAREHOUSE 1 -Hartford, CT										
Class	Item Number/ Manufacturing Number	Description	ABC U/M	Min On Hand	On Hand	Stockouts MTD YTD	Counted/ Added	Last	Remarks	

This report prints following your selections on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen.) The Report Options Screen displays after you press **ENTER** on the Cycle Count Analysis Report Selection Screen (p. 14-2).

All items that match the criteria entered on the Cycle Count Analysis Report Selection Screen (p. 14-2) are printed. This report is sequenced by item class/sub-class and item number.

### Cycle Count Analysis Report Fields

Report/Listing Fields	Description
Class	The item class and sub-class, if any, of the item. Item classes and optional sub-classes are assigned to items through Item Master Maintenance (MENU IAFILE).
Item Number	The number of the item ("our" item number). Item numbers are defined through Item Master Maintenance (MENU IAFILE).
Manufacturing Number	<p>NOTE: This field prints only if you keyed <b>Y</b> in the <b>Print Mfg Number</b> field on the Cycle Count Analysis Report Selection Screen (p. 14-2).</p> <p>This column contains the manufacturer's item number. A manufacturer's item number may be defined for an item through Vendor/Item Information Maintenance (MENU POFILE) and/or Item Master Maintenance (MENU IAFILE). If you entered a manufacturer's number through Vendor/Item Information Maintenance, that number will print on the report; otherwise, the manufacturer's number entered through Item Master Maintenance will print.</p>



**Cycle Count Analysis Report Fields**

<b>Report/Listing Fields</b>	<b>Description</b>
Description	The description of the item. Item descriptions are defined through Item Master Maintenance (MENU IAFILE).
ABC	ABC Codes are optionally assigned to items through Item Balance Maintenance (MENU IAFILE), or automatically generated through ABC Analysis (MENU IAREPT).  NOTE: This field is blank if the item has not been assigned an ABC Code.
U/M	The default inventory stocking unit of measure defined for the item. Units of measure are assigned to an item through Item Master Maintenance (MENU IAFILE); up to three stocking units of measure may be defined and at least one is required.
Min On-Hand	The minimum on-hand quantity assigned to the item. The minimum quantity on-hand is optionally assigned to items through Item Balance Maintenance (MENU IAFILE).  NOTE: Zeros (.000) will print in this field if the item has not been assigned a minimum on-hand quantity.
On-hand	The quantity of this item that is currently on-hand; meaning the quantity of this item before considering items ordered by your customers, or ordered from your vendors.
Stockouts MTD YTD	The number of stockouts that have occurred for this item as of month-to-date and year-to-date.
Last Counted/Added	The last date this item was counted using Enter/Update Inventory Counts (MENU IAPHYS), and the date the item was added through Enter/Update Inventory Counts (MENU IAPHYS).

**Cycle Count Analysis Report Fields**

Report/Listing Fields	Description
Remarks	<p>The numbers 1, 2, 3, and/or 4 will print in this field depending on your entries in the <b>Analyze Based On</b> field on the Cycle Count Analysis Report Selection Screen (p. 14-2). This provides you with the reason the item appears on this report.</p> <p>For example, if the following is keyed in the <b>Analyze Based On</b> field:</p> <ul style="list-style-type: none"><li>• ALL Items With No Inventory</li><li>• ALL Items With More Than 1 Stockouts</li><li>• ALL Item Below Minimum</li><li>• ALL Items Over Maximum Days</li></ul> <p>1 will print in this field for all items with no inventory.</p> <p>2 will print in this field for all items with more that one stockout.</p> <p>3 will print in this field for all items below their minimum on-hand quantities.</p> <p>4 will print in this field for all items over the maximum days.</p>

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You can use the Item Shortage Report (p. 15-4) to keep track of the minimum number of items that should be stocked, the actual number on-hand, in process, allocated, combined on-hand, and the quantity on purchase order. Note that inventory is not allocated for quotes or for future, master, or blanket orders.

An item prints on this report if the allocated quantity is greater than the combined on-hand. These quantities (allocated and combined on-hand) are totals for all units of measure in which the item is stocked.

You can print this report using the Item Shortage Report option on the Inventory Accounting Reporting Menu (MENU IAFILE).

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NOTE: If Inventory Management & Planning is installed, use the Expedite Report (MENU IMREPT), since such values as lead time are taken into consideration.

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## Item Shortage Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Item Shortage Report Selection Screen	Used to specify limiting criteria for the report.
Item Shortage Report	Prints items with shortages that match the limiting criteria.

---

## Item Shortage Report Selection Screen

```

ITEM SHORTAGE REPORT

Selection
Warehouse?      - .      To?      ...
Item Class?     ... / ... To?      ... / ...
Item Number:    ..... To: .....
Vendor:         ..... To: .....
Print Mfg Number:  N (Y/N)

F3=Cancel
  
```

This screen appears after selecting option **6** - Item Shortage Report from the Inventory Accounting Reporting Menu (MENU IAREPT). Use this screen to select the items to print.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

### Item Shortage Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Key the range of warehouses in which the items are stocked to print. (A 2) Optional
Item Class	Key the range of item classes/sub-classes of the items to print. If the sub-class is left blank, all sub-classes within the item class range indicated will print. Item classes are defined through Item Class/Sub Class Maintenance (MENU IAFILE) and are assigned to items through Item Master Maintenance (MENU IAFILE). (A2/A2) Optional
Item Number	Key the range of item numbers to print. (A 27) Optional
Vendor	Key the range of primary vendors to print. A primary vendor may be assigned to an item through Item Master Maintenance (MENU IAFILE), or Item Balance Maintenance (MENU IAFILE). (A 7) Optional

**Item Shortage Report Selection Screen Fields and Function Keys**

Field/Function Key	Description
Print Mfg Number	<p>This field determines whether or not manufacturers' item numbers will print on the Item Shortage Report. Manufacturers' item numbers are defined through Vendor/Item Information Maintenance (MENU POFIL2) and/or Item Master Maintenance (MENU IAFIL2).</p> <p>Accept the default or key <b>Y</b> if you want manufacturers' item numbers to print on the report.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>
F3=Cancel	Press <b>F3=CANCEL</b> to cancel this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The Report Options Screen will display (refer to the Cross Applications User Guide for details about this screen).

## Item Shortage Report

IA562	27/05/11	9.05.32	ITEM SHORTAGE REPORT					A1/APDEMO	PAGE	1	
Warehouse From: 1			All Classes			WAREHOUSE 1 -Hartford, CT			All Vendors		
To: 1			Vendor U/M			Min On Hand	On Hand	In Process	Combined On Hand	Allocated	P/O Quantity
-----											
Class: PA/FF											
A520			1400	CAS							
File Folders - Red Box of 100 -- EA										3.000	
Letter size											
XJC8737											
1* Item Balance Record(s)Printed For This Item Class.											
Class: 10/1			Office Accessories			Furniture					
A250			400	EA		3.000			3.000	5.000	1,284.000
Fax Stand - Walnut 36 x 13 x 5.-											
5											
AZ-3000											
1* Item Balance Record(s)Printed For This Item Class.											
Class: 50			Office Machines								
W1010				WOVEN	EA					5.000	
Overhead Lens Unit											
MFGW1010											
W1020				WOVEN	EA					5.000	
Overhead Lens Arm Unit											
MFGW1020											
W1040				WOVEN	EA					5.000	
Overhead Base Unit											
MFGW1040											
3* Item Balance Record(s)Printed For This Item Class.											
Class: 90			Office Tools								
A300				EA						1.000	
Desk Set Kit											
1* Item Balance Record(s)Printed For This Item Class.											
6* Item Balance Record(s) Printed For This Warehouse.											
6** Item Balance Record(s) Printed.											

This report prints following your selections on the Report Options Screen. The Report Options Screen appears after you press ENTER on the Item Shortage Report Selection Screen (p. 15-2).

Items will print on this report if the total allocated quantity for the item's units of measure is greater than the combined on-hand for the item's units of measure, and if they match the selection criteria entered on the Item Shortage Report Selection Screen (p. 15-2).

This report is sequenced by item class/sub-class and item number.

NOTE: Inventory is not allocated for quotes or for future, master, or blanket orders.

### Item Shortage Report Fields

Report/Listing Fields	Description
Class	The item class and sub-class, if any, of the item. Item classes and optional sub-classes are assigned to items through Item Master Maintenance (MENU IAFILE).
Class Description	The description of the item class/sub-class defined through Item Class/Sub Class Maintenance (MENU IAFILE). If an item sub-class has been assigned to the item, the sub-class description will print to the right of the class description; otherwise, only the class description will print.
Item Number/Description	The item number ("our" item number) and its description. The item description is printed below the item number. Item numbers and descriptions are defined through Item Master Maintenance (MENU IAFILE).

## Item Shortage Report Fields

Report/Listing Fields	Description
Manufacturing No.	<p>NOTE: This field prints only if you keyed <b>Y</b> in the <b>Print Mfg Number</b> field on the Item Shortage Report Selection Screen (p. 15-2).</p> <p>This column contains the manufacturer's item number. A manufacturer's number may be defined for an item through Vendor/Item Information Maintenance (MENU POFIL2) and/or Item Master Maintenance (MENU IAFIL2). If you entered a manufacturer's item number through Vendor/Item Information Maintenance (MENU POFIL2), that number will print on this report; otherwise, the manufacturer's item number you entered through Item Master Maintenance (MENU IAFIL2) will print.</p>
Vendor	<p>The primary vendor from whom the item is purchased. This is either the vendor assigned through Item Balance Maintenance (MENU IAFIL2), or Item Master Maintenance (MENU IAFIL2) if one was not assigned in Item Balance Maintenance.</p> <p>NOTE: This field is blank if the item has not been assigned to a primary vendor.</p>
U/M	The inventory stocking unit of measure defined for the item. Units of measure are optionally assigned to items through Item Master Maintenance (MENU IAFIL2).
Min On-hand	<p>The minimum on-hand quantity assigned to the item. The minimum quantity on-hand is optionally assigned to items through Item Balance Maintenance (MENU IAFIL2).</p> <p>NOTE: This field is blank if the item has not been assigned a minimum on-hand quantity.</p>
On-hand	The quantity of the item that is currently on-hand in the warehouse. The on-hand quantity for each unit of measure, if more than one exists, is printed for the item.
In Process	The quantity of this item entered into inventory through Enter/Update Transactions (MENU IAFIL2), but not yet posted through Process Transactions (MENU IAFIL2).
Combined On-hand	<p>The quantity of the item that is available for customer orders. The combined on-hand is calculated as:</p> <p>Qty On-Hand + In Process</p>
Allocated	<p>The quantity of the item that has been ordered by your customers, but not yet shipped to them.</p> <p>NOTE: Inventory is not allocated for quotes or for future, master, or blanket orders.</p>

### Item Shortage Report Fields

Report/Listing Fields	Description
P/O Quantity	The quantity of the item that is on an open purchase order. Items on an open purchase order are those that have been ordered through Purchasing, but have not yet been received.

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The Item Price Listing (p. 16-5) prints the number, description, company, vendor, and list prices which are defined for an item through Item Master Maintenance (MENU IAFILE), or, if so desired, defined for an item/warehouse through Item Balance Maintenance (MENU IAFILE).

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NOTE: Before a warehouse can be defined as one which will have warehouse level (balance level) pricing, you must activate such pricing, via System Options Maintenance (MENU XAFILE).

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You can print this listing using the Item Price List option on the Inventory Accounting Reporting Menu (MENU IAREPT).

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## Item Price List Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Item Price Listing Selection Screen	Used to specify limiting criteria for the report.
Item Price Listing	Prints items that match the limiting criteria.

---

## Item Price Listing Selection Screen

ITEM PRICE LISTING			
<u>Selection</u>			
Country?	- ..		
Currency?	....		
Company No?	...	To?	...
Item Class?	... / ...	To?	... / ...
Item Number:	.....	To:	.....
Vendor:	.....	To:	.....
Warehouse?	...		
Print Mfg Number:	N (Y/N)		
Print Suspended Items:	Y (Y/N)		
			F3=Cancel

This screen appears after selecting option **7** - Item Price List Report from the Inventory Accounting Reporting Menu (MENU IAREPT). Use this screen to select the items to print.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

### Item Price Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Country	<p>This field only appears when International Currency is installed and if the <b>Use Multiple Country/Currency Pricing</b> system option is set to <b>Y</b> in International Currency Options (MENU ICFILE).</p> <p>Use this field to limit the list of item prices to a particular country.</p> <p>Key a country code.</p> <p><i>Valid Values:</i> A country code defined through Country Names Maintenance (MENU ARFIL2).</p> <p>(A 3) Optional</p>

### Item Price Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Currency	<p>This field only appears when International Currency is installed and if the <b>Use Multiple Country/Currency Pricing</b> system option is set to <b>Y</b> in International Currency Options (MENU ICFILE).</p> <p>Use this field to limit the list of item prices to a particular currency.</p> <p>Key a currency code.</p> <p><i>Valid Values:</i> A currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE).</p> <p>(A 3) Required</p>
Company No	<p>Key the range of company numbers to print.</p> <p>This field represents the company number assigned to the item through Item Master Maintenance (MENU IAFILE), if any. This field does NOT represent the company number affiliated with the balance record's warehouse. If no company number is assigned to the item through Item Master Maintenance (MENU IAFILE), leave this field blank to include that item on the report.</p> <p>(A 2) Optional</p>
Item Class	<p>Key the range of item classes/sub-classes of the items to print. If the sub-class is left blank, all sub-classes within the item class range indicated will print. Item classes are defined through Item Class/Sub Class Maintenance (MENU IAFILE) and are assigned to items through Item Master Maintenance (MENU IAFILE).</p> <p>(A2/A2) Optional</p>
Item Number	<p>Key the range of item numbers to print.</p> <p>(A 27) Optional</p>
Vendor	<p>Key the range of primary vendors to print. A primary vendor may be assigned to an item through Item Master Maintenance (MENU IAFILE), or Item Balance Maintenance (MENU IAFILE).</p> <p>(A 7) Optional</p>
Warehouse	<p>This field appears only if warehouse level (balance) pricing is activated through System Options Maintenance (MENU XAFILE).</p> <p>Key a warehouse that is defined as a pricing warehouse through Warehouse Numbers Maintenance (MENU IAFILE) in this field. All warehouse level (balance) list prices for the indicated warehouse will print instead of the list prices defined for the item through Item Master Maintenance (MENU IAFILE). If you leave this field blank, all prices printed will be those defined through Item Master Maintenance (MENU IAFILE), even if warehouse level (balance) prices exist.</p> <p>(A 2) Optional</p>

**Item Price Listing Selection Screen Fields and Function Keys**

Field/Function Key	Description
Print Mfg Number	<p>This field determines whether or not manufacturer item numbers will print on the listing. Manufacturer item numbers are defined through Vendor/Item Information Maintenance (MENU POFILE) and/or Item Master Maintenance (MENU IAFILE).</p> <p>Accept the default or key <b>Y</b> if you want manufacturers' item numbers to print on the listing.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>
Print Suspended Items	<p>This field determines whether or not to include or exclude suspended item information when printing the listing.</p> <p>Key <b>Y</b> to print suspended items.</p> <p>Key <b>N</b> to exclude suspended items.</p> <p><i>Default Value:</i> The default value defined through Suspended Defaults Maintenance (MENU XAFIL2) for the Suspended Items <b>Item Price List (IAREPT)</b> field, if one was defined; otherwise, this field defaults to <b>N</b>.</p> <p>(A 1) Required</p>
F3=Cancel	Press <b>F3=CANCEL</b> to cancel this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The Report Options Screen will display (refer to the Cross Applications User Guide for details about this screen).

## Item Price Listing

IA352 04/22/14 19.54.33		ITEM PRICE LISTING		AW/APDEMO	PAGE 1
All Countries All Companies		All Items		All Vendors	
Print MFG Number: N		Print Suspended Items: Y			
Item Number/Description				Co Vendor	Suspend
Cnty Cur	List Price 1	List Price 2	List Price 3	List Price 4	List Price 5
Class: 10 Office Accessories					
A900	4 Drawer Steel File Cabinet Black			00 1700	
ITEM MASTER	224.00000	212.80000	202.16000	192.05200	182.44940
A910	4 Drawer Steel File Cabinet Putty			00 1700	
ITEM MASTER	224.00000	212.80000	202.16000	192.05200	182.44940
A920	2 Drawer Steel File Cabinet Black			00 1700	
ITEM MASTER	170.00000	161.50000	153.42500	145.75375	138.46606
A930	2 Drawer Steel File Cabinet Putty			00 1700	
ITEM MASTER	170.00000	161.50000	153.42500	145.75375	138.46606
A940	Lateral Steel File Cabinet 2 Drawer Black			00 1700	
ITEM MASTER	439.99000	417.99050	397.09097	377.23642	358.37460
A950	Lateral Steel File Cabinet 4 Drawer Black			00 1700	
ITEM MASTER	773.99000	735.29050	698.52597	663.59967	630.41969
A960	Lateral Steel File Cabinet 2 Drawer Putty			00 1700	
ITEM MASTER	439.99000	417.99050	397.09097	377.23642	358.37460
A970	Lateral Steel File Cabinet 4 Drawer Putty			00 1700	
ITEM MASTER	773.99000	735.29050	698.52597	663.59967	630.41969
A980	Steel Storage Cabinet Putty			00 1700	
ITEM MASTER	159.99000	151.99050	144.39097	137.17442	130.31285
A990	Steel Storage Cabinet Black			00 1700	
ITEM MASTER	159.99000	151.99050	144.39097	137.17442	130.31285
C160	Manual Pencil Sharpener steel nickel plated			00 200	
ITEM MASTER	15.99000	15.19050	14.43097	13.70942	13.02395
C170	Pencil Sharpener Battery Power Solid Steel Cutters			00 200	
ITEM MASTER	18.99000	18.04050	17.13847	16.28155	15.46747
C180	Pencil Sharpener Electric Carbon Steel Blades			00 200	
ITEM MASTER	32.99000	31.34050	29.77347	28.28480	26.87056

This report prints following your selections on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen.) The Report Options Screen appears after you press **ENTER** on the Item Price Listing Selection Screen (p. 16-2).

All items that match the criteria entered on that screen are printed. This report is sequenced by item class/sub-class and item number.

If you specified a country and/or currency on the Item Price Listing Selection Screen, all prices in the Item Master File will be printed first, followed by the prices for the country and/or currency you specified.

NOTE: If a pricing warehouse had been selected as criteria, the header of this report would indicate such.

### Item Price Listing

Report/Listing Fields	Description
Class	The item class and sub-class, if any, of the item. Item classes and optional sub-classes are assigned to items through Item Master Maintenance (MENU IAFIL).
Class Description	The description of the item class/sub-class defined through Item Class/Sub Class Maintenance (MENU IAFIL). If an item sub-class has been assigned to the item, the sub-class description will print to the right of the class description; otherwise, only the class description will print.

## Item Price Listing

Report/Listing Fields	Description
Item Number/Description	The item number (“our” item number) and its description. The item description is printed below the item number. Item numbers and descriptions are defined through Item Master Maintenance (MENU IAFILE).
Cnty	This column displays the country for which the corresponding prices apply.
Cur	This column displays the currency for which the corresponding prices apply.
Manufacturing Number	<p>NOTE: This field prints only if you keyed <b>Y</b> in the <b>Print Mfg Number</b> field on the Item Price Listing Selection Screen (p. 16-2).</p> <p>This column contains the manufacturer’s item number. A manufacturer’s item number may be defined for an item through Vendor/Item Information Maintenance (MENU POFILE) and/or Item Master Maintenance (MENU IAFILE). If you entered a manufacturer’s number through Vendor/Item Information Maintenance (MENU POFILE), that number will print on the report; otherwise, the manufacturer’s number entered through Item Master Maintenance (MENU IAFILE) will print.</p>
Company	<p>The company number assigned to the item. Company numbers are optionally assigned to items through Item Master Maintenance (MENU IAFILE).</p> <p>NOTE: <b>00</b> will print in this field if the item has not been assigned to a specific company.</p>
Vendor	<p>The primary vendor from whom the item is purchased. This is either the primary vendor assigned to the item through Item Balance Maintenance (MENU IAFILE), or Item Master Maintenance (MENU IAFILE) if one was not assigned in Item Balance Maintenance.</p> <p>NOTE: This field is blank if the item has not been assigned to a primary vendor.</p>
List Prices	<p>The five optional list prices assigned to the item through Item Master Maintenance (MENU IAFILE).</p> <p>NOTE: Zeros (.00000) will print in each of these fields if the item has not been assigned any list prices.</p>

The Item History Report (p. 17-6) prints a history of item transactions, showing detailed data, such as:

- transaction type, date, and time
- item quantity, unit of measure, and cost
- Inventory Accounting transaction comments and general ledger account number information
- company and customer/ship-to associated with consignment transactions, if Customer Consignment is installed

You can optionally include more detailed general ledger account information.

The report can be run for a range of warehouses, transaction dates, or item numbers and you can limit the report by transaction type. Inventory Accounting item transaction history is maintained for any transaction that affected the cost or quantity on-hand of your inventory.

Use the Item Transaction History option on the Inventory Accounting Reporting Menu (MENU IAREPT) to print this report.

## Item Transaction History

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Item Transaction History Listing Selection Screen	Used to specify limiting criteria for the report.
Transaction History Limits Screen	Used to select which inventory transactions will be included in the report.
Item History Report	Prints transaction history for items that match the limiting criteria.

## Item Transaction History Listing Selection Screen

ITEM TRANSACTION HISTORY LISTING			
<u>Selection</u>	Warehouse?	- .	To? ...
	Date:	.....	To: .....
	Item Number:	Fr: .....	To: .....
	Print Mfg Number:	N (Y/N)	
	Include Comments:	N (Y/N)	
<u>GL Selection</u>	Show GL Detail:	N (Y/N)	
	Post Date:	.....	
	Item GL Code?	...	IJ=Inv SJ=Sales Blank=Both
	Journal Type:	.....	
	Journal Ref:	.....	
	Co/Account:	Div.Account.Sub	
		... / .....	
		F3=Cancel	F11=Lmts

This screen appears after selecting option **8** - Item Transaction History from the Inventory Accounting Reporting Menu (MENU IAREPT). Use this screen to select the items for which item transaction history will print.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

### Item Transaction History Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Key the range of warehouse IDs for which item history will print. (2 @ A 2) Optional
Date	Key the transaction date range for which item history will print. <i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFIL). (2 @ N 6,0) Optional
Item Number	Key the range of item numbers for which item history will print. (2 @ A 27) Optional



### Item Transaction History Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Print Mfg Number	<p>This field determines whether or not manufacturers' item numbers will print on the Item History Listing. The manufacturers' item numbers that will print on this report are defined through Item Master Maintenance (MENU IAFILE).</p> <p>Accept the default or key <b>Y</b> if you want manufacturers' item numbers to print on the report.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>
Include Comments	<p>This field determines whether or not Inventory Accounting transaction comments keyed for the included transactions will print on the report.</p> <p>Key <b>Y</b> to include comments.</p> <p>Key <b>N</b> to exclude comments.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>
Show G/L Detail	<p>This field determines whether or not detailed general ledger information, such as account numbers and descriptions, and dollar amounts credited or debited, will print on the report.</p> <p>Key <b>Y</b> to include general ledger information.</p> <p>Key <b>N</b> to exclude general ledger information from printing.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>
Post Date	<p>Key a general ledger date to include, in the report, only those transactions which were posted on that date. Leave blank to include transactions regardless of their posting dates.</p> <p><i>Valid Values:</i> Key the date using the Default Date Format for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Optional</p>
Item G/L Code	<p>Key an Item G/L Code to include, in the report, only those transactions which have been assigned that code.</p> <p>Leave blank to include transactions regardless of their Item G/L Codes.</p> <p>(A 2) Optional</p>
Journal Type	<p>Key a code to include, in the report, only transactions with inventory journal (<b>IJ</b>) reference numbers, or with sales journal (<b>SJ</b>) reference numbers.</p> <p>Leave blank to include transactions regardless of their associated journal reference number types.</p> <p>(A 2) Optional</p>

### Item Transaction History Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Journal Ref	<p>Key an inventory journal reference number or a sales journal reference number to include, in the report, only transactions with that associated reference number.</p> <p>Leave blank to include transactions regardless of their associated journal reference number.</p> <hr/> <p>NOTE: If you keyed a <b>Journal Type</b>, the number you key in this field must be of the specified <b>Journal Type</b>.</p> <hr/> <p>(A 5) Optional</p>
Co/Account	<p>Key a valid Company ID and valid general ledger account number to include, in the report, only transactions for that company that affected that account. (If you key a Company ID, you must key an account number, and vice versa.)</p> <p>Leave blank to include transactions regardless of the associated company or general ledger account.</p> <p>Keying values here will result only in the printing of the transactions that meet the criteria, and the total credit and debit amounts for the selected account. To print the general ledger information for those transactions, you must key a <b>Y</b> in the <b>Show G/L Detail</b> field.</p> <hr/> <p>NOTE: Instead of a general ledger account number, you can key an account "short name" that has been pre-defined through G/L Accounts Maintenance (MENU GLFILE), as described in the General Ledger User Guide.</p> <hr/> <p>(N 2,0 / A 29) Optional</p>
F3=Cancel	Press <b>F3=CANCEL</b> to cancel this option and return to the menu.
F11=Lmts	Press <b>F11=LMTS</b> to display the Transaction History Limits Screen (p. 17-5). From there, select only certain types of transactions to be included in or excluded from the report.
Enter	Press <b>ENTER</b> to confirm your selections. The Report Options Screen will display (refer to the Cross Applications User Guide for details about this screen).

## Transaction History Limits Screen

Transaction History Limits			
(A)	Quantity Adjustments:	Y	(Y/N)
(I)	Quantity Issue:	Y	(Y/N)
(M)	Quantity Move Down:	Y	(Y/N)
(U)	Quantity Move Up:	Y	(Y/N)
(R)	Inventory Receipt:	Y	(Y/N)
(Z)	Sales Issues:	Y	(Y/N)
(P)	Physical Inv. Adjustment:	Y	(Y/N)
(Y)	Inventory Recount:	Y	(Y/N)
(T)	Warehouse Transfer:	Y	(Y/N)
(C)	Cost Adjustments:	Y	(Y/N)
(S)	Standard Cost Maintenance:	Y	(Y/N)
(G)	Average Cost Adjustment:	Y	(Y/N)
(F)	User Cost Adjustment:	Y	(Y/N)
(L)	Last Cost Maintenance:	Y	(Y/N)

F9=All Yes      F10=All No

This screen appears after you press **F11=LMTS** on the Item Item Transaction History Listing Selection Screen (p. 17-2). Use this screen to determine which transaction types will be included in the Item History Report (p. 17-6).

### Transaction History Limits Screen Fields and Function Keys

Field/Function Key	Description
(Transaction Type)	Key a <b>Y</b> or <b>N</b> next to each displayed transaction type, or use the function keys to select all transaction types.  (A 1) Required
F9=All Yes	Press <b>F9=ALL YES</b> to select all transaction types for inclusion in the Item History Report (p. 17-6). Once all are marked, you can selectively change one or more.
F10=All No	Press <b>F10=ALL NO</b> to omit all transaction types from inclusion in the Item History Report (p. 17-6). Once all are marked, you can selectively change one or more.
Enter	Press <b>ENTER</b> after making selections. You will be returned to the Item Item Transaction History Listing Selection Screen (p. 17-2).

## Item History Report

IA358 15/04/14 12.09.42		ITEM HISTORY LISTING					BB/ APDEMO		PAGE: 1				
Warehouse From: 1 All Tr Dates		Item From: A140 To: A140		Comments: Y									
Show All Accts: Y All Post Dates		All Item GL Codes		Journal Type/Ref: A11/									
Item/Description Manufacturing No.													
WH	U/M	Date	Time	Trans Type Co/Account	Quantity	Cost	Ending Bal	Avg Cost	Item GL	Post Dte	Jrn1#	GL Amount	
-----													
A140 - 3-Ring Binder - 1" Red													
77771													
1	EA	21/02/12	13:34:43	R-RECEIPT	8000.000	2.16000 EA	20932.000	2.16000		21/02/12	IJ084		
				01/001.0001200.000		Inventory Warehouse 1						17280.00 D	
				01/001.0002600.000		Purchase Clearing Account						17280.00 C	
1	EA	11/02/12	13:30:10	Z-SALES ISSUE	16.000	.00000 EA	12932.000	2.16000		11/02/12	SJ036		
				01/001.0005000.000		Cost Of Goods Sold						34.56 D	
				01/001.0001200.000		Inventory Warehouse 1						34.56 C	
1	EA	10/02/12	16:31:25	R-RECEIPT	4000.000	2.16000 EA	12948.000	2.16000		10/02/12	IJ082		
				01/001.0001200.000		Inventory Warehouse 1						8640.00 D	
				01/001.0002600.000		Purchase Clearing Account						8640.00 C	
1	EA	10/02/12	16:31:24	R-RECEIPT	1340.000	2.16000 EA	8948.000	2.16000		10/02/12	IJ082		
				01/001.0001200.000		Inventory Warehouse 1						2894.40 D	
				01/001.0002600.000		Purchase Clearing Account						2894.40 C	
1	EA	03/02/12	9:35:25	R-RECEIPT	300.000	2.16000 EA	7608.000	2.16000		03/02/12	IJ081		
				01/001.0001200.000		Inventory Warehouse 1						648.00 D	
				01/001.0002600.000		Purchase Clearing Account						648.00 C	
1	EA	03/02/12	9:35:25	R-RECEIPT	1340.000	2.16000 EA	7308.000	2.16000		03/02/12	IJ081		
				01/001.0001200.000		Inventory Warehouse 1						2894.40 D	
				01/001.0002600.000		Purchase Clearing Account						2894.40 C	
1	EA	03/02/12	7:32:34	Z-SALES ISSUE	50.000	.00000 EA	5968.000	2.16000		03/02/12	SJ035		
				01/001.0005000.000		Cost Of Goods Sold						108.00 D	
				01/001.0001200.000		Inventory Warehouse 1						108.00 C	
1	EA	01/02/12	20:18:09	T-WHS TRANSFER	2600.000-	.00000 EA	6018.000	2.16000		01/02/12	IJ079		
				TRANSFERRED TO WH: 5		APLUSCTL							
				01/001.0001200.000		Inventory Warehouse 1						5616.00 C	

This report prints following your selections on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen.) The Report Options Screen appears after you press **ENTER** on the Item Transaction History Listing Selection Screen (p. 17-2).

All items that match the criteria entered on the Item Transaction History Listing Selection Screen (p. 17-2) will print. This report is first sequenced by item, then from the most recent transaction to the last transaction on the date of occurrence.

When determining if the **Cost** and **Avg Cost** fields will print on this report for each transaction, authority is verified for the **Display GL Cost and Profit (OE, SA, AR, some PO)** and **Display Average Cost** application actions, as defined through Application Action Authority Maintenance (MENU XASCTY).

If Customer Consignment is installed, transactions on the report related to any customer consignment warehouses will identify the company and customer/ship-to associated with the transaction.

## Item History Listing

Report/Listing Fields	Description
Headings	<p>Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.</p> <p>Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.</p> <p>The message “* <b>Data may have been omitted due to security considerations</b> *” will print when the user that generated this report/ listing is not authorized to all the [company -or- warehouse -or -company and warehouse] selected data as determined through Authority Profile Maintenance (MENU XASCTY).</p> <p>When the report is run based on profit, the message *<b>Profit based on xx Cost*</b> displays the selection of GL or OE cost basis.</p>
Item Number/Description	The item number and the item description. The second description line will print when the <b>Print 2nd Desc Line</b> field is set to <b>Y</b> in System Options Maintenance (MENU XAFIL2).
Manufacturing No.	<p>NOTE: This field prints only if you keyed <b>Y</b> in the <b>Print Mfg Number</b> field on the Item Transaction History Listing Selection Screen (p. 17-2).</p> <p>This column contains the manufacturer’s item number. A manufacturer’s item number may be defined for an item through Vendor/Item Information Maintenance (MENU POFIL2) and/or Item Master Maintenance (MENU IAFIL2). If you entered a manufacturer number through Vendor/Item Information Maintenance (MENU POFIL2), that number will print on the report; otherwise, the manufacturer’s number entered through Item Master Maintenance (MENU IAFIL2) will print.</p>
WH	The warehouse in which the inventory transaction was recorded.
U/M	This unit of measure used for the specific inventory transaction.
Date	The date the inventory transaction was posted.
Time	The time the inventory transaction was posted.
Trans Type	The type of the inventory transaction being reviewed.
Quantity	<p>This field displays the quantity of the item, in the displayed unit of measure, involved in the transaction.</p> <p>If the quantity is blank for a <b>Z</b> type transaction, then the transaction is from a return/invoice where the <b>Allocate Inventory</b> field is set to <b>N</b>.</p>

### Item History Listing

Report/Listing Fields	Description
Cost	<p>The unit cost of the specific transaction as specified in the Cost U/M which displays to the right of the <b>Cost</b> field.</p> <p>When determining if the <b>Cost</b> field will print on this report for each transaction, authority is verified for the <b>Display GL Cost and Profit (OE, SA, AR, some PO)</b> application action, as defined through Application Action Authority Maintenance (MENU XASCTY).</p>
Ending Bal	<p>The on-hand balance for the item after the transaction has been processed.</p> <p>For non-inventoried items and non-stock returns, the on-hand balance should not be affected when receipts are posted for these items.</p>
Avg Cost	<p>The ending average cost for the transaction at the completion of that transaction.</p> <p>When determining if the <b>Avg Cost</b> fields will print on this report for each transaction, authority is verified for the <b>Display Average Cost</b> application action, as defined through Application Action Authority Maintenance (MENU XASCTY).</p>
Item GL	<p>This field displays the item G/L code, if any, affiliated with the item. Item G/L codes are assigned to items through Item Master Maintenance (MENU IAFIL).</p>
Post Dte	<p>This field displays the general ledger posting date selected for this transaction.</p>
Jrnl#	<p>The general ledger journal reference of the transaction.</p>
Co/Account	<p>This field only prints when <b>Show GL Detail</b> is set to <b>Y</b> on the Item Transaction History Listing Selection Screen (p. 17-2).</p> <p>The company and general ledger account number affected by the transaction. The description of the account prints to the right of the account number.</p>
G/L Amount	<p>This field only prints when <b>Show GL Detail</b> is set to <b>Y</b> on the Item Transaction History Listing Selection Screen (p. 17-2).</p> <p>This field displays the amount by which the general ledger account was debited (<b>D</b>) or credited (<b>C</b>).</p> <p>When determining if the <b>G/L Amount</b> field will print on this report for each transaction, authority is verified for the <b>Display GL Cost and Profit (OE, SA, AR, some PO)</b> application action, as defined through Application Action Authority Maintenance (MENU XASCTY).</p>

If you are using hazardous materials [**Hazardous Materials** = **Y** in System Options Maintenance (MENU XAFIL)] and hazardous information has been entered for an item or items, the Item Hazardous Material Report (p. 18-5) prints a list of hazardous items contained in the Item Hazard Material File (ITHAZ) and subsidiary hazard class codes contained in the Generic Extension File (GENEX6), if you are at release Version 6.0 Cumulative 8 or later. Hazardous item information is maintained through Item Master Maintenance (MENU IAFIL).

You may limit the Item Hazardous Material Report (p. 18-5) to a range of:

- item numbers
- item classes/sub-classes
- primary hazardous class codes

The report will print items by primary hazardous class code. Subsidiary hazard class codes will print in the detail section of the report.

Use the Item Hazardous Material Report option on the Inventory Accounting Reporting Menu (MENU IAREPT) to print this report.

## Item Hazardous Material Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Hazardous Material Listing Screen	Used to specify limiting criteria for the report.

Title	Purpose
Item Hazardous Material Report	Used to print items and primary hazard class codes contained in the Item Hazard Material File (ITHAZ) and subsidiary hazard class codes contained in the Generic Extension File (GENEX6), if you are at release Version 6.0 Cumulative 8 or later.

---



## Hazardous Material Listing Screen

```

HAZARDOUS MATERIAL LISTING

Selection
Item Number: - ..... To: .....
Item Class?   ... / ... To?   ... / ...
Primary Hazard Class Code? .....
Print Mfg Number: N (Y/N)

F3=Cancel
  
```

This screen appears after selecting option **9** - Item Hazardous Material Report from the Inventory Accounting Reporting Menu (MENU IAREPT). Use this screen to select the criteria for which the report will print.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

### Hazardous Material Listing Screen Fields and Function Keys

Field/Function Key	Description
Item Number	Key the range of item numbers for which hazardous information will print. (A 27) Optional
Item Class	Key the range of item classes/sub-classes assigned to the items that you want to print. Item classes are defined through Item Class/Sub-Class Maintenance (MENU IAFIL2) and assigned to items through Item Master Maintenance (MENU IAFIL2). (A2/A2) Optional
Primary Hazardous Class Code	Key the primary hazardous class code for which items will print. Hazardous class codes are defined through Hazard Class Code Maintenance (MENU IAFIL2) and assigned to items through Item Master Maintenance (MENU IAFIL2). (A 5) Required

**Hazardous Material Listing Screen Fields and Function Keys**

Field/Function Key	Description
Print Mfg Number	<p>This field determines whether or not manufacturer item numbers will print on the Item Hazardous Material Report. The manufacturer item numbers that will print on this report are defined through Item Master Maintenance (MENU IAFILE).</p> <p>Accept the default or key <b>Y</b> if you want manufacturer item numbers to print on the report.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>
F3=Cancel	Press <b>F3=CANCEL</b> to cancel this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The Report Options Screen will display (refer to the Cross Applications User Guide for details about this screen).

## Item Hazardous Material Report

IA371	18/01/11	ITEM HAZARDOUS MATERIAL REPORT BY PRIMARY HAZARD CLASS CODE				BI/APDEMO	PAGE: 1
All Items		All Classes				All Haz Class Codes	
Primary Hazard Class	Item Number	Item Description	U/M	Sub Haz	Sub Haz	Pkg	DOT #
Grade	Proper Shipping Name	Class 1	Class 2	Type	DOT #	Pck Grp Limited Qty	DOT Reg
-----							
COMLI Combustible Liquid		Duracell - Alkaline Battery 9V	EA				
C140		International DOT# Shipping Names/Codes*				UN9999 4C1	0 Y
Contains:		Pyrrole-2-Carboxaldehyde				Aerosol, Nonflammable	
		Pyrrole-2-Carboxaldehyde				Flammable Liquid PackG II:IB	
CORMA Corrosive Material		ULINE Ice Melt	UN				
U100		Liquefied gas, toxic, corrosive, n.o.s.				NA3308	0 Y
FLALI Flammable Liquid		Duracell Alkaline Battery 3V	EA				
C150		Aerosols, flammable and non-flammable				NA1950 5C2	0 Y
grade description for alkaline batteries						UN Class 9 Misc Hazardous Matl	
Contains:		Pyrrole-2-Carboxaldehyde				Flammable Liquid PackG I:IA	
		Pyrrole-2-Carboxaldehyde					
OXIMA Oxidizing Material		3M Super 77 Spray Adhesive	BOX			aaaaa	
A810		Aerosols, flammable and non-flammable				NA1950	0 Y
C130		Duracell - Alkaline Battery	EA				
Grade Description C130 alkaline batttery		Lithium Batteries				NA3091 3B2	0 Y

This report prints following your selections on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen.) The Report Options Screen displays after pressing ENTER on the Hazardous Material Listing Screen (p. 18-3).

All items and primary hazard class codes contained in the Item Hazard Material File (ITHAZ) and subsidiary hazard class codes contained in the Generic Extension File (GENEX6), if you are at release Version 6.0 Cumulative 8 or later, that match the criteria entered on the Hazardous Material Listing Screen (p. 18-3) are printed.

This report is sequenced by primary hazardous class code. Subsidiary hazard class codes will print in the detail section of the report.

## Item Hazardous Material Report Fields

Report/Listing Fields	Description
Primary Hazardous Class Code	The primary hazardous class code defined through Hazard Class Code Maintenance (MENU IAFIL2) and assigned to this item through Item Master Maintenance (MENU IAFILE).
Item Number	The item number ("our" item number) defined through Item Master Maintenance (MENU IAFILE) for which hazardous material has been defined.

### Item Hazardous Material Report Fields

Report/Listing Fields	Description
Manufacturing Number	<p>NOTE: This field prints only if you keyed <b>Y</b> in the <b>Print Mfg Number</b> field on the Hazardous Material Listing Screen (p. 18-3).</p> <p>This column contains the manufacturer's item number. The manufacturer's item numbers that print on this report are defined through Item Master Maintenance (MENU IAFILE).</p>
Item Description	The description of the hazardous item defined through Item Master Maintenance (MENU IAFILE).
Grade	This field prints the grade description of this item defined through Item Master Maintenance (MENU IAFILE). The grade description is additional descriptive information about the item and how it is classified, such as the strength or concentration of a chemical solution that is sold in more than one concentration.
Proper Shipping Name	The shipping name of the item defined through Item Master Maintenance (MENU IAFILE). This name will also print on HAZMAT Shipping Papers [see Carrier Order Inquiry (MENU OEMAIN) in the Order Entry manual.]
Class 1	The subsidiary hazard class code 1 assigned to the item through Item Master Maintenance (MENU IAFILE).
Class 2	The subsidiary hazard class code 2 assigned to the item through Item Master Maintenance (MENU IAFILE).
Type	The package type used for the item as assigned through Item Master Maintenance (MENU IAFILE).
DOT #	The Department of Transportation number (DOT #) assigned to this item through Item Master Maintenance (MENU IAFILE).
Pck Grp	The <b>Package Group ID</b> assigned to this item through Item Master Maintenance (MENU IAFILE).
Limited Qty	<p>The "Limited Quantity" assigned to the item through Item Master Maintenance (MENU IAFILE).</p> <p>This quantity determines if "<b>Limited Quantity</b>" will print on HAZMAT Shipping Papers for this item. Distribution A+ will check this quantity against each line item to make the determination. If the shipping quantity is less than the limited quantity entered for the item, "<b>Limited Quantity</b>" will print.</p>

**Item Hazardous Material Report Fields**

Report/Listing Fields	Description
DOT Reg	<p>This field indicates if this item is considered a Department of Transportation (DOT) regulated item.</p> <p>Y prints if this item is considered a DOT regulated item. If Y, this item will print on the HAZMAT Shipping Papers.</p> <p>N prints if this item is not DOT regulated. N also indicates that the hazardous information for the item will not print on the HAZMAT Shipping Papers.</p>
Contains	<p>The chemical abstract service numbers (CAS #'s) assigned to the item through Item Master Maintenance (MENU IAFILE).</p>
(% by Weight)	<p>The weight of the hazardous chemical components (CAS #'s) as defined through Item Master Maintenance (MENU IAFILE).</p>
Message Code(s)	<p>The description of the hazardous message code that was assigned to the item, if any. Up to 4 may be defined.</p>



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The Additional U/M Listing (p. 19-4) prints the additional units of measure defined for an item in the Additional Selling Units of Measure File (IMAUM). This file is maintained through Item Master Maintenance (MENU IAFILE) on the Additional Units of Measure Screen.

You may limit this report to an item number or a range of item numbers.

This report will be sequenced by item number.

Use the Additional U/M Listing option on the Inventory Accounting Reporting menu (MENU IAREPT) to print this report.

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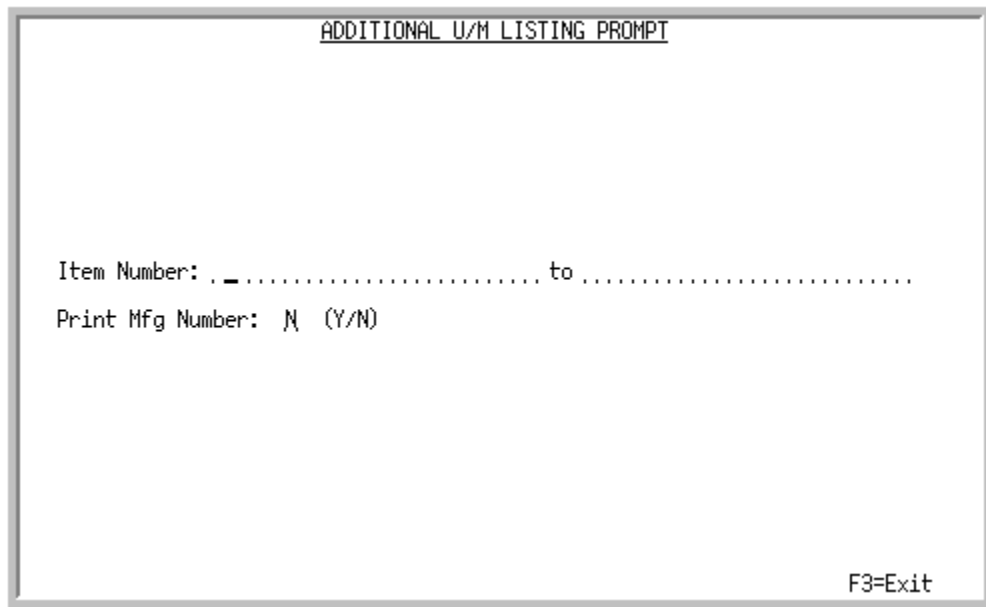
## Additional U/M Listing Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Additional U/M Listing Prompt Screen	Used to specify limiting criteria for the report.
Additional U/M Listing	Prints items and the additional units of measure that match the limiting criteria.

---

## Additional U/M Listing Prompt Screen



ADDITIONAL U/M LISTING PROMPT

Item Number: . \_ ..... to .....

Print Mfg Number: N (Y/N)

F3=Exit

This screen appears after selecting option **10** - Additional U/M Listing Report from the Inventory Accounting Reporting Menu (MENU IAREPT). Use this screen to select the items for which the report will print.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

### Additional U/M Listing Prompt Screen Fields and Function Keys

Field/Function Key	Description
Item Number	<p>To determine the items for which additional units of measure will print that have been defined for the items, enter criteria in this field.</p> <p>Key the item number or range of item numbers for which additional units of measure will print.</p> <p>(2 @ A 27) Optional</p>
Print Mfg Number	<p>This field determines whether or not manufacturer item numbers will print on the Additional U/M Listing. The manufacturer item numbers that will print on this report are defined through Item Master Maintenance (MENU IAFI).</p> <p>Accept the default or key <b>Y</b> if you want manufacturers' item numbers to print on the report.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>



**Additional U/M Listing Prompt Screen Fields and Function Keys**

Field/Function Key	Description
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The Report Options Screen will display (refer to the Cross Applications User Guide for details about this screen).

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## Additional U/M Listing

IA365A 01/06/11 13.22.14		ADDITIONAL U/M LIST		IA365P	APDEM	PAGE	1
Item Number	Item Description U/M Description	Conversion	U/M per U/M	Fraction Code			
A500	File Folders - Manilla Box of 100 - letter size						
	BOX Box of product	1.00000	BOX per EA	A			
	CTN Carton	6.00000	EA per CTN	A			
A510	File Folders - 4 Assorted Color Box of 100 - letter size						
	BOX Box of product	1.00000	BOX per EA	A			
	CTN Carton	2.00000	CAS per CTN	A			
A580	File Folders - Manilla Box of 100 - legal size						
	BOX Box of product	1.00000	BOX per EA	A			
	CTN Carton	2.00000	CAS per CTN	A			
A590	File Folders - Manilla ITMST Box of 100 - legal size ITMST						
	C Hundred	4.00000	CAS per C	A			

This report prints following your selections on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen.) The Report Options Screen appears after you press **ENTER** on the Additional U/M Listing Prompt Screen (p. 19-2).

All additional units of measure [in the Additional Selling Units of Measure File (IMAUM)] which have been defined for the selected items are printed. Additional units of measure are defined for an item through Item Master Maintenance (MENU IAFIL) on the Additional U/M Maintenance Screen.

The report is sequenced by item number.

For an explanation of the fields on this report, refer to Item Master Maintenance (MENU IAFIL).

The Item Transaction History G/L Report (p. 20-5) prints a history of item transaction history by Journal reference number and general ledger account number (and give totals for each), showing detailed data, such as:

- Transaction type, date, and time
- Item quantity, unit of measure, and cost
- Inventory Accounting transaction comments and general ledger account number information
- Totals for transactions by Journal reference number and G/L account number
- Company and customer/ship-to associated with consignment transactions, if Customer Consignment is installed

Inventory Accounting item transaction history is maintained for any transaction that affected the cost or quantity on-hand of your inventory.

You can optionally include more detailed general ledger account information.

The report is run for a company using a range of warehouses, posting dates, or item numbers. Limits on the transaction types to be included in the report can also be utilized.

Use the Item Trans History G/L Report option on the Inventory Accounting Reporting Menu (MENU IAREPT) to print this report.

## Item Trans History G/L Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Item Transaction History G/L Report Selection Screen	Used to specify limiting criteria for the report.

Title	Purpose
Item Transaction History G/L Report	Prints items transaction history that matches the selection criteria.

---

## Item Transaction History G/L Report Selection Screen

ITEM TRANSACTION HISTORY G/L REPORT			
<u>Selection</u>			
Co?	-	To?	...
Warehouse?	...	To:	...
Post Date:	.....	To:	.....
Item Number:	Fr:	.....	
	To:	.....	
<u>GL Selection</u>			
Item GL Code?	...	IJ=Inv	SJ=Sales Blank=Both
Journal Type:	...		
Journal Ref:	.....		
	Div.Account.Sub		
Account:	.....		
F3=Cancel F11=Lmts			

This screen appears after selecting option **11** - Item Trans History G/L Report from the Inventory Accounting Reporting menu (MENU IAREPT). Use this screen to select the items for which item transaction history will print. The data will print by Journal reference number and G/L account number (and give totals for both.)

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

### Item Transaction History G/L Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Co	Key the ID of the company for which item history will print. (A 2) Optional
Warehouse	Key the range of Warehouse IDs for which item history will print. (A 2) Optional
Post Date	Key the G/L posting date range for which item history will print.  NOTE: Key the date using the <b>Default Date Format</b> for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).  (N 6,0) Optional

**Item Transaction History G/L Report Selection Screen Fields and Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
Item Number	Key the range of item numbers for which item history will print. (A 27) Optional
Item G/L Code	Key an item G/L code to include, in the report, only those transactions which have been assigned that code. Leave blank to include transactions regardless of their item G/L codes. (A 2) Optional
Journal Type	Key a code to include, in the report, only transactions with inventory journal (IJ) reference numbers, or with sales journal (SJ) reference numbers. Leave blank to include both transaction types. (A 2) Optional
Journal Ref	Key an inventory journal reference number to include, in the report, only transactions with that associated reference number. Leave blank to include transactions regardless of their associated journal reference number.  NOTE: If you keyed a <b>Journal Type</b> , the number you key in this field must be of the specified <b>Journal Type</b> . (A 5) Optional
Account	Key a valid general ledger account number to include, in the report, only transactions that affected that account. Leave blank to include transactions regardless of the associated general ledger account.  NOTE: Instead of a general ledger account number, you can key an account "short name" that has been pre-defined through G/L Accounts Maintenance (MENU GLFILE), as described in the General Ledger manual. (A 29) Optional
F3=Cancel	Press <b>F3=CANCEL</b> to cancel this option and return to the menu.
F11=Lmts	Press <b>F11=LMTS</b> to display the Transaction History Limits Screen (p. 17-5). From there, select only certain types of transactions to be included in or excluded from the report.
Enter	Press <b>ENTER</b> to confirm your selections. The Report Options Screen will display (refer to the Cross Applications User Guide for details about this screen).

## Item Transaction History G/L Report

IA359A 01/06/11 13.22.23									
All Warehouses All Post Dates All Item Codes									
JOURNAL # - IJ067 G/L POSTING DATE - 13/12/09									
G/L CO/ACCOUNT # - 01/001.0001200.000 Inventory Warehouse 1									
Item/Description	Trans Type	Quantity	U/M	Debit Amt	Credit Amt				
M002 One-A-Day Vitamins Bottle of 100 tablets	R-RECEIPT	5,000.000	EA	5,000.00					
M002 One-A-Day Vitamins Bottle of 100 tablets	R-RECEIPT	5,000.000	EA	5,000.00					
M003 Extra Strength Tylenol Gel-Caps Bottle of 10-	R-RECEIPT	1,200.000	EA	12,000.00					
M003 Extra Strength Tylenol Gel-Caps Bottle of 10-	R-RECEIPT	1,200.000	EA	2,400.00					
M004 Bayer Aspirin Extra Strength Bottle of 100	R-RECEIPT	5,000.000	EA	5,000.00					
M005 Mylanta Antacid Liquid Mint Flavor 24 oz. p1-	R-RECEIPT	9,700.000	EA	9,700.00					
M010	*NON-STOCK*	2,000.000	EA	660.00					
M010	*NON-STOCK*	2,000.000	EA	660.00					
GL Co/Account# 01/001.0001200.000	Total:			40,420.00					
G/L CO/ACCOUNT # - 01/001.0002600.000	Purchase Clearing Account	Quantity	U/M	Debit Amt	Credit Amt				
Item/Description	Trans Type	Quantity	U/M	Debit Amt	Credit Amt				
M002 One-A-Day Vitamins Bottle of 100 tablets	R-RECEIPT	5,000.000	EA	5,000.00					
M002 One-A-Day Vitamins Bottle of 100 tablets	R-RECEIPT	5,000.000	EA	5,000.00					
M003 Extra Strength Tylenol Gel-Caps Bottle of 10-	R-RECEIPT	1,200.000	EA	12,000.00					
M003 Extra Strength Tylenol Gel-Caps Bottle of 10-	R-RECEIPT	1,200.000	EA	2,400.00					
M004 Bayer Aspirin Extra Strength Bottle of 100	R-RECEIPT	5,000.000	EA	5,000.00					
M005 Mylanta Antacid Liquid Mint Flavor 24 oz. p1-	R-RECEIPT	9,700.000	EA	9,700.00					
M010	*NON-STOCK*	2,000.000	EA	660.00					
M010	*NON-STOCK*	2,000.000	EA	660.00					
GL Co/Account# 01/001.0002600.000	Total:			35,420.00					
G/L CO/ACCOUNT # - 01/001.0005105.000	Receipt Rounding	Quantity	U/M	Debit Amt	Credit Amt				
Item/Description	Trans Type	Quantity	U/M	Debit Amt	Credit Amt				
M002 One-A-Day Vitamins Bottle of 100 tablets	R-RECEIPT	5,000.000	EA	5,000.00					
GL Co/Account# 01/001.0005105.000	Total:			5,000.00					
JOURNAL # - IJ067	Total:			40,420.00					
IA359A 01/06/11 13.22.23	ITEM TRANSACTION HISTORY G/L REPORT								
All Warehouses All Post Dates All Item Codes									
JOURNAL # - IJ068	G/L POSTING DATE - 13/12/09								
G/L CO/ACCOUNT # - 01/001.0001200.000	Inventory Warehouse 1								
Item/Description	Trans Type	Quantity	U/M	Debit Amt	Credit Amt				
A100 Sharp Fax Machine Model SX-765	R-RECEIPT	4.000	EA	1,677.96					
A110 Sharp Copier Model Z-57	R-RECEIPT	5.000	EA	2,914.95					
GL Co/Account# 01/001.0001200.000	Total:			4,592.91					
G/L CO/ACCOUNT # - 01/001.0002600.000	Purchase Clearing Account	Quantity	U/M	Debit Amt	Credit Amt				
Item/Description	Trans Type	Quantity	U/M	Debit Amt	Credit Amt				
A100 Sharp Fax Machine Model SX-765	R-RECEIPT	4.000	EA	1,677.96					
A110 Sharp Copier Model Z-57	R-RECEIPT	5.000	EA	2,749.95					
GL Co/Account# 01/001.0002600.000	Total:			4,349.91					

This report prints following your selections on the Report Options Screen, which appears after you press **ENTER** on the Item Transaction History G/L Report Selection Screen (p. 20-3) and the Transaction History Limits Screen (p. 17-5).

All items that match the criteria selected will print. This report is sequenced, by Journal reference number and G/L account number, and is sorted by item last. Note that totals are provided for each Journal reference number and G/L account number. If Customer Consignment is installed, transactions on the report related to any customer consignment warehouses will identify the company and customer/ship-to associated with the transaction.

For detailed information concerning the fields on this report, refer to the Transaction History Screen (p. 8-55) and the Transaction History Detail Screen (p. 8-62).

**NOTE:** Drop ship/non-stock items do not update the Inventory Transactions History File (IAHST). Therefore, this report may not match the G/L Transaction Post Report for this journal number.

The Bill of Material Labor Account also does not update history.





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For items defined as “time phased” items through Item Balance Maintenance (MENU IAFILE), you can run a report which prints those items that may increase above their maximum item balance quantity (in the Item Balance File) or fall below zero (0) based on current open customer orders. Use the ATS Exception Report option on the Inventory Accounting Reporting Menu (MENU IAREPT) to run this report. Reports run through this option may then be used for inquiry through ATS Report Selection Inquiry (MENU IAMAIN).

When this option is run, all open orders and open purchase orders are read to determine an item’s net availability. Only those items flagged as “time phased” items will be looked at (if they match the selection criteria entered through this option) and included, if applicable, on the report. Comments also will print on the report if any are defined in the Available To Sell Comment File through ATS Inquiry (MENU IAMAIN) or ATS Report Selection Inquiry (MENU IAMAIN) for the applicable items in the selected warehouses. Comments will print on the report, however, only if they are designated to do so based on the print code in the Available To Sell Comment File.

You may select to print the report using a range of the following:

- warehouses
- vendors
- buyers
- item classes/sub-classes
- item numbers
- period end dates
- order types

The report is sequenced by warehouse, vendor, item number, and order/request ship date.

---

**NOTE:** The criteria entered through this option to run the report will be saved for future review through ATS Report Selection Inquiry (MENU IAMAIN). You also will have the option to change the selection criteria, if desired, during the inquiry to see different available to sell summary information results.

---

## ATS Exception Report

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The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Available To Sell Prompt Selection Screen	Used to specify limiting criteria for the report.
Available To Sell Prompt Screen	Use to specify the types of orders to include and the period ending dates.
Available To Sell Exception Report	Prints items with min and max exceptions that match the selection criteria.

---

## Available To Sell Prompt Selection Screen

```

AVAILABLE TO SELL PROMPT

Warehouse?  - .      to      ...
Vendor Number: ..... to      .....
Buyer?      ....     to      ....
Item Class?  ... / ... to      ... / ...
Item Number: .....
             to: .....
Report ID Desc: .....

F3=Exit

```

This screen appears after selecting option 12 - ATS Exception Report from the Inventory Accounting Reporting Menu (MENU IAREPT). Use this screen to select criteria for which the report will print, as well as a report ID description.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

### Available To Sell Prompt Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Key the warehouse or range of warehouses in which the items to print on this report are stocked. (2 @ A 2) Optional
Vendor Number	Key the primary vendor or range of primary vendors associated with the items to print. A primary vendor may be assigned to an item through Item Master Maintenance (MENU IAFILE) or Item Balance Maintenance (MENU IAFILE). (2 @ A 7) Optional
Buyer	Key the buyer or range of buyers (usually the buyers' initials) associated with the items to print. This field applies only to purchase orders and is used to select the purchase orders/calculate availability. (2 @ A 3) Optional

**Available To Sell Prompt Selection Screen Fields and Function Keys**

Field/Function Key	Description
Item Class	<p>Key the item class/sub-class or range of item classes/sub-classes assigned to the items that you want to print; an item class must be entered if a sub-class is entered. Item classes are defined through Item Class/Sub-Class Maintenance (MENU IAFILE) and assigned to items through Item Master Maintenance (MENU IAFILE).</p> <p>(2 @ A2/A2) Optional</p>
Item Number	<p>Key the item number or range of item numbers to print.</p> <p>(2 @ A 27) Optional</p>
Report ID Desc	<p>This field uniquely identifies this report, so that you may recognize this report (or others) when inquiring on exception reports through ATS Report Selection Inquiry (MENU IAMAIN).</p> <p>Key a description to be associated with the run of this report (e.g., Exception Report for February). This description also will be linked to a report number which will be automatically generated when running this report.</p> <hr/> <p>NOTE: The description entered in this field will not print on the report and will be used only to help identify the report during the inquiry. However, the system generated report number will print on the report and be available throughout the inquiry.</p> <hr/> <p>(A 30) Required</p>
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The Available To Sell Prompt Screen (p. 21-5) will appear.

## Available To Sell Prompt Screen

AVAILABLE TO SELL PROMPT									
Period Ending Dates:	Period 1	Period 2	Period 3	Period 4	Period 5				
	11/24/14	12/01/14	12/08/14	12/15/14	12/22/14				
	Period 6	Period 7	Period 8	Period 9	Period 10				
	1/05/15	1/19/15	2/02/15	2/16/15	3/02/15				
<u>Include</u>									
Order Types:	Y, Orders	Y, Back Orders	Y, Invoice Only (Y/N)						
	Y, Quotes	Y, Returns	Y, Future						
	Y, Blanket								
<u>Include</u>									
Unallocated Orders:	Y, Orders	Y, Back Orders (Y/N)							
	Y, Returns	Y, Invoice Only							
<u>Include</u>									
Held Orders:	Y, (Y/N)	Except Hold Code?	...	...	...	...	...	...	...
Special Orders:	Y, (Y/N)								
Return Requisitions:	Y, (Y/N)								
Unavailable Locs:	S, (Y/N/S)								
F5=Refresh Options      F9=All Order Types      F12=Return									

This screen appears after you press **ENTER** on the Available To Sell Prompt Selection Screen (p. 21-3).

Use this screen to further define the selection criteria for which the report will print. You select the types of orders to be included in the available inventory calculation, and the appropriate period ending dates. The values defaulted on this screen are extracted from the values defined through Inventory Accounting Options Maintenance (MENU XAFIL) for the ATS options.

Additionally, you may use this screen to retrieve the default values originally displayed on this screen with **F5=REFRESH OPTIONS**, or to change all order type fields on this screen to **Y** with the **F9=ALL ORDER TYPES**.

For example, assume the following numbers are entered in each period of the **Time-Phased Days** field, and today's date is February 17:

Period 1 = 5	Period 2 = 10
Period 3 = 5	Period 4 = 5
Period 5 = 5	Period 6 = 5
Period 7 = 5	Period 8 = 5
Period 9 = 5	Period 10 = 5

**The following period end dates would then display in these fields:**

Period 1 = February 21

Period 2 = March 3

Period 3 = March 8

Period 4 = March 13

Period 5 = March 18

Period 6 = March 23

Period 7 = March 28

Period 8 = April 2

Period 9 = April 7

Period 10 = April 12

**Inventory balances in the following periods would then display or print, where applicable:**

Period 1 = everything up to February 21

Period 2 = February 22 to March 3

Period 3 = March 4 to March 8

Period 4 = March 9 to March 13

Period 5 = March 14 to March 18

Period 6= March 19 to March 23

Period 7 = March 24 to March 28

Period 8 = March 29 to April 2

Period 9 = April 3 to April 7

Period 10 = April 8 to April 12

You may then, if desired, key different period ending dates to see an item's net availability in any given period. Each date entered must be greater than the next period ending date.

### Available To Sell Prompt Screen Fields and Function Keys

Field/Function Key	Description
Period Ending Dates	<p>The system will look at the number of days entered in each period of the <b>Time-Phased Days</b> field through Inventory Accounting Options Maintenance (MENU XAFILE) and calculate the dates displayed in these fields (based on those numbers) starting from today's date and incrementing according to the number of days specified in each <b>Time-Phased Days</b> field.</p> <p>Although data is calculated using the number of days keyed in Inventory Accounting Options Maintenance (MENU XAFILE), to change data for this report, you must key the ending dates, not days.</p> <p>Additionally, for this report, the last period ending date entered in this field will be used as the cut-off date. All ten period ending dates, however, will be used during the ATS Report Selection Inquiry (MENU IAMAIN) when viewing exception reports.</p> <p><i>Default Value:</i> Automatically defaulted based on the number of days specified in each period of the <b>Time-Phased Days</b> field through Inventory Accounting Options Maintenance (MENU XAFILE) for the ATS options</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(10 @ A 8) Required</p>
Include Order Types	<p>These fields allow you to specify which types of orders to include in the available inventory calculation and to print on the report, if applicable.</p> <p>Accept the default values displayed or key <b>Y</b> or <b>N</b> in the appropriate order type fields.</p> <p><i>Default Value:</i> Extracted from the values entered in the Include Order Types field through Inventory Accounting Options Maintenance (MENU XAFILE) for the ATS options</p> <p>(7 @ A 1) Required</p>
Include Unallocated Orders	<p>These fields allow you to specify which types of unallocated orders to include, if any, in the available inventory calculation and to print on the report, if applicable.</p> <p>Accept the default values displayed or key <b>Y</b> or <b>N</b> in the appropriate unallocated order type fields.</p> <p><i>Default Value:</i> Extracted from the values entered in the Include Unallocated Orders field through Inventory Accounting Options Maintenance (MENU XAFILE) for the ATS options.</p> <p>(4 @ A 1) Required</p>

**Available To Sell Prompt Screen Fields and Function Keys**

Field/Function Key	Description
Include Held Orders	<p>This field allows you to specify whether or not to include held orders in the available inventory calculation and to print on the report, if applicable.</p> <p>Accept the default value displayed or key <b>Y</b> or <b>N</b>.</p> <p>If you key <b>Y</b>, you may use the Except Hold Code field to exclude those orders that are on hold with the specified hold codes.</p> <p>If you key <b>N</b>, you may use the Except Hold Code field to include those orders that are on hold with the specified hold codes.</p> <p><i>Default Value:</i> Extracted from the value entered in the <b>Include Held Orders</b> field through Inventory Accounting Options Maintenance (MENU XAFILE) for the ATS options.</p> <p>(A 1) Required</p>
Except Hold Code	<p>This field allows you to specify whether or not held orders with the hold codes entered in this field, if any, will be included or excluded on the report, based on the value entered in the <b>Include Held Orders</b> field.</p> <p>If the <b>Include Held Orders</b> field is <b>Y</b>, all orders that are on hold will be included in the available inventory calculation and will print on the report, if applicable, except for those orders on hold with the types of hold codes you enter in this field.</p> <p>If the <b>Include Held Orders</b> field is <b>N</b>, all orders that are on hold will not be included in the available inventory calculation and will not print on the report, except for those orders, if applicable, that on hold with the types of hold codes you enter in this field.</p> <p>Accept the default values displayed, if any, or key the appropriate hold codes.</p> <p>Leave blank if you do not want to specify any hold code criteria.</p> <p><i>Default Value:</i> Extracted from the values entered in the <b>Except Hold Code</b> field, if any, through Inventory Accounting Options Maintenance (MENU XAFILE) for the ATS options</p> <p>(8 @ A 2) Optional</p>
Special Orders	<p>This field allows you to specify whether or not to include special orders in the available inventory calculation and to print on the report, if applicable.</p> <p>Accept the default value displayed or key <b>Y</b> or <b>N</b>.</p> <hr/> <p>NOTE: If special orders are not included, related PO amounts will also not be included.</p> <hr/> <p><i>Default Value:</i> Extracted from the value entered in the <b>Special Orders</b> field through Inventory Accounting Options Maintenance (MENU XAFILE) for the ATS options</p> <p>(A 1) Required</p>



### Available To Sell Prompt Screen Fields and Function Keys

Field/Function Key	Description
Return Requisitions	<p>Use this field to specify whether return requisitions with the Update Inv field set to <b>Y</b> through Enter or Change Requisitions (MENU POMAIN) will be included in the ATS calculations and printed on the ATS reports.</p> <p>Key <b>Y</b> to include return requisitions.</p> <p>Key <b>N</b> to exclude return requisitions.</p> <p>(A 1) Required</p>
Unavailable Locs	<p>This field appears only if Warehouse Management is installed. Refer to the Warehouse Management User Guide for details about unavailable locations.</p> <p>This field allows you to specify whether or not to include locations that are unavailable in the beginning balance of the items selected, or to include some unavailable locations that are applicable. This does not affect all periods; only the beginning balance of the first period is affected.</p> <p>Key <b>Y</b> to include unavailable locations in the beginning balance of the item(s) selected.</p> <p>Key <b>N</b> to exclude unavailable locations in the beginning balance of the item(s) selected.</p> <p>Key <b>S</b> to include some unavailable locations in the beginning balance of the item(s) selected, where 'some' equals those unavailable locations where the <b>Qty Avail ATS/PO</b> flag in Location Master Maintenance (MENU WMFILE) is <b>Y</b>.</p> <p><i>Default Value:</i> Extracted from the value entered in the <b>Unavailable Locs</b> field through Inventory Accounting Options Maintenance (MENU XAFILE) for the ATS options.</p> <p>(A 1) Required</p>
F5=Refresh Options	<p>Press the <b>F5=REFRESH OPTIONS</b> key to refresh this screen to its original display of information. The default values originally displayed on this screen, as extracted from Inventory Accounting Options Maintenance (MENU XAFILE), will redisplay.</p>
F9=All Order Types	<p>Press the <b>F9=ALL ORDER TYPES</b> key to include all order types in the inventory calculation. Upon pressing <b>F9=ALL ORDER TYPES</b>, a <b>Y</b> will display in all order type fields on this screen.</p>
F12=Return	<p>Press the <b>F12=RETURN</b> key to return to the Available To Sell Prompt Selection Screen (p. 21-3) without saving any changes made on this screen.</p>
Enter	<p>Press the <b>ENTER</b> key to confirm your selections. The Report Options Screen will display, where you may submit the report to be processed. Refer to the Cross Applications User Guide for details about the Report Options Screen.</p> <p>Following the Report Options Screen, the Available To Sell Exception Report (p. 21-11) will print.</p>



## Available To Sell Exception Report

IA215	11/19/10	11.34.22	AVAILABLE TO SELL EXCEPTION REPORT										AK/APDEMO	PAGE	1
			Rpt: 2 Nov Full Data												
All Warehouses			All Vendors		All Buyers		All Classes		All Items						
			Orders	Returns	Back Ord	Inv Only	Quotes	Future	Blanket	Spec Ord	Ret Req	Unay	Loc	Held Ord	
Include Order Types:			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Include Unallocated:			Y	Y	Y	Y									
Through Period Ending Date:			02/25/11												
-----															
Item Number: A300			Desk Set Kit												
WH: 1															
Net Available falls below zero on			12/11/09 for order 01845/01 with a value of										10- EA		
Net Available falls below zero on			01/20/10 for order 01967/01 with a value of										11- EA		
Net Available falls below zero on			01/20/10 for order 01973/00 with a value of										12- EA		
Net Available falls below zero on			02/02/10 for order 02033/00 with a value of										13- EA		
Net Available falls below zero on			02/03/10 for order 02059/00 with a value of										16- EA		
Net Available falls below zero on			02/10/10 for order 02089/01 with a value of										20- EA		
Net Available falls below zero on			02/16/10 for order 02118/01 with a value of										27- EA		
Net Available falls below zero on			02/21/10 for order 02147/01 with a value of										28- EA		
Net Available falls below zero on			03/08/10 for order 02505/00 with a value of										33- EA		
Item Number: A800			Elmers School Glue 8 oz												
WH: 1															
Net Available goes above maximum on			03/15/10 for PO 100146 with a value of										1 CAS		
Item Number: NIC80			Non-Stock Paper Products												
WH: 1															
Net Available falls below zero on			03/08/10 for order 02504/00 with a value of										3- EA		
Net Available falls below zero on			03/22/10 for order 02565/00 with a value of										6- EA		
Net Available falls below zero on			03/29/10 for order 02603/00 with a value of										11- EA		

This report prints following your selections on the Report Options Screen. All “time-phased” items that match the criteria entered on the Available To Sell Prompt Selection Screen (p. 21-3) and Available To Sell Prompt Screen (p. 21-5) and that fall above their maximum item balance quantity or below zero are printed. If no items are applicable, **\*\*\*No exceptions in Mins or Maxs\*\*\*** will print on this report.

This report is sequenced by warehouse, vendor, item number, and order/request ship date. The items that either fall above their net available maximum or below zero on the indicated date for the purchase orders or requisitions shown are printed.

**Available To Sell Exception Report**

Report/Listing Field	Description
Headings	<p>Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.</p> <p>Summary of the selection criteria prints in the center of the headings area followed by the individual field headings; including the items that were selected based on this criteria (if they fell above their maximum item balance quantity or below zero).</p> <p>Other unique report selection criteria include the:</p> <ul style="list-style-type: none"><li>• system generated report number automatically assigned to the run of this report; this number is linked to the report's ID description to further help you identify this report.</li><li>• the period ending date of this report.</li></ul> <p>For each selected item, the following prints:</p> <ul style="list-style-type: none"><li>• the Vendor associated with the item.</li></ul>
Item Number	<p>The Item Number and the description of the item that falls above its net available maximum or below zero.</p>
WH	<p>The warehouse in which the item is stocked.</p>
(Comments)	<p>The comments, if any, associated with the item. The comment(s) print on this report (if designated to do so) if there are any defined for the item/ warehouse through the ATS Inquiry (accessed through the Item Inquiry) (MENU IAMAIN) or ATS Report Selection Inquiry (MENU IAMAIN).</p> <p>The comment includes information regarding the net available quantity and the specific PO order quantity.</p>

---

Use the ATS Summary Report option to create a report (in summary or detail format) of items that are available to sell. Only items flagged as “time-phased” through Item Balance Maintenance (MENU IAFILE) will be included on this report.

Additionally, if comments are defined for the selected items in the Available To Sell Comment File through ATS Inquiry (MENU IAMAIN) or ATS Report Selection Inquiry (MENU IAMAIN), they too will print on this report when it is run in the summary format. Comments will print on this report, however, only if they are designated to do so based on the print code in the Available To Sell Comment File.

You may select to print the report using a range of the following:

- warehouses
- vendors
- item classes/sub-classes
- item numbers
- period end dates
- order types

The report is sequenced by primary vendor, warehouse, and item number.

---

## ATS Summary Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Available To Sell Prompt Report Selection Screen	Used to specify limiting criteria for the report.

---

Title	Purpose
Available To Sell Summary Report (Brief Format)	Prints a summarized report of item available to sell.
Available To Sell Summary Report	Prints a detailed report of items available to sell.

## Available To Sell Prompt Report Selection Screen

```

AVAILABLE TO SELL PROMPT

Warehouse?  _ .      to      ...
Vendor Number: ..... to      .....

Item Class?  ... / ... to      ... / ...
Item Number: .....
to: .....

Brief Format:  Y,  (Y/N)

F3=Exit

```

This screen appears after selecting option [13](#) - ATS Summary Report from the Inventory Accounting Reporting Menu (MENU IAREPT). Use this screen to select the criteria for which the report will print, as well as designating whether the report will print in summary format or detail format.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

### Available To Sell Prompt Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Key the warehouse or range of warehouses in which the items to print on this report are stocked. (2 @ A 2) Optional
Vendor Number	Key the primary vendor or range of primary vendors associated with the items to print. A primary vendor may be assigned to an item through Item Master Maintenance (MENU IAFILE) or Item Balance Maintenance (MENU IAFILE). (2 @ A 7) Optional
Item Class	Key the item class/sub-class or range of item classes/sub-classes assigned to the items that you want to print; an item class must be entered if a sub-class is entered. Item classes are defined through Item Class/Sub-Class Maintenance (MENU IAFILE) and assigned to items through Item Master Maintenance (MENU IAFILE). (2 @ A2/A2) Optional

**Available To Sell Prompt Report Selection Screen Fields and Function Keys**

Field/Function Key	Description
Item Number	Key the item number or range of item numbers to print. (2 @ A 27) Optional
Brief Format	<p>Use this field to designate whether the report will print in summary (brief) format or detail (long) format.</p> <p>Key <b>Y</b> to print the report in summary. For the selection criteria entered, all items that are available to sell that match the selected criteria will print on the report. The net available amount for each of the ten periods also will be included.</p> <p>Key <b>N</b> to print the report in detail; its appearance will be similar to the ATS inquiry [accessed through the Item Inquiry (MENU IAMAIN)]. For the selection criteria entered, detailed information will be provided on the report for all items that are available to sell that match the selected criteria. Such information includes (for all ten periods) the beginning balance; the amount on receiver, PO, and open orders; and the minimum and maximum net available amount.</p> <p><i>Default Value:</i> Y</p> <p>(A 1) Required</p>
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The Available To Sell Prompt Screen (p. 21-5) will appear.



## Available To Sell Summary Report (Brief Format)

IA219 11/19/10 13.02.09 Available to Sell Summary Report (Brief Format) AK/APDEMO PAGE 6													
All Warehouses		All Vendors		All Classes		All Subclasses		All Items					
		Orders	Returns	Back	Ord	Inv	Only	Quotes	Future	Blanket	Spec	Ord	Ret Req
Include Order Types:		Y	Y	Y		Y		Y	Y	Y			Unav Loc Held Ord
Include Unallocated:		Y	Y	Y		Y							Y
										Net Available For			
WH Item Number													
Vendor: 100		SHARP INTERNATIONAL											
6	A120	Sharp Super Sensitive Fax Paper											
6	A130	Sharp Extra Sensitive Fax Paper											
7	A120	Sharp Super Sensitive Fax Paper											
7	A130	Sharp Extra Sensitive Fax Paper											
Vendor: 1400		THE PAPER SUPPLY HOUSE											
1	A500	File Folders - Manilla											
1	A510	File Folders - 4 Assorted Color											
1	A520	File Folders - Red											
1	A530	File Folders - Yellow											

This report prints following your selections on the Report Options Screen, if you chose to print the report in brief (summary) format. All available selling items that match the criteria entered on the Available To Sell Prompt Report Selection Screen (p. 22-3) and Available To Sell Prompt Screen (p. 21-5) are printed.

This report is sequenced by primary vendor, warehouse, and item number.

The item(s) that are available to sell within the periods indicated are printed.

**Available To Sell Summary Report (Brief Format)**

Report/Listing Fields	Description
Header Information	<p>The header section of this report indicates the criteria this report was generated for, and the item(s) that match this criteria (if they were available to sell):</p> <ul style="list-style-type: none"><li>• The warehouse(s) for which this report was generated</li><li>• The vendor(s) for which this report was generated</li><li>• The item class(es) and sub-class(es) for which this report was generated</li><li>• The item(s) for which this report was generated</li><li>• The order types included on this report</li><li>• The unallocated order types included on this report</li><li>• The orders with the indicated hold codes included on this report if <b>Held Ord</b> is <b>N</b>, or excluded from this report if <b>Held Ord</b> is <b>Y</b></li><li>• The ten periods for which net availability is shown on this report</li></ul>
ATS Summary Information	<p>For each selected item, the following prints:</p> <ul style="list-style-type: none"><li>• the <b>Vendor</b> associated with the item</li><li>• the <b>WH</b> in which the item is stocked</li><li>• the <b>Item Number</b> of the item available to sell</li><li>• the <b>Description</b> of the item</li><li>• the <b>Comments</b>, if any, associated with the item; comments print on this report (if designated to do so) if any are defined for the item/warehouse through the ATS Inquiry (MENU IMAIN) or ATS Report Selection Inquiry (MENU IMAIN) for the periods selected.</li></ul>

## Available To Sell Summary Report

IA217	11/19/10	13.40.03	Available to Sell Summary Report										AK/APDEMO			PAGE	29
All Warehouses		All Vendors		All Classes			All Subclasses		All Items								
	Orders	Returns	Back Ord	Inv Only	Quotes	Future	Blanket	Spec Ord	Ret Req	Unav Loc	Held Ord						
Include Order Types:	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y						
Include Unallocated:	Y	Y	Y	Y						Except	Hold Codes						
-----																	
Vendor:	100																
WH: 1	Item:	A120 Sharp Super Sensitive Fax Paper															
			03/19/10		03/26/10		04/03/10		04/10/10		04/17/10						
Begin Balance:			1,543		4,328		4,833		4,818								
On Receiver:																	
Purchasing:			2,888		600				216								
Open Orders:			103		95		15										
Net Available:			4,328		4,833		4,818		5,034		5,034						
Minimum:			1,543		4,228		4,818		4,818								
Maximum:			4,408		4,833		4,833		5,034								
			04/30/10		05/14/10		05/28/10		06/11/10		06/25/10						
Begin Balance:			5,034														
On Receiver:																	
Purchasing:			92														
Open Orders:																	
Net Available:			5,126		5,126		5,126		5,126		5,126						
Minimum:			5,034														
Maximum:			5,126														
This item has customer inventory reservations																	

This report prints following your selections on the Report Options Screen, if you chose to print the report in long (detail) format. All available selling items that match the criteria entered on the Available To Sell Prompt Report Selection Screen (p. 22-3) and Available To Sell Prompt Screen (p. 21-5) are printed.

This report is sequenced by primary vendor, warehouse, and item number and is similar in appearance to the ATS Inquiry [accessed through the Item Inquiry (MENU IMAIN)].

### Available To Sell Summary Report

Report/Listing Field	Description
Header Information	<p>The header section of this report indicates the criteria this report was generated for, and the item(s) that match this criteria (if they were available to sell):</p> <ul style="list-style-type: none"> <li>• The warehouse(s) for which this report was generated</li> <li>• The vendor(s) for which this report was generated</li> <li>• The item class(es) and sub-class(es) for which this report was generated</li> <li>• The item(s) for which this report was generated</li> <li>• The order types included on this report</li> <li>• The unallocated order types included on this report</li> <li>• The orders with the indicated hold codes included on this report if <b>Held Ord</b> is <b>N</b>, or excluded from this report if <b>Held Ord</b> is <b>Y</b></li> </ul>

**Available To Sell Summary Report**

Report/Listing Field	Description
ATS Detail Information	<p>The item(s) that are available to sell are printed.</p> <p>The <b>Vendor</b> associated with the item, the <b>WH</b> in which the item is stocked, and the <b>Item</b> number and its <b>Description(s)</b> are included, as well as the following information for each of the ten periods:</p> <ul style="list-style-type: none"><li>• <b>beginning balance</b></li><li>• <b>amount on receiver</b></li><li>• <b>amount on PO</b></li><li>• <b>amount on return requisitions</b></li><li>• <b>amount on open orders</b></li><li>• <b>net available</b></li><li>• <b>minimum available</b></li><li>• <b>maximum available</b></li></ul>

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You can print a list of extended item comments (EICs) for a range of specified criteria. Some of the criteria you can select from is determined through the EIC settings in System Options Maintenance (MENU XAFILE). You may select to print the report using a range of the following, depending upon how system options are set:

- warehouses, if you selected to use warehouse specific comments
- item numbers
- item EIC groups, if you selected to use item EIC groups
- company/customers, if you selected to use company/customer specific EICs
- customer EIC groups, if you selected to use customer EIC groups
- start dates

Use the Extended Item Comments Report option on the Inventory Accounting Reporting Menu (MENU IAREPT) to print this report.

## Extended Item Comments Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Extended Item Comment Report Selection Screen	Used to specify limiting criteria for the report.
Extended Item Comment Listing	Prints extended item comments that match the limiting criteria.

## Extended Item Comment Report Selection Screen

Extended Item Comment Report

Warehouse?    - .            to            ...

Item Number:    .....  
to:            .....

Item Group?    .....            to            .....

Company?       ...            to            ...

Customer:       .....            to            .....

Cust Group?    .....            to            .....

Start Date:     .....            to            .....

F3=Exit

This screen appears after selecting option **14** - Extended Item Comments Report from the Inventory Accounting Reporting Menu (MENU IAREPT). Use this screen to select the criteria for which the report will print. To limit the EICs included in the report, selection criteria is provided.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

### Extended Item Comment Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Key the warehouse or range of warehouses for which existing EICs will print. Only those comments created at the warehouse level, specifically for those warehouses selected, will print. No system level EICs will be included. However, if no warehouses are keyed, EICs created at both the system level and at the warehouse level (for all warehouses) will be included in the report. (A 2) Optional
Item Number	Key the item number or range of item numbers for which existing EICs will print.  NOTE: You cannot fill in this field if you choose to select an <b>Item Group</b> range.  (A 27) Optional

## Extended Item Comment Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Item Group	<p>This field appears only if you selected to use item EIC groups through System Options Maintenance (MENU XAFIL2).</p> <p>Key the item EIC group or range of item EIC groups for which existing EICs will print. Item EIC groups are defined through Item EIC Groups Maintenance (MENU OEFIL2) in Order Entry and assigned to items through Item Master Maintenance (MENU IAFIL2).</p> <hr/> <p>NOTE: You cannot fill in this field if you choose to select an item number range in the <b>Item Number</b> range fields.</p> <hr/> <p>(A 5) Optional</p>
Company	<p>This field appears only if you selected to use company/customer specific EICs through System Options Maintenance (MENU XAFIL2).</p> <p>Key the company or range of company numbers associated with the EICs you want to print.</p> <hr/> <p>(A 2) Optional</p>
Customer	<p>This field displays only if you selected to use company/customer specific EICs through System Options Maintenance (MENU XAFIL2).</p> <p>Key a customer number or range of customer numbers associated with the EICs you want to print.</p> <hr/> <p>NOTE: You cannot fill in this field if you choose to select a <b>Cust Group</b> range.</p> <hr/> <p>(N 10,0) Optional</p>
Cust Group	<p>This field appears only if you selected to use customer EIC groups through System Options Maintenance (MENU XAFIL2).</p> <p>Key the customer EIC group or range of customer EIC groups associated with the EICs that you want to print. Customer groups are defined through Customer EIC Groups Maintenance (MENU OEFIL2) in Order Entry and assigned to customers through Customer/Ship-to Master Maintenance (MENU ARFIL2). Refer to the Accounts Receivable manual for details.</p> <hr/> <p>NOTE: You cannot fill in this field if you entered a customer number range in the <b>Customer</b> field.</p> <hr/> <p>(A 5) Optional</p>
Start Date	<p>Key the FROM and TO dates to select a range of start dates associated with the EICs you want to print.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIL2), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFIL2).</p> <hr/> <p>(2 @ N 6,0) Optional</p>

**Extended Item Comment Report Selection Screen Fields and Function Keys**

Field/Function Key	Description
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The Report Options Screen will display; refer to the Cross Applications User Guide for details about this screen.

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## Extended Item Comment Listing

OE803	01/06/11	13.22.58	EXTENDED ITEM COMMENT LISTING			A2/APDEMO	PAGE	1
All WH	All Item	Numbers	All Item Groups	All Companies	All Customers	All Customer Groups	All Dates	
Print Code	Extended Item	Comment						
-----								
Item Group:	BIND	Date: 00/00/00 to 04/19/27						
X	One-piece textured, Vinylbond covers. Triple-Life seamless							
X	hinges have a LIFETIME GUARANTEE against splitting or tearing.							
X	Returns accepted for replacement or credit. Lever-Lock rings							
X	keep papers secure. Black interior, Two over-sized pockets,							
X	and sheet lifters included.							
Item: A100		Date: 00/00/00 to 04/19/27						
X	Features automatic fax/phone changeover, answering machine							
X	hook-up, timed transmission, on hook dialing, automatic busy							
X	redial, 32-level halftone control, and 15 seconds/page							
X	transmission speed.							
X	* 18 sheet auto document feeder							
X	* 50 number automatic dialing							
X	* 13.9" W x 10.2" D x 4.8" H, 8.6 lbs.							
X	* Uses 98" paper roll							
Item: A110		Date: 00/00/00 to 04/19/27						
X	LIFETIME WARRANTY							
X	MFG CO. warrants that this product is free from defects in							
X	material and manufacture at the time of purchase. If any							
X	such defect appears during the life of the product, MFG's							
X	entire liability is, at MFG's option, either (a) repair, or							
X	(b) replacement of the product, or (c) refund the purchase							
X	price of the product, which must be returned to MFG CO. with							
X	proof of purchase. This warranty does not apply to product							
X	failure resulting from misuse, abuse, accident, neglect or							
X	mishandling, incorrect environments or wear from ordinary use.							
Item: F4001		Date: 31/12/09 to 12/21/31						
	Dichroic Reflector pushes all light out of the reflector.							
	Controlled Beam means more light where you need it.							
	6/pack							
Item: F4002		Date: 31/12/09 to 12/21/31						
	Controlled Beam Spread means more light where you need it.							
	More light and longer life than a 60 watt incandescent.							
	Indoor/Outdoor floodlight							
	Base size: Medium skirted							
	2/pack							

This report prints following your selections on the Report Options Screen. All EICs that match the criteria entered on the Extended Item Comment Report Selection Screen (p. 23-2) are printed.

### Extended Item Comment Report

Report/Listing Fields	Description
Header Information	<p>The header section of this report indicates the criteria for which this report was generated. The information that may appear in this header is as follows:</p> <ul style="list-style-type: none"> <li>• warehouses for which this report was generated</li> <li>• items for which this report was generated</li> <li>• item EIC groups for which this report was generated</li> <li>• companies for which this report was generated</li> <li>• customers for which this report was generated</li> <li>• customer EIC groups for which this report was printed</li> <li>• start dates for which this report was printed</li> </ul>
EIC Detail Information	<p>The EIC for the given selection criteria, if any, will print in this area. For details about the data included in this report, refer to Item Master Maintenance (MENU IAFIELD) in this manual or Customer/Ship-to Master Maintenance (MENU ARFIELD) in the Accounts Receivable manual.</p>



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Companies in European Community (EC) member countries are required to submit a monthly Intrastat Report (p. 24-8) to their respective governments detailing shipments (dispatches) to and receipts (arrivals) from other EC member countries. You can use the Intrastat Report option on the Inventory Accounting Reporting Menu (MENU IAREPT) to print either the Arrivals or Dispatches versions of the Intrastat Report, in either summary or detail format. The report includes items shipped to or received from other EC member countries, except:

- Inventory transactions entered through Enter/Update Transactions (MENU IAMAIN)
- Work order receipts
- Work order outside service receipts
- Drop ship item receipts

This option also prints the Intrastat Audit Report (p. 24-13), which lists each transaction line for which an error occurred when the Intrastat Report was created, and all of the transactions that were successfully included in the report.

The audit report separates errors into 2 categories:

- Terminal errors. The transaction was not included in the Intrastat Report because 1 or more pieces of critical information is missing or incorrect.
- Warning errors. The transaction was included in the Intrastat Report, but may not be correct because some of the required, less-critical data is missing or incorrect.

Use the Intrastat Audit Report to identify and resolve the errors, then rerun the Intrastat Report.

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### Important

To ensure accuracy, you should resolve the errors and rerun the report immediately. You will not be able to reproduce the report exactly if you have done either of the following:

- 
- Purged the order history, purchasing history, or PO landing cost history files for the month
  - Changed any of the following information:
-

- the **FOB Code**, **Transport Mode**, or **Country Code** for a vendor, through Vendor Maintenance (MENU POFILE)
- the **FOB Code**, **Carrier ID**, or **Country Code** for a customer or ship-to address, through Customer/Ship-to Maintenance (MENU ARFILE)
- the **Commodity Code** for an item, through Item Master Maintenance (MENU IAFIL2)
- the **Country Code** for a warehouse, through Warehouse Number Maintenance (MENU IAFIL2)
- the **Intrastat Delivery Terms** for an FOB code, through FOB Codes Maintenance (MENU OEFIL3 or MENU POFIL2)
- the **Transport Mode** for a carrier code, through Carrier Codes Maintenance (MENU ARFILE or MENU OEFIL2)
- the **European Community Member** field for a country, through Country Names Maintenance (MENU ARFIL2 or MENU POFILE)

These fields are important because some of the information on the Intrastat Report comes from master files (such as the Customer Master File). Changes to these files can affect the report. For example, if you run the Intrastat Report, change the **Transport Mode** field for a carrier through Carrier Codes Maintenance, then run the report again for the same period, all of the Order Entry sales orders and returns with that carrier code will be reported with the new **Transport Mode**.

You should not submit the Intrastat Report to the government until the Intrastat Audit Report prints without any terminal or warning errors.

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NOTE: Keep your copy of the Intrastat Audit Report for your files. This report is your record of the information you submitted to the government on the Intrastat Report. Additionally, you may not be able to recreate the Intrastat Report for this same period at a later date.

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You should run this option at the end of each month. To ensure its accuracy, you should run this report:

- After you have:
  - posted all Purchasing receipts and returns to vendors for the month
  - invoiced all Order Entry sales order shipments and returns for the month
  - completed the final day-end processing for the month
- Before you purge history files for the month through Reorganize A+ History Files (MENU XAMAST)

The following setup steps are required to ensure that the Intrastat Report is complete and accurate. You should perform these steps at least 1 month before the first time you plan to print the report, so that all of the data for the month will be captured in the system.

- Identify countries as EC members, through Country Names Maintenance (MENU ARFIL2). Data for the report is kept only for shipments and receipts between two different EC member countries.
- Define FOB codes and the corresponding Intrastat delivery terms for each code, through FOB Codes Maintenance (MENU OEFIL3 or MENU POFIL2).
- Define transport modes through Transport Mode Maintenance (MENU OEFIL3 or MENU POFIL2).
- Define commodity codes through Commodity Codes Maintenance (MENU IAFIL2).

- Add the transport mode to each carrier code, through Carrier Codes Maintenance (MENU OEFIL2 or MENU ARFILE).
- Assign a commodity code to each item through Item Master Maintenance (MENU IAFIL2).
- If you are using non-stock items in Order Entry, define at least 1 generic non-stock item number for each commodity code through Item Master Maintenance (MENU IAFIL2).
- Add/verify the following information in the vendor master record for each vendor in an EC member country:
  - Country code
  - FOB code
  - Transport mode
- Add/verify the following information in each customer master record and ship-to address for customers/ship-tos in an EC member country:
  - Country code
  - FOB code
  - Carrier code
- Add a country code to the address of each warehouse in an EC member country through Warehouse Number Maintenance (MENU IAFIL2). If landing costs are defined for the warehouse, specify whether each landing cost should be included in the receipt values on the Intrastat Report.
- Add a country code to the ship-to address of each warehouse in an EC member country through Enter or Change Requisitions (MENU POMAIN).

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NOTE: European Community Intrastat specifications limit each Intrastat Report to a maximum of 177 lines (14 pages). Therefore, when you select this option, multiple reports may print. This option automatically stops printing the report at the end of the 14th page and begins a new report.

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## Intrastat Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Intrastat Report Selection Screen	Used to specify limiting criteria for the report.
Intrastat Report	Prints the sales orders and Purchasing returns (Dispatches report) or the receipts and Order Entry returns (Arrivals report)
Intrastat Audit Report	Lists any errors that occurred when the Intrastat report was generated.

## Intrastat Report Selection Screen

INTRASTAT REPORT	
Company?	01
Warehouse?	-
Type of Report:	.. (1=Arrival,2=Dispatch)
Date Selection:	..... To .....
List Price Code:	.. (1-5) .....
Period:	..... (MMYY)
VAT No:	.....
Branch ID:	.....
Summary or Detail:	(S,D)
Print Audit Report:	Y (Y/N)
F3=Exit	

This screen appears after selecting option **15** - Intrastat Report from the Inventory Accounting Reporting Menu (MENU IAREPT). Use this screen to enter the selection criteria for the Intrastat Report (p. 24-8). The selection criteria you enter on this screen will be used to select records from the Order History Detail File and the PO History Detail File.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

### Intrastat Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	<p>This field is required if there is a Y in the field in System Options Maintenance (MENU XAFILE); otherwise, this field is display-only.</p> <p>Key the company number for which you want to print the report. You can print the report for only 1 company at a time.</p> <p><i>Default Value:</i> The default company defined in System Options Maintenance (MENU XAFILE).</p> <p><i>Valid Values:</i> A company defined through Company Names Maintenance (MENU XAFILE).</p> <p>(A 2) Required/Display</p>

### Intrastat Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	<p>Key the warehouse for which you want to print the report. You can print the report for only 1 warehouse at a time.</p> <p><i>Valid Values:</i> A warehouse defined through Warehouse Number Maintenance (MENU IAFIL2) with a country code in the warehouse address that is defined as an EC member country through Country Names Maintenance (MENU ARFIL2).</p> <p>(A 2) Required</p>
Type of Report	<p>Use this field to indicate whether you want to print the Intrastat Report (p. 24-8) for arrivals (receipts) or dispatches (shipments).</p> <p>Key <b>1</b> to print the report for arrivals. The report will include information about Purchasing receipts and Order Entry sales returns. Landing costs that have been defined with a <b>Y</b> in the <b>Intrastat</b> field through Warehouse Numbers Maintenance (MENU IAFIL2) are also included.</p> <p>Key <b>2</b> to print the report for dispatches. The report will include information about Order Entry sales orders and Purchasing returns to vendors.</p> <p>(N 1,0) Required</p>
Date Selection	<p>Use this field to specify the first and last date for which you want information included on the report.</p> <p>For arrivals, the report will include Purchasing receipts with a receipt date in the PO History Detail File and Order Entry sales returns with an invoice print date in the Order History Detail File on or between the dates you enter here. For dispatches, the report will include Order Entry sales orders with an invoice print date in the Order History Detail File and Purchasing returns to vendors with a receipt date in the PO History Detail File on or between these dates.</p> <p>Key the first and last dates for which you want information included on the report.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFID), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFIL2).</p> <p>(2 @ N 6,0) Required</p>
List Price Code	<p>For dispatches, the Intrastat Report (p. 24-8) must include the value of any goods that you sent to customers free of charge (that is, the invoice amount was zero). If you are using warehouse level pricing, the price in the Item Balance File from the price list you specify in this field will be used to calculate the value of any free items that were shipped. If you are not using warehouse level pricing, the price from the price list in the Item Master File is used.</p> <p>Key the number of the price list you want to use.</p> <p>(N 1,0) Required</p>

**Intrastat Report Selection Screen Fields and Function Keys**

Field/Function Key	Description
Period	<p>Key the month and year the report covers, in MMY format. This information is printed in the report heading; it is not used to select transactions for the report.</p> <p>(N 4,0) Required</p>
VAT No.	<p>Key the Value Added Tax (VAT) registration number for this company and warehouse. This information is printed in the report heading; it is not used to select transactions for the report.</p> <p>(N 9,0) Required</p>
Branch Id	<p>Key the branch identification number for this warehouse. This information is printed in the report heading; it is not used to select transactions for the report.</p> <p>(A 3) Required</p>
Summary or Detail	<p>Use this field to indicate which version of the report, summary or detail, you want to print. The summary report prints 1 line for each group of shipments or receipts. Transactions are summarized by:</p> <ul style="list-style-type: none"><li>• Commodity code</li><li>• Delivery terms</li><li>• Nature of transaction code</li><li>• Country of destination/origin</li><li>• Transport mode</li></ul> <p>The detail report prints a separate line for each item received or shipped. Information on both reports is printed in commodity code order (sequenced by commodity code).</p> <p>Key <b>S</b> to print the summary report.</p> <p>Key <b>D</b> to print the detail report.</p> <p>(A 1) Required</p>



### Intrastat Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Print Audit Report	<p>Use this field to specify whether you want to print the Intrastat Audit Report (p. 24-13), in addition to the Intrastat Report (p. 24-8).</p> <p>The Intrastat Audit Report serves two important purposes:</p> <ul style="list-style-type: none"> <li>It prints all of the lines that should have been included in the Intrastat Report and were not, because of missing data or other errors. For the Intrastat Report to be accurate, you must correct these errors and rerun the report. You should not submit the Intrastat Report to the government until these errors have been corrected.</li> </ul> <hr/> <p><b>Important</b></p> <p>To ensure accuracy, you should resolve the errors and rerun the report immediately, before you purge any history files or change any data. For more information, refer to the What This Option Does section for this menu option.</p> <hr/> <ul style="list-style-type: none"> <li>It is your record of all transactions included in the Intrastat Report. You should keep the Intrastat Audit Report on file to ensure that you will be able to respond to any questions about the Intrastat Report for a particular month. Additionally, once the Intrastat Report has been run and files have been purged, or other changes made, the report cannot be recreated. The Intrastat Audit Report is your only record of what data was on file for the reporting period.</li> </ul> <p>Key <b>Y</b> to print the Intrastat Audit Report. It is strongly recommended that you always print the report.</p> <p>Key <b>N</b> if you do not want to print the Intrastat Audit Report. Only the Intrastat Report will print. You will see a message warning you that the audit report will not be generated.</p> <p><i>Default Value:</i> Y</p> <p>(A 1) Required</p>
F3=Cancel	Press <b>F3=CANCEL</b> to cancel this option and return to the menu.
Enter	<p>Press <b>ENTER</b> to confirm your entries. The Report Options Screen will display (refer to the Cross Applications User Guide for details about this screen).</p> <p>After you press <b>ENTER</b> on the Report Options Screen, the Intrastat Report (p. 24-8) and (if selected) the Intrastat Audit Report (p. 24-13) will print.</p>

## Intrastat Report

Agent: VAT No. <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span> Branch ID: <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span>					
ARRIVALS				Period: <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span>	No. of cons: <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span>

<b>1</b> Commodity code <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>2</b> Value on Arrival <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>3</b> Delivery terms <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>4</b> Nature of transaction <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>5</b> No. of consignments <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>6</b> Trade's reference <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>
<b>7</b> Supplementary code <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>8</b> Country of origin <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>9</b> Mode of transport <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>10</b> Country of origin <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>11</b> No. of consignments <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>12</b> Trade's reference <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>

<b>1</b> Commodity code <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>2</b> Value on Arrival <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>3</b> Delivery terms <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>4</b> Nature of transaction <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>5</b> No. of consignments <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>6</b> Trade's reference <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>
<b>7</b> Supplementary code <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>8</b> Country of origin <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>9</b> Mode of transport <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>10</b> Country of origin <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>11</b> No. of consignments <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>12</b> Trade's reference <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>

<b>1</b> Commodity code <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>2</b> Value on Arrival <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>3</b> Delivery terms <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>4</b> Nature of transaction <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>5</b> No. of consignments <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>6</b> Trade's reference <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>
<b>7</b> Supplementary code <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>8</b> Country of origin <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>9</b> Mode of transport <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>10</b> Country of origin <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>11</b> No. of consignments <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>12</b> Trade's reference <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>

<b>1</b> Commodity code <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>2</b> Value on Arrival <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>3</b> Delivery terms <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>4</b> Nature of transaction <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>5</b> No. of consignments <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>6</b> Trade's reference <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>
<b>7</b> Supplementary code <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>8</b> Country of origin <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>9</b> Mode of transport <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>10</b> Country of origin <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>11</b> No. of consignments <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>12</b> Trade's reference <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>

<b>1</b> Commodity code <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>2</b> Value on Arrival <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>3</b> Delivery terms <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>4</b> Nature of transaction <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>5</b> No. of consignments <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>6</b> Trade's reference <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>
<b>7</b> Supplementary code <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>8</b> Country of origin <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>9</b> Mode of transport <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>10</b> Country of origin <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>11</b> No. of consignments <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	<b>12</b> Trade's reference 

NOTE: Because the format of the Intrastat Report can be different for different countries, no preprinted form is provided for this report. The sample report shown above is only an example of one country's form. Regardless of format, each country's Intrastat Report contains the fields described in this section.

This report prints following your selections on the Intrastat Report Selection Screen (p. 24-4) and the Report Options Screen (refer to the Cross Applications User Guide for details about this screen).

For a transaction to be included on the report, the shipping and receiving companies or warehouses must be in different EC member countries. The company number and warehouse must match the selection criteria, and the receipt date (for arrivals) or invoice print date (for dispatches) in the history files must be in the date range you entered on the Intrastat Report Selection Screen (p. 24-4).

The report includes Order Entry sales orders and Purchasing returns to vendors (Dispatches report) or Purchasing receipts and Order Entry sales returns (Arrivals report), except:

- Inventory transactions entered through Enter/Update Transactions (MENU IAMAIN)
- Work order receipts
- Work order outside service receipts
- Drop ship item receipts

The summary report prints 1 line for each group of shipments or receipts. Transactions are summarized by:

- Commodity code
- Delivery terms
- Nature of transaction code
- Country of destination/origin
- Transport mode

The detail report prints a separate line for each item received or shipped. Information on both reports is printed in commodity code order (sequenced by commodity code).

The Arrivals and Dispatches reports contain the same fields. The information in some fields is slightly different, however, depending on which version of the report you are printing, as described in the individual field descriptions.

European Community Intrastat specifications limit each Intrastat Report to a maximum of 177 lines (14 pages). Therefore, when you select this option, multiple reports may print. This option automatically stops printing the report at the end of the 14th page and begins a new report.

### Intrastat Report

Report/Listing Fields	Description
(Header Information)	<p>The following information prints only on the first page of the report:</p> <ul style="list-style-type: none"> <li>• <b>Trader Information:</b> This section contains your entries in the <b>VAT No.</b> and <b>Branch Id</b> fields on the Intrastat Report Selection Screen (p. 24-4), and the address of the warehouse for which you printed the report.</li> <li>• <b>Agent Information:</b> This section will be left blank.</li> <li>• <b>Period:</b> This field contains your entry in the <b>Period</b> field on the Intrastat Report Selection Screen (p. 24-4).</li> <li>• <b>No. of Items:</b> This field shows the total number of lines printed on the report. On the detail report, the number of lines will equal the number of items; on the summary report, each line may include multiple items.</li> </ul>
Commodity Code	This field shows the <b>commodity code</b> for the item(s) on this line of the report.

## Intrastat Report

Report/Listing Fields	Description
Value in (Currency)	<p>NOTE: This sample report is for the United Kingdom. The field name for a different country will reflect that country's currency.</p> <p>This field contains the total value of the item(s) on this line of the report, in the company's local currency.</p> <p>For <i>arrivals</i>, the total value is calculated using:</p> <ul style="list-style-type: none"> <li>the invoice amount for Order Entry sales returns in the Order History Detail File</li> <li>the invoice amount for Purchasing receipts in the PO History Detail File, plus any applicable landing costs from the PO Landing Cost History File for which the <b>Intrastat</b> field is Y in Warehouse Numbers Maintenance (MENU IAFILE)</li> </ul> <p>If the invoice amount for a Purchasing receipt is zero, then the cost for the item will be taken from the vendor/item record. If there is no cost in the vendor/item record or no vendor/item record exists, the average cost for the item in the Item Balance File will be used. If there is no cost in the Item Balance File, a warning will print on the Intrastat Audit Report (p. 24-13).</p> <p>For <i>dispatches</i>, the total value is calculated using:</p> <ul style="list-style-type: none"> <li>the invoice amount for Purchasing returns to vendors in the PO History Detail File</li> <li>the invoice amount for Order Entry sales orders in the Order History Detail File minus the trade discount amount, if a trade discount exists for this order and the discount applies to this line</li> </ul> <p>If the invoice amount for an Order Entry sales order is zero and you are using warehouse level pricing, then 1 of the 5 list prices from the Item Balance File will be used. The list price selected will be the one you entered in the <b>List Price Code</b> field on the Intrastat Report Selection Screen (p. 24-4). If you are not using warehouse level pricing, the price list in the Item Master File will be used. If no price is found, a warning will print on the Intrastat Audit Report (p. 24-13).</p>
Delivery Terms	<p>This field contains the entry in the <b>Intrastat Delivery Terms</b> field for the current <b>FOB</b> code in the customer or vendor record. If the <b>Intrastat Delivery Terms</b> field for that <b>FOB</b> code is blank, or if the <b>FOB Code</b> field on the customer or vendor record is blank, this field will contain XXX for "Other," and the audit report will print a warning error for the line.</p>
Nature of Transaction Code	<p>The code in this field indicates the type of transaction(s) for which information is shown on this line. Transaction codes, the types of transactions they include, and the source(s) of transaction data are defined in the following table in Figure 1.</p>

**Sources of Transaction Data**

<b>Code</b>	<b>Definition</b>	<b>Arrivals</b>	<b>Dispatches Report</b>
10	All transactions involving actual or intended change of ownership for a consideration.	From the PO History Detail File, any receipt for which the receipt quantity is positive and the invoice amount is not zero.	From the Order History Detail File, any transaction where the shipped quantity is positive and the invoice amount is not zero.
16	Credits.	From the PO History Detail File, any receipt for which the receipt quantity is negative and the <b>Update Inventory</b> flag is <b>N</b> .	From the Order History Detail File, any transaction where the shipment quantity is negative and the <b>Allocate Inventory</b> field is <b>N</b> .
20	Returned goods and replacement of goods.	From the Order History Detail File, any transaction for which the shipped quantity is negative and the <b>Allocate Inventory</b> field is <b>Y</b>	From the PO History Detail File, any receipt for which the receipt quantity is negative and the <b>Update Inventory</b> field is <b>Y</b> .
30	Free of charge transactions involving permanent change of ownership.	From the PO History Detail File, any receipt for which the receipt quantity is positive and the invoice amount is zero.	From the Order History Detail File, any transaction for which the shipment quantity is positive and the invoice amount is zero.

NOTE: Any transaction involving Purchasing receipts, regardless of the Nature of Transaction Code, may also include information from the PO Landing Cost History File, if there is at least one landing cost on the receipt for which the **Intrastat** field is **Y** in Warehouse Numbers Maintenance (MENU IAFIELD).

**Intrastat Report Fields**

<b>Report/Listing Fields</b>	<b>Description</b>
Net Mass	This field contains the net weight of the shipment or receipt in kilograms.
	NOTE: All weights are assumed to be stored in U.S. pounds. The report will convert all weights to kilograms and round up to the nearest whole kilogram.
Supplementary Units	This field will be left blank.

### Intrastat Report Fields

Report/Listing Fields	Description
Country of Consignment/ Destination	<p>For arrivals, this field contains the country in the vendor's address (for Purchasing receipts) or the customer's address (for Order Entry sales returns).</p> <p>For dispatches, this field contains the country in the address to which the sales order was shipped (for Order Entry sales orders) or the country in the vendor's address (for Purchasing returns to vendors).</p>
Mode of Transport	<p>For arrivals, this field contains the entry in the <b>Transport Mode</b> field on the Purchase Order Header for Purchasing receipts. If that field is blank, the report will show the value in the <b>Transport Mode</b> field on the vendor record. If that field is blank, the report will show a '6' for "Unallocated."</p> <p>For Order Entry sales returns, this field contains the entry in the <b>Transport Mode</b> field in Carrier Code Maintenance (MENU OEFIL2) for the carrier ID on the order. If the <b>Carrier Id</b> field on the return is *NONE, this field will be blank.</p> <p>For dispatches, this field contains the entry in the <b>Transport Mode</b> field in Carrier Code Maintenance (MENU OEFIL2) for the carrier ID on the Order Entry sales order. If the <b>Carrier Id</b> field on the return is *NONE, this field will be blank. For Purchasing returns to vendors, this field contains the entry in the <b>Transport Mode</b> field on the Purchase Order Header for Purchasing receipts. If that field is blank, the report will show the value in the <b>Transport Mode</b> field on the vendor record. If that field is blank, the report will show a '6' for "Unallocated."</p>
Country of Origin	This field will be left blank.
No. of Consignments	<p>The number of consignments included in the values on this line of the report.</p> <p>On the summary report, this is the number of receipt or shipment lines.</p> <p>On the detail report, this will always be 1.</p>
Trader's Reference	<p>On the summary report, this field will be blank.</p> <p>On the detail report, this field will contain one of the following:</p> <ul style="list-style-type: none"> <li>• For arrivals, the company number/PO number for Purchasing receipts, and the company number/order number/generation for Order Entry sales returns.</li> <li>• For dispatches, the company number/order number/generation for Order Entry sales orders, and the company number/PO number for Purchasing returns to vendors.</li> </ul>

## Intrastat Audit Report

IA319C 21/10/11 15.48.19		INTRASTAT AUDIT REPORT - DISPATCH				KM/ APDEMO	PAGE 1	
Company: 03 Warehouse: 6		Date: 100101 To 111231	List Price Code: 1	Period: 1011	VAT No: 012313874	Branch ID: 293	Detail Report	
Reference	Item#	Net Weight	Cnty of Cons/Dest	FOB Code	Commodity Code	Trans Date	Intrastat Value	Cnty Of Origin
031015400	A200	*** WARNING ERROR ***	Delivery terms in FOB record is blank	GERMANY	10	00000000	4/07/08	68.56
Cost Code Src:	Intrastat Terms Code:	Nature Of Trans:10	Trans Mode:					
031015500	A140	*** WARNING ERROR ***	Delivery terms in FOB record is blank	GERMANY	10	00000000	4/07/08	68.58
Cost Code Src:	Intrastat Terms Code:	Nature Of Trans:10	Trans Mode:					
031015500	A120	*** WARNING ERROR ***	Delivery terms in FOB record is blank	GERMANY	10	00000000	4/07/08	46.99
Cost Code Src:	Intrastat Terms Code:	Nature Of Trans:10	Trans Mode:					
031015600	A310	*** WARNING ERROR ***	Delivery terms in FOB record is blank	GERMANY	10	00000000	4/07/08	25.26
Cost Code Src:	Intrastat Terms Code:	Nature Of Trans:10	Trans Mode:					

This report prints only if you keyed a **Y** in the **Print Audit Report** field on the Intrastat Report Selection Screen (p. 24-4).

This report lists the transactions included in the Intrastat Report (p. 24-8) and any errors that occurred when the Intrastat Report was created.

---

NOTE: Keep your copy of this audit report for your files. This report is your record of the information you submitted to the government on the Intrastat Report. You may not be able to recreate the Intrastat Report for this same period at a later date.

---

If errors occurred in creating the Intrastat Report (p. 24-8), the audit report will list one or both of the following types of errors, in addition to the transaction information shown in the sample report:

- Terminal Errors

The transaction was not included the Intrastat Report (p. 24-8) because 1 or more pieces of required critical information is missing.

For line with a terminal error, the report includes the following information:

- error code
- error description
- company order number
- receipt/shipment date
- value of field(s) in error

The report also prints a description of the error. Possible errors include:

- PO information cannot be found
- Ship-to country not found
- Cost/price could not be found

- Warning Errors

The transaction printed on the Intrastat Report, but may not be correct because some of the required, less-critical information is missing. Lines for warning errors contain the same information as lines for terminal errors.

If any lines with errors appear on the report, this means that the Intrastat Report is incomplete or incorrect. Use this audit report to identify and resolve the errors, then rerun the Intrastat Report.

---

### **Important**

To ensure accuracy, you should resolve the errors and rerun the report immediately, before you purge any history files or change any data. For more information, refer to the What This Option Does section.

---

You should not submit the Intrastat Report to the government until the Intrastat Audit Report prints without any terminal or warning errors.

### **Intrastat Audit Report Fields**

<b>Report/Listing Fields</b>	<b>Description</b>
Audit Information	<p>For <i>arrivals</i>, this section prints 1 line for each transaction. The report is sequenced by commodity code and PO number.</p> <p>For <i>dispatches</i>, this section prints 1 line for each shipment. The report is sequenced by commodity code and invoice number.</p> <p>The following information is printed for each line:</p> <ul style="list-style-type: none"><li>• Traders reference number</li><li>• Item number</li><li>• Net weight</li><li>• country of consignment/destination</li><li>• FOB code</li><li>• Commodity code</li><li>• Transaction date</li><li>• Intrastat value</li><li>• Country of origin</li><li>• Cost code</li><li>• Intrastat delivery terms</li><li>• Nature of transaction code</li><li>• Transport mode</li><li>• Receipt date</li><li>• Applicable landing costs</li></ul>

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In a retail environment, it is a requirement to generate item price labels. Labels are used in stores to place on products or on store shelves where products are stored. Typical labels include item number or UPC code, bar coded item number or UPC code, item description, unit price, and item price.

---

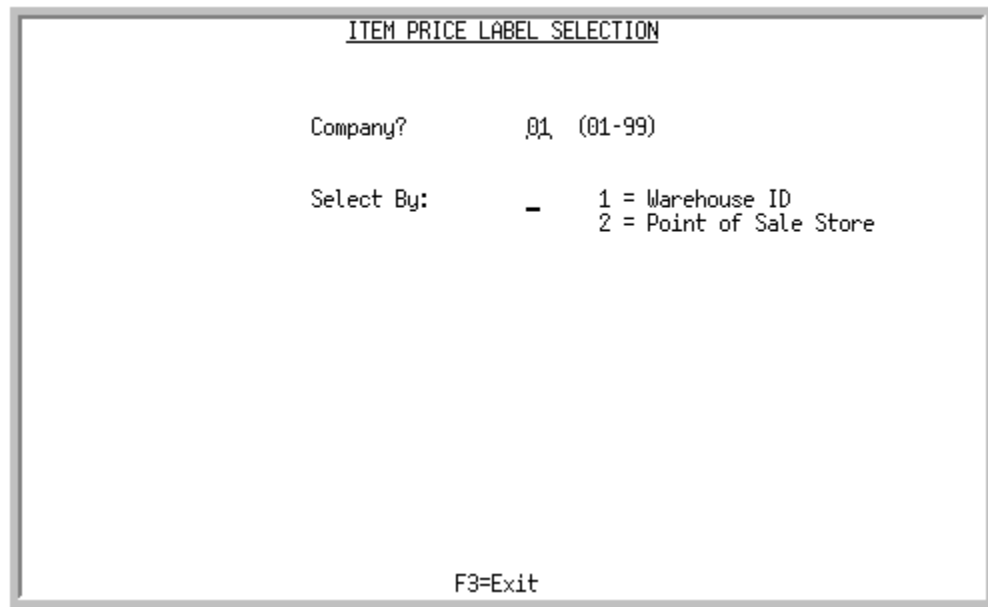
## Item Price Labels

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Item Price Label Selection Screen	Used to select the company for which to process item price labels.
Item Price Label Screen	Used to enter selection criteria for the item price label.
UPC Code Selection Screen	Used to select the a UPC for which to print item price labels.

---

## Item Price Label Selection Screen



```
ITEM PRICE LABEL SELECTION

Company?      01, (01-99)

Select By:    -      1 = Warehouse ID
                  2 = Point of Sale Store

F3=Exit
```

This screen appears after selecting option **16** - Item Price Labels on the Inventory Accounting Reporting Menu (MENU IAREPT) or the Point of Sale Main Menu (MENU PSMAIN).

Note that this screen can also be accessed from the UPC & GTIN Item/UOM Cross Reference Maintenance option on the Inventory Accounting File Maintenance Menu (MENU IAFILE) or the Point of Sale - File Maintenance Menu (MENU PSFILE).

Use this screen to select a company for which item price labels will be processed.

If you have Point of Sale installed, you can select to print an item price label for a warehouse or Point of Sale store.

If you do not have Point of Sale installed, an item price label will print for your default warehouse. However, this warehouse number can be changed through the **Warehouse** field on the Item Price Label Screen.

## Item Price Label Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	<p>This field appears only if the <b>Multi Company</b> field is set to <b>Y</b> through System Options Maintenance (MENU XAFILE).</p> <p>Key the company number for which you want to process an item price label. If International Currency is installed and activated, the label's currency will be the company's default currency.</p> <hr/> <p>NOTE: If you select to print an item price label for a Point of Sale store, the company number must be associated with the store. Stores are defined through Stores Maintenance (MENU PSFILE).</p> <hr/> <p><i>Default Value:</i> The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)</p> <p><i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 2) Required</p>
Select By (Warehouse ID)	<p>This field only appears if you have Point of Sale installed.</p> <p>Key <b>1</b> to select to print an item price label for a warehouse.</p> <p>(N 1) Required</p>
Select By (Point of Sale Store)	<p>This field only appears if you have Point of Sale installed.</p> <p>Key <b>2</b> to select to print an item price label for a Point of Sale Store.</p> <p>If you select to print an item price label for a Point of Sale store, the company number must be associated with the store. Stores are defined through Stores Maintenance (MENU PSFILE).</p> <p>(N 1) Required</p>
F3=Exit	Press <b>F3=EXIT</b> to return to the calling menu or screen.
Enter	Press <b>ENTER</b> to confirm the information that you entered. The Item Price Label Screen (p. 25-4) appears.

## Item Price Label Screen

ITEM PRICE LABEL	
Company:	1 A & C Office Supply
Warehouse?	1. Hartford, CT
Item Number or UPC Code:	-..... U/M? ....
Label Quantity:	1
Print Item Description:	B (1, 2, or B=Both)
Print Manufacturers No:	N (Y,N)
Print Price:	Y. (Y,N)
Customer:	.....
Price List:	(1-5) ..
Print Unit Price:	N (Y,N)
Unit Price U/M?	.....
-OR- Conversion Factor:	.....,00000. U/M? .... per U/M? ....
Print UPC Code:	N (Y,N)
Label Output Queue:	QPRINT.....
Find:	.....
Item No:	..... Class? .....
F3=Cancel      F4=Customer Search      F5=UPC Cross Ref      F12=Return	

Use this screen to enter selection criteria for which you want to print an item price label. After you press **ENTER**, a label will print to the output queue specified in the **Label Output Queue** field, and the following message will display on this screen: Item Price Labels have been printed for the selected item.

### Item Price Label Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	<p>This field appears only if you have Point of Sale installed and you keyed <b>1</b> in the <b>Select By</b> field on the “Item Price Label Selection Screen” on page 25-2.</p> <p>Use this field to enter the warehouse number for which you want to print an item price label. The warehouse name will print on the item price label.</p> <p><i>Default Value:</i> The default warehouse for the default company defined through Authority Profile Maintenance (MENU XASCTY).</p> <p><i>Valid Values:</i> The warehouse that the item has been assigned to through Item Balance Maintenance (MENU IAFILE).</p> <p>(A 2) Required</p>
Store	<p>This field only appears if you have Point of Sale installed and you keyed <b>2</b> in the <b>Select By</b> field on the Item Price Label Selection Screen (p. 25-2).</p> <p>Use this field to enter the store ID for which you want to print an item price label. The store name will print on the item price label.</p> <p><i>Valid Values:</i> A store ID defined through Store Maintenance (MENU PSFILE).</p> <p>(A 5) Required</p>

### Item Price Label Screen Fields and Function Keys

Field/Function Key	Description
Item Number/UPC Code	<p>Key an item number or UPC bar code. The item number or UPC bar code will print on the item price label.</p> <hr/> <p>NOTE: If you selected to print an item price label for a warehouse, warehouse/item number must have been defined through Item Balance Maintenance (MENU IAFILE).</p> <hr/> <p><i>Valid Values:</i> An item number defined through Item Master Maintenance (MENU IAFILE). The item number keyed here must be assigned to the company number entered in the <i>Company</i> field.</p> <p><i>Valid Values:</i> A UPC Bar Code defined through UPC Item/UOM Cross Reference Maintenance (MENU IAFILE).</p> <p>(A 27) Required/Optional</p>
U/M	<p>Use this field to specify the unit of measure associated with the item or UPC bar code.</p> <p>If this field is left blank and a value is entered in the <b>UPC Code</b> field, this field defaults to the unit of measure associated with the bar code. This <b>U/M</b> is defined through UPC Item/UOM Cross Reference Maintenance (MENU PSFILE).</p> <p>If the <b>UPC Code</b> and the <b>U/M</b> are entered and the value in the <b>U/M</b> field is different from the <b>U/M</b> defined through UPC Item/UOM Cross Reference Maintenance (MENU PSFILE), then a message will display to inform you.</p> <p>If this field is left blank and you enter an item number, this field defaults to the value in the <b>DFT ORD U/M</b> field defined through Item Balance Maintenance (MENU IAFILE). If the <b>DFT ORD U/M</b> field is blank, this field defaults to the stocking <b>U/M</b> field defined through Item Master Maintenance (MENU IAFILE).</p> <p><i>Valid Values:</i> A unit of measure defined or the item through Item Master Maintenance (MENU IAFILE).</p> <p>(A 3) Required/Optional</p>
Label Quantity	<p>Use this field to enter the amount of item price labels that you want to print.</p> <p>(N 3) Required</p>

### Item Price Label Screen Fields and Function Keys

Field/Function Key	Description
Print Item Description	<p>Use this field to specify which item description line to print on the item price label.</p> <p>If you set this field to <b>1</b>, the first item description line will print on the item price label.</p> <p>If you set this field to <b>2</b>, the second item description line will print on the item price label.</p> <p>If you set this field to <b>B</b>, both the first and second item description lines will print on the item price label.</p> <p><i>Default Value:</i> If you selected to print item price labels by a specific warehouse by setting <b>Select By = 1</b> on the Item Price Label Screen, this field defaults to <b>B</b>. If you selected to print item price labels by a Point of Sale Store by setting <b>Select By = 2</b> on the Item Price Label Screen, this field defaults to the value in the <b>Print Item Description On Receipt</b> field specified through Stores Maintenance (MENU PSFILE).</p> <p>(A 1) Required</p>
Print Manufacturers No	<p>Use this field to determine whether or not to print the manufacturer's number on the item price label. The manufacturer's number is specified in Item Master Maintenance (MENU IAFILE).</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>
Print Price	<p>Use this field to determine whether or not to print the price of the item on the item price label.</p> <p><i>Default Value:</i> Y</p> <p>(A 1) Required</p>
Customer	<p>Use this field to print the customer's item price on the item price label.</p> <hr/> <p>NOTE: This field is required if the <b>Print Price</b> field is set to <b>Y</b> and the <b>Price List</b> field is blank.</p> <hr/> <p><i>Default Value:</i> If you selected to print item price labels by a Point of Sale Store by setting <b>Select By = 2</b> on the Item Price Label Screen, this field defaults to the customer specified through Stores Maintenance (MENU PSFILE).</p> <p><i>Valid Values:</i> A customer number defined through Customer/Ship-To Maintenance (MENU ARFILE).</p> <p>(A 10) Required/Optional</p>

## Item Price Label Screen Fields and Function Keys

Field/Function Key	Description
Price List	<p>Use this field to determine the price printed on the item price label.</p> <p>NOTE: If you enter a value into the <b>Customer</b> field, the value you enter in this field will be the price that prints on the item price label.</p> <p>(A 1) Required</p>
Print Unit Price	<p>Use this field to determine whether or not to print the item price in a standard unit of measure on the item price label.</p> <p>NOTE: This field cannot be set to <b>Y</b> if the <b>Print Price</b> field is set to <b>N</b>.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>
Unit Price U/M	<p>If you enter a value into this field, the unit price will print on the item price label. This field is required If the <b>Print Unit Price</b> field is set to <b>Y</b> and the <b>Conversion Factor U/M Per U/M</b> field is blank.</p> <p><i>Valid Values:</i> A unit of measure defined for the item through item Master Maintenance (MENU IAFIL2).</p> <p>(A 3) Required/Optional</p>
Conversion Factor/ UM/Per UM	<p>This field is required if the <b>Print Unit Price</b> field is set to <b>Y</b> and the <b>Unit Price U/M</b> field is blank. This field must be blank if you entered a value into the <b>Unit Price U/M</b> field.</p> <p>Use this field to print the unit price of the item in a unit of measure of your choice on the item price label. You must enter the unit of measure that the item will be sold in one of these <b>U/M</b> fields. You must enter the unit price unit of measure for the item in the other <b>U/M</b> field.</p> <p><i>Valid Values:</i> A unit of measure defined through Unit of Measure Maintenance (MENU IAFIL2).</p>
Print UPC Code	<p>Use this field to determine whether or not you want the UPC code to print on the item price label.</p> <p>If you set this field to <b>N</b>, the item number will print on the item price label.</p> <p>If you set this field to <b>Y</b>, enter an item number into the <b>Item Number</b> field, and press <b>ENTER</b>, the UPC Code Selection Screen displays. Use this screen to select the UPC Code to print on the Item Price Label.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>
Print Bar Code	<p>This field displays only if TL Ashford is installed on your system.</p> <p>Use this field to determine whether or not you want the bar code to print on the item price label.</p> <p>(A 1) Required</p>

### Item Price Label Screen Fields and Function Keys

Field/Function Key	Description
Label Output Queue	<p>Use this field to enter the ID of the AS/400 Output Queue to which this print job will be sent. The default is the output queue assigned to the user's profile on the AS/400 (usrprf), unless output queue overrides have been set up through Output Queue Overrides Maintenance (MENU XAFILE).</p> <p>Key the output queue to which this print job will be sent.</p> <p>(A 5) Required</p>
Label Name	<p>This field appears only if you have TL Ashford installed on your system.</p> <p>Use this field to specify the name of the label defined by TL Ashford.</p> <p><i>Default Value:</i> PS380LB. If the default differs, then a corresponding TL Ashford label exists.</p> <p>(A 8) Required</p>
Find	<p>If you do not recall the complete item number, key item description search criteria to activate the Item Search. Items with descriptions matching the search criteria keyed will display on the Item Description Search Screen (p. 27-11).</p> <p>(A 40) Optional</p>
Item No	<p>This field may be used in addition to, or in place of, entering search criteria in the <b>Find</b> field to further limit the items to display</p> <p>Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number.</p> <p>(A 27) Optional</p>
Class	<p>This field may be used in addition to the search criteria <b>Find</b> or <b>Item No</b> fields to further limit the number of items that will display, based on their item class.</p> <p>Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen.</p> <p>(A 2) Optional</p>
F3=Cancel	<p>Press <b>F3=CANCEL</b> to return to the Point of Sale Main Menu. The information that you key on this screen will not be saved.</p>
F4=Customer Search	<p>Press <b>F4=CUSTOMER SEARCH</b> to access the Customer/Ship-To Search - Customer Search, where you can search for and select a customer. Refer to the Accounts Receivable User Guide for a more information on this screen.</p>
F5=UPC Cross Ref	<p>Press <b>F5=UPC CROSS REF</b> to access the UPC Item/UOM Cross Reference Screen, where you can create an association between an item and unit of measure.</p>



**Item Price Label Screen Fields and Function Keys**

Field/Function Key	Description
F12=Return	Press <b>F12=RETURN</b> to return to the Item Price Label Selection Screen. The information that you key on this screen will not be saved.

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## UPC Code Selection Screen

UPC CODE SELECTION	
Item & Description	U/M UPC Code
1 A200 Sharp Copier Toner SF-7200	EA 0 014785 27453 5
<div style="text-align: right;">Last</div>	
Select: _ .	
F12=Return	

This screen displays when you enter an item number in the **Item Number** field and key **Y** in the **Print UPC Code** field on the Item Price Label Screen (p. 25-4).

This screen displays a list of unit of measures and UPC codes for the item number entered into the **Item Number** field on the Item Price Label Screen (p. 25-4).

Use this screen to select a specific UPC code for which you want to print on the item price label.

### UPC Code Selection Screen Fields and Function Keys

Field/Function Key	Description
Select	Use this field to select the UPC code of the item for which you want to print on the item price label. Key the number to the left of the <b>Item &amp; Description</b> field. (N 2) Required/Optional
F12=Return	Press <b>F12=RETURN</b> to return to the Item Price Label Screen. The information that you key on this screen will not be saved.
Enter	Press <b>ENTER</b> to return to the Item Price Label Screen. The information that you key on this screen will be saved.

Inventory count history is created when cycle counts, physical inventory counts or inventory recount transactions are posted through Inventory Accounting, Warehouse Management, or Radio Frequency. It provides an audit trail of counting information for the item and location with regard to lot control, serial, and country of origin tracking.

## Inventory Count History Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Inventory Count History Report Screen	Used to select the warehouse, date, and item number to detail on the report.
Inventory Count History Report	Prints the inventory transaction history for item count transactions by warehouse and item number.

## Inventory Count History Report Screen

INVENTORY COUNT HISTORY REPORT

Warehouse?

Date:

Item Number:

Fr:

To:

To?

To:

F3=Cancel

This screen appears after selecting option 17 - Inventory Count History Report on the Inventory Accounting Reporting Menu (MENU IAREPT). Use this screen to select the items for which item count transaction history report will print

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

### Inventory Count History Listing Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	<p>This field limits the report selection to a specific warehouse or range of warehouses. If left blank, transaction history for all warehouses will display.</p> <p><i>Valid Values:</i> A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 2) Optional</p>
Date	<p>Key the transaction date range for which item count history will print.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Required</p>

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**Inventory Count History Listing Screen Fields and Function Keys**

Field/Function Key	Description
Item Number	Key the range of item numbers to include in the report. <i>Valid Values:</i> A valid item number defined through Item Master Maintenance (MENU IAFILE). (2 @ A 27) Optional
F3=Exit	Press F3=EXIT to return to the calling menu or screen.
Enter	Press ENTER to confirm the information that you entered. The Report Options Screen will display (refer to the Cross Applications User Guide for details about this screen).

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## Inventory Count History Report

IA326 6/10/17 12.03.24			INVENTORY COUNT HISTORY REPORT					BA/APDEMO	PAGE: 1
All Warehouses			All Items			WAREHOUSE 5 - Chicago, IL			
Post Date			Post Time			All Dates			
		Src	Type	Count	UM-1	Count	UM-2	Count	UM-3
								Location	Lot/Serial
									C00
A100				All-in-One Printer Model V515W Print, Copy, Fax, Scan					
19/09/17	12:04:49	WM	P	1.000	EA			01.001.06	Reserved
19/09/17	12:04:49	WM	P	1.000	EA			10.001.01	A837
19/09/17	12:04:49	WM	P	1.000	EA			10.001.01	A838
19/09/17	12:04:49	WM	P	1.000	EA			10.001.01	A839
19/09/17	12:04:49	WM	P	1.000	EA			10.001.01	A840
19/09/17	12:04:49	WM	P	1.000	EA			10.001.01	A841
19/09/17	12:04:49	WM	P	1.000	EA			10.001.01	A842
19/09/17	12:04:49	WM	P	1.000	EA			10.001.01	A843
19/09/17	12:04:49	WM	P	1.000	EA			10.001.01	A844
A110				Sharp Copier Model Z-57					
19/09/17	12:04:49	WM	P	1.000	EA			01.001.07	Reserved
19/09/17	12:04:49	WM	P	1.000	EA			04.002.01	125
19/09/17	12:04:49	WM	P	1.000	EA			04.002.01	126
19/09/17	12:04:49	WM	P	1.000	EA			04.002.01	127
19/09/17	12:04:49	WM	P	1.000	EA			04.002.01	128
19/09/17	12:04:49	WM	P	1.000	EA			98.998.98	124
A170				3-Ring Binder - 2" Blue					
6/10/17	10:09:38	WM	P	357.000	EA			03.002.01	501
6/10/17	10:09:38	WM	P	430.000	EA			03.002.04	576
6/10/17	10:09:38	WM	P	.000	EA			06.006.03	Reserved
A500				File Folders - Manilla Box of 100 - letter size					
25/09/17	14:01:32	WM	P	25.000	CAS	.000	EA	04.002.04	
25/09/17	14:01:32	WM	P	1.000	CAS	12.000	EA	11.001.01	
21/08/17	8:43:57	RF	P	.000	CAS	.000	EA	04.002.03	
25/09/17	14:01:32	WM	P	.000	CAS	30.000	EA	12.001.01	
A580				File Folders - Manilla Box of 100 - legal size					
25/09/17	14:01:32	WM	P	.000	CAS	81.000	EA	08.002.02	
25/09/17	14:01:32	WM	P	4.000	CAS	.000	EA	12.003.04	
25/09/17	14:01:32	WM	P	50.000	CAS	.000	EA	12.004.04	
C130				Duracell - Alkaline Battery Size AA Battery					
6/10/17	10:17:36	WM	P	24.000	EA			11.001.01	2-92117-0024
									USA

This report prints following your selections on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen.) The Report Options Screen appears after you press **ENTER** on the Inventory Count History Report Screen (p. 26-2).

All items that match the criteria entered on that screen are printed. Within warehouse and item number, this report is sequenced by descending posting date and time, and then by location number, lot/serial number, and country of origin code.

### Inventory Count History Report

Report/Listing Fields	Description
Headings	<p>Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.</p> <p>Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.</p> <p>The message <b>“* Data may have been omitted due to security considerations *”</b> will print when the user that generated this report/listing is not authorized to all the warehouse selected data as determined through Authority Profile Maintenance (MENU XASCTY).</p>
(Item)	The item number and description lines from the item Master File.
Post Date/Post Time	The date and time the inventory count transaction was posted through the Transaction Processor.

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**Inventory Count History Report**

Report/Listing Fields	Description
Src	The source for the count transaction: <b>IA</b> for Inventory Accounting, <b>RF</b> for Radio Frequency, or <b>WM</b> for Warehouse Management.
Typ	The type of count transaction that was posted: <b>F</b> for full physical, <b>P</b> for partial count, or <b>U</b> for Unknown.
Count UM-1, UM-2, UM-3	The actual inventory count recorded for the specific units of measure 1, 2, and/or 3 for the item in the location.
Location	The warehouse location that was counted.
Lot/Serial	For lot control or serial number items, the lot/serial number recorded for the count in this location.
COO	The country of origin code counted in this location.





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Use Option 1 - Item Master Maintenance on the Inventory Accounting File Maintenance Menu (MENU IAFIL2) to define and maintain your inventory of items. These are the items that you will use throughout Distribution A+.

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NOTE: Through this option, you have the choice of maintaining the Item Master File or Item Balance File. This section concentrates on the maintenance of the Item Master File, which deals with item characteristics. For an explanation of the maintenance of the Item Balance File, which encompasses the characteristics of an item in a specific warehouse, refer to CHAPTER 28: *Defining Items at the Item Balance Level*.

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Before you enter items through this option, you must set up item price classes through Price Class Maintenance (MENU OEPRCE) and units of measure through Unit of Measure Maintenance (MENU IAFIL2). You must also define items in the Item Master File before they can be assigned to a warehouse in the Item Balance File and before you can perform any item transactions or order entry processing.

Through this option, you can also:

- Set up item tax overrides and additional units of measure for an item

Tax overrides allow an item to be taxable under one tax body and tax exempt under another tax body. These tax overrides can be defined for an item at the Item Master level or at the Item Balance level. To globally assign item tax overrides to a group of items, refer to Global Item Tax Override Maintenance (MENU OEFIL2). Setting up additional units of measure allows for an item to be sold in units of measure other than the three stocking units of measure defined for that item.

- Enter hazardous material information

This information must first be defined through Hazard Class Code Maintenance (MENU IAFIL2), and optionally defined through Hazardous Material Message Codes Maintenance (MENU IAFIL2) and Hazard CAS# Maintenance (MENU IAFIL2). From this information, shipping documents will be created and printed. Hazardous information may only be entered if the **SDS Date** field within this option contains a value and **Hazardous Materials** is set to **Y** in System Options Maintenance (MENU XAFIL2).

- Create extended item comments (EICs)

EICs are available to identify up to 9,999 lines (62 characters per line) of additional information about an item, such as warranty information, picking/packing instructions, or promotional information. Once defined, EICs cannot only be reviewed during order entry processing, but based

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on user selections, may be presented on various order entry documents (e.g., Pick Lists, Invoices, etc.). EICs can also be displayed in Buyer's Workbench (Inventory Control Center) when reviewing Buying information details. How EICs are to be created and used is determined by the options selected through System Options Maintenance (MENU XAFILE). Extended Item Comments may be included in the Advanced Item Search by activating the Extended Instance of Extended Item Comments for the system level authority of **Fields Used in Item Wild Card Search** of Application Action Authority (MENU XASCTY).

- Track changes made to the Item Master File (ITMST)

Based on the value entered in the **Days to Keep Item Master/Item Balance Audit Activity** field in Inventory Accounting Options Maintenance (MENU XAFILE), you can track changes made to the Item Master File (ITMST). If you select to track item activity changes, all information, aside from Hazardous Material changes (ITHAZ) and International Currency Price changes (ICPRC), will be tracked. You can then review item activity changes through the Item Audit Activity Inquiry, accessed through Item Inquiry (MENU IAMAIN).

- Add, change or delete Extended Item Search Descriptions

Extended item search descriptions can be added in the IA Extended Item Search Descriptions File (IAESD). The descriptions entered through this option can then be used when searching for an item (via the Item Description Search Screen (p. 27-11)) throughout Distribution A+.

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## Item Master Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Item/Inventory Balance Master File Maintenance Screen	Used to specify the number of the item you want to add, change, delete, reactivate, or suspend.
Item Description Search Screen	Use to review and change search criteria to find a specific item.
Advanced Search Engine Screen	Use to enter wildcard search criteria to include words or phrases or exclude words or phrases when searching for items.
Item Tax Overrides Screen	Used to define or delete tax overrides for the selected item.
Additional U/M Maintenance Screen	Used to define additional units of measure for the selected item.
Extended Item Comment Selection Screen	Used to specify the extended item comment (EIC) you want to maintain.

Title	Purpose
Extended Item Comment Listing Screen	Lists EICs that match your selection criteria. Used to select an EIC to maintain.
Extended Item Comment Screen	Used to maintain the selected EIC.
Item File Maintenance Screen 1	Used to specify specific properties of the selected item.
Price List Maintenance by Country/ Currency Screen	Used to specify the selection criteria for multiple country/currency pricing when International Currency is installed.
Price List Maintenance by Country/ Currency Detail Screen	Used to specify the list prices, surcharges and container charges for multiple country/currency pricing when International Currency is installed.
Extended Item Search Descriptions Screen	Use to add, change or delete extended item search descriptions located in the IA Extended Item Search Descriptions File (IAESD).
Item File Maintenance Screen 2	Used to continue specifying specific properties of the selected item.
Item File Maintenance Screen 3	Used to continue specifying specific properties of the selected item.
Warehouse Management Information Screen	Used to enter product dimensions and boxing information for the selected item.
Hazardous Material Information Screen	Used to enter hazardous material information for the selected item.
Hazardous Material Information - Hazard Class Codes Screen	Used to assign hazardous class codes to an item.
Hazardous Material Information - Message Codes Screen	Used to assign hazardous message codes to an item.
Hazardous Material Information - CAS# Screen	Used to assign hazardous CAS#s to an item.
Hazardous Material Information - Pictograms And Signal Words Screen	Used to assign hazardous pictograms and signal words to an item.
Hazardous Material Information - User Fields Screen	Used to assign user defined hazardous properties to an item.

## Item/Inventory Balance Master File Maintenance Screen

ITEM/INVENTORY BALANCE MASTER FILE MAINTENANCE				
Function:	_ (A,C,D,R,S)			
Item No:	.....	Warehouse?	...	
Copy Item No:	.....			
-or-				
Find:	.....			
Item No:	.....	Class:	.....	
F3=Exit    F2=UPC/GTIN Mnt    F5=Qty Dsc Mnt    F8=Cust Item Dft    F10=Ex Itm Cmt				
F4=Tx Ovr Mnt    F6=Add U/M Mnt    F9=Contract Mnt    F11=Vnd/Itm Mnt				

This screen appears after selecting Option **1** - Item Master Maintenance on the Inventory Accounting File Maintenance Menu (MENU IAFILE).

For master maintenance, use this screen to add, change, delete, reactivate, or suspend an item.

For balance maintenance, use this screen to add, change, delete, reactivate, or suspend an item/warehouse relationship. The item must have been created in master maintenance first; the Item Balance Maintenance option assumes that the item has already been added through Item Master Maintenance (MENU IAFILE).

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NOTE: If you enter an item number and receive the message: **1116: Item being maintained at workstation**, this indicates that the item you entered is currently being maintained by another user. A value of **##** indicates that the item is being maintained through AIM Maintenance in the Inventory Control Center application. Other codes are Internal Device ID's and can be researched through Display Internal Device ID's (MENU XAMAST).

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### Item Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	<p>Key <b>A</b> to add an item or item/warehouse relationship.</p> <hr/> <p>NOTE: If you choose to add a new item/warehouse relationship record for an item in a suspended status, a warning message will be issued to the user. If the user continues, the item/warehouse relationship will be added to the Item Balance File (ITBAL) but it will be added in a suspended status.</p> <hr/> <p>Key <b>C</b> to change an item or item/warehouse relationship.</p> <p>Key <b>D</b> to delete an item or item/warehouse relationship. You cannot delete an item in a warehouse if:</p> <ul style="list-style-type: none"> <li>• A quantity on-hand exists</li> <li>• A quantity on-order exists</li> <li>• A quantity on-backorder exists</li> <li>• A quantity unposted exists</li> <li>• A quantity allocated exists</li> <li>• A quantity exists in the Warehouse Management Balance File (WMBAL)</li> <li>• Sales history exists (sales have been posted to Sales Analysis)</li> <li>• The item is a bill of material parent item</li> <li>• Customer Consignment is installed and quantities exist for the item in the Customer Consignment Balance File (CABAL)</li> </ul> <p>Key <b>R</b> to reinstate an item or item/warehouse relationship that has been suspended. The suspended item will become available for use. If you accessed this screen from Item Master Maintenance (MENU IAFIL), selecting <b>R</b> also will reinstate all suspended ITBAL records.</p> <p>Key <b>S</b> to suspend an item or item/warehouse relationship. While an item is suspended, no orders can be accepted. However, inventory transactions may be performed. An item cannot be suspended if Customer Consignment is installed and quantities exist for the item in the Customer Consignment Balance File (CABAL). If you accessed this screen from Item Master Maintenance (MENU IAFIL), selecting <b>S</b> also will suspend all ITBAL records.</p> <p>(A 1) Required</p>

### Item Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Item No	<p>Use this field to specify the number of the item being added, changed, deleted, reinstated or suspended. The item length is determined by the value entered in System Options Maintenance (MENU XAFILE).</p> <p>If you cannot recall the exact item number, use the item search. To activate the item search, refer to the <b>Find</b>, <b>Item No</b>, and <b>Class</b> fields.</p> <p><i>Valid Values:</i> If you are using web@work Advanced Edition, you must create items numbers using 0-9 and A-Z only. The SQL database used with web@work Advanced Edition cannot process item numbers with special characters, such as *, (,),_, etc.</p> <p>(A 27) Required</p>
Warehouse	<p>For item master maintenance, leave this field blank.</p> <p>For item balance maintenance, use this field to specify the warehouse where this item is stocked.</p> <hr/> <p><b>NOTE:</b> After adding an item through Item Master Maintenance (MENU IAFILE), Inventory Accounting automatically displays the first warehouse that has been defined through Warehouse Numbers Maintenance (MENU IAFILE) in this field so that you can maintain the balance record. Subsequent warehouses will display in sequence by warehouse number.</p> <hr/> <p><i>Default Value:</i> For item master maintenance, no default value applies. For item balance maintenance, if you do not have multiple warehouses defined, the default warehouse defined through Company Name Maintenance (MENU XAFILE).</p> <p><i>Valid Values:</i> A warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE).</p> <p>(A 2) Optional</p>

### Item Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Copy Item No	<p>When adding a new item or item/warehouse relationship, use this field to copy the information from an existing item or item/warehouse relationship. Item balance information will be brought in for the new item balance record to be added from the copy item balance record for the matching warehouse record that exists for the copy item number. If you then select to copy and create additional item/warehouse relationships, then the information will be copied in from the first warehouse (based on the alphabetic sequence of the warehouse) of the new item number being added. If there is no matching warehouse to copy, standard default field values will be presented.</p> <p>For example, assume the following record exists: Item A1000 stocked in warehouses BB, 1 and 2. Using the <b>Copy Item No</b> A1000, create new item number A1200. You then identify Item A1000 as the <b>Copy Item No</b> from which the new item balance record for Item A1200 in WH 1 will be created. The Item A1000 / WH 1 data will be copied to Item A1200 / WH 1. When creating the Item Balance record for Item A1200 in WH 2, this time, if you still identify Item A1000 as the copy item number, it will not be used. Since there is an Item Balance record for Item A1200 in WH 1, it will be copied instead of the selected data in the <b>Copy Item No</b> field. The program assumes that you have established the Item A1200 specific information in the WH 1 record just created and uses that for the basis of additional Item Balance records as if you had used Item A1200 in the <b>Copy Item No</b> field.</p> <p><i>Default Value:</i> The default value defined in the <b>Default Copy Item Number</b> field through Inventory Accounting Options Maintenance (MENU XAFILE), if one has been defined.</p> <hr/> <p>NOTE: If you are adding a new item by copying an existing item that has already had a tax override set up for it via the F4=Tx OVR MNT function key, the Item Tax Overrides Screen (p. 27-23) will appear following the Hazardous Material Information Screen (p. 27-98), if applicable, or the last file maintenance screen. This allows you to select the override or delete it for this new item.</p> <hr/> <p><i>Default Value:</i> The default value defined in the <b>Default Copy Item Number</b> field through Inventory Accounting Options Maintenance (MENU XAFILE), if one has been defined.</p> <p>(A 27) Optional</p>

### Item Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Find	<p>Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class.</p> <p>To search for manufacturer item numbers, prefix the criteria you enter with <b>M/</b>. The system will search the Vendor/Item File for a valid manufacturer item number.</p> <p>To search for customer item numbers, prefix the criteria you enter with <b>C/</b>.</p> <p>To search for UPC cross references, prefix the criteria you enter with <b>U/</b>.</p> <p>To search for GTIN cross references, prefix the criteria you enter with <b>G/</b>. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references.</p> <p>(A 40) Optional</p>
Item No	<p>Use this field to search for an item number. Use this field in conjunction with, or in place of, the <b>Find</b> field to further limit the number of items that will display. Refer to the Cross Applications User Guide for suggestions on using searches in Distribution A+.</p> <p>Key a partial or complete item number.</p> <p>(A 27) Optional</p>
Class	<p>Use this field in addition to (not in place of) the <b>Find</b> and <b>Item No</b> fields to further limit the number of items that will display from the search. Only the items that have been assigned the item class keyed in this field will display.</p> <p><i>Valid Values:</i> Item classes are defined through Item Class/Sub Class Maintenance (MENU IAFILE) and assigned to items through this option.</p> <p>(A 2 / A 2) Optional</p>
F2=UPC/GTIN Mnt	<p>Press <b>F2=UPC/GTIN MNT</b> to maintain Universal Product Codes (UPC) or Global Trade Item Numbers (GTINs) for items. The UPC and GTIN Item/UOM Cross Reference Selection Screen (p. 38-3) will appear.</p>
F3=Exit	<p>Press <b>F3=EXIT</b> to cancel this option and return to the menu.</p>



### Item Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
F4=Tx Ovr Mnt	<p>This <b>F4=TX OVR MNT</b> function key appears only if order entry options have been defined for the default company through Order Entry Options Maintenance (MENU XAFILE).</p> <hr/> <p>NOTE: You must key a valid item number in the <b>Item No</b> field on this screen to access this function.</p> <hr/> <p>You should not press this key if you have Vertex taxing software installed and you selected to use Vertex taxing through System Options Maintenance (MENU XAFILE).</p> <p>To set up tax overrides for an item, key an item number on this screen and press this key to set up tax overrides for the selected item, enabling the item to be taxable under one tax body and tax exempt under another. To set up tax overrides for an item/warehouse relationship, in addition to the item number, key a warehouse ID on this screen before pressing <b>F4=TX OVR MNT</b>. The Item Tax Overrides Screen (p. 27-23) appears.</p>
F5=Qty Dsc Mnt	<p>The <b>F5=QTY DSC MNT</b> function key appears only if order entry options have been defined for the default company through Order Entry Options Maintenance (MENU XAFILE).</p> <p>Press <b>F5=QTY DSC MNT</b> to add, maintain, or delete quantity discounts for a company. The Quantity Discounts File Maintenance Company Selection Screen appears. For an explanation of this screen, refer to the Order Entry manual.</p>
F6=Add U/M Mnt	<hr/> <p>NOTE: You must key a valid item number in the <b>Item No</b> field on this screen to access this function.</p> <hr/> <p>After specifying an item number, press <b>F6=ADD U/M MNT</b> to define or select an additional unit of measure for this item. The Additional U/M Maintenance Screen (p. 27-27) appears. The units of measure to display on that screen are separate from the stocking units of measure defined on the Item File Maintenance Screen 1 (p. 27-52).</p>
F8=Cust/Item Dft	<hr/> <p>NOTE: You must key a valid item number in the <b>Item No</b> field on this screen in order to access this function.</p> <hr/> <p>After specifying an item number, press <b>F8=CUST/ITEM DFT</b> to add, maintain, or delete a customer/item default unit of measure. Customer/item default units of measure may be set up for a customer and item if a customer consistently purchases an item in a particular unit of measure that is actually stocked in a different unit of measure.</p> <p>After pressing <b>F8=CUST/ITEM DFT</b>, the Customer/Item Default U/M Maintenance Screen appears. For a description of this screen, refer to the Accounts Receivable manual.</p>

**Item Maintenance Selection Screen Fields and Function Keys**

Field/Function Key	Description
F9=Contract Mnt	<p>The <b>F9=CONTRACT MNT</b> function key appears only if order entry options have been defined for the default company through Order Entry Options Maintenance (MENU XAFILE).</p> <p>Press <b>F9=CONTRACT MNT</b> to add or maintain contracts. The Contract File Maintenance Company Selection Screen appears. For an explanation of this screen, refer to the Order Entry manual.</p>
F10=Ex Itm Cmt	<p>The <b>F10=EX ITM CMT</b> function key appears only if you selected to use Extended Item Comments (EIC) through System Options Maintenance (MENU XAFILE).</p> <p>Press <b>F10=EX ITM CMT</b> to maintain EICs. The Extended Item Comment Selection Screen (p. 27-33) appears.</p>
F11=Vnd/Itm Mnt	<p>Press <b>F11=VND/ITM MNT</b> to add or maintain vendor/item information. The Vendor/ Item Master Maintenance Screen appears. For an explanation of this screen, refer to the Purchasing User Guide.</p>
Enter	<p>Press <b>ENTER</b> to confirm your selections.</p> <p>If you entered search criteria, the Item Description Search Screen appears.</p> <p>If you entered an item number only (for master maintenance), the Item File Maintenance Screen 1 (p. 27-52) appears.</p> <p>If you entered an item number and a warehouse ID (for balance maintenance), the Balance File Maintenance Screen 1 (p. 28-4) appears.</p> <p>If you are deleting, suspending, or reinstating an item or item/warehouse relationship (you entered <b>D</b>, <b>R</b>, or <b>S</b> in the <b>Function</b> field), the system prompts you to confirm the action.</p>

## Item Description Search Screen

	<u>Base Price</u>	<u>Qty Avail</u>	<u>U/M</u>
1 A360 Waste Basket - Gray 24" tall, 2 gal+	6.30000	302.000	EA
2 A920 2 Drawer Steel File Cabinet Black	170.00000	10.000	EA
3 A930 2 Drawer Steel File Cabinet Putty	170.00000	10.000	EA
4 A940 Lateral Steel File Cabinet 2 Drawer+	439.99000	10.000	EA
5 A960 Lateral Steel File Cabinet 2 Drawer+	439.99000	10.000	EA
6 A660 Inspiron 620 Desktop Intel Pentium +	814.05000	.000	EA
7 A270 #10 White Envelopes 20# Woven Bond +	21.53000	2900.000	BOX
8 A150 3-Ring Binder - 2" Red	8.10000	3668.000	EA
9 A170 3-Ring Binder - 2" Blue	8.10000	1183.000	EA
10 A190 3-Ring Binder - 2" Black	8.10000	1557.000	EA

More...

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ITEM DESCRIPTION SEARCH

Find: 2.....

Item No: ..... Class? .....

WH? 1, Sel: ...

F2=Desc Left    F5=Excl Suspnd    F11=P0 Qtys    F13=Adv Src    F18=Item Act  
 F4=All WH    F6=Show Mfg No    F12=Return    F14=EISD

The appearance of this screen is identical for all Distribution A+ modules with the exception of Distribution A+ Order Entry. This figure depicts how the screen appears when accessed from an Distribution A+ module other than Order Entry. When accessed from Order Entry, the following differences exist:

- the ordering **Quantity** and **U/M** fields are displayed to the right of the **Sel** field
- if you place a ? in the **U/M** field, a pop-up window will display where you may select a different unit of measure
- the **F19=CATALOG** function key may be displayed

This screen displays after keying item search criteria (or by pressing a function key in some cases) on any screen throughout Distribution A+ in which this ability is provided. All stock and non-stock items that match the item search word criteria keyed will display. The item search is based on the Item Master File (ITMST) data keyed into the **Description 1** and **Description 2** fields, and the IA Extended Item Search Descriptions File (IAESD) data keyed into the **Extended Item Search Description** field. The search fields are stored in the Item Search File (ISCHX) and are automatically updated as maintenance is performed.

If a suspended item appears in the list, an asterisk (\*) will display to the right of that item's U/M. You can use the **F5=EXCL SUSPND** to exclude suspended items from the list.

If an item in the list has Safety Data Sheets (SDS) associated with it (the Item Master last revision **SDS Date** is filled) or the item is DOT regulated (the Item Master **DOT Regulated** flag is **Y**), the item's line number will display in red color. Refer to the **Item & Description** field for further details.

Use this screen to search for and select an item without knowing the item number. If the desired item is not displayed, you may key new search criteria and press **ENTER** to display a new list of items. In the item search, you can include an **Item Number**, **Description 1**, and **Extended Item Search Description**

words defined on the Extended Item Search Descriptions Screen (p. 27-73). Also, based on the **Search on 2 Desc Line** system option, you can include **Description 2** criteria in the item search as well.

To perform an advanced item search, further limiting the item criteria to display, press **F13=ADV SRCH**.

The initial display of this screen is filtered to show the items that are stocked in your default warehouse. If you are not finding an item, consider searching with the **F4=ALL WH** view activated.

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NOTE: This is a roll screen. Many roll screens that show the item number and description will display the item description on a separate line or the item and description on the same line, depending on the system options. This display of single or double line per item can be changed by pressing **F24=DOUBLE LINE / F24=SINGLE LINE**. **F24=DOUBLE LINE** will expand a collapsed screen or **F24=SINGLE LINE** will collapse an expanded screen.

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#### Item Description Search Screen Fields and Function Keys

Field/Function Key	Description
Reference Number	Used to reference an item.  Key this number in the <b>Sel</b> field to select the desired item. When displaying items in all warehouses (see <b>F4=ALL WH / F4=ONE WH</b> ), reference numbers are displayed only for the items selected for the current order.  Display

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## Item Description Search Screen Fields and Function Keys

Field/Function Key	Description
Item & Description	<p>The item number(s) and their description(s) meeting the conditions of the item search. You may change the view of the items and their descriptions by pressing <b>F2=DESC LEFT</b> / <b>F2=DESC RIGHT</b> / <b>F2=ORIG ITEM</b> / <b>F2=ITEM &amp; DESC</b>.</p> <p>If an item in the list has Safety Data Sheets (SDS) associated with it (the Item Master last revision <b>SDS Date</b> is filled) or the item is DOT regulated (the Item Master <b>DOT Regulated</b> flag is <b>Y</b>), the item's line number will display in red color. In double line view of this screen (when <b>F24=DOUBLE LINE</b> / <b>F24=SINGLE LINE</b> is pressed), the following text will also be appended to the item's description:</p> <ul style="list-style-type: none"> <li>• <b>SDS</b> - if there are Safety Data Sheets (SDS) associated with this item (the Item Master last revision <b>SDS Date</b> is filled), but the item is not DOT regulated (the Item Master <b>DOT Regulated</b> flag is not <b>Y</b>)</li> <li>• <b>SDS/DOT</b> - if there are Safety Data Sheets (SDS) associated with this item (the Item Master last revision <b>SDS Date</b> is filled), and the item is DOT regulated (the Item Master <b>DOT Regulated</b> flag is <b>Y</b>)</li> <li>• <b>DOT</b> - if there are no Safety Data Sheets (SDS) associated with this item (the Item Master last revision <b>SDS Date</b> is not filled), but the item is DOT regulated (the Item Master <b>DOT Regulated</b> flag is <b>Y</b>)</li> </ul> <hr/> <p>NOTE: If this screen is accessed from Order Entry, the original item number will display if the item is a replacement, alternate, or upgrade of an original item. These are defined through Item Replacements/Complements Maintenance (MENU OEFIL), and selected for an order using the F4 function key from the Item Review Screen in Enter, Change &amp; Ship Orders (MENU OEMAIN).</p> <hr/> <p>Display</p>
WH	<p>This field displays only if showing all warehouses by the use of the <b>F4=ALL WH</b> / <b>F4=ONE WH</b> function key.</p> <p>When displaying all warehouses, this field shows the warehouse ID of the warehouse containing the items that meet the search criteria. This field does not appear when displaying the results of the item search for one warehouse only.</p> <p>!! in this field indicates that the item is not stocked in any warehouse [i.e., no warehouse has been specified through Item Balance Maintenance (MENU IAFIL)].</p> <hr/> <p>Display</p>

## Item Description Search Screen Fields and Function Keys

Field/Function Key	Description
Base Pr	<p>The base price of the item. Each item may be assigned up to five list prices through Item Master Maintenance (MENU IAFILE). Warehouses have an option to <b>Use Warehouse Pricing</b> through Warehouses Maintenance (MENU IAFILE) which will then provide up to five list prices for the item in that warehouse.</p> <p>When accessed from Order Entry, this is the item's list price for the specific customer. Otherwise, the base price shown is list price 1.</p> <p>Display</p>
Qty Avail	<p>Either the quantity available of this item, or the quantity of this item that is on an open purchase order (expressed in the default unit of measure).</p> <hr/> <p>NOTE: If this value displays in reverse image, the quantity indicated is less than the true quantity. The number of digits in the true quantity exceeds the maximum number of digits displayed on this screen.</p> <hr/> <p>You may toggle between displaying the quantity available (<b>Qty Avail</b>) and quantity on purchase order (<b>Qty on PO</b>), by using the <b>F11=PO QTYS / F11=QTY AVAIL</b> function key.</p> <p>Quantity Available:</p> <p>The quantity available is calculated as:</p> <p>CALCULATION: Available = Qty On-hand - Allocated + In Process - Customer Inventory Reservation Quantity + Special Orders</p> <p>If Warehouse Management is installed, the quantity available is calculated as:</p> <p>CALCULATION: Available = Qty On-hand - Allocated + In Process - CIR's - Unavailable Locations + Special Order Qty</p> <p>Quantity on Open Purchase Order:</p> <p>Items on an open purchase order are those that have been ordered through Purchasing but have not yet been received.</p> <p>Display</p>
U/M	<p>The default unit of measure description that corresponds with the quantity of items available or on order, as displayed in the <b>Qty Avail/Qty on PO</b> column. If this item is stocked in additional units of measure, a plus (+) sign displays to the right of the unit of measure shown.</p> <p>Display</p>

## Item Description Search Screen Fields and Function Keys

Field/Function Key	Description
Find	<p>Use item description search criteria to activate or reactivate the Item Search. Items with descriptions matching the search criteria keyed will display on this screen.</p> <p>You also have the ability to search for and display a manufacturer's part number. To search for a manufacturer's part number, key in a partial manufacturer's number, beginning with <b>M/</b>. You may also utilize the <b>F6=SHOW MFG NO / F6=HIDE MFG NO</b> function key to show or hide manufacturer's part number on this screen. For example, to search for and display only items that contain a manufacturer's part number (as defined in the Vendor/Item File) that begins with ITEM, key <b>M/ITEM</b>.</p> <p>To search for customer item numbers, prefix the criteria you enter with <b>C/</b>. Note that customer item numbers are not limited to a specific customer if accessed from within Order Entry or Point of Sale. All customer numbers that match the selection criteria will display.</p> <p>To search for UPC cross references, prefix the criteria you enter with <b>U/</b>.</p> <p>To search for GTIN cross references, prefix the criteria you enter with <b>G/</b>. The system will search based on the Global Trade Item Number File (<b>ITGTIN</b>) for valid GTIN cross references. Only key the significant digits for the search criteria. The lead zeros of the GTIN cross reference are trimmed off for the search process.</p> <p>To perform a wild card search, prefix the criteria you enter with <b>?</b> or <b>?! (?</b> indicates that the wild card search contains these words; <b>?! indicates that the wild card search excludes these words). For example, if you enter <b>?FAX</b>, the system will search for all items with FAX in the Item Master wild card searchable fields. If you enter <b>!FAX</b>, the system will search for all items which do <i>not</i> contain FAX in the Item Master wild card searchable fields. If you want to search for an exact phrase, you also have the option to enter quotes around the phrase you are trying to locate. For example, <b>?FAX PAPER</b> will search for all items with FAX PAPER in the Item Master wild card searchable fields. <b>?!FAX PAPER</b> will search for all items which do not contain FAX PAPER in the Item Master wild card searchable fields. Note that you can also perform a wild card search via the <b>F13=ADV SRCH</b> function key.</b></p> <p>(A 40) Optional</p>

## Item Description Search Screen Fields and Function Keys

Field/Function Key	Description
Item No	<p>This field may be used in addition to or in place of entering search criteria in the <b>Find</b> field to further limit the items to display.</p> <p>Key a partial item number. All items whose number contains the characters keyed will display. This is helpful if you recall part of an item number, but not the entire item number.</p> <p>To perform a wild card search, prefix the criteria you enter with ? or ?! (? indicates that the wild card search contains these words; ?! indicates that the wild card search excludes these words). For example, if you enter ?FAX, the system will search for all items with FAX in the Item Master wild card searchable fields. If you enter !?FAX, the system will search for all items which do <i>not</i> contain FAX in the Item Master wild card searchable fields. If you want to search for an exact phrase, you also have the option to enter quotes around the phrase you are trying to locate. For example, ?"FAX PAPER" will search for all items with FAX PAPER in the Item Master wild card searchable fields. ?!"FAX PAPER" will search for all items which do not contain FAX PAPER in the Item Master wild card searchable fields. Note that you can also perform a wild card search via the F13=ADV SRCH function key.</p> <p>(A 27) Optional</p>
Class	<p>This field may be used in addition to (not in place of) the <b>Find</b> and <b>Item No</b> fields to further limit the number of items that will display, based on their item class.</p> <p>Key the appropriate class/sub-class. Only items that have been assigned the item class that is keyed in this field will display.</p> <p>When you key a ? in the <b>Class</b> field, two pop-up windows will be displayed consecutively. The first window is for the item class. When the item class is selected, the pop-up window for the item subclass automatically displays. If there are no item subclasses defined for the item class selected, the pop-up windows will be blank. Notice the field name prompt in the window footer.</p> <p>(A 2/ A 2) Optional</p>
WH	<p>When displaying items for more than one warehouse, this field indicates for which warehouse items are displayed.</p> <p>Key the warehouse for which items will display on this screen.</p> <p>(A 2) Optional</p>
Sel	<p>Key the <b>Reference Number</b> corresponding to the item you want to select.</p> <p>(N 2,0) Required</p>



## Item Description Search Screen Fields and Function Keys

Field/Function Key	Description
Quantity	<p>This field displays only when this screen is accessed from Enter, Change, &amp; Ship Orders (MENU OEMAIN).</p> <p>When using the item search to find an item to key on an order, you may specify the quantity of the item ordered in this field. If you leaves this field blank, 1 is assumed as the quantity ordered.</p> <p>(N 9,3) Optional</p>
U/M	<p>This field displays only when this screen is accessed from Enter, Change, &amp; Ship Orders (MENU OEMAIN).</p> <p>If you key an order quantity in the <b>Quantity</b> field, and you wish to order in a quantity other than the item's default unit of measure, key a valid unit of measure for the selected item in this field.</p> <p>Additionally, if you place a ? in this field, a pop-up window will display where you may select a different unit of measure. Refer to the Unit of Measure Selection Window within Enter, Change &amp; Ship Orders (MENU OEMAIN) for further details about the unit of measure pop-up window.</p> <p>(A 3) Optional</p>
F2=Desc Left/Desc Right/Orig Item/Item & Desc	<p>The F2=DESC LEFT / F2=DESC RIGHT / F2=ORIG ITEM / F2=ITEM &amp; DESC function key displays only if both description lines were designated to display, as indicated through System Options Maintenance (MENU XAFILE), or as selected with the F24=DOUBLE LINE / F24=SINGLE LINE hidden function key.</p> <p>Press the F2=DESC LEFT / F2=DESC RIGHT / F2=ORIG ITEM / F2=ITEM &amp; DESC key to toggle between the description left, description right, original item, and item and description. A plus (+) in the description field indicates that the full description cannot be shown on the screen.</p> <p>Press F2=DESC LEFT to show the “left window” of the item description starting with the left-most word in the description.</p> <p>Press F2=DESC RIGHT to show the “right window” of the description, so the last word in the description will appear at the end of the description field. The left and right windows will be the same if the entire description can fit on the screen.</p> <p>Press F2=ORIG ITEM to display the original item number.</p> <p>Press F2=ITEM &amp; DESC to show the complete item number and as much of the description as will fit (two blanks separate the fields). The item number is displayed in high intensity to distinguish it from the description.</p>

### Item Description Search Screen Fields and Function Keys

Field/Function Key	Description
F4=All WH/One WH	<p>The F4=ALL WH / F4=ONE WH key is used as a toggle to display the results of the item search for the current (or one) warehouse only, or for all warehouses.</p> <p>Press F4=ALL WH to display the results of the item search for all warehouses. All items in all warehouses meeting the search criteria are displayed.</p> <p>Press F4=ONE WH to display the results of the item search for the warehouse selected in the <b>WH</b> field. Items in the selected warehouse meeting the search criteria are displayed.</p>
F5=Excl Suspnd / Incl Suspnd	<p>Press the F5=EXCL SUSPND / F5=INCL SUSPND function key to toggle between displaying all items that match your search criteria or only those items that have not been suspended.</p> <hr/> <p>NOTE: When this screen is accessed from Order Entry, the default value of the F5=EXCL SUSPND / F5=INCL SUSPND function key is defined through Suspended Defaults Maintenance (MENU XAFIL2) for the Suspended Items <b>Item Description Search (From OE)</b> field. If a default option is not setup, the default is 'exclude' suspended.</p> <p>When this screen is accessed from an Distribution A+ module other than Order Entry, the default value of the F5=EXCL SUSPND / F5=INCL SUSPND function key is defined through Suspended Defaults Maintenance (MENU XAFIL2) for the Suspended Items <b>Item Description Search</b> field. If a default option is not setup, the default is 'include' suspended.</p>
F6=Show Mfg No / Hide Mfg No	<hr/> <p>NOTE: The F6=SHOW MFG NO / F6=HIDE MFG NO function key will display only when the current search screen is displaying both the item number and item description (see F2=DESC LEFT / F2=DESC RIGHT / F2=ORIG ITEM / F2=ITEM &amp; DESC).</p> <hr/> <p>Press the F6=SHOW MFG NO / F6=HIDE MFG NO after entering search criteria in the <b>FIND</b> field to toggle between showing or hiding the manufacturer's part number. The vendor number from the Item Balance File (ITBAL) for this item and warehouse is used to obtain the manufacturer's number from the Vendor Item File (VNITM). If the Vendor Item File does not have a manufacturer number, the item number will still display, although the text for the function key will change.</p> <p>Press F6=SHOW MFG NO to display only the manufacturers' part numbers (as defined in the Vendor/Item File) meeting the criteria in the <b>Find</b> field.</p> <p>Press F6=HIDE MFG NO to omit manufacturers' part numbers from displaying. Only the items that meet the criteria entered in the <b>Find</b> field will display.</p>

### Item Description Search Screen Fields and Function Keys

Field/Function Key	Description
F11=PO Qtys/Qty Avail	<p>The F11=PO QTYS / F11=QTY AVAIL key is used as a toggle to display the quantity of items available or the quantity of items that are on an open purchase order.</p> <p>Press F11=PO QTYS to display the quantities of each item that have been specified on a purchase order in Purchasing, but have not yet been received.</p> <p>Press F11=QTY AVAIL to display the quantity of each item that is currently available in inventory.</p>
F12=Return	Press F12=RETURN to return to the previous screen without selecting an item.
F13=Adv Srch	Press F13=ADV SRCH to access the Advanced Search Engine Screen (p. 27-21), which contains additional information to narrow your search on items.
F14=EISD	Press F14=EISD to access the Extended Item Search Descriptions Screen (p. 27-73).
F18=Item Act	<p>Press the F18=ITEM ACT function key with a <b>Reference Number</b> in the <b>Sel</b> field to display changes made to the Item Master File (ITMST), if item audit activity is being tracked based on the Inventory Accounting system option <b>Days to Keep Item Master/Item Balance Audit Activity</b> or <b>Days to Keep IM&amp;P or AIM Balance Audit Activity</b> in Inventory Accounting Options Maintenance (MENU XAFIL).</p> <p>After pressing F18=ITEM ACT, the Item Audit Activity Inquiry Screen (p. 8-13) will appear. When using F4=ALL WAREHOUSES to display the list of authorized warehouses, the warehouse of the selected record will be displayed on the Item Audit Activity Inquiry Screen. For F4=ONE WH mode, the warehouse being viewed will be used.</p> <p>From this screen, you can access the Item Balance Audit Activity Inquiry Screen (p. 8-20) and review item balance and item warehouse activity.</p> <p>NOTE: Deleted items are not available for review through the Item Inquiry; therefore, activity for deleted items will also not be available through the Item Audit Activity Inquiry. When an item is deleted through Item Master Maintenance (MENU IAFIL), any previously tracked data for that item will also be deleted.</p>

### Important

Tracked activity older than the number of days keyed in the **Days to Keep Item Master/Item Balance Audit Activity** field or **Days to Keep IM&P or AIM Balance Audit Activity** field will be purged when you press the F18=ITEM ACT function key.

**Item Description Search Screen Fields and Function Keys**

Field/Function Key	Description
F19=Catalog	<p>The F19=CATALOG function key appears only if the <b>Allow access to Catalog from Order Entry</b> field is set to <b>Y</b> in the eCommerce Catalog Options (MENU CTMAIN) and you accessed this screen from the Item Entry Screen in Enter, Change &amp; Ship Orders (MENU OEMAIN).</p> <p>Press the F19=CATALOG function key to go to the Catalog User Interface to search for items to add to the current order. Your order entry session is locked and the Catalog User Interface is launched in a browser window. Search criteria entered in the <b>Find</b>, <b>Item No</b>, or <b>Class</b> fields are carried over to the user interface and search results for the search criteria are shown.</p> <p>If you are running two sessions of Distribution A+ on the same machine, do not press F19=CATALOG to start a second session. You cannot run two sessions of the Catalog User Interface on the same machine.</p>
F23=SQL Debug	<p>The F23=SQL DEBUG function key is not displayed.</p> <p>If you are using the Advanced Item Search and not getting the results expected, pressing the F23=SQL DEBUG function key will display a window that shows the SQL statement being used to search (1500 character maximum). Press ENTER on this window to redisplay the Item Description Search Screen.</p>
Enter	<p>After keying the reference number (in the <b>Sel</b> field) of the item you want to select, press ENTER to confirm your selection.</p> <p>If you press ENTER after keying search criteria, this screen will redisplay with the results of the search.</p>

## Advanced Search Engine Screen

```

                                ADVANCED SEARCH ENGINE

Wildcard Search
Contains
  Contains these words: - .....
  Contains this phrase: .....
Excludes
  Excludes these words: .....
  Excludes this phrase: .....

                                F12=Return
  
```

This screen displays after pressing **F13=ADV SRCH** on the Item Description Search Screen (p. 27-11). Use this screen to perform the Wildcard item search feature to further limit your item search. You will be able to:

- search on words or phrases when searching for items
- exclude words or phrases when searching for items

Once you have entered criteria in the **Wildcard Search** fields, a wild card search is performed within the Item Master File (ITMST) for all fields you have access to search on (as determined through Application Action Authority, MENU XASCTY). The words or phrases used are concatenated together and used to compare against the individual search fields selected for inclusion through Application Action Authority.

Refer to the Application Action Authorities appendix in the User Security User Guide for a list of extended instances associated with the Item Search. Possible fields include the item number, item descriptions, item class/subclass, manufacturer's item number, miscellaneous item user codes, item user fields, extended item comments, and extended item search descriptions.

If you are searching for items based on item specific comments that were added as Extended Item Comments, any data in the Extended Item Comments File (IAEIC) will be included as search criteria based on authorization for the extended instance of Extended Item Comments in Wildcard Search fields.

If you are searching for items based on item specific descriptions that were added as Extended Item Search Descriptions, any data in the Extended Item Search Descriptions File (IAESD) will be included as search criteria based on authorization for the extended instance of Extended Item Search Descriptions in Wildcard Search fields.

**Advanced Search Engine Screen Fields and Function Keys**

Field/Function Key	Description
Wildcard Search Contains these words	<p>This field allows you to locate items that contain the words you key in this field. If <i>any part</i> of the word is contained in the activated search fields, then the records will be selected and displayed for the Item Search.</p> <p>For example, assume you have the following item numbers defined:</p> <ul style="list-style-type: none"><li>• 100WHTBNDHDK80 - white bond 80 grade paper from Husky</li><li>• 100WHTBNDHDK80 - white bond 80 grade paper from Cougar</li><li>• 100GRYBNDHDK80 - gray bond 80 grade paper from Husky</li></ul> <p>and you wanted to located only an item listing for all bond white paper. You would key <b>BND WHT</b> in this field to activate the wild card search.</p> <p>(A50) Optional</p>
Wildcard Search Contains this phrase	<p>This field allows you to locate items that contain the phrase you key in this field. If the <i>exact words</i> are contained in the activated search fields, then the records will be selected and displayed for the Item Search.</p> <p>(A50) Optional</p>
Wildcard Search Excludes these words	<p>This field allows you to locate items that do not contain the words you key in this field. If the <i>word(s)</i> is/are <i>not</i> contained in the activated search fields, then the records will be selected and displayed for the Item Search.</p> <p>(A50) Optional</p>
Wildcard Search Excludes this phrase	<p>This field allows you to locate items that do not contain the phrase you key in this field. If the <i>exact word(s)</i> is/are <i>not</i> contained in the activated search fields, then the records will be selected and displayed for the Item Search.</p> <p>(A50) Optional</p>
F12=Return	Press <b>F12=RETURN</b> to return to the previous screen without saving your selections.
Enter	Press <b>ENTER</b> to confirm your selections.

# Item Tax Overrides Screen

ITEM TAX OVERRIDES

Item:    A220   Pocket Planner Weekly Organ   Burgundy

	<u>Tax Body</u>	<u>Tax Body Name</u>	<u>Exempt</u>
1	RHODEISLND	State of Rhode Island	2

Last

---

Sel:    \_   Tax Body?   .....   Exempt:   ..   (0,1,2 or 3)  
          Warehouse?   ...

F12=Return      F17=Delete All

This screen appears when you press **F4=Tx OVR MNT** on the Item/Inventory Balance Master File Maintenance Screen (p. 27-4) Use this screen to define or delete tax overrides for the selected item. You can define tax overrides for individual warehouses or all warehouses.

The **Warehouse** field will display at the top of this screen if you entered a value in the **Warehouse** field on the Item/Inventory Balance Master File Maintenance Screen (p. 27-4). The **Warehouse** field will not display at the top of this screen if you did not enter a value in the **Warehouse** field on the Item Maintenance Selection Screen. When the **Warehouse** field is displayed at the top of this screen, then you will be setting up tax overrides for the selected item for that specified warehouse (i.e., at the Item Balance level). If the **Warehouse** field is not displayed at the top of this screen, then you will be setting up tax overrides for the selected item at the Item Master level. For more information, refer to the **Warehouse** fields.

The tax override feature allows an item to be taxable for one tax body and tax exempt for another. To globally assign item tax overrides to a group of items, use Global Item Tax Override Maintenance (MENU OEFIL2).

NOTE: You should not use item tax overrides if Vertex taxing software is installed and **Use Vertex Taxing** is **Y** in System Options Maintenance (MENU XAFIL2).

Tax overrides defined through this option differ from those defined through Tax Overrides (MENU OEFIL2). The Tax Overrides option allows you to create overrides for the following combinations (for individual warehouses or all warehouses), provided the Order Entry options are set appropriately through Order Entry Options Maintenance (MENU XAFIL2) and **Use WH Tax Overrides** is **Y** in Warehouse Numbers Maintenance (MENU IAFIL2):

- One customer/one item
- One customer/many items (item tax class)

- Many customers (customer tax class)/one item
- Many customers (customer tax class)/many items (item tax class)

For more information on these types of overrides, refer to Tax Overrides (MENU OEFIL2) in the Order Entry Manual.

### Item Tax Overrides Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	<p>This field appears only if you entered a warehouse number in the <b>Warehouse</b> field on the Item/Inventory Balance Master File Maintenance Screen (p. 27-4) or at the bottom of this screen.</p> <p>When this field is displayed, you are setting up tax overrides for the selected item in the specified warehouse only (i.e., at the Item Balance level). Otherwise, you are setting up tax overrides for the selected item at the Item Master level.</p> <p>To change this warehouse, use the <b>Warehouse</b> field at the bottom of the screen.</p> <p>Display</p>
Item	<p>The item and description for which item tax overrides are being defined.</p> <p>Display</p>
Item Tax Overrides	<p>This field displays the tax body and its description, along with the exempt code selected on the lower portion of this screen. You may select a tax body for change by keying the reference number associated with the tax body in the <b>Sel</b> field on the lower portion of the screen. The reference number displays before the <b>Tax Body</b> field.</p> <p>Display</p>
Sel	<p>Use this field to select an existing item tax override (displayed on the top portion of this screen) that you want to maintain or delete. Leave this field blank if you want to add an item tax override.</p> <p>Key the reference number associated with the desired override; the reference number is displayed before the <b>Tax Body</b> field. The message "Press enter to update or F24 to delete" will display. You have the option to change the Exempt or delete (F24=DELETE) the override. You may also delete all overrides by pressing F17=DELETE ALL.</p> <p>(N 2,0) Optional/Blank</p>



### Item Tax Overrides Screen Fields and Function Keys

Field/Function Key	Description
Tax Body	<p>Use this field to select a tax body to add (the <b>Sel</b> field is left blank), change (the <b>Sel</b> field contains an existing tax body reference number), or delete (the <b>Sel</b> field contains an existing tax body reference number.)</p> <p>Key the desired tax body.</p> <p><i>Valid Values:</i> Any tax body defined through Tax Body Maintenance (MENU OEFILE)</p> <p>(A 10) Required</p>
Exempt	<p>This field is used to select the tax exempt status code that this item tax override will contain. This value will be used in place of the normal tax exempt code when the item is placed on an order with this tax body.</p> <p>The selected exempt of the tax body will display on the top portion of this screen. You may change this exempt by entering the reference number (corresponding to the tax body) in the <b>Sel</b> field.</p> <p><i>Valid Values:</i> 0, 1, 2, or 3</p> <p>(A 1) Required</p>
Warehouse	<p>Key the number of the warehouse for which you are maintaining item tax overrides.</p> <p>When this field is blank and a warehouse is not displayed at the top of the screen, you are maintaining item tax overrides at the Item Master Level.</p> <p><i>Valid Values:</i> A warehouse number defined through Warehouse Numbers Maintenance (MENU IAFIELD).</p> <p>(A 2) Optional</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the Item/Inventory Balance Master File Maintenance Screen (p. 27-4).</p>
F17=Delete All	<p>The <b>F17=DELETE ALL</b> function key appears only when you are in Add mode.</p> <p>Press <b>F17=DELETE ALL</b> twice to delete all tax overrides defined for the current selection. To delete tax overrides individually, use the <b>F24=DELETE</b> function key.</p>
F24=Delete	<p>The <b>F24=DELETE</b> function key appears only when you are in Change mode (that is, you keyed a selection number in the <b>Sel</b> field and pressed <b>ENTER</b>).</p> <p>Press this key to delete the tax override displayed at the bottom of the screen. To delete all tax overrides defined for the current selection, use the <b>F17=DELETE ALL</b> function key.</p>

**Item Tax Overrides Screen Fields and Function Keys**

Field/Function Key	Description
Enter	<p>Press <b>ENTER</b> to confirm your selections.</p> <p>If you are adding an item tax override, the tax override information will be added to the displayed list.</p> <p>If you are maintaining an item tax override, (that is, you keyed a selection number in the <b>Sel</b> field), the tax override information will be displayed at the bottom of the screen where you can make changes.</p>

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Additional U/M Maintenance Screen

ADDITIONAL U/M MAINTENANCE

Item Number: A500  
Pricing U/M: EA  
Stocking U/M: 1 CAS 2 EA

File Folders - Manilla  
Box of 100 - letter size

	U/M	Description	Conv. Factor	U/M Relation	F/C
1	BOX	Box of product	1.00000	BOX per EA	A

Sel:    or U/M? ....

F12=Return

Additional U/M Maintenance Change Screen

ADDITIONAL U/M MAINTENANCE

Item Number: A500  
Pricing U/M: EA  
Stocking U/M: 1 CAS 2 EA

File Folders - Manilla  
Box of 100 - letter size

	U/M	Description	Conv. Factor	U/M1?	U/M2?	Fraction	Code
1	BOX	Box of product	1.00000	BOX per	EA	A	(A,R,Y)

F24=Delete      F12=Return

NOTE: Before “additional” units of measure may be defined for the item on this screen, the desired units of measure must first be set up through Unit of Measure Maintenance (MENU IAFIL2). Additionally, once a unit of measure has been defined as an “additional” unit of measure, it *cannot* be used as one of the three stocking units of measure for the item.

The Additional U/M Maintenance Screen screen appears after you press **F6=ADD U/M MNT** on the Item/Inventory Balance Master File Maintenance Screen (p. 27-4). The Additional U/M Maintenance Change Screen displays after selecting a line for maintenance or keying a U/M to be added. Use this screen to define additional units of measure for this item. These units of measure are in addition to the stocking units of measure defined for the item on the Item File Maintenance Screen 1 (p. 27-52). You will notice that the stocking units of measure defined are displayed in the **Stocking U/M** field on the top portion of this screen.

Defining additional units of measure for an item is useful if you need to sell an item in a unit of measure that is different than one of the stocking units of measure for the item (up to three may be defined). Each additional unit of measure defined will relate back to one of the stocking units of measure. You may then, if desired, set up a customer/item default unit of measure through Customer Master User Codes Maintenance (MENU ARFILE) which will be used in Enter, Change & Ship Orders (MENU OEMAIN) to determine the correct default selling unit of measure when the **U/M** field is left blank.

When a new line item is entered during order entry, you will have the option to select one of the three stocking units of measure for the item, select one of the additional units of measure defined for the item, or have Distribution A+ select the customer/item default unit of measure (when the **U/M** field is left blank), if one has been defined (see also the Inventory Accounting Overview section of this manual for the rules Distribution A+ executes to determine the correct selling unit of measure when the **U/M** field is left blank during order entry.

#### **Example:** Additional Units of Measure

If company 01 has one item and it is stocked in warehouse 01 by EA (each), an “additional” unit of measure (for example, BOX; 1 BOX = 4 EA) may be set up here so that a customer can buy this item by the each (EA) or box (BOX).

To define an additional unit of measure, simply key a valid unit of measure in the **U/M** field on the bottom portion of this screen and press **ENTER**. Once additional units of measure have been defined, you can:

- select an additional unit of measure displayed on the top portion of this screen and modify it accordingly. Conversion fields can only be changed when there are no open orders for the item with this conversion factor.
- select an additional unit of measure displayed on the top portion of this screen and delete it by pressing the **F24=DELETE** function key (refer to the explanation for this function key).

#### **Additional U/M Maintenance Screen Fields and Function Keys**

<b>Field/Function Keys</b>	<b>Description</b>
Item Number	The item number and description lines as defined for this item on the Item File Maintenance Screen 1 (p. 27-52). Display

### Additional U/M Maintenance Screen Fields and Function Keys

Field/Function Keys	Description
Pricing U/M	<p>The pricing U/M defined for this item through Item File Maintenance Screen 1 (p. 27-52).</p> <p>Display</p>
Stocking U/M	<p>The up to 3 stocking units of measure for the selected item are displayed and identified as 1, 2, and 3. You can use any of these U/M for a conversion to an additional U/M.</p> <p>Display</p>
(Reference Number)	<p>Used to identify the specific line to be selected for change.</p> <p>Display</p>
Additional U/M Data	<p>The body fields (<b>U/M</b>, <b>Description</b>, <b>Conv. Factor</b>, <b>U/M Relation</b>, <b>F/C</b>) are the same as those described for the change screen fields below.</p> <p>Display</p>
Sel	<p>This field is only displayed on the Additional U/M Maintenance Screen.</p> <p>Use this field to select an existing additional unit of measure (displayed on the top portion of this screen) that you want to maintain or delete. Leave this field blank if you want to add an additional unit of measure (see the <b>U/M</b> field.)</p> <p>Key the reference number associated with the desired additional unit of measure and press <b>ENTER</b>; the reference number is displayed before the <b>U/M</b> field. You have the option to change the conversion relationship of the unit of measure provided there are no open orders for this item and additional unit of measure, or delete the unit of measure by pressing <b>F24=DELETE</b>.</p> <p>(N 2,0) Required/Blank</p>

### Additional U/M Maintenance Screen Fields and Function Keys

Field/Function Keys	Description
U/M	<p>Use this field to select the unit of measure you wish to add as an additional unit of measure. Leave this field blank if you want to select an existing additional unit of measure to change or delete (see the <b>Sel</b> field.)</p> <p>Key the desired unit of measure and press <b>ENTER</b>. The Additional U/M Maintenance Change Screen (p. 27-27) overlay will appear and the <b>U/M</b> field will become display only.</p> <p>Once this unit of measure has been defined as an additional unit of measure, it <i>cannot</i> be used as a stocking unit of measure for the item on the Item File Maintenance Screen 1 (p. 27-52).</p> <hr/> <p>NOTE: When a <b>?</b> displays following this field (i.e., <b>U/M?</b>) and you key a <b>?</b> in this field, the Question Mark Window for the Order Control File - Unit of Measure pop-up window for valid values will display. For a description of this window, refer to the Cross Applications User Guide.</p> <hr/> <p><i>Valid Values:</i> Any unit of measure defined through Unit of Measure Maintenance (MENU IAFIL2)</p> <p>(A 3) Required/Blank</p>
Description	<p>This field only appears on the Additional U/M Maintenance Change Screen (p. 27-27).</p> <p>This is the description of the unit of measure as defined through Unit of Measure Maintenance (MENU IAFIL2) or as previously modified through this field.</p> <p>Key the desired description to be associated with this additional unit of measure. Changing this description will <i>not</i> alter the description originally entered through for the unit of measure.</p> <p>(A 30) Required</p>
Conv Factor	<p>This field only appears on the Additional U/M Maintenance Change Screen (p. 27-27).</p> <p>This field reflects the conversion factor for the unit of measure entered. The conversion factor forms a relationship that relates this new additional unit of measure to an existing stocking unit of measure. A <b>(F/C) Fraction Code</b> is also selected which determines if this conversion will be adjusted up/down, rounded, or left as a fraction.</p> <p>Key the desired conversion factor. This will be used to determine how much of <b>Conv U/M1</b> will make up of <b>Conv U/M2</b>.</p> <p>(N 13,5) Required</p>

### Additional U/M Maintenance Screen Fields and Function Keys

Field/Function Keys	Description
Conv U/M1	<p>This field only appears on the Additional U/M Maintenance Change Screen (p. 27-27).</p> <p>This field reflects the first unit of measure conversion when defining an additional selling unit of measure for the item. One of the conversion units of measure in the relationship (either this unit of measure or <b>Conv U/M2</b>) must equal the additional unit of measure being maintained and one must be a stocking unit of measure. The conversion unit of measure keyed in this field cannot be the same as the <b>Conv U/M2</b> field.</p> <p>Key the appropriate unit of measure conversion.</p> <p>For example, assume you have twelve <b>BND</b> (bundles) per <b>BOX</b>. If <b>BOX</b> is keyed in this field and <b>BND</b> is keyed in the <b>Conv U/M2</b> field, the conversion factor will equal .08333. If <b>BND</b> is keyed in this field and <b>BOX</b> is keyed in the <b>Conv U/M2</b> field, the conversion factor will equal 12.</p> <p><i>Valid Values:</i> A unit of measure defined through Unit of Measure Maintenance (MENU IAFIL2); the unit of measure displayed in the <b>U/M</b> field; a stocking unit of measure displayed on the top portion of this screen.</p> <p>(A 3) Required</p>
Conv U/M2	<p>This field only appears on the Additional U/M Maintenance Change Screen (p. 27-27).</p> <p>This field reflects the second unit of measure when defining an additional selling unit of measure for the item. One of the conversion units of measure in the relationship (either this unit of measure or <b>Conv U/M1</b>) must equal the additional unit of measure being maintained and one must be a stocking unit of measure. The conversion unit of measure keyed in this field cannot be the same as the <b>Conv U/M1</b> field.</p> <p>Key the appropriate unit of measure conversion.</p> <p>For example, assume you have twelve <b>BND</b> (bundles) per <b>BOX</b>. If <b>BOX</b> is keyed in the <b>Conv U/M1</b> field and <b>BND</b> is keyed in this field, the conversion factor will equal .08333. If <b>BND</b> is keyed in the <b>Conv U/M1</b> field and <b>BOX</b> is keyed in this field, the conversion factor will equal 12.</p> <p><i>Valid Values:</i> A unit of measure defined through Unit of Measure Maintenance (MENU IAFIL2); the unit of measure displayed in the <b>U/M</b> field; a stocking unit of measure displayed on the top portion of this screen.</p> <p>(A 3) Required</p>

### Additional U/M Maintenance Screen Fields and Function Keys

Field/Function Keys	Description
Fraction Code (F/C)	<p>This field only appears on the Additional U/M Maintenance Change Screen (p. 27-27).</p> <p>When an additional unit of measure is selected in Distribution A+, or when a fraction is generated during order entry from conversion calculations, Distribution A+ checks this field to determine whether the fraction should be adjusted, and if so, how to adjust it. The quantity that relates to that unit of measure may or may not be affected based on the fraction code you define in this field.</p> <p>Key <b>A</b> to adjust the fraction up to the next whole number. For example, 10.2 will be adjusted to 11.</p> <p>Key <b>R</b> to round the fraction up or down to the next whole number. For example, 10.2 will be rounded down to 10; 10.5 will be rounded up to 11; 10.8 will be rounded up to 11.</p> <p>Key <b>Y</b> to allow a fraction (no rounding will occur).</p> <hr/> <p>NOTE: If Distribution A+ Point of Sale is installed, this field must be set to <b>Y</b> for items that are to be sold through the Point of Sale module.</p> <hr/> <p>(A 1) Required</p>
F12=Return	<p>From the Additional U/M Maintenance Screen, press <b>F12=RETURN</b> to return to the Item/Inventory Balance Master File Maintenance Screen (p. 27-4).</p> <p>From the Additional U/M Maintenance Change Screen, pressing <b>F12=RETURN</b> will return you to the Additional U/M Maintenance Screen (p. 27-27) and will not save your additions or changes.</p>
F24=Delete	<p>This field only appears on the Additional U/M Maintenance Change Screen (p. 27-27).</p> <p>Press <b>F24=DELETE</b> twice to delete the selected record. Records can only be deleted if they have not been used for an order. Once the additional U/M is used and the order is in history, the record cannot be deleted.</p>
Enter	<p>From the Additional U/M Maintenance Screen, press <b>ENTER</b> after keying a <b>Reference Number</b> in the <b>Selection</b> field or after keying a valid unit of measure in the <b>U/M</b> field to display the Additional U/M Maintenance Change Screen.</p> <p>From the Additional U/M Maintenance Change Screen, press <b>ENTER</b> to confirm any additions or changes made on this screen.</p> <p>The Additional U/M Maintenance Screen appears.</p>



## Extended Item Comment Selection Screen

```

Extended Item Comment Selection

Function:      _   (A,C,D)
Warehouse?    1
Item Number:   C100
-or-
Find:
Item No:
Item EIC Group?
Class?

Co?/Customer: 00 /
-or-
Find:
City:
St/Prov:
Cust EIC Group?

Start Date:   000000
End Date:     000000
Copy Previous: N   (A/R/N)

F4=List      F6=Copy      F12=Return
  
```

This screen appears after you press **F10=EX ITM CMT**

- on the Item/Inventory Balance Master File Maintenance Screen (p. 27-4)
- through CHAPTER 8: *Using the Item Inquiry* Item File Information Screen (p. 8-81)
- through Customer/Ship-to Master Maintenance (MENU ARFILE).

EICs are available to identify up to 9,999 lines (62 characters per line) of additional information about an item, such as warranty information, picking/packing instructions, or promotional information. Once defined, EICs can not only be reviewed during order entry processing, but based on user selections, may be presented on various order entry documents (e.g., Pick Lists, Invoices, etc.). Additionally, EICs may be viewed through the Item Inquiry, and can also be displayed in Buyer's Workbench (Inventory Control Center) when reviewing Buying information details. Extended Item Comments may be included in the Advanced Item Search by activating the Extended Instance of Extended Item Comments for the system level authority of **Fields Used in Item Wild Card Search** of Application Action Authority (MENU XASCTY).

How EICs are to be created and used is determined by the options selected through System Options Maintenance (MENU XAFIL) and is reflected in the fields that appear on this screen. Those options determine which fields appear on this screen. For example, if the **Use Cust EIC Groups** field in System Options Maintenance is set to **N**, this screen will not display the **Cust EIC Group** field.

For warehouse specific EICS, you must have the **Warehouse Specific EIC** field set to **Y** through System Options Maintenance (MENU XAFIL) and the **Use Ext Item Cmmt** field set to **Y** for the warehouse in Warehouse Numbers Maintenance (MENU IAFIL) and, for the comment to appear, you must enter a warehouse specific comment.

Use this screen to add, change or delete EICs for a selected warehouse, item, item EIC group, company/customer, or customer EIC group [as available depending on the options selected through

System Options Maintenance (MENU XAFILE)]. You cannot select an item number at the same time you select an item EIC group. Similarly, you cannot select a company/customer number at the same time you select a customer EIC group.

Most EICs will show exactly the same for open orders as for orders already moved to history. This is because the EIC is an entity unto itself and is not retained as part of any order. The exception to this are any EIC Comments that are flagged as line comments to be automatically copied into new orders. Rather, the order's requested ship date is used to select the applicable EICs at the time the order is being processed (either during order entry or order review). Therefore, if a comment were to change, the original comment, as selected for applicable orders prior to the change, would be lost. To retain comments that are no longer applicable (for historical purposes), create EICs as date-sensitive and do not modify them. Instead, create new comments for the new information with new effective dates.

Using dated EICs also allows multiple comments for a single comment type to be used simultaneously. For example, you can create a comment for the winter months (dated October 1 through January 31), and one for the holiday season (December 1 through January 1). Creating such "nested" dated EICs allows more than one comment of a single type to be used.

**Example:** Extended Item Comments

Assume you create the following comments:

- *Comment 1:* Applicability from Jan 1 through Dec 31 - Special suggestions for components due to 100th anniversary special
- *Comment 2:* Applicability from Feb 1 through Mar 20 - Special yard equipment usage descriptions for spring preparations
- *Comment 3:* Applicability from Mar 1, through Mar 17 - Special "green" party attire suggestions for St. Patrick's Day
- *Comment 4:* Applicability from Nov 1 to Dec 25 - Christmas related descriptions/suggestions

Since the comments are "nested" within other comments and not overlapping, the following comments are valid and will be selected as follows on each day indicated:

Jan 01	100th anniversary comments begin
Feb 01	Spring comments begin
Mar 01	St. Patrick's Day comments begin
Mar 17	St. Patrick's Day comments end
Mar 18	Spring comments begin again
Mar 20	Spring comments end
Mar 21	100th anniversary comments begin again
Nov 01	Christmas comments begin
Dec 25	Christmas comments end

**Example:** Extended Item Comments

Dec 26	100th anniversary comments begin again
Dec 31	100th anniversary comments end

NOTE: If you wish to have the anniversary comment included in addition to the spring and/or holiday comment rather than replacing it (just having it print when nothing else is more appropriate), when you create the spring and/or holiday comment, create it as a copy of the anniversary comment and then simply add the extra spring and/or holiday greeting.

If no dates are keyed, the EIC will not be limited by date.

If the **Show All Qualifying EIC** field is **Y** in System Options Maintenance (MENU XAFILE), dates are still used to select the applicable EICs. In the example above, if all of the EICs are defined for the same item/company/warehouse and the order has a requested ship date of November 24, only the Christmas EIC will display and/or print.

If you want Order Entry to consider comments for all comment types (dated or not), you must set the **Show All Qualifying EIC** field to **Y** through System Options Maintenance (MENU XAFILE).

NOTE: If you accessed this screen from the Item Inquiry (MENU IAMAIN), you will not be able to add, change, or delete EICs.

**Extended Item Comment Selection Screen Fields and Function Keys**

Field/Function Key	Description
Function	<p>This field will not appear if you accessed this screen by pressing the <b>F10=EXITM CMT</b> key on the CHAPTER 8: <i>Using the Item Inquiry</i> Item File Information Screen (p. 8-81).</p> <p>Use this field to select the maintenance function to perform for the EIC.</p> <p>Key <b>A</b> to add comments.</p> <p>Key <b>C</b> to change comments.</p> <p>Key <b>D</b> to delete comments.</p> <p>(A 1) Required</p>

## Extended Item Comment Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	<p>Use this field to specify if the EIC is associated with a specific warehouse. EICs are defined as either warehouse specific (i.e., only orders affiliated with that warehouse will have access to the comment), or system level (i.e., only orders affiliated with warehouses which are defined as not using warehouse level EICs will have access to the comment).</p> <p>In order to have order entry processing acknowledge warehouse level EICs for a particular warehouse, the <b>Warehouse Specific EIC</b> field in System Options Maintenance (MENU XAFIELD) must be set to <b>Y</b> and the <b>Use Ext Item Cmmt</b> field in Warehouse Numbers Maintenance (MENU IAFIELD) must be set to <b>Y</b>.</p> <p>If the <b>Use Extend Item Cmmt</b> field is set to <b>Y</b> but the <b>Warehouse Specific EIC</b> field is set to <b>N</b> in System Options Maintenance (MENU XAFIELD), you may still enter a warehouse number in this field and proceed to the Extended Item Comment Screen (p. 27-47). (This would allow you, for example, to key comments for items in a warehouse which is currently not being used but is expected to become operational soon.) However, a message displays to inform you that the comments will not be selected in current order entry processing. If, at a point in the future, you change the <b>Warehouse Specific EIC</b> field to <b>Y</b> in System Options to allow warehouse specific comments and you then specify, for the particular warehouse, that it will use warehouse level EICs, these comments would be considered when performing order entry processing. Once warehouse level EIC use is allowed, as determined through System Options, warehouse level EIC use is determined for each warehouse through Warehouse Numbers Maintenance (MENU IAFIELD).</p>
<h3>Important</h3> <p>If Warehouse Numbers Maintenance (MENU IAFIELD) indicates that a particular warehouse is to use warehouse level comments, only warehouse level comments for that warehouse's orders will be considered when performing order entry processing. In other words, any EICs created at the system level (without a warehouse identification) will be ignored.</p>	
<p><i>Valid Values:</i> A warehouse number defined through Warehouse Numbers Maintenance (MENU IAFIELD).</p> <p>(A 2) Optional</p>	

## Extended Item Comment Selection Screen Fields and Function Keys

Field/Function Key	Description
Item Number	<p>Use this field to enter the number of the item to associate with the EIC being processed. If you cannot recall the exact item number, activate the item search. Refer to the <b>Find</b>, <b>Item No</b>, and <b>Class</b> field descriptions.</p> <hr/> <p>NOTE: You cannot fill in an item number in this field if you select an item group in the <b>Item EIC Group</b> field, which displays only as determined through System Options Maintenance (MENU XAFILE). However, you must key an item number in this field if you do not select an item group.</p> <hr/> <p><i>Valid Values:</i> An item number defined through Item Master Maintenance (MENU IAFILE).</p> <p>(A 27) Required/Blank</p>
Find	<p>This field allows you to search for an item using an item description if you do not recall the item number. Key an item description in this field, then press <b>ENTER</b>. The Item Description Search Screen will appear with the item or items that match the keyed characters. For an explanation on using searches in Distribution A+, refer to the Cross Applications User Guide. For an explanation of the Item Description Screen, also refer to the Cross Applications User Guide.</p> <hr/> <p>NOTE: Leave this field blank if you want to search on an item class; see the <b>Class</b> field description for more details.</p> <hr/> <p>(A 40) Optional</p>
Item No	<p>This field allows you to search for an item number. Use this field in conjunction with, or in place of, the <b>Find</b> field to further limit the number of items that will display. Refer to the Cross Applications User Guide for suggestions on using searches in Distribution A+.</p> <p>Key a partial or complete item number.</p> <p>(A 27) Optional</p>
Class	<p>Use this field in addition to (not in place of) the <b>Find</b> and <b>Item No</b> fields to further limit the number of items that will display from the search. Only the items that have been assigned the item class/sub-class keyed, or selected, in this field will display.</p> <p>Item classes/sub-classes are defined through Item Class/Sub Class Maintenance (MENU IAFILE) and assigned to items through this option.</p> <p>(A2/ A2) Optional</p>

### Extended Item Comment Selection Screen Fields and Function Keys

Field/Function Key	Description
Item EIC Group	<p>This field only displays if the <b>Use Item EIC Groups</b> field is set to <b>Y</b> in System Options Maintenance (MENU XAFIL2). Also note you cannot fill in an item EIC group in this field if you select an item in the <b>Item Number</b> field. You must however key an item EIC group in this field if you do not select an item number.</p> <p>Use this field to enter a valid Item EIC group.</p> <p><i>Valid Values:</i> An Item EIC Group defined through Item EIC Groups Maintenance (MENU OEFIL2).</p> <p>(A 5) Optional</p>
Co/Customer	<p>This field displays only if the <b>Co/Customer Spec EIC</b> field is set to <b>Y</b> in System Options Maintenance (MENU XAFIL2).</p> <p>Use this field to enter company and customer numbers associated with the EIC being processed. If you fill in company and customer numbers in this field, you cannot select a Customer EIC group in the <b>Cust EIC Group</b> field which displays only as determined through System Options Maintenance (MENU XAFIL2).</p> <p>If you cannot recall the exact company/customer number, activate the customer search. Refer to the <b>Find</b>, <b>City</b>, and <b>St/Prov</b> field descriptions.</p> <p><i>Valid Values:</i> Any company number defined through Company Name Maintenance (MENU XAFIL2) and any customer number defined through Customer/Ship to Master Maintenance (MENU ARFIL2).</p> <p>(N 2,0/ N 10, 0) Optional</p>
Find	<p>Use this field either alone or with the <b>City</b> and <b>St/Prov</b> fields to search for the customer by name, phone number, and zip/postal code.</p> <p>Key one or more of the following, separated by one blank space:</p> <ul style="list-style-type: none"> <li>• up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order.</li> <li>• up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters</li> <li>• up to 5 characters (the first 5) of the customer's zip/postal code</li> </ul> <p>For general information on entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 40) Optional</p>
City	<p>Use this field either alone or with the <b>Find</b> and <b>St/Prov</b> fields to search for a customer in a particular city.</p> <p>Key up to 8 characters (the first 8) of the customer's city.</p> <p>For information on entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 8) Optional</p>

### Extended Item Comment Selection Screen Fields and Function Keys

Field/Function Key	Description
St/Prov	<p>Use this field with one or both of the <b>Find</b> or <b>City</b> fields to search for a customer in a particular state or province.</p> <p>Key up to 10 characters (the first 10) of the state or province code.</p> <p>For information on entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 2) Optional</p>
Cust EIC Group	<p>This field displays only if the <b>Use Cust EIC Groups</b> field is set to <b>Y</b> in System Options Maintenance (MENU XAFIL2). Also note that you cannot fill in a customer EIC group in this field if you select a company/customer in the <b>Co/ Customer</b> field.</p> <p>Use this field to enter a valid Customer EIC group.</p> <p><i>Valid Values:</i> A customer EIC group defined through Customer EIC Groups Maintenance (MENU OEFIL2).</p> <p>(A 5) Optional</p>
Start Date/ End Date	<p>Use these fields to enter start and end dates for the EIC being processed. Dated comments will be selected in Order Entry processing based on the requested ship date in an order. Since the requested ship date of an order is used to select the most applicable EIC by looking at the EIC dates, the way dates are assigned to EICs must be validated. Overlapping dated comments will not be allowed in order to prevent the selection of an incorrect comment. Instead, “nested” comments will be allowed.</p> <p>Refer to the example for Extended Item Comments (p. 27-34).</p> <p><i>Default Value:</i> 00/00/00 / 99/99/99</p> <p><i>Valid Values:</i> Key the date using the <i>Default Date Format</i> for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system’s <i>Default Date Format</i> specified through System Options Maintenance (MENU XAFIL2).</p> <p>(N 6, 0/ N 6, 0) Optional</p>

## Extended Item Comment Selection Screen Fields and Function Keys

Field/Function Key	Description
Copy Previous	<p>This field will not appear if you accessed this screen from the Item Inquiry (MENU IAMAIN).</p> <p>Use this field in conjunction with the <b>F6=COPY</b> function key to copy comments from the selected EIC updated through maintenance. This field designates that the comment being added will have EIC Comment data appended to it or will be replaced by the EIC Comment selected from the <b>F6=COPY</b> pop-up window. The data selected on this window will be retained for use on multiple items based on the value of <b>A</b> or <b>R</b> keyed here until you exit the maintenance option or clear the data from the <b>F6=COPY</b> pop-up window.</p> <p>Key <b>A</b> in this field to copy comments from the selected EIC and append those comments to the EIC being selected for maintenance.</p> <p>Key <b>R</b> in this field to copy and replace the current comments of the EIC being maintained with a copy of the selected EIC.</p> <p>Key <b>N</b> in this field to not copy any EIC.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>
F4= List	<p>Press <b>F4= LIST</b> to present the Extended Item Comment Listing Screen (p. 27-42). If any criteria was keyed prior to pressing <b>F4= LIST</b>, the list of EICs presented will be limited to that criteria. Note, however, that dates are not used as limiting criteria for presentation of this list.</p>
F6=Copy	<p><b>F6=COPY</b> will not appear if you accessed this screen through Item Inquiry.</p> <p>Use <b>F6=COPY</b> to select what EIC comment data is to be used in the copy or append process. A pop-up window allows the user to select any existing EIC comment to then be used as the selected EIC for the <i>copy previous</i> field information.</p> <p>Once data is selected on this window, it is retained for the duration of your session or until you remove it.</p> <p><b>F6=COPY</b> does not perform the copy - it simply identifies what to copy when the <b>ENTER</b> key is pressed on the EIC maintenance screen.</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the previous screen.</p>
Enter	<p>Press <b>ENTER</b> after entering the appropriate selection criteria.</p> <p>If you have Item <b>Find</b>, <b>Item No</b>, or <b>Class</b> search criteria, the Item Description Search Screen (p. 27-11) appears.</p> <p>If you have Customer <b>Find</b>, <b>City</b>, or <b>St/Prov</b> search criteria, the Customer/Ship-To Search - Customer Search Screen appears. Refer to the Accounts Receivable User Guide for more information on this screen.</p> <p>The Extended Item Comment Screen (p. 27-47) will appear.</p>





## Extended Item Comment Listing Screen

Extended Item Comment Listing						
Item Number: C100			Warehouse: 1			
Item Grp:			Cust Grp:			
Co/Customer:						
WH	Item Number	It Grp	Co/Customer	Cs Grp	Strt Dt	End Dat
1	1 C100					
Sel: _						Last
						F12=Return

This screen appears after you press **F4=LIST** on the Extended Item Comment Selection Screen (p. 27-33). Use this screen to review a list of EICs associated with the selection criteria you entered. From this screen you can make a selection and then proceed directly to the Extended Item Comment Screen (p. 27-47).

### Extended Item Comment Listing Screen Fields and Function Keys

Field/Function Key	Description
(Header)	If you entered selection criteria on the Extended Item Comment Selection Screen (p. 27-33), it displays here. Refer to that screen description for details about these fields.
	Display

## Extended Item Comment Listing Screen Fields and Function Keys

Field/Function Key	Description
(Line Detail)	<p>This area lists all of the EICs that meet any selection criteria. The following columns display information, where applicable, related to each EIC:</p> <ul style="list-style-type: none"> <li>• <b>(Reference Number):</b> This column displays a system-generated reference number that is associated with each EIC. To select an EIC, key this number in the <i>Sel</i> field and press <b>ENTER</b>.</li> <li>• <b>WH:</b> This column displays the warehouse number associated with the EIC, if there is one.</li> <li>• <b>Item Number:</b> This column displays the item number associated with the EIC, if there is one.</li> <li>• <b>It Gp:</b> This column displays the item EIC group name associated with the EIC, if there is one.</li> </ul> <hr/> <p>NOTE: This column displays only if the <b>Use Item EIC Groups</b> field is set to <b>Y</b> in System Options Maintenance (MENU XAFIELD).</p> <hr/> <ul style="list-style-type: none"> <li>• <b>Co/Customer:</b> This column displays the company/customer associated with the EIC, if there is one.</li> </ul> <hr/> <p>NOTE: This column displays only if the <b>Co/Customer Spec EIC</b> field is set to <b>Y</b> in System Options Maintenance (MENU XAFIELD).</p> <hr/> <ul style="list-style-type: none"> <li>• <b>Strt Dt:</b> This column displays the start date associated with the EIC if one was entered for it.</li> <li>• <b>End Dat:</b> This column displays the end date associated with the EIC if one was entered for it.</li> </ul> <p>Display</p>
Sel	<p>Use this field to select an EIC.</p> <p>Key a reference number, which appears in the furthest left column, associated with the EIC and press <b>ENTER</b>.</p> <p>(N 2,0) Optional</p>
F12=Return	Press <b>F12=RETURN</b> to cancel this function and return to the previous screen.
Enter	Press <b>ENTER</b> after making a selection from the displayed list. The Extended Item Comment Screen (p. 27-47) will appear.

## Extended Item Comment Copy Screen

```

Extended Item Comment Selection
Function:      C      (A,C,D)
Warehouse?    1
Item Number:   A200

Copy Last Extended Item Comment
WH?           -
Item:         .....
It Grp?       .....
Co?/Cs:       .....
Cs Grp?       .....
Start:        0/00/00
End:          0/00/00
F12=Return

End Date:     000000
Copy Previous: N      (A/R/N)

F4=List      F6=Copy      F12=Return

```

This screen appears after you press **F6=COPY** on the Extended Item Comment Selection Screen (p. 27-33). This screen gives the opportunity to copy comments from a previous item/item group customer/customer group. Fill in the comment that will be copied from and press **ENTER** to update. When a copy selection is made, the comments from that selection will be either appended to or replace the comments selected on the previous screen based on the **Copy Previous** function. The same comments will be copied from selection to selection until this window comes up again and the copy selection criteria is changed or cleared.

### Extended Item Comment Copy Screen Fields and Function Keys

Field/Function Key	Description
WH	<p>Use this field to specify if the EIC to be copied is associated with a specific warehouse. EICs are defined as either warehouse specific (i.e., only orders affiliated with that warehouse will have access to the comment), or system level (i.e., only orders affiliated with warehouses which are defined as not using warehouse level EICs will have access to the comment).</p> <p>Key the warehouse of the WH level comment that will be copied.</p> <p><i>Valid Values:</i> any warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE).</p> <p>(A 2) Optional</p>

### Extended Item Comment Copy Screen Fields and Function Keys

Field/Function Key	Description
Item	<p>Fill in the item number for the selected extended item comment that will be copied. The item number can only be filled in if the <b>It Grp</b> field is not filled in.</p> <p>Key an item number to copy.</p> <p><i>Valid Values:</i> Any item number defined through Item Master Maintenance (MENU IAFIL2).</p> <p>(A 27) Optional</p>
It Grp	<p>This field only displays if the <b>Use Item EIC Groups</b> field is set to <b>Y</b> in System Options Maintenance (MENU XAFIL2). Also note you cannot fill in an item EIC group in this field if you select an item in the <b>Item</b> field. You must however key an item EIC group in this field if you do not select an item number.</p> <p>Key the item EIC group for the specified extended item comments that will be copied.</p> <p><i>Valid Values:</i> An Item EIC Group defined through Item EIC Groups Maintenance (MENU OEFIL2).</p> <p>(A 5) Optional</p>
Co/Cs	<p>This field displays only if the <b>Co/Customer Spec EIC</b> field is set to <b>Y</b> in System Options Maintenance (MENU XAFIL2).</p> <p>Use this field to enter company and customer numbers associated with the EIC to be copied. If you fill in company and customer numbers in this field, you cannot select a customer EIC group in the <b>Cs Grp</b>.</p> <p><i>Valid Values:</i> Any company number defined through Company Name Maintenance (MENU XAFIL2) and any customer number defined through Customer/Ship to Master Maintenance (MENU ARFIL2).</p> <p>(N 2,0/ N 10, 0) Optional</p>
Cs Grp	<p>This field displays only if the <b>Use Cust EIC Groups</b> field is set to <b>Y</b> in System Options Maintenance (MENU XAFIL2). Also note that you cannot fill in a customer EIC group in this field if you select a company/customer in the <b>Co/Cs</b> field.</p> <p>Use this field to enter a valid customer EIC group to be copied.</p> <p><i>Valid Values:</i> A customer EIC group defined through Customer EIC Groups Maintenance (MENU OEFIL2).</p> <p>(A 5) Optional</p>

**Extended Item Comment Copy Screen Fields and Function Keys**

Field/Function Key	Description
Start / End	<p>Use these fields to enter start and end dates for the EIC being processed. Dated comments will be selected in Order Entry processing based on the requested ship date in an order.</p> <p><i>Default Value:</i> 00/00/00</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6, 0/ N 6, 0) Optional</p>
F12=Return	<p>Press <b>F12=RETURN</b> to cancel this function and return to the Extended Item Comment Screen (p. 27-47).</p>
Enter	<p>Press <b>ENTER</b> after completing the criteria to save the data to be copied. The data will saved until you change it, clear it out or exit the menu option. The Extended Item Comment Screen (p. 27-47) will appear.</p>

# Extended Item Comment Screen

Extended Item Comment				Change
WH: 1	Item Number: C100 Seth Thomas Desk Clock		Start Date:	
			End Date:	
Line	Prt			
Cmt	Cde	Extended Item Comment		M
Y		Walnut finish with brass and crystal adornments		
				More...
Display Comments in Order Entry: N (Y,N)			Margin Marker: 62	
F3=Exit		F6=Edit Codes	F10=Update Comments	F12=Return

This screen appears after you press **ENTER** on the Extended Item Comment Selection Screen (p. 27-33), or the Extended Item Comment Listing Screen (p. 27-42) after selecting an EIC. This screen also appears as display only when accessed from the Item Inquiry.

Use this screen to:

- view or maintain the selected EIC, line comment code, and print code
- select whether or not the Extended Item Comment Inquiry will automatically display for the item (showing these comments) when the item is being added in Order Entry

If the EIC is selected for maintenance, you can enter up to 9,999 lines of text. The comments that you maintain on this screen are saved to the Extended Item Comments Master File (IAEIC). Blank lines between comments are considered comments and will leave a blank line on printed documents.

**NOTE:** If you selected to delete a comment on the Extended Item Comment Selection Screen (p. 27-33), this screen displays with a message informing you to press **F24=DELETE** to delete the comment. All editing capabilities are disabled for the delete function.

**Extended Item Comment Screen Fields and Function Keys**

Field/Function Key	Description
(Function)	<p>This field will not display if you accessed this screen from the Item Inquiry (MENU IAMAIN).</p> <p>This field displays the function that was selected on the Extended Item Comment Selection Screen (p. 27-33). The following informs you of what may appear in this field:</p> <ul style="list-style-type: none"><li>• If <b>Add</b> appears, you keyed <b>A</b> to add comments</li><li>• If <b>Change</b> appears, you keyed <b>C</b> to change comments</li><li>• If <b>Delete</b> appears, you keyed <b>D</b> to delete comments</li></ul> <p>Display</p>
Line Cmt	<p>This field displays the line comment code associated with each line of comment text. The line comment code (of <b>Yes</b> or <b>No</b>) identifies if the extended item comment will automatically be added as a line comment to an order when the item is ordered.</p> <p>During EIC maintenance, you will only be able to maintain this field when the <b>F6</b> function key displays as <b>F6=EDIT COMMENT</b>. When the function key displays as <b>F6=EDIT CODES</b>, you will be able to maintain the EIC only.</p> <p>Key <b>Y</b> to automatically add the extended item comment as a line comment to an order when the item is ordered.</p> <p>Key <b>N</b> if you do not want the extended item comment automatically added as a line comment to an order when the item is ordered.</p> <p><i>Default Value:</i> Blank for new comments</p> <p>(A 1) Display/Required</p>



### Extended Item Comment Screen Fields and Function Keys

Field/Function Key	Description
Prt Cde	<p>This field displays the print code, if there is one, associated with each line of comment text. The print code identifies if the line of text will print out on selected output, such as a Pick List or Invoice.</p> <p>During EIC maintenance, you will only be able to maintain this field when the F6 function key displays as <b>F6=EDIT COMMENT</b>. When the function key displays as <b>F6=EDIT CODES</b>, you will be able to maintain the EIC only.</p> <p>Key <b>P</b> to have the comment print on only the pick list for an order.</p> <p>Key <b>K</b> to have the comment print on only the pack list for an order.</p> <p>Key <b>V</b> to have the comment print on only the invoice for an order.</p> <p>Key <b>Q</b> to have the comment print on only the quote acknowledgement for an order.</p> <p>Key <b>A</b> to have the comment print on only the order acknowledgement for an order.</p> <p>Key <b>I</b> to have the comment print on the pack list, invoice, RGAs, and acknowledgement (quote and order) for an order.</p> <p>Key <b>B</b> to have the comment print on both the quote acknowledgement and order acknowledgement for an order.</p> <p>Key <b>X</b> if you do not want the comment to print on the pick list, pack list, invoice, RGAs, quote acknowledgement, or order acknowledgement, but instead want the comment to display internally on various inquiries, during order entry, and for special orders.</p> <p>Leave this field blank to have the comment print on all of the above documents (pick list, pack list, invoice, RGAs, quote acknowledgement, and order acknowledgement) for an order.</p> <p>(A 1) Display/Required</p>
Extended Item Comment	<p>Use this field to enter an EIC description. An <b>M</b> appears above this area to indicate where the default margin ends for entering the comments. The <b>Margin Marker</b> field serves as a typing aid and may be changed on this screen.</p> <p>If you are using EDI, do not use the following characters in the EIC description. These characters are reserved for EDI purposes.</p> <ul style="list-style-type: none"> <li>• : (colon)</li> <li>• ; (semi-colon)</li> <li>• . (period)</li> <li>• * (asterisk)</li> <li>• ( (left paren)</li> <li>• ) (right paren)</li> </ul> <p>(9999 @ A 62) Display/Optional</p>

### Extended Item Comment Screen Fields and Function Keys

Field/Function Key	Description
M	<p>The <b>M</b> that appears above the <b>Extended Item Comment</b> field is the margin marker that indicates up to which column the text should be keyed for the comment. This marker is a typing aid only. A default margin marker length is set through System Options Maintenance (MENU XAFILE). However, you can change this default for individual comments.</p> <p>Display</p>
Display Comments in Order Entry	<p>This field determines if the Extended Item Comment Inquiry will automatically display for the item (showing comments) when the item is being added in Order Entry on the Item Entry Screen.</p> <p>Key <b>Y</b> to have the Extended Item Comment Inquiry automatically display showing comments for the item when the item is being added in Order Entry.</p> <p>Key <b>N</b> if you do not want the inquiry to automatically display in Order Entry when the item (for which comments exist) is being added in Order Entry.</p> <hr/> <p>NOTE: This field will not be based on start and end dates, since all valid extended item comments for the item will display during Order Entry and these comments may have different date ranges or no date range at all. If this field is <b>Y</b> for any valid extended item comments, then the inquiry will automatically display when the item is added in Order Entry.</p> <hr/> <p>(A 1) Required</p>
Margin Marker	<p>This field does not appear if you accessed this screen from the Item Inquiry (MENU IAMAIN).</p> <p>Use this field to change the value of the margin marker length, thereby changing the column in which the <b>M</b> above the <b>Extended Item Comment</b> field will display. This marker serves only as a typing aid by specifying the point where your typing should end for each line of description. This would be important for any Pick Lists, Invoices and other output on which the comments may print.</p> <p><i>Default Value:</i> The value entered in the <b>Default Margin Marker</b> field in System Options Maintenance (MENU XAFILE)</p> <p><i>Valid Values:</i> 2 - 62</p> <p>(N 2, 0) Optional</p>

### Extended Item Comment Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	<p>Press <b>F3=EXIT</b> to exit this function.</p> <p>If you accessed this screen through Item Master Maintenance (MENU IAFILE), this key will return you to the Item/Inventory Balance Master File Maintenance Screen (p. 27-4).</p> <p>If you accessed this screen through Item Inquiry (MENU IAMAIN), pressing this key will return you to the Item File Information Screen (p. 8-81).</p> <p>If you accessed this screen through Customer/Ship to Master Maintenance (MENU ARFILE), pressing this key will return you to the Customer/Ship To File Maintenance Screen.</p>
F6=Edit Codes/Edit Comments	<p><b>F6=EDIT CODES / F6=EDIT COMMENTS</b> is not available if you selected to delete a comment or if you accessed this screen from the Item Inquiry (MENU IAMAIN).</p> <p>This key acts as a toggle. When you press <b>F6=EDIT CODES / F6=EDIT COMMENTS</b> you can toggle between editing the EIC or the Line Comments and Print Codes.</p> <p><b>F6=EDIT CODES:</b> When the key displays like this, pressing it enables you to edit the <b>Line Cmt</b> and <b>Prt Cde</b> fields that appear to the left of each EIC line. (This disables the ability to edit the individual EIC lines of text.)</p> <p><b>F6=EDIT COMMENTS:</b> When the key displays like this, pressing it enables you to edit only the EIC and disables the ability to edit the <b>Line Cmt</b> and <b>Prt Cde</b> fields.</p>
F10=Update Comments	<p><b>F10=UPDATE COMMENTS</b> is not available if you selected to delete a comment or if you accessed this screen from the Item Inquiry (MENU IAMAIN).</p> <p>Use <b>F10=UPDATE COMMENTS</b> to update any newly entered comments or changes to an existing comment. Pressing <b>F10=UPDATE COMMENTS</b> updates the Extended Item Comments Master File (IAEIC). Comments up through the last line of text are saved to this file. Any blank lines after this are disregarded. After the update completes, the Extended Item Comment Selection Screen (p. 27-33) will appear.</p>
F12=Return	<p>Press <b>F12=RETURN</b> to cancel this function and return to the Extended Item Comment Selection Screen (p. 27-33).</p>
F24=Delete	<p><b>F24=DELETE</b> appears only when you select to delete a comment. This key is not available if you accessed this screen from the Item Inquiry (MENU IAMAIN).</p> <p>Pressing <b>F24=DELETE</b> once indicates that you want to delete the selected EIC. Pressing <b>F24=DELETE</b> again confirms this action. After the comment is deleted from Extended Item Comments Master File (IAEIC), the Extended Item Comment Selection Screen (p. 27-33) will appear.</p>

## Item File Maintenance Screen 1

In use by: BZ		ITEM FILE MAINTENANCE		Change		
Item/Description: G23248P			Bridgestone Lady Precept			
			Golf Balls Optic Pink			
Manufacturers No: 23248686						
Dft	U/M	Conversion	S/C US\$	%/C	Weight	Cont Chg
1	1? CAS		.00		48.0000	.00
2	2? BOX	4.000000	.00		12.0000	.00
3	3? DZ	6.000000	.00		2.0000	.00
Price? SLV			24.000000			
Primary Vendor?				Price 1:	5.99000	US\$
Cash/Trade Disc: Y (Y/N)				Price 2:	5.69763	US\$
Fed Excise Tax:			.00	Price 3:	5.41274	US\$
Update Inventory: Y (Y/N)				Price 4:	5.09787	US\$
Allow Backorder: Y (Y/N)				Price 5:	4.79806	US\$
Catch Weight: N (Y/N)				Reporting U/M? CAS	Inquiry U/M? CAS	
Item Tax Class?				Date Added: 18/03/16	Last Maint: 12/09/17	
Tax Code: 0 (0,1,2,3)				Hrmzd Tariff Code:		
Re-use Code: Y (Y/N)				Commodity Code:		
Prevent from Web: N (Y/N)				Standard Pack:	.000	CAS
Track C00: N (Y/N)						
F4=Hrmzd Tariff Lst F5=Commodity Lst F7=IC Pricing F10=EISD Mnt F12=Return						

This screen appears after you enter an item number and press **ENTER** on the Item/Inventory Balance Master File Maintenance Screen (p. 27-4). Use this screen to add or change item information, or to delete an item.

For details about taxing hierarchies and exemptions, refer to the *Taxing Information* topic in the *Order Entry Order Processing* chapter of the Order Entry User Guide.

### Item File Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Item Number	The item number for which you are adding, changing, or deleting item information.
	Display

## Item File Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Description	<p>Key a description of the item. Two lines are provided for your entry. The first line is required. The second line is optional.</p> <p>If in System Options Maintenance (MENU XAFILE), the <b>Search 2nd Desc Line</b> field is set to <b>Y</b>, the second line of the item description will appear in the item search, and will also be used (i.e., searched on) by the search.</p> <p>If in System Options Maintenance (MENU IAFILE), the <b>Show 2nd Desc Line</b> field is set to <b>Y</b>, the second line of the item description will display on rolling screens where the item description is shown.</p> <p>If in System Options Maintenance (MENU XAFILE), the <b>Print 2nd Desc Line</b> field is set to <b>Y</b>, the second line of the item description will print on various reports where the primary item description prints. Note that even if the <b>Print 2nd Desc Line</b> field is set to <b>N</b>, the second line of the item description will always print on HAZMAT documents for hazardous materials.</p> <p>If in Order Entry Options Maintenance (MENU XAFILE), the <b>Print 2nd Description Line on Pick Lists &amp; Invoices</b> field is set to <b>Y</b>, the second line of the description will print on Pick Lists and Invoices.</p> <p>If in Order Entry Options Maintenance (MENU XAFILE), the <b>Use 2nd Description Line of Non-stock Item as Item No</b> field is set to <b>Y</b>, the second line of the description for a non-stock item will be used as the item number.</p> <p>Key the appropriate description. If you are using EDI, do not use the following characters in the EIC description. These are reserved characters for EDI purposes.</p> <ul style="list-style-type: none"> <li>• : (colon)</li> <li>• ; (semi-colon)</li> <li>• . (period)</li> <li>• * (asterisk)</li> <li>• ( (left paren)</li> <li>• ) (right paren)</li> </ul> <p>(2 @ A 31) Required/Optional</p>
Manufacturer's No	<p>Use this field to specify the manufacturer's number for this item. If you are using Purchasing, the number you enter in this field is used as the default value in the <b>Mfg No</b> field during Vendor/Item Information Maintenance (MENU POFILE). At that time, you may accept or override the default value.</p> <p>Key the manufacturer's item number.</p> <p>(A 27) Optional</p>

**Item File Maintenance Screen 1 Fields and Function Keys**

Field/Function Key	Description
Dft	<p>One unit of measure must be defined as the default unit of measure. This unit of measure can be any of the three stocking units of measure (see the <b>U/M</b> field), which must be entered before you can select the default in this field. The default unit of measure <i>cannot</i> be changed if the item exists on open orders or after sales have posted for the item through Day End Processing (MENU XAMAST). Sales Analysis keeps sales totals in the default unit of measure. Sales in other units of measure will be converted to the default unit of measure for Sales Analysis.</p> <p>Key the default unit of measure.</p> <hr/> <p><b>Important</b></p> <p>Once this value is defined, it <i>cannot</i> be changed.</p> <hr/> <p><i>Default Value:</i> 1</p> <p><i>Valid Values:</i> 1, 2, or 3</p> <p>(A 1) Required</p>

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## Item File Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
U/M	<p>The first stocking unit of measure is required; the second and third are optional.</p> <p>Distribution A+ provides four units of measure for a given item. The first three are used to define inventory stocking units of measure. The fourth is a pricing unit of measure (refer to the <b>Price</b> field). All units of measure are defined based on their relation to the first stocking unit of measure. This relationship is obtained through the use of a conversion factor. Refer to the <b>Conversion</b> field for an example of this correlation.</p> <p>Key the appropriate units of measure for the item. The largest quantity must be the first stocking unit of measure (the conversion factor is assumed to be 1), and there cannot be a third unit of measure without having a second unit of measure.</p> <hr/> <p style="text-align: center;"><b>Important</b></p> <p>Once this field is defined, the relationship (conversion factor) <i>cannot</i> be changed. You may, however, change the “description” of the PRIMARY unit of measure through MENU UMT00L. For an explanation of this menu, refer to MENU UMT00L in the Cross Applications User Guide.</p> <hr/> <p>If W/M is installed and you are defining a serial item, only one unit of measure may be defined. An item is defined as a serial item by keying <b>S</b> (serial) or <b>T</b> (serial tracking) in the <b>WH Mgmt Code</b> field on the Item File Maintenance Screen 2 (p. 27-76).</p> <p>If W/M is installed and you are defining a lot item (see the <b>WH Mgmt Code</b> field on Item File Maintenance Screen 2 (p. 27-76)) to be used as a case quantity lot item, only one unit of measure should be defined. If you define more than one unit of measure, case quantity fields in Item Balance Maintenance (MENU IAFIL) will not be available for input.</p> <p>For example, if you want a case quantity of 12 EA (each) per fixed CAS (case), identify the following:</p> <ul style="list-style-type: none"> <li>• identify EA as the only stocking unit of measure</li> <li>• identify the item as a lot item</li> <li>• identify the item as a fixed case quantity item with the case quantity as 12 through Item Balance Maintenance</li> </ul> <p>Refer to the Modules Affected by W/M section in the Warehouse Management User Guide for details about lot items.</p>

## Item File Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
U/M continued...	<p>NOTE: When a ? displays following this field (i.e., <b>U/M?</b>) and you key a ? in this field, the Question Mark Window for the Order Control File - Unit of Measure pop-up window for valid values will display. For a description of this window, refer to the Cross Applications User Guide.</p> <hr/> <p><i>Valid Values:</i> A unit of measure defined through Unit of Measure Maintenance (MENU IAFIL2), with a Y keyed in the <b>Used as Stocking U/M</b> field or a unit of measure defined through Unit of Measure Maintenance (MENU IAFIL2), that has <i>not</i> been defined as an additional unit of measure for the item on the Additional Unit of Measure Screen in Item Master Maintenance (MENU IAFILE).</p> <p>(A 3) Required/Optional</p>
Conversion	<p>The conversion factor is the relationship between the units of measure. For example, assume the following:</p> <p>Stocking Units of Measure</p> <p>1 CAS</p> <p>2 DZ Conversion factor = 12 (12 dozen in a case)</p> <p>3 EA Conversion factor = 144 (144 each in a case)</p> <hr/> <p><b>Important</b></p> <p>Once this field is defined for an item and that item has been used for any transaction (e.g., used in an order), it <i>cannot</i> be changed.</p> <hr/> <p><i>Valid Values:</i> First line is blank; second and third are required for each unit of measure; fourth is required (see <i>Price</i> field)</p> <p>(N 11,5) Blank/Required</p>
S/C	<p>Use this field to key a surcharge amount for each of the item's units of measure. A surcharge is an extra charge added to the base price (either cost or list price) of an item.</p> <p>Key either a percent of the item price or a specific amount.</p> <p>When International Currency is installed, the field heading will also displays the currency symbol for the <b>Default Local Currency</b> System Options field specified in International Currency Options (MENU ICFILE).</p> <p>(N 5,2) Optional</p>



## Item File Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
% / C	<p>This field is required when a surcharge value appears in the corresponding <b>S/ C</b> field.</p> <p>Use this field to indicate whether the corresponding surcharge amount is expressed as a percent of the item price or as a specific amount.</p> <p>Key <b>%</b> if the surcharge value is expressed as a percent of the item price.</p> <p>Key <b>C</b> if the surcharge value is expressed as a specific amount.</p> <p>(A 1) Required/Optional</p>
Weight	<p>This field is required for catch weight items; otherwise, it is optional.</p> <p>Use this field to specify the weight of the item for each unit of measure. For catch weight items (refer to the <b>Catch Weight</b> field), it is used for the calculation of average cost during PO Receipts. When ending a requisition through Enter or Change Requisitions (MENU POFILE), the sum of weights of all items ordered will display.</p> <p>Because the costing conversion factor specified on the vendor/item record is based on the weight entered in this field, if the weight of the primary stocking U/M is changed for a catch weight item, all vendor/item records will be updated automatically when maintenance of the item is complete. A warning message will inform the user that this update will occur.</p> <p>(N 9,4) Required/Optional</p>
Cont Chg	<p>Use this field to specify a container charge for each of the item's units of measure.</p> <p>A container charge is an extra charge applied to an order for a container or special packaging that is unique to a unit of measure.</p> <p>Key the amount to be charged for each unit sold in the corresponding unit of measure. For example, if you key \$1.00 and 10 units are invoiced, the total container charge for this item will be \$10.00.</p> <p>(N 7,2) Optional</p>
Size	<p>This field appears only if you do not install Warehouse Management, or you install Warehouse Management and define <b>Maintain Product Dimensions</b> as <b>N</b> in Warehouse Management Options Maintenance (MENU WMFILE).</p> <p>Use this field to specify the size, in cubes, for each unit of measure of this item. This cubic measurement should be the same as that used for locations.</p> <p>This size is used in Warehouse Management to determine the warehouse location where an item can be put away.</p> <p>(N 9,5) Optional</p>

### Item File Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Price	<p>Use this field to specify the item's pricing unit of measure and pricing conversion.</p> <p>When International Currency is installed, the field heading will also displays the currency symbol for the <b>Default Local Currency</b> System Options field specified in International Currency Options (MENU ICFILE).</p> <p>The 5 prices defined in the <b>Price</b> field are for this unit of measure. This unit of measure may be the same as any of the three stocking unit of measures or it may be completely different. If the pricing unit of measure is the same as the first stocking unit of measure, the conversion factor is 1 for the pricing unit of measure.</p> <p>The price unit of measure for the item is used with quantity breaks, contracts, and the price matrix. For additional information, refer to the Pricing section in the Order Entry manual.</p> <p>(A 3 / N 11,5) Required</p>
Primary Vendor	<p>Use this field to specify the primary vendor from whom the item is purchased. This vendor is used as the default when creating a special ordered item through <b>ENTER</b> or Change Requisitions (MENU POFILE), if a vendor was not entered through Item Balance Maintenance (MENU IAFILE).</p> <p>(A 6) Optional</p>
Prices 1 - 5	<p>Each item may be assigned up to five list prices (which are assigned for the pricing unit of measure entered in the <b>Price</b> field). Through Enter, Change &amp; Ship Orders (MENU OEFILE), you may accept the customer's price list, or select a different price list to use for the order. When defining a customer through Customer/Ship to Master Maintenance (MENU ARFILE), you specify the <b>Price List</b> typically used by the customer. The customer's price list (1-5) corresponds to one of the five list prices defined in this field.</p> <p>Key up to five item prices in each of the <b>Price</b> fields, if desired. You can key up to five decimal places for each price whether or not the <b>Round Prices to Two Decimals</b> field is set to <b>Y</b> through Order Entry Options Maintenance (MENU XAFILE).</p> <p>NOTE: If warehouse level (balance) pricing is used for a particular warehouse, these values will be overridden by the values keyed for these fields through Item Balance Maintenance (MENU IAFILE).</p> <p>(5 @ N 11,5) Optional</p>

**Item File Maintenance Screen 1 Fields and Function Keys**

Field/Function Key	Description
Cash/Trade Disc	<p>This field indicates whether or not this item's value will be included in the calculation to determine if any order entry trade discount will be taken. Trade discounts are created through Trade Discount Maintenance (MENU OEPRCE) and are applied to the total value of a customer's order. This total value of an order is calculated by totaling the value of each item in that order, if that item has a <b>Y</b> in this <b>Cash/Trade Disc</b> field.</p> <p>Key <b>Y</b> if this item will be included when calculating an order's total value for trade discounts.</p> <p>Key <b>N</b> if this item will not be included when calculating an order's total value for trade discounts.</p> <hr/> <p>NOTE: If warehouse level (balance) pricing is used for a particular warehouse, this value will be overridden by the value keyed for this field through Item Balance Maintenance (MENU IAFILE).</p> <hr/> <p><i>Default Value: Y</i></p> <p>(A 1) Required</p>

### Item File Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Fed Excise Tax	<p>NOTE: This field is not used if you have Vertex taxing software installed and selected to use Vertex taxing through System Options Maintenance (MENU XAFILE) and the <b>Fed Exc. Tax Code</b> field is set to <b>Y</b> in Customer/Ship to Master Maintenance (MENU ARFILE).</p> <p>Use this field to specify the federal excise tax to be applied to the item. You may set up your items to charge federal excise tax each time you sell the item to a specified customer. Federal excise tax is charged only if <b>Use Federal Excise Tax</b> is <b>Y</b> as specified through Order Entry Options Maintenance (MENU XAFILE), and you select to apply federal excise tax for this item by entering a value in this field.</p> <p>The federal excise tax is posted to a separate general ledger account and is, therefore, not included in the sales analysis. The federal excise tax for an item displays on the End Order Screen in Enter, Change &amp; Ship Orders (MENU OEMAIN) in the <b>Other</b> field. Values in the <b>Other</b> field are not subject to sales tax and do not show on the tax report.</p> <p>This tax is a flat amount applied to the item in the primary unit of measure. If a second or third unit of measure is entered, items ordered with that u/m will receive a portion of the federal excise tax based on their relationship to the primary unit of measure.</p> <p>For example, assume the primary unit of measure is a case and the second unit of measure is an each where 5 eaches make 1 case. If you enter the federal excise tax value of \$50.00, the \$50.00 applies to the case, the primary unit of measure. If an order is placed for an each, the federal excise tax charged to the item would be \$10.00.</p> <p>Key the federal excise tax for this item.</p> <p>(N 7,2) Required</p>

### Item File Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Update Inventory	<p>This field cannot be changed if open orders exist for this item.</p> <p>This field determines whether or not to update and track inventory quantities for this item. This field also designates whether or not this item is a non-stock item. When printing Count Sheets through Count Sheet Creation (MENU IAPHYS, you specify if you want non-stock items printed.</p> <p>A stock item is defined through this option with a <b>Y</b> keyed in this <b>Update Inventory</b> field. This item is also defined in a warehouse through Item Balance Maintenance (MENU IAFILE).</p> <p>A non-stock item is defined through this option with an <b>N</b> keyed in this <b>Update Inventory</b> field. This item is defined in each warehouse from which it will be sold through Item Balance Maintenance (MENU IAFILE).</p> <p>Key <b>Y</b> to update inventory, indicating that this item is a stocked item.</p> <p>If you key a <b>Y</b> in this field, the <b>Update OH Qty</b> field in Vendor/Item Maintenance (MENU POFILE) should also be <b>Y</b> for each vendor for this item. If you key a <b>Y</b> in this field and the <b>Update OH Qty</b> field in the Vendor/Item Master record is <b>N</b>, inventory quantities will not be updated for that vendor/item.</p> <p>Key <b>N</b> if you do not want inventory updated, indicating that this item is a non-stock item.</p> <p><i>Default Value: Y</i></p> <p>(A 1) Required</p>
Allow Backorder	<p>This field indicates whether or not this item is allowed to be backordered through Enter, Change &amp; Ship Orders (MENU OEMAIN).</p> <p>This <b>Allow Backorder</b> flag also exists at the item balance level. If a value exists at the item balance level, that value of <b>Y</b> or <b>N</b> will take precedence over the value in this field for the specific warehouse. If a value does not exist at the item balance level, the value you enter in this field (at the item master level) will then be used.</p> <p>Key <b>Y</b> if this item is allowed to be backordered.</p> <p>Key <b>N</b> if backorders are not allowed for this item. Orders for items which cause inventory to fall below zero will not be allowed.</p> <p><i>Default Value: Y</i></p> <p>(A 1) Required</p>

## Item File Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Catch Weight	<p>This field is used to specify if this item is a catch weight item (a catch weight item is an item priced by its weight; e.g., by the pound). If an item is a catch weight item, be sure that the weight of the item (see <b>Weight</b> field) for each unit of measure has been entered, the pricing unit of measure (see <b>Price</b> field) is set up for the catch weight (e.g., pounds), and the pricing unit of measure conversion factor (see <b>Price</b> field) is 1.</p> <p>Key <b>Y</b> if this is a catch weight item.</p> <p>Key <b>N</b> if this is not a catch weight item.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>
Reporting U/M	<p>Use this field to specify the unit of measure you want to use to express item quantities on certain reports and inquiries in Sales Analysis, Inventory Accounting, and Warehouse Management.</p> <hr/> <p>NOTE: When a ? displays following this field (i.e., <b>U/M?</b>) and you key a ? in this field, one of two pop-up windows will display depending on the function you are performing. For a description of both U/M pop-up windows, refer to the Cross Applications User Guide.</p> <hr/> <p><i>Default Value:</i> The default stocking unit of measure defined for the item in the <b>Dft</b> field</p> <p><i>Valid Values:</i> Any stocking or alternate unit of measure defined for the item through this option [refer to the <b>F6</b> key on the Item/Inventory Balance Master File Maintenance Screen (p. 27-4) for details about defining alternate units of measure]</p> <p>(A 3) Required</p>
Inquiry U/M	<p>Use this field to specify the unit of measure you want to use to express item quantities during Sales Analysis inquiries.</p> <hr/> <p>NOTE: When a ? displays following this field (i.e., <b>U/M?</b>) and you key a ? in this field, one of two pop-up windows will display depending on the function you are performing. For a description of both U/M pop-up windows, refer to the Cross Applications User Guide.</p> <hr/> <p><i>Default Value:</i> The default stocking unit of measure defined for the item in the <b>Dft</b> field</p> <p><i>Valid Values:</i> Any valid stocking or alternate unit of measure defined for the item through this option [refer to the <b>F6</b> key on the Item/Inventory Balance Master File Maintenance Screen (p. 27-4) for details about defining alternate units of measure]</p> <p>(A 3) Required</p>

### Item File Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Item Tax Class	<p>NOTE: This field is not used if you have Vertex taxing software installed and selected to use Vertex taxing through System Options Maintenance (MENU XAFILE).</p> <p>The <b>Item Tax Class</b> specified here is at the Item Master level for this item and will be superseded when this item is ordered from a particular warehouse if an item tax class is assigned to this item at the Item Balance level for that warehouse on the Balance File Maintenance Screen 2 (p. 28-35).</p> <p>This field determines if the item will be included in a defined item tax class for overriding tax exemption purposes.</p> <p>Key the desired item tax class.</p> <p>Refer to the Taxing Information topic in the Order Entry Order Processing chapter of the of the Order Entry User Guide for detailed information regarding <b>Tax Body Codes</b> and <b>Tax Classes</b> used in taxing calculations and hierarchies.</p> <p><i>Valid Values:</i> Any item tax class defined through Item Tax Classes Maintenance (MENU OEFIL2).</p> <p>(A 5) Optional</p>
Date Added	<p>The date the item was originally added into Inventory Accounting.</p> <p>Display</p>
Last Maint	<p>The last date that the item was maintained.</p> <p>If you selected to use warehouse level (balance) pricing through System Options Maintenance (MENU XAFILE), any maintenance to an item's prices made through Item Balance Maintenance (MENU IAFILE) will also cause this date to be updated.</p> <p>Display</p>

## Item File Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Tax Code	<p>NOTE: This field is not used if you have Vertex taxing software installed and selected to use Vertex taxing through System Options Maintenance (MENNU XAFIELD).</p> <p>This field is required if a value is entered in either the <b>Re-Use Code</b> field or the <b>Item Tax Class</b> field.</p> <p>The <b>Tax Code</b> specified here is at the Item Master level for this item, and will be superseded when this item is ordered from a particular warehouse if a <b>Tax Code</b> is assigned to this item at the Item Balance level for that warehouse on the Balance File Maintenance Screen 1 (p. 28-4).</p> <p>This is the <b>Sales Tax Code</b> for the item. The Sales Tax Code assigned to individual customers through Customer/Ship to Master Maintenance (MENU ARFIELD) is used in conjunction with this code when this item is ordered.</p> <p>If you key a code of <b>0</b> for this item, the following will be true:</p> <ul style="list-style-type: none"> <li>• If the customer ordering the item is a code <b>0</b>, the item will be taxable.</li> <li>• If the customer ordering the item is a code <b>1</b>, <b>2</b>, or <b>3</b>, the item will not be taxed. <ul style="list-style-type: none"> <li>• These tax codes represent a status of tax exempt in one of three categories. You define what type of tax exemption each of these categories represent.</li> </ul> </li> <li>• If the customer ordering the item is a code <b>J</b>, the item will be taxed if its <b>Re-use Code</b> is <b>Y</b>; it will not be taxed if its <b>Re-use Code</b> is <b>N</b>.</li> </ul> <p>When using the GST/PST Canadian Taxation (Goods/Services Tax, Provincial Sales Tax) assigning the codes of <b>1</b>, <b>2</b>, or <b>3</b> to this item may be different based on the specific GST/PST code assigned. To use GST/PST Canadian Taxation, the <b>Use GST/PST Taxing</b> field is set to <b>Y</b> through Systems Options Maintenance (MENU XAFIELD).</p> <p>Refer to the Order Entry User Guide for the following detailed information:</p> <ul style="list-style-type: none"> <li>• Tax Body Maintenance (MENU OEFILE) for an explanation of GST/PST tax body codes</li> <li>• Order Entry Order Processing chapter, Taxing Information section for details on Tax Body Codes, Tax Classes, Taxing Hierarchies, and GST/PST Taxing</li> </ul> <p><i>Default Value:</i> 0</p> <p>(A 1) Required</p>



## Item File Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Hrmzd Tariff Code	<p>This field is required if <b>Allow Blank Harmonized Code</b> is <b>N</b> in System Options Maintenance (MENU XAFIL2).</p> <p>Key the harmonized tariff code to be assigned to this item. If you are unsure of the code, press F4 to display a list of codes.</p> <p>Harmonized tariff codes are used to classify items for custom and duty documents.</p> <p><i>Valid Values:</i> A harmonized tariff code defined through Harmonized Tariff Codes Maintenance (MENU IAFIL2) if <b>Validate Harmonized Tariff Code</b> is <b>Y</b> in System Options Maintenance (MENU XAFIL2).</p> <p>(N 10,0) Required/Optional</p>
Re-use Code	<p>This field is required if a value is entered in either the <b>Tax Code</b> field or the <b>Item Tax Class</b> field.</p> <p>This field indicates if the item may be re-used. This value is considered if a customer's <b>Sales Tax Code</b> is defined as <b>J</b> (Jobber) in Customer/Ship to Master Maintenance (MENU ARFILE). When a jobber customer orders this item, the <b>Re-use Code</b> of <b>N</b> makes the item non-taxable and the <b>Re-use Code</b> of <b>Y</b> makes the item taxable.</p> <p>The <b>Re-use Code</b> indicated here is at the Item Master level for this item and will be superseded when this item is ordered from a particular warehouse if a <b>Re-use Code</b> is assigned to this item at the Item Balance level for that warehouse.</p> <p>Key <b>Y</b> if this item may be re-used. Therefore, it will be taxed when ordered by jobber customers.</p> <p>Key <b>N</b> if this item is not reusable. Therefore, it will not be taxed when ordered by jobber customers.</p> <p><i>Default Value:</i> Y</p> <p>(A 1) Required</p>
Commodity Code	<p>This field is required if <b>Allow Blank Commodity Code</b> is <b>N</b> in System Options Maintenance (MENU XAFIL2).</p> <p>Key the commodity code to be assigned to this item. If you are unsure of the code, press F5=COMMODITY LST to display a list of codes.</p> <p>Commodity codes are used to categorize items according to their freight classification on the European Intrastat Report. For more information on the Intrastat Report, refer to the Intrastat Report option (MENU IAREPT).</p> <p><i>Valid Values:</i> A commodity code defined through Commodity Codes Maintenance (MENU IAFIL2) if <b>Validate Commodity Code</b> is <b>Y</b> in System Options Maintenance (MENU XAFIL2).</p> <p>(N 8,0) Required/Optional</p>

## Item File Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Prevent from Web	<p>Use this field to specify whether this item should be available for building online catalogs with web@work or eCommerce Catalog.</p> <p>Key <b>Y</b> to prevent this item from being included in online catalogs.</p> <p>Key <b>N</b> if you do not want to prevent this item from being included in online catalogs.</p> <p><i>Default Value:</i> Y</p> <p>(A 1) Required</p>
Standard Pack	<p>Use this field to specify, for a regular stock item, the multiple in which you require your customers to buy the item, based on the item's default unit of measure. The default unit of measure displays to the right of this field. For example, if the item can only be purchased in multiples of five, key 5 in this field.</p> <p>If the <b>Check for Non Special Order/Drop Ship Line Items</b> field is set to <b>Y</b> in Order Entry Options Maintenance (MENU XAFIELD), the standard pack warning will be issued in Order Entry if a user attempts to order a quantity of this item that is not a multiple of the value entered in the <b>Standard Pack</b> field. If the <b>Standard Pack</b> field is set to zero, Distribution A+ will not issue the standard pack warning.</p> <p>(N 9,3) Optional</p>
Track COO	<p>This field displays only if Warehouse Management is activated, as determined through Activate Warehouse Management (MENU WMMAST).</p> <p>This field will be protected if the Warehouse Management Location Balance File (WMBAL) contains a record for the item (that is, existing quantities of the item exist in any of your warehouses). You will only be allowed to change this field if there are no existing quantities of the item in any of your warehouses (that is, no WMBAL records exist).</p> <p>Use this field to specify whether this item will track country of origin. Tracking country of origin at the item level allows you to segregate the different countries of origin for the item within your warehouse locations.</p> <p>Key <b>Y</b> to track country of origin for this item. If you key <b>Y</b>, you will be required to record the country of origin for inventory items in your warehouse.</p> <p>Key <b>N</b> if country of origin will not be tracked for this item.</p> <hr/> <p>NOTE: Any changes made to this field will be tracked in the Audit Activity File (ITMAT).</p> <hr/> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>

## Item File Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Bypass Decrement Picking	<p>This field only shows when at least one warehouse is set to <b>Use Decrement Picking</b> in Radio Frequency Options Maintenance (MENU RFFILE).</p> <p>Key <b>Y</b> to bypass RF decrement picking for this item when it qualifies based on the rules established through Decrement Picking Rules (MENU RFFILE).</p> <p>Key <b>N</b> to include this item in RF decrement picking when it qualifies based on the rules established through Decrement Picking Rules (MENU RFFILE).</p> <p><i>Default Value:</i> blank</p> <p>(A 1) Required</p>
F4=Hrmzd Tariff Lst	Press <b>F4=HRMZD TARIFF LST</b> to view a list of all harmonized tariff codes. The Harmonized Tariff Code List Window (p. 49-3) appears.
F5=Commodity Lst	Press <b>F5=COMMODITY LST</b> to view a list of all commodity codes. The Commodity Code List Window (p. 48-4) appears.
F7=IC Pricing	<p><b>F7=IC PRICING</b> will only display when International Currency is installed and International Currency Options are set to <b>Y</b> for <b>Use Multiple Country/Currency Pricing</b>.</p> <p>Press <b>F7=IC PRICING</b> to maintain the item's list prices, surcharges, and container charges for specific countries and currencies. The Price List Maintenance by Country/Currency Screen (p. 27-68) will display.</p>
F10=EISD Mnt	Press <b>F10=EISD MNT</b> to add, change or delete extended item search descriptions located in the IA Extended Item Search Descriptions File (IAESD). The Extended Item Search Descriptions Screen (p. 27-73) appears.
F12=Return	Press <b>F12=RETURN</b> to return to the Item/Inventory Balance Master File Maintenance Screen (p. 27-4) without saving any additions or changes made to this screen.
F24=Delete	<p>The <b>F24=DELETE</b> function key appears only if you selected to delete the item. Press <b>F24=DELETE</b> to delete the item displayed. The Item/Inventory Balance Master File Maintenance Screen (p. 27-4) will appear and the item will be deleted.</p> <p>You cannot delete an item if:</p> <ul style="list-style-type: none"> <li>• quantity on-hand exists</li> <li>• quantity on-order exists</li> <li>• quantity on-backorder exists</li> <li>• sales history exists (sales have been posted to Sales Analysis)</li> <li>• the item is a bill of material parent item</li> </ul>
Enter	Press <b>ENTER</b> to confirm your selections. The Item File Maintenance Screen 2 (p. 27-76) will appear.

## Price List Maintenance by Country/Currency Screen

```
In Use By: AH      PRICE LIST MAINTENANCE BY COUNTRY/CURRENCY
Item/Description: A210      Sharp Copier Toner
                             SF-8100

Country?  _..
Currency? ....

F12=Return
```

This screen appears when you press **F7=IC PRICING** on Item File Maintenance Screen 1 (p. 27-52) or the Balance File Maintenance Screen 2 (p. 28-35).

Use this screen to specify the warehouse [if using warehouse pricing as defined in Warehouse Numbers Maintenance (MENU IMAIN)], country, and currency code for which you are maintaining item prices, surcharges and container charges. You can maintain item pricing information for a currency and country or for a currency with no corresponding country. However, when you maintain item pricing information for a country without specifying a currency, it will assume the default local currency.

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NOTE: If you are using Point of Sale, price lists created for a country and currency, even if a local currency, are not used in Point of Sale.

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### Price List Maintenance by Country/Currency Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	<p>This field appears only if you entered a warehouse on the Item Maintenance Selection Screen, indicating that you are maintaining item information at the balance level and then selected <b>F7=IC PRICING</b> from the Balance File Maintenance Screen 2 (p. 28-35). When it does not appear, you are maintaining pricing information on the item master level.</p> <p>Use this field to specify the warehouse for which you are maintaining warehouse level pricing information.</p> <p>Key a warehouse number.</p> <p><i>Valid Values:</i> The number of a warehouse for which <b>Use Whse Pricing</b> is set to <b>Y</b> in Warehouse Numbers File Maintenance (MENU IAFIL2).</p> <p>(A 2) Required</p>
Country	<p>Use this field to specify the country for which you are maintaining item prices, surcharges and container charges.</p> <p>Key a country code.</p> <p><i>Valid Values:</i> A country code defined through Country Names Maintenance (MENU ARFIL2).</p> <p>(A 3) Optional</p>
Currency	<p>Use this field to specify the currency for which you are maintaining item prices, surcharges and container charges.</p> <p>Key a currency code.</p> <p><i>Default Value:</i> The system's primary benchmark currency specified in International Currency Options (MENU ICFILE).</p> <p><i>Valid Values:</i> A currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE).</p> <p>(A 3) Required</p>
F12=Return	Press <b>F12=RETURN</b> to return to the previous screen.
Enter	<p>Press <b>ENTER</b> once to refresh the screen values.</p> <p>Press <b>ENTER</b> a second time to confirm your selections. The Price List Maintenance by Country/Currency Detail Screen (p. 27-70) appears.</p>

## Price List Maintenance by Country/Currency Detail Screen

PRICE LIST MAINTENANCE BY COUNTRY/CURRENCY DETAIL				
In Use By:	AH			ADD
Item/Description:	A210 Sharp Copier Toner SF-8100			
Country:	CAN CANADA			
Currency:	US Dollars			
Price 1:	-	.....	000000	US\$
Price 2:		.....	000000	US\$
Price 3:		.....	000000	US\$
Price 4:		.....	000000	US\$
Price 5:		.....	000000	US\$
<u>U/M</u>		<u>S/C</u>	<u>%/C</u>	<u>Cont Chg</u>
EA		00		00 US\$

F12=Return

This screen appears when you press **ENTER** on the Price List Maintenance by Country/Currency Screen (p. 27-68).

Use this screen to specify the item's list prices, surcharges, and container charges for the selected warehouse (if applicable), country and currency. To save item pricing information for the selected warehouse, currency and country, you must enter a value in at least one field on this screen and press **ENTER** twice. This allows you to specify a surcharge or container charge for no-charge promotional items.

Once the information has been saved, the system retrieves this item record for all orders with a warehouse (if applicable), country code, and currency code that matches the country code and currency code specified here. If you save the pricing information with a price of 0, that price is used; therefore, be sure to enter a price for each price list that may be used.

### Price List Maintenance by Country/Currency Detail Fields and Function Keys

Field/Function Key	Description
Price 1-5	<p>Use these fields to assign up to 5 list prices for the selected item, warehouse (if applicable), country, and currency. Key the prices in the currency specified to the right of each field. You can key up to 5 decimal places for each price whether or not the <b>Round Prices to Two Decimals</b> field is set to <b>Y</b> through Order Entry Options Maintenance (MENU XAFILE).</p> <p>When you enter an order through Enter, Change &amp; Ship Orders (MENU OEMAIN), you select the price list to use for the order. The price lists (1-5) correspond to the five list prices specified in these fields. For example, <b>Price 1</b> is for price list 1.</p> <p>(5 @ N 15,5) Optional</p>
S/C	<p>Use this field to specify a surcharge amount for each of the item's units of measure. A surcharge is an extra charge that is added to the base (cost or list) price of an item. For more information on surcharges, refer to Appendix B: Inventory Accounting Glossary in the Inventory Accounting Manual.</p> <p>Key either a percent of the item price or a specific amount, expressed in the currency shown next to the <b>Cont Chg</b> field.</p> <p>Use the <b>%/C</b> field to indicate whether this value is expressed as a percent of the unit price or as a specific amount.</p> <p>(3 @ N 9,2) Optional</p>
%/C	<p>This field is required when a surcharge value appears in the corresponding <b>S/C</b> field.</p> <p>Use this field to indicate whether the corresponding surcharge amount is expressed as a percent of the item price or as a specific amount.</p> <p>Key <b>%</b> if the surcharge value is expressed as a percent of the item price.</p> <p>Key <b>C</b> if the surcharge value is expressed as a specific amount.</p> <p>(3 @ A 1) Required/Optional</p>
Cont Chg	<p>Use this field to specify a container charge for each of the item's units of measure.</p> <p>A container charge is an extra charge applied to an order for a container or special packaging that is unique to a unit of measure. For more information on container charges, refer to Appendix B: Inventory Accounting Glossary in the Inventory Accounting Manual.</p> <p>Key the amount to be charged for each unit sold in the corresponding unit of measure. For example, if you key \$1.00 and 10 units are invoiced, the total container charge for this item will be \$10.00.</p> <p>(3 @ N 9,2) Optional</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the Price List Maintenance by Country/Currency Screen (p. 27-68).</p>

**Price List Maintenance by Country/Currency Detail Fields and Function Keys**

Field/Function Key	Description
F24=Delete	<p>F24=DELETE appears only when you are maintaining existing pricing information.</p> <p>Press F24=DELETE twice to delete the displayed price list.</p>
Enter	<p>Press ENTER once to refresh the screen values. Press ENTER a second time to save your changes and return to the Price List Maintenance by Country/Currency Screen (p. 27-68).</p>



# Extended Item Search Descriptions Screen

EXTENDED ITEM SEARCH DESCRIPTIONS

Item Number: A100

This is A100 Sharp Fax Machine

12 X 12 X 14 X 16

Mnt

DNO

Extended Item Search Description

Y,

Fax 2500 Series

..

N

Fax 1000 Series.....

..

N

Chrome Fax 2000 Series.....

..

N

Fax 5000 Series Extra Sharp.....

+

F10=Update

F12=Return

This screen appears when you press **F10=EISD MNT** on the Item File Maintenance Screen 1 (p. 27-52). This screen also can be displayed from the Item Description Search Screen (p. 27-11) to help you verify if you are selecting the correct item and from within the Item Inquiry on the Item Summary Screen (p. 8-96). When displayed from the search screen, this screen is for inquiry purposes only.

Use this screen to add, change or delete extended item search descriptions located in the IA Extended Item Search Descriptions File (**IAESD**). The descriptions entered here can then be used when searching for an item (via the Item Description Search Screen (p. 27-11)) throughout Distribution A+. This additional information helps locate the item number you are searching for more easily. This is useful when the **Item Description** field is not long enough to accommodate all product descriptions.

**NOTE:** When an item record is copied, any existing extended item search description records will not be included in the copy function. Additionally, once any custom program is run that adds to the IA Extended Item Search Descriptions File (**IAESD**), you will have to run the Rebuild Item Search File to update the new extended item search descriptions.

Extended Item Search Descriptions Screen Fields and Function Keys	
Field/Function Key	Description
Item Number	The item number and its first and second item description, if any, for which you are adding, changing, or deleting extended item search descriptions. Display

**Extended Item Search Descriptions Screen Fields and Function Keys**

Field/Function Key	Description
Mnt	<p>This field appears only when this screen is accessed via <b>F10=EISD MNT</b> on the Item File Maintenance Screen 1 (p. 27-52).</p> <p>Use this field to delete the corresponding extended item search description record. In order to perform a deletion, the DNO field must be <b>N</b>.</p> <p>Key <b>D</b> to delete the corresponding record. When you press <b>F10=UPDATE</b>, you will be returned to the previous screen and the record will be removed.</p> <p>Leave this field blank if you are adding or changing an extended item search description.</p> <p><i>Valid Values:</i> D or blank</p> <p>(A 1) Optional</p>
DNO (Do Not Overwrite)	<p>Use this field to designate if you want to overwrite (change) the extended item description or allow for the deletion of the extended item description using the <b>Mnt</b> field.</p> <p>Key <b>Y</b> if you do not want to allow the overwrite (change) or deletion of the extended item description.</p> <p>Key <b>N</b> to allow the overwrite (change) or deletion of the extended item description.</p> <p><i>Default Value:</i> N</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>

## Extended Item Search Descriptions Screen Fields and Function Keys

Field/Function Key	Description
Extended Item Search Description	<p>Use this field to key the extended item search description.</p> <p>Key search description words to make it easier for you to locate the item when performing an item search throughout Distribution A+. You will be able to search on this criteria in addition to the Item Description 1 and 2 criteria.</p> <p><b>Example:</b> The item is a right rear tail light for a Toyota. One item number could fit a Camry and an Avalon, but would only apply for years 1995 through 2000 for the Camry and 1995 through 1997 for the Avalon. And, it is only on particular models of the Camry, like the GXE or SE and only for certain years within the model. So, you might key <a href="#">1995 Toyota Camry SE right rear</a> in this field.</p>
<hr/> <p style="text-align: center;"><b>Important</b></p> <p>When keying extended item search descriptions, consistency will be a key factor since the system is writing a search word for every string of characters until it finds a space and then it starts another one. Special characters will not be omitted. So, for example, 24-pound and 24# will not locate the same item but a simple 24 would.</p> <hr/> <p>(A 280) Required</p>	
F10=Update	<p>The <a href="#">F10=UPDATE</a> function key appears only when this screen is accessed via <a href="#">F10=EISD MNT</a> on the Item File Maintenance Screen 1 (p. 27-52).</p> <p>Press <a href="#">F10=UPDATE</a> to update this screen and return to the previous screen. The IA Extended Item Search Descriptions File (<a href="#">IAESD</a>) will be updated.</p>
F12=Return	<p>Press <a href="#">F12=RETURN</a> to return to the previous screen without updating this screen.</p>
Enter	<p>Press <a href="#">ENTER</a> to confirm any changes made to the <b>DNO</b> field on this screen. To update this screen, you must press <a href="#">F10=UPDATE</a> when you are finished making changes.</p>

## Item File Maintenance Screen 2

```

In use by: C0
Item/Description: A100
Discontinued: N (Y/N)
Price Class? 001, Office Machines Price Class
Itm Contract Cd? C-50, Office Machines
Qty Break Class?
Item/Sub Class/Category? 50, / 3, / CH, Office Machines
Fax

Item GL Code? category
Company Number? MA, Office Machines
Restrict Code?
SDS Date: DOT Regulated: N,
Rebate Class?
Buyer Itm/Sub Cls? /

Commitment Code?
WH MGMT: WH Mgmt Code: S, ( ,L,S or T) Location Class? CG
Print Lot/Ser: I, ( ,I,P or B) Exp Date Req'd: , (Y or ' ')
User Area: Unique Lots: , (Y/N)

Bypass Cyc Cnt Sch / WH Planning Rpt: ,

F12=Return

```

This screen appears after you press **ENTER** on the Item File Maintenance Screen 1 (p. 27-52).

Use this screen to add or change additional item information.

### Item File Maintenance Screen 2 Fields and Function Keys

Field/Function Key	Description
Discontinued	<p>Use this field to indicate that this item has been discontinued, meaning that it will no longer be available from any of your vendors. Discontinuing items can be useful when you are not ready to suspend an item because you still have inventory on-hand that can continue to be sold.</p> <p>For discontinued items, the system will:</p> <ul style="list-style-type: none"> <li>• provide an informational message when the item is selected in any of the following options: <ul style="list-style-type: none"> <li>• Enter, Change &amp; Ship Orders (MENU OEMAIN)</li> <li>• Enter or Change Requisitions (MENU POMAIN)</li> <li>• Maintain Work Orders (MENU WOMAIN)</li> <li>• Bill of Material Maintenance (MENU OBFIL)</li> <li>• Point of Sale Entry (MENU PSMAIN), only if the item is for pickup/delivery</li> </ul> </li> <li>• display Discontinued in reverse-image on the Inventory Status Screen (p. 8-32) and on the PO Special Order Change Request and OE Special Order Change Request Screens (MENU POMAIN)</li> <li>• exclude discontinued items from the Suggested Order Report (MENU POMAIN)</li> </ul> <p>When the on-hand quantity for the item reaches zero in all warehouses, the system will suspend the item during Day-End Processing (MENU XAMAST).</p> <p>Key <b>Y</b> to discontinue the item.</p> <p>Key <b>N</b> if the item will continue to be available.</p> <hr/> <p>NOTE: A discontinued flag is also available at the Item Balance level for a specific warehouse. If this field at the Item Master level is set to <b>Y</b>, the Item Balance level will not be checked since discontinuation at the Item Master level takes precedence. If this field at the Item Master level is set to <b>N</b>, the Item Balance level will be checked to see if a specific warehouse record for that item is marked as discontinued.</p> <hr/> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>

## Item File Maintenance Screen 2 Fields and Function Keys

Field/Function Key	Description
Price Class	<p>This is a three character code used to classify items for pricing. Item price classes are used in Order Entry for price matrix pricing (refer to the Order Entry manual).</p> <p>Key the price class code to be assigned to this item.</p> <hr/> <p>NOTE: If warehouse level (balance) pricing is used for a particular warehouse, this value may be overridden by the value keyed for this field through Item Balance Maintenance (MENU IAFILE).</p> <hr/> <p><i>Valid Values:</i> Any item price class defined through Price Class Maintenance (MENU OEPRCE)</p> <p>(N 3,0) Optional</p>
Itm Contract Cd	<p>This field is used to classify items for contract pricing. Item contract codes are used in Order Entry for contract pricing (refer to the Order Entry manual.)</p> <p>Key the item contract code to be assigned to this item.</p> <hr/> <p>NOTE: If warehouse level (balance) pricing is used for a particular warehouse, this value may be overridden by the value keyed for this field through Item Balance Maintenance (MENU IAFILE).</p> <hr/> <p><i>Valid Values:</i> Any item contract code defined through Item Contract Code Maintenance (MENU OEPRCE)</p> <p>(A 4) Optional</p>
Qty Break Class	<p>Items may be grouped into the quantity break class entered in this field. The quantity break class must first be defined through Quantity Break Class Maintenance (MENU IAFILE) before you can assign an individual item to a quantity break class. You can then define quantity discounts (percentage or dollar amounts) in Order Entry that allow you to define up to 10 quantity breaks for the group of items in a quantity break class.</p> <p>Key the desired quantity break class.</p> <hr/> <p>NOTE: <b>Use Class Qty Discounts</b> field in Order Entry Options Maintenance (MENU XAFILE) MUST be set to <b>Y</b> to have Order Entry check the Quantity Discount File for class quantity discounts when totaling an order. This field will not display if <b>Use Class Qty Discounts</b> field is set to <b>N</b>.</p> <hr/> <p>If warehouse level (balance) pricing is used for a particular warehouse, this value will be overridden by the value keyed for this field through Item Balance Maintenance (MENU IAFILE).</p> <p><i>Valid Values:</i> Any quantity break class defined through Quantity Break Class Maintenance (MENU OEPRCE)</p> <p>(A 3) Optional</p>

### Item File Maintenance Screen 2 Fields and Function Keys

Field/Function Key	Description
Item/Sub Class/ Category	<p>Through Item Class/Sub Class Maintenance (MENU IAFILE) you may define item classes, sub-classes and categories to categorize items.</p> <p>Use this field to assign an item class (and optional sub-class and category) to the item you are defining.</p> <p>Key the item class and optional sub-class and category for this item. Item classes (and optional sub-classes) entered for items are used on reports, inquiries, and in the item search.</p> <p><i>Valid Values:</i> Any item class/sub-class/category defined through Item Class/Sub Class Maintenance (MENU IAFILE)</p> <p>(A 2 / A 2 / A 2) Required</p>
Item G/L Code	<p>Use item G/L codes if the item information from an invoice is used to determine which general ledger accounts are updated. The G/L Interface uses item G/L codes to determine which sales/CGS accounts and inventory accounts are updated. Refer to the G/L Interface manual.</p> <p>Key the item G/L code for this item.</p> <hr/> <p>NOTE: Item G/L codes may be assigned to your items globally (i.e., you do not assign them individually in this field). This is done using Global Item G/L Code Maintenance (MENU GLXFER), or Global Item G/L Code Maintenance (MENU G2XFER).</p> <hr/> <p><i>Valid Values:</i> Any item G/L code defined through G/L Item Codes Maintenance (MENU IAFILE)</p> <p>(A 2) Optional</p>
Company Number	<p>The number of the company to which you want this item assigned. Use this field only if you want to restrict item searches to display items for one company at a time.</p> <hr/> <p>NOTE: This item can only be included on orders created for this company.</p> <hr/> <p>(N 2,0) Optional</p>

**Item File Maintenance Screen 2 Fields and Function Keys**

Field/Function Key	Description
Restrict Code	<p>Since you may have the need to restrict certain customers from ordering certain items, product restriction codes are provided. These codes allow you to identify restricted products. By entering a product restriction code [defined through Product Restriction Codes Maintenance (MENU OEFIL2)] in this field, you may designate the approval of the sale of this item for certain customers, or the denial of a sale.</p> <p>Key the restriction code that you want to apply to this item. When this item is requested during order entry, the restriction parameters will be checked for the customer for whom the order is being entered (if this customer requires a product restriction check), and authorization to purchase this item will be allowed or denied.</p> <p>For additional information, refer to the following sections as described in the Order Entry manual:</p> <ul style="list-style-type: none"><li>• The Order Processing section</li><li>• Product Restriction Codes Maintenance (MENU OEFIL2)</li><li>• Customer/Ship to Master Maintenance (MENU ARFILE)</li><li>• Customer Authorizations Maintenance (MENU OEFIL2)</li><li>• Restricted Product Sales Report (MENU OEREPT)</li><li>• Unauthorized Req for Restricted Products Report (MENU OEREPT)</li><li>• Enter, Change &amp; Ship Orders (MENU OEMAIN); Item Entry Screen</li></ul> <p><i>Valid Values:</i> Any valid restriction code defined through Product Restriction Codes Maintenance (OEFIL2)</p> <p>(A 6) Optional</p>

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## Item File Maintenance Screen 2 Fields and Function Keys

Field/Function Key	Description
SDS Date	<p>If using the Safety Data Sheet (SDS) feature, as determined through Order Entry Options Maintenance (MENU XAFILE), use this field to track the last revision date of the SDS (Safety Data Sheets) associated with this item.</p> <p>The SDS feature allows you to easily track the requirement of an SDS; the actual sheets are not provided by Distribution A+. Therefore, if you are notified that a change has occurred to the sheets, use this field to record the date the sheets were revised so that you may re-send the updated sheets, if required.</p> <p>Key the last date that an SDS has been revised for this item. If you key a date in this field, this item is flagged as being an SDS item. This will help you determine when it is needed to send an updated SDS to current customers (who require sheets) in the event of a revision.</p> <p>Leave this field blank if an SDS is not required for this item.</p> <hr/> <p>NOTE: Through Order Entry Options Maintenance (MENU XAFILE), you determine on which document (Pick List, Pack List or Invoice) an <b>**SDS**</b> notification will print. When the indicated document prints, Distribution A+ will look at this field to determine if the date has been changed since the last time the applicable customer received an SDS for the indicated item. If the date has been changed, <b>**SDS**</b> will print on the document alerting you of the need to re-send the updated SDS. You may also print the SDS Picking Instructions (MENU OEREPT) to review any pending SDS requirements that were found in the Pending SDS File (OEPMS) for the selected company or all companies. Each time invoicing occurs, information is added to the OEPMS file. Once the pick list and/or labels are printed, the data is cleared from the file; this cannot be done twice.</p> <hr/> <p><i>Default Value:</i> The last SDS revision date entered.</p> <p><i>Valid Values:</i> A date keyed in the Default Date Format for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, in the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Optional</p>

## Item File Maintenance Screen 2 Fields and Function Keys

Field/Function Key	Description
DOT Regulated	<p>This field does not appear if the <b>Hazardous Materials</b> field is set to <b>N</b> in System Options Maintenance (MENU XAFILE).</p> <p>This field indicates if this item is considered a Department of Transportation (DOT) regulated item. The DOT department the items it considers to be DOT regulated. This field also determines if hazardous information will be entered into Distribution A+ for viewing purposes only, or for both viewing purposes and tracking purposes (that is, Distribution A+ will set up, check, and produce hazardous material information).</p> <p>Key <b>Y</b> if this item is considered a DOT regulated item. If you select <b>Y</b>, the system will print this item and its hazardous material information on the HAZMAT Shipping Papers. The Hazardous Material Information Screen (p. 27-98) will also appear if you are authorized based on the <b>Allow Maintenance of Transport/HazMat Information</b> application action.</p> <hr/> <p>NOTE: Key <b>Y</b> in this field if you have an item that is not required to be DOT regulated but you feel should be and would want the customer to be notified as to the possible dangers of the item.</p> <hr/> <p>Key <b>N</b> if this item is not a DOT regulated item. Hazardous material information will not be printed on the HAZMAT Shipping Papers for this item. It will be for viewing purposes only.</p> <p>(A 1) Required</p>
Rebate Class	<p>Item rebate classes are used to group together a number of items which, when ordered by selected customers, will result in those customers receiving all or a portion of the rebates that you, as the distributor, receive from your vendor. These rebates are established for selected customers or a group of customers included in a customer rebate class.</p> <p>Key the item rebate class to which this item is to be assigned. The rebate class description will display to the right of the rebate class code.</p> <p><i>Valid Values:</i> Any item rebate class defined through Item Rebate Classes Maintenance (MENU OEREBT)</p> <p>(A 5) Optional</p>

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**Item File Maintenance Screen 2 Fields and Function Keys**

Field/Function Key	Description
Buyer Itm/Sub Cls	<p>This field appears only if Purchasing is installed on your system.</p> <p>Buyer item classes (and optional subclasses) entered for items are used to track statistical budget/actual information on the buyer level. Buyer item classes and subclasses may be defined through Buyer Item Class/Subclass Maintenance (MENU POFIL2) to categorize buyer items.</p> <p>Use this field to assign a buyer item class (and optional subclass) to the item you are defining.</p> <p>Key the buyer item class and optional subclass for this item.</p> <p><i>Valid Values:</i> A buyer item class/subclass defined through Buyer Item Class/Subclass Maintenance (MENU POFIL2)</p> <p>(A 3 / A 3) Optional</p>
Commitment Code	<p>This field is used to assign an item commitment code to this item. An item commitment code is a way to group items for use when you manually commit inventory for orders through Inventory Commit/Uncommit (MENU OEMAST). Once an item commitment code has been defined for an item, you combine it with one or more customer commitment codes in the Inventory Commitment Matrix (MENU OEMAST) so that you can manually commit inventory for a particular combination of items and customers.</p> <p>Key the item commitment code to be used for this item.</p> <p><i>Valid Values:</i> Any item commitment code defined through Item Commitment Codes Maintenance (MENU IAFIL2)</p> <p>(N 3,0) Optional</p>

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**Item File Maintenance Screen 2 Fields and Function Keys**

Field/Function Key	Description
WH Mgmt Code	<p>This field appears only if Warehouse Management is installed.</p> <p>Use this field to define the item type for Warehouse Management. Leave this field blank if this item is a regular item (i.e., not a lot or serial number item.)</p> <p>Key <b>L</b> if this item is a lot item. A lot number must be associated with a lot item when it is received and shipped. An expiration date may also be required. The use of a lot item is optional in W/M as specified on the Warehouse Management Options Selection Screen during System Options Maintenance (MENU WMFILE). A lot item may be further defined as a case quantity item if it has been defined with a single unit of measure.</p> <p>Key <b>S</b> if this item is a standard serial number item. A standard serial number item is one that is assigned a unique serial number when the item is received. The use of a serial number item is optional in W/M as specified on the Warehouse Management Options Selection Screen during System Options Maintenance (MENU WMFILE).</p> <p>Key <b>T</b> if the item is an informational (tracking) serial number item. A tracked serial number is a type of serial number that must be recorded only when the item is shipped. The use of a tracked serial number item is optional in W/M as specified on the Warehouse Management Options Selection Screen during System Options Maintenance (MENU WMFILE).</p>

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**Important**

You cannot change the warehouse management code assigned to this item when there is inventory in stock for the item or pending transactions against the item. Pending transactions include open sales orders, open purchase orders, inventory transaction groups or open purchase order receipt or receiver groups. Additionally, the item cannot be permanently assigned to a location in Warehouse Management.

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(A 1) Optional

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## Item File Maintenance Screen 2 Fields and Function Keys

Field/Function Key	Description
Location Class	<p>This field appears only if Warehouse Management is installed.</p> <p>Use this field to assign a location class to an item. The assignment of a location class to an item indicates that the item should be stored in a warehouse location having the same location class. A warning message will display if you attempt to store the item in a location that has a different location class than that of the item. This is to assist you when storing items that require special storage conditions; ensuring that they are stored in the appropriate locations.</p> <p>For example, if you attempt to put away or move an item having location class A, to a location having location class B, a warning message will display.</p> <p>An item's location class is also used when displaying the available locations to store the item on the Available Locations Screen in Warehouse Management (MENU WMMAIN). When displaying available locations to store the item, the location class that you key in this field is used as the default to filter the locations displayed to those that have the same location class as the item. You may override this default at that time.</p> <p>Key a location class for this item. Leave this field blank if you do not wish to assign a location class.</p> <hr/> <p>NOTE: A location class may also be assigned to a warehouse (as opposed to an item) through Item Balance Maintenance (MENU IAFIELD). This is useful if different warehouses have different storage requirements for the same item class. If a location exists in the Item Balance File, will use that location class during put-away instead of the one entered in this field. If one does not exist, will use the location class defined in this field (for the item.).</p> <hr/> <p><i>Valid Values:</i> Any location class defined through Location Class Maintenance (MENU WMFILE).</p> <p>(A 1) Optional</p>

## Item File Maintenance Screen 2 Fields and Function Keys

Field/Function Key	Description
Print Lot/Ser	<p>This field appears only if Warehouse Management is installed.</p> <p>This field determines if lot or serial numbers associated with lot or serial items will print on Invoices, Pack Lists, or both. A lot or serial number must be recorded for a lot or serial item during the receipt process, and for a tracked serial number when the item is shipped.</p> <p>Key <b>I</b> if you want lot or serial numbers printed on go Invoices only.</p> <p>Key <b>P</b> if you want lot or serial numbers printed on Pack Lists only.</p> <p>Key <b>B</b> if you want lot or serial numbers printed on both Invoices and Pack Lists.</p> <p>Leave this field blank if you do not want lot or serial numbers to print on Invoices, Pack Lists or both, or if this is a regular item.</p> <p>(A 1) Optional</p>
Exp Date Reqd	<p>This field determines if an expiration date is required for lot items. When performing any warehouse transactions for this lot item, you must specify the expiration date of the lot. The system will sequence multiple items within a single item number by expiration date if the item requires an expiration date.</p> <p>Key <b>Y</b> if this lot item requires that an expiration date be specified in Warehouse Management.</p> <p>Leave this field blank if an expiration date is not required for this lot item, or if the item is not a lot item.</p> <p>(A 1) Optional</p>
User Area	<p>Use this field is to enter additional item information.</p> <p>(A 15) Optional</p>
Unique Lots	<p>This field applies only to lot items, and appears only if the Warehouse Management module is installed.</p> <p>If a lot item is set up to require unique lot numbers, every lot number identified during receipt processing will be checked to ensure that it does not already exist in inventory that is on-hand or in any inventory receipt transaction.</p> <p>The <b>Unique Lots</b> field can only be <b>Y</b> if the <b>WH Mgmt Code</b> is <b>L</b>.</p> <p>Key <b>Y</b> if you want to require unique lot numbers for this item.</p> <p>Key <b>N</b> if unique lot numbers are not required for this lot item, or if the item is not a lot item.</p> <p>(A 1) Required</p>

## Item File Maintenance Screen 2 Fields and Function Keys

Field/Function Key	Description
Product ID	<p>This field appears only if the Vertex taxing software is installed and you selected to use Vertex taxing through System Options Maintenance (MENU XAFIL2).</p> <p>Use this field to identify specific types of items. This field is useful for grouping items that are taxed similarly. This serves as a tax override. When you set up this type of a tax override in <i>Vertex</i>, use the entry in this field when referencing this item instead of the item number.</p> <p>Key, or select, product identification information to be used by Vertex tax overrides for this item, as defined through Product ID Maintenance (MENU IAFIL2).</p> <p>(A 15) Optional</p>
Bypass Cyc Cnt Sch / WH Planning Rpt	<p>This field appears only if Warehouse Management is activated as determined through Activate Warehouse Management (MENU WMMAST).</p> <p>Use this field to define whether items should be omitted from the Cycle Count Scheduler process and/or the Warehouse Planning Report (MENU WMREPT).</p> <p>Key <b>C</b> to bypass/omit the indicated item from the Cycle Count Scheduler process.</p> <p>Key <b>B</b> to bypass/omit the indicated item from both the Cycle Count Scheduler process and the Warehouse Planning Report.</p> <p>Key <b>P</b> to bypass/omit the indicated item from the Warehouse Planning Report.</p> <p>Leave blank if you do not want the indicated item bypassed/omitted from the Cycle Count Scheduler process and/or the Warehouse Planning Report.</p> <p><i>Default Value:</i> Blank</p> <p><i>Valid Values:</i> C, B, P, or Blank</p> <p>(A 1) Optional</p>
F5=Vertex Tables	<p>The <b>F5=VERTEX TABLES</b> function key appears only if the Vertex taxing software is installed and you selected to use Vertex taxing through System Options Maintenance (MENU XAFIL2).</p> <p>Press <b>F5=VERTEX TABLES</b> to access the Vertex Tax Decision Maker Screen, which allows you to maintain important tax table information. To learn more about the maintenance and use of this screen and subsequent ones, refer to the Vertex Sales Tax manual.</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the Item/Inventory Balance Master File Maintenance Screen (p. 27-4) without saving this screen.</p>
Enter	<p>Press <b>ENTER</b> to confirm your selections. The Item File Maintenance Screen 3 (p. 27-89) will appear.</p>





### Item File Maintenance Screen 3

In use by: AM	ITEM FILE MAINTENANCE (cont'd)	Change
Item/Description: A220	Pocket Planner Weekly Organizer Burgundy	
USER CODES? 1 Freight Class	- ..	
USER FLDS? 1 Semi-Annual Clearance Item?	.....	
2 Type of Special Packaging Req'd	.....	
Item Extended Item Cmnt Group?	.....	
F12=Return		

This screen appears only if one of the user fields or user code headings has been set up, or if **Use Item EIC Groups** is set to **Y** in System Options Maintenance (MENU XAFIL).

This screen appears after you press **ENTER** on the Item File Maintenance Screen 2 (p. 27-76). Use this screen to add or change additional item information. This information will help with the classification of an item.

NOTE: The information defined here pertains to the item. However, you may also define user fields for the customer or vendor.

### Item File Maintenance Screen 3 Fields and Function Keys

Field/Function Key	Description
USER CODES	<p>Through Item User Codes Maintenance (MENU IAFILE), you can define up to three code numbers (in the <b>Code No</b> field) to further define an item. The description you enter for each of those codes displays in this field. Once a code number has been defined (you may define up to 3), you can then create and associate as many user codes (in the <b>User Code</b> field) as desired for the defined code numbers.</p> <p>Key a defined user code. This code must have been associated with the code number (1, 2, or 3) displayed on this screen to further categorize or define this item. After you key the user code and press <b>ENTER</b>, the description of the user code will display.</p> <p><i>Valid Values:</i> Any user code defined in the <b>User Code</b> field through Item User Codes Maintenance (MENU IAFILE) and associated with the displayed code numbers (1-3) on this screen.</p> <p>(3 @ A 3) Optional</p>
USER FLDS	<p>Through Item User Fields Maintenance (MENU IAFILE), you can define up to six code numbers (in the <b>Code No</b> field) to further classify an item. The description you enter for each of those codes displays in this field. Once a code number has been defined (you may define up to 6), you can then create and associate as many user fields values (in the <b>User Field</b> field) as desired for the defined code numbers.</p> <p>Key a defined user field value. This user field value must have been associated with the code number (1, 2, 3, 4, 5, or 6) displayed on this screen to further categorize or define this item. After you key the user field value and press <b>ENTER</b>, the description of that user field value will display.</p> <p><i>Valid Values:</i> Any user field value defined in the <b>User Field</b> field through Item User Fields Maintenance (MENU IAFILE) and associated with the displayed code numbers (1-6) on this screen.</p> <p>(6 @ A 5) Optional</p>
Item Extended Item Cmnt Group	<p>This field appears only if you selected to use Extended Item Comments through System Options Maintenance (MENU XAFILE).</p> <p>Use this field to identify a valid item EIC group for the selected item. This group will allow classification with a group-specified EIC created in Extended Item Comment Maintenance.</p> <p><i>Default Value:</i> Blank</p> <p><i>Valid Values:</i> Any group value defined as a valid <b>Item EIC Group</b> through Item EIC Groups Maintenance (MENU OEFIL2)</p> <p>(A 5) Optional</p>
F12=Return	Press <b>F12=RETURN</b> to return to the Item File Maintenance Screen 2 (p. 27-76) without saving any additions or changes made on this screen.

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**Item File Maintenance Screen 3 Fields and Function Keys**

Field/Function Key	Description
Enter	<p>Press <b>ENTER</b> to confirm your selections. The Warehouse Management Information Screen (p. 27-92) will display if Warehouse Management is installed and you are maintaining product dimensions [<b>Maintain Product Dimensions</b> has been defined as <b>Y</b> in System Options Maintenance (MENU XAFILE)]. Otherwise, the Hazardous Material Information Screen (p. 27-98) will display if:</p> <ul style="list-style-type: none"><li>• The <b>SDS Date</b> field contains a value or <b>DOT Regulated</b> field is <b>Y</b></li><li>• <b>Hazardous Materials</b> is <b>Y</b> in System Options Maintenance (MENU XAFILE)</li><li>• The user is authorized to the application action <b>Allow Maintenance of Transport/HazMat Information</b>.</li></ul> <p>If none of the above apply, the Item/Inventory Balance Master File Maintenance Screen (p. 27-4) will appear.</p>

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## Warehouse Management Information Screen

WAREHOUSE MANAGEMENT INFORMATION						
A220		Pocket Planner Weekly Organizer Burgundy				
Dimensions expressed in inches Sizes expressed in cubic feet						
Calculate Item Sizes: Y (Y,N)						
Dimensions keyed in: I (I,F,Y,C,M)						
U/M	Length	Width	Height	Qty	Size	Box Qty
EA	..4.0000	..3.0000	..1.0000	....1	.....00694	.....000
Special Box Type: ... (blank=none)						
						F12=Return

This screen appears after you press **ENTER** on the Item File Maintenance Screen 2 (p. 27-76), or, if user codes or fields have been defined, after pressing **ENTER** on the Item File Maintenance Screen 3. This screen allows you to enter product dimensions if you have Warehouse Management installed. Use it to specify the size dimensions and boxing information for this item. Note, however, you should only be keying product dimensions if you are planning to use the Automatic Box Selection feature. If the system will not be selecting boxes, change your system options to NOT use item dimensions [i.e., **Maintain Product Dimensions** is **N** in Warehouse Management Options Maintenance (MENU WMFILE)]. You will then be able to key the product size on the first Item Maintenance Screen. (See the note below.)

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**NOTE:** This screen displays only if you selected the warehouse option to **Maintain Product Dimensions** as **Y** through Warehouse Management Options Maintenance (MENU WMFILE). If you did do this, a **Size** column will display for each unit of measure on the first Item Maintenance Screen. Use this field to specify the cubic size of each unit the item. This cubic size is used when selecting locations to put away items. Since you will not be allowed to define linear dimensions on this screen, you will not be able to use the boxing function for your items.

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### Warehouse Management Information Screen Fields and Function Keys

Field/Function Key	Description
Dimensions/Sizes Information	<p>These are the product dimensions that have been defined for Warehouse Management through Warehouse Management Options Maintenance (MENU WMFILE).</p> <hr/> <p><b>Important</b></p> <p>Once these system options are set up, they cannot be changed.</p> <hr/> <p>Warehouse Management can be set up to store linear dimensions (length, width, height) in inches, feet, yards, centimeters, or meters. This dimension is displayed after the heading Dimensions expressed in. Although Warehouse Management stores the product dimensions in this unit, you may specify the dimensions in a different unit using the <b>Dimensions</b> keyed in field.</p> <p>Display</p>
Calculate Item Sizes	<p>The <b>Size</b> field on this screen may be calculated by Distribution A+, or may be keyed. Use this field to indicate if this field should be calculated by Distribution A+, or if you will key the size. (Refer also to the description of the <b>Qty</b> field.)</p> <p>Key <b>Y</b> if you want to calculate the value of the <b>Size</b> field displayed on this screen. Item sizes are calculated by multiplying all of the item's Length x Width x Height. Therefore, you must specify all three of the box's dimensions if you key <b>Y</b> in this field.</p> <p>Key <b>N</b> if you do not want to calculate the values of the <b>Size</b> field on this screen. You must still key dimensions, but they will not be used to calculate the item's size.</p> <hr/> <p>NOTE: You should only key <b>N</b> in this field if the size of the product cannot be calculated from its dimensions; in other words, for unusual or round shaped items, the size should not be calculated.</p> <hr/> <p>(A 1) Required</p>

### Warehouse Management Information Screen Fields and Function Keys

Field/Function Key	Description
Dimensions keyed in	<p>Use this field to indicate the unit of measure in which the item's dimensions will be keyed in the <b>Length</b>, <b>Width</b>, and <b>Height</b> fields on this screen.</p> <p>Although this is the unit in which the item's dimensions are keyed, this is not the unit of measure in which the dimensions of the box are expressed. All dimensions are expressed in the unit of measure displayed in the <b>Dimensions expressed in</b> field on this screen. W/M will convert the value keyed from the unit of measure keyed in this field to the unit of measure displayed in the <b>Dimensions expressed in</b> field.</p> <p>For example, assume that the Warehouse Management Dimension Unit of Measure has been defined as I (inches) through Warehouse Management Options Maintenance (MENU WMFILE) and you wish to enter the dimensions of an item that is 5 feet long, 5 feet wide, and 5 feet high. Do the following:</p> <p>Key <b>F</b> in this field (indicating that you wish to specify the item's dimensions in feet, not inches)</p> <p>Key <b>5</b> in the <b>Length</b>, <b>Width</b>, and <b>Height</b> fields</p> <p>After you press <b>ENTER</b>, W/M will convert the 5 in each of the <b>Dimension</b> fields to 60 (60 inches equals 5 feet).</p> <p>Key <b>I</b> to specify the <b>Dimensions</b> of this item in inches.</p> <p>Key <b>F</b> to specify the <b>Dimensions</b> of this item in feet.</p> <p>Key <b>Y</b> to specify the <b>Dimensions</b> of this item in yards.</p> <p>Key <b>C</b> to specify the <b>Dimensions</b> of this item in centimeters.</p> <p>Key <b>M</b> to specify the <b>Dimensions</b> of this item in meters.</p> <p><i>Default Value:</i> The Dimension Unit of Measure that has been defined for W/M through Warehouse Management Options Maintenance (MENU WMFILE)</p> <p>(A 1) Required</p>
U/M	<p>Each of the item's units of measure are displayed in this column. You must key the <b>Length</b>, <b>Width</b>, and <b>Height</b> of the item for each unit of measure displayed in this column.</p> <p>(A 1) Display</p>

## Warehouse Management Information Screen Fields and Function Keys

Field/Function Key	Description
Length	<p>Key the length of the item, in the unit specified in the <b>Dimensions keyed in</b> field. If different, the dimension keyed will be converted to the <b>Dimensions expressed in</b> unit.</p> <p>Distribution A+ calculates item dimensions such that the item's length must be greater than or equal to the height, and greater than or equal to the width; the width must be greater than or equal to the height. Therefore, of the three dimension values that you key in the <b>Length</b>, <b>Width</b>, and <b>Height</b> fields, this value must be the largest. If you do not key the largest dimension in this field, Distribution A+ will automatically re-assign your dimension specifications accordingly.</p> <p>(N 7,4) Required</p>
Width	<p>Key the width of the item, in the unit specified in the <b>Dimensions keyed in</b> field. If different, the dimension keyed will be converted to the <b>Dimensions expressed in</b> unit.</p> <p>Distribution A+ calculates item dimensions such that the item's width must be less than or equal to the length, and greater than or equal to the height. Therefore, of the three dimension values that you key in the <b>Length</b>, <b>Width</b>, and <b>Height</b> fields, this value must be the middle value. If you do not key the second largest dimension in this field, Distribution A+ will automatically re-assign your dimension specifications accordingly.</p> <p>(N 7,4) Required</p>
Height	<p>Key the height of the item, in the unit specified in the <b>Dimensions keyed in</b> field. If different, the dimension keyed will be converted to the <b>Dimensions expressed in</b> unit.</p> <p>Distribution A+ calculates item dimensions such that the item's height must be less than or equal to the width. Therefore, of the three dimension values that you key in the <b>Length</b>, <b>Width</b>, and <b>Height</b> fields, this value must be the smallest value. If you do not key the smallest dimension in this field, Distribution A+ will automatically re-assign your dimension specifications accordingly.</p> <p>NOTE: If an item's height is too small to measure, you can measure the height of a stack of items and key the quantity of items in the stack in the <b>Qty</b> field. See <b>Qty</b> field for more information.</p> <p>(N 7,4) Required</p>

### Warehouse Management Information Screen Fields and Function Keys

Field/Function Key	Description
Qty	<p>This field is a keying aid to help you determine the height of the item. If an item's height is too small to measure for a single item, you may specify the height of a stack of items. In this field, specify the quantity of items in that stack. The system will calculate the height of a single unit of the item, and display that value in the <b>Height</b> field. This is calculated by dividing the height of the stack by this quantity of items in the stack.</p> <p>For example, if a stack of items is 10 inches high and contains 6 items, key 6 in this field. After you press <b>ENTER</b>, the system will calculate the height of a single item as 1.66 inches (10 divided by 6). This value will display in the <b>Height</b> field on this screen.</p> <p>Key the quantity of items in the stack of items that corresponds to the height keyed in the <b>Height</b> column.</p> <p><i>Default Value:</i> 1</p> <p>(N 5,0) Required</p>
Size	<p>This is the cubic size of the item, expressed in the unit displayed after the <b>Sizes</b> expressed in cubic units field. The size of an item is measured in cubes.</p> <p>If you specified to have W/M to calculate this value (i.e., you keyed <b>Y</b> in the <b>Calculate Item Sizes</b> field), the item size is calculated as the Length x Width x Height dimensions. Otherwise, you must key the cubic size of the item.</p> <p>(N 9,5) Required</p>
Box Qty	<p>This is the quantity of the items that are typically shipped in a single box, for each unit of measure. If an item is assigned a box quantity in this field, then you will be able to print Case/Shipping Labels for the item, in addition to the Case/Shipping Labels that print for case quantity items. Case/Shipping Labels will print for any item that has a box quantity that is greater than zero.</p> <p>For example, if you typically ship two stereo speakers in a box, key <b>2</b> in this field for your stereo speaker items. When your picking documents print from Order Entry, a Case/Shipping Label will print for each of the speaker boxes.</p> <p>(N 9,5) Required</p>
Special Box Type	<p>Boxes may be categorized to correspond to items that should be shipped in the designated type of box. This is done by assigning a two character box type code to the item using this field. Box types are also assigned to boxes through Box Master Maintenance (MENU WMFILE).</p> <p>If you attempt to ship an item having one box type in a box with a different box type, a warning message will display during Confirm Box Shipments (MENU WMMAIN). Additionally, a box that does not have the same box type as the item will never be selected for that item when printed on the Pick List.</p> <p><i>Valid Values:</i> A box type code, defined through Box Master Maintenance (MENU WMFILE), that is not currently suspended.</p> <p>(A 2) Optional</p>



**Warehouse Management Information Screen Fields and Function Keys**

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the previous screen.
Enter	Press ENTER to confirm your selections. The warehouse management information for this item is saved and the Item/Inventory Balance Master File Maintenance Screen (p. 27-4) will appear.



### Hazardous Material Information Screen Fields and Function Keys

Field/Function Key	Description
DOT #	<p>The Department of Transportation number (DOT #) assigned to this item by the DOT department, and defined through Hazard DOT # Maintenance (MENU IAFIL2). This number is used to identify the chemical/product.</p> <p>Key the DOT #.</p> <hr/> <p>NOTE: When a valid DOT # is changed or entered for the first time, the items' proper shipping name on the screen will be changed to the DOT # proper shipping name defined through Hazard DOT # Maintenance (MENU IAFIL2), except when the DOT# proper shipping name is the same as the DOT #. A warning message will be displayed.</p> <hr/> <p><i>Valid Values:</i> A valid DOT # defined through Hazard DOT # Maintenance (MENU IAFIL2).</p> <p>(A 6) Required</p>
Grade	<p>This is the degree of quality or value of the item, measuring the required standard.</p> <p>Key the grade description of this item. Up to forty characters may be keyed for the grade description of this item.</p> <p>(A 40) Optional</p>
Shipping Name	<p>Use this field to select the shipping name of the item. This name will print on HAZMAT Shipping Papers [see Carrier Order Inquiry (MENU OEMAIN)].</p> <p>Key the appropriate shipping name. Up to forty characters may be keyed for the shipping name of this item.</p> <hr/> <p>NOTE: The first shipping name is required. You can optionally define 3 additional shipping names.</p> <hr/> <p>(A 40) Required</p>
Transport Mode	<p>Use this field to enter the property of the shipping name. It indicates if the shipping name should be used for a shipment with this transport mode.</p> <p>Key the transport mode.</p> <p><i>Valid Values:</i> A valid transport mode defined through Transport Modes Maintenance (MENU OEFIL3).</p> <p>(A 2) Optional</p>
Packing Group	<p>Use this field to select the <b>Packing Group ID</b> of this item. There are 3 levels of packaging required for hazardous material items. The Department of Transportation (DOT) department notifies you of the level required for this item via a document.</p> <p>Key the appropriate <b>Packing Group ID</b> for this item.</p> <p>(A 3) Optional</p>

## Hazardous Material Information Screen Fields and Function Keys

Field/Function Key	Description
Pictogram	<p>Use this field to enter a primary hazardous pictogram code. Up to eight pictograms may be assigned to this item, using the <b>F6=PICTOGRAMS/SIGNALS</b> function key, if needed.</p> <p>Hazard pictograms are one of the key elements for the labeling of containers under the international Globally Harmonized System of Classification and Labeling of Chemicals (GHS).</p> <p>Pictograms are required on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard.</p> <p>Hazardous Pictograms will also print on Shipping Papers when Shipping Papers are printed for an item, if a corresponding Shipping Paper print flag for a <b>Pictogram</b> is set to <b>Y</b> on the Hazardous Material Information - Pictograms And Signal Words Screen (p. 27-115).</p> <p>Press <b>F6=PICTOGRAMS/SIGNALS</b> to display the Hazardous Material Information - Pictograms And Signal Words Screen (p. 27-115) and identify the print flags for all the pictograms assigned to this item.</p> <p><i>Valid Values:</i> A valid pictogram code defined through Hazard Pictogram Code Maintenance (MENU IAFIL2).</p> <p>(A 5) Optional</p>
Message Codes/ Description	<p>You may use these fields to select the first four of twelve available pre-defined message codes. The additional eight message codes are entered on the Hazardous Material Information - Message Codes Screen (p. 27-108).</p> <p>Key the desired codes. After you press <b>ENTER</b>, the code's description will display as defined through Hazardous Material Message Codes Maintenance (MENU IAFIL2).</p> <p>Hazardous Material Message will also print on Shipping Papers when Shipping Papers are printed for an item, if a corresponding Shipping Paper print flag is set to <b>Y</b> on the Hazardous Material Information - Message Codes Screen (p. 27-108).</p> <p>Press <b>F4=MESSAGES</b> to display the Hazardous Material Information - Message Codes Screen (p. 27-108) and identify the print flags for all the message codes assigned to this item.</p> <p><i>Valid Values:</i> A valid material message code defined through Hazardous Material Message Codes Maintenance (MENU IAFIL2).</p> <p>(4 @ A 2) Optional</p>

### Hazardous Material Information Screen Fields and Function Keys

Field/Function Key	Description
Signal Word	<p>Use this field to indicate the level of severity of hazard of this item. The DOT approved signal words are:</p> <ul style="list-style-type: none"> <li>• DANGER</li> <li>• WARNING</li> <li>• CAUTION</li> </ul> <p>Up to three signal words may be assigned to an item. It is recommended that this field is assigned to the most dangerous signal word, and that you use <a href="#">F6=PICTOGRAMS/SIGNALS</a> to enter additional signal words, if needed.</p> <p>Key the signal word.</p> <p>Hazardous Pictograms will also print on Shipping Papers when Shipping Papers are printed for an item, if a corresponding Shipping Paper print flag is set to <a href="#">Y</a> on the Hazardous Material Information - Pictograms And Signal Words Screen (p. 27-115).</p> <p>Press <a href="#">F6=PICTOGRAMS/SIGNALS</a> to display the Hazardous Material Information - Pictograms And Signal Words Screen (p. 27-115) and identify the print flags for all the signal words assigned to this item.</p> <p><i>Valid Values:</i> Any text.</p> <p>(A 20) Optional</p>
ID#	<p>Use this field to indicate the ID # for hazardous classes of the item: a four-digit numeric part of the United Nation or North American DOT# number of this hazardous class (DOT# minus the UN or NA).</p> <p>Key the ID #.</p> <p>(N 4,0) Optional</p>
Primary Hazard Class Code	<p>Use this field to select the primary hazard class code that will designate to which class this item belongs (e.g., FLAM for flammable).</p> <p>Key the desired code. After pressing <a href="#">ENTER</a>, the code's description will display as defined through Hazard Class Code Maintenance (MENU IAFIL2).</p> <p>The primary hazard code will also print on shipping papers when shipping papers are printed for the item, if a corresponding Shipping Paper print flag is set to <a href="#">Y</a> on the Hazardous Material Information - Hazard Class Codes Screen (p. 27-105).</p> <p>Press <a href="#">F2=CLASSES</a> to display the Hazardous Material Information - Hazard Class Codes Screen (p. 27-105) and identify the print flags for all the hazard class codes assigned to this item.</p> <p><i>Valid Values:</i> A valid code defined through Hazard Class Code Maintenance (MENU IAFIL2).</p> <p>(A 5) Required</p>

### Hazardous Material Information Screen Fields and Function Keys

Field/Function Key	Description
Subsidiary Hazard Class Code 1	<p>Use this field to select the subsidiary hazard class code 1 that will designate to which primary hazard class this item belongs.</p> <p>Key the desired code. After pressing <b>ENTER</b>, the code's description will display as defined through Hazard Class Code Maintenance (MENU IAFIL2).</p> <p>The subsidiary hazard class code 1 will also print on shipping papers when shipping papers are printed for the item, if a corresponding Shipping Paper print flag is set to <b>Y</b> on the Hazardous Material Information - Hazard Class Codes Screen (p. 27-105).</p> <p>Press <b>F2=CLASSES</b> to display the Hazardous Material Information - Hazard Class Codes Screen (p. 27-105) and identify the print flags for all the hazard class codes assigned to this item.</p> <p><i>Valid Values:</i> A valid code defined through Hazard Class Code Maintenance (MENU IAFIL2); cannot be the same as the primary hazardous class code or the subsidiary hazard class code 2, if entered.</p> <p>(A 5) Optional</p>
Subsidiary Hazard Class Code 2	<p>Use this field to select the subsidiary hazard class code 2 that will designate to which primary hazard class this item belongs.</p> <p>Key the desired code. After pressing <b>ENTER</b>, the code's description will display as defined through Hazard Class Code Maintenance (MENU IAFIL2).</p> <p>The subsidiary hazard class code 2 will also print on shipping papers when shipping papers are printed for the item, if a corresponding Shipping Paper print flag is set to <b>Y</b> on the Hazardous Material Information - Hazard Class Codes Screen (p. 27-105).</p> <p>Press <b>F2=CLASSES</b> to display the Hazardous Material Information - Hazard Class Codes Screen (p. 27-105) and identify the print flags for all the hazard class codes assigned to this item.</p> <p><i>Valid Values:</i> A valid code defined through Hazard Class Code Maintenance (MENU IAFIL2); cannot be the same as the primary hazardous class code or the subsidiary hazard class code 1, if entered.</p> <p>(A 5) Optional</p>
Limited Quantity	<p>This field determines if <b>Limited Quantity</b> will print on the HAZMAT Shipping Papers for this item.</p> <p>Key the desired quantity. Distribution A+ will check the quantity entered in this field against each line item to determine if <b>Limited Quantity</b> will print.</p> <p>If the shipping quantity is less than the value entered in this field, <b>Limited Quantity</b> will print.</p> <p>(N 5,0) Optional</p>

### Hazardous Material Information Screen Fields and Function Keys

Field/Function Key	Description
Package Type	<p>Use this field to key the type of package used for this item (for example, you might key boxes, drums, totes, etc.)</p> <p>The package type will also print on shipping papers when shipping papers are printed for the item.</p> <p>(A5) Optional</p>
Cas# of Ingredients / Chemical Component Description	<p>Use these fields to enter the first six of twelve available hazardous <b>Chemical Abstract Service</b> numbers (CAS #'s) for this item. These numbers provide information as to the ingredients of the chemical components - identifying each chemical/ingredient assigned by the DOT department. The additional six hazardous <b>Chemical Abstract Service</b> numbers (CAS #'s) are entered on the Hazardous Material Information - CAS# Screen (p. 27-111).</p> <p>Key the appropriate CAS #(s). After pressing <b>ENTER</b>, the number's description will display as defined through Hazard CAS # Maintenance (MENU IAFIL2).</p> <p>CAS # will also print on shipping papers when shipping papers are printed for the item, if a corresponding Shipping Paper print flag is set to <b>Y</b> on the Hazardous Material Information - CAS# Screen (p. 27-111).</p> <p><i>Valid Values:</i> A valid CAS # defined through Hazard CAS # Maintenance (MENU IAFIL2)</p> <p>(6 @ A 11,0) Optional</p>
Min % by Weight / Max % by Weight	<p>Use this field to identify the minimum and maximum % by weight of the hazardous chemical, as toggled with the <b>F10=MIN % WGHT / F10=MAX % WGHT</b> function key.</p> <p><b>Min % by Weight</b></p> <p>This field identifies the minimum % by weight of the hazardous chemical component for a corresponding CAS# entered in the previous field.</p> <p>When CAS#s are entered and a minimum/maximum by weight range exists, after pressing <b>ENTER</b>, a re-sequence occurs based on the <b>Minimum % by Weight</b> field value in descending order.</p> <p><b>Max % by Weight</b></p> <p>This field identifies the maximum % by weight of the hazardous chemical component that is being tracked with a percentage range for a corresponding CAS# entered in the previous field.</p> <p>The calculation of the reportable quantity ("RQ") indicator for the specific chemical ingredient will be based on the <b>Maximum % by Weight</b> field value.</p> <p>Key the appropriate percent. The <b>Min % by Weight</b> cannot be greater than the <b>Max % by Weight</b>.</p> <p>(6 @ N 5,2) Optional</p>

### Hazardous Material Information Screen Fields and Function Keys

Field/Function Key	Description
F2=Classes	Press <b>F2=CLASSES</b> if you need to assign more than 3 hazardous classes to this item or define Shipping Paper print flags. The Hazardous Material Information - Hazard Class Codes Screen (p. 27-105) will appear.
F4=Messages	Press <b>F4=MESSAGES</b> if you need to assign more than 4 hazardous messages to this item or define Shipping Paper print flags. The Hazardous Material Information - Message Codes Screen (p. 27-108) will appear.
F5=CAS#s	Press <b>F5=CAS#s</b> if you need to assign more than 6 CAS#s to this item or define Shipping Paper print flags. The Hazardous Material Information - CAS# Screen (p. 27-111) will appear.
F6=Pictograms/Signals	The <b>F6=PICTOGRAMS/SIGNALS</b> function key displays after pressing <b>F24=MORE</b> . Press <b>F6=PICTOGRAMS/SIGNALS</b> if you need to assign more hazardous pictograms and/or symbols to this item or define Shipping Paper print flags. The Hazardous Material Information - Pictograms And Signal Words Screen (p. 27-115) will appear.
F10=Max % Wght F10=Min % Wght	Press <b>F10=MAX % Wght / F10=MIN % Wght</b> to toggle between displaying the <b>Min % by Weight</b> field or <b>Max % by Weight</b> field on this screen, where you can optionally enter minimum or maximum values for the CAS#s.
F11=Usr Flds	The <b>F11=USR FLDS</b> function key displays after pressing <b>F24=MORE</b> . Press <b>F11=USR FLDS</b> if you need to assign user defined hazardous properties to this item. The Hazardous Material Information - User Fields Screen (p. 27-119) will appear.
F12=Return	Press <b>F12=RETURN</b> to return to the Warehouse Management Information Screen (p. 27-92) or Item File Maintenance Screen 2 (p. 27-76) without saving any additions or changes made on this screen. You will be returned to the Warehouse Management Information Screen only if Warehouse Management is installed and you are maintaining product dimensions [ <b>Maintain Product Dimensions</b> has been defined as <b>Y</b> in System Options Maintenance (MENU XAFILE)].
F24=More	Press the <b>F24=MORE</b> function key to toggle between the primary and secondary display of function keys. The function keys do not need to be displayed to work.
Enter	Press <b>ENTER</b> to confirm your selections. The Item/Inventory Balance Master File Maintenance Screen (p. 27-4) will appear.



# Hazardous Material Information - Hazard Class Codes Screen

HAZARDOUS MATERIAL INFORMATION - HAZARD CLASS CODES

Item/Description: 951361

Clorox Bleach, 121 oz.  
Concentrated Germicidal

Shipping Name: Liquefied gas, toxic, corrosive, n.o.s.

DOT #: UN1903

== Print on Shipping Papers ==

Pick Pack Inv Inq OSHA

Hazard Class Code? / Description	ID#	Lst	Lst	Inv	Inq	OSHA
OXIMA Oxidizing Material	3308	Y	Y	N	Y	Y
CORMA Corrosive Material	.....	Y	Y	N	Y	Y
IRMA Irritating Material	.....	Y	Y	N	Y	Y
.....	.....	..	..	..	..	..
.....	.....	..	..	..	..	..
.....	.....	..	..	..	..	..
.....	.....	..	..	..	..	..
.....	.....	..	..	..	..	..
.....	.....	..	..	..	..	..
.....	.....	..	..	..	..	..
.....	.....	..	..	..	..	..

F2=Min Classes

F12=Return

This screen appears after you press **F2=CLASSES** on the Hazardous Material Information Screen (p. 27-98).

Use this screen to assign up to 12 hazardous classes to this item. For each hazardous class, print flags are identified to indicate if it will be printed on Shipping Paper documents and if it is part of OSHA required item labeling.

Hazardous Material Information - Hazard Class Codes Screen Fields and Function Keys	
Field/Function Key	Description
Shipping Name	The shipping name of the item. This name will print on HAZMAT Shipping Papers [see Carrier Order Inquiry (MENU OEMAIN)]. Display
DOT #	The Department of Transportation number (DOT #) assigned to this item to identify the chemical/product. Display

**Hazardous Material Information - Hazard Class Codes Screen Fields and Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
Hazard Class Code / Description	<p>Use this field to select the primary or subsidiary hazard class code that will designate to which class this item belongs (e.g., FLAM for flammable.)</p> <p>Key the desired code. After you press <b>ENTER</b>, the code's description will display as defined through Hazard Class Code Maintenance (MENU IAFIL2).</p> <p><i>Valid Values:</i> A valid code defined through Hazard Class Code Maintenance (MENU IAFIL2).</p> <p>(A 5) Optional</p>
ID#	<p>Use this field to indicate the ID # for hazardous classes of the item: a four-digit numeric part of the United Nation or North American DOT# number of this hazardous class (DOT# minus the UN or NA).</p> <p>Key the ID #.</p> <p>(N 4,0) Optional</p>
Print on Shipping Papers: Pick Lst	<p>Use this field to designate if a corresponding hazardous class will print on Shipping Paper documents when Pick Lists are printed.</p> <p>Key <b>Y</b> to print the corresponding hazardous class.</p> <p>Key <b>N</b> if you do not want the corresponding hazardous class printed.</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>
Print on Shipping Papers: Pack Lst	<p>Use this field to designate if a corresponding hazardous class will print on Shipping Paper documents when Pack Lists are printed.</p> <p>Key <b>Y</b> to print the corresponding hazardous class.</p> <p>Key <b>N</b> if you do not want the corresponding hazardous class printed.</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>
Print on Shipping Papers: Inv	<p>Use this field to designate if a corresponding hazardous class will print on Shipping Paper documents when Invoices are printed.</p> <p>Key <b>Y</b> to print the corresponding hazardous class.</p> <p>Key <b>N</b> if you do not want the corresponding hazardous class printed.</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>
Print on Shipping Papers: Car Inq	<p>Use this field to designate if a corresponding hazardous class will print on Shipping Paper documents when printed from Carrier Order Inquiry.</p> <p>Key <b>Y</b> to print the corresponding hazardous class.</p> <p>Key <b>N</b> if you do not want the corresponding hazardous class printed.</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>

**Hazardous Material Information - Hazard Class Codes Screen Fields and Function Keys**

Field/Function Key	Description
OSHA	<p>Use this field to designate if a corresponding hazardous class is part OSHA required item labeling.</p> <p>Key <b>Y</b> if the hazardous class is part OSHA required item labeling.</p> <p>Key <b>N</b> if the hazardous class is not part OSHA required item labeling.</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>
F2=Min Classes	<p>Press <b>F2=MIN CLASSES</b> to validate the hazardous classes assigned to this item, validate flags, and then return to the Hazardous Material Information Screen (p. 27-98). Hazardous classes, if changed, will also be refreshed.</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the Hazardous Material Information Screen (p. 27-98) without saving any additions or changes made on this screen.</p>
Enter	<p>Press <b>ENTER</b> to validate the information and required fields on this screen.</p> <p>Print flags of <b>Y/N</b> are required for all hazard class codes.</p>

## Hazardous Material Information - Message Codes Screen

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      HAZARDOUS MATERIAL INFORMATION - MESSAGE CODES

Item/Description: 951351                      Clorox Bleach, 121 oz.
                                           Concentrated Germicidal
Shipping Name: Liquefied gas, toxic, corrosive, n.o.s.
DOT #:          UN1903

      === Print on Shipping Papers ===
      Pick Lst  Pack Lst  Inv   Car Inq  OSHA
Message Code? / Description
31 Causes sever skin burns.             ..      ..      ..      ..      ..
35 Causes serious eye damage            ..      ..      ..      ..      ..
33 Toxic to aquatic Life.                ..      ..      ..      ..      ..

...                                     ..      ..      ..      ..      ..
...                                     ..      ..      ..      ..      ..
...                                     ..      ..      ..      ..      ..
...                                     ..      ..      ..      ..      ..

...                                     ..      ..      ..      ..      ..
...                                     ..      ..      ..      ..      ..
...                                     ..      ..      ..      ..      ..
...                                     ..      ..      ..      ..      ..

F4=Min Messages                                F12=Return
  
```

This screen appears after you press **F4=MESSAGES** on the Hazardous Material Information Screen (p. 27-98).

Use this screen to assign up to 12 hazardous messages to this item. For each hazardous message, print flags are identified to indicate if it will be printed on Shipping Paper documents and if it is part of OSHA required item labeling.

### Hazardous Material Information - Message Codes Screen Fields and Function Keys

Field/Function Key	Description
Shipping Name	The shipping name of the item. This name will print on HAZMAT Shipping Papers [see Carrier Order Inquiry (MENU OEMAIN)]. Display
DOT #	The Department of Transportation number (DOT #) assigned to this item to identify the chemical/product. Display

### Hazardous Material Information - Message Codes Screen Fields and Function Keys

Field/Function Key	Description
Message Code / Description	<p>Use this field to select from one to four pre-defined message codes to define for the item.</p> <p>Key the desired message codes. After you press <b>ENTER</b>, the code's description will display as defined through Hazardous Material Message Codes Maintenance (MENU IAFIL2).</p> <p>The message code or codes defined for the item will print on HAZMAT Shipping Papers [see Carrier Order Inquiry (MENU OEMAIN)].</p> <p><i>Valid Values:</i> A valid material message code defined through Hazardous Material Message Codes Maintenance (MENU IAFIL2).</p> <p>(A 2) Optional</p>
Print on Shipping Papers: Pick Lst	<p>Use this field to designate if a corresponding hazardous message will print on Shipping Paper documents when Pick Lists are printed.</p> <p>Key <b>Y</b> to print the corresponding hazardous message.</p> <p>Key <b>N</b> if you do not want the corresponding hazardous message printed.</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>
Print on Shipping Papers: Pack Lst	<p>Use this field to designate if a corresponding hazardous message will print on Shipping Paper documents when Pack Lists are printed.</p> <p>Key <b>Y</b> to print the corresponding hazardous message.</p> <p>Key <b>N</b> if you do not want the corresponding hazardous message printed.</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>
Print on Shipping Papers: Inv	<p>Use this field to designate if a corresponding hazardous message will print on Shipping Paper documents when Invoices are printed.</p> <p>Key <b>Y</b> to print the corresponding hazardous message.</p> <p>Key <b>N</b> if you do not want the corresponding hazardous message printed.</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>
Print on Shipping Papers: Car Inq	<p>Use this field to designate if a corresponding hazardous message will print on Shipping Paper documents when printed from Carrier Order Inquiry.</p> <p>Key <b>Y</b> to print the corresponding hazardous message.</p> <p>Key <b>N</b> if you do not want the corresponding hazardous message printed.</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>

**Hazardous Material Information - Message Codes Screen Fields and Function Keys**

Field/Function Key	Description
OSHA	<p>Use this field to designate if a corresponding hazardous message is part OSHA required item labeling.</p> <p>Key <b>Y</b> if the hazardous message is part OSHA required item labeling.</p> <p>Key <b>N</b> if the hazardous message is not part OSHA required item labeling.</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>
F4=Min Messages	<p>Press <b>F4=MIN MESSAGES</b> to validate the hazardous messages assigned to this item, validate flags, and then return to the Hazardous Material Information Screen (p. 27-98). Hazardous messages, if changed, will also be refreshed.</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the Hazardous Material Information Screen (p. 27-98) without saving any additions or changes made on this screen.</p>
Enter	<p>Press <b>ENTER</b> to validate the information and required fields on this screen.</p> <p>Print flags of <b>Y/N</b> are required for all message codes.</p>



toggle views when pressing **F5=MIN CAS#S** to return to the Hazardous Material Information Screen (p. 27-98).

### Hazardous Material Information - CAS# Screen Fields and Function Keys

Field/Function Key	Description
Shipping Name	<p>The shipping name of the item. This name will print on HAZMAT Shipping Papers [see Carrier Order Inquiry (MENU OEMAIN)].</p> <p>Display</p>
DOT #	<p>The Department of Transportation number (DOT #) assigned to this item to identify the chemical/product.</p> <p>Display</p>
CAS# of Ingredients / Description	<p>Use this field to select the hazardous <b>Chemical Abstract Service</b> numbers (CAS#'s) for this item. These numbers provide information as to the ingredients of the chemical components - identifying each chemical/ingredient assigned by the DOT department.</p> <p>Key the appropriate CAS#(s). After pressing <b>ENTER</b>, the number's description will display as defined through Hazard CAS# Maintenance (MENU IAFIL2).</p> <p>CAS # will also print on shipping papers when shipping papers are printed for the item, if a corresponding Shipping Paper print flag is set to <b>Y</b> on the Hazardous Material Information - CAS# Screen (p. 27-111).</p> <p><i>Valid Values:</i> A valid CAS# as defined through Hazard CAS# Maintenance (MENU IAFIL2).</p> <p>(A 11) Optional</p>
% by Weight: Min	<p>The display of this field is based on the <b>F10=FLAGS / F10=% BY WGHT</b> toggle function key.</p> <p>Use this field to identify the minimum % by weight of the hazardous chemical component for a corresponding CAS#.</p> <p>Key the appropriate percent. The <b>Min % by Weight</b> cannot be greater than the <b>Max % by Weight</b>.</p> <p>When CAS#s are entered and a minimum/maximum by weight range exists, after pressing <b>ENTER</b>, a re-sequence occurs based on the <b>Minimum % by Weight</b> field value in descending order.</p> <p>(N 5,2) Optional</p>



### Hazardous Material Information - CAS# Screen Fields and Function Keys

Field/Function Key	Description
% by Weight: Max	<p>The display of this field is based on the F10=FLAGS / F10=% BY WGHT toggle function key.</p> <p>Use this field to identify the maximum % by weight of the hazardous chemical component for a corresponding CAS#.</p> <p>Key the appropriate percent. The <b>Min % by Weight</b> cannot be greater than the <b>Max % by Weight</b>.</p> <p>(N 5,2) Optional</p>
Print on Shipping Papers: Pick Lst	<p>The display of this field is based on the F10=FLAGS / F10=% BY WGHT toggle function key.</p> <p>Use this field to designate if a corresponding hazardous CAS# will print on Shipping Paper documents when Pick Lists are printed.</p> <p>Key <b>Y</b> to print the corresponding hazardous CAS#.</p> <p>Key <b>N</b> if you do not want the corresponding hazardous CAS# printed.</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>
Print on Shipping Papers: Pack Lst	<p>The display of this field is based on the F10=FLAGS / F10=% BY WGHT toggle function key.</p> <p>Use this field to designate if a corresponding hazardous CAS# will print on Shipping Paper documents when Pack Lists are printed.</p> <p>Key <b>Y</b> to print the corresponding hazardous CAS#.</p> <p>Key <b>N</b> if you do not want the corresponding hazardous CAS# printed.</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>
Print on Shipping Papers: Inv	<p>The display of this field is based on the F10=FLAGS / F10=% BY WGHT toggle function key.</p> <p>Use this field to designate if a corresponding hazardous CAS# will print on Shipping Paper documents when Invoices are printed.</p> <p>Key <b>Y</b> to print the corresponding hazardous CAS#.</p> <p>Key <b>N</b> if you do not want the corresponding hazardous CAS# printed.</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>

**Hazardous Material Information - CAS# Screen Fields and Function Keys**

Field/Function Key	Description
Print on Shipping Papers: Car Inq	<p>The display of this field is based on the <b>F10=FLAGS / F10=% BY WGHT</b> toggle function key.</p> <p>Use this field to designate if a corresponding hazardous CAS# will print on Shipping Paper documents when printed from Carrier Order Inquiry.</p> <p>Key <b>Y</b> to print the corresponding hazardous CAS#.</p> <p>Key <b>N</b> if you do not want the corresponding hazardous CAS# printed.</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>
OSHA	<p>The display of this field is based on the <b>F10=FLAGS / F10=% BY WGHT</b> toggle function key.</p> <p>Use this field to designate if a corresponding hazardous CAS# is part OSHA required item labeling.</p> <p>Key <b>Y</b> if the hazardous CAS# is part OSHA required item labeling.</p> <p>Key <b>N</b> if the hazardous CAS# is not part OSHA required item labeling.</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>
F5=Min CAS#s	<p>Press <b>F5=MIN CAS#s</b> to validate the hazardous CAS# assigned to this item, validate flags, validate % by weight min/max values; and then return to the Hazardous Material Information Screen (p. 27-98). Hazardous CAS#s, if changed, will also be refreshed.</p>
F10=Flags / F10=% by Wght	<p>Press the <b>F10=FLAGS / F10=% BY WGHT</b> function key to toggle between setting the <b>Print on Shipping Papers</b> and OSHA flags or <b>% by Weight Min/Max</b> values. The screen will change accordingly.</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the Hazardous Material Information Screen (p. 27-98) without saving any additions or changes made on this screen.</p>
Enter	<p>Press <b>ENTER</b> to validate the information and required fields on this screen. Print flags of <b>Y/N</b> are required for all CAS#'s.</p>

## Hazardous Material Information - Pictograms And Signal Words Screen

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      HAZARDOUS MATERIAL INFORMATION - PICTOGRAMS AND SIGNAL WORDS

Item/Description: 951361                      Clorox Bleach, 121 oz.
                                           Concentrated Germicidal
Shipping Name: Liquefied gas, toxic, corrosive, n.o.s.
DOT #:          UN1903

                                           === Print on Shipping Papers ===
Pictogram? / Description      Pick Lst  Pack Lst  Inv   Car Inq  OSHA
GHS05, Corrosion              ..        ..      ..     ..       ..
.....                        ..        ..      ..     ..       ..
.....                        ..        ..      ..     ..       ..
.....                        ..        ..      ..     ..       ..

.....                        ..        ..      ..     ..       ..
.....                        ..        ..      ..     ..       ..
.....                        ..        ..      ..     ..       ..
.....                        ..        ..      ..     ..       ..

Signal Words 1: Danger..... ..        ..      ..     ..       ..
Signal Words 2: ..... ..        ..      ..     ..       ..
Signal Words 3: ..... ..        ..      ..     ..       ..

F6=Min Pictograms & Signals                      F12=Return

```

This screen appears after you press **F6=PICTOGRAMS/SIGNALS** on the Hazardous Material Information Screen (p. 27-98).

Use this screen to assign up to 8 hazardous pictograms and up to 3 hazardous signal words to this item. For each hazardous pictogram code or signal words, print flags are identified to indicate if it will be printed on Shipping Paper documents and if it is part of OSHA required item labeling.

The first pictogram is primary, and the other 7 are additional pictograms.

The first signal words are the most severe, and the other 2 are additional signal words.

### Hazardous Material Information - Pictograms And Signal Words Screen Fields and Function Keys

Field/Function Key	Description
Shipping Name	The shipping name of the item. This name will print on HAZMAT Shipping Papers [see Carrier Order Inquiry (MENU OEMAIN)]. Display
DOT #	The Department of Transportation number (DOT #) assigned to this item to identify the chemical/product. Display

## Hazardous Material Information - Pictograms And Signal Words Screen Fields and Function Keys

Field/Function Key	Description
Pictogram / Description	<p>Use this field to enter hazardous pictogram codes of this item. The first pictogram is primary, and the other 7 are additional pictograms.</p> <p>Hazard pictograms are one of the key elements for the labeling of containers under the international Globally Harmonized System of Classification and Labeling of Chemicals (GHS).</p> <p>Pictograms are one of the key elements on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard.</p> <p>Key the pictogram code. For example, GHS01 might represent Gas Cylinder. After you press <b>ENTER</b>, the code's description will display as defined through Hazard Pictogram Code Maintenance (MENU IAFIL2).</p> <p><i>Valid Values:</i> A valid pictogram code defined through Hazard Pictogram Code Maintenance (MENU IAFIL2).</p> <p>(A 5) Optional</p>
Signal Words 1	<p>Use this field to indicate the level of severity of hazard of this item. The DOT approved signal words are:</p> <ul style="list-style-type: none"> <li>• DANGER</li> <li>• WARNING</li> <li>• CAUTION</li> </ul> <p>Up to three signal words may be assigned to an item. It is recommended that the first signal word be the most severe, and the other 2 be additional signal words.</p> <p>Key the first signal word.</p> <p><i>Valid Values:</i> Any text.</p> <p>(A 20) Optional</p>
Signal Words 2	<p>Use this field to indicate the level of severity of hazard of this item. The DOT approved signal words are:</p> <ul style="list-style-type: none"> <li>• DANGER</li> <li>• WARNING</li> <li>• CAUTION</li> </ul> <p>Up to three signal words may be assigned to an item. It is recommended that the first signal word be the most severe, and this one be an additional signal word.</p> <p>Key the second signal word.</p> <p><i>Valid Values:</i> Any text.</p> <p>(A 20) Optional</p>

## Hazardous Material Information - Pictograms And Signal Words Screen Fields and Function Keys

Field/Function Key	Description
Signal Words 3	<p>Use this field to indicate the level of severity of hazard of this item. The DOT approved signal words are:</p> <ul style="list-style-type: none"> <li>• DANGER</li> <li>• WARNING</li> <li>• CAUTION</li> </ul> <p>Up to three signal words may be assigned to an item. It is recommended that the first signal word be the most severe, and this one be an additional signal word.</p> <p>Key the third signal word.</p> <p><i>Valid Values:</i> Any text.</p> <p>(A 20) Optional</p>
Print on Shipping Papers: Pick Lst	<p>Use this field to designate if a corresponding hazardous pictogram or signal word will print on Shipping Paper documents when Pick Lists are printed.</p> <p>Key <b>Y</b> to print the corresponding hazardous pictogram or signal word.</p> <p>Key <b>N</b> if you do not want the corresponding hazardous pictogram or signal word printed.</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>
Print on Shipping Papers: Pack Lst	<p>Use this field to designate if a corresponding hazardous pictogram or signal word will print on Shipping Paper documents when Pack Lists are printed.</p> <p>Key <b>Y</b> to print the corresponding hazardous pictogram or signal word.</p> <p>Key <b>N</b> if you do not want the corresponding hazardous pictogram or signal word printed.</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>
Print on Shipping Papers: Inv	<p>Use this field to designate if a corresponding hazardous pictogram or signal word will print on Shipping Paper documents when Invoices are printed.</p> <p>Key <b>Y</b> to print the corresponding hazardous pictogram or signal word.</p> <p>Key <b>N</b> if you do not want the corresponding hazardous pictogram or signal word printed.</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>

## Hazardous Material Information - Pictograms And Signal Words Screen Fields and Function Keys

Field/Function Key	Description
Print on Shipping Papers: Car Inq	<p>Use this field to designate if a corresponding hazardous pictogram or signal word will print on Shipping Paper documents when printed from Carrier Order Inquiry.</p> <p>Key <b>Y</b> to print the corresponding hazardous pictogram or signal word.</p> <p>Key <b>N</b> if you do not want the corresponding hazardous pictogram or signal word printed.</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>
OSHA	<p>Use this field to designate if a corresponding hazardous pictogram or signal word is part OSHA required item labeling.</p> <p>Key <b>Y</b> if the hazardous pictogram or signal word is part OSHA required item labeling.</p> <p>Key <b>N</b> if the hazardous pictogram or signal word is not part OSHA required item labeling.</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>
F6=Min Pictograms & Signals	<p>Press <b>F6=MIN PICTOGRAMS &amp; SIGNALS</b> to validate the pictogram or signal word assigned to this item, validate flags, and then return to the Hazardous Material Information Screen (p. 27-98). Hazardous pictogram or signal word, if changed, will also be refreshed.</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the Hazardous Material Information Screen (p. 27-98) without saving any additions or changes made on this screen.</p>
Enter	<p>Press <b>ENTER</b> to validate the information and required fields on this screen. Print flags of <b>Y/N</b> are required for all pictograms and signal words.</p>

## Hazardous Material Information - User Fields Screen

[illegible]

This screen appears after you press **F11=USR FLDS** on the Hazardous Material Information Screen (p. 27-98).

Use this screen to assign up to 12 user defined hazardous properties to this item. For each user defined hazardous property, print flags are identified to indicate if it will be printed on Shipping Paper documents and if it is part of OSHA required item labeling.

## Hazardous Material Information - User Fields Screen Fields and Function Keys

Field/Function Key	Description
Shipping Name	<p>The shipping name of the item. This name will print on HAZMAT Shipping Papers [see Carrier Order Inquiry (MENU OEMAIN)].</p> <p>Display</p>
DOT #	<p>The Department of Transportation number (DOT #) assigned to this item to identify the chemical/product.</p> <p>Display</p>
User Field	<p>Use this field to assign a user defined hazardous property to this item.</p> <p>Key the user field.</p> <p><i>Valid Values:</i> Any text.</p> <p>(A 20) Optional</p>

**Hazardous Material Information - User Fields Screen Fields and Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
Print on Shipping Papers: Pick Lst	<p>Use this field to designate if a corresponding hazardous user field will print on Shipping Paper documents when Pick Lists are printed.</p> <p>Key <b>Y</b> to print the corresponding hazardous user field.</p> <p>Key <b>N</b> if you do not want the corresponding hazardous user field printed.</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>
Print on Shipping Papers: Pack Lst	<p>Use this field to designate if a corresponding hazardous user field will print on Shipping Paper documents when Pack Lists are printed.</p> <p>Key <b>Y</b> to print the corresponding hazardous user field.</p> <p>Key <b>N</b> if you do not want the corresponding user field printed.</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>
Print on Shipping Papers: Inv	<p>Use this field to designate if a corresponding hazardous user field will print on Shipping Paper documents when Invoices are printed.</p> <p>Key <b>Y</b> to print the corresponding hazardous user field.</p> <p>Key <b>N</b> if you do not want the corresponding hazardous user field printed.</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>
Print on Shipping Papers: Car Inq	<p>Use this field to designate if a corresponding hazardous user field will print on Shipping Paper documents when printed from Carrier Order Inquiry.</p> <p>Key <b>Y</b> to print the corresponding hazardous user field.</p> <p>Key <b>N</b> if you do not want the corresponding hazardous user field printed.</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>
OSHA	<p>Use this field to designate if a corresponding hazardous user field is part OSHA required item labeling.</p> <p>Key <b>Y</b> if the hazardous user field is part OSHA required item labeling.</p> <p>Key <b>N</b> if the hazardous user field is not part OSHA required item labeling.</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>
F11=Min User Fields	<p>Press <b>F11=MIN USER FIELDS</b> to validate the user field assigned to this item, validate flags, and then return to the Hazardous Material Information Screen (p. 27-98).</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the Hazardous Material Information Screen (p. 27-98) without saving any additions or changes made on this screen.</p>



**Hazardous Material Information - User Fields Screen Fields and Function Keys**

Field/Function Key	Description
Enter	Press <b>ENTER</b> to validate this screen.

## Item Master Listing

This option is used to print the Item Master File Listing - Complete (p. 27-124) or Item Master File Listing - Brief (p. 27-125). These listings print item information defined in Item Master Maintenance (MENU IAFILE).

EICs are not included on these listings. Since EICs are created for order entry processing, they can be viewed through Order Entry and are included on various order entry documents, depending on user selections. You can also review EICs through the Item Inquiry, or in Buyer's Workbench (Inventory Control Center) when reviewing Buying information details.

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Item Master File Listing Screen	Use to specify limiting criteria for the listing.
Item Master File Listing - Complete	Prints all field settings from Item Master Maintenance for items that match the listing selection criteria.
Item Master File Listing - Brief	Prints major field settings from Item Master Maintenance for all items that match the listing selection criteria.

## Item Master File Listing Screen

ITEM MASTER FILE LISTING

Selection

Brief Format: .. (Y/N)

Company No? ... To? ...

Item Class? ... / ... To? ... / ...

Item Number: ..... To: .....

Vendor: ..... To: .....

Include Suspended/Discontinued Items: Y, (Y/N)

F3=Cancel

This screen appears after selecting option **11** - Item Master Listing from the Inventory Accounting File Maintenance Menu (MENU IAFILE). Use this screen to select the items to print and the format of the listing.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

### Item Master File Listing Screen Fields and Function Keys

Field/Function Key	Description
Brief Format	<p>This field determines the format of the listing.</p> <p>Key <b>Y</b> to print a brief listing; only the item number, U/M, default U/M, conversions, price U/M and price conversion defined in Item Master Maintenance (MENU IAFILE) will print.</p> <p>Key <b>N</b> to print a complete listing; all fields defined in Item Master Maintenance (MENU IAFILE) will print.</p> <p>(A 1) Required</p>

### Item Master File Listing Screen Fields and Function Keys

Field/Function Key	Description
Item Selection Criteria	<p>The criteria entered in the following fields limits the items to print:</p> <ul style="list-style-type: none"> <li>• <b>Company No:</b> Key the range of company numbers for which information will print; only the items assigned to the company number through Item Master Maintenance (IAFILE) will be included in the listing.</li> <li>• <b>Item Class:</b> Key the range of item classes and sub-classes containing the items to print. If the sub-class is left blank, all sub-classes within the item class indicated will print. Item classes are defined through Item Class/Sub Class Maintenance (MENU IAFILE) and assigned to items through Item Master Maintenance (MENU IAFILE).</li> <li>• <b>Item Number:</b> Key the range of item numbers to print.</li> <li>• <b>Vendor:</b> Key the range of items to print, based on their primary vendor. A primary vendor is assigned to an item through Item Master Maintenance (MENU IAFILE). Vendors are defined through Vendor Master Maintenance (MENU POFILE).</li> </ul> <p>Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.</p> <p>Optional</p>
Include Suspended/Discontinued Items	<p>This field determines whether or not suspended/discontinued items will print. The status for suspended/discontinued items are checked at the Item Balance level with regards to what prints on the listing.</p> <p>Accept the default or key <b>Y</b> if you want suspended/discontinued items to print on the listing.</p> <p><i>Default Value:</i> The value entered in Suspended Defaults Maintenance (MENU XAFIL2) in the <b>Item Master Listing Dft</b> field.</p> <p>(A 1) Required</p>
F3=Cancel	Press <b>F3=CANCEL</b> to cancel this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The Report Options Screen will display (refer to the Cross Applications User Guide for details about this screen).

## Item Master File Listing - Complete

IA313	03/05/18	20.31.47	ITEM MASTER FILE LISTING - COMPLETE				BA/APDEMO	PAGE	1			
Company From: 00		All Classes		All Items		All Vendors						
To: 00												
-----												
Class:	ZY/YZ/QW	Item Class	Full Field	Descrpt	Item Sub Class	Full Field	Descr	Item Class Sub Class Category Full Field DescrptN				
Item Number:	Z	ITEM WITH SPACES IN FIELD			Descr:	ITEM NUMBER WITH SPACES IN THE*			Descr2:	SPACES IN THE ITEM NUMBER FIELD		
Un Of Meas 1:	CAS	Unit Wgt U/M 1:	12345.1234	U/M Surchg 1:	123.45	Surchg Cd 1:	\$	Default U/M:	1			
Un Of Meas 2:		Unit Wgt U/M 2:		U/M Surchg 2:		Surchg Cd 2:		Tax Code:	0			
Un Of Meas 3:		Unit Wgt U/M 3:		U/M Surchg 3:		Surchg Cd 3:		Reuse Code:	Y			
U/M Convsn 1:		Pricing U/M:	EA	Item Class:	ZY	Price Class:	000	B/O Code:	Y			
U/M Convsn 2:		Pricing UM Cnv:	20.00000	Item Subclass:	YZ	Qty Brk Class:		Susp. Code:				
List Price 1:	100.11111			Cont. Chg 1:		Misc. Code 1:		Semi-Annual Cle				
List Price 2:	200.22222			Cont. Chg 2:		Misc. Code 2:		Type of Special				
List Price 3:	300.33333	All. Cash/Trade Disc: Y		Cont. Chg 3:		Misc. Code 3:						
List Price 4:	400.44444	Date Added: 11/05/15		Mfgr Number:	NUMBER FOR THE MANUFACTURER				Freight Class			
List Price 5:	500.55555	Date Last Maint: 01/30/18		Fed Exc Tax:		Vendor:	IC6000					
Rebate Class:		Tax Class:		Restrict Code:								
Upd. Inventory: Y		Company No: 00		User Area:								
Inquiry U/M: CAS		Reporting U/M: CAS		Item EIC Group:								
Harmonized Tariff Code:	0000.00.0000			Buyer Item Class:								
Commodity Code:	00000000			Buyer Item Subclass:								
Standard Pack:	.000			Track C00:	N							
Bypass Decrement Picking:												
Bypass Cyc Cnt Sch / WH Planning Rpt:												
1* Item Master Record(s) Printed For This Item Class.												
Class:	01	Manufactured Items										
Item Number:	W1000	Descr: Overhead Projector			Descr2:							
Un Of Meas 1:	EA	Unit Wgt U/M 1:	20.0000	U/M Surchg 1:		Surchg Cd 1:		Default U/M:	1			
Un Of Meas 2:		Unit Wgt U/M 2:		U/M Surchg 2:		Surchg Cd 2:		Tax Code:	0			
Un Of Meas 3:		Unit Wgt U/M 3:		U/M Surchg 3:		Surchg Cd 3:		Reuse Code:	Y			
U/M Convsn 1:		Pricing U/M:	EA	Item Class:	01	Price Class:	000	B/O Code:	Y			
U/M Convsn 2:		Pricing UM Cnv:	1.00000	Item Subclass:		Qty Brk Class:		Susp. Code:				
List Price 1:	299.99000			Cont. Chg 1:		Misc. Code 1:		Semi-Annual Cle				
List Price 2:	284.99050			Cont. Chg 2:		Misc. Code 2:		Type of Special				
List Price 3:	270.74097	All. Cash/Trade Disc: Y		Cont. Chg 3:		Misc. Code 3:						
List Price 4:	257.20392	Date Added: 05/09/15		Mfgr Number:	MFG W1000							
List Price 5:	244.34372	Date Last Maint: 08/26/15		Fed Exc Tax:		Vendor:	WOVEN					
Rebate Class:		Tax Class:		Restrict Code:								
Upd. Inventory: Y		Company No: 00		User Area:								
Inquiry U/M: EA		Reporting U/M: EA		Item EIC Group:								
Harmonized Tariff Code:	0000.00.0000			Buyer Item Class:								
Commodity Code:	00000000			Buyer Item Subclass:								
Standard Pack:	.000			Track C00:	N							
Bypass Decrement Picking:												
Bypass Cyc Cnt Sch / WH Planning Rpt:												
Class:	01/09	Manufactured Items										
Raw Material/Components												

This listing prints following your responses on the Report Options Screen, which appears after you press **ENTER** on the Item Master File Listing Screen (p. 27-122). For an explanation of the Report Options Screen, refer to the Cross Applications User Guide.

Depending upon your selection on the Item Master File Listing Screen (p. 27-122), this is either a complete listing or a brief listing. The listing shown here is a complete listing and therefore shows all fields defined through Item Master Maintenance (MENU IAFIELD).

All items that match the criteria entered on the Item Master File Listing Screen (p. 27-122) are printed.

Refer to "Item Master Maintenance" on page 27-2 for an explanation of the fields on this listing.

# Item Master File Listing - Brief

IA312	03/05/18	20.31.57	ITEM MASTER FILE LISTING - BRIEF										BA/APDEMO	PAGE	1
Company From: 00			All Classes			All Items			All Vendors						
To: 00			U/M	U/M	U/M	DFT	U/M	U/M	Prcng	Pricing UM		Co. Vendor	Prce	Cont	Qt Bk
Item Number/			1	2	3	U/M	Conversion 1	Conversion 2	U/M	Conversion		No.	No.	ClS	Code Cls
Description															
Class: ZY/YZ/QW Item_Class_Full_Field_DescriptN Item_Sub_Class_Full_Field_DesC Item_Class_Sub_Class_Category_Full_Field_DescriptN															
Z ITEM WITH SPACES IN FIELD CAS 1 20.00000 00 IC6000 000															
ITEM NUMBER WITH SPACES IN THE*															
1* Item Master Record(s) Printed For This Item Class.															
Class: 01 Manufactured Items															
W1000			EA			1			EA	1.00000		00	WOVEN	000	
Overhead Projector															
Class: 01/09 Manufactured Items Raw Material/Components															
W1010			EA			1			EA	1.00000		00	WOVEN	000	
Overhead Lens Unit															
W1020			EA			1			EA	1.00000		00	WOVEN	000	
Overhead Lens Arm Unit															
W1030			EA			1			EA	1.00000		00	WOVEN	000	
Overhead Connector Unit															
W1040			EA			1			EA	1.00000		00	WOVEN	000	
Overhead Base Unit															
W1111			EA			1			EA	1.00000		00	500	000	
Lens															
W1112			EA			1			EA	1.00000		00	500	000	
Aluminum Alloy Casing															
Class: 01/09/AC Manufactured Items Raw Material/Components Accessories: Screws, Nuts, Bolts, Washers															
W1113			EA			1			EA	1.00000		00	500	000	
Screws 1/8"															
Class: 01/09 Manufactured Items Raw Material/Components															
W1114			EA			1			EA	1.00000		00	500	000	
Mirror															
W1120			EA			1			EA	1.00000		00	500	000	
Overhead Arm Base Attachment															

This listing prints after you press **ENTER** on the Report Options Screen, which appears after you press **ENTER** on the Item Master File Listing Screen (p. 27-122). For an explanation of the Report Options Screen, refer to the Cross Applications User Guide.

Depending upon your selection on the Item Master File Listing Screen (p. 27-122), this is either a complete listing or a brief listing; this listing is a brief listing and therefore shows only the major fields defined through Item Master Maintenance (MENU IAFIELD).

All items that match the criteria entered on the Item Master File Listing Screen (p. 27-122) are printed.

Refer to "Item Master Maintenance" on page 27-2 for an explanation of the fields on this listing.



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Through Option 2 - Item Balance Maintenance on the Inventory Accounting File Maintenance Menu (MENU IAFILE), you have the ability to maintain the Item Master File or Item Balance File. This section concentrates on the maintenance of the Item Balance File, which contains information for an item in a warehouse; one item [defined through Item Master Maintenance (MENU IAFILE)] may be assigned to many warehouses. You can also define taxing information for an item in a specific warehouse through this option.

If an item is not available from every warehouse, you do not have to set up the item balance for every warehouse from which you would like to sell it. You can use the “*Override Shipping Locations*” feature. This allows you to set up the item balance only in the warehouse in which it is stocked. You then override this item with this warehouse. At order entry time, you order the item and it automatically selects the override warehouse where the item is stored.

If you are using warehouse pricing for one or more items in a warehouse, as defined through System Options Maintenance (MENU XAFILE), you must establish pricing for every item in that warehouse. The Copy Price Info from Item Master by Warehouse (MENU OEMAST) is available to copy Item Master File prices into the associated Item Balance File records for all items not yet specifically identified to have warehouse level prices. This alleviates the need to specifically create warehouse level price records for items that in fact are going to use the normal Item Master File prices.

When Warehouse Management is installed, you will also define case quantity information, minimum/maximum put-away quantities, maximum picking quantity, and pallet identification fields.

If Inventory Management & Planning or Advanced Inventory Management is installed on your system, for a planned item (the Item Balance **Plan** field is set to **Y**), you will also maintain calculates forecasted sales and stocking levels in the IM&P Balance File (**IMBAL**) or AIM Balance File (**AIBAL**) through this option.

Based on the value entered in the **Days to Keep Item Master/Item Balance Audit Activity** field in Inventory Accounting Options Maintenance (MENU XAFILE), you can track changes made to the Item Balance File (**ITBAL**) and, if Warehouse Management is installed, the WM Warehouse Management Item/Warehouse File (**WMITM**). If you select to track item activity changes, certain item balance information will be tracked. You can then review item activity changes through the Item Audit Activity Inquiry, accessed through Item Inquiry (MENU IAMAIN).

Item Activity tracking related to IM&P Balance File (**IMBAL**) or Advanced Inventory Balance File (**AIBAL**) records can also be activated by entering a number of days in the **Days to Keep Item IM&P or**

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**AIM Balance Audit Activity** in Inventory Accounting Options Maintenance (MENU XAFILE). If you select to track IM&P or AIM activity, you can then review item activity changes through the Item Audit Activity Inquiry, accessed through Item Inquiry (MENU IAMAIN).

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## Item Balance Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Item/Inventory Balance Master File Maintenance Screen	This screen is shown and explained in Item Master Maintenance (MENU IAFILE).  Used to specify the item/warehouse record you want to add, change, delete, reactivate, or suspend.
Balance File Maintenance Screen 1	Used to define information for the item in the specified warehouse.
Cost Load Screen	Used to review any additional cost factors applied to the base commission cost. You will also be able to select a cost load factor to review further details.
Cost Load Detail Screen	Used to review additional details about the cost load factor.
Balance File Maintenance Screen 2	Used to define taxing and pricing information for the item in the specified warehouse.
Balance File Maintenance Screen 3	Used to define the Purchasing Line for the item and warehouse.
Inventory Management & Planning Information Screen	Used to specify planning information for the item. Inventory Management & Planning uses this information when forecasting sales and stock levels.
Advanced Inventory Management Information Screen	Used to enter, review, or modify AIM Balance File (AIBAL) information for a particular item in a warehouse.
Advanced Inventory Management Information Ordering Screen	Used to set up Advanced Inventory Management ordering information.
Advanced Inventory Management Information Seasonality Screen	Used to set up Advanced Inventory Management seasonality information.



Title	Purpose
Advanced Inventory Management Information EOQ Screen	Use to set up Advanced Inventory Management Economic Order Quantity (EOQ) information.

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## Balance File Maintenance Screen 1

```

In Use By: AD          BALANCE FILE MAINTENANCE          Change
Item/Description: A210      Sharp Copier Toner
Warehouse: 2  Los Angeles, CA      SF-8100
Standard Cost:      8.98000, US$ EA      Vendor Number? 100, ...
Average Cost:      4.99000, US$ EA      Plan: Y, (Y,N)
User Cost:      0.00000, US$ EA      Cycle Count Cd? A,
Last Cost:      4.99000, US$ EA      Phys Inv Cd? , ABC Code? A,
Last Cost Dte: 32515,      Special Ord Cd: , (D,S, )
Comm Fctr:      0.00000, US$ Cd: , ( ,%, $,F,L)      Allow Backorder: Y,
Location Class? ,      Time Phased: Y, (Y/N)
Max Pick Qty:      0.000, EA,      Buyer Apr Req: , (Y, )
Min Put-Away:      0.000, EA,      Rm,Bin,Sh
Put-Away Msg: ,      Ovr WH Loc: ,
Case Qty Flag: F, (F,V, )      Max Put-Away: ,0.000, EA,
User Area: ,      Qty per Pallet: ,0.000, EA,
Dft Ord U/M? ,      Pallet ID: ,
Item Labels: N,      Case Qty/Desc: , 12, CAS,
S/A Flag: ,
U/M  Max On Hand  Min On Hand  Qty On Hand  Qty Alloc  Qty On PO
1 => EA , 0.000 , 0.000 , 240.000 , .000 , .000
2 , .000 , .000 , .000 , .000 , .000
3 , .000 , .000 , .000 , .000 , .000
F4=Pallet List  F5=Loads  F12=Return

```

This screen appears after you press **ENTER** on the Item/Inventory Balance Master File Maintenance Screen (p. 27-4), if you specified both an item and a warehouse.

Use this screen to define warehouse/item information. If Inventory Management & Planning (IM&P) or Advanced Inventory Management (AIM) is installed, this screen determines if an item in a warehouse will be used by IM&P or AIM.

When Warehouse Management is installed, case quantity information, minimum/maximum put-away quantities, maximum picking quantity, and pallet identification fields are also available.

### Balance File Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Item/Description	The item number and two item description fields for the item being added/maintained. Display
Warehouse	The warehouse number and description being added/maintained for this item. Display

**Balance File Maintenance Screen 1 Fields and Function Keys**

Field/Function Key	Description
Standard Cost	<p>This field can only be maintained if in Inventory Accounting Options Maintenance (MENU XAFILE) you specified <b>N</b> to <b>Cost Maintenance Transactions Allowed</b>.</p> <p>This is the standard cost of the item. This field is user maintained (Distribution A+ does not automatically maintain this field).</p> <p>When International Currency is installed, the currency symbol of the company that this warehouse is assigned to will display to the right of the standard cost amount.</p> <p>Key the standard cost of the item.</p> <hr/> <p>NOTE: In Order Entry Options Maintenance (MENU XAFILE), you have the option to select which cost to use in profit calculations and for mark-up pricing.</p> <hr/> <p>The item number and item description in the order.</p>

**Balance File Maintenance Screen 1 Fields and Function Keys**

Field/Function Key	Description
Average Cost	<p>This field can only be maintained if in Inventory Accounting Options Maintenance (MENU XAFILE) you specified <b>N</b> to <b>Cost Maintenance Transactions Allowed</b>.</p> <p>This is the average cost of the item. This field can be maintained by both Distribution A+ and the user. This field is updated by the following as a result of Enter/Update Transactions (MENU IAMAIN):</p> <ul style="list-style-type: none"> <li>Costed inventory receipts (including item receipts posted in Purchasing, or Warehouse Management, if installed)</li> <li>Cost Adjustments</li> </ul> <p>This field is also updated by the following as a result of this option:</p> <ul style="list-style-type: none"> <li>Average or Last Cost Maintenance Entries</li> </ul> <p>The average cost for non-catch weight items is calculated as:</p> $(\text{Qty On-Hand} * \text{Average Cost}) + (\text{Transaction Qty} * \text{Transaction Cost}) / \text{Qty On-Hand} + \text{Transaction Qty}$ <p>The average cost for catch weight items is calculated as:</p> $(\text{Old On-Hand} * \text{Average Weight} * \text{Old Average Cost}) + \text{Receipt \$} / (\text{Old On-Hand} + \text{Receipt Qty}) * \text{Average Weight}$ <p>When International Currency is installed, the currency symbol of the company that this warehouse is assigned to will display to the right of the average cost amount.</p> <p>Key the average cost of the item.</p> <hr/> <p>NOTE: In Order Entry Options Maintenance (MENU XAFILE), you have the option to select which cost to use in profit calculations and for mark-up pricing.</p> <hr/> <p>(N 11,5) Optional</p>

**Balance File Maintenance Screen 1 Fields and Function Keys**

Field/Function Key	Description
User Cost	<p>This field can be maintained only if in Inventory Accounting Options Maintenance (MENU XAFILE) you specified <b>N</b> to <b>Cost Maintenance Transactions Allowed</b>.</p> <p>This is the user maintained cost of the item (Distribution A+ does not automatically maintain this field.)</p> <p>When International Currency is installed, the currency symbol of the company that this warehouse is assigned to will display to the right of the user cost amount.</p> <p>Key the user cost of the item.</p> <hr/> <p>NOTE: In Order Entry Options Maintenance (MENU XAFILE), you have the option to select which cost to use in profit calculations and for mark-up pricing.</p> <hr/> <p>(N 11,5) Optional</p>
Last Cost	<p>This field can only be maintained if in Inventory Accounting Options Maintenance (MENU XAFILE) you specified <b>N</b> to <b>Cost Maintenance Transactions Allowed</b>.</p> <p>This is the unit cost of the item the last time it was updated. This field can be maintained by both Distribution A+ and the user. This field is updated by the following as a result of Enter/Update Transactions (MENU IMAIN):</p> <ul style="list-style-type: none"> <li>• Costed inventory receipts</li> <li>• Cost Adjustments</li> </ul> <p>This field is also updated by the following as a result of this option:</p> <ul style="list-style-type: none"> <li>• Last Cost Maintenance Entries</li> </ul> <p>The last cost for catch weight items is calculated as.</p> <p><b>Total Cost of Receipts / Total Weight Received</b></p> <p>When International Currency is installed, the currency symbol of the company that this warehouse is assigned to will display to the right of the user cost amount.</p> <p>Key the last unit cost of the item in the pricing unit of measure.</p> <p>(N 11,6) Optional</p>

**Balance File Maintenance Screen 1 Fields and Function Keys**

Field/Function Key	Description
Last Cost Dte	<p>This field can only be maintained if in Inventory Accounting Options Maintenance (MENU XAFILE) you specified <b>N</b> to <b>Cost Maintenance Transactions Allowed</b>.</p> <p>Key the last date the item <b>Last Cost</b> was updated. This field can be maintained by both Distribution A+ and the user. Distribution A+ will update the Last Cost Date when it updates the Last Cost using the transaction date of the individual transaction.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Optional</p>
Comm Fctr	<p>Use this field to factor extra costs, such as carrying and ordering cost, into the commission cost for an item.</p> <p>When International Currency is installed, the currency symbol of the company that this warehouse is assigned to will display to the right of the commission factor field.</p> <p>Key the percentage or currency amount you want the system to factor into the commission cost. This field is used in conjunction with the <b>Cd</b> field to determine how the value keyed here is used.</p> <p><i>Valid Values:</i> If the <b>Cd</b> field on this screen is left blank, this field must be equal to zero. If the <b>Cd</b> field on this screen is set to '%', this field cannot be greater than 999.99 or less than -999.99.</p> <p>(N 11,6) Optional</p>

## Balance File Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Cd	<p>Use this field to identify the type of commission cost load factor the system will assign to the selected item. The commission cost factor may be a percentage (%), a specific currency amount (\$), a fixed cost (F), a cost load factor (L), or blank. This field is used in conjunction with the value specified in the <b>Comm Fctr</b> field. If you specify a cost <b>Cd</b> other than <b>F</b> (fixed), the commission cost load factor and code that you specify relate to the normal commission cost specified with the <b>Commission Cost Flag</b> in Order Entry Options Maintenance (MENU XAFIL2).</p> <p>Key % to assign a percentage cost load factor to the commission cost calculated for this item. This is the % that the commission cost will be increased/decreased by. If you key a % (percent) in this field, then the amount you key in the <b>Comm Fctr</b> field will be the dollar percentage added or subtracted from the normal commission cost.</p> <p>Key \$ to assign a currency amount cost load factor to the commission cost calculated for this item. A positive dollar amount will result in the commission cost being increased. A negative amount will result in the commission cost being decreased. If you key a \$ (currency) in this field, then the amount you key in the <b>Comm Fctr</b> field will be the currency amount added to the normal commission cost. When International Currency (IC) is installed, the currency amount should be based on the displayed currency symbol.</p> <p>Key F to assign a fixed dollar amount cost load factor as the commission cost for this item. If you key F (fixed), then the amount that you key in the <b>Comm Fctr</b> field will be the actual commission cost. When IC is installed, the currency amount should be based on the displayed currency symbol.</p> <p>Key L to assign cost load factors, defined through Cost Load Factors Maintenance (MENU IAFIL2), to the commission cost calculated for this item. If this field is L, then the commission cost load factor must be 0. Note that this field must be L if you want to apply Cost Load Factors entered through Cost Load Factors Maintenance (MENU IAFIL2).</p> <p>Leave this field blank if you do not want to assign a cost load factor to the commission cost calculated for this item. If you leave this field blank, a commission cost load factor of 0 is assumed, and the commission cost defined for the warehouse through Warehouse Numbers Maintenance (MENU IAFIL2) will be used. If the warehouse level commission cost is not defined, no commission cost factor will be assigned.</p> <hr/> <p>NOTE: If this field is %, \$, or F and no commission cost load factor is found at the Rebate Item Level, then the value you enter in this field will be used. If this field is L and no commission cost load factor is found at the Rebate Item Level, then cost load factors defined through Cost Load Factors Maintenance (MENU IAFIL2) will be used.</p> <hr/> <p>(A 1) Optional</p>

**Balance File Maintenance Screen 1 Fields and Function Keys**

Field/Function Key	Description
Primary Loc	<p>This field does not display if Warehouse Management is installed.</p> <p>The primary location of where this item is stocked. You may create Count Sheets through Count Sheet Creation (MENU IAPHYS) for a specific location or range of locations. Locations selected will print on the Count Sheets generated through that option.</p> <p>Key the primary location for this item.</p> <p>(A 8) Optional</p>
U/M	<p>The unit of measure for associated with each cost displays.</p> <p>Display</p>
Vendor Number	<p>This field is required if you are using IM&amp;P and there is a <b>Y</b> in the <b>Plan</b> field for this item; otherwise, this field is optional. All planned items must have a primary vendor.</p> <p>This is the primary vendor from whom the item is usually purchased. The vendor number you key in this field serves several important functions:</p> <ul style="list-style-type: none"> <li>• This number is used as the default during Enter or Change Requisitions (MENU POMAIN) when a special order item is created. If this field is blank, the vendor number in the <b>Primary Vendor</b> field in Item Master Maintenance (MENU IAFILE) is used as the default, if one was keyed there.</li> <li>• The Suggested Orders Report (MENU POREPT) uses this vendor.</li> <li>• If you have EDI installed and you are using the outgoing Product Activity Data (852) (PAD) document, changes in item quantities for this item and warehouse will be reported to the vendor in this field. If this field is blank, no PAD document will be created.</li> </ul> <p>Key the number of the primary vendor for this warehouse/item.</p> <p><i>Default Value:</i> The primary vendor assigned to an item through Item Master Maintenance (MENU IAFILE), if any.</p> <p><i>Valid Values:</i> A vendor defined in Vendors Maintenance (MENU POFILE).</p> <p><i>Recommended Value:</i> ARP vendor (applies to Advanced Inventory Management and Planning, if applicable)</p> <p>(A 6) Required/Optional</p>



### Balance File Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Plan	<p>This field displays only if Inventory Management &amp; Planning (IM&amp;P) or Advanced Inventory Management (AIM) has been activated.</p> <p>Any item that you select to use in IM&amp;P or AIM is called a planned item. You do not have to immediately use IM&amp;P or AIM to perform its calculations for all of your items. This field allows you to individually select the items for which forecasted sales and order levels will be calculated.</p> <p>Key <b>Y</b> if this item is to be used with IM&amp;P or AIM. The <b>Planning Tool</b> field on the Balance File Maintenance Screen 3 (p. 28-46) will be used to select whether you want IM&amp;P or AIM to be used for this item. IM&amp;P or AIM will forecast using this item and the IM&amp;P Balance File or AIM Balance File will be updated accordingly. Planning information will display for maintenance on the Inventory Management &amp; Planning Information Screen (p. 28-49) or Advanced Inventory Management Information Screen (p. 28-57).</p> <p>Key <b>N</b> if you do not want this item used with IM&amp;P or AIM. You will not be able to maintain IM&amp;P or AIM Balance information and the Inventory Management &amp; Planning Information Screen (p. 28-49) and Advanced Inventory Management Information Screen (p. 28-57) will not display.</p> <p>Refer to the Inventory Management &amp; Planning User Guide and Advanced Inventory Management User Guide for additional information.</p> <hr/> <p>NOTE: Deleting the Item Balance record or changing this Plan field from <b>Y</b> to <b>N</b> will delete both the IM&amp;P data (IMBAL) and AIM data (AIBAL), if applicable.</p> <hr/> <p><i>Default Value:</i> Y</p> <p><i>Recommended Value:</i> Y</p> <p>(A 1) Required</p>

**Balance File Maintenance Screen 1 Fields and Function Keys**

Field/Function Key	Description
Cycle Count Cd	<p>Use this field to assign a cycle count code to the item. Cycle count codes are used to distinguish locations and items in your warehouse based on their preference and performance; and may also be used when performing a partial or physical inventory (cycle count) to select items to count by their cycle count code.</p> <p>In Warehouse Management (W/M), cycle count codes correspond to location codes (not classes), which are assigned to warehouse locations through Location Master Maintenance (MENU WMFILE). Assigning this code to items and warehouse locations ensures that items with a high performance are stored in preferred locations, and items with a lower performance are stored in less preferred locations.</p> <p>Cycle count codes and location codes are used by the W/M auto put-away function when pre-receiving an order through Warehouse Management (MENU WMMAIN), and may also be used to display only those locations having the same, or better, location code as the item's cycle code.</p> <p>For example, assume that you define and then assign your best selling items a cycle count code of A, your average items cycle count code B, and your slowest moving items cycle count code C. You also assign your best warehouse locations location code A, your average locations location code B, and your least desirable locations location code C. You can set up the auto put-away feature to store B items in B locations only, or B items in B or A locations only.</p> <p>Cycle count codes are created through Cycle Count Codes Maintenance (MENU IAFIL2). Cycle count codes can be assigned to items manually here or they can be automatically assigned by W/M through the Warehouse Planning Report (MENU WMREPT).</p> <p>Through the Cycle Count Scheduler (MENU WMPHYS), cycle count codes are also used to specify the number of times a year that items with the same code should be counted.</p> <p>Key the one character cycle count code for this item. Be certain that the cycle count codes specified for the item correspond to the location codes defined for your warehouse locations through Location Master Maintenance (MENU WMFILE).</p> <p>Leave this field blank if you do not wish to use cycle count codes for this item.</p> <p><i>Valid Values:</i> Any cycle count code created through Cycle Count Codes Maintenance (MENU IAFIL2).</p> <p>(A 1) Optional</p>

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**Balance File Maintenance Screen 1 Fields and Function Keys**

Field/Function Key	Description
Phys Inv Cd	<p>Use this field to assign a physical inventory code to the item. Use physical inventory codes to perform a partial physical inventory for only locations that contain the items that have the desired physical inventory codes.</p> <p>Key the physical inventory code for this item.</p> <p><i>Valid Values:</i> Any physical inventory code created through Physical Inventory Codes Maintenance (MENU IAFIL2).</p> <p>(A 1) Optional</p>
ABC Code	<p>Use ABC codes as a way to categorize items. You can rank items manually through this field, or have items automatically ranked through ABC Analysis (MENU IAREPT).</p> <p>Key the desired ABC code to rank this item if you select to manually rank items.</p> <p>When you run the ABC Analysis (MENU IAREPT), items will be updated with the appropriate ranking value if you selected to update this code by responding with a <b>Y</b> to <b>Update ABC Rank Code on the Item Balance File</b> on the ABC Analysis Report Screen (p. 12-3)</p> <p><i>Valid Values:</i> Any ABC code created through ABC Codes Maintenance (MENU IAFIL2).</p> <p>(A 1) Optional</p>
Special Ord Cd	<p>This field indicates how the item is normally purchased.</p> <p>Key <b>D</b> if this is a drop-shipped item, which is directly shipped from your vendor to your customer and will not be received into your inventory. You can key <b>D</b> only if the <b>Use Drop Ship</b> field is set to <b>Y</b> in System Options Maintenance (MENU XAFIL).</p> <p>Key <b>S</b> if the item is special ordered. Special ordered items are purchased for a specific customer through the special ordering function in Purchasing.</p> <p>Leave this field blank if the item is ordered through normal stock ordering procedures.</p> <p><i>Valid Values:</i> D, S or Blank</p> <p>(A 1) Required/Blank</p>

**Balance File Maintenance Screen 1 Fields and Function Keys**

Field/Function Key	Description
Allow Backorder	<p>This field indicates whether or not this item in this warehouse is allowed to be backordered through Enter, Change &amp; Ship Orders (MENU OEMAIN).</p> <p>This <b>Allow Backorder</b> flag also exists at the item master level. If a value of <b>Y</b> or <b>N</b> is entered in this field (at the item balance level), this setting will be used prior to the item master flag to determine whether to allow a backorder for this item in this warehouse. If this field is left blank (at the item balance level), the item master flag value will then be used.</p> <p>Key <b>Y</b> if this item in this warehouse is allowed to be backordered.</p> <p>Key <b>N</b> if backorders are not allowed for this item in this warehouse. Orders for items in this warehouse which cause inventory to fall below zero will not be allowed.</p> <hr/> <p>NOTE: When adding a new item balance record by copying another item's existing item balance record, the <b>Allow Backorder</b> flag from that existing record will be copied into the new record. If the <b>Allow Backorder</b> flag is blank, the <b>Allow Backorder</b> flag at the item master level will continue to take precedence for this item/warehouse record. Additionally, when adding a new item balance record and entering the copy item number, if another item balance record already exists for this new item, values will be copied from that existing item balance record instead of using the copy item record values.</p> <hr/> <p><i>Default Value:</i> blank</p> <p>(A 1) Optional</p>
Secondary Loc	<p>This field does not display if Warehouse Management is installed.</p> <p>This field indicates the secondary location of where this item is stocked. You cannot select to print Count Sheets by secondary location as with primary location (see <b>Primary Loc</b>).</p> <p>Key the secondary location for this item.</p> <p>(A 8) Optional</p>

### Balance File Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Buyer Apr Req	<p>The Special Order Automatic Req Creation option in Purchasing (MENU POMAST) allows you to automatically create requisitions and print Purchase Orders for special orders.</p> <p>Use this field to flag an item for buyer review and approval before purchase orders are created.</p> <p>Leave this field blank to allow Distribution A+ to automatically print a Purchase Order for any special order for this item when you run Special Order Automatic Req Creation (MENU POMAST). No buyer review or approval will be required for the purchase order.</p> <p>Key <b>Y</b> if you do not want a Purchase Order printed automatically for a special order for this item. Special Order Automatic Req Creation (MENU POMAST) will create a requisition for the item. You must then review and approve the requisition through Enter or Change Requisitions (MENU POMAIN) before you will be able to print a purchase order.</p> <p>The entry in this field can be overridden in Special Order Automatic Req Creation (MENU POMAST) by keying a <b>Y</b> in the <b>Print PO if Buyer Review Item Exists</b> field on the Create Special Order POs Selection Screen. Purchase Orders will then be created for vendors having items requiring review and approval.</p> <hr/> <p>NOTE: If you are using the auto-creation process as defined through Special Order Options Maintenance (MENU XAFILE), those options will be considered when determining the hierarchy of what to add items to (purchase order, approved requisition, unapproved requisition, or new requisition). However, if this field is set to <b>Y</b>, an unapproved requisition or a purchase order will not be updated regardless of your special order options. You can override this field through Special Order Automatic Req Creation (MENU POMAST).</p> <hr/> <p><i>Default Value:</i> Blank</p> <p><i>Valid Values:</i> Y or blank. If the <b>Special Order Cd</b> field is blank, this field must be blank</p> <p>(A 1) Required/Blank</p>

**Balance File Maintenance Screen 1 Fields and Function Keys**

Field/Function Key	Description
Location Class	<p>Since different warehouses may have different storage requirements, use this field to assign a location class to the warehouse for this item. The assignment of a location class to a warehouse means that the item must be stored in a warehouse location having the same location class. A warning message displays if you attempt to store the item in a location that has a different location class than that of the item. This is to assist you when storing items that require special storage conditions; ensuring that they are stored in the appropriate locations.</p> <p>For example, if through Warehouse Management (MENU WMMAIN), you attempt to put away or move an item whose warehouse has a location class of A, to a location having a location class of B, a warning message will display.</p> <p>A location class is also used when displaying the available locations to store the item on the Available Locations Screen in Warehouse Management (MENU WMMAIN). When displaying available locations to store the item, the location class that you key in this field is used as the default to filter the locations displayed to those that have the same location class. You may override this default at that time.</p> <p>Key a location class for this warehouse, or leave this field blank if you do not wish to assign a location class.</p> <hr/> <p>NOTE: A location class may also be assigned to an item (as opposed to a warehouse) through Item Master Maintenance (MENU IAFIELD). If a location exists in the Item Master File <i>and</i> Item Balance File (defined in this field), Distribution A+ will use this location class during Put-Away or move instead of the one entered in Item Master Maintenance. If you leave this field blank, Distribution A+ will then use the location class defined for the item. Refer to the Item File Maintenance Screen 2 (p. 27-76) within this section for additional information.</p> <hr/> <p><i>Valid Values:</i> Any location class defined through Location Class Maintenance (MENU WMFILE)</p> <p>(A 1) Optional</p>
Ovr WH Loc	<p>If the item is suspended or reinstated, this field is protected.</p> <p>This is the optional override warehouse location for this item. If you assign an override location to this item using this field, you will never be prompted to specify the warehouse location where this item should be put away.</p> <p>You should use this function only if an item is stored in the same single location all of the time. W/M will always select this override location when putting away this item.</p> <p>Key the number of the single warehouse location where this item is always stored. The warehouse location number should be keyed in the location number format.</p> <p>(A 15) Optional/Display</p>

**Balance File Maintenance Screen 1 Fields and Function Keys**

Field/Function Key	Description
Max Pick Qty / U/M	<p>This field displays for regular, serial number, or lot items only if <b>Auto Rsrv before Pick</b> is activated for that item type in Warehouse Management Options Maintenance (MENU WMFILE).</p> <p>This is the default maximum pick quantity for this item when it is permanently assigned to a location in this warehouse. This default may be overridden or accepted when maintaining warehouse locations through Location Master Maintenance (MENU WMFILE). If the quantity of items to pick from a permanent item location is greater than the location's maximum pick quantity, then the location is bypassed (and the items are picked from a bulk location containing more items). This ensures that the item's supply in its picking location is not depleted in a single pick.</p> <p>Key the maximum quantity of this that should be picked from its permanent (picking) location. When you define the permanent location for this item, you may override or accept this default value.</p> <p>The maximum pick quantity is expressed in the item's default unit of measure. If you key a quantity in a unit of measure other than the item's default unit of measure (if multiple stocking units of measure have been defined for the item), key the unit of measure in the three position field to the right of the quantity keyed. Distribution A+ will convert this quantity to the item's default unit of measure.</p> <p>(N 11,3 / A 3) Optional</p>

**Balance File Maintenance Screen 1 Fields and Function Keys**

Field/Function Key	Description
Time Phased	<p>Available to sell (ATS) reports are accessible through ATS Exception Report (MENU IAREPT) and ATS Summary Report (MENU IAREPT) which determine if an item's net availability falls above its maximum item balance quantity or below zero (0) and if the item is available to sell. This field is used to indicate whether or not this item in this warehouse will be looked at and included, if applicable, on the ATS reports: Available To Sell Exception Report (p. 21-11), Available To Sell Summary Report (Brief Format) (p. 22-5), and Available To Sell Summary Report (p. 22-7).</p> <p>Key <b>Y</b> if you want this item to be included in the reporting process; if you select <b>Y</b>, this item is flagged as being a "time-phased" item. When all orders and purchase orders are read during ATS Exception Report (MENU IAREPT) and ATS Summary Report (MENU IAREPT) to determine an item's net availability, this item will not be bypassed since it is flagged as "time-phased" and will print on the reports, if applicable.</p> <p>Key <b>N</b> if you do not want this item to be included in the reporting process. Since only "time-phased" items may be printed on the ATS reports, this item will be bypassed.</p> <hr/> <p>NOTE: When inquiring on an item through the ATS Inquiry (MENU IAMAIN), you will have the option of reviewing any item whether it is flagged as "time-phased" or not. You will not, however, be able to inquire on an item through the ATS Report Selection Inquiry (MENU IAMAIN) unless that item is flagged as "time-phased" (this field is <b>Y</b>), since that inquiry accesses all exception reports run through ATS Exception Report (MENU IAREPT) and only items designated as "time-phased" are included.</p> <hr/> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>

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### Balance File Maintenance Screen 1 Fields and Function Keys

Field/Function Key	Description
Min Put-Away / U/M	<p>This field appears only if <b>Allow Auto Put-Away</b> is activated in Warehouse Management Options Maintenance (MENU WMFILE).</p> <p>Use this field to specify the minimum put-away quantity for this item. This is the smallest quantity of this that can be put away in a single location when using the auto put-away feature during pre-receiving [performed through Warehouse Management (MENU WMMAIN)].</p> <p>If the amount of space in a location is not large enough to contain this quantity of this item, the location is ignored by auto put-away. By assigning a minimum put-away quantity to an item, you can avoid scattering small quantities of a large receipt of the item over several warehouse locations.</p> <p>For example, assume that you assign a minimum put-away quantity of 5 to an item. When pre-receiving a quantity of 8 items, the auto put-away function finds the following sequence of locations to put away the item [according to your auto put-away hierarchy rules defined through Warehouse Management Options Maintenance (MENU WMFILE)]:</p> <ul style="list-style-type: none"> <li>• Loc A: available quantity = 4</li> <li>• Loc B: available quantity = 4</li> <li>• Loc C: available quantity = 10</li> </ul> <p>Auto put-away will ignore locations A and B, since the minimum put-away quantity is greater than the amount of space available in the location. All 8 of the received items will be put away in location C.</p> <p>If this item were not assigned a minimum put-away quantity, auto put-away would put 4 items in location A, and 4 items in location B.</p> <p>Key the minimum put-away quantity for this item. If you key a quantity in a unit of measure other than the item's default unit of measure, key the unit of measure in the three position field to the right of the quantity keyed. W/M will convert this quantity to the item's default unit of measure.</p> <p>(N 11,3 / A 3) Optional</p>

**Balance File Maintenance Screen 1 Fields and Function Keys**

Field/Function Key	Description
Max Put-Away / U/M	<p>This field appears only if <b>Allow Auto Put-Away</b> is activated in Warehouse Management Options Maintenance (MENU WMFILE).</p> <p>Use this field to specify the maximum put-away quantity for this item. This is the largest quantity of this item that should be stored in a single location when using the auto put-away feature during pre-receiving [performed through Warehouse Management (MENU WMMAIN)]. If the item is a pallet item (i.e., is assigned a <b>Pallet ID</b>), this value is the quantity of items that may be stored in a pallet stack. This is important to avoid over-stacking crushable items.</p> <p>If the amount of items to put away in a location or pallet stack is greater than this quantity, no more than this quantity of items will be put away in the location; a different location will be selected to put away the remaining items.</p> <p>For example, assume that you assign a maximum put-away quantity of 100 items that can be stored in a stack of pallets. When pre-receiving a quantity of 150 items, the auto put-away function finds the following sequence of locations to put away the item [according to your auto put-away hierarchy rules defined through Warehouse Management Options Maintenance (MENU WMFILE)]:</p> <ul style="list-style-type: none"> <li>• Loc A: available quantity = 200</li> <li>• Loc B: available quantity = 200</li> </ul> <p>Auto put-away will put away only 100 items in location A, and put the remaining 50 items in location B, since the quantity to store exceeds the item's maximum put-away quantity.</p> <p>If this item were not assigned a maximum put-away quantity, auto put-away would put all 150 items in location A.</p> <hr/> <p>NOTE: This field will be automatically updated from pallet put-away</p> <hr/> <p>Key the maximum put-away quantity for this item. If you key a quantity in a unit of measure other than the item's default unit of measure, key the unit of measure in the three position field to the right. W/M will convert this quantity to the item's default unit of measure.</p> <p>For example, for pallet items, you can override how high the pallets may be stacked using the High field on the Pallet Information Screen when pre-receiving using auto put-away through Warehouse Management (MENU WMMAIN).</p> <p>(N 11,3 / A 3) Optional</p>
Put-Away Msg	<p>Use this field to assign an optional handling message for this item. This message will print on the Put-Away List and Put-Away Labels for this item to instruct warehouse personnel of special instructions for putting away this item.</p> <p>(A 30) Optional</p>

**Balance File Maintenance Screen 1 Fields and Function Keys**

Field/Function Key	Description
Qty per Pallet / U/M	<p>This is the total quantity of this item that will fit on a pallet. This value is used to determine the number of Put-Away Labels to print when receipts are posted for this item. One Put-Away Label is printed per pallet; the total number of Put-Away Labels to print is calculated as the quantity of items received divided by the quantity keyed here.</p> <p>Key the quantity of this item that will fit on a single pallet. If you key a quantity in a unit of measure other than the item's default unit of measure, key the unit of measure in the three position field to the right. W/M will convert this quantity to the item's default unit of measure.</p> <p>(N 11,3 / A 3) Optional</p>

**Balance File Maintenance Screen 1 Fields and Function Keys**

Field/Function Key	Description
Case Qty Flag	<p>This field appears only if this item is eligible to be a case quantity item. An item is eligible to be a case quantity item if it is a lot item having a single unit of measure.</p> <p>Use this field to determine if this lot item is a case quantity item, and if it is, the type (variable or fixed). Case quantity items are those that are typically received and shipped in cases having a fixed or variable quantity of items per case. The quantity per case (box, carton, etc.) will be stored in the item's lot number when the whole case is put away.</p> <p>For example, if you receive a case having lot number 12345, and there are 25 items in the case. W/M will append the quantity to the lot number, so it will appear as 12345-0025, or 12345-000025, depending on the field length identified for case quantities through Warehouse Management Options Maintenance (MENU WMFILE).</p> <p>Case quantity items are also used when printing a Pick List for an order, to calculate the number of whole cases and units that must be picked to fill an order.</p> <p>For example, if a customer orders 25 items that are packaged in a case of 20, the Pick List will show a ship quantity of 25 and tell the handler to pick 1 case, and 5 units.</p> <p>Leave this field blank if this item is not a case quantity item.</p> <p>Key <b>F</b> if this item is a fixed case quantity item. When the case is received or put away, the case is assumed to contain the quantity specified in the Case Qty/Desc field on this screen.</p> <p>Key <b>V</b> if this item is a variable case quantity item. When the case is received or put away, the default quantity of items in the case (defined in the <b>Case Qty/Desc</b> field on this screen) is displayed for verification. You may accept or override the default quantity per case.</p>
<p><b>WARNING!</b></p> <p>If you defined an item as a lot item for the sole purpose of it being a case quantity item, there will not be a lot number associated with the item. The <b>lot number</b> field will contain the case quantity only. For case quantity items that require a lot number (that is, they are truly a lot item), set up the item as being a variable case quantity item so you will be prompted for the lot number during pre-receiving. This allows you to key the lot number and the case quantity at the same time.</p>	
(A 1) Optional	

**Balance File Maintenance Screen 1 Fields and Function Keys**

Field/Function Key	Description
Pallet ID	<p>This field is required if you keyed a quantity in the <b>Qty per Pallet</b> field on this screen; otherwise, it is optional.</p> <p>Use this field to indicate the pallet on which this item is usually received, if any. This is used by the auto put-away function when pre-receiving inventory through Warehouse Management (MENU WMMAIN). If a location where a pallet of the items should be put away has not been assigned a pallet class that contains this <b>Pallet ID</b>, then the location is ignored by auto put-away, and the next location is considered.</p> <p>Key the two character ID of the individual pallet to assign to this item. Individual pallets are assigned to pallet classes through Pallet Classes Maintenance (MENU WMFILE).</p> <p><i>Valid Values:</i> Any <b>Pallet ID</b> defined through Pallet Master Maintenance (MENU WMFILE); press F4=<b>PALLET LIST</b> to display a list of valid Pallet IDs.</p> <p>(A 2) Optional/Required</p>
User Area	<p>Use this area to enter additional information pertaining to the item.</p> <p>(A 20) Optional</p>
Case Qty/Desc	<p>The length of this case quantity field is determined through Warehouse Management Options Maintenance (MENU WMFILE).</p> <p>If the item is a case quantity item, use this field to indicate the quantity of items in the case, and provide a three character description of the case.</p> <p>For fixed case quantity items (i.e., <b>Case Qty Flag</b> is <b>F</b>), W/M will automatically use this value when you receive or put away this item.</p> <p>For variable quantity items (i.e., <b>Case Qty Flag</b> is <b>V</b>), this value will display as the default quantity when you receive or put away this item. You may override or accept this value at that time.</p> <p>Use the three character field to the right to specify the description of the case (for example, CAS, BOX, CTN). This description pertains to the case for this item only, and does not require previous definition.</p> <p><i>Valid Values:</i> Cannot be <b>0</b> if the <b>Case Qty Flag</b> is <b>F</b> or <b>V</b>; cannot be the same as the stocking U/M assigned to this item</p> <p>(N 4,0 or 6,0 / A 3) Optional</p>

**Balance File Maintenance Screen 1 Fields and Function Keys**

Field/Function Key	Description
Dft Ord U/M	<p>This optional default ordering unit of measure may be used to determine the “selling” unit of measure when entering an order during Enter, Change &amp; Ship Orders (MENU OEMAIN), if the <b>U/M</b> field is blank. Distribution A+ will check this field when an order is entered to see if a value exists when determining the correct selling unit of measure. To review the steps that Distribution A+ executes when determining the correct selling unit of measure, refer to the “Multiple Units of Measure” on page 1-8.</p> <p>Key a valid unit of measure to be used for this item when ordered from this warehouse.</p> <hr/> <p>NOTE: When a ? displays following this field (i.e., <b>U/M?</b>) and you key a ? in this field, one of two pop-up windows will display depending on the function you are performing. For a description of both U/M pop-up windows, refer to the Cross Applications User Guide.</p> <hr/> <p><i>Valid Values:</i> A valid unit of measure defined as one of the item’s stocking units of measure or additional units of measure through Item Master Maintenance (MENU IAFIELD).</p> <p>(A 3) Optional</p>
Item Labels	<p>This field appears only if Warehouse Management is installed.</p> <p>Use this field to identify whether or not Item Labels can be printed for the indicated item.</p> <p>Key <b>Y</b> to indicate that Item Labels can be printed, either through Item Labels (MENU WMREPT), or automatically with the Put-Away List, for this item.</p> <p>Key <b>N</b> to indicate that Item Labels cannot be printed, either through Item Labels (MENU WMREPT), or automatically with the Put-Away List, for this item.</p> <p>If, through this option, you determine that Item Labels can not be printed for the indicated item, that item will never be selected for Item Label printing, even if all other criteria selected would normally select this item.</p> <p>If you wish to have Item Labels print automatically when Put-Away Lists print, you must indicate a <b>Y</b> in the <b>Print Labels with Put-Away: Item</b> field through Warehouse Management Options Maintenance (MENU WMFILE).</p> <hr/> <p>NOTE: This field may be globally updated for a number of items through Global Item Label Print Code Maintenance (MENU WMMAST). Refer to that menu option, also in the Warehouse Management manual, for details.</p> <hr/> <p>(A 1) Required</p>

**Balance File Maintenance Screen 1 Fields and Function Keys**

Field/Function Key	Description
S/A Flag	<p>This field indicates if the sales of this item are updated in Sales Analysis.</p> <p><a href="#">Y</a> displays in this field if sales analysis history has been posted for this item. Otherwise, this field is blank.</p> <p>Display</p>
U/M	<p>The stocking units of measure assigned to the item; up to three may be defined for the item through Item Master Maintenance (MENU IAFILE). The default stocking unit of measure displays on the first line after the =&gt;.</p> <p>Display</p>
Max On-Hand	<p>The maximum quantity of this item that should remain in inventory for the item's ordering unit of measure.</p> <hr/> <p>NOTE: If Inventory Management &amp; Planning (IM&amp;P) or Advanced Inventory Management (AIM) is installed, the <b>Max On-Hand</b> and <b>Min On-Hand</b> will be changed when the monthly forecast update is run; so therefore this field is protected. Otherwise, you can manually change these fields when the <b>Plan</b> field on this screen is set to <a href="#">N</a>.</p> <hr/> <p>For manually controlled items, key the maximum quantity to be kept on hand for the stocking units of measure.</p> <p>(N 11,3) Optional / Display</p>
Min On-Hand	<p>The minimum quantity of this item that should remain on-hand for the item's ordering unit of measure.</p> <hr/> <p>NOTE: If Inventory Management &amp; Planning (IM&amp;P) or Advanced Inventory Management (AIM) is installed, the <b>Max On-Hand</b> and <b>Min On-Hand</b> will be changed when the monthly forecast update is run; so therefore this field is protected. Otherwise, you can manually change these fields when the <b>Plan</b> field on this screen is set to <a href="#">N</a>.</p> <hr/> <p>For manually controlled items, key the minimum quantity to be kept on hand for the stocking units of measure.</p> <p>(N 11,3) Optional / Display</p>
Qty On-Hand	<p>The quantity of this item that is currently on-hand; meaning the quantity of this item before considering items ordered by your customers, or ordered from your vendors. This value is displayed for all the stocking units of measure.</p> <p>Display</p>

**Balance File Maintenance Screen 1 Fields and Function Keys**

Field/Function Key	Description
Qty Alloc	<p>The quantity of this item that has been ordered by your customers but not yet shipped to them, minus any special order. This value is displayed for all the stocking units of measure.</p> <p>Display</p>
Qty On PO	<p>The quantity of this item that is on open purchase orders. Items on an open purchase order are those that have been ordered through Purchasing, but have not yet been received. This value is displayed for all the stocking units of measure.</p> <p>Display</p>
F4=Pallet List	<p>The <b>F4=PALLET LIST</b> function key appears only if Warehouse Management is installed.</p> <p>Press <b>F4=PALLET LIST</b> to display a list of valid Pallet IDs; Pallet IDs identify the pallet on which the item is received. The Pallet List Screen will appear. For an explanation of this screen, refer to the Warehouse Management manual.</p> <hr/> <p>NOTE: If the <b>Qty per Pallet</b> field contains a quantity, the <b>Pallet ID</b> field is required.</p>
F5=Loads	<p>The <b>F5=LOADS</b> function key displays only if you have been granted access to this function key, as defined in the <b>Allow Access to Cost Load Window</b> action in Application Action Authority (MENU XASCTY).</p> <p>Press <b>F5=LOADS</b> to review any additional cost factors applied to the base commission cost. The Cost Load Screen (p. 28-27) will appear.</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the Balance File Maintenance Screen 1 (p. 28-4) without saving any additions/changes made to this screen.</p>
F24=Delete	<p>The <b>F24=DELETE</b> function key displays in Delete mode only.</p> <p>Press <b>F24=DELETE</b> to delete the warehouse/item record displayed. Only the warehouse/item record added will be deleted (not the actual item or warehouse).</p>
Enter	<p>Press <b>ENTER</b> twice to confirm your selections. The Balance File Maintenance Screen 2 (p. 28-35) will appear.</p>



## Cost Load Screen

Average:		408.91294	US\$	Load Factor Vendor: 100	Cost U/M: EA
Total Loads:		55.20324	US\$		
Commission:		464.11618	US\$		
				US\$	
<u>S</u>	<u>Load Description</u>		<u>Load Factor</u>	<u>M</u>	<u>L</u>
1	*Warehouse Percent*		13.50000	%	W
					Last
Sel: F6=Drop Ship Costs F7=Spec Ord Cost F12=Return					

This pop-up screen appears after you press **F5=LOADS** on the Balance File Maintenance Screen 1 (p. 28-4) or Item Price Inquiry Screen of the Item Price Inquiry (MENU OEINQY). It also appears after you press **F7=LOADS** on the Item Balance Information Screen (p. 8-40) of the Item Inquiry (MENU IAMAIN).

Use this pop-up screen to review any additional cost factors applied to the base commission cost. Cost load factors are defined through Cost Load Factors Maintenance (MENU IAFIL2). You will also be able to select a cost load factor to review further details.

Information on this pop-up screen varies depending on certain factors, which are described at the field/function key level. Customer specific cost factors (whether a drop ship or not) will only be shown on this pop-up screen when accessed through the Item Price Inquiry (MENU OEINQY).

If cost load factors are not being used at the Item Balance or Warehouse levels, then only one of the following cost load lines will appear if commission cost factors and codes have been entered at the Item Balance or Warehouse levels:

- **\*Item Balance Fixed Cost\*** (if the Item Balance factor code is **F**, as defined in the **Cd** field and the commission factor amount (**Comm Fctr**) field is greater than zero on the Balance File Maintenance Screen 1 (p. 28-4))
- **\*Item Balance Currency Amount\*** (if the Item Balance factor code is **\$**, as defined in the **Cd** field and the commission factor amount (**Comm Fctr**) field is greater than zero on the Balance File Maintenance Screen 1 (p. 28-4))
- **\*Item Balance Percent\*** (if the Item Balance factor code is **%**, as defined in the **Cd** field and the commission factor amount (**Comm Fctr**) field is greater than zero on the Balance File Maintenance Screen 1 (p. 28-4))

- **\*Warehouse Percent\*** - The Item Balance factor code is blank, as defined in the **Cd** field on the Balance File Maintenance Screen 1 (p. 28-4), and the Warehouse commission factor code (**Comm Cd**) is blank and a commission load factor (**Comm Load %**) has been entered for the warehouse through Warehouse Numbers Maintenance (MENU IAFILE).

All currencies will be totaled up and then applied to the cost.

All percents will be totaled up and then applied in total to the cost that has had the currency total applied to it.

Refer to the Cost Load Window topic in the OE Costing chapter of the Order Entry User Guide for additional information.

### Cost Load Screen Fields and Function Keys

Field/Function Key	Description
Base Cost Vendor	<p>This field displays only if the <b>Commission Cost Flag</b> field is set to <b>V</b> for Vendor/Item (in Order Entry Options Maintenance (XAFILE)) or when the base cost is coming from a warehouse transfer or special order (that is, the <b>F7=TRANSFER COST/F7=REGULAR COST/F7=SPEC ORD COST</b> function key on this pop-up screen, if displayed, has been pressed to view the transfer cost or the special order cost).</p> <p>When in Regular Cost view, the vendor to display in this field will follow this hierarchy:</p> <ul style="list-style-type: none"><li>• Special Order Vendor (when not a transfer vendor) and vendor/item exists</li><li>• Item Balance Vendor (when not a transfer vendor) and vendor/item exists</li><li>• Item Master Vendor (when not a transfer vendor) and vendor/item exists</li></ul> <p>When in Transfer Cost or Special Order Cost view, the vendor will be the:</p> <ul style="list-style-type: none"><li>• warehouse transfer vendor or the special order vendor using the passed in vendor, if one is passed, or</li><li>• the Item Balance, if one has been entered, or</li><li>• the Item Master, if one has been entered.</li></ul> <p>This field is useful when validating a commission cost.</p> <p>Display</p>
Load Factor Vendor	<p>This field displays the vendor associated with the cost load factor. One of the following will appear:</p> <ul style="list-style-type: none"><li>• the passed in vendor, if one has been passed</li><li>• the Item Balance vendor, if one has been entered</li><li>• the Item Master vendor, if one has been entered</li></ul> <p>Display</p>

### Cost Load Screen Fields and Function Keys

Field/Function Key	Description
Standard / User / Average / Last / Vendor/Item	<p>This field displays the cost of the item, depending on what cost is used for the commission calculation, based on the <b>Commission Cost Flag</b> in Order Entry Options Maintenance (MENU XAFILE):</p> <ul style="list-style-type: none"> <li>• Standard</li> <li>• User</li> <li>• Average</li> <li>• Last</li> <li>• Vendor/Item</li> </ul> <p>If the item is sometimes or always transferred or special ordered, then this field will instead display the Warehouse Transfer or Vendor/Item cost.</p> <p>If the commission cost factor (from Rebate or Item Balance) is an <b>F</b> for Fixed, then this field will instead display the Fixed Cost.</p> <p>When International Currency is installed, the currency symbol of the company that this warehouse is assigned to will display to the right of the cost amount.</p> <p>Display</p>
Cost U/M	<p>This field displays the unit of measure associated with the cost.</p> <p>Display</p>
Total Loads	<p>This field displays the total dollar value of all combined cost load factors.</p> <p>When International Currency is installed, the currency symbol of the company that this warehouse is assigned to will display to the right of the total loads.</p> <p>Display</p>
Commission	<p>This field displays the commission cost of the item.</p> <p>When International Currency is installed, the currency symbol of the company that this warehouse is assigned to will display to the right of the commission.</p> <p>Display</p>

### Cost Load Screen Fields and Function Keys

Field/Function Key	Description
*Drop Ship*	<p>This field displays only after pressing the F6=DROP SHIP COSTS / F6=REGULAR COSTS toggle function key.</p> <p>When <b>*Drop Ship*</b> appears on this screen (under the <b>Cost U/M</b> field), you are viewing costs associated with the drop ship and not regular costs incurred.</p> <p>When in <b>*Drop Ship*</b> view, the following types of loads can appear:</p> <ul style="list-style-type: none"> <li>• Drop Ship</li> <li>• Customer Specific Non Drop Ship</li> <li>• All Customer Specific Non Drop Ship</li> </ul> <p>When not in <b>*Drop Ship*</b> view, the following types of loads can appear:</p> <ul style="list-style-type: none"> <li>• Customer Specific Non Drop Ship</li> <li>• All Customer Specific Non Drop Ship</li> </ul> <p>Cost Load Factors are entered for all levels (Item, Item Class/SubClass, Vendor, Warehouse). Each level is always checked for a cost load when loads are applied. See Cost Load Factors Maintenance (MENU IAFIL2) for further details.</p> <p>Display</p>
S	<p>This field displays the reference number associated with the cost load.</p> <p>Use this number in conjunction with the <b>Sel</b> field to select a cost load to maintain.</p> <p>Display</p>
Load Description	<p>This field displays the description of the cost load factor, as defined through Cost Load Factors Maintenance (MENU IAFIL2).</p> <p>If cost load factors have not been entered or are not being used for this item/warehouse, then one of the following cost code lines will appear:</p> <ul style="list-style-type: none"> <li>• *Item Balance Fixed Cost*</li> <li>• *Item Balance Currency Amount*</li> <li>• *Item Balance Percent*</li> <li>• *Warehouse Percent*</li> </ul> <p>Display</p>

### Cost Load Screen Fields and Function Keys

Field/Function Key	Description
Load Factor	<p>This field displays the amount of the cost load factor, as defined through Cost Load Factors Maintenance (MENU IAFIL2).</p> <p>If cost load factors have not been entered or are not being used for this item/warehouse, then one of the following cost code lines will appear:</p> <ul style="list-style-type: none"> <li>• *Item Balance Fixed Cost*</li> <li>• *Item Balance Currency Amount*</li> <li>• *Item Balance Percent*</li> <li>• *Warehouse Percent*</li> </ul> <p>When International Currency is installed, the currency symbol above the <b>Load Factor</b> field will vary. The default will be the currency symbol of the company that this warehouse is assigned to. However, if the currency type load factors have been entered through Cost Load Factors Maintenance (MENU IAFIL2) and are being displayed on this screen, then the system currency symbol for the default local currency in International Currency System Options (MENU ICFIL2) will be displayed instead (since that is how the currency type load factors are entered).</p> <p>Display</p>
M	<p>This field displays the method assigned to the cost load factor:</p> <ul style="list-style-type: none"> <li>• C for Currency</li> <li>• % for Percentage</li> </ul> <p>Display</p>
L	<p>This field displays the level of the cost load factor:</p> <ul style="list-style-type: none"> <li>• W for Warehouse</li> <li>• V for Vendor</li> <li>• C for Item Class/Sub-Class</li> <li>• I for Item Number</li> </ul> <p>Display</p>
Sel	<p>Use this field in conjunction with the S field (reference number) to select a cost load factor.</p> <p>Key the reference number of the cost load factor you want to select and press ENTER.</p> <p>(N 1,0) Optional</p>
F6=Drop Ship Costs/ F6=Regular Costs	<p>Press the F6=DROP SHIP COSTS / F6=REGULAR COSTS toggle function key to view either drop ship costs or regular costs on this popup screen.</p> <p>See *Drop Ship* for further details.</p>

**Cost Load Screen Fields and Function Keys**

Field/Function Key	Description
F7=Transfer Cost / Regular Cost / Spec Ord Cost	<p>The F7=TRANSFER COST / F7=REGULAR COST / F7=SPEC ORD COST function key appears only if:</p> <ul style="list-style-type: none"><li>• an item can be optionally selected to be special ordered or transferred from another warehouse, and</li><li>• the receipt cost can be used as an override to the base commission cost (that is, either the <b>Cost to be Used in GL</b> or <b>Cost to be Used in OE</b> are the same or the <b>Force Update to Commission Cost</b> is <b>Y</b> in Special Order Options Maintenance (MENU XAFILE)).</li></ul> <p>The default used for the base cost will be the regular cost. To view other costs, if applicable, press <b>F7</b> to toggle between the:</p> <ul style="list-style-type: none"><li>• Regular Cost (based on the <b>Commission Cost Flag</b> in Order Entry Options Maintenance (XAFILE))</li><li>• Warehouse Transfer Cost (if the <b>Base Cost Vendor</b> is a warehouse transfer vendor)</li><li>• Special Order Cost (if the <b>Base Cost Vendor</b> is not a warehouse transfer vendor)</li></ul>
F12=Return	Press <b>F12=RETURN</b> to return to the Balance File Maintenance Screen 1 (p. 28-4) without selecting a cost load.
Enter	After entering a reference number of a cost load factor in the <b>Sel</b> field, press <b>ENTER</b> to review further details. The Cost Load Detail Screen (p. 28-33) will appear.

## Cost Load Detail Screen

Average:		408.91294	US\$	Load Factor Vendor: 100	Cost U/M: EA
Total Loads:		55.20324	US\$	*Drop Ship*	
Commission:		464.11618	US\$		

Load Description	Load Factor	M
*Warehouse Percent*	13.50000	%
Warehouse: 1		
Hartford, CT		
Drop Ship: N		
Company:		
Cust:		
Ship-To:		

Last

Sel: 1 F6=Regular Costs F7=Spec Ord Cost F12=Return

This pop-up screen appears after keying a reference number in the **Sel** field and pressing **ENTER** on the Cost Load Screen (p. 28-27).

Use this pop-up screen to review additional details about the cost load factor, such as the factors number and description. For example, if on the Cost Load Screen (p. 28-27) it lists a cost load that came from an Item Class cost load factor (as indicated by a **C** in the **L** field), this screen would show the number of the Item Class and the description for the Item Class. If on the Cost Load Screen (p. 28-27) it lists a cost load that came from a Warehouse cost load factor (as indicated by a **W** in the **L** field), this screen would show the number of the warehouse and the description for the warehouse.

The information varies on this pop-up screen, depending on the level of the cost factor, and one of the following will display:

- Warehouse, Warehouse name
- Vendor, Vendor Name
- Item Class, Item Subclass, Item Class Description, Item Subclass Description
- Item, Item Description 1, Item Description 2

### Cost Load Detail Screen Fields and Function Keys

Field/Function Key	Description
Load Description	This field displays the description of the cost load factor, as defined through Cost Load Factors Maintenance (MENU IAFIL2).
	Display

**Cost Load Detail Screen Fields and Function Keys**

Field/Function Key	Description
Load Factor	This field displays the amount of the cost load factor, as defined through Cost Load Factors Maintenance (MENU IAFIL2). Display
M	This field displays the method assigned to the cost load factor: <ul style="list-style-type: none"> <li>• C for Currency</li> <li>• % for Percentage</li> </ul> Display
(Cost Load Factor details)	This field displays additional details about the cost load factor, depending on the level of the cost factor. One of the following will display: <ul style="list-style-type: none"> <li>• Warehouse, Warehouse name</li> <li>• Vendor, Vendor Name</li> <li>• Item Class, Item Subclass, Item Class Description, Item Subclass Description</li> <li>• Item, Item Description 1, Item Description 2</li> </ul> Display
Drop Ship	This field indicates (with Y or N) if the item is allowed to be drop-shipped for the customer. Display
Co	This field displays the company number that was assigned to the Cost Load Factor, if the Cost Load Factor was defined specifically for a company and customer. Otherwise, this field is blank. Display
Customer	This field displays the customer number that was assigned to the Cost Load Factor, if the Cost Load Factor was defined specifically for a company and customer. Otherwise, this field is blank. Display
Ship-To	This field displays the ship-to address, if any, for the customer (if the Cost Load Factor was specifically defined for a company and customer). Display
Enter	When you have finished viewing the details, press ENTER to return to the Cost Load Screen (p. 28-27).



## Balance File Maintenance Screen 2

In Use By: BK		<u>BALANCE FILE MAINTENANCE</u>		Change	
Item/Description: A120		Color Copy / Photo Paper 28#			
Warehouse: 2 Los Angeles, CA		Hammermill 500 sheets 8.5 x 11			
Country of Origin 1? CAN		CANADA			
Country of Origin 2? .....					
Tax Code: ..		(0,1,2,3)		Re-use Code: .. (Y/N/BLANK)	
Item Tax Class? .....					
<u>Rw.Bin.Sh</u>		Prompt for POS Line Type: N (Y/N)			
Override POS Loc: .....		Default POS Line Type: .. ( /W/P/S/D)			
		Bypass Cyc Cnt Sch / WH Planning Rpt: ..			
Price Class?		000			
Itm Contract Cd?		FXP			
Qty Break Class?		Y (Y/N)			
Cash/Trade Disc:		..			
Price 1:		50.98500 BOX			
Price 2:		48.43575			
Price 3:		46.01396			
Price 4:		43.71326			
Price 5:		41.52760			
		F7=IC Pricing		F12=Return	

This screen appears after you press **ENTER** from the Balance File Maintenance Screen 1 (p. 28-4).

Use this screen to establish taxing and pricing at the warehouse level, which will override taxing and pricing identified at the item level in the Item Master File.

For details about item level and WH level (balance) pricing, refer to the *O/E Pricing* chapter of the Order Entry User Guide.

For details about taxing hierarchies and exemptions, refer to the *Taxing Information* topic in the *Order Entry Order Processing* chapter of the Order Entry User Guide.

### Important

If balance pricing is to be used for a particular warehouse, you must identify prices for that warehouse on this screen. Otherwise, when items from this warehouse are called into Order Entry, they will have no prices.

If the **Item Tax Class** field is left blank, but values are entered for the **Tax Code** and **Re-Use Code** fields, then Distribution A+ will not retrieve the **Item Tax Class** defined for this item at the Item Master level via Menu IAFILE.

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### Balance File Maintenance Screen 2 Fields and Function Keys

Field/Function Key	Description
Country of Origin 1	<p>This field is required if the <b>Country of Origin Required</b> field is set to <b>Y</b> for this warehouse in Warehouse Numbers Maintenance (MENU IAFILE), or if the <b>Track COO</b> field is <b>Y</b> in Item File Maintenance (MENU IAFILE) for this item.</p> <p>Key the code for the country in which this item was manufactured. This information is required on certain export documents.</p> <p><i>Valid Values:</i> A country code defined through Country Names Maintenance (MENU POFILE/MENU ARFIL2).</p> <p>(A 3) Required/Optional</p>
Country of Origin 2	<p>If parts of this item were manufactured in more than one country, key the code for the second country in this field.</p> <p><i>Valid Values:</i> A country code defined through Country Names Maintenance (MENU ARFIL2/MENU POFILE).</p> <p>(A 3) Optional</p>

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## Balance File Maintenance Screen 2 Fields and Function Keys

Field/Function Key	Description
Tax Code	<p>NOTE: This field is not used if you have Vertex taxing software installed and selected to use Vertex taxing through System Options Maintenance (MENU XAFILE).</p> <p>This field is required if a value is entered in either the <b>Re-Use Code</b> field or the <b>Item Tax Class</b> field.</p> <p>The <b>Tax Code</b> specified here is at the Item Balance level for this item in the indicated warehouse and will supersede the <b>Tax Code</b> defined for the item at the Item Master level on Item File Maintenance Screen 1 (p. 27-52).</p> <p>This is the <b>Sales Tax Code</b> for the item. The Sales Tax Code assigned to individual customers through Customer/Ship to Master Maintenance (MENU ARFILE) is used in conjunction with this code when this item is ordered.</p> <p>If you key a code of <b>0</b> for this item, the following will be true:</p> <ul style="list-style-type: none"> <li>• If the customer ordering the item is a code <b>0</b>, the item will be taxable.</li> <li>• If the customer ordering the item is a code <b>1</b>, <b>2</b>, or <b>3</b>, the item will not be taxed. <ul style="list-style-type: none"> <li>• These tax codes represent a status of tax exempt in one of three categories. You define what type of tax exemption each of these categories represent.</li> </ul> </li> <li>• If the customer ordering the item is a code <b>J</b>, the item will be taxed if its <b>Re-use Code</b> is <b>Y</b>; it will not be taxed if its <b>Re-use Code</b> is <b>N</b>. If the <b>Re-use Code</b> field is blank, the <b>Y</b> or <b>N</b> value specified on Item File Maintenance Screen 1 (p. 27-52) is used.</li> </ul> <p>When using the GST/PST Canadian Taxation (Goods/Services Tax, Provincial Sales Tax) assigning the codes of <b>1</b>, <b>2</b>, or <b>3</b> to this item may be different based on the specific GST/PST code assigned. To use GST/PST Canadian Taxation, the <b>Use GST/PST Taxing</b> field is set to <b>Y</b> through Systems Options Maintenance (MENU XAFILE).</p> <p>Refer to the Order Entry User Guide for the following detailed information:</p> <ul style="list-style-type: none"> <li>• Tax Body Maintenance (MENU OEFILE) for an explanation of GST/PST tax body codes</li> <li>• Order Entry Order Processing chapter, Taxing Information section for details on Tax Body Codes, Tax Classes, Taxing Hierarchies, and GST/PST Taxing</li> </ul> <p><i>Default Value:</i> 0</p> <p>(A 1) Required</p>

**Balance File Maintenance Screen 2 Fields and Function Keys**

Field/Function Key	Description
Re-use Code	<p>This field is required if a value is entered in either the <b>Tax Code</b> field or the <b>Item Tax Class</b> field.</p> <p>This field indicates if the item may be re-used. This value is considered if a customer's <b>Sales Tax Code</b> is defined as <b>J</b> (Jobber) in Customer/Ship to Master Maintenance (MENU ARFILE). When a jobber customer orders this item, the <b>Re-use Code</b> of <b>N</b> makes the item non-taxable and the <b>Re-use Code</b> of <b>Y</b> makes the item taxable</p> <p>The <b>Re-use Code</b> indicated here is at the Item Balance level for this item in the indicated warehouse and will supersede the <b>Re-use Code</b> defined for the item at the Item Master level on Item File Maintenance Screen 1 (p. 27-52).</p> <p>Key <b>Y</b> if this item may be re-used. Therefore, it will be taxed when ordered by jobber customers.</p> <p>Key <b>N</b> if this item is not reusable. Therefore, it will not be taxed when ordered by jobber customers.</p> <p>Leave this field blank to use the value specified for this item on Item Item File Maintenance Screen 1 (p. 27-52).</p> <p>(A 1) Required/Optional</p>
Item Tax Class	<p>NOTE: This field is not used if you have Vertex taxing software installed and selected to use Vertex taxing through System Options Maintenance (MENU XAFIL2).</p> <p>The <b>Item Tax Class</b> indicated here is at the Item Balance level for this item in the indicated warehouse and will supersede the Item Tax Class defined for the item at the Item Master level on Item File Maintenance Screen 1 (p. 27-52).</p> <p>NOTE: If this field is left blank, but values are entered for the <b>Tax Code</b> and <b>Re-Use Code</b> fields, then Distribution A+ will not retrieve the <b>Item Tax Class</b> defined for this item in the Item File Maintenance Screen 1 (p. 27-52).</p> <p>This field determines if the item will be included in a defined item tax class for overriding tax exemption purposes.</p> <p>Key the desired item tax class.</p> <p>Refer to the Taxing Information topic in the Order Entry Order Processing chapter of the of the Order Entry User Guide for detailed information regarding <b>Tax Body Codes</b> and <b>Tax Classes</b> used in taxing calculations and hierarchies.</p> <p><i>Valid Values:</i> Any item tax class defined through Item Tax Classes Maintenance (MENU OEFIL2).</p> <p>(A 5) Optional</p>

**Balance File Maintenance Screen 2 Fields and Function Keys**

Field/Function Key	Description
Discontinued	<p>Use this field to indicate that this item has been discontinued for the indicated warehouse only.</p> <p>For discontinued items, the system will:</p> <ul style="list-style-type: none"> <li>• provide an informational message when the item is selected in any of the following options: <ul style="list-style-type: none"> <li>• Enter, Change &amp; Ship Orders (MENU OEMAIN)</li> <li>• Enter or Change Requisitions (MENU POMAIN)</li> <li>• Maintain Work Orders (MENU WOMAIN)</li> <li>• Bill of Material Maintenance (MENU OBFIL)</li> <li>• Point of Sale Entry (MENU PSMAIN), only if the item is for pickup/delivery</li> </ul> </li> <li>• display Discontinued in reverse-image on the Inventory Status Screen (p. 8-32) and on the PO Special Order Change Request and OE Special Order Change Request Screens (MENU POMAIN)</li> <li>• exclude discontinued items from the Suggested Order Report (MENU POMAIN)</li> </ul> <p>When the on-hand quantity for the item reaches zero in the indicated warehouses, the system will suspend the item during Day-End Processing (MENU XAMAST).</p> <p>Key <b>Y</b> to discontinue the item in the indicated warehouse.</p> <p>Key <b>N</b> if the item will continue to be available in the indicated warehouse.</p> <hr/> <p>NOTE: A discontinued flag is also available at the Item Master level. If the Item Master level is set to <b>Y</b>, the Item Balance level will not be checked since discontinuation at the Item Master level takes precedence. If the Item Master level is set to <b>N</b>, the Item Balance level will be checked to see if a specific warehouse record for that item is marked as discontinued in this field.</p> <hr/> <p>NOTE: When adding a new Item Balance record by copying another item's existing Item Balance record, the discontinued flag from that existing record will be copied into the new record. If the discontinued flag is blank, it will default to <b>N</b> in this field. When adding a new Item Balance record and entering the copy item number, if another Item Balance record already exists, values from the existing Item Balance record will be copied instead of the copy item values. Additionally, if attempting to suspend an Item Master/Item Balance record (via Item Maintenance) that is currently part of an open Requisition/PO, you will be issued the message: "Quantity on order exists for this item."</p> <hr/> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>

**Balance File Maintenance Screen 2 Fields and Function Keys**

Field/Function Key	Description
Prompt for POS Line Type	<p>This field appears only if Point of Sale is installed, and a store has been setup and the POS options record exists in the Order Control File.</p> <p>This field determines if you will be automatically prompted to enter in a line type value during Point of Sale Entry (MENU PSMAIN).</p> <p>Key <b>Y</b> to be prompted for a POS line type during POS Entry on the Enter Order/Enter Return Screen (MENU PSMAIN). If you key <b>Y</b> for an item/warehouse and the item is entered into POS under the associated warehouse linked to the store in Store Maintenance (MENU PSFILE), then you will automatically be presented with a screen during POS Entry prompting you to select if the line is a will call line.</p> <p>Key <b>N</b> if you do not want to be prompted for a POS line type during POS Entry. You will only be able to change the line type in POS through the use of a function key on the Enter Order/Enter Return Item Review Screen.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>
Override POS Loc	<p>This field appears only if Point of Sale and Warehouse Management are installed.</p> <p>Use this field to specify the override warehouse location for the selected item/warehouse to be used for your point of sale stores. When this item is purchased from a store, the system first checks to see if there is an override POS location defined for the item and warehouse here. If no override POS location is defined here, the system then uses the override POS location defined for the warehouse through Warehouse Options Maintenance (MENU WMFILE).</p> <p><i>Valid Values:</i> A location defined through Location Master Maintenance (MENU WMFILE).</p> <p>(A 16) Required</p>

## Balance File Maintenance Screen 2 Fields and Function Keys

Field/Function Key	Description
Default POS Line Type	<p>This field appears only if Point of Sale is installed, and a store has been setup and the POS options record exists in the Order Control File.</p> <p>This field indicates the default POS line type that will be used for the item/warehouse. The value you enter here will be used as the default value in POS when the line is entered for the selected warehouse linked with the store through Store Maintenance (MENU PSFILE).</p> <p>Key <b>W</b> if the normal line type is will call.</p> <p>Key <b>P</b> if the normal line type is pickup/delivery.</p> <p>Key <b>S</b> if the normal line type is special order. To use this line type, the <b>Special Order Processing Active</b> field must be set to <b>Y</b> in Order Entry Options Maintenance (MENU XAFILE).</p> <p>Key <b>D</b> if the normal line type is drop ship. To use this line type, the <b>Use Drop Ship</b> field must be set to <b>Y</b> in System Options Maintenance (MENU XAFILE).</p> <p>Leave this field blank if the normal line type is a retail item.</p> <p><i>Default Value:</i> Blank, indicating that the item is a retail line item.</p> <p>(A 1) Optional</p>
Update Demand Planning	<p>This field displays only if <b>Activate Demand Planning</b> is <b>Y</b> in Demand Planning System Options (MENU DPMAIN).</p> <p>Distribution A+ integrates to Infor's Demand Planning. Demand Planning consists of robust planning and forecasting tools, which will help you control your products life cycles and understand your customers' seasonal buying patterns to ultimately achieve your growth objectives.</p> <p>This field allows you to specify whether or not the selected item will be considered for demand planning upload.</p> <p>Key <b>Y</b> if you want the selected item in the identified warehouse considered for demand planning upload. Suspended or discontinued items will not be considered regardless of this field.</p> <p>Key <b>N</b> if you do not want the selected item in the identified warehouse considered for demand planning upload.</p> <p><i>Default Value:</i> Y</p> <p>(A 1) Required</p>

**Balance File Maintenance Screen 2 Fields and Function Keys**

Field/Function Key	Description
Bypass Cyc Cnt Sch / WH Planning Rpt	<p>This field appears only if Warehouse Management is activated as determined through Activate Warehouse Management (MENU WMMAST).</p> <p>Use this field to define whether items in this warehouse should be omitted from the Cycle Count Scheduler process and/or the Warehouse Planning Report (MENU WMREPT).</p> <p>Key <b>C</b> to bypass/omit the indicated item from the Cycle Count Scheduler process.</p> <p>Key <b>B</b> to bypass/omit the indicated item from both the Cycle Count Scheduler process and the Warehouse Planning Report.</p> <p>Key <b>P</b> to bypass/omit the indicated item from the Warehouse Planning Report.</p> <p>Leave blank if you do not want the indicated item bypassed/omitted from the Cycle Count Scheduler process and/or the Warehouse Planning Report.</p> <p><i>Default Value:</i> Blank</p> <p><i>Valid Values:</i> C, B, P, or Blank</p> <p>(A 1) Optional</p>
Price Class	<p>This field appears only if you have selected to use warehouse level (balance) pricing through System Options Maintenance (MENU XAFIL), and the warehouse is setup to use warehouse pricing as identified through Warehouse Numbers Maintenance (MENU IAFIL).</p> <p>This is a three character code used to classify items for pricing. Key the price class code to be assigned to this item. Item price classes are used in Order Entry for price matrix pricing (refer to the Order Entry manual.)</p> <p><i>Valid Values:</i> Any item price class defined through Price Class Maintenance (MENU OEPRCE).</p> <p>(N 3,0) Optional</p>



**Balance File Maintenance Screen 2 Fields and Function Keys**

Field/Function Key	Description
Itm Contract Cd	<p>This field appears only if you have selected to use warehouse level (balance) pricing through System Options Maintenance (MENU XAFILE), and the warehouse is setup to use warehouse pricing as identified through Warehouse Numbers Maintenance (MENU IAFILE).</p> <p>This field is used to classify items for contract pricing. Item contract codes are used in Order Entry for contract pricing (refer to the Order Entry manual.)</p> <p>Key the item contract code to be assigned to this item.</p> <hr/> <p>NOTE: If warehouse level (balance) pricing is used for a particular warehouse, the value you enter here will override the item contract code entered through Item Master Maintenance (MENU IAFILE).</p> <hr/> <p><i>Valid Values:</i> Any item contract code defined through Item Contract Code Maintenance (MENU OEPRCE).</p> <p>(A 4) Optional</p>
Qty Break Class	<p>This field appears only if you have selected to use warehouse level (balance) pricing through System Options Maintenance (MENU XAFILE), and the warehouse is setup to use warehouse pricing as identified through Warehouse Numbers Maintenance (MENU IAFILE).</p> <p>Items may be grouped into the quantity break class entered in this field. The quantity break class must first be defined through Quantity Break Class Maintenance (MENU IAFILE) before you can assign an individual item to a quantity break class. You can then define quantity discounts (percentage or dollar amounts) in Order Entry that allow you to define up to 10 quantity breaks for the group of items in a quantity break class.</p> <p>Key the desired quantity break class.</p> <hr/> <p>NOTE: <b>Use Class Qty Discounts</b> in Order Entry Options Maintenance (MENU XAFILE) must be <b>Y</b> in order to have Order Entry check the Quantity Discount File for class quantity discounts when totaling an order.</p> <hr/> <p><i>Valid Values:</i> Any quantity break class defined through Quantity Break Class Maintenance (MENU IAFILE)</p> <p>(A 3) Optional</p>

**Balance File Maintenance Screen 2 Fields and Function Keys**

Field/Function Key	Description
Cash/Trade Disc	<p>This field appears only if you have selected to use warehouse level (balance) pricing through System Options Maintenance (MENU XAFIELD), and the warehouse is setup to use warehouse pricing as identified through Warehouse Numbers Maintenance (MENU IAFIELD).</p> <p>This field indicates whether or not this item's value will be included in the calculation to determine if any O/E trade discount will be taken. Trade discounts are created through Trade Discount Maintenance (MENU OEPRCE) and are applied to a customer's total order value. This total value is calculated by adding up the value of each item in that order, if that item has a <b>Y</b> in this <b>Cash/Trade Disc</b> field.</p> <p>Key <b>Y</b> if this item will be included when calculating an order's total value for trade discounts.</p> <p>Key <b>N</b> if this item will not be included when calculating an order's total value for trade discounts.</p> <p><i>Default Value:</i> Y</p> <p>(A 1) Required</p>
Prices 1 - 5	<p>This field appears only if you have selected to use warehouse level (balance) pricing through System Options Maintenance (MENU XAFIELD), and the warehouse is setup to use warehouse pricing as identified through Warehouse Numbers Maintenance (MENU IAFIELD).</p> <p>Each item for each warehouse may be assigned up to five list prices (which are assigned for the pricing unit of measure defined for the item in the Item Master File.)</p> <p>Through Enter, Change &amp; Ship Orders (MENU OEMAIN), you may accept the customer's price list, or select a different price list to use for the order.</p> <p>When defining a customer through Customer/Ship to Master Maintenance (MENU ARFIELD), you specify the <b>Price List</b> typically used by the customer. The customer's price list (1-5) corresponds to one of the five list prices defined in this field. Note that if warehouse pricing is not being used, the customer's price list will correspond to one of the five list prices defined for the item alone.</p> <p>Key up to five item/warehouse prices in each of the price fields. You can key up to five decimal places for each price whether or not the <b>Round Prices to Two Decimals</b> field is set to <b>Y</b> through Order Entry Options Maintenance (MENU XAFIELD).</p> <p>(N 11,5) Optional</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the Balance File Maintenance Screen 1 (p. 28-4).</p>

**Balance File Maintenance Screen 2 Fields and Function Keys**

Field/Function Key	Description
F5=Cpy Prc Info	<p>The <b>F5=CPY PRC INFO</b> function key appears only when adding this Item Balance File record. This key does not display when changing this record.</p> <p>Press <b>F5=CPY PRC INFO</b> to copy data from the Item Master File for the displayed pricing related fields only. This data can then be modified, as needed, to meet the warehouse unique requirements.</p>
F7=IC Pricing	<p><b>F7=IC PRICING</b> will only display when International Currency is installed and International Currency Options are set to <b>Y</b> for <b>Use Multiple Country/Currency Pricing</b>.</p> <p>Press <b>F7=IC PRICING</b> to maintain the item's list prices, surcharges, and container charges for specific countries and currencies. The Price List Maintenance by Country/Currency Screen (p. 27-68) will display.</p>
Enter	<p>Press <b>ENTER</b> twice to confirm your selections. The Balance File Maintenance Screen 3 (p. 28-46) will appear.</p>

## Balance File Maintenance Screen 3

In Use By: BA	<u>BALANCE FILE MAINTENANCE</u>	Change
Item/Description: A200	Sharp Copier Toner	
Warehouse: 5 Chicago, IL	SF-7200	
PLine? .....		
Planning Tool: I,		
Bypass Decrement Picking: N (Y/N)		
F12=Return		

This screen appears after pressing **ENTER** on the Balance File Maintenance Screen 2 (p. 28-35).

Use this screen to define the Purchasing Line for the item and warehouse, and the Planning Tool to be used for your purchasing needs.

### Balance File Maintenance Screen 3 Fields and Function Keys

Field/Function Key	Description
PLine	<p>Use this field to assign a Purchasing Line to an item. Purchasing Lines provide you with a way to group like items together. Items linked to Purchasing Lines are updated in the AIM Balance File (<b>AIBAL</b>).</p> <p>Key the Purchasing Line to be assigned to the indicated item.</p> <p><i>Valid Values:</i> A valid Purchasing Line defined through Purchasing Line Maintenance (MENU POFIL2) for the vendor and warehouse you selected through this option.</p> <p><i>Recommended Value:</i> A Purchasing Line, if needed.</p> <p>(A 10) Optional</p>

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**Balance File Maintenance Screen 3 Fields and Function Keys**

Field/Function Key	Description
Planning Tool	<p>This field displays only if Inventory Management &amp; Planning (IM&amp;P) or Advanced Inventory Management (AIM) is installed and has been activated, and only valid for 'planned' items.</p> <p>Use this field to define the Planning Tool method that will be used for planned items to address your purchasing needs (that is, to ensure the delivery of products to customers by maintaining critical information about buyer activities).</p> <p>Key <b>I</b> if you will be using IM&amp;P as your Planning Tool. In order to key <b>I</b>, IM&amp;P must be installed and activated through Activate IM&amp;P (MENU IMMAST), and the <b>Plan</b> field on the Balance File Maintenance Screen 1 (p. 28-4) must be set to <b>Y</b>. If you key <b>I</b>, the Inventory Management &amp; Planning Information Screen (p. 28-49) will appear. Additionally, throughout Distribution A+, IM&amp;P related screens will appear instead of AIM related screens.</p> <p>Key <b>A</b> if you will be using AIM as your Planning Tool. In order to key <b>A</b>, AIM must be installed and activated through Activate AIM (MENU AIMAST), and the <b>Plan</b> field on the Balance File Maintenance Screen 1 (p. 28-4) must be set to <b>Y</b>. If you key <b>A</b>, the Advanced Inventory Management Information Screen (p. 28-57) will appear. Additionally, throughout Distribution A+, AIM related screens will appear instead of IM&amp;P related screens.</p> <p>This field must be blank for unplanned items.</p> <p><i>Default Value:</i> If IM&amp;P is installed, the default will first be set to <b>I</b>. If AIM is installed, the default will then be set to <b>A</b> (so, IM&amp;P is looked at first, and AIM second)</p> <p><i>Valid Values:</i> I or A</p> <p><i>Recommended Value:</i> A</p> <p>(A 1) Required; this field is required only if IM&amp;P or AIM has been activated and the item is a planned item</p>
Bypass Decrement Picking	<p>This field only shows for items in warehouses that have <b>Use Decrement Picking</b> set to <b>Y</b> in Radio Frequency Options Maintenance (MENU RFFILE).</p> <p>Key <b>Y</b> to bypass RF decrement picking for this item when it qualifies based on the rules established through Decrement Picking Rules (MENU RFFILE).</p> <p>Key <b>N</b> to include this item in RF decrement picking when it qualifies based on the rules established through Decrement Picking Rules (MENU RFFILE).</p> <p><i>Default Value:</i> blank</p> <p>(A 1) Required</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the Balance File Maintenance Screen 2 (p. 28-35) without updating this screen.</p>

**Balance File Maintenance Screen 3 Fields and Function Keys**

Field/Function Key	Description
Enter	<p>Press <b>ENTER</b> to confirm your selection. If you updated existing information, you need to press <b>ENTER</b> twice for confirmation.</p> <p>One of the following screens will appear, as applicable:</p> <ul style="list-style-type: none"><li>• Inventory Management &amp; Planning Information Screen (p. 28-49)</li><li>• Advanced Inventory Management Information Screen (p. 28-57)</li><li>• Item/Inventory Balance Master File Maintenance Screen (p. 27-4)</li></ul>

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## Inventory Management & Planning Information Screen

In Use By: AH		INVENTORY MANAGEMENT & PLANNING INFORMATION		Change	
Item/Description: A210		Sharp Copier Toner			
Warehouse? 2 Los Angeles, CA		SF-8100			
Model ID? NCONMO Non-Seasonal/Consistent/No		Buyer: 103		Vendor: 100	
Growth: %				Item Cl: 30/	
	Value	Maint. Code	Source Code	0=Override	
Order Frequency:	.4.0. (0-51.9 wks)	A	3	1=WH, Vendor, Class/Sub	
Lead Time:	.1.0. (0-51.9 wks)	A	3	2=WH, Vendor, Class	
Ordering Level:	.4.0. (0-51.9 wks)	A	6	3=WH, Vendor	
Service Level:	.85. (01-99 %)	A	6	4=WH, Class/Sub	
Safety Stock Qty:	.0.	A		5=WH, Class	
Additional Growth %:	.0.	A		6=WH	
Min Bal:	.000.	A		7=System default	
Ord Qty:	.000.	A		8=Hist Set Lead Time	
Max Bal:	.000.	A			
			Maint		
			Codes:	A = automatic	
				0 = override	
				1-9= number of months	
			F11=Buy Inq	F12=Return	

This screen appears only if the Inventory Management & Planning module is installed, the **Plan** field is set to **Y** on the Balance File Maintenance Screen 1 (p. 28-4), and **I** has been keyed in the **Planning Tool** field on the Balance File Maintenance Screen 3 (p. 28-46). This screen will replace the Advanced Inventory Management Information Screen (p. 28-57).

Inventory Management & Planning calculates forecasted sales and stocking levels using the item information maintained on this screen. Use this screen to enter, review, or modify IM&P Balance File information for a particular item in a warehouse.

### Inventory Management & Planning Information Screen Fields and Function Keys

Field/Function Key	Description
Model ID	<p>This is the Model ID of the planning model that will be used for forecasting sales and stocking levels, for this planned item. Only one model may be assigned to one item at a time; many items may be assigned the same model. IM&amp;P Models Maintenance (MENU IMFILE) is used to define a planning model.</p> <p><i>Default Value:</i> The IM&amp;P default planning model as defined through IM&amp;P System Options Maintenance (MENU IMFILE)</p> <p>(A 6) Required</p>

## Inventory Management &amp; Planning Information Screen Fields and Function Keys

Field/Function Key	Description
Growth	<p>The growth percentage is used as the default value for the additional growth percent for this item/warehouse when adding a new planned item, or if the additional growth percent is to be maintained automatically.</p> <p>This percentage increases or decreases the forecasted sales calculated by IM&amp;P for items that use this planning model.</p> <p><i>Default Value:</i> The growth percent defined for the planning model (Model ID File) used by this item.</p> <p>Display</p>
Purchasing Information	<p>The following information relating to purchasing is displayed:</p> <ul style="list-style-type: none"> <li>• <b>Buyer:</b> The buyer code (usually the buyer's initials) who is responsible for purchasing this item. Buyer codes are defined through Buyers Maintenance (MENU POFILE) and may be assigned to a vendor, vendor/warehouse, vendor/item, and/or vendor/item/warehouse. Distribution A+ will locate the buyer at the most unique level in which it exists and place that buyer code in this field.</li> <li>• <b>Vendor:</b> The primary vendor from whom this item is purchased, as specified on the Balance File Maintenance Screen 1 (p. 28-4).</li> <li>• <b>Item Cl:</b> The item class code used to categorize this item as defined in Item Class/Sub Class Maintenance (MENU IAFILE) and assigned to this item through Item Master Maintenance (MENU IAFILE).</li> </ul> <p>Display</p>
Order Frequency	<p>This is the number of weeks between placing orders for this item. This value may be manually maintained if the maintenance code is <b>O</b> or <b>1-9</b> (see <b>Maint. Code</b>).</p> <p>Key <b>O</b> (or <b>1-9</b>) and press <b>ENTER</b>. You will now be able to manually key the order frequency.</p> <hr/> <p><b>NOTE:</b> This number must be greater than or equal to the order level. This ensures that the quantity of units ordered will provide sufficient supply until the next time that the item is ordered. In addition, because IM&amp;P projects sales quantities for one year in advance, the sum of the order frequency and the lead time cannot be greater than 52 weeks.</p> <hr/> <p><i>Default Value:</i> Retrieved from the IM&amp;P Variables File, if a variable was defined in Order Frequency Maintenance (MENU IMFILE); or the default order frequency defined in IM&amp;P System Options Maintenance (MENU IMFILE), if a variable was not defined.</p> <p><i>Valid Values:</i> 0.1 through 51.9 weeks</p> <p>(N 3,1) Required</p>



## Inventory Management &amp; Planning Information Screen Fields and Function Keys

Field/Function Key	Description
Lead Time	<p>This is the number of weeks a vendor requires to deliver items against a purchase order. This value may be manually maintained if the maintenance code is <b>O</b> or <b>1-9</b> (see <b>Maint. Code</b>).</p> <p>Key <b>O</b> (or <b>1-9</b>) and press <b>ENTER</b>. You will now be able to manually key the lead time.</p> <hr/> <p><b>NOTE:</b> Because IM&amp;P projects sales quantities for one year in advance, neither the sum of the lead time and the order frequency nor the sum of the lead time and the ordering level can be greater than 52 weeks.</p> <hr/> <p><b>Default Value:</b> Retrieved from the IM&amp;P Variables File, if a variable was defined in Lead Time Maintenance (MENU IMFILE); or the default lead time defined in IM&amp;P System Options Maintenance (MENU IMFILE), if a variable was not defined.</p> <p>If the primary vendor (or vendor/item) has <b>Lead Time: Calculate From Receipts</b> set to <b>Y</b>; and the Lead Time History Report (MENU IMREPT) was run to calculate a lead time based on receipt history with <b>Update IM&amp;P File</b> set to <b>Y</b> to update the Inventory Management &amp; Planning Balance File (<b>IMBAL</b>) with that lead time, then the lead time value shown will be a calculated lead time based on those receipts.</p> <p><b>Valid Values:</b> 0.1 through 51.9 weeks</p> <p>(N 3,1) Required</p>
Ordering Level	<p>This is the desired number of weeks supply that will be ordered when placing a purchase order for this item. This value may be manually maintained if the maintenance code is <b>O</b> or <b>1-9</b> (see <b>Maint. Code</b>).</p> <p>Key <b>O</b> (or <b>1-9</b>) and press <b>ENTER</b>. You will now be able to manually key the order level.</p> <hr/> <p><b>NOTE:</b> Because IM&amp;P projects sales quantities for one year in advance, the sum of the ordering level and the lead time cannot be greater than 52 weeks.</p> <hr/> <p><b>Default Value:</b> Retrieved from the IM&amp;P Variables File, if a variable was defined in Order Level Maintenance (MENU IMFILE); or the default ordering level defined in IM&amp;P System Options Maintenance (MENU IMFILE), if a variable was not defined.</p> <p><b>Valid Values:</b> 0.1 through 51.9 weeks</p> <p>(N 3,1) Required</p>

## Inventory Management &amp; Planning Information Screen Fields and Function Keys

Field/Function Key	Description
Service Level	<p>This is the target percentage of order quantities that can be filled from stock. It is used with sales history to calculate an item's safety stock quantity. A higher service level will result in a higher safety stock quantity.</p> <p>You may manually maintain this value if the maintenance code is <b>O</b> or <b>1-9</b> (see <b>Maint. Code</b>).</p> <p>Key <b>O</b> (or <b>1-9</b>) and press <b>ENTER</b>. You will now be able to manually key the service level.</p> <p><i>Default Value:</i> Retrieved from the IM&amp;P Variables File, if a variable was defined in Service Level Maintenance (MENU IMFILE); or the default service level defined through IM&amp;P System Options Maintenance (MENU IMFILE), if a variable was not defined.</p> <p><i>Valid Values:</i> O or 1 - 9</p> <p>(N 2,0) Required</p>
Safety Stock Qty	<p>This is the additional stock stored in inventory to compensate for variations in customer demand and vendor lead times.</p> <p>Each item's safety stock is calculated by its service level and sales history (if the maintenance code is A); or, the value can be overridden here. If the service level is changed, this quantity becomes zero and will be recalculated by Distribution A+ when you exit this program.</p> <p>The calculated value may be overridden if the maintenance code is <b>O</b> or <b>1-9</b> (see <b>Maint. Code</b>).</p> <p>Key <b>O</b> (or <b>1-9</b>) and press <b>ENTER</b>. You will now be able to manually key the safety stock quantity.</p> <p><i>Default Value:</i> Calculated by IM&amp;P using the service level and sales history for this item.</p> <p>(N 5,3) Required</p>
Additional Growth %	<p>This percent is used to increase or decrease the forecast value which is calculated using the planning model. If the growth percent is a positive value, the normal forecast quantity will be increased by the percentage. If the percentage is negative, the forecast quantity will be reduced.</p> <p>This value may be maintained if the maintenance code is <b>O</b> or <b>1-9</b> (see <b>Maint. Code</b>).</p> <p>Key <b>O</b> (or <b>1-9</b>) and press <b>ENTER</b>. You will now be able to manually key the additional growth percent.</p> <p><i>Default Value:</i> Additional growth percent of the planning model used by this item.</p> <p>(N 3,0) Required</p>

## Inventory Management &amp; Planning Information Screen Fields and Function Keys

Field/Function Key	Description
Min Bal	<p>This is the order point for an item. When the net quantity available falls below the minimum balance, the item should be placed on the next purchase order.</p> <p>The calculated value may be overridden if the maintenance code is <b>O</b> or <b>1-9</b> (see <b>Maint. Code</b>).</p> <p>Key <b>O</b> (or <b>1-9</b>) and press <b>ENTER</b>. You will now be able to manually key the minimum balance.</p> <p><i>Default Value:</i> The value calculated by IM&amp;P using the forecasted usage, lead time, order frequency, and service level.</p> <p>(N 11,3) Required</p>
Ord Qty	<p>This value is the difference between the minimum and the maximum values. Override the order quantity when you want to determine this value and not have the system calculate the value for you. If you do key a value here, then the system will calculate the maximum value.</p> <p>(N 11,3) Required</p>
Max Bal	<p>This is the highest desired inventory level for an item. This calculated value may be overridden if the maintenance code is <b>O</b> or <b>1-9</b> (see <b>Maint. Code</b>).</p> <p>Key <b>O</b> (or <b>1-9</b>) and press <b>ENTER</b>. You will now be able to manually key the maximum balance.</p> <p><i>Default Value:</i> The value calculated by IM&amp;P using the minimum balance, forecasted usage, and ordering level.</p> <p>(N 11,3) Required</p>

## Inventory Management &amp; Planning Information Screen Fields and Function Keys

Field/Function Key	Description
Maint. Code	<p>This field allows you to optionally override the variable values (fields 5 through 12) maintained by IM&amp;P, by changing the maintenance code from <b>A</b> to <b>O</b> or <b>1-9</b>.</p> <p><b>A</b> (automatic) displays representing that the variable is maintained automatically (and cannot be maintained manually). The field will be updated once each month before the planning calculation or when the Reset IM&amp;P Variables (MENU IMMAST) is run.</p> <p><b>O</b> (override) displays if the variable has been permanently overridden by the value shown (and can be maintained manually). This field will not be changed when the variables are reset and will remain unchanged until you change it again, or change this code to automatic (<b>A</b>), or a temporary override (<b>1-9</b>).</p> <p><b>1-9</b> (number of months) displays indicating that the variable has been temporarily overridden for the number of months entered here. When the IM&amp;P Monthly Update (MENU IMMAST) is run, this number of months is reduced by one until the override expires. At the end of that time, this field will be changed to A (and be maintained automatically).</p> <hr/> <p>NOTE: The service level and safety stock quantity cannot both be overridden because one field is dependent upon the other. Also, the order quantity and the maximum balance cannot both be overridden and the maximum balance and ordering level cannot both be overridden for the same reason.</p> <hr/> <p><i>Default Value:</i> A (when adding a new planned item, it will automatically be maintained by IM&amp;P)</p> <p><i>Valid Values:</i> A, O, 1-9</p> <p>(A 1) Required</p>

## Inventory Management & Planning Information Screen Fields and Function Keys

Field/Function Key	Description
Source Code	<p>Variables may be defined for groups of items from general to very specific. The source of how variables are defined is depicted by a source code value ranging from 0 to 8. The most specific variable definition for an item is to manually override the variable for an item (0=Override). The most general definition of an item is when a variable has not been defined for that item [in which case, the system default is used (7=System default)]. Source code values, which represent how variables are defined for groups of items, are as follows:</p> <ul style="list-style-type: none"> <li>• 0 = Override</li> <li>• 1 = WH, Vendor, Class/Sub</li> <li>• 2 = WH, Vendor, Class</li> <li>• 3 = WH, Vendor</li> <li>• 4 = WH, Class/Sub</li> <li>• 5 = WH, Class</li> <li>• 6 = WH</li> <li>• 7 = System default</li> <li>• 8 = Hist Set Lead Time</li> </ul> <p>IM&amp;P will search the hierarchy from most specific to least specific until it finds the correct source. To determine the correct source, Distribution A+ looks at the IM&amp;P Balance File. This file contains IM&amp;P planning information for each item in one warehouse. The variables in the IM&amp;P Balance File are from the IM&amp;P Variables File or IM&amp;P System Options File, or may be manually maintained through this option. The IM&amp;P Variables File contains the variables for each month of the current calendar year for groups of items; the IM&amp;P System Options File contains the system-wide options and options specific to each company used by IM&amp;P.</p> <p>If the variable (order frequency, lead time, ordering level, and service level) has been overridden (through this option), Distribution A+ will insert a 0 in this field.</p> <p>If the variable has not been overridden, Distribution A+ will use the hierarchy to find the most specific defined variable.</p> <p>If no variable has been defined, IM&amp;P will use the default value established through IM&amp;P System Options Maintenance (MENU IMFILE) and insert a 7 in this field.</p> <p>If the variable has a maintenance code of A, for automatic, and it has a historically set lead time for the item, an 8 will appear in this field. This indicates the lead time was calculated by the Lead Time History Report (MENU IMREPT).</p> <p>Display</p>

**Inventory Management & Planning Information Screen Fields and Function Keys**

Field/Function Key	Description
F11=Buy Inq	Press <b>F11=BUY INQ</b> to display the Buying Information Screen. Refer to the Inventory Management & Planning User Guide for a description of this screen.
F12=Return	Press <b>F12=RETURN</b> to return to the Balance File Maintenance Screen 1 (p. 28-4) without saving any additions/changes made to this screen.
Enter	Press <b>ENTER</b> to confirm your selections.

## Advanced Inventory Management Information Screen

In Use By: AK		ADVANCED INVENTORY MANAGEMENT INFORMATION		Change	
Item/Description: A100		All-in-One Printer Model V515W			
Warehouse: 1 Hartford, CT		Print, Copy, Fax, Scan			
Vendor: 100 SHARP INTERNATIONAL					
Item Cl: 50/3 Office Machines		Fax			
Buyer: 103 Sammy Cooke		PLine:			
Model? NCONM2 Non-Seasonal/Consistent/Mod					
U/M: EA					
	<u>Value</u>	<u>M/C</u>	<u>S/C</u>		
Order Frequency:	7	A	7	Service Level: 64	
Lead Time:	7	A	9	Avg Lead Time: 0 11/17/15	
Safety Stock:	0	A	A	SS Code: D SS Code Value: 1.00	
WH Rank:	C	A		Critical Point: 1.000	
Order Point/Min:	1.000	A		Calculated Order Point: 1.000	
Order Quantity:	1.000	A		Order Point Adjuster:	
Line Point/Max:	2.000	A		Calculated Line Point: 2.000	
				AMU: 4	ADU: .13
				EOQ: 1	
F2=Ordering		F5=EOQ			
F3=Seasonality				F11=Buy Inq	F12=Return

This screen appears only if the Advanced Inventory Management (AIM) module is installed and activated through Activate AIM (MENU AIMAST), the **Plan** field is set to **Y** on the Balance File Maintenance Screen 1 (p. 28-4), and **A** has been keyed in the **Planning Tool** field on the Balance File Maintenance Screen 3 (p. 28-46). This screen will replace the Inventory Management & Planning Information Screen (p. 28-49).

This screen displays after pressing **ENTER** on the Balance File Maintenance Screen 3 (p. 28-46).

AIM calculates forecasted sales and stocking levels using the item information maintained on this screen. Use this screen to enter, review, or modify AIM Balance File (**AIBAL**) information for a particular item in a warehouse.

### Advanced Inventory Management Information Screen Field and Function Keys

Field/Function Key	Description
Item/Description	This field displays the item and the description of the item you selected on the Item/Inventory Balance Master File Maintenance Screen (p. 27-4). Display
Warehouse	This field displays the warehouse and the description of the warehouse you selected on the Item/Inventory Balance Master File Maintenance Screen (p. 27-4). Display

**Advanced Inventory Management Information Screen Field and Function Keys**

Field/Function Key	Description
Vendor	<p>This field displays the primary vendor and vendor name from whom this item is purchased, as selected on the Balance File Maintenance Screen 1 (p. 28-4).</p> <p>Display</p>
Item Cl	<p>This field displays the item class/sub-class code used to categorize this item, as defined in Item Class/Sub Class Maintenance (MENU IAFILE) and assigned to this item through Item Master Maintenance (MENU IAFILE).</p> <p>Display</p>
Buyer	<p>This field displays the buyer code and buyer name who is responsible for purchasing this item. Buyer codes are defined through Buyers Maintenance (MENU POFILE) and may be assigned to a vendor, vendor/warehouse, vendor/item, and/or vendor/item/warehouse. The system will locate the buyer at the most unique level in which it exists and place that buyer code in this field.</p> <p>Display</p>
PLine	<p>This field displays the purchasing line, if any, selected on the Balance File Maintenance Screen 3 (p. 28-46).</p> <p>Display</p>
Model	<p>Use this field to key the Model ID of the planning model that will be used for forecasting sales and stocking levels, for this planned item. Only one model may be assigned to one item at a time; many items may be assigned the same model.</p> <p>Planning Models Maintenance (MENU AIFILE) is used to define a planning model.</p> <p><i>Default Value:</i> The AIM default planning model as defined through AIM System Options Maintenance (MENU AIFILE).</p> <p>(A 6) Required</p>
U/M	<p>This field displays the default unit of measure of the item.</p> <p>Display</p>



### Advanced Inventory Management Information Screen Field and Function Keys

Field/Function Key	Description
Order Frequency	<p>This is the number of days between placing orders for this item. This value may be manually maintained if the corresponding Maintenance Code (<b>M/C</b>) is <b>O</b> or <b>1-9</b>.</p> <p>Key <b>O</b> (or <b>1-9</b>) and press <b>ENTER</b>. You will now be able to manually key the order frequency.</p> <hr/> <p><b>NOTE:</b> This number must be greater than or equal to the order level. This ensures that the quantity of units ordered will provide sufficient supply until the next time that the item is ordered.</p> <hr/> <p><b>Default Value:</b> Retrieved from the AIM Variables File, if a variable was defined in AIM Order Frequency Maintenance (MENU AIFILE); or the default order frequency defined in AIM System Options Maintenance (MENU AIFILE), if a variable was not defined.</p> <p><b>Valid Values:</b> any value greater than zero</p> <p>(N 3,0) Required</p>
M/C	<p>This field allows you to optionally override the variable values maintained by AIM, by changing the Maintenance Code from <b>A</b> to <b>O</b> or <b>1-9</b>.</p> <p><b>A</b> (automatic) displays representing that the variable is maintained automatically (and cannot be maintained manually). The field will be updated once each month before the planning calculation or when the Reset AIM Variables (MENU AIMAST) is run.</p> <p><b>O</b> (override) displays if the variable has been permanently overridden by the value shown (and can be maintained manually). This field will not be changed when the variables are reset and will remain unchanged until you change it again, or change this code to automatic (<b>A</b>), or a temporary override (<b>1-9</b>).</p> <p><b>1-9</b> (number of months) displays indicating that the variable has been temporarily overridden for the number of months entered here. When the AIM Monthly Update (MENU AIMAST) is run, this number of months is reduced by one until the override expires. At the end of that time, this field will be changed to <b>A</b> (and be maintained automatically).</p> <p><b>Default Value:</b> <b>A</b> (when adding a new planned item, it will automatically be maintained by AIM)</p> <p><b>Valid Values:</b> A, O, 1-9</p> <p>(A 1) Required</p>

## Advanced Inventory Management Information Screen Field and Function Keys

Field/Function Key	Description
S/C	<p>Variables may be defined for groups of items from general to very specific. The source of how variables are defined is depicted by a source code value ranging from 0 to E. The most specific variable definition for an item is to manually override the variable for an item (0=Override). The most general definition of an item is when a variable has not been defined for that item [in which case, the system default is used (7=System default)]. Source code values, which represent how variables are defined for groups of items, are as follows:</p> <ul style="list-style-type: none"> <li>• 0 = Override</li> <li>• 1 = WH, Vendor, Class/Sub</li> <li>• 2 = WH, Vendor, Class</li> <li>• 3 = WH, Vendor</li> <li>• 4 = WH, Class/Sub</li> <li>• 5 = WH, Class</li> <li>• 6 = WH</li> <li>• 7 = System default</li> <li>• 9 = Average Lead Time Adjuster (AIM)</li> <li>• A = Safety Stock Adjuster</li> <li>• B = Order Point Adjuster</li> <li>• C = WH, Vendor, PLine, Class/Sub</li> <li>• D = WH, Vendor, PLine, Class</li> <li>• E = WH, Vendor, PLine</li> </ul> <p>AIM will search the hierarchy from most specific to least specific until it finds the correct source. To determine the correct source, the system looks at the AIM Balance File (AIBAL). This file contains AIM planning information for each item in one warehouse. The variables in the AIM Balance File are from the AIM Variables File or AIM System Options File, or may be manually maintained through this option. The AIM Variables File contains the variables for each month of the current calendar year for groups of items; the AIM System Options File contains the system-wide options and options specific to each company used by AIM.</p> <p>If the variable (e.g., order frequency, lead time, etc.) has been overridden (through this option), the system will insert a 0 in this field.</p> <p>If the variable has not been overridden, the system will use the hierarchy to find the most specific defined variable.</p>

## Advanced Inventory Management Information Screen Field and Function Keys

Field/Function Key	Description
S/C Continued...	<p>If no variable has been defined, AIM will use the default value established through AIM System Options Maintenance (MENU AIFILE) and insert a 7 in this field.</p> <p>If the variable has a Maintenance Code of A, for automatic, and it has an adjuster set lead time for the item, a 9 will appear in this field. This indicates the lead time was calculated by a Replenishment Lead Time Option.</p> <p>If the variable has a Maintenance Code of A, for automatic, and it has an adjuster set safety stock for the item, an A will appear in this field. This indicates the safety stock was calculated by a Replenishment Ranking Detail option.</p> <p>If the variable has a Maintenance Code of A, for automatic, and it has an adjuster set order point for the item, a B will appear in this field. This indicates the order point has been set by an Order Threshold in Ordering Options, ASQ calculation in Replenishment Adjusters option, and 5-Hi calculation in Replenishment Adjusters option.</p> <p>Display</p>
Service Level	<p>This is the target percentage of order quantities that can be filled from stock. This field is protected and cannot be maintained.</p> <p><i>Default Value:</i> Calculated by the system.</p> <p>Display</p>
Lead Time	<p>This is the number of days a vendor requires to deliver items against a purchase order. This value may be manually maintained if the corresponding Maintenance Code (M/C) is O or 1-9.</p> <p>Key O (or 1-9) and press ENTER. You will now be able to manually key the lead time.</p> <p><i>Default Value:</i> Retrieved from the AIM Variables File, if a variable was defined in AIM Lead Time Maintenance (MENU AIFILE); or the default lead time defined in AIM System Options Maintenance (MENU AIFILE), if a variable was not defined or calculated by the system from previous receipts of the item.</p> <p><i>Valid Values:</i> any value greater than zero</p> <p>(N 3,0) Required</p>
Avg Lead Time	<p>The lead time of an item is the number of days required for you to receive an item from the time that its purchase order was issued. This field displays the average lead time, calculated from the purchase order receipt history.</p> <p>This value comes from Replenishment Lead Time options, and parameters in the Lead Time calculation will be used.</p> <p>If no lead Time options are found, the lead time will be calculated using the last two receipts.</p> <p>Display</p>

### Advanced Inventory Management Information Screen Field and Function Keys

Field/Function Key	Description
Safety Stock	<p>This is the additional stock stored in inventory to compensate for variations in customer demand and vendor lead times.</p> <p>Each item's safety stock is calculated by its Average Monthly Usage (AMU) and Lead Time days, if the corresponding Maintenance Code (<b>M/C</b>) is <b>A</b>; or, the value can be overridden here.</p> <p>The calculated value may be overridden if the corresponding Maintenance Code (<b>M/C</b>) is <b>O</b> or <b>1-9</b>.</p> <p>Key <b>O</b> (or <b>1-9</b>) and press <b>ENTER</b>. You will now be able to manually key the safety stock quantity.</p> <p><i>Default Value:</i> Calculated by AIM using the AMU and Lead Time.</p> <p>(N 5,3) Required</p>
SS Code	<p>Use this field to enter the safety stock or allowance code (safety stock ensures that additional stock is stored in inventory to compensate for variations in customer demand and vendor lead times). The value you key in this field determines the format value you will key in the <b>SS Code Value</b> field.</p> <p>Key <b>Q</b> to enter a Safety quantity in the <b>SS Code Value</b> field.</p> <p>Key <b>D</b> to enter Safety days in the <b>SS Code Value</b> field. The system will convert the Safety days entered in the <b>SS Code Value</b> field to a Safety quantity.</p> <p>Key <b>P</b> to enter a Safety percentage in the <b>SS Code Value</b> field. The system will convert the Safety percent entered in the <b>SS Code Value</b> field to a Safety quantity.</p> <p>(A 1) Required</p>
SS Code Value	<p>Use this field to enter the value of the safety stock, based on the safety stock code entered in the <b>SS Code</b> field.</p> <p>Key either a safety stock quantity, number of Safety days, or Safety percentage, based on the safety stock code.</p> <p>For Safety Percentage:</p> $\text{Safety Quantity} = \{[\text{Lead Time} \times (\text{Safety Allowance Percent} \times 100)] \times (\text{Average Monthly Usage} / \text{Average Monthly Days})\}$ <p>For Safety Days:</p> $\text{Safety Quantity} = \text{Safety Allowance Days} \times (\text{Average Monthly Usage} / \text{Average Monthly Days})$ <p>(N 10,2) Optional</p>

## Advanced Inventory Management Information Screen Field and Function Keys

Field/Function Key	Description
WH Rank / M/C	<p>This is the ranking that came from the Line Hit Analysis Report, or that was manually keyed in. The Maintenance Code (<b>M/C</b>) for this field will either be <b>A</b> (automatic) or <b>O</b> (override).</p> <p>Use this field to rank the item in the indicated warehouse, allowing you to further define variables for the item. This provides you with a way to flag your top selling items by ranks.</p> <p>The value you enter in this field is defined through Replenishment Options Maintenance (MENU AIFILE) in the <b>Number of Ranks to be Used</b> field on the Advanced Inventory Management Replenishment Options Ranking Screen. The number of ranks defined, determines the value you can key in this field to rank the item. For example, if you key 4 in the <b>Number of Ranks to be Used</b> field, then you will be allowed to key the first 4 letters in the alphabet to rank your items in this field (or A, B, C, or D).</p> <p>Key the warehouse rank letter for the item.</p> <hr/> <p>NOTE: If the corresponding Maintenance Code (<b>M/C</b>) for this field is <b>A</b> (automatic) and this field is blank, the value in this field will be defaulted to the rank code set up through AIM System Options (MENU AIFILE).</p> <hr/> <p>(A 1) Required</p>
Critical Point	<p>This field displays the critical point of the item, calculated by subtracting the safety stock allowance from the Order Point/Min of the item. It is used during Replenishment to alert the buyer to products whose purchasing net available has reached or fallen below their critical point.</p> <p>Display</p>
Order Point/Min	<p>This is the order point for an item. When the net quantity available falls below the Order Point/Min balance, the item should be placed on the next purchase order.</p> <p>Calculation:  <math display="block">\text{Order Point} = (\text{AMU} / \text{Avg Mth Days}) * \text{Lead Time} + \text{Safety}</math> </p> <p>The calculated value may be overridden if the corresponding Maintenance Code (<b>M/C</b>) is <b>O</b> or <b>1-9</b>.</p> <p>Key <b>O</b> (or <b>1-9</b>) and press <b>ENTER</b>. You will now be able to manually key the minimum balance.</p> <p>(N 11,3) Required</p>
Calculated Order Point	<p>This field displays the value of the calculated Order Point/Min. This is the value the system calculated before the <b>Order Point Adjuster</b> field was considered, if applicable.</p> <p>This value should be equal to the order point, if no order point adjuster was applied.</p> <p>Display</p>

**Advanced Inventory Management Information Screen Field and Function Keys**

Field/Function Key	Description
Order Quantity	<p>This value is the difference between the Order Point/Min and the Line Point/Max values, if not overridden.</p> <p>Override the order quantity when you want to determine this value and not have the system calculate the value for you.</p> <p>If you do key a value here, then the system will calculate the Line Point/Max value.</p> <p>(N 11,3) Required</p>
Order Point Adjuster	<p>This field indicates why the <b>Order Point/Min</b> field on this screen has been changed. Adjusters allow for the option of adjusting the calculated Order Point/Min by considering threshold, average sales quantity, five-high (5-Hi), and low usage adjuster (LUA) quantity factors into the resulting Order Point.</p> <p><b>Threshold</b> displays if the <b>Order Point/Min</b> has been adjusted by threshold.</p> <p><b>ASQ</b> displays if the <b>Order Point/Min</b> has been adjusted by average sales quantity.</p> <p><b>5-Hi</b> displays if the <b>Order Point/Min</b> has been adjusted by 5-Hi.</p> <p><b>LUA</b> displays if the Order Point/Minimum has been adjusted by Low Usage Adjuster.</p> <hr/> <p>NOTE: The order point source code will indicate a <b>B</b> when it has been replaced by the Order Point Adjustment.</p> <hr/> <p>Display</p>
Line Point/Max	<p>This is the highest desired inventory level for an item. This calculated value may be overridden if the corresponding Maintenance Code (<b>M/C</b>) is <b>O</b> or <b>1-9</b>.</p> <p>Calculation:  <math display="block">\text{Line Point} = \text{Order Point} + ((\text{AMU} / \text{Avg Mth Days}) * \text{Order Frequency})</math></p> <p>Key <b>O</b> (or <b>1-9</b>) and press <b>ENTER</b>. You will now be able to manually key the maximum balance.</p> <p>(N 11,3) Required</p>
Calculated Line Point	<p>This field displays the value of the calculated Line Point/Max. This is the line point value the system calculated before the <b>Order Point Adjuster</b> field was considered, if applicable.</p> <p>This value should be equal to the line point, if no order point adjuster was applied.</p> <p>Display</p>
AMU	<p>This field displays the Average Monthly Usage (AMU) of an item.</p> <p>Display</p>
ADU	<p>This field displays the Average Daily Usage (ADU) of an item.</p> <p>Display</p>

**Advanced Inventory Management Information Screen Field and Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
EOQ	This field displays the suggested optimum reorder quantity, calculated using the traditional Economic Order Quantity (EOQ). Display
F2=Ordering	Press <b>F2=ORDERING</b> to display the Advanced Inventory Management Information Ordering Screen (p. 28-66).
F3=Seasonality	Press <b>F3=SEASONALITY</b> to display the Advanced Inventory Management Information Seasonality Screen (p. 28-79).
F5=EOQ	Press <b>F5=EOQ</b> to display the Advanced Inventory Management Information EOQ Screen (p. 28-85).
F11=Buy Inq	Press <b>F11=BUY INQ</b> to display the Buying Information Screen. Refer to the Inventory Management & Planning User Guide for a description of this screen.
F12=Return	Press <b>F12=RETURN</b> to return to the Balance File Maintenance Screen 3 (p. 28-46) without saving any additions/changes made to this screen.
Enter	Press <b>ENTER</b> to confirm your selections. The Item/Inventory Balance Master File Maintenance Screen (p. 27-4) will appear.

## Advanced Inventory Management Information Ordering Screen

In Use By: AK	<u>ADVANCED INVENTORY MANAGEMENT INFORMATION</u>		Change
ORDERING			
Item Number: A100	Warehouse: 1	U/M: EA	
PLine:	Vendor: 100	Item Cl: 50/3	WH Rank: C
Order Point Adjusters:			
Threshold:			
Reference:	Entered: Expires:		
Minimum:	Expires:		
Average Sales Quantity:			
Use: N	Use Max Val: N	Max Val Diff: .00, US\$	Exp: .
Five High Sales:			
Use: N	Use Max Val: N	Max Val Diff: .00, US\$	Exp: .
Low Usage OP Adjuster:			
Use: .	Months to Use: .	Expires: .	
Usage:			
Months: 5	Months M/C: A	Method: .	
F2=Low Usg OP Adj		F5=Default	F12=Return

This screen appears after pressing **F2=ORDERING** on the Advanced Inventory Management Information Screen (p. 28-57).

Use this screen to set up Advanced Inventory Management ordering information.

On this screen, for a specific AIM planned item, a flat threshold minimum adjuster value can be identified, with an expiration date. In addition to that, the system provides three other adjusters that can be used to calculate the order points for more than just one item (so not specific to just one particular item's AIBAL, like the threshold adjuster is) using several other, secondary calculations, which are: Average Sales Quantity (ASQ), Five-high Quantity (5HI), and Low Usage Adjuster (LUA). For additional information, refer to Replenishment Options Maintenance (MENU AIFILE) in the Advanced Inventory Management User Guide.

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NOTE: Order point adjusters will only be used for items where the items' Maintenance Codes for order point and/or line point are set to **A** for Automatic.

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NOTE: Many fields on this screen default from those defined through AIM System Options Maintenance (MENU AIFILE) or can be overridden through Replenishment Options Maintenance (MENU AIFILE). You also have the option to override those values again on this screen at the **AIBAL** level.

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**Advanced Inventory Management Information Ordering Screen Fields & Function Keys**

Field/Function Key	Description
Item Number	This field displays the item number selected on the Item/Inventory Balance Master File Maintenance Screen (p. 27-4) for which you are defining ordering information. Display
Warehouse	This field displays the warehouse selected on the Item/Inventory Balance Master File Maintenance Screen (p. 27-4) for which you are defining ordering information. Display
U/M	This field displays the default ordering unit of measure for the item. Display
PLine	This field displays the purchasing line selected on the Balance File Maintenance Screen 3 (p. 28-46). Display
Vendor	This field displays the primary vendor selected on the Balance File Maintenance Screen 1 (p. 28-4). Display
Item Cl	This field displays the item class/sub-class code used to categorize this item, as defined in Item Class/Sub Class Maintenance (MENU IAFILE) and assigned to this item through Item Master Maintenance (MENU IAFILE). Display
WH Rank	This field displays the warehouse rank assigned to the item on the Advanced Inventory Management Information Screen (p. 28-57). Display
Threshold - Reference	Use this field to enter a description to indicate why this product is set up with a threshold minimum order point. Key the type of adjustment made to the warehouse product's order point.  NOTE: If you enter a value in this field, the other Threshold fields must also contain a value.  <i>Recommended Value:</i> blank (A 30) Required/Blank

### Advanced Inventory Management Information Ordering Screen Fields & Function Keys

Field/Function Key	Description
Threshold - Minimum	<p>Use this field to enter the minimum order point you will allow for this product. If the order point calculated is less than this minimum, the order point will be adjusted up to this minimum as long as the ASQ, 5-Hi, or LUA adjusters were not greater.</p> <p>Key the minimum order point for this product.</p> <p>Key zero if you do not want to set a minimum threshold order point.</p> <hr/> <p>NOTE: If you enter a value in this field, the other Threshold fields must also contain a value.</p> <hr/> <p><i>Recommended Value:</i> 0</p> <p>(N 8,3) Required/Blank</p>
Threshold - Entered	<p>Use this field to enter the date in which this product is set up with a threshold minimum order point. This date will be used in conjunction with the <b>Threshold Low Activity Wait Mths</b> (in Replenishment Options Maintenance (MENU AIFILE)) to determine if a Threshold with Low Activity Exception should be generated.</p> <p>Key the threshold entered date. This date cannot be after the date in the <b>Threshold Expires</b> field.</p> <hr/> <p>NOTE: If you enter a value in this field, the other Threshold fields must also contain a value.</p> <hr/> <p><i>Default Value:</i> Today's date.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFIL).</p> <p><i>Recommended Value:</i> blank</p> <p>(N 6,0) Required/Blank</p>

### Advanced Inventory Management Information Ordering Screen Fields & Function Keys

Field/Function Key	Description
Threshold - Expires	<p>Use this field to enter a date by which the threshold minimum order point will expire. If the date has expired, the threshold minimum order point will not be considered as an adjuster when order points are updated.</p> <p>Key the threshold expiration date. This date cannot be before the date in the <b>Threshold Entered</b> field.</p> <hr/> <p>NOTE: If you enter a value in this field, the other Threshold fields must also contain a value.</p> <hr/> <p><i>Default Value:</i> Today's date.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFIL).</p> <p><i>Recommended Value:</i> blank</p> <p>(N 6,0) Required/Blank</p>
Average Sales Quantity - Use	<p>Use this field to indicate if you want to have the Average Sales Quantity (ASQ) calculation performed for this product. ASQ is calculated by dividing a product's usage by its line hits. If the ASQ calculation is greater than the order point calculated, the order point is adjusted to the ASQ value as long as Threshold Minimum, 5-Hi, or LUA is not greater. The minimum number of line hits set up in Replenishment Adjusters (MENU AIFILE) must also be met.</p> <p>Key <b>Y</b> to use the ASQ calculation method.</p> <p>Key <b>N</b> if you do not want ASQ performed for this product, regardless if parameters are set up in Replenishment Adjusters.</p> <p>Leave blank to use a lower level for this option. The Advanced Inventory Management Replenishment Options hierarchy (shown in Replenishment Options Maintenance of the AIM User Guide) will be used to determine the default value for this option. The default value, as determined through the hierarchy, can be displayed by pressing <b>F5=DEFAULT/F5=ACTUAL</b>.</p> <p><i>Valid Values:</i> Y, N, or leave blank to use a lower level</p> <p><i>Recommended Value:</i> blank for system default (automatic)</p> <p>(A 1) Optional</p>

## Advanced Inventory Management Information Ordering Screen Fields & Function Keys

Field/Function Key	Description
Average Sales Quantity - Use Max Val	<p>Use this field to indicate if you want to use the maximum dollar amount entered in the <b>ASQ Max Val Difference</b> field. This ensures that any increase to inventory values as a result of the ASQ adjustment does not exceed this dollar limit. The maximum dollar difference can also be set up in Replenishment Adjusters (MENU AIFILE).</p> <p>Key <b>Y</b> to use the ASQ max value during ordering calculations. If <b>Y</b>, you must enter a value in the corresponding <b>Max Value Difference</b> field.</p> <p>Key <b>N</b> if you do not want to use the ASQ max value. If <b>N</b>, you cannot enter a value in the corresponding <b>Max Value Difference</b> field.</p> <p>Leave blank to use a lower level for this option. The Advanced Inventory Management Replenishment Options hierarchy (shown in Replenishment Options Maintenance of the AIM User Guide) will be used to determine the default value for this option. The default value, as determined through the hierarchy, can be displayed by pressing <b>F5=DEFAULT/F5=ACTUAL</b>.</p> <p><i>Default Value:</i> blank for new items added</p> <p><i>Valid Values:</i> Y, N, or leave blank to use a lower level</p> <p><i>Recommended Value:</i> blank</p> <p>(A 1) Optional</p>
Average Sales Quantity - Max Val Difference	<p>Use this field to enter the maximum dollar amount that should be used when adjusting inventory values based on the ASQ order point calculation. If the inventory change is greater than this dollar amount, the ASQ adjuster will not be used, and an exception will be created. This amount can also be set up in Replenishment Adjusters (MENU AIFILE).</p> <p>Key the ASQ maximum value difference amount.</p> <p>If the <b>ASQ Use Max Val</b> field is <b>Y</b>, you must key a value in this field. If <b>N</b>, a value cannot be entered in this field.</p> <p>Leave blank to use a lower level for this option. The Advanced Inventory Management Replenishment Options hierarchy (shown in Replenishment Options Maintenance of the AIM User Guide) will be used to determine the default value for this option. The default value, as determined through the hierarchy, can be displayed by pressing <b>F5=DEFAULT/F5=ACTUAL</b>.</p> <p>The currency symbol, if using International Currency, will also change accordingly.</p> <p><i>Recommended Value:</i> 0</p> <p>(N 11,2) Required/Blank</p>

### Advanced Inventory Management Information Ordering Screen Fields & Function Keys

Field/Function Key	Description
Average Sales Quantity - Exp	<p>Use this field to enter a date by which the Average Sales Quantity (ASQ) calculation performed for this product will expire. If the date has expired, the ASQ will not be considered as an adjuster when order points are updated.</p> <p>Key the ASQ expiration date. At AIM month-end, you may wish to be notified, via an exception, of when this type of expiration is near.</p> <hr/> <p>NOTE: This field works in conjunction with the Expiration Date Review fields on the Exception screens in Replenishment Options Maintenance (MENU AIFILE).</p> <hr/> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p><i>Recommended Value:</i> Blank</p> <p>(N 6,0) Optional</p>
Five High Sales - Use	<p>Use this field to indicate if you want to have the Five-high (5HI) calculation performed for this product. The 5HI calculation reviews the highest sales for the number of usage months. If the minimum number of hits is met, the five highest sales quantities are used to calculate an average. Before averaging, the highest sales amount is removed. If this average is higher than the order point calculated, the order point is adjusted to the 5HI value as long as ASQ, Minimum Threshold, or LUA are not higher.</p> <p>Key <b>Y</b> to use 5HI calculations during ordering.</p> <p>Key <b>N</b> if you do not want 5HI calculations performed for this product, regardless if parameters are set up in Replenishment Adjusters (MENU AIFILE).</p> <p>Leave blank to use a lower level for this option. The Advanced Inventory Management Replenishment Options hierarchy (shown in Replenishment Options Maintenance of the AIM User Guide) will be used to determine the default value for this option. The default value, as determined through the hierarchy, can be displayed by pressing <b>F5=DEFAULT/F5=ACTUAL</b>.</p> <p><i>Valid Values:</i> Y, N, or leave blank to use a lower level</p> <p><i>Recommended Value:</i> blank for system default</p> <p>(A 1) Optional</p>

### Advanced Inventory Management Information Ordering Screen Fields & Function Keys

Field/Function Key	Description
Five High Sales - Use Max Val	<p>Use this field to indicate if you want to use the maximum dollar amount entered in the <b>5Hi Max Val Difference</b> field. This ensures that any increase to inventory values as a result of the 5HI adjustment does not exceed this dollar limit.</p> <p>Key <b>Y</b> to use the 5HI max value during ordering calculations. If <b>Y</b>, you must enter a value in the corresponding <b>Max Value Difference</b> field.</p> <p>Key <b>N</b> if you do not want to use the 5HI max value. If <b>N</b>, you cannot enter a value in the corresponding <b>Max Value Difference</b> field.</p> <p>Leave blank to use a lower level for this option. The Advanced Inventory Management Replenishment Options hierarchy (shown in Replenishment Options Maintenance of the AIM User Guide) will be used to determine the default value for this option. The default value, as determined through the hierarchy, can be displayed by pressing <b>F5=DEFAULT/F5=ACTUAL</b>.</p> <p><i>Default Value:</i> blank for new items added</p> <p><i>Valid Values:</i> Y, N, or leave blank to use a lower level</p> <p><i>Recommended Value:</i> blank for system default</p> <p>(A 1) Optional</p>
Five High Sales - Max Val Difference	<p>Use this field to enter the maximum dollar amount that should be used when adjusting inventory values based on the 5HI order point adjustment calculation. If the inventory change is greater than this dollar amount, the 5HI adjuster will not be used, and an exception will be created. This amount can also be set up in Replenishment Adjusters (MENU AIFILE).</p> <p>If the <b>Five High Sales Use Max Val</b> field is <b>Y</b>, you must key a value in this field. If <b>N</b>, a value cannot be entered in this field.</p> <p>Leave blank to use a lower level for this option. The Advanced Inventory Management Replenishment Options hierarchy (shown in Replenishment Options Maintenance of the AIM User Guide) will be used to determine the default value for this option. The default value, as determined through the hierarchy, can be displayed by pressing <b>F5=DEFAULT/F5=ACTUAL</b>.</p> <p>The currency symbol, if using International Currency, will also change accordingly.</p> <p><i>Recommended Value:</i> 0</p> <p>(N 11,2) Required/Blank</p>

### Advanced Inventory Management Information Ordering Screen Fields & Function Keys

Field/Function Key	Description
Five High Sales - Exp	<p>Use this field to enter a date by which the Five-high (5HI) calculation performed for this product will expire. If the date has expired, the 5HI will not be considered as an adjuster when order points are updated.</p> <p>Key the 5HI expiration date. At AIM month-end, you may wish to be notified, via an exception, of when this type of expiration is near.</p> <hr/> <p>NOTE: This field works in conjunction with the Expiration Date Review fields on the Exception screens in Replenishment Options Maintenance (MENU AIFILE).</p> <hr/> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p><i>Recommended Value:</i> Blank</p> <p>(N 6,0) Optional</p>
Low Usage OP Adjuster - Use	<p>Use this field to indicate if you want to have the Low Usage Order Point Adjuster calculation performed for this product. The Low Usage Order Point Adjuster is used to keep inventory on hand for an item that is experiencing low usage. With the Low Usage Order Point Adjuster, the order point will be adjusted to 1, if it was calculated to be zero (due to the low usage of the item).</p> <p>Key Y to use the Low Usage Order Point Adjuster. If used, this adjuster can generate an Inventory Change Value Exception, and in this case, the exemption will be stored in the Low Usage Adjuster Exception File (AIEIVL).</p> <p>Key N if you do not want to use the Low Usage Order Point Adjuster, regardless if parameters are set up in Replenishment Adjusters (MENU AIFILE).</p> <p>Leave blank to use a lower level for this option. The Advanced Inventory Management Replenishment Options hierarchy (shown in Replenishment Options Maintenance of the AIM User Guide) will be used to determine the default value for this option. The default value, as determined through the hierarchy, can be displayed by pressing F5=DEFAULT/F5=ACTUAL.</p> <p><i>Valid Values:</i> Y, N, or leave blank to use a lower level</p> <p><i>Recommended Value:</i> blank for system default</p> <p>(A 1) Optional</p>

### Advanced Inventory Management Information Ordering Screen Fields & Function Keys

Field/Function Key	Description
Low Usage OP Adjuster	Use this field to define how many months hit data will be used with the Low Usage Order Point Adjuster calculation.
- Months to Use	<p>If the <b>Low Usage Order Point Adjuster: Use</b> field is <b>Y</b> on this screen, this field must contain a valid value. This field must be <b>0</b> when the <b>Low Usage Order Point Adjuster: Use</b> field is either <b>N</b> on this screen or at the default level in AIM System Options Maintenance (MENU AIFILE).</p> <p>The number of months you key in this field determines the number of months that will be reviewed to collect the item's hit history (note that the Low Usage Order Point Adjuster will be reviewing the item's hits over this number of months, which can be different, if desired, than the number of months used for the straight 'usage' in the normal order point calculation which resulted in the zero order point).</p> <hr/> <p>NOTE: Multiple Low Usage OP Adjuster parameters can be set up in this option, AIM System Options Maintenance (MENU AIFILE), and Replenishment Options Maintenance (MENU AIFILE). Refer to those menu options for further details.</p> <hr/> <p>Key <b>0</b> or leave blank if the <b>Low Usage OP Adjuster: Use</b> field is <b>N</b>.</p> <p>Key a value <b>1</b> to <b>12</b> if the <b>Low Usage OP Adjuster: Use</b> field is <b>Y</b>.</p> <p>Leave blank to use a lower level for this option. The Advanced Inventory Management Replenishment Options hierarchy (shown in Replenishment Options Maintenance of the AIM User Guide) will be used to determine the default value for this option. The default value, as determined through the hierarchy, can be displayed by pressing <b>F5=DEFAULT/F5=ACTUAL</b>.</p> <p><i>Default Value:</i> the value entered as the default through AIM System Options Maintenance (MENU AIFILE).</p> <p><i>Valid Values:</i> 0 to 12, or leave blank to use a lower level</p> <p><i>Recommended Value:</i> blank</p> <p>(N 2,0) Required</p>



### Advanced Inventory Management Information Ordering Screen Fields & Function Keys

Field/Function Key	Description
Low Usage OP Adjuster - Expires	<p>Use this field to enter a date by which the Low Usage Order Point (OP) Adjuster calculation performed for this product will expire. If the date has expired, the Low Usage OP Adjuster will not be considered as an adjuster when order points are updated.</p> <p>Key the Low Usage OP Adjuster expiration date. At AIM month-end, you may wish to be notified, via an exception, of when this type of expiration is near.</p> <hr/> <p>NOTE: This field works in conjunction with the Expiration Date Review fields on the Exception screens in Replenishment Options Maintenance (MENU AIFILE).</p> <hr/> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFIL).</p> <p><i>Recommended Value:</i> blank</p> <p>(N 6,0) Optional</p>
Usage - Months	<p>This field is protected if the <b>Usage Months M/C</b> field is <b>A</b>.</p> <p>Use this field to specify an override number of months to be used for the Average Monthly Usage (AMU), ASQ, and 5-Hi calculations for this item/warehouse. If an override is specified and is to be used, the <b>Usage Months M/C</b> field should also be set to <b>O</b> or <b>1-9</b> to indicate an override has been made. When an override is made, then the specified number of months entered here will supersede any rank or system level number of months and will be used in the calculations of AMU, ASQ, and 5-Hi.</p> <p>Key the override number of usage months that should be used to calculate the usage rate. Refer to the <b>Usage Months M/C</b> field for additional information.</p> <p><i>Default Value:</i> the usage number of months defined for this item's rank via AIM Replenishment Options Maintenance (MENU AIFILE), or if none, will default to the number of usage months defined through AIM System Options Maintenance (MENU AIFILE).</p> <p>(N 2,0) Optional/Display</p>

**Advanced Inventory Management Information Ordering Screen Fields & Function Keys**

Field/Function Key	Description
Usage - Months M/C	<p>This field allows you to optionally override the variable values maintained by AIM, by changing the Usage Months Maintenance Code from <b>A</b> to <b>O</b> or <b>1-9</b>.</p> <p><b>A</b> (automatic) displays representing that the Usage Months is maintained automatically (and cannot be maintained manually). The field will be updated once each month before the planning calculation or when the Reset AIM Variables (MENU AIMAST) is run.</p> <p><b>O</b> (override) displays if the Usage Months has been permanently overridden by the value shown (and can be maintained manually). This field will not be changed when the variables are reset and will remain unchanged until you change it again, or change this code to automatic (<b>A</b>), or a temporary override (<b>1-9</b>).</p> <p><b>1-9</b> (number of months) displays indicating that the Usage Months has been temporarily overridden for the number of months entered here. When the AIM Monthly Update (MENU AIMAST) is run, this number of months is reduced by one until the override expires. At the end of that time, this field will be changed to <b>A</b> (and be maintained automatically).</p> <p><i>Default Value:</i> <b>A</b> (when adding a new planned item, it will automatically be maintained by AIM)</p> <p><i>Valid Values:</i> A, O, 1-9</p> <p><i>Recommended Value:</i> A (automatic)</p> <p>(A 1) Required</p>

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### Advanced Inventory Management Information Ordering Screen Fields & Function Keys

Field/Function Key	Description
Usage - Method	<p>Use this field to identify the method that will be used to calculate the usage rate. The value entered in this field will be used as the default method for determining the average monthly usage (AMU) calculations (that is, an item's usage when calculating its AMU). You will have the option to select either the Backwards Usage Method or the Trending Usage Method.</p> <p>The Backwards Usage Method goes backward the number of Usage Months from before the Current Forecast Period, accumulating the usage as it goes backwards.</p> <p>The Trending Usage Method will go back one year (12 months or 13 periods depending on the set up of the company's fiscal year) and then accumulate from that month/period forward for the number of Usage Months. This type of usage method can also have a calculated Trend Percent applied to it. The starting period (when going back one year) can be adjusted to start earlier or later (by identifying a seasonal line up number of months) depending on how the season appears to be going, and the starting period can be advanced by the lead time.</p> <p>For further details and examples of each Usage Method type, refer to <i>Usage</i> in the AIM Overview chapter in the Advanced Inventory Management User Guide.</p> <p>Key <b>B</b> for calculating the usage rate going backwards.</p> <p>Key <b>T</b> for calculating the usage rate based on trend.</p> <p>Leave blank to use a lower level for this option. The Advanced Inventory Management Replenishment Options hierarchy (shown in Replenishment Options Maintenance of the AIM User Guide) will be used to determine the default value for this option. The default value, as determined through the hierarchy, can be displayed by pressing <b>F5=DEFAULT/F5=ACTUAL</b>.</p> <hr/> <p><b>NOTE:</b> Seasonal items that are using the Trending Usage Method (<b>T</b>) are required to have more than one year of history before an accurate calculation can occur. Meaning, an item with a <b>Usage Months</b> of 3 needs 15 months of history (<math>3 + 12 = 15</math>), and an item with a <b>Usage Months</b> of 4 needs 16 months of history (<math>4 + 12 = 16</math>). This is because the Trending calculation looks at the Usage period that comes before the one year look back and the Usage period that comes before the current month. So, due to this, a seasonal item set to use the Trending Usage Method (<b>T</b>), that does not have enough usage history, will default to a Backward Usage Method (<b>B</b>).</p> <hr/> <p><i>Valid Values:</i> <b>B</b>, <b>T</b> or leave blank to use a lower level</p> <p><i>Recommended Value:</i> blank</p> <p>(A 1) Optional</p>

**Advanced Inventory Management Information Ordering Screen Fields & Function Keys**

Field/Function Key	Description
F2=Low Usg OP Adj	Press <b>F2=LOW USG OP ADJ</b> to display the Low Usage Order Point Adjuster Screen in AIM Options Maintenance (MENU AIFILE) of the Advanced Inventory Management User Guide.
F5=Default/F5=Actual	Press <b>F5=DEFAULT/F5=ACTUAL</b> to toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE) and/or Replenish Options.
F12=Return	Press <b>F12=RETURN</b> to return to the Advanced Inventory Management Information Screen (p. 28-57) without updating this screen.
Enter	Press <b>ENTER</b> to confirm your selections. The Advanced Inventory Management Information Screen (p. 28-57) will appear.

## Advanced Inventory Management Information Seasonality Screen

In Use By: AZ	<u>ADVANCED INVENTORY MANAGEMENT INFORMATION</u>		Change
SEASONALITY			
Item Number: A200	Warehouse: 1	U/M: EA	
PLine:	Vendor: 100	Item Cl: 30/	WH Rank: C
Seasonal Item Parameters:			
Seasonal Trending:	End Date:		
Minimum Percent: .....	Maximum Percent: .....		
Min Hits Last Year: .....	Min Hits This Year: .....		
Seasonal Line-Up:			
Months: ...	End Date: .....		
Advance by Lead Time: ..			
F5=Default		F12=Return	

This screen appears after pressing **F3=SEASONALITY** on the Advanced Inventory Management Information Screen (p. 28-57).

Use this screen to set up Advanced Inventory Management seasonality information.

The information you enter on this screen affects the resulting information on the Advanced Inventory Management Information Screen (p. 28-57), and will be updated in the Advanced Inventory Balance File (AIBAL).

**NOTE:** For all numeric fields on this screen, a field exit through the entire field will be treated like no value was entered in the field. If you want to use zero as the value for a field, you must key zero(s) in the field.

### Advanced Inventory Management Information Seasonality Screen Fields & Function Keys

Field/Function Key	Description
Item Number	This field displays the item number for which you are defining seasonality information. Display
Warehouse	This field displays the warehouse for which you are defining seasonality information. Display
U/M	This field displays the default ordering unit of measure for the item. Display

**Advanced Inventory Management Information Seasonality Screen Fields & Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
PLine	This field displays the purchasing line assigned to the Item Balance. Display
Vendor	This field displays the primary vendor assigned to the Item Balance. Display
Item Cl	This field displays the item class/sub-class code used to categorize this item, as defined in Item Class/Sub Class Maintenance (MENU IAFILE) and assigned to this item through Item Master Maintenance (MENU IAFILE). Display
WH Rank	This field displays the warehouse rank assigned to the item. Display
Seasonal Trending - End Date	<p>This field is required if any other Seasonal Trending variables (<b>Minimum Percent</b>, <b>Maximum Percent</b>, <b>Min Hits Last Year</b>, and <b>Min Hits This Year</b>) have been entered at this level.</p> <p>Key the date at which Seasonal Trending variables entered at this level will no longer be used. Seasonal Trending variables entered at lower levels that have not yet expired will be used instead.</p> <p>Leave blank to use a lower level for this option. The Advanced Inventory Management Replenishment Options hierarchy (shown in Replenishment Options Maintenance of the AIM User Guide) will be used to determine the default value for this option. The default value, as determined through the hierarchy, can be displayed by pressing <b>F5=DEFAULT/F5=ACTUAL</b>.</p> <hr/> <p>NOTE: Seasonal Trending variables and/or Seasonal Line-Up variables are only selected to be retrieved by the system for seasonal items, if one was keyed and it has not yet expired.</p> <hr/> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p><i>Recommended Value:</i> Blank</p> <p>(N 6,0) Required/Optional</p>

### Advanced Inventory Management Information Seasonality Screen Fields & Function Keys

Field/Function Key	Description
Seasonal Trending - Minimum Percent	<p>Key the minimum Trend Percentage to be applied to the item. The calculated Trend Percent cannot fall below this value.</p> <p>The base line for the minimum percentage comparison is 100%. Therefore, for example, if an item has a usage months variable defined as 3 and the current month is April, the trend would be calculated using January, February and March of both last year and this year. The trend would then be applied to the calculated usage accumulated going forward from the one year look back period, which would be April, May and June of last year.</p> <p>Leave blank to use a lower level for this option. The Advanced Inventory Management Replenishment Options hierarchy (shown in Replenishment Options Maintenance of the AIM User Guide) will be used to determine the default value for this option. The default value, as determined through the hierarchy, can be displayed by pressing <b>F5=DEFAULT/F5=ACTUAL</b>.</p> <p><i>Recommended Value:</i> Blank</p> <p>(N 5,2) Optional</p>
Seasonal Trending - Maximum Percent	<p>Key the maximum Trend Percentage to be applied to the item. This value must be greater than the <b>Minimum Percent</b> field. The calculated Trend Percent cannot exceed this value.</p> <p>The base line for the maximum percentage comparison is 100%. Therefore, for example, if an item has a usage months variable defined as 3 and the current month is April, the trend would be calculated using January, February and March of both last year and this year. The trend would then be applied to the calculated usage accumulated going forward from the one year look back period, which would be April, May and June of last year.</p> <p>Leave blank to use a lower level for this option. The Advanced Inventory Management Replenishment Options hierarchy (shown in Replenishment Options Maintenance of the AIM User Guide) will be used to determine the default value for this option. The default value, as determined through the hierarchy, can be displayed by pressing <b>F5=DEFAULT/F5=ACTUAL</b>.</p> <p><i>Recommended Value:</i> Blank</p> <p>(N 5,2) Optional</p>

**Advanced Inventory Management Information Seasonality Screen Fields & Function Keys**

Field/Function Key	Description
Seasonal Trending - Min Hits Last Year	<p>Key the minimum number of line hits last year (within the Usage Months time frame) before a Trend Percent will be calculated.</p> <p>Line hits are the number of times a product appears on a sales order, warehouse transfer, or lost business transaction (deleted order/line), regardless of quantity.</p> <p>Leave blank to use a lower level for this option. The Advanced Inventory Management Replenishment Options hierarchy (shown in Replenishment Options Maintenance of the AIM User Guide) will be used to determine the default value for this option. The default value, as determined through the hierarchy, can be displayed by pressing <b>F5=DEFAULT/F5=ACTUAL</b>.</p> <p><i>Recommended Value:</i> Blank</p> <p>(N 9,0) Optional</p>
Seasonal Trending - Min Hits This Year	<p>Key the minimum number of line hits this year (within the Usage Months time frame) before a Trend Percent will be calculated.</p> <p>Line hits are the number of times a product appears on a sales order, warehouse transfer, or lost business transaction (deleted order/line), regardless of quantity.</p> <p>Leave blank to use a lower level for this option. The Advanced Inventory Management Replenishment Options hierarchy (shown in Replenishment Options Maintenance of the AIM User Guide) will be used to determine the default value for this option. The default value, as determined through the hierarchy, can be displayed by pressing <b>F5=DEFAULT/F5=ACTUAL</b>.</p> <p><i>Recommended Value:</i> Blank</p> <p>(N 9,0) Optional</p>



### Advanced Inventory Management Information Seasonality Screen Fields & Function Keys

Field/Function Key	Description
Seasonal Line-Up - Months	<p>This field adjusts the start of a season (i.e., the starting period for usage accumulation).</p> <p>Key the number of months (either a positive or negative value) that the starting period (season) used for calculating the average monthly usage (AMU) will be adjusted. This field does not impact the Trend Percent calculation.</p> <p>A positive value will start the season earlier (increases the starting period). A negative value will start the season later (decreases the starting period). The value in either direction (positive or negative) cannot exceed 3 months.</p> <p><b>Example:</b> If the current month is April, and the <b>Seasonal Line-Up Months</b> field contains a positive 2 value, the AIM calculation programs would not go back to April of last year, but instead to June of last year. Whereas, a <b>Seasonal Line-Up Months</b> value of negative 2 would cause the calculation programs to go back to February of last year.</p> <p>Leave blank to use a lower level for this option. The Advanced Inventory Management Replenishment Options hierarchy (shown in Replenishment Options Maintenance of the AIM User Guide) will be used to determine the default value for this option. The default value, as determined through the hierarchy, can be displayed by pressing <b>F5=DEFAULT/F5=ACTUAL</b>.</p> <p><i>Recommended Value:</i> Blank</p> <p>(N 2,0) Optional</p>
Seasonal Line-Up - End Date	<p>This field is required if the <b>Months</b> Seasonal Line-Up variable has been entered at this level.</p> <p>This field adjusts the end of a season.</p> <p>Key the date at which Seasonal Line-Up variables entered at this level will no longer be used. Seasonal Line-Up variables entered at lower levels that have not yet expired will be used instead.</p> <p>Leave blank to use a lower level for this option. The Advanced Inventory Management Replenishment Options hierarchy (shown in Replenishment Options Maintenance of the AIM User Guide) will be used to determine the default value for this option. The default value, as determined through the hierarchy, can be displayed by pressing <b>F5=DEFAULT/F5=ACTUAL</b>.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p><i>Recommended Value:</i> Blank</p> <p>(N 6,0) Required/Optional</p>

**Advanced Inventory Management Information Seasonality Screen Fields & Function Keys**

Field/Function Key	Description
Advance by Lead Time	<p>This field can be used to adjust the season starting point (i.e., starting period for usage accumulation) to be later. This field is useful for those seasonal items that are usually purchased ahead of the season in which they are needed for. You can specify if you want to advance by the lead time that is needed for that item/vendor because you need to buy for the period of time that comes after the lead time.</p> <p>Key <b>Y</b> to have the season (starting period) adjusted by the lead time for the Advanced Inventory Management Balance File (<b>AIBAL</b>) record. The lead time of the item will be used to extend the starting period.</p> <p>Key <b>N</b> if you do not want the season adjusted by the lead time.</p> <p><b>Example:</b> If the current period is April and the item's usage months variable is 3, the AIM calculation programs would normally go back to April of last year and then accumulate the usage for April, May and June. However, if you select to use the Advance by Lead time option (i.e., key <b>Y</b> in this field) and the item/vendor has a 90 day lead time, the AIM calculation programs will go back to April of last year, but then advance to July and then accumulate the usage for July, August and September.</p> <p>Refer to the Advance By Lead Time topic in the Calculations chapter of the Advanced Inventory Management User Guide for additional calculation information.</p> <p>Leave blank to use a lower level for this option. The Advanced Inventory Management Replenishment Options hierarchy (shown in Replenishment Options Maintenance of the AIM User Guide) will be used to determine the default value for this option. The default value, as determined through the hierarchy, can be displayed by pressing <b>F5=DEFAULT/F5=ACTUAL</b>.</p> <p><i>Valid Values:</i> Y, N, or leave blank to use a lower level</p> <p><i>Recommended Value:</i> Blank</p> <p>(A 1) Optional</p>
F5=Default/F5=Actual	Press <b>F5=DEFAULT/F5=ACTUAL</b> to toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE).
F12=Return	Press <b>F12=RETURN</b> to return to the Advanced Inventory Management Information Screen (p. 28-57), without updating this screen.
Enter	Press <b>ENTER</b> to confirm your selections. The Advanced Inventory Management Information Screen (p. 28-57) will appear.

## Advanced Inventory Management Information EOQ Screen

In Use By: AZ	<u>ADVANCED INVENTORY MANAGEMENT INFORMATION</u>		Change
EOQ			
Item Number: A200	Warehouse: 1	U/M: EA	
PLine:	Vendor: 100	Item Cl: 30/	WH Rank: C
Vendor EOQ Parameters			
Cost to Carry Percent:	.....	Cost to Purchase:	..... US\$
Minimum Weeks Supply:	.....	Maximum Weeks Supply:	.....
Use EOQ in Suggested Order:	..		
Transfer EOQ Parameters			
Cost to Carry Percent:	.....	Cost to Purchase:	..... US\$
Minimum Weeks Supply:	.....	Maximum Weeks Supply:	.....
Use EOQ in Suggested Order:	..		
F5=Default		F12=Return	

This screen appears after pressing **F5=EOQ** on the Advanced Inventory Management Information Screen (p. 28-57).

Use this screen to set up Advanced Inventory Management Economic Order Quantity (EOQ) information. This information will be updated in the AIM EOQ Parameters File (**AIEOQ**).

### Advanced Inventory Management Information EOQ Screen Fields & Function Keys

Field/Function Key	Description
Item Number	This field displays the item number selected on the Item/Inventory Balance Master File Maintenance Screen (p. 27-4) for which you are defining EOQ information. Display
Warehouse	This field displays the warehouse selected on the Item/Inventory Balance Master File Maintenance Screen (p. 27-4) for which you are defining EOQ information. Display
U/M	This field displays the default ordering unit of measure for the item. Display
PLine	This field displays the purchasing line selected on the Balance File Maintenance Screen 3 (p. 28-46). Display

**Advanced Inventory Management Information EOQ Screen Fields & Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
Vendor	<p>This field displays the primary vendor selected on the Balance File Maintenance Screen 1 (p. 28-4).</p> <p>Display</p>
Item Cl	<p>This field displays the item class/sub-class code used to categorize this item, as defined in Item Class/Sub Class Maintenance (MENU IAFILE) and assigned to this item through Item Master Maintenance (MENU IAFILE).</p> <p>Display</p>
WH Rank	<p>This field displays the warehouse rank assigned to the item on the Advanced Inventory Management Information Screen (p. 28-57).</p> <p>Display</p>
Vendor EOQ Parameters: Cost to Carry Percent	<p>This field is the average cost percentage which is incurred for holding an item in inventory (values include cost of capital, warehouse space, insurance, handling, etc.). This percentage of inventory value is used to determine the cost for holding the inventory in stock.</p> <p>Key the carrying cost percent to be used for this item/warehouse when procured from an outside vendor. A typical value ranges between 25 and 40 percent.</p> <p>Leave blank to use value from another EOQ level (company, warehouse, vendor, etc.).</p> <p>To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE) and/or AIM EOQ Parameters Maintenance (MENU AIFILE), press <b>F5=DEFAULT/F5=ACTUAL</b>.</p> <p><i>Default Value:</i> blank</p> <p>(N 4,2) Optional</p>
Vendor EOQ Parameters: Cost to Purchase	<p>This is the average cost to create a purchase order (the total cost associated with creating, reviewing, approving, printing, mailing, tracking and receiving inventory from a purchase order).</p> <p>To calculate a value for this field, estimate the time required to create and process a purchase order and multiply it by the hourly costs of the people doing the work; add in the costs of any supplies used (forms, paper, etc.).</p> <p>Key the PO processing cost for a single purchase order. The currency symbol of the company is displayed to the right of this field.</p> <p>Leave blank to use value from another EOQ level (company, warehouse, vendor, etc.).</p> <p>To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE) and/or AIM EOQ Parameters Maintenance (MENU AIFILE), press <b>F5=DEFAULT/F5=ACTUAL</b>.</p> <p><i>Default Value:</i> blank</p> <p>(N 6,2) Optional</p>

### Advanced Inventory Management Information EOQ Screen Fields & Function Keys

Field/Function Key	Description
Vendor EOQ Parameters:	This is the adjusted value that will be used if the calculated economic order quantity (EOQ) falls below this value.
Minimum Weeks Supply	<p>Key the adjusted value.</p> <p>Leave blank to use value from another EOQ level (company, warehouse, vendor, etc.).</p> <p>To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE) and/or AIM EOQ Parameters Maintenance (MENU AIFILE), press <b>F5=DEFAULT/F5=ACTUAL</b>.</p> <p><i>Default Value:</i> blank</p> <p>(N 3,0) Optional</p>
Vendor EOQ Parameters:	This is the adjusted value that will be used if the calculated economic order quantity (EOQ) falls above this value.
Maximum Weeks Supply	<p>Key the adjusted value.</p> <p>Leave blank to use value from another EOQ level (company, warehouse, vendor, etc.).</p> <p>To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE) and/or AIM EOQ Parameters Maintenance (MENU AIFILE), press <b>F5=DEFAULT/F5=ACTUAL</b>.</p> <p><i>Default Value:</i> blank</p> <p><i>Valid Values:</i> greater than the vendor minimum weeks supply value</p> <p>(N 3,0) Optional</p>
Vendor EOQ Parameters:	This field determines if the economic order quantity (EOQ) will be used when the Suggested Orders Report option (MENU POREPT) is run, and when using the Item Search during Requisition Entry.
Use EOQ in Suggested Order	<p>Key <b>Y</b> to use the EOQ when ordering quantity is considered. The EOQ will be stored in the Advanced Inventory Balance File (AIBAL).</p> <p>Key <b>N</b> if you do not want the EOQ considered for ordering quantity and instead want the minimum/maximum values used during the calculation.</p> <p>Leave blank to use value from another EOQ level (company, warehouse, vendor, etc.).</p> <p>To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE) and/or AIM EOQ Parameters Maintenance (MENU AIFILE), press <b>F5=DEFAULT/F5=ACTUAL</b>.</p> <p><i>Default Value:</i> blank</p> <p><i>Valid Values:</i> Y, N or blank</p> <p>(A 1) Optional</p>

**Advanced Inventory Management Information EOQ Screen Fields & Function Keys**

Field/Function Key	Description
Transfer EOQ Parameters: Cost to Carry Percent	<p>This field is the average cost percentage which is incurred for holding an item in inventory (values include cost of capital, warehouse space, insurance, handling, etc.). This percentage of inventory value is used to determine the cost for holding the inventory in stock.</p> <p>Key the carrying cost percent to be used for this item/warehouse when procured from another warehouse. A typical value ranges between 25 and 40 percent.</p> <p>Leave blank to use value from another EOQ level (company, warehouse, vendor, etc.).</p> <p>To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE) and/or AIM EOQ Parameters Maintenance (MENU AIFILE), press <b>F5=DEFAULT/F5=ACTUAL</b>.</p> <p><i>Default Value:</i> blank</p> <p>(N 2,0) Optional</p>
Transfer EOQ Parameters: Cost to Purchase	<p>This is the average cost to create a purchase order (the total cost associated with creating, reviewing, approving, printing, mailing, tracking and receiving inventory from a purchase order).</p> <p>To calculate a value for this field, estimate the time required to create and process a purchase order and multiply it by the hourly costs of the people doing the work; add in the costs of any supplies used (forms, paper, etc.).</p> <p>Key the default PO processing cost for a single purchase order. The currency symbol of the company is displayed to the right of this field.</p> <p>Leave blank to use value from another EOQ level (company, warehouse, vendor, etc.).</p> <p>To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE) and/or AIM EOQ Parameters Maintenance (MENU AIFILE), press <b>F5=DEFAULT/F5=ACTUAL</b>.</p> <p><i>Default Value:</i> blank</p> <p>(N 4,0) Optional</p>
Transfer EOQ Parameters: Minimum Weeks Supply	<p>This is the adjusted value that will be used if the calculated economic order quantity (EOQ) falls below this value.</p> <p>Key the adjusted value.</p> <p>Leave blank to use value from another EOQ level (company, warehouse, vendor, etc.).</p> <p>To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE) and/or AIM EOQ Parameters Maintenance (MENU AIFILE), press <b>F5=DEFAULT/F5=ACTUAL</b>.</p> <p><i>Default Value:</i> blank</p> <p>(N 3,0) Optional</p>

**Advanced Inventory Management Information EOQ Screen Fields & Function Keys**

Field/Function Key	Description
Transfer EOQ Parameters:	This is the adjusted value that will be used if the calculated economic order quantity (EOQ) falls above this value.
Maximum Weeks Supply	<p>Key the adjusted value.</p> <p>Leave blank to use value from another EOQ level (company, warehouse, vendor, etc.).</p> <p>To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE) and/or AIM EOQ Parameters Maintenance (MENU AIFILE), press <b>F5=DEFAULT/F5=ACTUAL</b>.</p> <p><i>Default Value:</i> blank</p> <p>(N 3,0) Optional</p>
Transfer EOQ Parameters:	This field determines if the economic order quantity (EOQ) will be used when the Suggested Orders Report option (MENU POREPT) is run, and when using the Item Search during Requisition Entry.
Use EOQ in Suggested Order	<p>Key <b>Y</b> to use the EOQ during suggested order processing, when ordering quantity is considered. The EOQ will be stored in the Advanced Inventory Balance File (AIBAL).</p> <p>Key <b>N</b> if you do not want the EOQ considered for ordering quantity and instead want the minimum/maximum values used during the calculation.</p> <p>Leave blank to use value from another EOQ level (company, warehouse, vendor, etc.).</p> <p>Leave blank to use value from another EOQ level (company, warehouse, vendor, etc.).</p> <p>To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE) and/or AIM EOQ Parameters Maintenance (MENU AIFILE), press <b>F5=DEFAULT/F5=ACTUAL</b>.</p> <p><i>Default Value:</i> blank</p> <p><i>Valid Values:</i> Y, N or blank</p> <p>(A 1) Optional</p>
F5=Default/F5=Actual	Press <b>F5=DEFAULT/F5=ACTUAL</b> to toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE) and/or AIM EOQ Parameters Maintenance (MENU AIFILE).
F12=Return	Press <b>F12=RETURN</b> to return to the Advanced Inventory Management Information Screen (p. 28-57) without updating this screen.
Enter	Press <b>ENTER</b> to confirm your selections. The Advanced Inventory Management Information Screen (p. 28-57) will appear.

## Item Balance Listing

This option is used to print the Item Balance File Listing - Complete (p. 28-93) or Item Balance File Listing - Brief (p. 28-94). These listings print warehouse/item information defined through Item Balance Maintenance (MENU IAFILE).

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Inventory Item Balance File Listing Screen	Use to specify limiting criteria for the listing.
Item Balance File Listing - Complete	Prints all field settings from Item Balance Maintenance for items that match the listing selection criteria.
Item Balance File Listing - Brief	Prints major field settings from Item Balance Maintenance for all items that match the listing selection criteria.



## Inventory Item Balance File Listing Screen

INVENTORY ITEM BALANCE FILE LISTING

Selection

Brief Format:                       (Y/N)

Warehouse?                    ...                    To?                    ...

Item Class?                    ... / ...                    To?                    ... / ...

Item Number: .....                    To: .....

Vendor: .....                    To: .....

F3=Cancel

This screen appears after selecting option **12** - Item Balance Listing from the Inventory Accounting File Maintenance Menu (MENU IAFILE). Use this screen to select the items and warehouses to print, and the format of the listing.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

### Inventory Item Balance File Listing Screen Fields and Function Keys

Field/Function Key	Description
Brief Format	<p>This determines the fields to print on the listing.</p> <p>Key <b>Y</b> to print a brief listing; only the major fields defined in Item Balance Maintenance (MENU IAFILE) will print.</p> <p>Key <b>N</b> to print a complete listing; all fields defined in Item Balance Maintenance (MENU IAFILE) will print.</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>

## Inventory Item Balance File Listing Screen Fields and Function Keys

Field/Function Key	Description
Warehouse/Item Selection Criteria	<p>The criteria you enter in the following fields determines the items and warehouses to print:</p> <ul style="list-style-type: none"> <li>• <b>Warehouse:</b> Key the range of warehouses for which the items have been defined that you want to print.</li> <li>• <b>Item Class:</b> Key the range of item classes and sub-classes containing the items to print. If the sub-class is left blank, all sub-classes within the item class indicated will print. Item classes are defined through Item Class/Sub Class Maintenance (MENU IAFILE) and assigned to items through Item Master Maintenance (MENU IAFILE).</li> <li>• <b>Item Number:</b> Key the range of item numbers to print.</li> <li>• <b>Vendor:</b> The range of items to print is based on their primary vendor assigned to an item through Item Balance Maintenance (MENU IAFILE). Key the desired range of vendors. Vendors are defined through Vendor Master Maintenance (MENU POFILE).</li> </ul> <p>Optional</p>
Include Suspended/Discontinued Items	<p>This field determines whether or not suspended/discontinued items will print. The status for suspended/discontinued items are checked at the Item Balance level with regards to what prints on the listing.</p> <p>Accept the default or key <b>Y</b> if you want suspended/discontinued items to print on the listing.</p> <p><i>Default Value:</i> The value entered in Suspended Defaults Maintenance (MENU XAFIL2) in the <b>Item Balance Listing Dft</b> field.</p> <p>(A 1) Required</p>
F3=Cancel	Press <b>F3=CANCEL</b> to cancel this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The Report Options Screen will display (refer to the Cross Applications User Guide for details about this screen).

## Item Balance File Listing - Complete

IA317	10/15/18	14.26.38	ITEM BALANCE FILE LISTING - COMPLETE				AD/APDEMO	PAGE	1
Warehouse From: 5		All Classes	Item From: A100		All Vendors				
To: 5			To: A110						
-----									
Warehouse: 5		Chicago, IL		Copiers					
Class: 50/1		Office Machines		Descr1: Sharp Copier		Descr2: Model Z-57		ABC: B	
Item Number: A110				1578.47130		Last: 481.24100		U/M=>1: EA Max: Min:	
Vendor: 3		Suspend: Std:		Cycle: Usr:		Date: 06/28/18		U/M 2: Max: Min:	
		Phy/Inv: Ave:		481.24100		Dft Ord U/M:		U/M 3: Max: Min:	
		Country of Origin 1:		Country of Origin 2:					
		Tax Code:		Re-use Code:		Item Tax Class:		Discontinued: B/O Code:	
		Contract Code:		Comm Fctr:		Cd:			
		Special Order Cd.:		Buyer Apr. Reqd.:					
		Prompt for POS Line Type:		Default POS Line Type:					
		Purchasing Line:		Plan: Y		Planning Tool: I		Bypass Decrement Picking:	
Warehouse Mngt Options		W/M Code: S		Put Away Msg:		Max Pick Qty:		.000	
Loc Cls: Ovr WH Loc:		Min Put Away:		.000		Max Put Away:		.000	
Case Qty Flag:		Case Qty/Desc:		/ Pallet ID:		Qty Per Pallet:		.000 Item Label: N Time Phased: Y	
Bypass Cyc Cnt Sch / WH Planning Rpt:									
Class: 50/3		Office Machines							
Item Number: A100				Fax					
Vendor: 3		Descr1: All-in-One Printer Model V515W		Descr2: Print, Copy, Fax, Scan				ABC: A	
		1147.97130		Last: 419.49000		U/M=>1: EA		Max: Min:	
		Cycle: Usr:		Date: 12/17/14		U/M 2:		Max: Min:	
		Phy/Inv: Ave:		1147.97130		Dft Ord U/M:		U/M 3: Max: Min:	
		Country of Origin 1:		Country of Origin 2:					
		Tax Code:		Re-use Code:		Item Tax Class:		Discontinued: B/O Code:	
		Contract Code:		Comm Fctr:		Cd:			
		Special Order Cd.:		Buyer Apr. Reqd.:					
		Prompt for POS Line Type:		Default POS Line Type:					
		Purchasing Line:		Plan: Y		Planning Tool: I		Bypass Decrement Picking:	
Warehouse Mngt Options		W/M Code: S		Put Away Msg:		Max Pick Qty:		.000	
Loc Cls: Ovr WH Loc:		Min Put Away:		.000		Max Put Away:		.000	
Case Qty Flag:		Case Qty/Desc:		/ Pallet ID:		Qty Per Pallet:		.000 Item Label: N Time Phased: Y	
Bypass Cyc Cnt Sch / WH Planning Rpt:									
2*		Item Balance Record(s) Printed For This Warehouse.							
2**		Item Balance Record(s) Printed.							

This listing prints following your responses on the Report Options Screen, which appears after you press **ENTER** on the Inventory Item Balance File Listing Screen (p. 28-91). For an explanation of the Report Options Screen, refer to the Cross Applications User Guide.

Depending upon your selection on the Inventory Item Balance File Listing Screen (p. 28-91), this is either a complete listing or a brief listing. The listing shown here is a complete listing and therefore shows all fields defined through Item Balance Maintenance (MENU IAFILE). The sort sequence is based on the warehouse, item class and subclass, then the item number.

All items that match the criteria entered on the Inventory Item Balance File Listing Screen (p. 28-91) are printed. Refer to "Item Balance Maintenance" on page 28-2 for an explanation of the fields on this listing.

## Item Balance File Listing - Brief

IA316	10/28/16	16.05.23	ITEM BALANCE FILE LISTING - BRIEF										AU/APDEMO	PAGE	1
All Warehouses			All Classes			Item From: A100			To: A110			All Vendors			
Class	Item Number		User Area			Vend #	Pr/Loc	Cyc/Ct	Standard Cost			Average Cost	Last Cost	Last Cost	SA
Description 1			Description 2			Sus	Cd	Sc/Loc	Phy/In	User Cost		Last Cost		Date	
-----															
Warehouse: CC Co 1 Consignment Central															
50/1	A110									549.99000		549.99000			
	Sharp Copier		Model Z-57							549.99000		549.99000		00/00/00	
50/3	A100									399.99000		399.99000			
	All-in-One Printer Model V515W		Print, Copy, Fax, Scan							399.99000		399.99000		00/00/00	
2* Item Balance Record(s) Printed For This Warehouse.															
IA316	10/28/16	16.05.23	ITEM BALANCE FILE LISTING - BRIEF										AU/APDEMO	PAGE	2
All Warehouses			All Classes			Item From: A100			To: A110			All Vendors			
Class	Item Number		User Area			Vend #	Pr/Loc	Cyc/Ct	Standard Cost			Average Cost	Last Cost	Last Cost	SA
Description 1			Description 2			Sus	Cd	Sc/Loc	Phy/In	User Cost		Last Cost		Date	
-----															
Warehouse: CE Co 1 Consignment East															
50/1	A110									549.99000		549.99000			
	Sharp Copier		Model Z-57							549.99000		549.99000		00/00/00	
50/3	A100									399.99000		399.99000			
	All-in-One Printer Model V515W		Print, Copy, Fax, Scan							399.99000		399.99000		00/00/00	
2* Item Balance Record(s) Printed For This Warehouse.															
IA316	10/28/16	16.05.23	ITEM BALANCE FILE LISTING - BRIEF										AU/APDEMO	PAGE	3
All Warehouses			All Classes			Item From: A100			To: A110			All Vendors			
Class	Item Number		User Area			Vend #	Pr/Loc	Cyc/Ct	Standard Cost			Average Cost	Last Cost	Last Cost	SA
Description 1			Description 2			Sus	Cd	Sc/Loc	Phy/In	User Cost		Last Cost		Date	
-----															
Warehouse: C2 Co 2 Consignment Warehouse															
50/1	A110									549.99000		549.99000			
	Sharp Copier		Model Z-57							549.99000		549.99000		00/00/00	
50/3	A100									399.99000		399.99000			
	All-in-One Printer Model V515W		Print, Copy, Fax, Scan							399.99000		399.99000		00/00/00	
2* Item Balance Record(s) Printed For This Warehouse.															
IA316	10/28/16	16.05.23	ITEM BALANCE FILE LISTING - BRIEF										AU/APDEMO	PAGE	4
All Warehouses			All Classes			Item From: A100			To: A110			All Vendors			
Class	Item Number		User Area			Vend #	Pr/Loc	Cyc/Ct	Standard Cost			Average Cost	Last Cost	Last Cost	SA
Description 1			Description 2			Sus	Cd	Sc/Loc	Phy/In	User Cost		Last Cost		Date	
-----															
Warehouse: C3 Co 3 Consignment Warehouse															
50/1	A110									549.99000		549.99000			
	Sharp Copier		Model Z-57							549.99000		549.99000		00/00/00	
50/3	A100									399.99000		399.99000			
	All-in-One Printer Model V515W		Print, Copy, Fax, Scan							399.99000		399.99000		00/00/00	
2* Item Balance Record(s) Printed For This Warehouse.															
IA316	10/28/16	16.05.23	ITEM BALANCE FILE LISTING - BRIEF										AU/APDEMO	PAGE	5
All Warehouses			All Classes			Item From: A100			To: A110			All Vendors			
Class	Item Number		User Area			Vend #	Pr/Loc	Cyc/Ct	Standard Cost			Average Cost	Last Cost	Last Cost	SA
Description 1			Description 2			Sus	Cd	Sc/Loc	Phy/In	User Cost		Last Cost		Date	
-----															
Warehouse: 1 Hartford, CT															
50/1	A110					100				549.99000		576.61419			
	Sharp Copier		Model Z-57									577.03980		02/20/14	Y
50/3	A100					100				399.99000		408.91294			
	All-in-One Printer Model V515W		Print, Copy, Fax, Scan									418.99000		05/17/16	Y
2* Item Balance Record(s) Printed For This Warehouse.															
IA316	10/28/16	16.05.23	ITEM BALANCE FILE LISTING - BRIEF										AU/APDEMO	PAGE	6
All Warehouses			All Classes			Item From: A100			To: A110			All Vendors			
Class	Item Number		User Area			Vend #	Pr/Loc	Cyc/Ct	Standard Cost			Average Cost	Last Cost	Last Cost	SA
Description 1			Description 2			Sus	Cd	Sc/Loc	Phy/In	User Cost		Last Cost		Date	
-----															

This listing prints after entering responses on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen.)

Depending upon your selection on the Inventory Item Balance File Listing Screen (p. 28-91), this is either a complete listing or a brief listing; the listing displayed is a brief listing and therefore shows only the major fields defined through Item Balance Maintenance (MENU IAFILE). The sort sequence is based on the warehouse, item class and subclass, then the item number.

All items that match the criteria entered on the Inventory Item Balance File Listing Screen (p. 28-91) are printed. Refer to "Item Balance Maintenance" on page 28-2 for an explanation of the fields on this listing.

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Use Option 3 - Warehouse Numbers on the Inventory Accounting File Maintenance Menu (MENU IAFIL) to define the warehouses that will be used in Distribution A+; at least one warehouse must be defined. Warehouses created here are used in Item Balance Maintenance (MENU IAFIL) for stocking all items.

If Customer Consignment is installed, warehouses can be created and used as customer consignment warehouses to house consigned inventory until the inventory is sold.

You can also use this option to activate the use of warehouse level tax overrides. If the use of warehouse level tax overrides is activated, then warehouse specific tax overrides (if any are defined) will be retrieved during order entry for the shipping warehouse of each line item of the order. Tax overrides are defined through Tax Overrides Maintenance (MENU OEFIL2).

If Purchasing is installed, up to six landing factor descriptions can be selected for use in Distribution A+ for this warehouse. You specify whether to allow overrides to the default values for each landing factor selected and whether the amount of that landing cost should be included in the receipt values shown on the Intrastat Report (p. 24-8). For more information about this report, refer to the description of the Intrastat Report option (MENU IAREPT).

When creating an order in Order Entry, you must specify the warehouse from which the items on the order will be shipped; and when receiving items in Purchasing (if used), you must indicate the warehouse into which items are received. Additionally, if Warehouse Management is installed, warehouse options are defined through Warehouse Management Options Maintenance (MENU WMFILE) for warehouses created here.

This option also requires the entry of hazardous material information, if **Hazardous Materials** is set to **Y** in System Options Maintenance (MENU XAFIL). This information is used to create two hazardous material documents: the HAZMAT Shipping Papers and the HAZMAT Carrier Summary. Refer to Carrier Order Inquiry (MENU OEMAIN) in the Order Entry User Guide for a presentation and explanation of both documents.

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## Warehouse Numbers Maintenance

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The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Warehouse Number File Maintenance Selection Screen	Use to specify the ID of the warehouse you want to maintain.
Warehouse Number File Maintenance Screen	Use to define the warehouse.
Warehouse Email Maintenance Screen	Used to define e-mail information for the warehouse for pick lists and pack lists.
Warehouse Information File Maintenance Screen	Used to define company and hazardous material information for the warehouse.

# Warehouse Number File Maintenance Selection Screen

WAREHOUSE NUMBER FILE MAINTENANCE

Function:

-

(A,C)

Warehouse?

...

F3=Exit

This screen appears after selecting option 3 - Warehouse Numbers Maintenance on the Inventory Accounting File Maintenance Menu (MENU IAFIIE). Use this screen to select the warehouse which you would like to add or change.

NOTE: You may define as many warehouses as necessary. However, you cannot use more than one warehouse if you responded with an N to Multi Warehouse in System Options Maintenance (MENU XAFIIE).

## Warehouse Number File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a warehouse. Key C to change information for an existing warehouse. (A 1) Required
Warehouse	This is the number of the warehouse being added or changed. Key the one or two character code used to identify this warehouse. <i>Valid Values:</i> A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFIIE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). To add a new warehouse, the user must be authorized to all warehouses through Authority Profile Maintenance (MENU XASCTY). (A 2) Required
F3=Exit	Press F3=EXIT to cancel this option. MENU IAFIIE will display.

### Warehouse Number File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press <b>ENTER</b> to confirm your selections. The Warehouse Number File Maintenance Screen (p. 29-5) will display.

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## Warehouse Number File Maintenance Screen

WAREHOUSE NUMBER FILE MAINTENANCE			Change
Warehouse: 1 Hartford, CT.....			
GST Registration #:			
Company Number?	01, A & C Office Supply		
Dft Alt WH Sq Cd?	1, Alt Shipping Warehouses 5, 3		
Use Whse Pricing:	N, (Y/N)	Comm Cst: V	Comm Cd: L, Comm Load %: .00, .
Use Ext Item Cmnt:	Y, (Y/N)	Min Customer Inv Reservations Warn %:	.40
Mult Ship-to POs:	Y, (Y/N)	Allow Central Ship-to POs w/WH Trans:	Y, (Y/N)
Use WH Tax Overrides:	N, (Y/N)	Use Allocation Time Period:	N, (Y/N)
Country of Origin Required: N, (Y/N)			
Landing Factors:	Use	Description	Allow Override
1.	Y, (Y,N)	Freight.....	G, (I,G,N)
2.	Y,	Handling Fees.....	I,
3.	Y,	Broker Fees.....	I,
4.	Y,	Duty.....	I,
5.	N,	.....	..
6.	N,	.....	..
Active	Phy/Inv	Phy/Inv	Phy/Inv
Phy/Inv	Count Cmp	As/Of	Completed
(Y/N)	(Y/N)	Date	Date
N	N		
		Phy/Inv	Phy/Inv
		Initiated	Sheet
		By User Id	Count
F12=Return			

This screen appears after you press **ENTER** on the Warehouse Number File Maintenance Selection Screen (p. 29-3). Use this screen to add or change information pertaining to a warehouse.

### Warehouse Number File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Key the name of the warehouse used throughout Distribution A+. (A 30) Required
GST Registration #	<p>This field appears only if <b>Use GST/PST Taxing</b> is set to <b>Y</b> through Systems Options Maintenance (MENU XAFILE).</p> <p>If you are using GST/PST Canadian Taxing, use this field to enter a good and services tax registration number. This field represents the government GST registration number for this warehouse.</p> <p>Warehouse transfers between warehouses with different GST registration #'s will incur a goods and services tax. Warehouse transfers between warehouses with the same GST registration # will not incur a goods and services tax.</p> <p>Key the appropriate GST registration number for this warehouse. (A 15) Optional</p>

### Warehouse Number File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Company Number	<p>This is the company number to which this warehouse will be assigned.</p> <p>Key the company number.</p> <p>If Customer Consignment is installed, you cannot change the company number for a customer consignment warehouse.</p> <p>If you have International Currency and you are changing the company number for the warehouse, Distribution A+ will compare the currencies of the companies. If the currencies are different and:</p> <ul style="list-style-type: none"> <li>• International Currency is installed, but not activated, a warning message will appear. You will be permitted to change the company number value for that warehouse.</li> <li>• International Currency is installed and has been activated through Activate International Currency (MENU ICMASST), you will not be permitted to change the company number value for the warehouse.</li> </ul> <p>Orders can be shipped from a warehouse to customers belonging to different companies. However, since a warehouse can only be assigned to an individual company, the period/month end closing, completed during Period End Processing (MENU SAMASST), will update the warehouses assigned to the companies which have closed the period/month. If orders for multiple companies are processed against a shared warehouse, verify that the companies' period/month end closings are performed simultaneously.</p> <p><i>Default Value:</i> Default company</p> <p><i>Valid Values:</i> A company number defined through Company Name Maintenance (MENU XAFIL2)</p> <p>(N 2,0) Required</p>
Dft Alt WH Sq Cd	<p>Alternate shipping warehouse codes are defined in Order Entry through Alternate Shipping Warehouses Maintenance (MENU OEFIL2). At the same time, alternate warehouses are assigned to those codes. Use this field to select the code for which you wish to display alternate warehouses. For details about default alternate warehouses, refer to the <b>Warehouse Search</b> field in System Options Maintenance (MENU XAFIL2) of the Cross Applications User Guide.</p> <p>Key the desired code and press <b>ENTER</b>. A list containing all alternate warehouses assigned to the code entered is displayed.</p> <p><i>Valid Values:</i> An alternate shipping warehouse code defined in Order Entry (O/E) through Alternate Shipping Warehouses Maintenance (MENU OEFIL2).</p> <p>(A 2) Optional</p>

### Warehouse Number File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Use Whse Pricing	<p>This field appears only if the <b>Allow WH Pricing</b> field in System Options Maintenance (MENU XAFILE) is <b>Y</b>.</p> <p>This field determines at which level pricing for this warehouse will be used.</p> <p>Key <b>Y</b> to use pricing at the Item Balance level [maintained through Item Balance Maintenance (MENU IAFILE)].</p> <p>Key <b>N</b> to use pricing at the Item Master level [maintained through Item Master Maintenance (MENU IAFILE)].</p> <hr/> <p style="text-align: center;"><b>Important</b></p> <p>If it is determined that balance pricing will be used for a particular warehouse, then pricing must be added to the Item Balance File for that warehouse or else the items will have no prices; that is, the items will appear to be FREE when called into order entry.</p> <hr/> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>
Comm Cst	<p>This field displays the commission cost value to be used with the company assigned to this warehouse.</p> <p>One of the following values types display:</p> <ul style="list-style-type: none"> <li>• <b>S</b> = Standard Cost</li> <li>• <b>U</b> = User Cost</li> <li>• <b>A</b> = Average Cost</li> <li>• <b>L</b> = Last Cost</li> <li>• <b>V</b> = Vendor/Item</li> </ul> <p><i>Default Value:</i> The cost type entered for this company in the Commission Cost Flag field in Order Entry Options Maintenance (MENU XAFILE).</p> <p>Display</p>

### Warehouse Number File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Comm Cd	<p>Use this field to assign a commission cost load factor code to the selected warehouse.</p> <p>Key <b>L</b> to have this warehouse use cost load factors defined through Cost Load Factors Maintenance (MENU IAFIL2). If this field is <b>L</b> and no commission cost load factor is found at the Item Balance or Rebate Item Levels, then the cost load factors defined through Cost Load Factors Maintenance will be used. Note that this field must be <b>L</b> if you want to apply Cost Load Factors entered through Cost Load Factors Maintenance (MENU IAFIL2).</p> <p>Leave this field blank to have this warehouse use the commission cost load factor percentage, if any, defined in the <b>Comm Load %</b> field. If this field is blank and no commission cost load factor is found at the Item Balance or Rebate Item Levels, then the percent in the <b>Comm Load %</b> field on this screen will be used. Note that this field must be blank if the <b>Comm Load %</b> field contains a value.</p> <p><i>Valid Values:</i> L or blank</p> <p>(A 1) Optional</p>
Comm Load %	<p>Use this field to assign a commission cost load factor percentage to the selected warehouse. The load factor entered in this field can be used to take a specific percentage off the commission cost specified or to add a specific percentage. Additionally, you may leave this field blank if you do not wish to assign a commission cost load factor to this warehouse.</p> <p>Key a percentage in this field to assign a commission cost load factor percentage to the commission costs calculated for items processed through this warehouse.</p> <p>Leave this field blank if you do not wish to assign a commission cost load factor to this warehouse.</p> <hr/> <p>NOTE: If the commission cost load factor is specified at the Item balance Level (MENU IAFIL2), then it overrides the commission cost load factor % at this warehouse level. If a commission cost load factor is not specified for an item, then the warehouse's commission cost load factor percentage specified here will be used.</p> <hr/> <p><i>Valid Values:</i> Can be negative to take a % off of the commission cost specified</p> <p>(N 5,2) Optional</p>

### Warehouse Number File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Use Ext Item Cmmt	<p>This field appears only if the <b>Use Extend Item Cmmt</b> and <b>Warehouse Specific EIC</b> fields are set to <b>Y</b> in System Options Maintenance (MENU XAFILE).</p> <p>Use this field to identify whether extended item comments (EICs) created at the system level will apply for this warehouse, or if warehouse level comments will be required.</p> <p>The following decision hierarchy is used to determine which EIC applies:</p> <ul style="list-style-type: none"> <li>• Are there any comments for the item number and the company/customer?</li> <li>• Are there any comments for the item EIC group and company/customer?</li> <li>• Are there any comments for the item number and the customer EIC group?</li> <li>• Are there any comments for the item EIC group and the customer EIC group?</li> <li>• Are there any comments for the item number?</li> <li>• Are there any comments for the item EIC group?</li> </ul> <p>These rules apply regardless of whether specific warehouses use EICs. If a warehouse is using warehouse specific comments, the searches will be implemented with a warehouse ID as part of the search.</p> <p>Key <b>Y</b> to bring in only those comments created at the warehouse level into O/E for the specified warehouse's orders. Any comments created at the system level (i.e., created without a specified warehouse) will be ignored.</p> <p>Key <b>N</b> if you want to bring in only those comments created at the system level into O/E for the specified warehouse's orders. Any comments created at the warehouse level will be ignored.</p> <p>(A 1) Required</p>
Min Customer Inv Reservations Warn %	<p>Use this field to set a warning percentage for this warehouse to be used when making inventory reservations in Customer Inventory Reservations Maintenance (MENU OEFILE ).</p> <p>Key the minimum percentage for your customer inventory reservation quantities to be compared with the item/warehouse minimum balance quantity.</p> <p>If this field is equal to zero, all customer inventory reservations defined for this warehouse will be ignored.</p> <p>If the total quantity for the item/warehouse being reserved for customers is greater than the percentage of the minimum balance quantity defined here, then a warning message will be displayed at the time the inventory reservation is made.</p> <p>(N 3,0) Optional</p>

**Warehouse Number File Maintenance Screen Fields and Function Keys**

Field/Function Key	Description
Mult Ship-to POs	<p>Use this field to specify whether or not this warehouse can be used as one of the receiving warehouses for purchase orders with more than one ship-to addresses (i.e., Multi-Warehouse purchase orders).</p> <p>You can change the setting for this option at any time without affecting open suggested order runs.</p> <p>Key <b>Y</b> if this warehouse can be used as a receiving warehouse for Multi-Warehouse purchase orders. To use Multi-Warehouse purchase orders, you must also enter <b>Y</b> at the <b>Allow Multi Ship-To POs</b> field in Vendor Master Maintenance (MENU POFILE) to identify what vendors accept these types of POs.</p> <p>Key <b>N</b> if this warehouse cannot be used as a receiving warehouse for Multi-Warehouse purchase orders.</p> <p>For information on Multi-Warehouse purchase orders, refer to Multi-Warehouse Purchase Orders in the Purchasing Overview section of the Purchasing manual.</p> <p>(A 1) Required</p>
Allow Central Ship-to POs w/WH Trans	<p>Use this field to specify whether or not this warehouse can be used as either a central receiving warehouse (i.e., a warehouse transfer vendor) or a remote warehouse (i.e., a warehouse transfer customer) for Centralized purchase orders.</p> <p>Key <b>Y</b> if this warehouse can be used as a warehouse for Centralized purchase orders.</p> <p>Key <b>N</b> if this warehouse cannot be used as a warehouse for Centralized purchase orders.</p> <p>For more information on Centralized purchase orders, refer to Centralized Purchase Orders in the Purchasing Overview section of the Purchasing manual.</p> <p>For an explanation of warehouse transfer vendors and customers, refer to the Warehouse Transfers chapter in the Purchasing manual.</p> <p>(A 1) Required</p>

**Warehouse Number File Maintenance Screen Fields and Function Keys**

Field/Function Key	Description
Use WH Tax Overrides	<p>Use this option to activate warehouse level tax overrides. When activated, warehouse specific tax overrides (if any are defined) will be retrieved during order entry for the shipping warehouse of each line item of the order. Tax overrides are defined through Tax Overrides Maintenance (MENU OEFIL2).</p> <p>Key <b>Y</b> to activate warehouse level tax overrides.</p> <p>If you key <b>Y</b> for this field and the warehouse's respective company has not selected to use any type of tax overrides, via the <b>Tax Overrides</b> field on the Maintain O/E Options -Price Settings Screen 2 (MENU XAFIL2), then a warning message will display and warehouse level tax overrides will be ignored.</p> <p>If you key <b>Y</b> for this field and the warehouse's respective company has selected to use tax overrides, via the <b>Tax Overrides</b> field on the Maintain O/E Options - Price Settings Screen 2 (MENU XAFIL2), then warehouse level tax overrides will be retrieved during order entry for the shipping warehouse of each line item of the order. If the line item has no warehouse level tax overrides defined, then any Item Master level tax overrides defined through Tax Overrides Maintenance (MENU OEFIL2) will be used.</p> <p>Key <b>N</b> to not use warehouse level tax overrides.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>

**Warehouse Number File Maintenance Screen Fields and Function Keys**

Field/Function Key	Description
Use Allocation Time Period	<p>Use this field to identify whether an order from this warehouse should or should not be allocated based on the requested ship date. If, for example, an order has a requested ship date two weeks or more away, you may not want to allocate the order so that other orders with more recent requested ship dates can be filled.</p> <p>Key <b>Y</b> to allow O/E to determine the allocation date. The allocation date is determined by calculating the lead time plus order frequency for all line items on the order from this warehouse and then deducting the longest time period from the requested ship date. If the current date is less than the allocation date, the order will not be allocated and will be stored as a future order. If the current date is greater than or equal to the allocation date, the order will be allocated and stored as an order.</p> <p>For example, assume that you enter an order on November 10, 1997 with a requested ship date of January 12, 1998. The order is for one item with a lead time of 4 weeks and an order frequency of 1 week. The total time of 5 weeks (lead time plus order frequency) is subtracted from the January 12 ship date. The result is the allocation date for the order, in this case, December 15, 1997. Because the December 15 allocation date is greater than the order date (November 10), no inventory will be allocated. The order will become a future order with an allocation date of December 15, 1997.</p> <p>Allocation dates will also be calculated for all orders from this warehouse entered through Off Line Order Entry (MENU OEMAIN). This may result in an order entered off-line being converted to a future order based on the requested ship date. The order type will appear as "Future" on the Off-line Order Entry Report.</p> <p>Key <b>N</b> to allocate stock for orders from this warehouse at the time the order is entered, regardless of the requested ship date.</p> <hr/> <p>NOTE: If Customer Consignment is installed and you are defining the customer consignment warehouse, <b>N</b> is the default and protected value for this field. Stock is allocated for orders from this customer consignment warehouse at the time the order is entered, regardless of the requested ship date.</p> <hr/> <p>(A 1) Required</p>
Country of Origin Required	<p>Use this field to specify whether a country of origin must be entered when defining items for this warehouse through Item Balance Maintenance (MENU IAFILE). The country of origin indicates the country in which an item is manufactured.</p> <p>Key <b>Y</b> to require users to enter a country of origin.</p> <p>Key <b>N</b> if the country of origin is not necessary.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>



### Warehouse Number File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Landing Factors Use	<p>NOTE: You can use Landing Factors only if the Purchasing module is installed.</p> <p>Use this field to indicate if you want to define one or more landing factors (costs) for this warehouse to be used throughout Distribution A+. You can define up to 6 landing factors for a warehouse.</p> <p>Key <b>Y</b> to define a landing factor. You must then make an entry in the related <b>Landing Factors Description</b> and <b>Allow Override</b> fields. You must also make an entry in the Intrastat field, if that field is displayed.</p> <p>Key <b>N</b> if you do not want to define a landing factor.</p> <p>(6 @ A 1) Required</p>
Landing Factors Description	<p>This field is required if you keyed a <b>Y</b> in the related <b>Landing Factors Use</b> field.</p> <p>Key the description of the landing factor that will be used to create specific landing costs in Purchasing.</p> <p>(6 @ A 20) Required/Optional</p>
Allow Override	<p>This field is required if you keyed a <b>Y</b> in the related <b>Landing Factors Use</b> field; otherwise, this field must be blank.</p> <p>Use this field to indicate if the default calculated value for the related landing factor may be overridden. If it can be overridden, determine at which level the override may occur.</p> <p>Key <b>I</b> to indicate that the specific landing factor values may be overridden at the item level (e.g., when adding the item to a requisition).</p> <p>Key <b>G</b> to indicate that the specific landing factor values may be overridden at the group level (e.g., when overriding the value of the landing cost for an entire purchase order or receiver).</p> <p>Key <b>N</b> to indicate that the specific landing factor values may not be overridden.</p> <p>(6 @ A 1) Required/Blank</p>
Intrastat	<p>This field displays only if the country in the <b>Cntry</b> field on the Warehouse Information File Maintenance Screen is defined as a European Community (EC) member country through Country Names Maintenance (MENU ARFIL2).</p> <p>This field is required if you keyed a <b>Y</b> in the related <b>Landing Factors Use</b> field; otherwise, this field must be blank.</p> <p>Use this field to indicate whether this landing factor should be included when calculating the value of a PO receipt for the Intrastat Report (p. 24-8).</p> <p>Key <b>Y</b> to include this landing factor in the receipt value on the report.</p> <p>Key <b>N</b> to ignore this landing factor when calculating the receipt value.</p> <p>(6 @ A 1) Required/Blank</p>

### Warehouse Number File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Physical Inventory Information	<p>Physical inventory counts are performed in Inventory Accounting using the Physical Inventory Menu (MENU IAPHYS). The following physical inventory statuses types for a warehouse will display:</p> <ul style="list-style-type: none"> <li>• <b>Active Phy/Inv (Y/N):</b> A physical inventory is active for this warehouse if Count Sheets have been printed through Count Sheet Creation (MENU IAPHYS), and physical inventory has not been canceled through Cancel Physical Inventory (MENU IAMAST).</li> <li>• <b>Phy/Inv Count Cmp (Y/N):</b> A physical inventory count is complete for this warehouse if all physical inventory has been counted, entered into the system, and marked complete through Enter/Update Inventory Counts (MENU IAPHYS), and the Inventory Count Status Report (MENU IAPHYS) has been printed.</li> <li>• <b>Phy/Inv As/Of Date:</b> The date when Count Sheet Creation (MENU IAPHYS) was run.</li> <li>• <b>Phy/Inv Completed Date:</b> The date when Update Physical Inventory (MENU IAPHYS) was run.</li> <li>• <b>Phy/Inv Initiated By User ID:</b> The User ID of the person who ran Count Sheet Creation (MENU IAPHYS).</li> <li>• <b>Phy/Inv Sheet Count:</b> The actual number of sheets that were printed when Count Sheet Creation (MENU IAPHYS) was run.</li> </ul> <p>Display</p>
F12=Return	Press <b>F12=RETURN</b> to return to the Warehouse Number File Maintenance Selection Screen (p. 29-3) without saving any additions or changes made to this screen.
Enter	<p>Press <b>ENTER</b> to confirm your selections. One of the following screens will appear based on the following conditions and hierarchy:</p> <ul style="list-style-type: none"> <li>• Warehouse Email Maintenance Screen (p. 29-15), if Mail Server is installed.</li> <li>• Warehouse Information File Maintenance Screen (p. 29-19), if Mail Server is not installed.</li> </ul>

## Warehouse Email Maintenance Screen

```

      WAREHOUSE EMAIL MAINTENANCE

Warehouse: 1   Hartford, CT

Email Pick List:      N   (Y,N)
Email Pack List:      N   (Y,N)

Default Email Address: pfogarty@acoffice.supply .....
Compress: N (Y,N) Password Protect: N (Y,N) Password: .....
Warehouse Email Address: .....
Compress: N (Y,N) Password Protect: N (Y,N) Password: .....

F12=Return

```

This screen appears only if Mail Server is installed.

This screen appears after you press **ENTER** on the Warehouse Number File Maintenance Screen (p. 29-5). Use this screen to add or change warehouse information concerning e-mail transmission for the Pick List and Pack List documents.

### Warehouse Email Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	The warehouse you are working with. Display
Email Pick List	Use this field to specify whether Pick Lists will automatically be e-mailed to this warehouse. Key <b>Y</b> to e-mail Pick Lists to this warehouse. Key <b>N</b> if you do not want to e-mail Pick Lists to this warehouse. <i>Default Value:</i> N (A 1) Required

### Warehouse Email Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Email Pack List	<p>Use this field to specify whether Pack Lists will automatically be e-mailed to this warehouse.</p> <p>Key <b>Y</b> to e-mail Pack Lists to this warehouse.</p> <p>Key <b>N</b> if you do not want to e-mail Pack Lists to this warehouse.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>
Default Email Address	<p>Use this field to provide a default e-mail address for this warehouse. If you do not specify a <b>Warehouse Email Address</b> for Pick Lists and Pack Lists, all documents will be send to this address.</p> <hr/> <p>NOTE: The address keyed here may be overridden on the Email Options Screen. Refer to the Mail Server User Guide for information about the Email Options Screen.</p> <hr/> <p>Key an e-mail address or a distribution group code. Separate multiple e-mail addresses with a semi-colon.</p> <p><i>Valid Values:</i> Any operational e-mail address or any distribution group code defined through Distribution Groups Maintenance (MENU MSFILE) and assigned e-mail addresses through Distribution Group Assignments (MENU MSFILE).</p> <p>(A 128) Required</p>
Compress	<p>There is one <b>Compress</b> field for the Default Email Address and one for the Warehouse Email Address. Use this field to specify whether documents sent as attachments will be compressed when e-mailed to the address.</p> <hr/> <p>NOTE: The value keyed here may be overridden on the Email Options Screen. Refer to the Mail Server User Guide for information about the Email Options Screen.</p> <hr/> <p>Key <b>Y</b> to compress attachments sent to the address. You must key <b>Y</b> in this field if you want key <b>Y</b> in the <b>Password Protect</b> field to password protect attachments.</p> <hr/> <p>NOTE: If you key <b>Y</b> to compress attachments, the recipient must have standard data compression software or be using an e-mail client that supports compression in order to open the attachment.</p> <hr/> <p>Key <b>N</b> to leave attachments sent to the address uncompressed.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>

### Warehouse Email Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Password Protect	<p>There is one <b>Password Protect</b> field for the Default Email Address and one for the Warehouse Email Address. Use this field to specify whether documents sent as attachments will be password protected when e-mailed to the address. If you select to password protect documents, the recipient will not be able to open the attached document without the password.</p> <hr/> <p>NOTE: The value keyed here may be overridden on the Email Options Screen. Refer to the Mail Server User Guide for information about the Email Options Screen.</p> <hr/> <p>Key <b>Y</b> to password protect attachments sent to this address.</p> <hr/> <p>NOTE: If you key <b>Y</b> to password protect attachments, then you must key <b>Y</b> in the <b>Compress</b> field.</p> <hr/> <p>Key <b>N</b> to send attachments to this contact without password protection.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>
Password	<p>There is one <b>Password</b> field for the Default Email Address and one for the Warehouse Email Address. This field is required if you keyed <b>Y</b> in the <b>Password Protect</b> field. If you keyed <b>N</b> in the <b>Password Protect</b> field, then you must leave this field blank. The recipient must know the password and key it in order to open the attachment.</p> <hr/> <p>NOTE: The value keyed here may be overridden on the Email Options Screen. Refer to the Mail Server User Guide for information about the Email Options Screen.</p> <hr/> <p>Key a password.</p> <p>(A 10) Required/Blank</p>

**Warehouse Email Maintenance Screen Fields and Function Keys**

Field/Function Key	Description
Warehouse Email Address	<p>Use this field to provide a contact e-mail address for this warehouse. If you selected to e-mail the Pick Lists and Pack Lists documents on this screen, they will be sent to this address.</p> <p>If you leave this field blank, Pick Lists and Pack Lists will be e-mailed to the Default Email Address.</p> <hr/> <p>NOTE: The address keyed here may be overridden on the Email Options Screen. Refer to the Mail Server User Guide for information about the Email Options Screen.</p> <hr/> <p>Key an e-mail address or a distribution group code. Separate multiple e-mail addresses with a semi-colon.</p> <p><i>Valid Values:</i> Any operational e-mail address or any distribution group code defined through Distribution Groups Maintenance (MENU MSFILE) and assigned e-mail addresses through Distribution Group Assignments (MENU MSFILE).</p> <p>(A 128) Optional</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the previous screen without saving your entries.</p>
Enter	<p>Press <b>ENTER</b> to save your entries. The Warehouse Information File Maintenance Screen (p. 29-19) will appear.</p>

## Warehouse Information File Maintenance Screen

```

      WAREHOUSE INFORMATION FILE MAINTENANCE

Warehouse:   3      Dallas, TX

Company Name: A & C Office Supply .....
Address 1:   500 Gray Street .....
Address 2:
City/St/Zip: Dallas, TX 75231-0500
Phone Number: ( 214 ) 355 - 4700 Cntry? USA
Emergency Phone Number: ( 214 ) 355 - 4709
Emergency Contact Name: Christopher Harrison
Emergency Contract Number: contract# 1029384756
HAZMAT Shipping Papers: 4 (1-4)
Maximum Number of CAS#s: 9 (1-12)
Warehouse Manager User ID:
Send Outgoing Product Activity Data (852): Y (Y/N)
Print Invoice Manifest: Y (Y/N)
Use Shipping Lanes in Carrier Inquiry: N (Y/N)
Update Order Priority when Assigning Lanes: N (Y/N)
Default Sort for Carrier Inquiry: 0 (C/O)

F12=Return
  
```

This screen appears after you press **ENTER** on the Warehouse Number File Maintenance Screen (p. 29-5) or, if Mail Server is installed, on the Warehouse Email Maintenance Screen (p. 29-15).

Use this screen to add or change information pertaining to the company name, warehouse address, warehouse control information for processing hazardous material paperwork and some default field values for the Carrier Inquiry (MENU OEMAIN).

### Warehouse Information File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	The warehouse you are working with. Display
Company Name	Use this field to enter the company name you want printed in the warehouse address for this warehouse on reports, documents, and labels. Key the company name for this warehouse. <i>Default Value:</i> The company name for the warehouse you entered on the Warehouse Number File Maintenance Selection Screen (p. 29-3). (A 30) Required
Address 1	Use this field to enter the first line of the warehouse's address. Key the first address line. (A 30) Required

### Warehouse Information File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Address 2	<p>Use this optional field to continue with the address keyed in the <b>Address 1</b> field (e.g., suite number 10); or to key a second address if one exists.</p> <p>Key the warehouse's second address line.</p> <p>(A 30) Optional</p>
City/St/Zip	<p>Use this field to enter the city, state, and zip code of this warehouse.</p> <p>(A20/A2/A10) Required</p>
(GeoCode)	<p>This field appears only if Vertex is installed and you have selected to use Vertex Taxing through System Options Maintenance (MENU XAFILE).</p> <p>This field automatically displays the geographical code (GeoCode) selected by the Vertex Taxing system. Vertex selects the best-suited, or most applicable, taxing GeoCode for the warehouse based on city, state, and zip code information and the data in Vertex's own files. The code selected will be passed as the ship-from number to Vertex.</p> <p>If Vertex cannot select a single GeoCode with that information [e.g., if the information is inconsistent, such as an identified city of Datona (Florida), but an identified zip code of Dayton (Ohio)], the GeoCode Selection Screen will be presented. Up to six possible matches for the keyed information will be presented from which the user is able to make a selection.</p> <p>Initial file updates to update Distribution A+ files with Vertex GeoCode data were performed when first installed via MENU ARMAST.</p>
<hr/> <p style="text-align: center;"><b>Important</b></p> <p style="text-align: center;">If a GeoCode cannot be selected, and the GeoCode appears as a zero, taxing calculations cannot be performed correctly. Therefore, it is imperative that data in the Distribution A+ files and the Vertex files is accurate.</p> <hr/>	
<hr/> <p style="text-align: center;">Display</p> <hr/>	
Phone Number	<p>This field displays only if <b>Hazardous Materials</b> is set to <b>Y</b> in System Options Maintenance (MENU XAFILE).</p> <p>Use this field to enter the telephone number of the warehouse.</p> <p>(N 10,0) Optional</p>



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**Warehouse Information File Maintenance Screen Fields and Function Keys**

Field/Function Key	Description
Cntry	<p>Key the country code for the warehouse address. You must key a country code if country of origin restrictions are being used (that is, either the country of origin <b>Buying Restrictions</b> or <b>Selling Restrictions</b> field is <b>Y</b> in System Options Maintenance (MENU XAFIL)).</p> <p>If you change the country code from a non-European Community (EC) member country to an EC member country, as defined through Country Names Maintenance (MENU ARFIL2), you will see a message warning you that you must fill in the <b>Intrastat</b> fields on the Warehouse Number File Maintenance Screen (p. 29-5). To do this, finish entering the information for this warehouse. When you have completed your changes and updated the warehouse record, you will see the Warehouse Number File Maintenance Selection Screen (p. 29-3) again. Select to change the same warehouse and press ENTER to display the Warehouse Number File Maintenance Screen (p. 29-5). The <b>Intrastat</b> fields relate to landing factors and are used only for warehouses in EC member countries. For more information, see the description of the <b>Intrastat</b> fields.</p> <p><i>Valid Values:</i> A country code defined through Country Names Maintenance (MENU ARFIL2).</p> <p>(A 3) Required/Optional</p>
Emergency Phone Number	<p>This field displays only if <b>Hazardous Materials</b> is set to <b>Y</b> in System Options Maintenance (MENU XAFIL).</p> <p>This field is used for the entry of an emergency telephone number for this warehouse. This telephone number will print on HAZMAT Shipping Papers and the HAZMAT Carrier Summary [see Carrier Order Inquiry (MENU OEMAIN)].</p> <p>Key the emergency telephone number.</p> <p>(N 10,0) Required</p>
Emergency Contact Name	<p>This field displays only if <b>Hazardous Materials</b> is set to <b>Y</b> in System Options Maintenance (MENU XAFIL).</p> <p>This field is used for the entry of an emergency contact name for this warehouse. It may also be a company specializing in HAZMAT emergency. This emergency contact name will print on HAZMAT Shipping Papers and the HAZMAT Carrier Summary [see Carrier Order Inquiry (MENU OEMAIN)].</p> <p>Key the emergency contact name.</p> <p>(A 30) Optional</p>

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### Warehouse Information File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Emergency Contract Number	<p>This field displays only if <b>Hazardous Materials</b> is set to <b>Y</b> in System Options Maintenance (MENU XAFILE).</p> <p>This field is used for the entry of an emergency contract number for this warehouse. This number might be used in cases when emergency response is contracted with an agency. This emergency contract number will print on HAZMAT Shipping Papers and the HAZMAT Carrier Summary [see Carrier Order Inquiry (MENU OEMAIN)].</p> <p>Key the emergency contract number.</p> <p>(N 20,0) Optional</p>
HAZMAT Shipping Papers	<p>This field displays only if <b>Hazardous Materials</b> is set to <b>Y</b> in System Options Maintenance (MENU XAFILE).</p> <p>Use this field to designate when HAZMAT Shipping Papers and the HAZMAT Carrier Summary will print. Refer to Carrier Order Inquiry (MENU OEMAIN) for a presentation and explanation of these two documents.</p> <p>Key <b>1</b> to print hazardous documents when Pick Lists are printed.</p> <p>Key <b>2</b> to print hazardous documents when Pack Slips are printed.</p> <p>Key <b>3</b> to print hazardous documents when Invoices are printed.</p> <p>Key <b>4</b> to print hazardous documents from the Carrier Order Inquiry (MENU OEMAIN).</p> <p>If you select <b>4</b>, this means that hazardous documents may be printed from the Carrier Order Inquiry (MENU OEMAIN) only; you will not be able to print hazardous documents on demand when printing any of the other mentioned reports. If you select <b>1</b>, <b>2</b>, or <b>3</b>, this means that the hazardous documents will print after the selected report (i.e., Pick List, Pack Slip or Invoice) but you will still be able to print hazardous documents on demand from the Carrier Order Inquiry (MENU OEMAIN).</p> <p>(A 1) Required</p>
Maximum Number of CAS#s	<p>This field displays only if <b>Hazardous Materials</b> is set to <b>Y</b> in System Options Maintenance (MENU XAFILE).</p> <p>Through Item Master Maintenance (MENU IAFILE), you may define up to twelve Chemical Abstract Service Numbers (CAS#s) for each item requiring hazardous materials information. This field determines the maximum number of CAS#s that will print on HAZMAT Shipping Papers for this warehouse [see Carrier Order Inquiry (MENU OEMAIN)], regardless of how many you defined for each item through Item Master Maintenance.</p> <p>Key a value from 1 to 12.</p> <p>(N 1,0) Required</p>

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**Warehouse Information File Maintenance Screen Fields and Function Keys**

Field/Function Key	Description
Warehouse Manager User ID	<p>This field appears only if Workflow Management is installed.</p> <p>Use this field to specify the user ID assigned to the warehouse manager. Workflow Management uses the value entered in this field for each warehouse to determine how to deliver and escalate messages with a Warehouse Manager recipient code. If you plan to use alerts that send messages to the warehouse manager, you must add a <b>Warehouse Manager User ID</b> for each warehouse.</p> <p>Key the user ID for this warehouse's manager.</p> <p><i>Valid Values:</i> A user ID defined through Register A+ User IDs (MENU XACFIG).</p> <p>(A 10) Optional</p>
Send Outgoing Product Activity Data (852)	<p>This field displays only if EDI is installed.</p> <p>Use this field to specify if you want to send Product Activity Data (852) (PAD) documents based on specific item quantities in this warehouse to vendors. PAD documents notify the vendor whenever selected quantities of any items of which the vendor is a primary vendor have changed. The vendor can then submit a suggested order or ship a predetermined quantity of the items.</p> <p>Key <b>Y</b> if you want to send PAD documents to vendors for quantities in this warehouse.</p> <hr/> <p>NOTE: If a vendor has items in more than one warehouse, and you want to create PAD documents for all items in all warehouses for that vendor, you must be sure that the <b>Send Outgoing Product Activity Data (852)</b> field is set to <b>Y</b> in the vendor record through Vendor Master Maintenance (MENU POFILE) and in Warehouse Number Maintenance (MENU IAFIELD) for every warehouse that stocks that vendor's items.</p> <hr/> <p>Key <b>N</b> if you do not want to send PAD documents to a vendor for quantities in this warehouse.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>

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**Warehouse Information File Maintenance Screen Fields and Function Keys**

Field/Function Key	Description
Print Invoice Manifest	<p>This field determines if the Invoice Manifest will print during the Invoice Print process. The manifest, which is produced only if invoices are printed by route, is a detailed statement of the contents put on a vehicle for shipment.</p> <p>Key <b>Y</b> to have the manifest print during the Invoice Print process for orders with this warehouse, if printing invoices by route. If this option has not been set up (that is, the field is blank), the manifest will print during the Invoice Print process.</p> <p>Key <b>N</b> if you do not want the manifest to print during the Invoice Print process for orders with this warehouse.</p> <p>During Printing Invoices (MENU OEMAIN):</p> <ul style="list-style-type: none"><li>the manifest will <i>not</i> print if a route is not keyed on the <i>Print Invoices Screen</i> of Print Invoices (MENU OEMAIN) and orders that match the criteria have a route in the order header (even if this field is <b>Y</b>).</li><li>if multiple warehouses have the same route specified and invoices are run for all warehouses, the manifest will <i>not</i> include those orders whose warehouse is set up to not print the Invoice Manifest (i.e., <b>N</b> in this field).</li></ul> <p><i>Default Value:</i> Y, if setting up options for a new warehouse.</p> <p>(A 1) Required</p>
Use Shipping Lanes in Carrier Inquiry	<p>Use this field to specify if you want the Company Number (<b>Co</b> field) or Shipping Lane (<b>Ln</b> field) to display on the Carrier Order Inquiry Screen in Carrier Order Inquiry (MENU OEMAIN).</p> <p>Key <b>Y</b> to have the <b>Ln</b> field appear in the Carrier Order Inquiry.</p> <p>Key <b>N</b> to have the <b>Co</b> field appear in the Carrier Order Inquiry. If this field is <b>N</b>, the <b>Update Order Priority when Assigning Lanes</b> field must also be <b>N</b>.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>

### Warehouse Information File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Update Order Priority when Assigning Lanes	<p>Use this field to specify if you want the Order Priority updated when a Shipping Lane is assigned to an order in Carrier Order Inquiry (MENU OEMAIN).</p> <p>Key <b>Y</b> to have the Order Priority updated when Shipping Lanes are assigned to an order. If <b>Y</b>, the Order Priority in the Order Header File (ORHED) for the order that is changed will be updated, if the Shipping Lane (<b>Ln</b>) field in Carrier Order Inquiry contains a value.</p> <p>Key <b>N</b> if you do not want the Order Priority updated when Shipping Lanes are assigned to an order. This field must be <b>N</b> if the <b>Use Shipping Lanes in Carrier Inquiry</b> field is <b>N</b>.</p> <hr/> <p>NOTE: If the customer <b>Commitment Code</b> field in Customer/Ship to Master Maintenance (MENU ARFILE) is <b>1</b>, and the Order Priority <b>1</b> is being used in Order Entry Options Maintenance (MENU XAFILE), the order's Order Priority will be changed to <b>1</b>. If the customer <b>Commitment Code</b> field in Customer/Ship to Master Maintenance is <b>2</b>, and the Order Priority <b>2</b> is being used in Order Entry Options Maintenance, the order's Order Priority will be changed to <b>2</b>.</p> <hr/> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>
Default Sort for Carrier Inquiry	<p>Use this field to specify the default sort that will be used in the Carrier Order Inquiry (MENU OEMAIN).</p> <p>Key <b>C</b> to have the default sort be based on the customer. If <b>C</b>, the sort will be in Warehouse, Customer Number, Requested Ship Date, Company Number, Order Number, and Order Generation sequence.</p> <p>Key <b>O</b> to have the default sort be based on the Order Status. If <b>O</b>, the sort will be in Warehouse, Order Status, Requested Ship Date, Company Number, Customer Number, Order Number, and Order Generation sequence.</p> <p><i>Default Value:</i> O</p> <p>(A 1) Required</p>
F12=Return	Press <b>F12=RETURN</b> to return to the Warehouse Number File Maintenance Screen (p. 29-5) without saving any additions or changes made to this screen.
Enter	Press <b>ENTER</b> to confirm your selections. The Warehouse Number File Maintenance Selection Screen (p. 29-3) will appear.

## Warehouse Numbers Listing

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This option is used to print the Warehouse Numbers Listing. This listing prints the warehouses defined through Warehouse Numbers Maintenance (MENU IAFIIE).

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Warehouse Number Master File Listing	Prints a listing of the settings in the Warehouse Number Master File.

---

## Warehouse Number Master File Listing

IA915 05/08/14 13.02.43		WAREHOUSE NUMBER MASTER FILE LISTING		AW/APDEMO	PAGE 1
WH Name	CO Name	Alt Seq	Description	Prc Lvl	
1 Hartford, CT	01 A & C Office Supply	1	Alt Shipping Warehouses 5, 3	N	
	Commission Load Factor Code:				
	Commission Cost Load Factor %:	13.50			
	Min Customer Inv Reservation Warn %:	40	GST Registration #:		
	Allow Multi WH POs:	Y			
	Allow Centralized Ship-to POs:	Y			
	Use Allocation Time Period:	Y			
	Use Warehouse Level Tax Overrides:	N			
	Country of Origin Required Flag:	N			
	Send Outgoing Product Activity Data (852):	Y			
	Print Invoice Manifest:	Y			
	Use Shipping Lanes in Carrier Inquiry:	Y			
	Update Order Priority when Assigning Lanes:	Y			
	Default Sort for Carrier Inquiry:	0			
	Landing Cost 1: Freight		Group overrides only		
	Landing Cost 2: Handling Fees		Item overrides only		
	Landing Cost 3: Broker Fees		Item overrides only		
	Landing Cost 4: Duty		Item overrides only		
2 Los Angeles, CA	02 B & B Office Supply	2	Alt Shipping Warehouses 4,3,5	Y	
	Commission Load Factor Code:				
	Commission Cost Load Factor %:	15.50			
	Min Customer Inv Reservation Warn %:	30	GST Registration #:		
	Allow Multi WH POs:	N			
	Allow Centralized Ship-to POs:	Y			
	Use Allocation Time Period:	Y			
	Use Warehouse Level Tax Overrides:	N			
	Country of Origin Required Flag:	N			
	Send Outgoing Product Activity Data (852):	Y			
	Print Invoice Manifest:	Y			
	Use Shipping Lanes in Carrier Inquiry:	Y			
	Update Order Priority when Assigning Lanes:	N			
	Default Sort for Carrier Inquiry:	C			
	Landing Cost 1: Freight		Group overrides only		
	Landing Cost 2: Handling Fees		Item overrides only		
	Landing Cost 3: Broker Fees		Item overrides only		
	Landing Cost 4: Duty		Item overrides only		
	Landing Cost 5: Import Fees		Item overrides only		
	Landing Cost 6: Docking Fees		Item overrides only		
3 Dallas, TX	01 A & C Office Supply	3	Alt Shipping Warehouse 5,2,4,1	N	
	Commission Load Factor Code:				
	Commission Cost Load Factor %:	13.50			
	Min Customer Inv Reservation Warn %:	40	GST Registration #:		
	Allow Multi WH POs:	Y			
	Allow Centralized Ship-to POs:	Y			
	Use Allocation Time Period:	Y			
	Use Warehouse Level Tax Overrides:	N			
	Country of Origin Required Flag:	N			
	Send Outgoing Product Activity Data (852):	Y			
	Print Invoice Manifest:	Y			
	Use Shipping Lanes in Carrier Inquiry:	N			
	Update Order Priority when Assigning Lanes:	N			
	Default Sort for Carrier Inquiry:	C			
3* WAREHOUSE NUMBER RECORD(S) IN ORCTL FILE.					

This listing prints after you press **ENTER** on the Report Options Screen (refer to of the Cross Applications User Guide for details about this screen). The Report Options Screen appears after you select the Warehouse Numbers Listing option from the Inventory Accounting File Maintenance Menu (MENU IAFILE).

The warehouses defined through Warehouse Numbers Maintenance (MENU IAFILE) print out on this listing.

For an explanation of the fields on this listing, refer to “Warehouse Numbers Maintenance” on page 29-2.





Use Option 4 - Item User Codes on the Inventory Accounting File Maintenance Menu (MENU IAFILE) to further define or categorize an item. Once created, you have the option of defining a user code or multiple user codes for each item user code created. You can create up to three item user codes using the Item User Codes Maintenance option on the Inventory Accounting File Maintenance Menu (MENU IAFILE). You can then assign these user codes to an item through Item Master Maintenance (MENU IAFILE) to further categorize the item. Item user codes, once defined here and associated with an item through Item Master Maintenance (MENU IAFILE), can be viewed in the Item Inquiry via the **F15=USR CODES** function key.

## Item User Codes Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
User Item Codes Selection Screen	Use to specify the item user code to maintain.
User Item Codes Screen	Use to define the item user code.

## User Item Codes Selection Screen

```
USER ITEM CODES

Function:      -      (A,C)
Code No:       ..      (1 2 3)
User Code?     ....

F3=Exit
```

This screen appears after selecting option **4** - Item User Codes Maintenance on the Inventory Accounting File Maintenance Menu (MENU IAFILE). Use this screen to select the item user code (**Code No** field) to add or change. Once defined, you may set up one or more user codes (**User Code** field) for the item user code being defined.

### User Item Codes Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key <b>A</b> to add an item user code (1, 2, or 3), or to add or assign user codes to an existing item user code.  Key <b>C</b> to change the description of an existing item user code or user code. (A 1) Required
Code No	Up to three item user codes may be defined to further categorize an item.  Key the item user code that you are adding or maintaining. Once an item user code has been defined, you will not be allowed to delete that number; however, you can modify it through the change mode. (N 1,0) Required

**User Item Codes Selection Screen Fields and Function Keys**

Field/Function Key	Description
User Code	<p>This field allows you to add or change a user code or multiple user codes for a specific item user code. You may define as many user codes as desired for each item user code established to help categorize an item.</p> <p>When entering an item through Item Master Maintenance (MENU IAFILE), you may key a user code defined here that further describes the item you are adding.</p> <p><i>Valid Values:</i> This field must be blank if you have not defined a code number for which you wish to assign a user code; if an item user code has been defined, this field is optional.</p> <p>(A 3) Blank/Optional</p>
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The User Item Codes Screen (p. 30-4) will appear.

## User Item Codes Screen

USER ITEM CODES Change

Code No: 1

User Code:

Description: Freight Class .....

F12=Return

This screen appears after you press **ENTER** on the User Item Codes Selection Screen (p. 30-2). Use this screen to add or change the description of the item user code, or user code, selected on the User Item Codes Selection Screen.

### User Item Codes Screen Fields and Function Keys

Field/Function Key	Description
Item Code Information	<p>The following information will display:</p> <ul style="list-style-type: none"><li>• <b>Code No:</b> The item user code (1, 2, or 3) you are adding/maintaining. If you are adding/changing a user code for an existing item user code, then the description of that item user code displays to the right of the number.</li><li>• <b>User Code:</b> The user code set up for the item user code (1, 2, or 3). If you are adding an item user code, which must be created before a user code can be defined, this field will be blank.</li></ul> <p>Display</p>

---

### User Item Codes Screen Fields and Function Keys

Field/Function Key	Description
Description	<p>If you are adding an item user code (1, 2, or 3), this is the description of that item user code displayed in the <b>Code No</b> field. If you are adding a user code for an item user code, this is the description of that user code displayed in the <b>User Code</b> field.</p> <p>Key the description of the item user code or user code.</p> <p>For example, if you are defining an item user code (1, 2, or 3), you might enter Color for its description. Once the item user code description, Color, is set up, the user codes (e.g., BLU, GRN,) can then be defined and their descriptions (e.g., Blue, Green) entered.</p> <hr/> <p>NOTE: When adding an item through Item Master Maintenance (MENU IAFILE), the description entered here, for the item user code, will display on the Item File Maintenance Screen 1 (p. 27-52) for all items. If you define all three item user codes, all three descriptions will display. You may then key user codes that further define the item being added, if desired.</p> <hr/> <p>(A 30) Required</p>
F12=Return	Press <b>F12=RETURN</b> to return to the User Item Codes Selection Screen (p. 30-2) without saving any additions or changes made to this screen.
Enter	Press <b>ENTER</b> to update the description. The User Item Codes Selection Screen (p. 30-2) will appear.

## Item User Codes Listing

This option is used to print the User Item Code Listing (p. 30-6). This listing shows the item user codes and user codes defined through Item User Codes Maintenance (MENU IAFILE).

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
User Item Code Listing	Lists item user codes defined through Item User Codes Maintenance (MENU IAFILE).

## User Item Code Listing

IA835	06/07/11	16.29.23	USER ITEM CODE LISTING		A2/APDEMO	PAGE	1
			USER ITEM CODE NUMBER: 1				
			USER CODE	Color			
			BLA	Black			
			BLU	Blue			
			GRN	Green			
			RED	Red			
			WHT	White			
			YEL	Yellow			

This listing prints after you press **ENTER** on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen.) The Report Options Screen appears after you select the Item User Codes Listing option from the Inventory Accounting File Maintenance Menu (MENU IAFILE).

The item user codes and user codes defined through Item User Codes Maintenance (MENU IAFILE) are printed.

For each item user code defined (up to 3 may be defined), the user codes and descriptions are printed. This listing is sequenced by item code number and user code. For details about the data printed on this report, refer to “Item User Codes Maintenance” on page 30-1.

---

Use Option 5 - Item Class/Sub Class on the Inventory Accounting File Maintenance Menu (MENU IAFILE) to set up item classes for your items. At least one item class must be created. You may then create a sub-class or multiple sub-classes for the item class or classes created.

You can further categorize your items by creating an item category or multiple categories for a specific item class/sub-class.

When defining an item through Item Master Maintenance (MENU IAFILE), you are required to enter an item class for the item you are adding. You may optionally enter a sub-class and item category to further categorize the item.

---

## Item Class/Sub Class Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Item Class File Maintenance Selection Screen	Use to specify the item class/sub-class to maintain.
Item Class File Maintenance Screen	Use to define the item class/sub-class.

---

## Item Class File Maintenance Selection Screen

```

ITEM CLASS FILE MAINTENANCE

Function:      _      (A,C)

Item Class?    ...

Item Subclass? ...

Item Category? ...

F3=Exit
  
```

This screen appears after selecting option **5** - Item Class/Sub Class Maintenance on the Inventory Accounting File Maintenance Menu (MENU IAFILE) or the sales@work File Maintenance Menu (MENU SWFILE).

Use this screen to select the item class to add or change. You may then create or change a sub-class or multiple sub-classes for the item class or classes created. You may also create or change an item category or multiple categories for a specific item class/sub-class.

### Item Class File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	<p>Key <b>A</b> to add an item class or item sub-class.</p> <p>Key <b>C</b> to change the description of an existing item class or sub-class.</p> <hr/> <p>NOTE: You must first define an item class before sub-classes can be set up, and you must first define an item class and sub-class before item categories can be set up.</p> <hr/> <p>(A 1) Required</p>
Item Class	<p>Item classes are used to further categorize an item. When entering an item through Item Master Maintenance (MENU IAFILE), you are required to key an item class to further describe the item you are adding.</p> <p>Key the item class that you want to maintain.</p> <p>(A 2) Required</p>



**Item Class File Maintenance Selection Screen Fields and Function Keys**

Field/Function Key	Description
Item Subclass	<p>This field allows you to set up sub-classes for a specific item class. You may define as many sub-classes as desired to help further categorize an item.</p> <p>When entering an item through Item Master Maintenance (MENU IAFILE), you have the option of keying a sub-class for the item you are adding.</p> <p><i>Valid Values:</i> This field must be blank if you have not defined an item class for which you wish to assign a sub-class; if a class has been defined, this field is optional.</p> <p>(A 2) Blank/Optional</p>
Item Category	<p>This field allows you to set up an item category for a specific item class/subclass. You may define as many categories of an item class/subclass as desired to help further categorize an item.</p> <p>When entering an item through Item Master Maintenance (MENU IAFILE), you will have the option of keying a category for the item you are adding.</p> <p>(A 2) Blank/Optional</p>
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The Item Class File Maintenance Screen (p. 31-4) will appear.

## Item Class File Maintenance Screen

```

ITEM CLASS FILE MAINTENANCE
Change

Item Class:    41  Cleaning Chemicals

Item Subclass:

Description:   Cleaning Chemicals .....
Minimum Gross Margin Percent:  00
Hold order if line item falls below margin percent:  N  (Y/N)
Equipment:    N  (Y/N)

F12=Return

```

This screen appears after you press **ENTER** on the Item Class File Maintenance Selection Screen (p. 31-2).

Use this screen to add or change item class/item subclass information. Fields display or do not display depending on if an **Item Category** was entered on the Item Class File Maintenance Selection Screen (p. 31-2).

### Item Class File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Item Class / Item Subclass	<p>These fields display the <b>Item Class</b> you are adding/maintaining and the <b>Item Subclass</b> set up for the Item Class, as selected on the Item Class File Maintenance Selection Screen (p. 31-2).</p> <hr/> <p>NOTE: The <b>Item Subclass</b> field is blank if you are adding or changing an item class, which must be created before an actual sub-class can be defined.</p> <hr/> <p>Display</p>
Item Category	<p>This field displays only if you are adding/maintaining an <b>Item Category</b> on the Item Class File Maintenance Selection Screen (p. 31-2).</p> <p>This field displays the item category for the specified item class/subclass.</p> <p>Display</p>

---

**Item Class File Maintenance Screen Fields and Function Keys**

Field/Function Key	Description
Description	<p>If you are adding/maintaining an item class, this is the description of the <b>Item Class</b>.</p> <p>If you are adding/maintaining an item sub-class, this is the description of the <b>Item Subclass</b>.</p> <p>If you are adding/maintaining an item category, this is the description of the <b>Item Category</b>.</p> <p>Key the description of the item class, item sub-class, or item category.</p> <p>For example, if you are defining an item class as <b>DP</b>, you might enter <b>Dairy Products</b> as the description. If you are setting up a sub-class <b>CH</b> for this item class, you might enter <b>Cheeses</b> as the description. If you are setting up an item category of <b>CC</b>, you might enter <b>Cream Cheese</b> as the description.</p> <p>(A 30) Required</p>
Minimum Gross Margin Percent	<p>This field displays only if you are adding/maintaining an item class or item sub-class.</p> <p>Use this field to specify the minimum acceptable gross margin (percent profit) for items in this item class and sub-class. If an item falls below this percentage, you will be warned when entering the item on an order through Enter, Change &amp; Ship Orders (MENU OEMAIN).</p> <p>Key the minimum gross margin percent; the percent entered cannot contain any decimals (e.g., 20% should be entered as 20).</p> <p>Key <b>0</b> or leave this field blank if you do not want a warning message displayed.</p> <p><i>Valid Values:</i> 0-99</p> <p>(N 2,0) Optional</p>

---

## Item Class File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Hold order if . . .	<p>This field displays only if you are adding/maintaining an item class or item sub-class.</p> <p>An order for which one item in this class/sub-class falls below the <b>Minimum Gross Margin Percent</b> may be placed on Gross Margin (GM) hold on the End Order Screen in Enter, Change &amp; Ship Orders (MENU OEMAIN).</p> <p>Key <b>Y</b> if you want an order that includes an item below the indicated percent to be placed on hold. The entire order will be held, even if all other items meet minimum gross margin requirements. Warehouse transfer orders are exempt from the item class minimum gross margin check if the <b>Hold Below Gross Margin</b> field is set to <b>N</b> through Order Entry Options Maintenance (MENU XAFILE) for the warehouse transfer company.</p> <p>Key <b>N</b> if you do not want orders with an item less than the <b>Minimum Gross Margin Percent</b> placed on hold. Distribution A+ will display a warning message if the gross margin for the item is less than the indicated percent, but will not put the order on hold.</p> <hr/> <p>NOTE: If <b>Minimum Gross Margin Percent</b> is <b>0</b> or blank, you must key <b>N</b> in this field.</p> <hr/> <p>Distribution A+ also checks for a minimum gross margin at the order level. If, in Order Entry Options Maintenance (MENU XAFILE), <b>Minimum Gross Margin Percent</b> is greater than <b>0</b> and <b>Hold Below Gross Margin</b> is <b>Y</b>, any order whose total price is below the indicated percent will be placed on GM hold. This can result in an order being placed on GM hold even though each individual item exceeds the minimum gross margin set for the item class/sub-class.</p> <p>(A 1) Required</p>
Equipment	<p>This field displays only if you are adding/maintaining an item class or item sub-class, and if you have the sales@work module installed and you are maintaining an item class.</p> <p>Use this field to specify whether the specified item class is an equipment class.</p> <p>Information for items with a class designated as equipment will be extracted and downloaded through the sales@work extract process if the <b>Download: Equipment</b> field is selected through sales@work System Options Maintenance (MENU SWFILE).</p> <p>Key <b>Y</b> if you want the specified item class to be equipment.</p> <p>Key <b>N</b> if you do not want the specified item class to be equipment.</p> <p>(A 1) Required</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the Item Class File Maintenance Selection Screen (p. 31-2) without saving any additions or changes made to this screen.</p>

**Item Class File Maintenance Screen Fields and Function Keys**

Field/Function Key	Description
Enter	Press <b>ENTER</b> to update the information for this item class or sub-class. The Item Class File Maintenance Selection Screen (p. 31-2) will appear.

---

---

## Item Class/Sub Class Listing

This option is used to print the Item Class File Listing (p. 31-8).

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Item Class File Listing	Prints a list of the defined item classes/sub-classes.

---

## Item Class File Listing

IA845 06/07/17 13.16.53			ITEM CLASS/SUB CLASS CODE LISTING			BA/APDEMO	PAGE	1
ITEM CLASS	ITEM SUBCLASS	DESCRIPTION	GM PERCENT	HOLD ORDER				
ZY		Item_Class_Full_Field_Descript	34	N				
ZY		Item_Sub_Class_Full_Field_DesC	43	N				
	Category: QW	Item_Class_Sub_Class_Category_Full_Field_DescriptN		N				
01		Manufactured Items		N				
01	09	Raw Material/Components		N				
	Category: AC	Accessories: Screws, Nuts, Bolts, Washers						
	FX	Fixture pieces						
10		Office Accessories						
10	1	Furniture						
	Category: DS	desks						
10	2	Lighting		N				
	Category: CP	component						
10	3	Cabinets	13	N				
	Category: 18	4-Drawer Cabinets						
	24	Storage						
	28	2-Drawer Cabinets						
	31	Lateral 4-Drawer Cabinets						
	6	Lateral File Cabinets						
	99	Bin Storage Cabinet Wide Shelf						
20		Binders						
20	SC	sub-class		N				
	Category: 18	A180						
30		Toner						
40		Glue & Adhesives	40	Y				
41		Cleaning Chemicals		N				
41	1	Bleach		N				

This listing prints after you press **ENTER** on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen.) The Report Options Screen appears after you select the Item Class/Sub Class Listing option from the Inventory Accounting File Maintenance Menu (MENU IAFILE) or the sales@work File Maintenance Menu (MENU SWFILE).

The item classes and sub-classes that you defined in Item Class/Sub Class Maintenance (MENU IAFILE or MENU SWFILE) are printed. If the **Item Subclass** column is blank, the description, GM (gross margin) percent, and hold information displayed is for the item class. If the **Item Subclass** column contains a sub-class, the information that displays is for that sub-class. After each Item Subclass, the listing prints Item Categories defined for this Item Subclass.

This listing is sequenced by item class and sub-class. For an explanation of the fields on this listing, refer to the Item Class File Maintenance Screen (p. 31-4).

---

Use Option 6 - Quantity Break Class on the Inventory Accounting File Maintenance Menu (MENU IAFILE) to create quantity break class codes. Using quantity break classes is an optional feature that allows you to apply quantity break discounts to a group of items. Once created, you assign individual items to a quantity break class through Item Master Maintenance (MENU IAFILE). If warehouse level (balance) pricing is being used, quantity break classes can be identified at the item/warehouse level through Item Balance Maintenance (MENU IAFILE). Quantity break discounts can then be defined for the quantity break classes through Quantity Discounts Maintenance (MENU OEPRCE).

When entering an order in Order Entry, if the ordered item quantity (or dollar amount) exceeds the quantity break set up for that item, then the corresponding dollar or percent discount is used to calculate the final price of an item.

---

## Quantity Break Class Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Quantity Break Class Codes Selection Screen	Use to specify the quantity break class to maintain.
Quantity Break Class Codes Screen	Use to define the quantity break class.

---

## Quantity Break Class Codes Selection Screen

QUANTITY BREAK CLASS CODES

Function:           -           (A,C)

QBC Code?           ....

F3=Exit

This screen appears after selecting option 6 - Quantity Break Class Maintenance on the Inventory Accounting File Maintenance Menu (MENU IAFILE). Use this screen to select the quantity break class code to add or change.

### Quantity Break Class Codes Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key <b>A</b> to add a quantity break class code. Key <b>C</b> to change the description of an existing quantity break class code. (A 1) Required
QBC Code	This is the quantity break class code to be added or maintained. Key the quantity break class code. Once a quantity break class has been defined, you will not be allowed to delete that code; however, you can modify it through the change mode. (A 3) Required
F3=Exit	Press <b>F3=EXIT</b> to exit this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The Quantity Break Class Codes Screen (p. 32-3) will appear.



## Quantity Break Class Codes Screen

QUANTITY BREAK CLASS CODES Change

QBC Code: FXP

Description: Fax Paper.....

F12=Return

This screen appears after you press **ENTER** on the Quantity Break Class Codes Selection Screen (p. 32-2). Use this screen to add or change the description of the quantity break class code selected on the Quantity Break Class Codes Selection Screen (p. 32-2).

### Quantity Break Class Codes Screen Fields and Function Keys

Fields / Function Keys	Description
Description	<p>This is the description of the quantity break class code being added or changed.</p> <p>Key the quantity break class code description.</p> <p>(A 30) Required</p>
F12=Return	Press <b>F12=RETURN</b> to return to the Quantity Break Class Codes Selection Screen (p. 32-2) without saving any changes made to this screen.
Enter	Press <b>ENTER</b> to confirm your selections. The Quantity Break Class Codes Selection Screen (p. 32-2) will appear.

---

## Quantity Break Class Listing

This option is used to print the Quantity Break Class Code Listing (p. 32-5).

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Quantity Break Class Code Listing	Prints a list of the defined quantity break classes.

---

## Quantity Break Class Code Listing

IA825	06/07/11	17.10.17	QUANTITY BREAK CLASS CODE LISTING		A2/APDEM	PAGE	1
			QBC CODE	DESCRIPTION			
-----							
			BIN	Binders			
			FXP	Fax Paper			

This listing prints after you press **ENTER** on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen.) The Report Options Screen appears after you select the Quantity Break Class Listing option from the Inventory Accounting File Maintenance Menu (MENU IAFILE).

The quantity break class (QBC) codes and their descriptions that you defined in Quantity Break Class Maintenance (MENU IAFILE) are printed. This listing is sequenced alphabetically by the QBC Code.

For an explanation of the fields on this listing, refer to the Quantity Break Class Codes Screen (p. 32-3).



---

Use Option 7 - GL Item Codes on the Inventory Accounting File Maintenance Menu (MENU IAFILE) to define the item G/L codes used for posting to sales/CGS or inventory accounts. GL codes are defined through the GL Item Codes Maintenance option on the GL Accounts Transfer Menu (MENU GLXFER).

The item G/L code is a two-character code assigned to items to classify similar items.

---

NOTE: You must enter valid item G/L codes if you have answered **Y** to **Use G/L Item Code** for any type of account when setting up transfer options through GL Transfer Definition (MENU GLXFER). Otherwise, it is not necessary to run this option. Item G/L codes will not be used.

---

---

## GL Item Codes Maintenance

For an explanation of the GL Item Codes Maintenance and Listing options, refer to the General Ledger Interface User Guide.

---



---

Use Option 8 - Price Classes on the Inventory Accounting File Maintenance Menu (MENU IAFILE) to classify a group of items for pricing. These pricing classifications may be used with customer contracts, or with the price matrix. Item price classes are assigned to individual items through Item Master Maintenance (MENU IAFILE). Price classes are defined through Price Class Maintenance (MENU IAFILE). You can print a listing of defined price classes using the Price Class Listing option (MENU IAFILE).

For an explanation of these options, refer to the Order Entry User Guide.

---





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If you have Purchasing installed, you can define vendors through Vendors Maintenance (MENU IAFILE) and print a listing of defined vendors through Vendors Listing (MENU IAFILE).

This option allows you to define the vendors and vendor information used in Purchasing and Accounts Payable. You also can select the vendors for which you want to add/change vendor-level special order options or e-mail contacts, or for which you want to review vendor audit activity.

For an explanation of these options, refer to the Purchasing User Guide.

---



Inventory Accounting transaction comments can be used over and over again in the application. A transaction comment code is defined and associated with descriptive text (the comment). This code can be used to call in the text of the comment to alleviate the need to re-key the comment text each time it is to be used. Defining of transaction comments does not preclude you from manually keying in unique comments during any of these processes.

Transaction comments may be used when performing:

- Inventory Accounting transaction entry
- Purchasing receipt entry
- Warehouse Management pre-receiving

Use Option 10 - Transaction Comments on the Inventory Accounting File Maintenance Menu (MENU IAFILE) to create comments for use during transaction entry, receipt entry, and WM pre-receiving.

## Transaction Comments Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Inventory Accounting Comment Maintenance Selection Screen	Use to specify the transaction comment to maintain.
Inventory Accounting Comment Maintenance Screen	Use to define the transaction comment

## Inventory Accounting Comment Maintenance Selection Screen

IA COMMENT MAINTENANCE

Function:

-

(A,C,D)

Comment Code?

...

F3=Exit

This screen appears after selection option 10 - Transaction Comments Maintenance on the Inventory Accounting File Maintenance Menu (MENU IAFILE). Use this screen to add, change, or delete transaction comments.

### Inventory Accounting Comment Maintenance Selection Screen Fields & Function Keys

Field/Function Key	Description
Function	Use this field to indicate the function you are performing. Key <b>A</b> to add a transaction comment. Key <b>C</b> to change the description of an existing transaction comment. Key <b>D</b> to delete an existing transaction comment. (A 1) Required
Comment Code	Use this field to indicate the transaction comment code to be processed. Key the desired code. (A 2) Required
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
Enter	Press <b>ENTER</b> to process your selection. The Inventory Accounting Comment Maintenance Screen (p. 36-3) will appear.

## Inventory Accounting Comment Maintenance Screen

```

IA COMMENT MAINTENANCE
CHANGE

Comment Code:      BK

Description: Broken in the Warehouse .....

F12=Return
  
```

This screen appears after you press **ENTER** on the Inventory Accounting Comment Maintenance Selection Screen (p. 36-2). Use this screen to key a description for the displayed comment code, or use the **F24=DELETE** function key to delete the displayed comment code.

**NOTE:** The delete function key will only be available on this screen if you selected the delete function on the Inventory Accounting Comment Maintenance Selection Screen (p. 36-2).

### Inventory Accounting Comment Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	Key the comment code text to be associated with the displayed comment code. When performing Inventory Accounting transaction entry, Purchasing receipt entry, or Warehouse Management pre-receiving, you can key the comment code to “pull in” this comment text. This alleviates the need to re-key the same comment in many different places. (A 60) Required
F12=Return	Press <b>F12=RETURN</b> to return to the previous screen without making any changes.
F24=Delete	This key will only be available if you selected the delete function on the Inventory Accounting Comment Maintenance Selection Screen (p. 36-2). Press <b>F24=DELETE</b> to delete the displayed comment code.

**Inventory Accounting Comment Maintenance Screen Fields and Function Keys**

Field/Function Key	Description
Enter	Press <b>ENTER</b> to process your selection. The Inventory Accounting Comment Maintenance Selection Screen (p. 36-2) will appear.

---

---

## Transaction Comments Listing

Use this option to print transaction comments defined through Transaction Comments Maintenance (MENU IAFILE). The Inventory Accounting Comment Code Listing (p. 36-5) will print.

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Inventory Accounting Comment Code Listing	Prints a list of defined transaction comments.

---

## Inventory Accounting Comment Code Listing

IA877	06/07/11	17.45.58	IA COMMENT CODE LISTING	A2/APDEMO	PAGE	1
CMT CODE	COMMENT TEXT					
BK	Broken in the Warehouse					
DA	Damaged Packing Cases					
MI	Missing Inventory					

This listing prints after you press [ENTER](#) on the Report Options Screen, which appears after you select the Transaction Comments Listing option from the Inventory Accounting File Maintenance Menu (MENU IAFILE). All existing Inventory Accounting comment codes and descriptions are printed.

Refer to “Transaction Comments Maintenance” on page 36-1 for an explanation of the fields on this listing.





You may optionally define item user fields (up to 6 may be defined) and item user field values that can be used to categorize items. You may then assign these item user field values when adding/maintaining an item through Item Master Maintenance (MENU IAFILE). These item user fields are different from and in addition to the item user codes defined through Item User Codes Maintenance (MENU IAFILE).

Use Option 30 - Item User Fields on the Inventory Accounting File Maintenance Menu (MENU IAFILE) to define item user fields.

NOTE: Item user fields, once defined here and associated with an item through Item Master Maintenance (MENU IAFILE), may then be viewed in the Item Inquiry via the **F15=USR** **CDES** function key.

## Item User Fields Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Item User Field Maintenance Selection Screen	Use to specify the item user field to maintain.
Item User Field Maintenance Screen	Use to define the item user field.

## Item User Field Maintenance Selection Screen

USER ITEM FIELDS

Function:

-

(A,C)

Field No:

..

(1 2 3 4 5 6)

User Field?

.....

F3=Exit

This screen appears after selecting Option 30 - Item User Fields Maintenance on the Inventory Accounting File Maintenance Menu (MENU IAFILE). Use this screen to select an item user field or an item user field value to add or change.

### Item User Field Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	<p>Key <b>A</b> to add an item user field (1, 2, 3, 4, 5, or 6), or to add an item user field value to an existing item user field. An item user field value serves as a “valid value” for an item user field.</p> <p>Key <b>C</b> to change the description of an existing item user field/item user field value.</p> <p>(A 1) Required</p>
Field No	<p>Up to 6 user field numbers (item user fields) may be defined. Before defining an item user field value, you must first define the item user field number for which the value will be a valid value.</p> <p>Use this field without a <b>User Field</b> value keyed to maintain an item user field (1, 2, 3, 4, 5, or 6). Use this field with a <b>User Field</b> value keyed to maintain that item user field value for the selected item user field.</p> <p>Key the item user field number (1 - 6) that you are defining or maintaining. Once an item user field number has been defined, you will not be allowed to delete that number; you can only delete an item user field value that has been set up for that number.</p> <p>(A 1) Required</p>

**Item User Field Maintenance Selection Screen Fields and Function Keys**

Field/Function Key	Description
User Field	<p>This field allows you to set up item user field values for a specific item user field (1 - 6). You may define as many item user field values as desired for each item user field to help categorize an item.</p> <p>When entering an item through Item Master Maintenance (MENU IAFIELD), you may key an item user field value defined here that further describes the item being added or maintained.</p> <p><i>Valid Values:</i> This field must be blank if you have not defined the item user field for which you wish to assign an item user field value. If an item user field has been defined, this field is optional.</p> <p>(A 5) Optional/Blank</p>
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The Item User Field Maintenance Screen (p. 37-4) will appear.

## Item User Field Maintenance Screen

```
USER ITEM FIELDS Change

Field No: 2

User Field:

Description: Type of Special Packaging Reqd

F12=Return
```

This screen appears after you press **ENTER** on the Item User Field Maintenance Selection Screen (p. 37-2). Use this screen to add, change, or delete the description of the item user field or item user field value.

### Item User Field Maintenance Screen Fields and Function Keys

Field/Function Key	Description
User Field/Field Value Information	<p>The following information will display:</p> <ul style="list-style-type: none"><li>• <b>Field No:</b> The item user field (1 - 6) you are adding/maintaining. If the field has already been defined, the description will display as well. If you are maintaining the item user field (as opposed to an item user field value), this description will also display for edit on the <b>Description</b> line.</li><li>• <b>User Field:</b> The item user field value being maintained for the selected item user field. If you are maintaining the item user field (as opposed to an item user field value), this field will be blank.</li></ul>
	Display

---

### Item User Field Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	<p>If you are adding/maintaining an item user field (1 - 6), this is the description of the <b>Field No.</b> If you are adding/maintaining an item user field value, this is the description of the <b>User Field</b>.</p> <p>Key the description of the item user field or item user field value.</p> <p>For example, if you are defining item user field 1, you might enter <i>Child Proofing Ratings</i> for the description. Then, you may set up the item user field value <i>HIGH</i> for item user field 1, and key a description such as <i>Highest Child Proofing Standards</i>.</p> <hr/> <p>NOTE: When adding an item through Item Master Maintenance (MENU IAFILE), the description keyed here will display on the Item File Maintenance Screen 2 (p. 27-76). If you define all 6 item user fields, all 6 descriptions will appear. You may then key actual item user field values that further define the item, if desired.</p> <hr/> <p>(A 30) Required</p>
F12=Return	Press <b>F12=RETURN</b> to return to the Item User Field Maintenance Selection Screen (p. 37-2).
Enter	Press <b>ENTER</b> to update the description. The Item User Field Maintenance Selection Screen (p. 37-2) will appear.

## Item User Fields Listing

This option is used to print the Item User Field Listing (p. 37-6). This listing shows the item user fields and the valid values for each, as defined through Item User Fields Maintenance (MENU IAFILE).

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Item User Field Listing	Prints a list of defined item user fields.

## Item User Field Listing

IA836	09/04/10	7.28.46	USER ITEM FIELD LISTING		AF/APDEMO	PAGE	1
			USER ITEM FIELD NUMBER: 1				
			USER FIELD	Semi-Annual Clearance Item?			
			-----				
			YES	Yes			
IA836	09/04/10	7.28.46	USER ITEM FIELD LISTING		AF/APDEMO	PAGE	2
			USER ITEM FIELD NUMBER: 2				
			USER FIELD	Type of Special Packaging Req'd			
			-----				
			BUBBL	Bubblewrap Item Individually			
			NONE	No Special Packaging Required			
			SINGL	One Item per Shipping Carton			

This listing prints after entering responses on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen.) The Report Options Screen displays after you select the Item User Fields Listing option from the Inventory Account File Maintenance Menu (MENU IAFILE).

For each item user field defined (up to 6 may be defined), the item user field values and descriptions are printed. This listing is sequenced by item user field.

For a description of the data printed on this report, refer to “Item User Fields Maintenance” on page 37-1.

---

Through this menu option, you can define both UPC (Universal Product Codes) and GTIN (Global Trade Item Numbers) Item/UOM Cross References.

When you define UPC bar codes or GTINs, you are creating an association between an item and unit of measure defined in Distribution A+ with a UPC bar code or GTIN. Each item/unit of measure will have a unique bar code or GTIN to identify it. For example, you may sell a certain item in three units of measure, by each, by 6 pack, and by 12 pack. This item will have three bar code/item or GTIN/item relationships, one for each unit of measure.

The unique GTIN identifier can then be used to look up product information in a database (often by inputting the number through a bar code scanner pointed at an actual product) which may belong to a retailer, manufacturer, collector, researcher, or other entity. The uniqueness and universality of the identifier is also useful in establishing which product in one database corresponds to which product in another database, especially across organizational boundaries.

Once bar codes and GTINs are created:

- in Point of Sale, you can scan the bar code at a terminal and the item information will be instantly available to the clerk.
- in Radio Frequency, you can scan the bar code or GTIN on a Radio Frequency device and the item information will be instantly available.

Use Option 31 - UPC & GTIN Item/UOM Cross Reference Maintenance on the Inventory Accounting File Maintenance Menu (MENU IAFILE) to set up bar code/item cross references or GTIN/item cross references.

---

## UPC & GTIN Item/UOM Cross Reference Maintenance

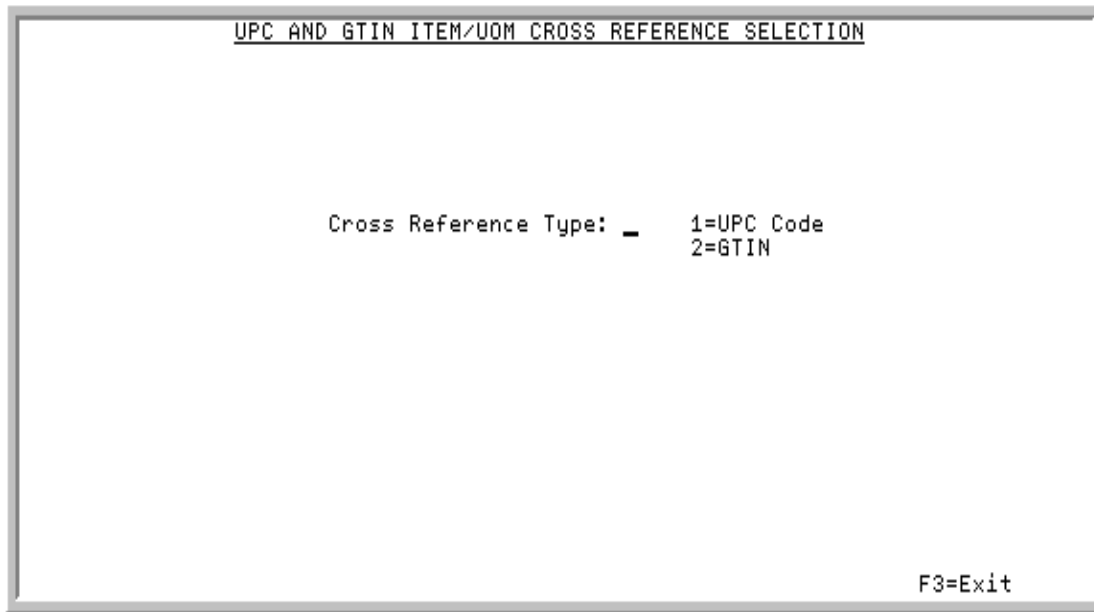
The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

---

Title	Purpose
UPC and GTIN Item/UOM Cross Reference Selection Screen	Used to select to create/delete Item/UOM Cross References for a UPC (Bar) Code, or GTIN (Global Trade Item Number).
UPC and GTIN Item/UOM Cross Reference Entry Screen	Used to establish the relationship between the bar code or GTIN and the item and unit of measure.
UPC Code or GTIN List Screen	Used to review all the bar code/item or GTIN/item relationships that exist and allows you to update or delete relationships.



## UPC and GTIN Item/UOM Cross Reference Selection Screen



```
UPC AND GTIN ITEM/UOM CROSS REFERENCE SELECTION

Cross Reference Type: _    1=UPC Code
                           2=GTIN

F3=Exit
```

This screen appears after selecting option [31](#) - UPC & GTIN Item/UOM Cross Reference Maintenance on the Inventory Accounting File Maintenance Menu (MENU IAFILE). This screen can also be accessed from:

- UPC & GTIN Item/UOM Cross Reference (MENU PSFILE)
- Item Master Maintenance (MENU IAFILE)
- Item Inquiry (MENU IAMAIN)
  - if accessed from the Item Inquiry, you are brought into this option in inquiry mode only and will only be able to view (not create/delete) bar code/item or GTIN/item relationships for the item you are inquiring into

Use this screen to select to create/delete Item/UOM Cross References for a UPC (Bar) Code, or GTIN (Global Trade Item Number).

**UPC and GTIN Item/UOM Cross Reference Selection Screen Fields and Function Keys**

Field/Function Key	Description
Cross Reference Type	<p>Use this field to select to create/delete Item/UOM Cross References for a UPC (Bar) Code, or GTIN (Global Trade Item Number).</p> <p>Key <b>1</b> to create/delete an Item/UOM Cross Reference for a UPC Bar Code.</p> <p>Key <b>2</b> to create/delete an Item/UOM Cross Reference for a GTIN.</p> <p>If accessed from the Item Inquiry, use this field to select to view Item/UOM Cross References for a UPC Code (key <b>1</b>), or GTIN (key <b>2</b>) for the item you are inquiring into. You will not be able to create/delete an Item/UOM Cross Reference.</p> <p>(N 1,0) Required</p>
F3=Exit	<p>Press <b>F3=EXIT</b> to return to the menu or screen from which you accessed this screen.</p>
Enter	<p>Press <b>ENTER</b> to confirm your selection. The UPC and GTIN Item/UOM Cross Reference Entry Screen (p. 38-5) will appear.</p> <p>If this screen is accessed from within the Item Inquiry (MENU IAMAIN), after you press <b>ENTER</b> to confirm your selection, the UPC Code or GTIN List Screen (p. 38-11) will appear instead.</p>

## UPC and GTIN Item/UOM Cross Reference Entry Screen

```

      UPC AND GTIN ITEM/UOM CROSS REFERENCE

UPC Code:      - .....
Item Number:   ..... U/M? ....

      - OR -

Find:
Item No: ..... Class? .....

F3=Exit  F4=List  F6=Item Price Labels  F12=Return
  
```

## UPC and GTIN Item/UOM Cross Reference UPC or GTIN Detail Screen

```

      UPC AND GTIN ITEM/UOM CROSS REFERENCE

UPC Code:      0 014785 13246 0
Item Number:    A100                      U/M? EA
                All-in-One Printer Model Y515W
                Print, Copy, Fax, Scan
Manufacturers No: UX-103

355: Press enter to update or F24 to delete

F6=Item Price Labels  F12=Return  F24=Delete
  
```

The UPC and GTIN Item/UOM Cross Reference Entry Screen (p. 38-5) screen appears after you press **ENTER** on the UPC and GTIN Item/UOM Cross Reference Selection Screen (p. 38-3). The UPC and GTIN Item/UOM Cross Reference Entry Screen (p. 38-5) can be accessed from within this menu option or UPC & GTIN Item/UOM Cross Reference (MENU PSFILE).

Use this screen to establish the relationship between the UPC bar code or GTIN and the item/unit of measure defined in Distribution A+. You must enter or scan the UPC bar code or GTIN for an item and then key the item number and unit of measure to define this relationship.

You can only add or delete a bar code/item or GTIN/item relationship through this option. If you scan a bar code or GTIN that has already been associated with an item number and unit of measure, the item number, unit of measure, and the first and second item description will be shown (on the detail screen view) for the bar code or GTIN. You can then delete the bar code or GTIN and its item/unit of measure association. If you need to change a relationship, you must delete it and then add it again.

#### UPC and GTIN Item/UOM Cross Reference Entry/Detail Screen Fields & Function Keys

Field/Function Key	Description
UPC Code or GTIN	<p>The heading of this field will display as <b>UPC Code</b> or <b>GTIN</b>, depending on your selection on the UPC and GTIN Item/UOM Cross Reference Selection Screen (p. 38-3).</p> <p>Use this field to specify a UPC bar code or GTIN. The bar code or GTIN can be keyed or scanned into the system.</p> <hr/> <p>NOTE: If entering a GTIN, the format required is numeric and 14 digits or less. If the GTIN entered passes validation, it will be formatted automatically to a 14 position right justified, left zero-filled field. For example, a GTIN of <b>012345678905</b> (12 digits) would be formatted as <b>00012345678905</b>. If the format of the GTIN you want to enter is not valid, be sure to make any necessary changes to adhere to the required format.</p> <hr/> <p>If you key, scan, or select (from the UPC Code or GTIN List Screen (p. 38-11)) a bar code or GTIN that already has an item and unit of measure assigned to it, this field is display-only; otherwise, it is required.</p> <hr/> <p><b>Important</b></p> <p>If you enter a GTIN that is the same as a customer/item number that was previously set up, you will not receive a notification. Therefore, be sure to verify your customer/item number references for any conflicts.</p> <hr/> <p>(A 27) Required/Display</p> <hr/>

---

**UPC and GTIN Item/UOM Cross Reference Entry/Detail Screen Fields & Function Keys**


---

Field/Function Key	Description
Item Number	<p>Use this field to specify the item number associated with the bar code or GTIN. If the bar code or GTIN relationship is being added, you must key the item number that you want associated with the bar code or GTIN in this field.</p> <p>If you key, scan, or select (from the UPC Code or GTIN List Screen (p. 38-11)) a bar code or GTIN that already has an item and unit of measure assigned to it, this field is display-only.</p> <p><i>Valid Values:</i> An item number defined through Item Master Maintenance (MENU IAFILE).</p> <p>(A 27) Required/Display</p>
U/M	<p>The unit of measure associated with the bar code or GTIN. If the bar code/item or GTIN/item relationship is being added, you must key the unit of measure.</p> <p>If you key, scan, or select (from the UPC Code or GTIN List Screen (p. 38-11)) a bar code or GTIN that already has an item and unit of measure assigned to it, this field is display-only.</p> <p><i>Valid Values:</i> A stocking or additional unit of measure defined for the selected item through Item Master Maintenance (MENU IAFILE), or a buying or alternate unit of measure defined for the selected item and primary vendor through Vendor/Item Information Maintenance (MENU POFILE). The primary vendor is the vendor assigned to the item through Item Master Maintenance (MENU IAFILE). Note that for a GTIN entry only, the pricing unit of measure defined for the item is also a valid value. A GTIN that is set up with the pricing unit of measure will only be valid as part of an incoming EDI Price Catalog (832) transaction and/or Offline Future Price Entry.</p> <p>(A 3) Required/Display</p>
(Item Description 1)	<p>This information appears only if you key, scan, or select (from the UPC Code or GTIN List Screen (p. 38-11)) a bar code or GTIN that already has an item and unit of measure assigned to it.</p> <p>This field displays the first line of item description provided for the item in Item Master Maintenance (MENU IAFILE).</p> <p>Display</p>
(Item Description 2)	<p>This information appears only if you key, scan, or select (from the UPC Code or GTIN List Screen (p. 38-11)) a bar code or GTIN that already has an item and unit of measure assigned to it.</p> <p>This field displays the second line of item description provided for the item in Item Master Maintenance (MENU IAFILE).</p> <p>Display</p>

---

### UPC and GTIN Item/UOM Cross Reference Entry/Detail Screen Fields & Function Keys

Field/Function Key	Description
(Manufacturers No)	<p>This information appears only if you key, scan, or select (from the UPC Code or GTIN List Screen (p. 38-11)) a bar code or GTIN that already has an item and unit of measure assigned to it.</p> <p>This field displays the manufacturer's item number provided for the item in Item Master Maintenance (MENU IAFILE).</p> <p>Display</p>
Find	<p>Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class.</p> <p>To search for manufacturer item numbers, prefix the criteria you enter with <b>M/</b>. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number.</p> <p>To search for customer item numbers, prefix the criteria you enter with <b>C/</b>. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers.</p> <p>To search for UPC cross references, prefix the criteria you enter with <b>U/</b>. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references.</p> <p>To search for GTIN cross references, prefix the criteria you enter with <b>G/</b>. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references.</p> <p>(A 40) Optional</p>
Item No	<p>This field may be used in addition to, or in place of, entering search criteria in the <b>Find</b> field to further limit the items to display.</p> <p>Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number.</p> <p>For information on entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 27) Optional</p>

### UPC and GTIN Item/UOM Cross Reference Entry/Detail Screen Fields & Function Keys

Field/Function Key	Description
Class	<p>This field may be used in addition to (not in place of) the search criteria in the <b>Find</b> or <b>Item No</b> fields to further limit the number of items that will display, based on their item class.</p> <p>Key the appropriate item class. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen.</p> <p>For information on entering search criteria, refer to the Cross Applications User Guide.</p> <p><i>Valid Values:</i> An item class defined through Item Class/Sub Class Maintenance (MENU IAFILE).</p> <p>(A 4) Optional</p>
F3=Exit	Press <b>F3=EXIT</b> to exit this option and return to the previous screen.
F4=List	Press <b>F4=LIST</b> to display a list of defined bar code/item or GTIN/item relationships. The UPC Code or GTIN List Screen (p. 38-11) appears.
F6=Item Price Labels	<p><b>F6=ITEM PRICE LABELS</b> displays only when you are creating an item/unit of measure cross reference relationship for a UPC bar code. It does not display when creating or deleting GTIN records.</p> <p>Press <b>F6=ITEM PRICE LABELS</b> to process Item Price Labels for the UPC bar code. The Item Price Label Selection Screen (p. 25-2) will appear. Refer to Item Price Labels (MENU IAREPT) for details.</p>
F12=Return	<p>Press <b>F12=RETURN</b> in entry mode to return to the UPC and GTIN Item/UOM Cross Reference Selection Screen (p. 38-3) without updating this screen.</p> <p>Press <b>F12=RETURN</b> in detail mode (when changing an existing record or confirming the addition of a new record) to return to the entry view of this screen.</p>
F24=Delete	<p>This function key appears only if you key, scan, or select (from the UPC Code or GTIN List Screen (p. 38-11)) a bar code or GTIN that already has an item and unit of measure assigned to it.</p> <p>Press <b>F24=DELETE</b> to delete the bar code or GTIN. You will be prompted to press <b>F24=DELETE</b> again to delete the record.</p>
Enter	<p>Press <b>ENTER</b> to confirm your entries and add the bar code/item or GTIN/item relationship to the system, or to update the existing bar code/item or GTIN/item relationship.</p> <p>If adding or updating a bar code/item relationship, the UPC Item Number File (ITUPC) will be updated.</p> <p>If adding or updating a GTIN/item relationship, the Global Trade Item Number File (ITGTIN) will be updated.</p>





## UPC Code or GTIN List Screen

UPC CODE OR GTIN LIST				
Item and Description		U/M	UPC Code	
1	A100 All-in-One Printer Model V515W Print,	EA	0 014785 13246	0
2	A110 Sharp Copier Model Z-57	EA	0 014785 13274	1
3	A120 Color Copy / Photo Paper 28# Hammermil	BOX	0 014785 13341	0
4	A130 Photo Paper Premium 10.5 ml Kodak 500	BOX	0 014785 13374	1
5	A140 3-Ring Binder - 1" Red	EA	0 012643 74887	4
6	A150 3-Ring Binder - 2" Red Second Descript	EA	0 012643 74888	4
7	A160 3-Ring Binder - 1" Blue	EA	0 012643 74889	4
8	A170 3-Ring Binder - 2" Blue	EA	0 012643 74890	1
9	A180 3-Ring Binder - 1" Black	EA	0 012643 74891	1
10	A190 3-Ring Binder - 2" Black	EA	0 012643 74892	1
11	A200 Sharp Copier Toner SF-7200	EA	0 014785 27453	5
12	A200 Sharp Copier Toner SF-7200	EA	293840	
13	A210 Sharp Copier Toner SF-8100	EA	0 014785 27456	5
14	A220 Pocket Planner Weekly Organizer Burgun	EA	0 013471 12774	5
15	A230 Seasonal Christmas Cards 50/Box engrav	BOX	0 013471 12274	5
				More...
Sel: _		Position to Item No: .....		F12=Return

This screen appears after you press **F4=LIST** on the UPC and GTIN Item/UOM Cross Reference Entry Screen (p. 38-5). This screen also appears after pressing **ENTER** on the UPC and GTIN Item/UOM Cross Reference Selection Screen (p. 38-3), if accessed from within the Item Inquiry (MENU IMAIN). If accessed from the Item Inquiry, you are brought into this option in inquiry mode only and will only be able to view (not create/delete) bar code/item or GTIN/item relationships on this screen for the specific item you are inquiring into.

Use this screen to review all the bar code/item or GTIN/item relationships that exist. If you are entering cross references for bar codes, this screen will show information from the UPC Item Number File (ITUPC). If you are entering cross references for GTINs, this screen will show information from the Global Trade Item Number File (ITGTIN).

This screen also allows you to update or delete bar code/item or GTIN/item relationships by selecting a bar code or GTIN in the **Sel** field. Once you press **ENTER**, the selected record will appear on the UPC and GTIN Item/UOM Cross Reference Entry Screen (p. 38-5) where you can update or delete it.

**NOTE:** This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:

- \* **PAGE DOWN** or **SHIFT-ROLL FWD** or **F7=PAGE DOWN** to display the next screen
- \* **PAGE UP** or **SHIFT-ROLL BACK** or **F8=PAGE UP** to display the previous screen.

### UPC Code or GTIN List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	<p>The reference number displays in the column to the left of the item number and description. Use the reference number in conjunction with the <b>Sel</b> field to select a bar code/item or GTIN/item relationship to update or delete.</p> <p>Display</p>
(Item Information)	<p>The item number and description, unit of measure, and UPC bar code or GTIN are displayed.</p> <p>The <b>UPC Code</b> or <b>GTIN</b> field displays based on if you are working with bar codes or GTINs, as selected on the UPC and GTIN Item/UOM Cross Reference Selection Screen (p. 38-3).</p> <p>Display</p>
Sel	<p>Use this field in conjunction with the reference number to select a bar code/item or GTIN/item relationship to update or delete.</p> <hr/> <p>NOTE: This field does not appear on this screen if accessed from the Item Inquiry (MENU IAMAIN). From the Item Inquiry, you are brought into this option in inquiry mode only and will only be able to view (not create/delete) bar code/item or GTIN/item relationships for the item you are inquiring into.</p> <hr/> <p>(N 2,0) Optional</p>
Position	<p>Use this field to reposition the list using the item number.</p> <p>Key the whole item number or part of the item number.</p> <hr/> <p>NOTE: This field does not appear on this screen if accessed from the Item Inquiry (MENU IAMAIN). From the Item Inquiry, you are brought into this option in inquiry mode only and will only be able to view (not create/delete) bar code/item or GTIN/item relationships for the item you are inquiring into.</p> <hr/> <p>(A 27) Optional</p>
F7=Page Down / F8=Page Up	<p><b>More...</b> appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, <b>F7=PAGE DOWN</b> and <b>F8=PAGE UP</b> are available for use but do not display.</p> <p>Use the <b>F7=PAGE DOWN</b> to display the next screen of information on a roll screen. The <b>PAGE DOWN</b> or <b>SHIFT-ROLL FWD</b> function keys perform the same task.</p> <p>Use the <b>F8=PAGE UP</b> to display the previous screen of information on a roll screen. The <b>PAGE UP</b> or <b>SHIFT-ROLL BACK</b> function keys perform the same task.</p>

### UPC Code or GTIN List Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	<p>Press <b>F12=RETURN</b> to return to the UPC and GTIN Item/UOM Cross Reference Entry Screen (p. 38-5) without making a selection.</p> <p>If accessed from the Item Inquiry (MENU IAMAIN), press <b>F12=RETURN</b> to return to the UPC and GTIN Item/UOM Cross Reference Selection Screen (p. 38-3) when you are done reviewing the bar code/item or GTIN/item relationships for the item you are inquiring into.</p>
Enter	<p>Press <b>ENTER</b> to confirm your entry.</p> <p>If you keyed a reference number in the <b>Sel</b> field, you will be returned to the UPC and GTIN Item/UOM Cross Reference Entry Screen (p. 38-5) and the bar code/item or GTIN/item relationship that you selected will be shown.</p> <p>If you keyed an item number in the <b>Position</b> field, the UPC Code or GTIN List Screen (p. 38-11) will be refreshed and the list will be repositioned at the number you specify.</p>

## UPC & GTIN Item/UOM Cross Reference Listing

Once you have set up your bar code/item or GTIN/item relationships, you can print a listing of those relationships through the UPC & GTIN Item/UOM Cross Reference Listing option on the Inventory Accounting File Maintenance Menu (MENU IAFILE) or Point of Sale File Maintenance Menu (MENU PSFILE).

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
UPC and GTIN Item/UOM Cross Reference Listing Selection Screen	Used to select to print a listing for Item/UOM Cross References for UPC (Bar) Codes or GTINs (Global Trade Item Numbers).
UPC and GTIN Item/UOM Cross Reference Listing Screen	Used to specify the range of UPC bar codes and/or item numbers, or GTINs and/or item numbers to include in the listing.
UPC Item/UOM Cross Reference Listing	Prints the relationships for the specified bar codes/items.
GTIN Item/UOM Cross Reference Listing	Prints the relationships for the specified GTINs/items.

## UPC and GTIN Item/UOM Cross Reference Listing Selection Screen

```

UPC AND GTIN ITEM/UOM CROSS REFERENCE LISTING SELECTION

Cross Reference Type: ,,    1=UPC Code
                           2=GTIN

F3=Exit
  
```

This screen appears after selecting option **41** - UPC & GTIN Item/UOM Cross Reference on the Inventory Accounting File Maintenance Menu (MENU IAFILE), or Option 6 - UPC & GTIN Item/UOM Cross Reference on the Point of Sale File Maintenance Menu (MENU PSFILE).

Use this screen to select to print a listing for Item/UOM Cross References for UPC (Bar) Codes or GTINs (Global Trade Item Numbers). This selection will determine which file will be used to produce the report (i.e., the UPC Item Number File (ITUPC) or Global Trade Item Number File (ITGTIN)).

### UPC and GTIN Item/UOM Cross Reference Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Cross Reference Type	Use this field to select to print a listing for Item/UOM Cross References for UPC (Bar) Codes or GTINs (Global Trade Item Numbers). Key <b>1</b> to print a listing for UPC Bar Codes. Key <b>2</b> to print a listing for GTINs. (N 1,0) Required
F3=Exit	Press <b>F3=EXIT</b> to return to the Main Menu.
Enter	Press <b>ENTER</b> to confirm your selection. The UPC and GTIN Item/UOM Cross Reference Listing Screen (p. 38-16) will appear.

## UPC and GTIN Item/UOM Cross Reference Listing Screen

UPC AND GTIN ITEM/UOM CROSS REFERENCE LISTING

Selection

GTIN: - ..... To: .....

Item: ..... To: .....

F3=Exit F12=Return

This screen appears after you press **ENTER** on the UPC and GTIN Item/UOM Cross Reference Listing Selection Screen (p. 38-15).

Use this screen to specify a range of UPC bar codes and/or item numbers, or GTINs and/or item numbers to limit the results of the listing. If you selected UPC bar codes for the listing, the UPC Item/UOM Cross Reference Listing (p. 38-18) will print. If you selected GTINs for the listing, the GTIN Item/UOM Cross Reference Listing (p. 38-19) will print.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

### UPC and GTIN Item/UOM Cross Reference Listing Screen Fields and Function Keys

Field/Function Key	Description
UPC or GTIN	<p>The heading of this field will display as <b>UPC</b> or <b>GTIN</b>, depending on your selection on the UPC and GTIN Item/UOM Cross Reference Listing Screen (p. 38-16).</p> <p>Use this field to specify the UPC bar code(s) or GTIN(s) that you want included in the listing.</p> <hr/> <p>NOTE: If entering a GTIN, and a 'from' range only is keyed, the system will validate the number keyed to ensure that it is in the proper format. If it passes validation (numeric and 14 digits or less), then it will be formatted automatically to a 14 position right justified, left zero-filled field so that the correct GTIN is selected for the listing. For example, if you keyed a GTIN of <b>012345678905</b> (12 digits), the system would format it as <b>00012345678905</b>.</p> <p>If a 'to' range only is keyed, the system will not validate or format it, as per the from/to range standards.</p> <p>If both a 'from' and 'to' range are keyed and the 'to' GTIN is not all 9's, then the 'to' GTIN will be validated to ensure that the proper format is keyed. If it passes validation (numeric and 14 digits or less), then it will be formatted automatically to a 14 position right justified, left zero-filled field.</p> <hr/> <p>(2 @ A 27) Optional</p>
Item	<p>Use this field to specify the item number(s) that you want included in the listing.</p> <p>(2 @ A 27) Optional</p>
F3=Exit	Press <b>F3=EXIT</b> to return to the menu without printing the listing.
F12=Return	Press <b>F12=RETURN</b> to return to the UPC and GTIN Item/UOM Cross Reference Listing Selection Screen (p. 38-15) without printing the listing.
Enter	Press <b>ENTER</b> to confirm your entries. The Report Options Screen appears. For a description of the Report Options Screen, refer to the Cross Applications User Guide.

## UPC Item/UOM Cross Reference Listing

IA885 03/06/13 15.59.01			UPC ITEM/UOM FILE LISTING		AU/APDEMO		PAGE	1
Item Number	All Item Numbers	Bar Code	UOM Description		All Bar Codes			
A120	0	014785 13341 0	BOX Color Copy / Photo Paper 28#		Hammermill 500 sheets 8.5 x 11			
A140	0	012643 74887 4	EA 3-Ring Binder - 1" Red					
A150	0	012643 74888 4	EA 3-Ring Binder - 2" Red		Second Description Line Display			
A160	0	012643 74889 4	EA 3-Ring Binder - 1" Blue					
A170	0	012643 74890 1	EA 3-Ring Binder - 2" Blue					
A180	0	012643 74891 1	EA 3-Ring Binder - 1" Black					
A190	0	012643 74892 1	EA 3-Ring Binder - 2" Black					
A220	0	013471 12774 5	EA Pocket Planner Weekly OrganizerBurgundy					
A230	0	013471 12274 5	BOX Seasonal Christmas Cards		50/Box engraving included			
A240	0	013471 13321 7	EA Single Subject Wire Bound		Notebook			
A250	0	024769 13374 6	EA Underdesk Printer / Fax Stand		13.5 x 19 x 16			
A260	0	013471 13474 2	BOX #6 3/4 White Envelopes		20# Bond 500/Box			
A270	0	013471 13668 5	BOX #10 White Envelopes		20# Woven Bond 500/Box			
A280	0	013471 13447 1	BOX #10 Security Tint Envelopes		20# Bond 500/Box			
A290	0	013471 13244 1	BOX #10 Recycled Paper Envelope		20# 500/Box			
A300	0	021321 24174 9	EA Desk Set Kit					
A310	0	021321 24274 9	EA Full Strip Desk Stapler		1/2" staples			
A320	0	021321 24275 9	EA Deluxe Full Strip Desk Stapler		1/2" staples			
A330	0	021321 24276 9	EA Straight Trimmers Shears		9" scissors			
A340	0	021321 24277 9	EA Deluxe Straight Trimmers Shears		10" scissors			
A350	0	021321 24278 9	EA Bankers' Shears		12" scissors			

This listing prints if you selected to print the listing by **UPC Code**, as selected on the UPC and GTIN Item/UOM Cross Reference Listing Selection Screen (p. 38-15).

This listing prints the bar code/item relationships in order by item number and provides the item number, bar code, unit of measure, and item description for each association.



## GTIN Item/UOM Cross Reference Listing

IA885G 03/06/13 16:31:39		GTIN ITEM/UOM FILE LISTING	NY/APDEMO	PAGE	1
Item Number From: A140		All GTINs			
To: A160					
Item Number	GTIN	UOM Description			
-----					
A160	00000091526341	EA 3-Ring Binder - 1" Blue			
A150	00009988776655	EA 3-Ring Binder - 2" Red			
A140	00111785485478	EA 3-Ring Binder - 1" Red			

This listing prints if you selected to print the listing by **GTIN**, as selected on the UPC and GTIN Item/UOM Cross Reference Listing Selection Screen (p. 38-15).

This listing prints the GTIN/item relationships in order by item number and provides the item number, GTIN, unit of measure, and item description for each association.



---

ABC codes allow you to rank your items. This ranking, based on sales, cost, profit, and quantity sold allows you to qualify items in a variety of ways (e.g., the fastest moving items, those items which are most profitable, etc.). You can define your ABC codes using Option 1 - ABC Codes Maintenance on the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2).

ABC codes, once defined through this option, are manually assigned to items in the Item Balance File through Item Balance Maintenance (MENU IAFIL2). The ABC Analysis Report, generated through ABC Analysis (MENU IAREPT), offers the option of automatically updating your items' ABC codes using the results of the report's analysis.

---

## ABC Codes Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
ABC Code Maintenance Selection Screen	Use to specify the ABC code to maintain.
ABC Code Maintenance Screen	Use to define the ABC code.

---

## ABC Code Maintenance Selection Screen

```
ABC CODE MAINTENANCE

Function:  _  (A,C)
ABC Code?  ..

F3=Exit
```

This screen appears after selecting option **1** - ABC Codes Maintenance from the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2). Use this screen to select the ABC code to add or change.

### ABC Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Use this field to determine the function to be performed. Key <b>A</b> to add an ABC code. Key <b>C</b> to change an existing ABC code. (A 1) Required
ABC Code	Use this field to identify the ABC code you wish to add or change. The ABC code is a one character code viewed and printed on a variety of screens and reports throughout Distribution A+, particularly Inventory Accounting and Warehouse Management.  If you are changing an ABC code, the value you key here must have been previously defined through this option. (A 1) Required
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The ABC Code Maintenance Screen (p. 39-3) will appear.

## ABC Code Maintenance Screen

```

      ABC CODE MAINTENANCE      CHANGE

      ABC Code:      B
      Description:    Gross Sales $10000-59999/year.

                                     F12=Return
  
```

This screen appears after you press **ENTER** on the ABC Code Maintenance Selection Screen (p. 39-2). Use this screen to further define, using descriptive text, the ABC code you are adding or maintaining.

### ABC Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	Use this field to enter the description of the ABC code. (A 30) Required
F12=Return	Press <b>F12=RETURN</b> to return to the ABC Code Maintenance Selection Screen (p. 39-2) without saving information keyed on this screen.
Enter	Press <b>ENTER</b> to confirm your selections. The ABC Code Maintenance Selection Screen (p. 39-2) will appear.

## ABC Codes Listing

This option is used to print the ABC Codes Listing which lists the ABC codes defined through ABC Codes Maintenance (MENU IAFIL2).

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
ABC Codes Listing	Prints a list of the defined ABC codes.

---

## ABC Codes Listing

IA935	09/04/10	7.29.07	ABC CODE LIST	AF/APDEMO PAGE	1
ABC					
Code	Description				
.....					
A	Gross Sales \$60000/year				
B	Gross Sales \$10000-59999/year				
C	Gross Sales \$1000-9999/year				

This listing prints following your responses on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen), which appears after selecting option [11](#) - ABC Codes Listing from the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2) and press [ENTER](#) twice.

The ABC codes and their descriptions, as defined through ABC Codes Maintenance (MENU IAFIL2), are printed. The sequence in which the ABC codes are printed is alphabetical.

Refer to ABC Codes Maintenance for a detailed explanation of the fields on this listing.





---

Cycle count codes are used to distinguish locations and items in your warehouse based on their preference and performance. They also may be used when performing a partial or physical inventory (cycle count) to select items to count by their cycle count code.

In Warehouse Management, cycle count codes correspond to location codes which are assigned to warehouse locations through MENU WMMAIN. Assigning this code to items and warehouse locations ensures that items with a high performance are stored in preferred locations, and items with less performance are stored in less preferred locations.

Through the Cycle Count Scheduler (MENU WMPHYS), cycle count codes also are used to specify the number of times a year that items with the same code should be counted.

Cycle count codes additionally may be used through Count Sheet Creation (MENU IAPHYS) or, if Warehouse Management is installed, Print Count Sheets (MENU WMPHYS) to limit the count sheets printed for the physical inventory count.

You can define cycle count codes through Option 2 - Cycle Count Codes Maintenance on the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2).

Once defined, cycle count codes are manually assigned to items in the Item Balance File through Item Balance Maintenance (MENU IAFIL2). If Warehouse Management is installed, cycle count codes do not have to be manually assigned to items. It is more effective if they are assigned automatically through Warehouse Management by running the Warehouse Planning Report (MENU WMREPT).

---

## Cycle Count Codes Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

---

Title	Purpose
Cycle Count Code Maintenance Selection Screen	Use to specify the cycle count code to maintain.
Cycle Count Code Maintenance Screen	Use to define the cycle count code.

## Cycle Count Code Maintenance Selection Screen

CYCLE COUNT CODE MAINTENANCE

Function:

-

(A,C)

Cycle Count Code?

..

F3=Exit

This screen appears after selecting option **2** - Cycle Count Codes Maintenance from the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2). Use this screen to select the cycle count code to add or change.

### Cycle Count Code Maintenance Selection Screen Function Keys

Function Keys	Description
Function	Use this field to determine the function to be performed. Key <b>A</b> to add a cycle count code. Key <b>C</b> to change an existing cycle count code (A 1) Required
Cycle Count Code	Use this field to identify the cycle count code you want to add or change. The cycle count code is a one character code viewed and printed on a variety of screens and reports throughout Distribution A+, particularly Inventory Accounting and Warehouse Management. If you are changing a cycle count code, the value you key here must have been previously defined through this option. (A 1) Required
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The Cycle Count Code Maintenance Screen (p. 40-4) will appear.

## Cycle Count Code Maintenance Screen

CYCLE COUNT CODE MAINTENANCE		CHANGE
Cycle Count Code:	A	
Description:	Weekly, .....	
Bypass Cycle Count:	Y	
F12=Return		

This screen appears after you press **ENTER** on the Cycle Count Code Maintenance Selection Screen (p. 40-3).

Use this screen to further define, using descriptive text, the cycle count code you are adding or maintaining. You also determine if you want to bypass performing the Cycle Count process.

### Cycle Count Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Cycle Count Code	The cycle count code you are adding or changing. Display
Description	Use this field to enter the description of the cycle count code. (A 30) Required
Bypass Cycle Count	<p>This field appears only if Warehouse Management is activated as determined through Activate Warehouse Management (MENU WMMAST).</p> <p>Use this field to define whether this cycle count code will bypass the Cycle Count process.</p> <p>Key <b>Y</b> to have this cycle count code bypass the Cycle Count Process.</p> <p>Leave blank to have this cycle count code included in the Cycle Count process.</p> <p><i>Default Value:</i> Blank</p> <p><i>Valid Values:</i> Y or Blank</p> <p>(A 1) Optional</p>

**Cycle Count Code Maintenance Screen Fields and Function Keys**

Field/Function Key	Description
F12=Return	Press <b>F12=RETURN</b> to return to the Cycle Count Code Maintenance Selection Screen (p. 40-3) without saving information keyed on this screen
Enter	Press <b>ENTER</b> to confirm your selections. The Cycle Count Code Maintenance Selection Screen (p. 40-3) will appear.

## Cycle Count Codes Listing

This option is used to print the Cycle Count Code Listing, which lists the Cycle count codes defined and maintained through Cycle Count Codes Maintenance (MENU IAFIL2).

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Cycle Count Code Listing	Prints a list of defined cycle count codes.

## Cycle Count Code Listing

IA945	11/02/16	14.31.06	CYCLE COUNT CODE LIST	AJ/APDEM0	PAGE	1
Cycle			Bypass			
Cnt Cde	Description		Cycle Count			
A	Weekly		Y			
B	Bi-weekly					
C	Monthly					
P	Pallet Items Cycle Code					
S	Special Order/Drop Ship Items		Y			
3	Components		Y			

This listing is produced following your responses on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen), which appears after selecting option [12](#) - Cycle Count Codes Listing from the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2) and press [ENTER](#) twice.

The cycle count codes and their information, as defined through Cycle Count Codes Maintenance (MENU IAFIL2), are printed. The sequence in which the cycle count codes are printed is alphabetical.

Refer to Cycle Count Codes Maintenance for a detailed explanation of the fields on this listing.

---

Physical inventory codes are used when performing a partial physical inventory for only locations that contain the items that have the desired physical inventory codes.

Physical inventory codes can be used through Count Sheet Creation (MENU IAPHYS) or, if Warehouse Management is installed, Print Count Sheets (MENU WMPHYS) to limit the count sheets printed for the physical inventory count.

You can define physical inventory codes through Option 3 - Physical Inventory Codes Maintenance on the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2).

Physical inventory codes, once defined through this option, are manually assigned to items in the Item Balance File through Item Balance Maintenance (MENU IAFIL2).

---

## Physical Inventory Codes Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Physical Inventory Code Maintenance Selection Screen	Use to specify the physical inventory code to maintain.
Physical Inventory Code Maintenance Screen	Use to define the physical inventory code.

---

## Physical Inventory Code Maintenance Selection Screen

PHYSICAL INVENTORY CODE MAINTENANCE

Function:                    - (A,C)

Physical Inventory Code?   ..

F3=Exit

This screen appears after selecting option **3** - Physical Inventory Codes Maintenance from the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2). Use this screen to select the physical inventory code to add or change.

### Physical Inventory Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	<p>Use this field to determine the function to be performed.</p> <p>Key <b>A</b> to add a physical inventory code.</p> <p>Key <b>C</b> to change an existing physical inventory code.</p> <p>(A 1) Required</p>
Physical Inventory Code	<p>Use this field to identify the physical inventory code you want to add or change. The physical inventory code is a one character code viewed and printed on a variety of screens and reports throughout Distribution A+, particularly Inventory Accounting and Warehouse Management.</p> <p>If you are changing a physical inventory code, the value you key here must have been previously defined through this option.</p> <p>(A 1) Required</p>
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The Physical Inventory Code Maintenance Screen (p. 41-3) will appear.



## Physical Inventory Code Maintenance Screen

```

      PHYSICAL INVENTORY CODE MAINTENANCE      CHANGE

Physical Inventory Code:  A
      Description:      Quick Pick .....
      Bypass Cycle Count: ,

                                           F12=Return
  
```

This screen appears after you press **ENTER** on the Physical Inventory Code Maintenance Selection Screen (p. 41-2).

Use this screen to further define, using descriptive text, the physical inventory code you are adding or maintaining. You also determine if you want to bypass performing the Cycle Count process.

### Physical Inventory Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Physical Inventory Code	The physical inventory code you are adding or changing. Display
Description	Use this field to enter the description of the physical inventory code. (A 30) Required
Bypass Cycle Count	<p>This field appears only if Warehouse Management is activated as determined through Activate Warehouse Management (MENU WMMAST).</p> <p>Use this field to define whether this physical inventory code will bypass the Cycle Count process.</p> <p>Key <b>Y</b> to have this physical inventory code bypass the Cycle Count Process.</p> <p>Leave blank to have this physical inventory code included in the Cycle Count process.</p> <p><i>Default Value:</i> Blank</p> <p><i>Valid Values:</i> Y or Blank</p> <p>(A 1) Optional</p>

**Physical Inventory Code Maintenance Screen Fields and Function Keys**

Field/Function Key	Description
F12=Return	Press <b>F12=RETURN</b> to return to the Physical Inventory Code Maintenance Selection Screen (p. 41-2) without saving information keyed on this screen.
Enter	Press <b>ENTER</b> to confirm your selections. The Physical Inventory Code Maintenance Selection Screen (p. 41-2) will appear.

---

## Physical Inventory Codes Listing

This option is used to print the Physical Inventory Code Listing.

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Physical Inventory Code Listing	Use to specify the physical inventory code to maintain.

## Physical Inventory Code Listing

IA955	11/02/16	15.14.22	PHYSICAL INV CODE LIST	AU/APDEMO	PAGE	1
Physical			Bypass			
Inv Cde	Description		Cycle Count			
-----						
A	Quick Pick					
B	Racks					
C	Bulk		Y			

This listing is produced following your responses on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen), which appears after selecting option [13](#) - Physical Inventory Codes Listing from the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2) and press [ENTER](#) twice.

The physical inventory codes and their information, as defined through Physical Inventory Codes Maintenance (MENU IAFIL2), are printed. The sequence in which the physical inventory codes are printed is alphabetical.

Refer to Physical Inventory Codes Maintenance for a detailed explanation of the fields on this listing.



If you are using hazardous materials [**Hazardous Materials** = **Y** in System Options Maintenance (MENU XAFIL)], use Option 4 - Hazardous Material Message Codes on the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2) to add or change codes and optionally indicate the type of message being maintained. Hazardous material message codes are pre-defined messages that may be used when setting up hazardous material information in the Item Master File, maintained through Item Master Maintenance (MENU IAFIL).

**NOTE:** If you want to assign message codes to an item, be sure to first define them through this option before setting up your item through Item Master Maintenance (MENU IAFIL).

Once message codes have been defined through this option, they can be set up to print (for the items to which they have been assigned) on HAZMAT Shipping Papers. HAZMAT Shipping Papers are created either at Pick List print, Pack List print, Invoice print, or from the Carrier Order Inquiry based on the HAZMAT Shipping Papers field in Warehouse Numbers Maintenance (MENU IAFIL). For a presentation and explanation of HAZMAT Shipping Papers, refer to Carrier Order Inquiry (MENU OEMAIN) in the Order Entry manual.

## Hazardous Material Message Codes Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Hazardous Message Code Maintenance Selection Screen	Use to specify the physical inventory code to maintain.
Hazardous Message Code Maintenance Screen	Use to define the physical inventory code.



## Hazardous Message Code Maintenance Selection Screen

```

HAZARDOUS MESSAGE CODE MAINTENANCE

Function:      -      (A,C)
Message Code?  ...

F3=Exit
  
```

This screen appears after selecting option **4** - Hazardous Material Message Codes Maintenance from the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2).

Use this screen to select the hazardous material message code to add or change.

### Hazardous Message Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	<p>Key <b>A</b> to add a hazardous material message code.</p> <p>Key <b>C</b> to change the description of an existing code.</p> <p>(A 1) Required</p>
Message Code	<p>Use this field to identify the hazardous material message code you want to add or change. Once added, you may assign up to four hazardous material message codes to an item through Item Master Maintenance (MENU IAFIL2).</p> <p>Key the code to add or change. This code will be viewed and printed on a variety of screens and reports throughout Distribution A+.</p> <hr/> <p>NOTE: If you are changing a code's description, the value you key here must have been previously defined through this option.</p> <hr/> <p>(A 2) Required</p>
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.

### Hazardous Message Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press <b>ENTER</b> to confirm your selections. The Hazardous Message Code Maintenance Screen (p. 42-5) will appear.

---



## Hazardous Message Code Maintenance Screen

HAZARDOUS MESSAGE CODE MAINTENANCE
CHANGE

Message Code: F4  
 Description: Flammable Liquid PackG III;IC,  
 Type: H

F12=Return

This screen appears after you press **ENTER** on the Hazardous Message Code Maintenance Selection Screen (p. 42-3). Use this screen to enter a description of the hazardous material message code being added, change the description of an existing code, or optionally indicate the type of message being maintained.

### Hazardous Message Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	<p>Use this field to enter a description of the hazardous material message code. Key the desired description to be associated with this code. Up to 30 characters may be entered to further define this code.</p> <hr/> <p>NOTE: This description can be set up to print on HAZMAT Shipping Papers; see Carrier Order Inquiry (MENU OEMAIN) in the Order Entry manual for a description of HAZMAT Shipping Papers.</p> <hr/> <p>(A 30) Required</p>

**Hazardous Message Code Maintenance Screen Fields and Function Keys**

Field/Function Key	Description
Type	<p>Use this field to indicate the type of message being maintained.</p> <p>Key <b>H</b> for hazard statements, which are part of the hazardous material labeling. Hazard statements are a set of standardized phrases about the hazards of chemical substances and mixtures.</p> <p>Key <b>P</b> for precautionary statements, which are part of the hazardous material labeling. Precautionary statements are a set of standardized phrases giving advice about the correct handling of chemical substances and mixtures.</p> <p>Leave blank for other message usage.</p> <p><i>Valid Values:</i> H or P</p> <p>(A 1) Optional</p>
F12=Return	Press <b>F12=RETURN</b> to return to the Hazardous Message Code Maintenance Selection Screen (p. 42-3) without updating this screen.
Enter	Press <b>ENTER</b> to confirm the description entered. The Hazardous Message Code Maintenance Selection Screen (p. 42-3) will appear.

---

## Hazardous Material Message Codes Listing

This option is used to print the Hazardous Material Message Codes Listing.

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Hazardous Material Message Codes Listing	Prints a list of defined hazardous message codes.

---

## Hazardous Material Message Codes Listing

IA951R 12/07/17 18.49.45		HAZARDOUS MESSAGE CODES	C0/APDEMO	PAGE	1
HAZ MSG					
Code	Description	Type			
FL	Flammable	P - Precautionary statement			
F1	Flammable Liquid PackG I:IA	H - Hazard statement			
F2	Flammable Liquid PackG II:IB	H - Hazard statement			
F3	Flammable Liquid PackG III:II	H - Hazard statement			
F4	Flammable Liquid PackG III:IC	H - Hazard statement			
V1	UN Class 9 Misc Hazardous Matl	H - Hazard statement			
V2	Aerosol, Nonflammable	P - Precautionary statement			
V3	V3 Aerosol, Flammable	H - Hazard statement			
V4	DOT Combustible Liquid, OSHA	H - Hazard statement			
V5	High Flash Point Materis, IIIB	H - Hazard statement			
V6	Petroleum Products	P - Precautionary statement			
V7	Environmental Hazard	P - Precautionary statement			
32	Keep Contents Under 32 Degrees				
50	Keep Contents Under 50 Degrees				

This listing is produced following your responses on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen); the Report Options Screen appears after selecting option 14 - Hazardous Material Message Codes Listing from the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2).

The hazardous material message codes, their descriptions, and types (if any), as defined through Hazardous Material Message Codes Maintenance (MENU IAFIL2), are printed. The sequence in which the codes are printed is alphabetical.

Refer to Hazardous Material Message Codes Maintenance for an explanation of the fields on this listing.



If you are using hazardous materials [**Hazardous Materials** = **Y** in System Options Maintenance (MENU XAFILE)], use Option 5 - Hazardous CAS# to add, change, or delete hazardous Chemical Abstract Service numbers (CAS#s). These numbers are assigned by the Department of Transportation (DOT) and are used as an identifier for each chemical/ingredient. You must also enter a reportable quantity for each CAS# being defined.

Once CAS#s are defined through this option, you may assign them to an item through Item Master Maintenance (MENU IAFILE); up to six CAS#s may be entered per item.

NOTE: If you want to assign CAS#s to an item, be sure to first define them through this option before setting up your item through Item Master Maintenance (MENU IAFILE).

CAS#s will also print on HAZMAT Shipping Papers. HAZMAT Shipping Papers are created either at Pick List print, Pack List print, Invoice print, or from the Carrier Order Inquiry based on the **HAZMAT Shipping Papers** field in Warehouse Numbers Maintenance (MENU IAFILE). The maximum number of CAS#s that will print (up to twelve may be defined) is determined through Warehouse Numbers Maintenance (MENU IAFILE). For an explanation of HAZMAT Shipping Papers, refer to Carrier Order Inquiry (MENU OEMAIN) in the Order Entry manual.

## Hazardous CAS# Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Hazardous CAS# Maintenance Selection Screen	Use to specify the physical inventory code to maintain.
Hazardous CAS# Maintenance Screen	Use to define the physical inventory code.

## Hazardous CAS# Maintenance Selection Screen

```

HAZARDOUS CAS# MAINTENANCE

Function:      (A,C,D)
CAS#?         .....

F3=Exit
  
```

This screen appears after selecting option **5** - Hazardous CAS# Maintenance from the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2). Use this screen to select the CAS# to add, change, or delete.

### Hazardous CAS# Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	<p>Key <b>A</b> to add a CAS#.</p> <p>Key <b>C</b> to change the description of an existing CAS#.</p> <p>Key <b>D</b> to delete an existing CAS#.</p> <p>(A 1) Required</p>
CAS#	<p>Use this field to identify the Chemical Abstract Service number (CAS#) you want to add, change, or delete. These numbers are used as an identifier for each chemical/ingredient.</p> <p><b>Example:</b> CAS# 1310-58-3 is assigned to Potassium hydroxide.</p> <p>Key the desired code. If you are changing a code's description or deleting a code, the value you key here must have been previously defined through this option.</p> <p>The description for this code and the code's reportable quantity is defined on the Hazardous CAS# Maintenance Screen (p. 43-4).</p> <p>(A 11,0) Required</p>
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.

---

**Hazardous CAS# Maintenance Selection Screen Fields and Function Keys**

Field/Function Key	Description
Enter	Press <b>ENTER</b> to confirm your selections. The Hazardous CAS# Maintenance Screen (p. 43-4) will appear.

---

## Hazardous CAS# Maintenance Screen

```
HAZARDOUS CAS# MAINTENANCE  CHANGE

CAS#       1310-58-3

Description: Potassium Hydroxide
Reportable Quantity: 10 (wgt)

F12=Return
```

This screen appears after you press **ENTER** on the Hazardous CAS# Maintenance Selection Screen (p. 43-2). Use this screen to enter a description of the CAS# being added. You may also use this screen to change the description of an existing CAS# or delete a CAS#. Additionally, you are required to select a reportable quantity.

### Hazardous CAS# Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	Use this field to enter a description of the CAS#. Key the desired chemical description. Up to 50 characters may be entered to further define this number. (A 50) Required

---



### Hazardous CAS# Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Reportable Quantity	<p>Use this field to determine if “RQ” (reportable quantity) will print on HAZMAT Shipping Papers.</p> <p>If the chemical weight by line item is greater than the reportable quantity entered in this field, the “RQ” indicator will print on this document.</p> <p>Key the reportable quantity defined for this CAS#.</p> <hr/> <p>NOTE: If reportable quantity is zero, a warning message will appear indicating the CAS# reportable quantity should not be zero. If the value in this field is zero, the logic to determine if the “RQ” indicator should be printed on HAZMAT Shipping Papers will not be applied.</p> <hr/> <p><i>Valid Values:</i> Positive number or zero. (N 5,0) Required</p>
F12=Return	Press <b>F12=RETURN</b> to return to the Hazardous CAS# Maintenance Selection Screen (p. 43-2) without updating information keyed on this screen.
F24=Delete	<p>This function key displays only in the Delete mode.</p> <p>Press <b>F24=DELETE</b> to delete the CAS# record displayed. You will be required to press <b>F24=DELETE</b> again to confirm deletion. The Hazardous CAS# Maintenance Selection Screen (p. 43-2) will appear.</p>
Enter	Press <b>ENTER</b> to confirm your selections. The Hazardous CAS# Maintenance Selection Screen (p. 43-2) will appear.

## Hazardous CAS# Listing

This option is used to print the Hazardous CAS# Listing.

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Hazardous CAS# Listing	Prints a list of defined hazardous CAS#s.

## Hazardous CAS# Listing

IA953R 12/07/17 19.02.00	HAZARDOUS CAS# LIST	CO/APDEMO	PAGE	1
CAS#	Description	Reportable QTY		
1003-29-8	Pyrrole-2-Carboxaldehyde	10		
1310-58-3	Potassium Hydroxide	10		
139-89-9	Hydroxyethylenediamine Triacetata	0		
520-52-5	Psilocybin (exempt preparation)	2		
84366-81-4	FAS (sodium salt)	1		
870-72-4	Sodium Formaldehyde Bisulfite	25		
93-99-2	Phenyl Benzoate	10		
933-40-4	Cyclohexanone Dimethyl Ketal	20		

This listing is produced following your responses on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen); the Report Options Screen appears after selecting option **15** - Hazardous CAS# Listing from the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2).

The hazardous CAS#s defined through Hazardous CAS# Maintenance (MENU IAFIL2) are printed, along with their description and reportable quantity. The sequence in which the CAS#s are printed is sequential.

Refer to Hazardous CAS# Maintenance for an explanation of the fields on this listing.

If you are using hazardous materials [**Hazardous Materials** = **Y** in System Options Maintenance (MENU XAFIL)], use Option 6 - Hazard Class Code Maintenance on the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2) to add or change hazardous class codes. Hazardous class codes help identify the hazardous material by grouping it into a certain category, as regulated by the Department of Transportation (DOT).

Once hazardous class codes are set up, you then assign the appropriate class to the hazardous item through Item Master Maintenance (MENU IAFIL). This will help designate to which class the item belongs.

Hazardous class codes will also print on HAZMAT Shipping Papers and the HAZMAT Carrier Summary. HAZMAT documents will print either at Pick List print, Pack List print, Invoice print, or from the Carrier Order Inquiry based on the HAZMAT Shipping Papers field in Warehouse Numbers Maintenance (MENU IAFIL). For a presentation and explanation of HAZMAT documents, refer to Carrier Order Inquiry (MENU OEMAIN) in the Order Entry manual.

## Hazard Class Code Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Hazardous Class Code Maintenance Selection Screen	Use to specify the hazardous class code to maintain.
Hazardous Class Code Maintenance Screen	Use to define the hazardous class code.

## Hazardous Class Code Maintenance Selection Screen

HAZARDOUS CLASS CODE MAINTENANCE

Function:

-

(A,C)

Hazard Class?

.....

F3=Exit

This screen appears after selecting option 6 - Hazard Class Code Maintenance from the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2). Use this screen to select the hazardous class code to add or change.

### Hazardous Class Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key <b>A</b> to add a hazardous class code. Key <b>C</b> to change the description of an existing code. (A 1) Required
Hazard Class	Use this field to identify the hazardous class code you want to add or change. This code will be used in Item Master Maintenance (MENU IAFILE) to designate to which class an item belongs. Key the desired code. If you are changing a code's description, the value you key here must have been previously defined through this option. (A 5) Required
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The Hazardous Class Code Maintenance Screen (p. 44-3) will appear.

## Hazardous Class Code Maintenance Screen

HAZARDOUS CLASS CODE MAINTENANCE
CHANGE

Hazard Class: COMGA

Description: Compressed Gases.....

Pictogram 1? GHS04 Gas Cylinder

Pictogram 2? .....

Pictogram 3? .....

Pictogram 4? .....

Pictogram 5? .....

Pictogram 6? .....

F12=Return

This screen appears after you press **ENTER** on the Hazardous Class Code Maintenance Selection Screen (p. 44-2). Use this screen to enter a description of the hazardous class code, change an existing code's description, and, optionally, pictograms codes associated with the hazardous class code being maintained.

### Hazardous Class Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	<p>Use this field to enter a description of the hazardous class code.</p> <p>Key the desired description. Up to 30 characters may be entered to further define this code. This description will print on the HAZMAT Carrier Summary [see Carrier Order Inquiry (MENU OEMAIN) in the Order Entry manual for a description of this document].</p> <p>(A 30) Required</p>
Pictogram 1-6	<p>Use these fields (up to six are allowed) to enter pictograms codes that are associated with the hazardous class code.</p> <p>Hazard pictograms are one of the key elements for the labeling of containers under the international Globally Harmonized System of Classification and Labeling of Chemicals (GHS).</p> <p>The description of the pictogram appears after entering the pictogram code.</p> <p><i>Valid Values:</i> A valid pictogram code defined through Hazard Pictogram Code Maintenance (MENU IAFIL2).</p> <p>(A 5) Optional</p>

**Hazardous Class Code Maintenance Screen Fields and Function Keys**

Field/Function Key	Description
F12=Return	Press <b>F12=RETURN</b> to return to the Hazardous Class Code Maintenance Selection Screen (p. 44-2) without updating this screen.
Enter	Press <b>ENTER</b> to confirm the description. The Hazardous Class Code Maintenance Selection Screen (p. 44-2) will appear.

---

## Hazard Class Code Listing

This option is used to print the Hazardous Class Code Listing.

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Hazardous Class Code Listing	Prints a list of defined hazardous class codes.

## Hazardous Class Code Listing

IA952R 01/11/18 14.23.28	HAZARDOUS CLASS CODES	C0/APDEMO PAGE	1
HAZ CLS			
Code	Description		
-----			
COMGA	Compressed Gases		
	Pictograms: GHS01 Exploding Bomb		
COMLI	Combustible Liquid		
CORMA	Corrosive Material		
	Pictograms: GHS05 Corrosion		
ETIAG	Etiologic Agent		
EXPLO	Explosives		
	Pictograms: GHS01 Exploding Bomb		
FLALI	Flammable Liquid		
FLASO	Flammable Solid		
IRRMA	Irritating Material		
ORGPE	Organic Peroxide		
OTHER	Other Regulated Materials		
OXIMA	Oxidizing Material		
POISO	Poisons		
RADMA	Radioactive Materials		
	Pictograms: GHS06 Skull & Crossbones		

This listing is produced following your responses on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen); the Report Options Screen appears after selecting option **16** - Hazard Class Code Listing from the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2).

The hazardous class codes, their descriptions, and pictograms (if any), as defined through Hazard Class Code Maintenance, are printed. The sequence in which the codes are printed is alphabetical.

Refer to Hazard Class Code Maintenance for an explanation of the fields on this listing.





Distribution A+ allows the entry of four units of measure for a given item through Item Master Maintenance (MENU IAFILE). The first three are used to define inventory stocking units of measure (only the first stocking unit of measure is required); the fourth is used for the pricing unit of measure. Distribution A+ also allows for the setting up of additional units of measure, item/warehouse default units of measure, and customer/item default units of measure. Before a unit of measure may be entered for an item in any of these files, the unit of measure must first be defined through this option.

Use Option 7 - Unit of Measure Maintenance to define the units of measure that you want to be available for use within Distribution A+. You also designate if this unit of measure will be allowed to be used as a “stocking” unit of measure, or will be available for use as an “additional” unit of measure only on the Additional Unit of Measure Screen in Item Master Maintenance (MENU IAFILE).

## Unit of Measure Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Unit of Measure Maintenance Selection Screen	Use to specify the unit of measure to maintain.
Unit of Measure Maintenance Screen	Use to define the unit of measure.

## Unit of Measure Maintenance Selection Screen

UNIT OF MEASURE MAINTENANCE

Function:

-

(A,C)

Unit of Measure?

....

F3=Exit

This screen appears after selecting option **7** - Unit of Measure Maintenance from the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2). Use this screen to define valid units of measure. Units of measure used throughout Distribution A+ [e.g., in Item Master Maintenance (MENU IAFILE)] will be validated by the system against the units of measure defined through this option.

### Unit of Measure Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key <b>A</b> to add a unit of measure. Key <b>C</b> to change the description of an existing unit of measure. (A 1) Required
Unit of Measure	Use this field to identify the unit of measure you want to add or change. Units of measure are required in Item Master Maintenance (MENU IAFILE) when setting up an item. Key the desired abbreviated unit of measure [the description for this unit of measure is entered on the Unit of Measure Maintenance Screen (p. 45-4)]. If you are changing a unit of measure's description, the value you key here must have been previously defined through this option. (A 3) Required
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The Unit of Measure Maintenance Screen (p. 45-4) will appear.



## Unit of Measure Maintenance Screen

```
UNIT OF MEASURE MAINTENANCE  CHANGE

Unit of Measure:  BOX
Description:      Box of product.....
Used as Stocking U/M: Y,  (Y,N)

F12=Return
```

This screen appears after you press **ENTER** on the Unit of Measure Maintenance Selection Screen (p. 45-2). Use this screen to enter a description of the unit of measure and designate if this unit of measure will be allowed to be used as one of the stocking units of measure in Item Master Maintenance. You may also use this screen to change an existing unit of measure's description.

### Unit of Measure Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	Use this field to enter a description of the unit of measure.  Key the desired description. Up to 30 characters may be entered to further define this unit of measure. This description will display during order entry and print on various reports throughout Distribution A+.  (A 30) Required

---

### Unit of Measure Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Used as Stocking U/M	<p>When setting up an item through Item Master Maintenance (MENU IAFILE), you are required to enter valid units of measure for an item (three stocking units of measure are available and only the first one is required). This field determines if this unit of measure may be entered as a stocking unit of measure.</p> <p>Key <b>Y</b> to allow this unit of measure to be used as a stocking unit of measure. You will be allowed to key this unit of measure during Item Master Maintenance on the Item File Maintenance Screen 1 (p. 27-52).</p> <p>Key <b>N</b> to prohibit this unit of measure from being used as a stocking unit of measure. You will not be allowed to key this unit of measure during Item Master Maintenance on the Item File Maintenance Screen 1 (p. 27-52). Instead, this unit of measure may be used as an additional unit of measure only through the use of the F6 function key on the Item/Inventory Balance Master File Maintenance Screen (p. 27-4); additional units of measure allow for an item to be sold in a different unit of measure from which it is stocked.</p> <p>NOTE: When a ? displays following this field (i.e., <i>U/M?</i>) and you key a ? in this field, one of two pop-up windows will display depending on the function you are performing. For a description of both U/M pop-up windows, refer to the Cross Applications User Guide.</p> <p>(A 1) Required</p>
F12=Return	Press <b>F12=RETURN</b> to return to the Unit of Measure Maintenance Selection Screen (p. 45-2) without updating this screen.
Enter	Press <b>ENTER</b> to confirm your selections. The Unit of Measure Maintenance Selection Screen (p. 45-2) will appear.

## Unit of Measure Listing

This option is used to print the Unit of Measure Listing.

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Unit of Measure Listing	Prints a list of defined units of measure.

---

## Unit of Measure Listing

IA939 09/04/10 7.29.47 UNIT OF MEASURE LIST AF/APDEMO PAGE 1		
Unit of Measure	Description	Stocking U/M
AD	Adjust Up - Additional UOM Cde	N
BOX	Box of product	Y
C	Hundred	Y
CAS	Case of product	Y
CST	customer ordering UOM	N
DBL	Double the Unit of Measure	N
EA	Single item unit	Y
FR	Fraction - Additional UOM Code	N
LB	pound	N
M	Thousand	Y
PR	Pricing UOM	N
RD	Round - Additional UOM Code	N
RL	Roll	Y
SHT	Sheet of Paper	Y
SQF	Square Feet	Y
SQY	Square Yards	Y
UN	Unit	Y

This listing is produced following your responses on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen); the Report Options Screen appears after selecting option **17** -Unit of Measure Listing from the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2).

The units of measure defined through Unit of Measure Maintenance (MENU IAFIL2) are printed. The response as to whether or not this unit of measure may be used as the stocking unit of measure when setting up the item is also printed.

Refer to Unit of Measure Maintenance for an explanation of the fields on this listing.





---

The product IDs allow you to group like items or special charges for tax override purposes in Vertex. You can create product IDs through Option 8 - Product ID Maintenance on the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2). You can then assign a product ID to an item through Item Master Maintenance (MENU IAFILE). Refer to Item Master Maintenance (MENU IAFILE) for more information.

---

NOTE: Use this option only if you are using the Vertex Interface and selected to use Vertex taxing through System Options Maintenance (MENU XAFILE).

---

---

## Product ID Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Product ID File Maintenance Selection Screen	Use to specify the product ID to maintain.
Product ID File Maintenance Screen	Use to define the product ID.

---

## Product ID File Maintenance Selection Screen

Product ID File Maintenance

Function:  . .  (A,C)

Product ID?  \_.....

F3=Exit

This screen appears after selecting option 8 - Product ID Maintenance from the Inventory Account File Maintenance Menu 2 (MENU IAFIL2). Use this screen to add or change a product ID.

Product ID File Maintenance Selection Screen Fields and Function Keys	
Field/Function Key	Description
Function	Key A to add a product ID. Key C to change the description of an existing product ID. (A 1) Required

### Product ID File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Product ID	<p>Use this field to identify the <b>Product ID</b> you want to add or change. The <b>Product ID</b> is used to classify one or more like items for taxing purposes in Vertex. When taxing overrides or special charge overrides are calculated in Vertex, the entry in the <b>Product ID</b> field is used, not the item number. You can assign product IDs when setting up an item in Item Master Maintenance (MENU IAFILE).</p> <hr/> <p>NOTE: Vertex tax tables can be accessed through Distribution A+ via the Vertex Tables function key provided in both Item Master Maintenance (MENU IAFILE) and Customer/Ship To Master Maintenance (MENU ARFILE). For details about accessing the tables through Vertex, refer to the Vertex manuals.</p> <hr/> <p>Key the desired abbreviated <b>Product ID</b> [the description for this product ID is entered on the Product ID File Maintenance Screen (p. 46-4)].</p> <p>If you are changing a product ID's description, the value you key here must have been previously defined through this option.</p> <p>(A 15) Required</p>
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The Product ID File Maintenance Screen (p. 46-4) will appear.

## Product ID File Maintenance Screen

Product ID File Maintenance Change

Product ID: HARD-01

Product ID Description: Hard Goods, ., Paper.....

F3=Exit F12=Return

This screen appears after you press **ENTER** on the Product ID File Maintenance Selection Screen (p. 46-2). Use this screen to enter a description of the product ID. You also may use this screen to change an existing product ID's description.

### Product ID File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Product ID Description	Use this field to enter a description of the product ID. Key the desired description. You may enter up to 30 characters to further define this product ID. This description will display during order entry and print on various reports throughout Distribution A+. (A 30) Required
F3=Exit	Press <b>F3=EXIT</b> to exit this option and return to the menu.
F12=Return	Press <b>F12=RETURN</b> to return to the Product ID File Maintenance Selection Screen (p. 46-2) without updating this screen.
Enter	Press <b>ENTER</b> to confirm your selections. The Product ID File Maintenance Selection Screen (p. 46-2) will appear.

## Product ID Listing

---

This option is used to print the Product ID Listing.

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Product ID Listing	Prints a list of defined product IDs.

---

## Product ID Listing

IA891	10/22/11	21.00.50	PRODUCT ID LISTING	AM/APDEMO	PAGE	1
Product ID	Description					
-----						
10-1 FURNITURE	tables, chairs, desks					
50-1 COPIERS	copiers, printers, scanners					
50-2 COMPONENTS	CPU, mouse, monitors					
80-6 STOCKPAPER	Bond, Vellum, CardStock					

After selecting option [18](#) - Product ID Listing from the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2), the Report Options Screen appears. This listing is prints following your responses on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen).

The product IDs defined through Product ID Maintenance (MENU IAFIL2) are printed on this listing. Refer to Product ID Maintenance for an explanation of the fields that appear on this listing.

Item commitment codes group your items according to how you want them to be manually committed for orders. Once an item commitment code has been defined for an item, you combine it with one or more customer commitment codes in the Inventory Commitment Matrix (MENU OEMAST) so that you can manually commit inventory for a particular combination of items and customers through Inventory Commit/Uncommit (MENU OEMAST).

You can create item commitment codes using option 9 - Item Commitment Codes Maintenance on the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2). An item commitment code is assigned to an item through Item Master Maintenance (MENU IAFILE).

## Item Commitment Codes Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Item Commitment Code Maintenance Selection Screen	Use to specify the item commitment code to maintain.
Item Commitment Code Maintenance Screen	Use to define the item commitment code.

## Item Commitment Code Maintenance Selection Screen

```

ITEM COMMITMENT CODE MAINTENANCE

Function:      -      (A,C)
Item Commitment Code?  ....

F3=Exit
  
```

This screen appears after selecting option **9** - Item Commitment Codes Maintenance from the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2). Use this screen to select the item commitment code to add or change.

### Item Commitment Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	<p>Use this field to determine the function to be performed.</p> <p>Key <b>A</b> to add an item commitment code.</p> <p>Key <b>C</b> to change an existing item commitment code.</p> <p>(A 1) Required</p>
Item Commitment Code	<p>This code can be up to three digits long and is used to group items for committing inventory manually.</p> <p>If you are changing an item commitment code, the value you key here must have been previously defined through this option.</p> <p>(N 3,0) Required</p>
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selection. The Item Commitment Code Maintenance Screen (p. 47-3) will appear.



## Item Commitment Code Maintenance Screen

ITEM COMMITMENT CODE MAINTENANCE Change

Item Commitment Code: 001

Description: Daily .....

F12=Return

This screen appears after you press **ENTER** on the Item Commitment Code Maintenance Selection Screen (p. 47-2). Use this screen to enter or change the description of the item commitment code you are adding or changing.

### Item Commitment Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	This is the description to be associated with the item commitment code you are adding or changing. (A 30) Required
F12=Return	Press <b>F12=RETURN</b> to return to the Item Commitment Code Maintenance Selection Screen (p. 47-2) without saving information keyed on this screen
Enter	Press <b>ENTER</b> to confirm your selections. The Item Commitment Code Maintenance Selection Screen (p. 47-2) will appear.

## Item Commitment Codes Listing

This option is used to print the Item Commitment Codes Listing.

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Item Commitment Codes Listing	Prints a list of defined item commitment codes.

## Item Commitment Codes Listing

OE973	09/04/10	7:30:01	ITEM COMMITMENT CODE LISTING	AF/APDEMO	PAGE: 1
Commitment Code	Description				
001	Daily				

This listing prints following your responses on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen), which appears after selecting option **19** - Item Commitment Codes Listing from the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2) and press **ENTER** twice.

The item commitment codes and their descriptions, as defined through Item Commitment Codes Maintenance, are printed. Item commitment codes are printed in ascending order.



---

Commodity codes are used to categorize items on the European Intrastat Report according to their freight classification. For information on the Intrastat Report, refer to the Intrastat Report option (MENU IAREPT).

You can create commodity codes using Option 10 - Commodity Codes Maintenance on the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2). Commodity codes are assigned to items through Item Master Maintenance (MENU IAFIL2). If **Validate Commodity Code** is **Y** in System Options Maintenance (MENU XAFIL2), the code must be defined here before you can assign it to an item.

If **Validate Commodity Code** is **N**, you are not required to define commodity codes, but you can define them if you desire to do so. For more information, refer to System Options Maintenance (MENU XAFIL2) in the Cross Applications User Guide.

---

## Commodity Codes Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Commodity Code Maintenance Selection Screen	Use to specify the commodity code to maintain.
Commodity Code List Window	Displays a list of defined commodity codes. Used to select a code to maintain.
Commodity Code Maintenance Screen	Use to define the commodity code.

---

## Commodity Code Maintenance Selection Screen

```

COMMODITY CODE MAINTENANCE SELECTION

Function:      _      (A,C)
Commodity Code: .....

F3=Exit  F4=Commodity Lst
  
```

This screen appears after selecting option **10** - Commodity Codes Maintenance from the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2).

Use this screen to specify the commodity code you are adding or changing.

### Commodity Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key <b>A</b> to add a commodity code. Key <b>C</b> to change an existing commodity code. (A 1) Required
Commodity Code	Key the commodity code you are adding or changing. If you are unsure of the code, press <b>F4=COMMODITY LST</b> to view a list of existing codes. (N 8,0) Required
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
F4=Commodity Lst	Press <b>F4=COMMODITY LST</b> to view a list of existing commodity codes. The Commodity Code List Window (p. 48-4) appears.
Enter	Press <b>ENTER</b> to confirm your selections. The Commodity Code Maintenance Screen (p. 48-6) appears.  If <b>Validate Commodity Code</b> is <b>N</b> in System Options Maintenance (MENU XAFIL2), a warning message appears to inform you that you are not required to define commodity codes, since they will not be validated.



## Commodity Code List Window

COMMODITY CODE MAINTENANCE SELECTION

Function: .. (A,C)

Commodity Code: .....

Code	Description
1 48021000	Handmade paper & paperboard
2 48063000	Tracing Papers
3 48081000	Corrugated paper & paperboard
4 48191000	Cartons, boxes, and cases

Sel:      Code: .....      Last F12=Return

F3=Exit    F4=Commodity Lst

This window appears when you press the **F4=COMMODITY LST** function key on any Distribution A+ screen that displays the key.

Use this window to view a list of existing commodity codes. The following information appears for each commodity code:

- Selection number to be keyed in the **Sel** field when choosing a code
- Commodity code
- Commodity code description

To select a code from this list, enter a selection number in the **Sel** field and press **ENTER**.

If you are searching for a particular commodity code, use the **Code** field to reposition the list. For more information, refer to the **Code** field description.

### Commodity Code List Window Fields and Function Keys

Field/Function Key	Description
Sel	Key the selection number that appears to the left of the commodity code to be selected. (N 1,0) Optional



**Commodity Code List Window Fields and Function Keys**

Field/Function Key	Description
Code	<p>Use this field together with the <b>ENTER</b> key to reposition the commodity codes in order to view codes that are not currently displayed.</p> <p>Key the commodity code to be positioned at the top of the list and press <b>ENTER</b>. The codes that fall after this code in numerical sequence will appear beneath the code you enter here.</p> <p>(N 8,0) Optional</p>
F12=Return	<p>Press this key to return to the Commodity Code Maintenance Selection Screen (p. 48-2) without selecting a commodity code.</p>
Enter	<p>The <b>ENTER</b> key serves two purposes:</p> <p>After keying a commodity code in the <b>Code</b> field, press <b>ENTER</b> to reposition the codes. The code you keyed appears at the top of the list and the codes that fall after it in numerical sequence appear beneath it.</p> <p>After keying a selection number in the <b>Sel</b> field, press <b>ENTER</b> to choose the code and return to the previous screen.</p>

## Commodity Code Maintenance Screen

COMMODITY CODE MAINTENANCE CHANGE

Commodity Code: 48021000

Description: Handmade, paper, & paperboard ...

F12=Return

This screen appears after you press **ENTER** on the Commodity Code Maintenance Selection Screen (p. 48-2).

Use this screen to specify a description for the commodity code you are adding or changing.

### Commodity Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	Key a description to be associated with the commodity code you are adding or changing. (A 30) Required
F12=Return	Press <b>F12=RETURN</b> to return to the Commodity Code Maintenance Selection Screen (p. 48-2) without saving your entries.
Enter	Press <b>ENTER</b> to save your entries. The Commodity Code Maintenance Selection Screen (p. 48-2) appears.

---

## Commodity Codes Listing

This option is used to print the Commodity Codes Listing.

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Commodity Codes Listing	Prints a list of defined commodity codes.

---

## Commodity Codes Listing

IA975	09/04/10	7.30.12	COMMODITY CODE FILE LIST		AF/APDEMO	PAGE	1
			Commodity Code	Commodity Name			
			48021000	Handmade paper & paperboard			
			48063000	Tracing Papers			
			48081000	Corrugated paper & paperboard			
			48191000	Cartons, boxes, and cases			

This listing is produced following your responses on the Report Options Screen, which appears when selecting option **20** - Commodity Codes Listing from the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2). For an explanation of the Report Options Screen, refer to the Cross Applications User Guide.

The listing shows all commodity codes and their corresponding descriptions as defined through Commodity Codes Maintenance (MENU IAFIL2).

---

Harmonized tariff codes are used to classify items for custom and duty documents. Harmonized tariff codes are assigned to items through Item Master Maintenance (MENU IAFILE). If **Validate Harmonized Tariff Code** is **Y** in System Options (MENU XAFILE), the code must be defined here before you can assign it to an item.

If **Validate Harmonized Tariff Code** is **N**, you are not required to define harmonized tariff codes, but you can define them if you desire to do so. For more information, refer to System Options Maintenance (XAFILE) in the Cross Applications User Guide.

You can define harmonized tariff codes through Option 30 - Harmonized Tariff Codes Maintenance on the Inventory Accounting File Maintenance Menu 2 (MENU IAFILE).

---

## Harmonized Tariff Codes Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Harmonized Tariff Code Maintenance Selection Screen	Use to specify the harmonized tariff code to maintain.
Harmonized Tariff Code List Window	Displays a list of defined harmonized tariff codes. Used to select a code to maintain.
Harmonized Tariff Code Maintenance Screen	Use to define the harmonized tariff code.

---

## Harmonized Tariff Code Maintenance Selection Screen

HARMONIZED TARIFF CODE MAINTENANCE SELECTION

Function:

-

(A,C)

Harmonized Tariff Code:

.....

F3=Exit

F4=Hrmzd Cd Lst

This screen appears after selecting option 30 - Harmonized Tariff Codes Maintenance from the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2).

Use this screen to specify the harmonized tariff code you are adding or changing.

### Harmonized Tariff Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key <b>A</b> to add a harmonized tariff code. Key <b>C</b> to change an existing harmonized tariff code. (A 1) Required
Harmonized Tariff Code	Key the harmonized tariff code you are adding or changing. If you are unsure of the code, press <b>F4=HRMZD CD LST</b> to view a list of existing codes. (N 10,0) Required
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
F4=Hrmzd Cd Lst	Press <b>F4=HRMZD CD LST</b> to view a list of existing harmonized tariff codes. The Harmonized Tariff Code List Window (p. 49-3) appears.
Enter	Press <b>ENTER</b> to confirm your selections. The Harmonized Tariff Code Maintenance Screen (p. 49-5) appears.

## Harmonized Tariff Code List Window

```

HARMONIZED TARIFF CODE MAINTENANCE SELECTION

Function:      ..      (A,C)
Harmonized Tariff Code: .....

  Code  Description
  ----  -
1 2906.11.0000 Cyclic alcohols-menthol
2 2906.21.0000 Cyclic alcohols-benzyl alcohol

Sel:  Code:  Last
                F12=Return

F3=Exit  F4=Hrmzd Cd Lst
  
```

This window appears after you press the **F4=HRMZD CD LST** function key on any Distribution A+ screen that displays the key.

Use this window to view a list of existing harmonized tariff codes. The following information appears for each harmonized tariff code:

- Selection number to be keyed in the **Sel** field when choosing a code
- Harmonized tariff code
- Harmonized tariff code description

To select a code from this list, enter a selection number in the **Sel** field and press **ENTER**.

If you are searching for a particular code, use the **Code** field to reposition the list. For more information, refer to the **Code** field description.

### Harmonized Tariff Code List Window Fields and Function Keys

Field/Function Key	Description
Sel	Key the selection number that appears to the left of the code to be selected. (N 1,0) Optional

**Harmonized Tariff Code List Window Fields and Function Keys**

Field/Function Key	Description
Code	<p>Use this field together with the <b>ENTER</b> key to reposition the harmonized tariff codes in order to view codes that are not currently displayed.</p> <p>Key the harmonized tariff code to be positioned at the top of the list and press <b>ENTER</b>. The codes that fall after this code in numerical sequence will appear beneath the code you enter here.</p> <p>(N 10,0) Optional</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the Harmonized Tariff Code Maintenance Selection Screen (p. 49-2) without selecting a code.</p>
Enter	<p>The <b>ENTER</b> key serves two purposes:</p> <p>After keying a harmonized tariff code in the <b>Code</b> field, press <b>ENTER</b> to reposition the codes. The code you keyed appears at the top of the list and the codes that fall after it in numerical sequence appear beneath it.</p> <p>After keying a selection number in the <b>Sel</b> field, press <b>ENTER</b> to choose the code and return to the previous screen.</p>



## Harmonized Tariff Code Maintenance Screen

HARMONIZED TARIFF CODE MAINTENANCE

CHANGE

Harmonized Tariff Code: 2906.11.0000

Description: Cyclic alcohols-menthol.....

F12=Return

This screen appears after you press **ENTER** on the Harmonized Tariff Code Maintenance Selection Screen (p. 49-2).

Use this screen to specify a description for the harmonized tariff code you are adding or changing.

### Harmonized Tariff Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	Key a description to be associated with the harmonized tariff code you are adding or changing. (A 30) Required
F12=Return	Press <b>F12=RETURN</b> to return to the Harmonized Tariff Code Maintenance Selection Screen (p. 49-2) without saving your entries.
Enter	Press <b>ENTER</b> to save your entries. The Harmonized Tariff Code Maintenance Selection Screen (p. 49-2) appears.

## Harmonized Tariff Codes Listing

This option is used to print the Harmonized Tariff Codes Listing.

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Harmonized Tariff Codes Listing	Prints a list of defined harmonized tariff codes.

## Harmonized Tariff Codes Listing

IA985	09/04/10	7:30:18	HARMONIZED TARIFF CODES LISTING	AF/APDEMO	PAGE	1
Harmonized Tariff Code	Description					
2906.11.0000	Cyclic alcohols-menthol					
2906.21.0000	Cyclic alcohols-benzyl alcohol					

This listing is produced following your responses on the Report Options Screen, which appears when selecting option [35](#) - Harmonized Tariff Codes Listing from the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2). For an explanation of the Report Options Screen, refer to the Cross Applications User Guide.

The listing shows all harmonized tariff codes and their corresponding descriptions as defined through Harmonized Tariff Codes Maintenance (MENU IAFIL2).



---

Loaded cost functionality in Order Entry provides you with a method to calculate commission costs by providing a flexible number of load factor variables, or additional costs, to be included in the commission cost of an item. A loaded cost is one that begins with a base cost value and then other costs (calculated from several different factors) are applied to this base cost, taking into account the warehouse, vendor, item class/sub-class, and item. This calculated loaded cost is then used in Order Entry as the commission cost, where mark-up item pricing can be calculated from this cost, if selected to do so. If the Order Entry Options (MENU XAFILE) **Cost to be Used for OE** field is set to Commission Cost, then these loaded costs also become the OE Cost.

Cost Load Factors are defined in this option by Warehouse, Vendor, Item Class/Sub-Class and Item Number. They can be further defined specifically for a Company and Customer, with or without allowing Drop Ship capability. If allowing Drop Ship for certain cost loads, you will have the option of having the Drop Ship cost load applied instead of the regular cost loads (the Drop Ship flag at the order detail level will be looked at to determine what cost load is applied).

For each level of detail, you will be able to add up to 10 load factor variables which are defined by currency amount or percent. Additional inclusion or exclusion processing by Warehouse, Vendor, Item Class/Sub-Class and Item Number can also be identified.

Only one Cost Load Factor type (Warehouse, Vendor, Item Class/Sub-Class, or Item Number) can be entered/maintained at a time, and at least one load factor variable must be entered. Multiple level Cost Load Factors (that is, Warehouse and Vendor) are not available.

If International Currency is installed, cost values displayed throughout this menu option will be shown in the Default Local Currency as defined in International Currency Options Maintenance (MENU ICFILE) when setting up System Options.

You can define Cost Load Factors through Option 31 - Cost Load Factors Maintenance on the Inventory Accounting File Maintenance Menu 2 (MENU IAFILE).

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## Cost Load Factors Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

---

<b>Title</b>	<b>Purpose</b>
Cost Load Factors Maintenance Screen	Use to define Cost Load Factors by Warehouse, Vendor, Item Class/Sub-Class, or Item Number.
Cost Load Factors List Screen	Use to view a list of existing Cost Load Factors that you can select for maintenance.
Cost Load Factors Defined Screen	Use to define or maintain the load factors variables for a specific Cost Load Factor.
Cost Load Factors Warehouse Limits Screen	Use to include or exclude certain warehouses for the Cost Load Factor you are adding or maintaining.
Cost Load Factors Vendor Limits Screen	Use to include or exclude certain vendors for the Cost Load Factor you are adding or maintaining.
Cost Load Factors Item Class Limits Screen	Use to include or exclude certain item classes/sub-classes for the Cost Load Factor you are adding or maintaining.
Cost Load Factors Item Limits Screen	Use to include or exclude certain items for the Cost Load Factor you are adding or maintaining.
Cost Load Factors Customer/Ship To Limits Screen	Use to include or exclude certain customers/ship-to's for the Cost Load Factor you are adding or maintaining.

## Cost Load Factors Maintenance Screen

COST LOAD FACTORS

Function:        .. (A,C,D)

Warehouse?     ...

Vendor?        .....

Item Class?     ... / ...

Item Number:   .....

Find:           .....

Item No:        .....

Class?         .....

Co? ... Customer: ..... Ship-To: .....

Find:           .....

City: ..... St/Prov: .....

Drop Ship: ..

F3=Exit    F4=List    F5=Ship-To Search

This screen appears after selecting option **31** - Cost Load Factors Maintenance from the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2).

Use this screen to define Cost Load Factors by Warehouse, Vendor, Item Class/Sub-Class, or Item Number. For each level of detail, you will be able to add up to 10 load factor variables for each of these parameters, which can then be defined by currency or percent. Additional inclusion or exclusion processing by Warehouse, Vendor, Item Class/Sub-Class and Item Number can also be identified.

Cost Load Factors can also be defined specifically for a Company and Customer, with or without being drop ship specific.

When cost loads are applied, the system checks each level up to 3 times before proceeding to the next level, which immediately occurs once a check is successful.

A summary of checks that occur (in this sequence) for each level for Cost Load Processing is:

1. A first check only occurs when processing is for a **Drop Ship = Y**. The system will process the Cost Load Factors Customer/Drop Ship File (IACLFC) with **Drop Ship = Y** by Company, Customer, and Ship-To.

If Company, Customer, and Ship-To is not found or not valid, the system will then process by Company and Customer.

If Company and Customer is not found or not valid, the system will then process with no Company, Customer, and Ship-To. This check is the only check that will look at the Cost Load Factors Customer/Drop Ship Exceptions File (IACLFCX) when a load is found that does not have a Customer entered (meaning, it will only occur on the third iteration of the check with no Company, Customer, and Ship-To).

2. A second check is performed if the first check failed to find a valid cost load or was not performed because **Drop Ship = N** or blank and a Customer Number has been passed. It will process the Cost

Load Factors Customer/Drop Ship File (IACLCF) with **Drop Ship = N** by Company, Customer, and Ship-To.

If Company, Customer, and Ship-To is not found or not valid, the system will then process by Company and Customer.

3. A third check is performed if the first check failed to find a valid cost load or was not performed because **Drop Ship = N** or blank and the second check also failed to find a valid cost load by Customer or a Customer Number was not passed in. It will process the Cost Load Factors (IACLF) which does not contain the Drop Ship, Company, Customer and Ship-To.

---

NOTE: Only one type (Warehouse, Vendor, Item Class/Sub-Class, or Item Number) of Cost Load Factor can be entered/maintained at a time.

---

### Cost Load Factors Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Function Code	<p>Key <b>A</b> to add a Cost Load Factor by Warehouse, Vendor, Item Class/Sub Class, or Item Number.</p> <p>Key <b>C</b> to change an existing Cost Load Factor.</p> <p>Key <b>D</b> to delete an existing Cost Load Factor.</p> <p>(A 1) Required</p>
Warehouse	<p>Key the warehouse number you want assigned to the Cost Load Factor.</p> <p>If you are entering a Cost Load Factor by Warehouse, then no other type of parameter (Vendor, Item Class/Sub-Class, or Item Number) can be entered.</p> <p><i>Valid Values:</i> A warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 2) Optional</p>
Vendor	<p>Key the vendor number you want assigned to the Cost Load Factor.</p> <p>If you are entering a Cost Load Factor by Vendor, then no other type of parameter (Warehouse, Item Class/Sub-Class, or Item Number) can be entered.</p> <hr/> <p>NOTE: When creating vendor level loads, the loads will be based on the primary vendor located in the Item Balance File (ITBAL).</p> <hr/> <p><i>Valid Values:</i> A vendor defined through Vendors Maintenance (MENU POFILE/MENU APFILE).</p> <p>(A 6) Optional</p>



### Cost Load Factors Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Item Class	<p>Key the item class/sub-class you want assigned to the Cost Load Factor.</p> <p>If the sub-class is left blank, all sub-classes within the item class entered can be included in the Cost Load Factor.</p> <p>If the item class is blank, the sub-class must also be blank.</p> <p>If you are entering a Cost Load Factor by Item Class/Sub-Class, then no other type of parameter (Warehouse, Vendor, or Item Number) can be entered.</p> <p><i>Valid Values:</i> Any item class/sub-class defined through Item Class/Sub Class Maintenance (MENU IAFILE).</p> <p>(A 2/A 2) Optional</p>
Item Number	<p>Key the item number you want assigned to the Cost Load Factor.</p> <p>If you are entering a Cost Load Factor by Item Number, then no other type of parameter (Warehouse, Vendor, or Item Class/Sub-Class) can be entered.</p> <p><i>Valid Values:</i> A valid item number defined through Item Master Maintenance (MENU IAFILE).</p> <p>(A 27) Optional</p>
Find	<p>Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class.</p> <p>To search for manufacturer item numbers, prefix the criteria you enter with <b>M/</b>. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number.</p> <p>To search for customer item numbers, prefix the criteria you enter with <b>C/</b>. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers.</p> <p>To search for UPC cross references, prefix the criteria you enter with <b>U/</b>. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references.</p> <p>To search for GTIN cross references, prefix the criteria you enter with <b>G/</b>. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references.</p> <p>(A 40) Optional</p>

**Cost Load Factors Maintenance Screen Fields and Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
Item No	<p>This field may be used in addition to, or in place of, entering search criteria in the <b>Find</b> field to further limit the items to display.</p> <p>Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number.</p> <p>For information on entering search criteria and the Item Description Search Screen, refer to the Cross Applications User Guide.</p> <p>(A 27) Optional</p>
Class	<p>This field may be used in addition to (not in place of) the search criteria in the <b>Find</b> or <b>Item No</b> fields to further limit the number of items that will display, based on their item class.</p> <p>Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen.</p> <p>For information on entering search criteria and the Item Description Search Screen, refer to the Cross Applications User Guide.</p> <p>(A 2/A 2) Optional</p>
Co	<p>If you want the Cost Load Factor defined specifically for a company and customer, key the company number in this field to be assigned to the Cost Load Factor.</p> <p>If you key a company number, you must also key a customer number. If you cannot recall the exact company/customer number, activate the customer search. Refer to the <b>Find</b>, <b>City</b>, and <b>St/Prov</b> field descriptions.</p> <p><i>Valid Values:</i> Any company number defined through Company Name Maintenance (MENU XAFIL), which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(N 2,0) Optional/Required if Customer entered</p>
Customer	<p>If you want the Cost Load Factor defined specifically for a company and customer, key the customer number in this field to be assigned to the Cost Load Factor.</p> <p>If you key a customer number, you must also key a company number. If you cannot recall the exact company/customer number, activate the customer search. Refer to the <b>Find</b>, <b>City</b>, and <b>St/Prov</b> field descriptions.</p> <p><i>Valid Values:</i> Any customer number defined through Customer/Ship to Master Maintenance (MENU ARFILE).</p> <p>(N 10, 0) Optional/Required if Company entered</p>

### Cost Load Factors Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Ship-To	<p>If you are defining a Cost Load Factor specifically for a company and customer, you have the option to select a ship-to address for that customer. Key the ship-to number for the customer indicated in the <b>Customer</b> field.</p> <p>If you are unsure of the ship-to number, key a company and customer number, and press <b>F5=SHIP-TO SEARCH</b> to view a list of ship-to addresses for the customer. The Ship-to Search Screen will appear. Refer to this screen as described in the Accounts Receivable User Guide.</p> <p><i>Valid Values:</i> A valid ship-to defined through Customer/Ship to Master Maintenance (MENU ARFILE).</p> <p>(A 7) Optional</p>
Find	<p>Use this field either alone or with the <b>City</b> and <b>St/Prov</b> fields to search for the customer by name, phone number, and zip/postal code.</p> <p>Key one or more of the following, separated by one blank space:</p> <ul style="list-style-type: none"> <li>• up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order.</li> <li>• up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters</li> <li>• up to 5 characters (the first 5) of the customer's zip/postal code</li> </ul> <p>For general information on entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 40) Optional</p>
City	<p>Use this field either alone or with the <b>Find</b> and <b>St/Prov</b> fields to search for a customer in a particular city.</p> <p>Key up to 8 characters (the first 8) of the customer's city.</p> <p>For information on entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 8) Optional</p>
St/Prov	<p>Use this field with one or both of the <b>Find</b> or <b>City</b> fields to search for a customer in a particular state or province.</p> <p>Key up to 10 characters (the first 10) of the state or province code.</p> <p>For information on entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 2) Optional</p>

**Cost Load Factors Maintenance Screen Fields and Function Keys**

Field/Function Key	Description
Drop Ship	<p>This field is only required when a company and customer has been entered.</p> <p>Key <b>Y</b> to enter Cost Load Factors that will only be applied when an item is being drop shipped.</p> <p>Key <b>N</b> or leave blank to enter Cost Load Factors that will only be applied when an item is not being drop shipped or is being dropped shipped but a Drop Ship Load Factor was not applied.</p> <p><i>Valid Values:</i> Y, N or blank</p> <p>(A 1) Optional/Required if company and customer entered</p>
Last Function	<p>This field displays the last function that occurred (Add, Change or Delete) for the Cost Load Factor. To the right of this function displays the information for which a change occurred, such as the customer and warehouse number of the change. To toggle the information that displays to the right of the last function, see <b>F8=CUSTOMER</b>.</p> <p>Display</p>
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
F4=List	Press <b>F4=LIST</b> to view a list of existing Cost Load Factors that you can select for maintenance. The Cost Load Factors List Screen (p. 50-9) appears.
F5=Ship-To Search	<p>Press <b>F5=SHIP-TO SEARCH</b> to launch the ship-to search for the co/customer number that was keyed. The <b>Co</b> and <b>Customer</b> fields are required to begin a ship-to search.</p> <p>The Ship-to Search Screen will appear. Refer to this screen as described in the Accounts Receivable User Guide.</p>
F8=Customer/ F8=Warehouse F8=Customer/ F8=Vendor F8=Customer/ F8=Item Class F8=Customer/ F8=Item Number	<p>This toggle function key displays only after adding or maintaining a ‘customer’ specific Cost Load Factor (i.e., a company and customer was previously entered on this screen to create a Cost Load Factor specific to a company/customer).</p> <p>To the right of the <b>Last Function</b> field, information regarding the last function that occurred is displayed. Press this function key to toggle between showing the Customer/Warehouse, Customer/Vendor, Customer/Item Class or Customer/Item Number for which a Cost Load Factor was added or maintained. The company number and associated <b>Drop Ship</b> value (<b>Y</b> or <b>N</b>) for the customer also appears, as well as the <b>Ship-To</b> (if any).</p>
Enter	Press <b>ENTER</b> to confirm your selections. The Cost Load Factors Defined Screen (p. 50-14) appears.

## Cost Load Factors List Screen

COST LOAD FACTORS LIST							
Sl	WH	Vendor	Class	Item Number	Co	Customer	Ship-To DS
1	1	Hartford, CT			1	10	SHIP1 Y

Select: ..

LIMITS

Warehouse? 1, Vendor? .....

Item Class? ... / ...

Item? .....

Co? 1 Customer? ..... 10 Ship-To? SHIP1...

Drop Ship: Y.

Last

F12=Return

This screen appears after you press the **F4=LIST** function key on the Cost Load Factors Maintenance Screen (p. 50-3).

Use this screen to view a list of existing Cost Load Factors that you can select for maintenance. You will be able to limit the list by Warehouse, Vendor, Item Number, and/or Item Class/Sub-Class.

To select a Cost Load Factor from this list, enter the selection number of the corresponding factor in the **Select** field and press **ENTER**.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:

- \* **PAGE DOWN** or **SHIFT-ROLL FWD** to display the next screen
- \* **PAGE UP** or **SHIFT-ROLL BACK** to display the previous screen.

### Cost Load Factors List Screen Fields and Function Keys

Field/Function Key	Description
Sl	The selection number associated with the Cost Load Factor. To select one of the displayed factors, key this number in the <b>Select</b> field. Display
WH	The warehouse, if any, for which the Cost Load Factor has been defined through this menu option. Display

**Cost Load Factors List Screen Fields and Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
Vendor	<p>The number and name of the vendor, if any, for which the Cost Load Factor has been defined through this menu option.</p> <p>Display</p>
Class	<p>The item class/sub-class assigned to items through Item Master Maintenance (MENU IAFILE), if any, for which the Cost Load Factor has been defined through this menu option. The item class is a code used to categorize items.</p> <p>Display</p>
Item Number	<p>The item number, if any, for which the Cost Load Factor has been defined through this menu option.</p> <p>Display</p>
Co	<p>This field displays only if Cost Load Factors exist in the Cost Load Factors Customer/Drop Ship File (IACLFC), and at least one of the following limit fields on the bottom of the screen have been entered: <b>Co</b>, <b>Customer</b>, <b>Ship-To</b> and <b>Drop Ship</b>.</p> <p>The company number, if any, for which the Cost Load Factor has been defined (specifically for a company/customer) through this menu option.</p> <p>Display</p>
Customer	<p>This field displays only if Cost Load Factors exist in the Cost Load Factors Customer/Drop Ship File (IACLFC), and at least one of the following limit fields on the bottom of the screen have been entered: <b>Co</b>, <b>Customer</b>, <b>Ship-To</b> and <b>Drop Ship</b>.</p> <p>The customer number, if any, for which the Cost Load Factor has been defined (specifically for a company/customer) through this menu option.</p> <p>Display</p>
Ship-To	<p>This field displays only if Cost Load Factors exist in the Cost Load Factors Customer/Drop Ship File (IACLFC), and at least one of the following limit fields on the bottom of the screen have been entered: <b>Co</b>, <b>Customer</b>, <b>Ship-To</b> and <b>Drop Ship</b>.</p> <p>The ship-to number, if any, for which the Cost Load Factor has been defined (for the indicated customer) through this menu option.</p> <p>Display</p>
DS	<p>This field displays only if Cost Load Factors exist in the Cost Load Factors Customer/Drop Ship File (IACLFC), and at least one of the following limit fields on the bottom of the screen have been entered: <b>Co</b>, <b>Customer</b>, <b>Ship-To</b> and <b>Drop Ship</b>.</p> <p>The drop ship value (Y=Yes or N=No) for which the Cost Load Factor has been defined through this menu option.</p> <p>Display</p>

### Cost Load Factors List Screen Fields and Function Keys

Field/Function Key	Description
Select	<p>Use this field to select an existing Cost Load Factor to be maintained.</p> <p>Key the selection number corresponding to the line you want to select, and press <b>ENTER</b>.</p> <p>(N 1,0) Optional</p>
LIMITS: Warehouse	<p>Use this field to limit the Cost Load Factors displayed on this screen to only those with this warehouse.</p> <p>Key a warehouse in this field and press <b>ENTER</b> to refresh the screen. Only those records that match the warehouse entered will be shown on this screen.</p> <p><i>Valid Values:</i> A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 2) Optional</p>
LIMITS: Vendor	<p>Use this field to limit the Cost Load Factors displayed on this screen to only those with this vendor.</p> <p>Key a vendor in this field and press <b>ENTER</b> to refresh the screen. Only those records that match the vendor entered will be shown on this screen.</p> <p><i>Valid Values:</i> A vendor defined through Vendors Maintenance (MENU POFIELD/MENU APFILE).</p> <p>(A 6) Optional</p>
LIMITS: Item Class	<p>Use this field to limit the Cost Load Factors displayed on this screen to only those with this item class/sub-class.</p> <p>Key an item class/sub-class in this field and press <b>ENTER</b> to refresh the screen. Only those records that match the item class/sub-class entered will be shown on this screen.</p> <p>If the item class is blank, the sub-class must also be blank.</p> <p><i>Valid Values:</i> An item class defined through Item Class/Sub Class Maintenance (MENU IAFILE).</p> <p>(A 2/A 2) Optional</p>
LIMITS: Item	<p>Use this field to limit the Cost Load Factors displayed on this screen to only those with this item (note that a complete item number must be entered).</p> <p>Key an item number in this field and press <b>ENTER</b> to refresh the screen. Only those records that match the item number entered will be shown on this screen.</p> <p><i>Valid Values:</i> A valid item defined through Item Master Maintenance (MENU IAFILE).</p> <p>(A 27) Optional</p>

**Cost Load Factors List Screen Fields and Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
LIMITS: Co	<p>Use this field to limit the Cost Load Factors displayed on this screen to only those with this company (for those Cost Load Factors defined specifically for a company and customer).</p> <p>Key a company number in this field and press <b>ENTER</b> to refresh the screen. Only those records that match the company entered will be shown on this screen.</p> <hr/> <p>NOTE: If a value has been entered in this field, the Cost Load Factors Customer/Drop Ship File (<b>IACLFC</b>) will be searched. The Cost Load Factors File (<b>IACLF</b>) will only be searched when all of these limit fields are blank: <b>Co</b>, <b>Customer</b>, <b>Ship-To</b> and <b>Drop Ship</b>.</p> <hr/> <p><i>Valid Values:</i> Any company number defined through Company Name Maintenance (MENU XAFIL), which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(N 2,0) Optional</p>
LIMITS: Customer	<p>Use this field to limit the Cost Load Factors displayed on this screen to only those with this customer (for those Cost Load Factors defined specifically for a company and customer).</p> <p>Key a customer number in this field and press <b>ENTER</b> to refresh the screen. Only those records that match the customer entered will be shown on this screen.</p> <hr/> <p>NOTE: If a value has been entered in this field, the Cost Load Factors Customer/Drop Ship File (<b>IACLFC</b>) will be searched. The Cost Load Factors File (<b>IACLF</b>) will only be searched when all of these limit fields are blank: <b>Co</b>, <b>Customer</b>, <b>Ship-To</b> and <b>Drop Ship</b>.</p> <hr/> <p>(N 10, 0) Optional</p>
LIMITS: Ship-To	<p>Use this field to limit the Cost Load Factors displayed on this screen to only those with this ship-to address.</p> <p>Key a ship-to number and press <b>ENTER</b> to refresh the screen. Only those records that match the ship-to address entered will be shown on this screen.</p> <hr/> <p>NOTE: If a value has been entered in this field, the Cost Load Factors Customer/Drop Ship File (<b>IACLFC</b>) will be searched. The Cost Load Factors File (<b>IACLF</b>) will only be searched when all of these limit fields are blank: <b>Co</b>, <b>Customer</b>, <b>Ship-To</b> and <b>Drop Ship</b>.</p> <hr/> <p>(A 7) Optional</p>



### Cost Load Factors List Screen Fields and Function Keys

Field/Function Key	Description
LIMITS: Drop Ship	<p>Key <b>Y</b> and press <b>ENTER</b> to refresh the screen. Only those records that match the drop ship entered will be shown on this screen.</p> <p>Key <b>N</b> and press <b>ENTER</b> to refresh the screen. Only those records that match the drop ship entered will be shown on this screen.</p> <hr/> <p>NOTE: If a value has been entered in this field, the Cost Load Factors Customer/Drop Ship File (<b>IACLFC</b>) will be searched. The Cost Load Factors File (<b>IACLF</b>) will only be searched when all of these limit fields are blank: <b>Co</b>, <b>Customer</b>, <b>Ship-To</b> and <b>Drop Ship</b>.</p> <hr/> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Optional</p>
F12=Return	Press <b>F12=RETURN</b> to return to the Cost Load Factors Maintenance Screen (p. 50-3) without selecting a Cost Load Factor.
Enter	<p>The <b>ENTER</b> key serves two purposes: If you entered <b>LIMITS</b> criteria, press <b>ENTER</b> to refresh the screen and show the information that matches your selections.</p> <p>If you entered a selection number in the <b>Select</b> field, press <b>ENTER</b> to select the record and proceed to the Cost Load Factors Defined Screen (p. 50-14), if the <b>Function</b> field was entered on the Cost Load Factors Maintenance Screen (p. 50-3). Otherwise, you will be returned to the Cost Load Factors Maintenance Screen (p. 50-3) to key the <b>Function</b> (change or delete) you are performing.</p>

## Cost Load Factors Defined Screen

```
*DROP SHIP/CUSTOMER*          COST LOAD FACTORS DEFINED          Add
```

Vendor: 100 SHARP INTERNATIONAL

Currency: USD US Dollars

Description:	Amount	Mthd
PROCESSING FEE.....	12.34567..	%
HANDLING CHARGE.....	23.45678..	C
.....	.....	..
.....	.....	..
.....	.....	..
.....	.....	..
.....	.....	..
.....	.....	..
.....	.....	..
.....	.....	..
.....	.....	..

Use as Default: N Incl/Excl Warehouse: E Incl/Excl Item: E  
Incl/Excl Vendor: E Incl/Excl Item Class: E All SubClass: Y

F2=Warehouse Limits    F4=Item Class Limits    F12=Return  
F5=Item Limits              F8=Customer

This screen appears after you press **ENTER** on the Cost Load Factors Maintenance Screen (p. 50-3) or Cost Load Factors List Screen (p. 50-9).

Use this screen to define or maintain a Cost Load Factor by Warehouse, Vendor, Item Class/Sub-Class, or Item Number. Depending on what was selected on the Cost Load Factors Maintenance Screen (p. 50-3), the heading field on this screen will vary and indicate the parameter (e.g., Warehouse or Vendor) for which you are adding or maintaining a Cost Load Factor, and it will specify if the Cost Load Factor is a Drop Ship or a 'customer' specific Drop Ship. For example: \*DROP SHIP\* (drop ship and non-customer specific), \*DROP SHIP/CUSTOMER\* (drop ship and customer specific), \*CUSTOMER\* (not a drop ship but customer specific), or blank (not a drop ship and not customer specific). Also for 'customer' specific Cost Load Factors, you can use **F8=CUSTOMER** to toggle the header information to show the Company, Customer, and Ship-To.

For each level of detail, you will be able to add up to 10 variable factors for each parameter, which are defined by currency or percent. At least one variable factor must be entered. Additional inclusion or exclusion processing by Warehouse, Vendor, Item Class/Sub-Class and Item Number can also be identified.

The function keys on this screen may or may not appear based on what parameter you selected on the Cost Load Factors Maintenance Screen (p. 50-3).

### Cost Load Factors Defined Screen Fields and Function Keys

Field/Function Key	Description
(Mode)	The function you are performing: Add, Change, or Delete.
	Display

### Cost Load Factors Defined Screen Fields and Function Keys

Field/Function Key	Description
Warehouse, Vendor, Item Class, or Item	<p>The heading of this field changes based on what parameter was selected on the Cost Load Factors Maintenance Screen (p. 50-3). The heading will display as <b>Warehouse</b>, <b>Vendor</b>, <b>Item Class</b>, or <b>Item</b>.</p> <p>The data that displays is the warehouse number and name, vendor number and name, item class (and sub-class, if selected) with description, or item number and description you are creating or maintaining as a Cost Load Factor.</p> <p>For 'customer' specific Cost Load Factors, you can use <b>F8=CUSTOMER</b> to toggle the header information to show the Company, Customer, and Ship-To.</p> <p>Display</p>
Currency	<p>This field only displays when International Currency is installed.</p> <p>The default local currency of the system, from International Currency System Options (MENU ICFILE).</p> <hr/> <p>NOTE: Load factor variables currency values can only be entered in the system default local currency. The values will then be converted to a company's local currency at the exchange rate in effect at the time of the conversion, as needed.</p> <hr/> <p>Display</p>
Description	<p>Key a description to be associated with the load factor variable you are adding or maintaining. One description field is required.</p> <p><i>Default Value:</i> The description previously entered on this screen for a parameter added at that same level, if the <b>Use as Default</b> field is <b>Y</b>.</p> <p>(10 @ A 30) Required</p>
Amount	<p>Key the amount (percent or monetary value, based on the <b>Mthd</b> field) of the load factor variable you are adding or maintaining. One amount field is required.</p> <p><i>Default Value:</i> The amount previously entered on this screen for a parameter added at that same level, if the <b>Use as Default</b> field is <b>Y</b>.</p> <p><i>Valid Values:</i> Any amount if the <b>Mthd</b> field is a currency; if the <b>Mthd</b> field is a percentage, the amount cannot be greater than 999.99999 or less than -999.99999.</p> <p>(10 @ N 15,5) Required</p>

### Cost Load Factors Defined Screen Fields and Function Keys

Field/Function Key	Description
Mthd	<p>This field indicates if the value entered in the <b>Amount</b> field is a percent or currency. One method value is required.</p> <p>Key % if the amount is a percentage.</p> <p>Key C if the amount is a currency (monetary value).</p> <p><i>Default Value:</i> The method previously entered on this screen for a parameter added at that same level, if the <b>Use as Default</b> field is Y.</p> <p><i>Valid Values:</i> % or C</p> <p>(10 @ A 1) Required</p>
Use as Default	<p>This field determines if the <b>Description</b>, <b>Amount</b>, and <b>Mthd</b> (method) fields entered on this screen will be used as defaults when adding additional Cost Load Factors (Warehouse, Vendor, Item Class/Sub-Class, or Item Number) at that same level. Only one parameter can be used as a default for that level, or you will receive a message indicating that another Cost Load Factor is already being used for the default. Any limits to include or exclude certain parameters are not used as defaults.</p> <p>Key Y to use the current <b>Description</b>, <b>Amount</b>, and <b>Mthd</b> fields as defaults when adding additional parameters at that same level.</p> <p>Key N if you do not want the current <b>Description</b>, <b>Amount</b>, and <b>Mthd</b> fields used as defaults when adding additional parameters at that same level. Instead, the <b>Description</b>, <b>Amount</b>, and <b>Mthd</b> fields will be blank.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>
Incl/Excl Warehouse	<p>Use this field to set limits to include or exclude certain warehouses.</p> <p>Key I to include certain warehouses.</p> <p>Key E to exclude certain warehouses.</p> <p>The Cost Load Factors Warehouse Limits Screen (p. 50-21) will appear when you press the F2=WAREHOUSE LIMITS function key to include or exclude warehouses, depending on your selection in this field.</p> <hr/> <p>NOTE: Once warehouses are identified to be included or excluded, changing this field will immediately change the identified warehouse to the opposite effect.</p> <hr/> <p><i>Default Value:</i> E</p> <p><i>Valid Values:</i> I or E</p> <p>(A 1) Required</p>

### Cost Load Factors Defined Screen Fields and Function Keys

Field/Function Key	Description
Incl/Excl Item	<p>Use this field to set limits to include or exclude certain items.</p> <p>Key <b>I</b> to include certain items.</p> <p>Key <b>E</b> to exclude certain items.</p> <p>The Cost Load Factors Item Limits Screen (p. 50-30) will appear when you press the <b>F5=ITEM LIMITS</b> function key to include or exclude items, depending on your selection in this field.</p> <hr/> <p>NOTE: Once items are identified to be included or excluded, changing this field will immediately change the identified item to the opposite effect.</p> <hr/> <p><i>Default Value:</i> E</p> <p><i>Valid Values:</i> I or E</p> <p>(A 1) Required</p>
Incl/Excl C/S	<p>This field only appears when a Customer was not selected and when <b>Drop Ship</b> = <b>Y</b> on the Cost Load Factors Maintenance Screen (p. 50-3).</p> <p>Use this field to set limits to include or exclude certain customers/ship-to's.</p> <p>Key <b>I</b> to include certain customers/ship-to's.</p> <p>Key <b>E</b> to exclude certain customers/ship-to's.</p> <p>The Cost Load Factors Customer/Ship To Limits Screen (p. 50-34) will appear when you press the <b>F6=CUSTOMER LIMITS</b> function key to include or exclude customers/ship-to's, depending on your selection in this field.</p> <hr/> <p>NOTE: Once customers/ship-to's are identified to be included or excluded, changing this field will immediately change the identified customer/ship-to to the opposite effect.</p> <hr/> <p><i>Default Value:</i> E</p> <p><i>Valid Values:</i> I or E</p> <p>(A 1) Required</p>

**Cost Load Factors Defined Screen Fields and Function Keys**

Field/Function Key	Description
Incl/Excl Vendor	<p>Use this field to set limits to include or exclude certain vendors.</p> <p>Key <b>I</b> to include certain vendors.</p> <p>Key <b>E</b> to exclude certain vendors.</p> <p>The Cost Load Factors Vendor Limits Screen (p. 50-24) will appear when you press the <b>F3=VENDOR LIMITS</b> function key to include or exclude vendors, depending on your selection in this field.</p> <hr/> <p>NOTE: Once vendors are identified to be included or excluded, changing this field will immediately change the identified vendor to the opposite effect.</p> <hr/> <p><i>Default Value:</i> E</p> <p><i>Valid Values:</i> I or E</p> <p>(A 1) Required</p>
Incl/Excl Item Class	<p>Use this field to set limits to include or exclude certain item classes.</p> <p>Key <b>I</b> to include certain item classes.</p> <p>Key <b>E</b> to exclude certain item classes.</p> <p>The Cost Load Factors Item Class Limits Screen (p. 50-27) will appear when you press the <b>F4=ITEM CLASS LIMITS</b> function key to include or exclude item classes/sub-classes, depending on your selection in this field.</p> <hr/> <p>NOTE: Once item classes are identified to be included or excluded, changing this field will immediately change the identified item classes to the opposite effect.</p> <hr/> <p><i>Default Value:</i> E</p> <p><i>Valid Values:</i> I or E</p> <p>(A 1) Required</p>
All SubClass	<p>Use this field to determine if all sub-classes of an item will be included when defining item class limits via <b>F4=ITEM CLASS LIMITS</b>.</p> <p>Key <b>Y</b> to have all sub-classes of an item class be included.</p> <p>Key <b>N</b> to selectively choose which sub-classes will be included or excluded.</p> <hr/> <p>NOTE: This field cannot be <b>Y</b> if a sub-class exclusion exists. You must either remove the sub-class exclusion via <b>F4=ITEM CLASS LIMITS</b>, or key <b>N</b> in this field.</p> <hr/> <p><i>Default Value:</i> Y</p> <p>(A 1) Required</p>

### Cost Load Factors Defined Screen Fields and Function Keys

Field/Function Key	Description
F2=Warehouse Limits	<p>The <b>F2=WAREHOUSE LIMITS</b> function key will not appear if a Warehouse was selected on the Cost Load Factors Maintenance Screen (p. 50-3).</p> <p>Press the <b>F2=WAREHOUSE LIMITS</b> function key to include or exclude warehouses, depending on the <b>Incl/Excl Warehouse</b> field. The Cost Load Factors Warehouse Limits Screen (p. 50-21) will appear.</p> <p>At least one Cost Load Factor must be entered in order to use this function key.</p>
F3=Vendor Limits	<p>The <b>F3=VENDOR LIMITS</b> function key will not appear if a Vendor was selected on the Cost Load Factors Maintenance Screen (p. 50-3).</p> <p>Press the <b>F3=VENDOR LIMITS</b> function key to include or exclude vendors, depending on the <b>Incl/Excl Vendor</b> field. The Cost Load Factors Vendor Limits Screen (p. 50-24) will appear.</p> <p>At least one Cost Load Factor must be entered in order to use this function key.</p>
F4=Item Class Limits	<p>The <b>F4=ITEM CLASS LIMITS</b> function key will not appear if an Item Class and Sub-Class, or Item Number was selected on the Cost Load Factors Maintenance Screen (p. 50-3). However, if you just selected an Item Class on the initial screen, then <b>F4=ITEM CLASS LIMITS</b> will appear.</p> <p>Press the <b>F4=ITEM CLASS LIMITS</b> function key to include or exclude item classes/sub-classes, depending on the <b>Incl/Excl Item Class</b> field. The Cost Load Factors Item Class Limits Screen (p. 50-27) will appear.</p> <p>At least one Cost Load Factor must be entered in order to use this function key.</p>
F5=Item Limits	<p>The <b>F5=ITEM LIMITS</b> function key will not appear if an Item Number was selected on the Cost Load Factors Maintenance Screen (p. 50-3).</p> <p>Press the <b>F5=ITEM LIMITS</b> function key to include or exclude items, depending on the <b>Incl/Excl Item</b> field. The Cost Load Factors Item Limits Screen (p. 50-30) will appear.</p> <p>At least one Cost Load Factor must be entered in order to use this function key.</p>

**Cost Load Factors Defined Screen Fields and Function Keys**

Field/Function Key	Description
F6=Customer Limits	<p>The F6=CUSTOMER LIMITS function key will not appear if a Customer was selected on the Cost Load Factors Maintenance Screen (p. 50-3). The F6=CUSTOMER LIMITS function key only appears when a Customer was not selected and when <b>Drop Ship</b> = Y on the Cost Load Factors Maintenance Screen (p. 50-3).</p> <p>Press the F6=CUSTOMER LIMITS function key to include or exclude customers/ship-to's, depending on the <b>Incl/Excl C/S</b> field. The Cost Load Factors Customer/Ship To Limits Screen (p. 50-34) will appear.</p> <p>At least one Cost Load Factor must be entered in order to use this function key.</p>
F8=Customer/ F8=Warehouse	This toggle function key displays only if maintenance is being performed on a 'customer' specific Cost Load Factor.
F8=Customer/ F8=Vendor	Press this function key to toggle the header information to show the Customer/Warehouse, Customer/Vendor, Customer/Item Class or Customer/Item Number for which a Cost Load Factor is being maintained.
F8=Customer/ F8=Item Class	
F8=Customer/ F8=Item Number	
F12=Return	Press F12=RETURN to return to the Cost Load Factors Maintenance Screen (p. 50-3) without saving additions/changes on this screen. Note, however, that all additions/changes to inclusions or exclusions are saved on those screens.
F24=Delete	<p>The F24=DELETE function key displays in the delete mode only.</p> <p>Press F24=DELETE to immediately delete the defined Cost Load Factor.</p>
Enter	Press ENTER to save your entries. The Cost Load Factors Maintenance Screen (p. 50-3) appears.



## Cost Load Factors Warehouse Limits Screen

*DROP SHIP/CUSTOMER*		COST LOAD FACTORS WAREHOUSE LIMITS		Add
EXCLUDE		Vendor: IC1000 LITTLE ITALY RESTAURANT SUPPLY		
<u>O</u>	<u>WH</u>	<u>Warehouse Name</u>		
..	1	Hartford, CT		
..	2	Los Angeles, CA		
				Last
<u>Option</u>				
D=Delete		Warehouse? ...		
		F8=Customer		F12=Return

This screen appears after you press **F2=WAREHOUSE LIMITS** on the Cost Load Factors Defined Screen (p. 50-14).

Use this screen to include or exclude certain warehouses for the Cost Load Factor you are adding or maintaining. If include or exclude is changed on the Cost Load Factors Defined Screen (p. 50-14) after a list of warehouses is entered on this screen, the values are switched to the opposite exception.

The heading field on this screen will vary depending on the selection on the Cost Load Factors Maintenance Screen (p. 50-3), and it will specify if the Cost Load Factor is a Drop Ship or a 'customer' specific Drop Ship. For example: \*DROP SHIP\* (drop ship and non-customer specific), \*DROP SHIP/CUSTOMER\* (drop ship and customer specific), \*CUSTOMER\* (not a drop ship but customer specific), or blank (not a drop ship and not customer specific). Also for 'customer' specific Cost Load Factors, you can use **F8=CUSTOMER** to toggle the header information to show the Company, Customer, and Ship-To.

**NOTE:** This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:

- \* **PAGE DOWN** or **SHIFT-ROLL FWD** to display the next screen
- \* **PAGE UP** or **SHIFT-ROLL BACK** to display the previous screen.

**Cost Load Factors Warehouse Limits Screen Fields and Function Keys**

Field/Function Key	Description
INCLUDE or EXCLUDE	<p>This identifies (in high intensity) if you are including or excluding warehouses for the Cost Load Factor selected on the Cost Load Factors Defined Screen (p. 50-14).</p> <p>Display</p>
(Mode)	<p>The function you are performing: Add or Change.</p> <p>Display</p>
(Heading)	<p>The heading varies depending on the Cost Load Factor selected on the Cost Load Factors Maintenance Screen (p. 50-3). One of the following will display:</p> <ul style="list-style-type: none"> <li>• Vendor and Vendor Name</li> <li>• Item Class/Sub-Class, Item Class Description, and Item Sub-Class Description</li> <li>• Item, Item Description 1, and Item Description 2</li> </ul> <p>For 'customer' specific Cost Load Factors, you can use <b>F8=CUSTOMER</b> to toggle the header information to show the Company, Customer, and Ship-To.</p> <p>Display</p>
O	<p>Use this field to indicate the option you are performing.</p> <p>Key <b>D</b> to delete the corresponding warehouse and press <b>ENTER</b>. The warehouse will be immediately removed.</p> <p>Leave blank to retain the warehouse in the inclusion or exclusion list.</p> <p><i>Valid Values:</i> D or Blank</p> <p>(A 1) Optional</p>
WH	<p>The number of the warehouse that was selected for inclusion or exclusion.</p> <p>Display</p>
Warehouse Name	<p>The name of the warehouse that was selected for inclusion or exclusion.</p> <p>Display</p>
Warehouse	<p>Use this field to add a new warehouse to be included or excluded from the Cost Load Factor.</p> <p>Key the warehouse and press <b>ENTER</b>.</p> <p><i>Valid Values:</i> A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 2) Optional</p>

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**Cost Load Factors Warehouse Limits Screen Fields and Function Keys**

Field/Function Key	Description
F8=Customer/ F8=Warehouse	This toggle function key displays only if maintenance is being performed on a 'customer' specific Cost Load Factor.
F8=Customer/ F8=Vendor	Press this function key to toggle the header information to show the Customer/Warehouse, Customer/Vendor, Customer/Item Class or Customer/Item Number for which a Cost Load Factor is being maintained.
F8=Customer/ F8=Item Class	
F8=Customer/ F8=Item Number	
F12=Return	Press <b>F12=RETURN</b> to return to the Cost Load Factors Defined Screen (p. 50-14).
Enter	<p>Press <b>ENTER</b> to confirm your selection:</p> <ul style="list-style-type: none"> <li>• after entering a <b>D</b> in the <b>O</b> field, or</li> <li>• after keying a warehouse number in the <b>Warehouse</b> field.</li> </ul> <p>The warehouse will be immediately removed or will be shown in the top portion of the screen for inclusion or exclusion from the Cost Load Factor.</p>

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## Cost Load Factors Vendor Limits Screen

*DROP SHIP/CUSTOMER*		COST LOAD FACTORS VENDOR LIMITS		Change
EXCLUDE		Warehouse: 1 Hartford, CT		
<u>O</u>	<u>Vendor</u>	<u>Vendor Name</u>		
..	100	SHARP INTERNATIONAL		
				Last
<u>Option</u>				
D=Delete		Vendor? .....		
		F8=Customer		F12=Return

This screen appears after you press **F3=VENDOR LIMITS** on the Cost Load Factors Defined Screen (p. 50-14).

Use this screen to include or exclude certain vendors for the Cost Load Factor you are adding or maintaining. If include or exclude is changed on the Cost Load Factors Defined Screen (p. 50-14) after a list of vendors is entered on this screen, the values are switched to the opposite exception.

The heading on this screen will vary depending on the selection on the Cost Load Factors Maintenance Screen (p. 50-3), and it will specify if the Cost Load Factor is a Drop Ship or a 'customer' specific Drop Ship. For example: \*DROP SHIP\* (drop ship and non-customer specific), \*DROP SHIP/CUSTOMER\* (drop ship and customer specific), \*CUSTOMER\* (not a drop ship but customer specific), or blank (not a drop ship and not customer specific). Also for 'customer' specific Cost Load Factors, you can use **F8=CUSTOMER** to toggle the header information to show the Company, Customer, and Ship-To.

**NOTE:** This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:

- \* **PAGE DOWN** or **SHIFT-ROLL FWD** to display the next screen
- \* **PAGE UP** or **SHIFT-ROLL BACK** to display the previous screen.

**Cost Load Factors Vendor Limits Screen Fields and Function Keys**

Field/Function Key	Description
INCLUDE or EXCLUDE	<p>This identifies (in high intensity) if you are including or excluding vendors for the Cost Load Factor selected on the Cost Load Factors Defined Screen (p. 50-14).</p> <p>Display</p>
(Mode)	<p>The function you are performing: Add or Change.</p> <p>Display</p>
(Heading)	<p>The heading varies depending on the Cost Load Factor selected on the Cost Load Factors Maintenance Screen (p. 50-3). One of the following will display:</p> <ul style="list-style-type: none"> <li>• Warehouse and Warehouse Name</li> <li>• Item Class/Sub-Class, Item Class Description, and Item Sub-Class Description</li> <li>• Item, Item Description 1, and Item Description 2</li> </ul> <p>For 'customer' specific Cost Load Factors, you can use <b>F8=CUSTOMER</b> to toggle the header information to show the Company, Customer, and Ship-To.</p> <p>Display</p>
O	<p>Use this field to indicate the option you are performing.</p> <p>Key <b>D</b> to delete the corresponding vendor and press <b>ENTER</b>. The vendor will be immediately removed.</p> <p>Leave blank to retain the vendor in the inclusion or exclusion list.</p> <p><i>Valid Values:</i> D or Blank</p> <p>(A 1) Optional</p>
Vendor	<p>The number of the vendor that was selected for inclusion or exclusion.</p> <p>Display</p>
Vendor Name	<p>The name of the vendor that was selected for inclusion or exclusion.</p> <p>Display</p>
Vendor	<p>Use this field to add a new vendor to be included or excluded from the Cost Load Factor.</p> <p>Key the vendor and press <b>ENTER</b>.</p> <p><i>Valid Values:</i> A vendor defined through Vendors Maintenance (MENU POFILE/MENU APFILE).</p> <p>(A 6) Optional</p>

**Cost Load Factors Vendor Limits Screen Fields and Function Keys**

Field/Function Key	Description
F8=Customer/ F8=Warehouse	This toggle function key displays only if maintenance is being performed on a 'customer' specific Cost Load Factor.
F8=Customer/ F8=Vendor	Press this function key to toggle the header information to show the Customer/Warehouse, Customer/Vendor, Customer/Item Class or Customer/Item Number for which a Cost Load Factor is being maintained.
F8=Customer/ F8=Item Class	
F8=Customer/ F8=Item Number	
F12=Return	Press <b>F12=RETURN</b> to return to the Cost Load Factors Defined Screen (p. 50-14).
Enter	<p>Press <b>ENTER</b> to confirm your selection:</p> <ul style="list-style-type: none"><li>• after entering a <b>D</b> in the <b>O</b> field, or</li><li>• after keying a vendor number in the <b>Vendor</b> field.</li></ul> <p>The vendor will be immediately removed or will be shown in the top portion of the screen for inclusion or exclusion from the Cost Load Factor.</p>

## Cost Load Factors Item Class Limits Screen

*DROP SHIP/CUSTOMER* COST LOAD FACTORS ITEM CLASS LIMITS				Change
<b>EXCLUDE</b>		Warehouse: 1    Hartford, CT		
<u>O</u>	<u>Class</u>	<u>Item Class Description</u>	<u>Item Subclass Description</u>	
..	01/	Manufactured Items		
..	10/	Office Accessories		
				Last
<hr/>				
<u>Option</u>				
D=Delete	Item Class? ... / ...			
			F8=Customer	F12=Return

This screen appears after you press **F4=ITEM CLASS LIMITS** on the Cost Load Factors Defined Screen (p. 50-14).

Use this screen to include or exclude certain item classes/sub-classes for the Cost Load Factor you are adding or maintaining. If include or exclude is changed on the Cost Load Factors Defined Screen (p. 50-14) after a list of item classes is entered on this screen, the values are switched to the opposite exception.

The heading field on this screen will vary depending on the Cost Load Factor selection on the Cost Load Factors Maintenance Screen (p. 50-3), and it will specify if the Cost Load Factor is a Drop Ship or a 'customer' specific Drop Ship. For example: \*DROP SHIP\* (drop ship and non-customer specific), \*DROP SHIP/CUSTOMER\* (drop ship and customer specific), \*CUSTOMER\* (not a drop ship but customer specific), or blank (not a drop ship and not customer specific). Also for 'customer' specific Cost Load Factors, you can use **F8=CUSTOMER** to toggle the header information to show the Company, Customer, and Ship-To.

**NOTE:** This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:

- \* **PAGE DOWN** or **SHIFT-ROLL FWD** to display the next screen
- \* **PAGE UP** or **SHIFT-ROLL BACK** to display the previous screen.

**Cost Load Factors Item Class Limits Screen Fields and Function Keys**

Field/Function Key	Description
INCLUDE or EXCLUDE	<p>This identifies (in high intensity) if you are including or excluding item classes/sub-classes for the Cost Load Factor selected on the Cost Load Factors Defined Screen (p. 50-14).</p> <p>Display</p>
(Mode)	<p>The function you are performing: Add or Change.</p> <p>Display</p>
(Heading)	<p>The heading field varies depending on the Cost Load Factor selected on the Cost Load Factors Maintenance Screen (p. 50-3). One of the following will display:</p> <ul style="list-style-type: none"> <li>• Warehouse and Warehouse Name</li> <li>• Vendor and Vendor Name</li> <li>• Item Class, Item Class Description</li> </ul> <p>For 'customer' specific Cost Load Factors, you can use <b>F8=CUSTOMER</b> to toggle the header information to show the Company, Customer, and Ship-To.</p> <p>Display</p>
O	<p>Use this field to indicate the option you are performing.</p> <p>Key <b>D</b> to delete the corresponding item class/sub-class and press <b>ENTER</b>. The item class/sub-class will be immediately removed.</p> <p>Leave blank to retain the item class/sub-class in the inclusion or exclusion list.</p> <p><i>Valid Values:</i> D or Blank</p> <p>(A 1) Optional</p>
Class	<p>The class code of the item class/sub-class that was selected for inclusion or exclusion.</p> <p>Display</p>
Item Class Description	<p>The description of the item class that was selected for inclusion or exclusion.</p> <p>Display</p>
Item Subclass Description	<p>The description of the item sub-class that was selected for inclusion or exclusion.</p> <p>Display</p>



### Cost Load Factors Item Class Limits Screen Fields and Function Keys

Field/Function Key	Description
Item Class	<p>Use this field to add a new item class/sub-class to be included or excluded from the Cost Load Factor.</p> <p>Key the item class or the item class and item sub-class, and press <b>ENTER</b>.</p> <hr/> <p>NOTE: You can only key an item sub-class if the <b>All SubClass</b> field is set to <b>N</b> on the Cost Load Factors Defined Screen (p. 50-14).</p> <hr/> <p><i>Valid Values:</i> An item class or item sub-class defined through Item Class/Sub Class Maintenance (MENU IAFILE).</p> <p>(A 2) Optional</p>
F8=Customer/ F8=Warehouse	This toggle function key displays only if maintenance is being performed on a 'customer' specific Cost Load Factor.
F8=Customer/ F8=Vendor	Press this function key to toggle the header information to show the Customer/Warehouse, Customer/Vendor, Customer/Item Class or Customer/Item Number for which a Cost Load Factor is being maintained.
F8=Customer/ F8=Item Class	
F8=Customer/ F8=Item Number	
F12=Return	Press <b>F12=RETURN</b> to return to the Cost Load Factors Defined Screen (p. 50-14).
Enter	<p>Press <b>ENTER</b> to confirm your selection:</p> <ul style="list-style-type: none"> <li>• after entering a <b>D</b> in the <b>O</b> field, or</li> <li>• after keying an item class or an item class and item sub-class in the <b>Item Class</b> field.</li> </ul> <p>The item class/sub-class will be immediately removed or will be shown in the top portion of the screen for inclusion or exclusion from the Cost Load Factor.</p>

## Cost Load Factors Item Limits Screen

*DROP SHIP/CUSTOMER*		COST LOAD FACTORS ITEM LIMITS		Change
EXCLUDE Warehouse: 1 Hartford, CT				
<u>O</u>	<u>Item</u>	<u>Item Description 1</u>		
..	A100	All-in-One Printer Model Y515W		
..	A200	Sharp Copier Toner		
				Last
<u>Option</u>				
D=Delete				
Item: .....				
Find: .....				
Item No: ..... Class? .....				
F2=Desc 2		F8=Customer		F12=Return

This screen appears after you press **F5=ITEM LIMITS** on the Cost Load Factors Defined Screen (p. 50-14).

Use this screen to include or exclude certain items for the Cost Load Factor you are adding or maintaining. If include or exclude is changed on the Cost Load Factors Defined Screen (p. 50-14) after a list of items is entered on this screen, the values are switched to the opposite exclusion.

The heading field on this screen will vary depending on the Cost Load Factor selection on the Cost Load Factors Maintenance Screen (p. 50-3), and it will specify if the Cost Load Factor is a Drop Ship or a 'customer' specific Drop Ship. For example: \*DROP SHIP\* (drop ship and non-customer specific), \*DROP SHIP/CUSTOMER\* (drop ship and customer specific), \*CUSTOMER\* (not a drop ship but customer specific), or blank (not a drop ship and not customer specific). Also for 'customer' specific Cost Load Factors, you can use **F8=CUSTOMER** to toggle the header information to show the Company, Customer, and Ship-To.

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:

- \* **PAGE DOWN** or **SHIFT-ROLL FWD** to display the next screen
- \* **PAGE UP** or **SHIFT-ROLL BACK** to display the previous screen.

**Cost Load Factors Item Limits Screen Fields and Function Keys**

Field/Function Key	Description
INCLUDE or EXCLUDE	This identifies (in high intensity) if you are including or excluding item numbers for the Cost Load Factor selected on the Cost Load Factors Defined Screen (p. 50-14). Display
(Mode)	The function you are performing: Add or Change. Display
(Heading)	The heading varies depending on the Cost Load Factor selected on the Cost Load Factors Maintenance Screen (p. 50-3). One of the following will display: <ul style="list-style-type: none"> <li>• Warehouse and Warehouse Name</li> <li>• Vendor and Vendor Name</li> </ul> For 'customer' specific Cost Load Factors, you can use F8=CUSTOMER to toggle the header information to show the Company, Customer, and Ship-To. Display
O	Use this field to indicate the option you are performing. Key D to delete the corresponding item and press ENTER. The item will be immediately removed. Leave blank to retain the item in the inclusion or exclusion list. <i>Valid Values:</i> D or Blank (A 1) Optional
Item	This field displays the number of the item that was selected for inclusion or exclusion. Display
Item Description 1 / Item Description 2	This field displays the first line or second line, if applicable, of the item description provided for the item in Item Master Maintenance (MENU IAFILE). Use the F2=DESC 2 function key to toggle between the first and second item description line. Display

**Cost Load Factors Item Limits Screen Fields and Function Keys**

Field/Function Key	Description
Item	<p>Use this field to add a new item to be included or excluded from the Cost Load Factor.</p> <p>Key the item and press <a href="#">ENTER</a>.</p> <p>If you do not recall the item number, search fields are provided.</p> <p><i>Valid Values:</i> A valid item number defined through Item Master Maintenance (MENU IAFILE).</p> <p>(A 27) Optional</p>
Find	<p>Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class.</p> <p>To search for manufacturer item numbers, prefix the criteria you enter with <a href="#">M/</a>. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number.</p> <p>To search for customer item numbers, prefix the criteria you enter with <a href="#">C/</a>. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers.</p> <p>To search for UPC cross references, prefix the criteria you enter with <a href="#">U/</a>. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references.</p> <p>To search for GTIN cross references, prefix the criteria you enter with <a href="#">G/</a>. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references.</p> <p>(A 40) Optional</p>
Item No	<p>This field may be used in addition to, or in place of, entering search criteria in the <b>Find</b> field to further limit the items to display.</p> <p>Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number.</p> <p>For information on entering search criteria and the Item Description Search Screen, refer to the Cross Applications User Guide.</p> <p>(A 27) Optional</p>

### Cost Load Factors Item Limits Screen Fields and Function Keys

Field/Function Key	Description
Class	<p>This field may be used in addition to (not in place of) the search criteria in the <b>Find</b> or <b>Item No</b> fields to further limit the number of items that will display, based on their item class.</p> <p>Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen.</p> <p>For information on entering search criteria and the Item Description Search Screen, refer to the Cross Applications User Guide.</p> <p>(A 2/A 2) Optional</p>
F2=Desc 2/F2=Desc 1	Press <b>F2=DESC 2/F2=DESC 1</b> to toggle between the first and second item description line.
F8=Customer/ F8=Warehouse F8=Customer/ F8=Vendor F8=Customer/ F8=Item Class F8=Customer/ F8=Item Number	<p>This toggle function key displays only if maintenance is being performed on a 'customer' specific Cost Load Factor.</p> <p>Press this function key to toggle the header information to show the Customer/Warehouse, Customer/Vendor, Customer/Item Class or Customer/Item Number for which a Cost Load Factor is being maintained.</p>
F12=Return	Press <b>F12=RETURN</b> to return to the Cost Load Factors Defined Screen (p. 50-14).
Enter	<p>Press <b>ENTER</b> to confirm your selection:</p> <ul style="list-style-type: none"> <li>• after entering a <b>D</b> in the <b>O</b> field, or</li> <li>• after keying an item number in the <b>Item</b> field.</li> </ul> <p>The item will be immediately removed or will be shown in the top portion of the screen for inclusion or exclusion from the Cost Load Factor.</p>

## Cost Load Factors Customer/Ship To Limits Screen

*DROP SHIP*		COST LOAD FACTORS CUSTOMER/SHIP TO LIMITS		Add
<b>INCLUDE</b>				
Item: A100		All-in-One Printer Model V515W Print, Copy, Fax, Scan		
<u>O Co</u>	<u>Customer</u>	<u>Ship-To</u>	<u>Customer/Ship-To Name</u>	
.. 1	10 1		Bon Secour School Department Bon Secour School Departme	
				Last
<u>Option</u>				
D=Delete		Co? ... Customer: ..... Ship-To: .....		
		Find: .....		
		City: ..... St/Prov: .....		
F5=Ship-To Search		F7=Ship-To Name		F12=Return

This screen appears after you press **F6=CUSTOMER LIMITS** on the Cost Load Factors Defined Screen (p. 50-14).

Use this screen to include or exclude certain customers/ship-to's for the Cost Load Factor you are adding or maintaining. If include or exclude is changed on the Cost Load Factors Defined Screen (p. 50-14) after a list of customers/ship-to's is entered on this screen, the values are switched to the opposite exclusion.

The heading field (i.e., Warehouse, Item, etc.) on this screen will vary depending on the Cost Load Factor selection on the Cost Load Factors Maintenance Screen (p. 50-3). Also, \*DROP SHIP\* is included indicating that the type of Cost Load Factor is for a Drop Ship.

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:

- \* **PAGE DOWN** or **SHIFT-ROLL FWD** to display the next screen
- \* **PAGE UP** or **SHIFT-ROLL BACK** to display the previous screen.

### Cost Load Factors Customer/Ship To Limits Screen Fields and Function Keys

Field/Function Key	Description
INCLUDE or EXCLUDE	This identifies (in high intensity) if you are including or excluding customers/ship-to's for the Cost Load Factor selected on the Cost Load Factors Defined Screen (p. 50-14).
	Display

**Cost Load Factors Customer/Ship To Limits Screen Fields and Function Keys**

Field/Function Key	Description
(Mode)	The function you are performing: Add or Change. Display
(Heading)	The heading varies depending on the Cost Load Factor selected on the Cost Load Factors Maintenance Screen (p. 50-3). Display
O	Use this field to indicate the option you are performing. Key <b>D</b> to delete the corresponding customer/ship-to and press <b>ENTER</b> . The customer/ship-to will be immediately removed. Leave blank to retain the customer/ship-to in the inclusion or exclusion list. <i>Valid Values:</i> D or Blank (A 1) Optional
Co	This field displays the number of the company that was selected for inclusion or exclusion. Display
Customer	This field displays the number of the customer that was selected for inclusion or exclusion. Display
Ship-To	This field displays the ship-to associate with the customer, if any, that was selected for inclusion or exclusion. Display
Customer/Ship-To Name / Ship-To Name / Customer Name	This field displays the description of the customer/ship-to, the ship-to name, or the customer name, depending on the <b>F7=SHIP-TO NAME</b> toggle function key. Display
Co	Use this field to key a company number for the customer/ship-to to be included or excluded from the Cost Load Factor. Key the company number. <i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required

**Cost Load Factors Customer/Ship To Limits Screen Fields and Function Keys**

Field/Function Key	Description
Customer	<p>Use this field to add a new customer to be included or excluded from the Cost Load Factor.</p> <p>Key the customer number.</p> <p>If you do not recall the customer number, search fields are provided.</p> <p><i>Valid Values:</i> A valid customer defined through Customer/Ship to Master Maintenance (MENU ARFILE).</p> <p>(N 10,0) Required</p>
Ship-To	<p>Use this field to add a new ship-to for the customer to be included or excluded from the Cost Load Factor.</p> <p>Key the ship-to number associated with the customer.</p> <p>If you are unsure of the ship-to number, press <b>F5=SHIP-TO SEARCH</b> to view a list of ship-to addresses for the customer. The Ship-to Search Screen will appear. Refer to this screen as described in the Accounts Receivable User Guide.</p> <p><i>Valid Values:</i> A valid ship-to defined through Customer/Ship to Master Maintenance (MENU ARFILE).</p> <p>(N 10,0) Optional</p>
Find	<p>Use this field either alone or with the <b>City</b> and <b>St/Prov</b> fields to search for the customer by name, phone number, and zip/postal code.</p> <p>Key one or more of the following, separated by one blank space:</p> <ul style="list-style-type: none"> <li>• up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order.</li> <li>• up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters</li> <li>• up to 5 characters (the first 5) of the customer's zip/postal code</li> </ul> <p>For general information on entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 40) Optional</p>
City	<p>Use this field either alone or with the <b>Find</b> and <b>St/Prov</b> fields to search for a customer in a particular city.</p> <p>Key up to 8 characters (the first 8) of the customer's city.</p> <p>For information on entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 8) Optional</p>



### Cost Load Factors Customer/Ship To Limits Screen Fields and Function Keys

Field/Function Key	Description
St/Prov	<p>Use this field with one or both of the <b>Find</b> or <b>City</b> fields to search for a customer in a particular state or province.</p> <p>Key up to 10 characters (the first 10) of the state or province code.</p> <p>For information on entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 2) Optional</p>
F5=Ship-To Search	<p>Press <b>F5=SHIP-TO SEARCH</b> to launch the ship-to search for the co/customer number that was keyed. The <b>Co</b> and <b>Customer</b> fields are required to begin a ship-to search.</p> <p>The Ship-to Search Screen will appear. Refer to this screen as described in the Accounts Receivable User Guide.</p>
F7=Ship-To Name/ F7=Customer Name/ F7=Customer/Ship-To Name	<p>Press this function key to toggle the header information to show the Customer/Ship-To Name, Ship-To Name, and Customer Name. The top portion of the screen will change accordingly.</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the Cost Load Factors Defined Screen (p. 50-14).</p>
Enter	<p>Press <b>ENTER</b> to confirm your selection:</p> <ul style="list-style-type: none"> <li>• after entering a <b>D</b> in the <b>O</b> field, or</li> <li>• after keying a company, customer, and optional ship-to.</li> </ul> <p>The customer/ship-to will be immediately removed or will be shown in the top portion of the screen for inclusion or exclusion from the Cost Load Factor.</p>

## Cost Load Factors Listing

This option is used to print the Cost Load Factor Listing.

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Cost Load Factors Listing Screen	Use to select the parameters for which the Cost Load Factor Listing (p. 50-42) will print.
Cost Load Factor Listing Cost Load Factor Listing Customer/Ship-to and Drop Ship	Prints a list of defined Cost Load Factors, that can be used to update commission cost.

## Cost Load Factors Listing Screen

```

                                COST LOAD FACTORS LISTING

Warehouse:
  Include:      Y
  Print Limits: Y
  From?        ...           To?        ...

Vendor:
  Include:      Y
  Print Limits: Y
  From?        .....       To?        .....

Item Class:
  Include:      Y
  Print Limits: Y
  From?        ... / ...    To?        ... / ...

Item Number:
  Include:      Y
  Print Limits: Y
  From:        .....       To:        .....

                                F3=Cancel
  
```

This screen appears after selecting option [41](#) - Cost Load Factors Listing from the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2).

Use this screen to select the parameters for which the Cost Load Factor Listing will print.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

### Cost Load Factors Listing Screen Fields and Function Keys

Field/Function Key	Description
Warehouse:	Use this field to determine the warehouse information that will print on the listing.
Include	Key <b>Y</b> to include Warehouse Cost Load Factors on the listing. Key <b>N</b> to exclude Warehouse Cost Load Factors from the listing. <i>Default Value:</i> Y (A 1) Required

**Cost Load Factors Listing Screen Fields and Function Keys**

<b>Field/Function Key</b>	<b>Description</b>
Warehouse: Print Limits	<p>Key <b>Y</b> to print all the include and exclude limits for Warehouse Cost Load Factors that are included on the listing. Limits are defined on the Cost Load Factors Warehouse Limits Screen (p. 50-21).</p> <p>Key <b>N</b> if you do not want all the include and exclude limits for Warehouse Cost Load Factors printed on the listing.</p> <p><i>Default Value:</i> Y</p> <p>(A 1) Required</p>
Warehouse: From	<p>Key the from and to range of warehouses you want to print on the listing. Leave blank to include all warehouses.</p> <p><i>Valid Values:</i> A warehouse number defined through Warehouse Numbers Maintenance (MENU IAFIL) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY), if only the From Warehouse is entered or is the same as the To Warehouse entered.</p> <p>(2 @ A 2) Optional</p>
Vendor: Include	<p>Use this field to determine the vendor information that will print on the listing.</p> <p>Key <b>Y</b> to include Vendor Cost Load Factors on the listing.</p> <p>Key <b>N</b> to exclude Vendor Cost Load Factors from the listing.</p> <p><i>Default Value:</i> Y</p> <p>(A 1) Required</p>
Vendor: Print Limits	<p>Key <b>Y</b> to print all the include and exclude limits for Vendor Cost Load Factors that are included on the listing. Limits are defined on the Cost Load Factors Vendor Limits Screen (p. 50-24).</p> <p>Key <b>N</b> if you do not want all the include and exclude limits for Vendor Cost Load Factors printed on the listing.</p> <p><i>Default Value:</i> Y</p> <p>(A 1) Required</p>
Vendor: From	<p>Key the from and to range of vendors you want to print on the listing. Leave blank to include all vendors.</p> <p>(2 @ A 6) Optional</p>
Item Class: Include	<p>Use this field to determine the item class information that will print on the listing.</p> <p>Key <b>Y</b> to include Item Class/Sub-Class Cost Load Factors on the listing.</p> <p>Key <b>N</b> to exclude Item Class/Sub-Class Cost Load Factors from the listing.</p> <p><i>Default Value:</i> Y</p> <p>(A 1) Required</p>

**Cost Load Factors Listing Screen Fields and Function Keys**

Field/Function Key	Description
Item Class: Print Limits	<p>Key <b>Y</b> to print all the include and exclude limits for Item Class /Sub-Class Cost Load Factors that are included on the listing. Limits are defined on the Cost Load Factors Item Class Limits Screen (p. 50-27).</p> <p>Key <b>N</b> if you do not want all the include and exclude limits for Item Class / Sub-Class Cost Load Factors printed on the listing.</p> <p><i>Default Value:</i> Y</p> <p>(A 1) Required</p>
Item Class: From	<p>Key the from and to range of item classes/sub-classes you want to print on the listing.</p> <p>Leave blank to include all item classes/sub-classes.</p> <p>(2 @ A 2/A 2) Optional</p>
Item Number: Include	<p>Use this field to determine the item information that will print on the listing.</p> <p>Key <b>Y</b> to include Item Number Cost Load Factors on the listing.</p> <p>Key <b>N</b> to exclude Item Number Cost Load Factors from the listing.</p> <p><i>Default Value:</i> Y</p> <p>(A 1) Required</p>
Item Number: Print Limits	<p>Key <b>Y</b> to print all the include and exclude limits for Item Cost Load Factors that are included on the listing. Limits are defined on the Cost Load Factors Item Limits Screen (p. 50-30).</p> <p>Key <b>N</b> if you do not want all the include and exclude limits for Item Cost Load Factors printed on the listing.</p> <p><i>Default Value:</i> Y</p> <p>(A 1) Required</p>
Item Number: From	<p>Key the from and to range of items you want to print on the listing.</p> <p>Leave blank to include all items.</p> <p>(2 @ A 27) Optional</p>
F3=Cancel	Press <b>F3=CANCEL</b> to return to the main menu without saving your entries. The listing will not print.
Enter	Press <b>ENTER</b> to save your entries. The Report Options Screen will appear. For an explanation of the Report Options Screen, refer to the Cross Applications User Guide. Following this screen, the Cost Load Factor Listing (p. 50-42) will print.

## Cost Load Factor Listing

IA816 01/24/14 15:08:25		COST LOAD FACTOR LISTING										AG/APDEMO		PAGE: 1					
USD US Dollars		US\$		All Warehouses		All Vendors		All Item Classes		All Items		Items: Y							
Report Selections:		Include Warehouses: Y		Include Vendors: Y		Include Item Classes: Y		Include Items: Y		Print Warehouse Limits: Y		Print Vendor Limits: Y		Print Item Class Limits: Y		Print Items: Y		Print Item Limits: Y	
Line	Type	WH	Vendor	Class	Item Number	Description/Name					Amount	Mthd	Rec	Lim	Lim	Lim	Lim	Sub	
-----																			
FACTOR				10		Office Accessories								N	E	I	E	E	N
FAC_CON						HANDLING					1.00000	%							
FAC_CON						HOLDING					2.50000	%							
FAC_CON						IMPORT FEE					35.00000	C							
LIMIT				10/1		Office Accessories					*EXCLUDED*								
LIM_CON						Furniture													
LIMIT				10/2		Office Accessories					*EXCLUDED*								
LIM_CON						Lighting													
LIMIT					A100	All-in-One Printer Model V515W					*EXCLUDED*								
LIMIT					A200	Sharp Copier Toner Developer					*EXCLUDED*								
LIMIT						SHARP INTERNATIONAL					*INCLUDED*								
LIMIT						Co 1 Consignment East					*EXCLUDED*								
FACTOR				30		Toner								N	E	E	E	I	Y
FAC_CON						RECYCLING FEE					11.24987	%							
FAC_CON						REMOVAL CHARGE					22.78965	C							
LIMIT					A200	Sharp Copier Toner Developer					*INCLUDED*								
LIMIT					A210	Sharp Copier Toner black					*INCLUDED*								
FACTOR				41/1		Cleaning Chemicals								N	E	E	E	E	Y
FAC_CON						Bleach													
FAC_CON						A					1.00000	%							
LIMIT				100		SHARP INTERNATIONAL					*EXCLUDED*								
LIMIT				1000		SNET					*EXCLUDED*								
LIMIT				1100		GREATER HARTFORD ELECTRIC					*EXCLUDED*								
LIMIT				1200		DALLAS JANITORIAL SERVICE					*EXCLUDED*								
LIMIT				1300		SOUTHERN PACKAGING SUPPLY					*EXCLUDED*								
LIMIT				1400		THE PAPER SUPPLY HOUSE					*EXCLUDED*								
LIMIT				200		K & M CORPORATION					*EXCLUDED*								
LIMIT				300		AMERICAN CALENDAR					*EXCLUDED*								
LIMIT				400		OFFICE EQUIPMENT INTERNATIONAL					*EXCLUDED*								
LIMIT				500		MANUFACTURING					*EXCLUDED*								
LIMIT				600		JOE'S JANITORIAL SERVICE					*EXCLUDED*								
LIMIT				700		B & M TRASH REMOVAL					*EXCLUDED*								
LIMIT				800		EASTERN PACKAGING SUPPLY					*EXCLUDED*								
LIMIT				900		HARTFORD PRINTING SERVICES					*EXCLUDED*								
FACTOR				50		Office Machines								N	E	E	E	E	N
FAC_CON						COST					10.00000	C							

## Cost Load Factor Listing Customer/Ship-to and Drop Ship

IA816D 08/17/16 17:04:53		COST LOAD FACTOR LISTING				AU/APDEMO		PAGE: 1	
		Customer/Ship-To and Drop Ship							
USD US Dollars		US\$							
Report Selections:		All Warehouses		All Vendors		All Item Classes		All Items	
		Include Warehouses: Y		Include Vendors: Y		Include Item Classes: Y		Include Items: Y	
		Print Warehouse Limits: Y		Print Vendor Limits: Y		Print Item Class Limits: Y		Print Item Limits: Y	
								Amount Mthd	
Line								Dft WH Vnd Cls Itm Sub C/S	
Type		WH Vendor Class Item Co		Customer Ship-To Description/Name				Rec Lim Lim Lim Lim Cls Lim	
-----									
Drop Ship: N Co: 1 A & C Office Supply									
Customer:		10		Ship-To:					
FACTOR 1				Hartford, CT				N E E E E Y E	
FAC CON				CUSTOMER SPECIFIC COST LOAD		25.00000		%	
Drop Ship: Y Co: 1 A & C Office Supply									
Customer:		10		Ship-To: SHIP1 Bon Secour School Department					
FACTOR 1				Hartford, CT				N E E E E Y E	
FAC CON				PROCESSING FEE		12.34000		%	
LIMIT		01		Manufactured Items		*EXCLUDED*			
LIMIT		10		Office Accessories		*EXCLUDED*			
LIMIT				A100 All-in-One Printer Model V515W		*EXCLUDED*			
LIMIT				A200 Sharp Copier Toner		*EXCLUDED*			
LIMIT		100		SHARP INTERNATIONAL		*EXCLUDED*			

These listings are produced following your responses on the Report Options Screen, which appears following the Cost Load Factors Listing Screen (p. 50-39). For an explanation of the Report Options Screen, refer to the Cross Applications User Guide.

This listing shows all Cost Load Factors defined through Cost Load Factors Maintenance (MENU IAFIL2) that meet your selection criteria on the Cost Load Factors Listing Screen (p. 50-39).

The Cost Load Factor Listing Customer/Ship-to and Drop Ship will only print if Customer/Ship-To and Drop Ship load factors have been entered.

Note the following regarding the Cost Load Factor Listing Customer/Ship-to and Drop Ship:

- When **Co**, **Customer**, and **Ship-To** appear on the listing (on the same line starting with **Line Type**, **Drop Ship** or **Customer**), it indicates that the Cost Load Factor was created with these values.
- When **Co**, **Customer**, and **Ship-To** appear on the listing (on the same line starting with **Line Type** **LIMIT**) it indicates that these are Limits (Exclude/Include).
- The header (under Cost Load Factor Listing) will indicate “Customer/Ship-To And Drop Ship.”

#### Cost Load Factor Listing

#### Cost Load Factor Listing Customer/Ship-to and Drop Ship

Report/Listing Fields	Description
Headings	<p>Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.</p> <p>Summary of the selection criteria as determined on the Cost Load Factors Listing Screen (p. 50-39) prints in the center of the headings area followed by the individual field headings.</p>
Line Type	<p>Indicates the type of line printed:</p> <ul style="list-style-type: none"> <li>• <b>Drop Ship</b> = Y (Yes) or N (No) if the line is a drop ship or not</li> <li>• <b>FACTOR</b> = Cost Load Factor</li> <li>• <b>FAC_CON</b> = a continuation of the FACTOR line</li> <li>• <b>LIMIT</b> = the inclusion/exclusion limits defined for the warehouse, vendor, item class, or item number (*EXCLUDED* or *INCLUDED* prints following the description/name)</li> <li>• <b>LIM_CON</b> = a continuation of the LIMIT line</li> <li>• <b>Customer</b> = the customer, if the line is a ‘customer’ specific Cost Load Factor</li> </ul>
WH	For Cost Load Factors defined by warehouse, the warehouse for the specific variables prints.
Vendor	For Cost Load Factors defined by vendor, the vendor for the specific variable prints.
Class	For Cost Load Factors defined by item class/sub-class, the item class and sub-class for the specific variable prints.
Item	For Cost Load Factors defined by item number, the item number for the specific variable prints.
Co	For Cost Load Factors defined specifically for a Company and Customer, the company number for the specific variable prints.

**Cost Load Factor Listing****Cost Load Factor Listing Customer/Ship-to and Drop Ship**

<b>Report/Listing Fields</b>	<b>Description</b>
Customer	For Cost Load Factors defined specifically for a Company and Customer, the customer number for the specific variable prints.
Ship-To	For Cost Load Factors defined specifically for a Company and Customer, the ship-to number, if any, associated with the indicated customer for the specific variable prints.
Description/Name	Indicates the description of the warehouse, vendor, class, item number, company name, customer name and ship-to name.
Dft Rec	Indicates if the <b>Description</b> , <b>Amount</b> , and <b>Mthd</b> fields entered on the Cost Load Factors Defined Screen (p. 50-14) are used as defaults when the additional Cost Load Factor (Warehouse, Vendor, Item Class/Sub-Class, or Item Number) at that same level are added: <ul style="list-style-type: none"> <li>• <b>Y</b> prints if the fields were used as defaults.</li> <li>• <b>N</b> prints if the fields were not used as defaults.</li> </ul>
WH Lim	Indicates if warehouse limits are excluded or included: <ul style="list-style-type: none"> <li>• <b>I</b> prints if warehouse limits are included.</li> <li>• <b>E</b> prints if warehouse limits are excluded.</li> </ul>
Vnd Lim	Indicates if vendor limits are excluded or included: <ul style="list-style-type: none"> <li>• <b>I</b> prints if vendor limits are included.</li> <li>• <b>E</b> prints if vendor limits are excluded.</li> </ul>
Cls Lim	Indicates if item class limits are excluded or included: <ul style="list-style-type: none"> <li>• <b>I</b> prints if item class limits are included.</li> <li>• <b>E</b> prints if item class limits are excluded.</li> </ul>
Itm Lim	Indicates if item limits are excluded or included: <ul style="list-style-type: none"> <li>• <b>I</b> prints if item limits are included.</li> <li>• <b>E</b> prints if item limits are excluded.</li> </ul>
Sub Cls	Indicates if all sub-classes of an item are included: <ul style="list-style-type: none"> <li>• <b>Y</b> prints if all sub-classes of an item class are included.</li> <li>• <b>N</b> prints if sub-classes were selectively chosen to be included or excluded.</li> </ul>
C/S Lim	Indicates if the customers/ship-tos are excluded or included: <ul style="list-style-type: none"> <li>• <b>I</b> prints if customers/ship-tos limits are included.</li> <li>• <b>E</b> prints if customers/ship-tos limits are excluded.</li> </ul>



**Cost Load Factor Listing****Cost Load Factor Listing Customer/Ship-to and Drop Ship**

Report/Listing Fields	Description
FAC_CON Line Type	The continuation of the <b>FACTOR</b> line prints two types of data. <ul style="list-style-type: none"> <li>• When the <b>Cost Load Factor</b> is by item class and item sub-class, the item sub-class description prints on this line.</li> <li>• The load factor variables definition prints on this line.</li> </ul>
Description/Name	The load factor variables description assigned to the Cost Load Factor or the item sub-class description print in this column.
Amount	Indicates the amount (percent or monetary value, based on the <b>Mthd</b> field) of the load factor variable.
Mthd	Indicates if the value entered in the <b>Amount</b> field is a percent or currency: <ul style="list-style-type: none"> <li>• % prints if the amount is a percentage.</li> <li>• C prints if the amount is a currency (monetary value).</li> </ul>
LIMIT Line Type	This line will only print when the <b>Print Limits</b> for the respective Cost Load Factor type is set to Y.
WH	For limits defined by warehouse, the warehouse for the specific variables prints.
Vendor	For limits defined by vendor, the vendor for the specific variable prints.
Class	For limits defined by item class/sub-class, the item class and sub-class for the specific variable prints.
Item Number	For limits defined by item number, the item number for the specific variable prints.
Description/Name	This line will only print when the <b>Print Limits</b> for the respective Cost Load Factor type is set to Y.
LIM_CON Line Type	These lines will only print when additional information is needed about the limit line.
Description/Name	This field will include the sub-class description, 2nd item description, customer name or ship-to name that is being included or excluded.



If you are using hazardous materials [**Hazardous Materials** = **Y** in System Options Maintenance (MENU XAFIL)], use Option 32 - Hazard DOT # on the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2) to add or change Department of Transportation numbers (DOT #s) for items. This number is assigned to an item by the DOT department and is used to identify the hazardous chemicals or classes of hazardous materials. It is a four-digit number prefixed with “UN” (United Nations number) or “NA” (North America number). DOT # is required for the shipment of hazardous material.

## Hazard DOT # Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Hazard DOT # Maintenance Selection Screen	Used to add or change Department of Transportation numbers (DOT #s) for items.
Hazard DOT # Maintenance Screen	Used to enter a Proper Shipping Name and create association with one or more DOT symbols that indicate unique HAZMAT requirements for the Shipping Description printed on Shipping Papers.

## Hazard DOT # Maintenance Selection Screen

```

      HAZARD DOT # MAINTENANCE

Function:      _  (A,C)
DOT #?        .....

                                     F3=Exit
  
```

This screen appears after selecting option [32](#) - Hazard DOT # Maintenance from the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2).

Use this screen to add or change Department of Transportation numbers (DOT #s) for items. This number is assigned to an item by the DOT department and is used to identify the hazardous chemicals or classes of hazardous materials.

### Hazard DOT # Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	<p>Key <a href="#">A</a> to add a DOT #.</p> <p>Key <a href="#">C</a> to change an existing DOT #.</p> <p>(A 1) Required</p>
DOT #	<p>Use this field to enter a DOT # assigned to this item by the DOT department. It is a four-digit number prefixed with “UN” (United Nations number) or “NA” (North America number).</p> <p>This number is used to identify the hazardous chemicals or classes of hazardous materials.</p> <p>DOT # is required for the shipment of hazardous material.</p> <p>(A 6) Required</p>
F3=Exit	Press <a href="#">F3=EXIT</a> to cancel this option and return to the menu.

**Hazard DOT # Maintenance Selection Screen Fields and Function Keys**

Field/Function Key	Description
Enter	Press <b>ENTER</b> to confirm your selections. The Hazard DOT # Maintenance Screen (p. 51-4) appears.

---

## Hazard DOT # Maintenance Screen

HAZARD DOT # MAINTENANCE

CHANGE

DOT #: NA1950

Proper Shipping Name: Aerosols, flammable, and non-flammable, ...

Symbol	Alternative Shipping Name	Type *)
+		
A	Aerosols, flammable, (each less than 1L)	B
D	Aerosols, non-flammable, (less than 1L)	B
G	Aerosols, poison, (each less than 1 L)	0
I		
W		

\*)Alternative Shipping Name Type:

B - in Basic Description; 0 - in Other Description

User Field 1:

User Field 2:

F12=Return

This screen appears after you press **ENTER** on the Hazard DOT # Maintenance Selection Screen (p. 51-2).

Use this screen to enter a Proper Shipping Name and create association with one or more DOT symbols that indicate unique HAZMAT requirements for the Shipping Description printed on Shipping Papers. Requirements are related to the nature of a hazardous material and/or mode of transport.

### Hazard DOT # Maintenance Screen Fields and Function Keys

Field/Function Key	Description
DOT #	The DOT # entered on the Hazard DOT # Maintenance Selection Screen (p. 51-2). Display
Proper Shipping Name	Use this field to enter the proper shipping name of the item. This name will print on HAZMAT Shipping Papers [see Carrier Order Inquiry (MENU OEMAIN)].  Key the appropriate shipping name. Up to forty characters may be keyed for the shipping name of this item.  (A 40) Required

## Hazard DOT # Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Symbol	<p>The DOT symbols that indicate the unique HAZMAT Shipping Description requirements for Shipping Papers. According to DOT regulations, the six symbols are: <b>+</b>, <b>A</b>, <b>D</b>, <b>G</b>, <b>I</b> and <b>W</b>.</p> <ol style="list-style-type: none"> <li>1. The plus <b>+</b> sign fixes the proper shipping name, hazard class and packing group for that entry without regard to whether the material meets the definition of that class, packing group or any other hazard class definition. When the plus sign is assigned to a proper shipping name, it means that the material is known to pose a risk to humans. When a plus sign is assigned to mixtures or solutions containing a material where the hazard to humans is significantly different from that of the pure material or where no hazard to humans is posed, the material may be described using an alternative shipping name that represents the hazards posed by the material. An appropriate alternate proper shipping name and hazard class may be authorized by the Associate Administrator.</li> <li>2. The letter <b>A</b> denotes a material that is subject to the requirements of this sub-chapter only when offered or intended for transportation by aircraft, unless the material is a hazardous substance or a hazardous waste. A shipping description entry preceded by an <b>A</b> may be used to describe a material for other modes of transportation provided all applicable requirements for the entry are met.</li> <li>3. The letter <b>D</b> identifies proper shipping names which are appropriate for describing materials for domestic transportation but may be inappropriate for international transportation under the provisions of international regulations (e.g., IMO, ICAO). An alternate proper shipping name may be selected when either domestic or international transportation is involved.</li> <li>4. The letter <b>G</b> identifies proper shipping names for which one or more technical names of the hazardous material must be entered in parentheses, in association with the basic description.</li> <li>5. The letter <b>I</b> identifies proper shipping names which are appropriate for describing materials in international transportation. An alternate proper shipping name may be selected when only domestic transportation is involved.</li> <li>6. The letter <b>W</b> denotes a material that is subject to the requirements of this sub-chapter only when offered or intended for transportation by vessel, unless the material is a hazardous substance or a hazardous waste. A shipping description entry preceded by a “<b>W</b> may be used to describe a material for other modes of transportation provided all applicable requirements for the entry are met.</li> </ol>
	Display

### Hazard DOT # Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Alternative Shipping Name	<p>An <b>Alternative Shipping Name</b> may be selected when either domestic or international transportation is involved, as indicated in a corresponding DOT symbol.</p> <p>Key an <b>Alternative Shipping Name</b> to be used under conditions described for the corresponding DOT symbol.</p> <p>(A 30) Optional; Required if corresponding Type contains a value</p>
Type *)	<p>Use this field to identify the placement of the corresponding <b>Alternative Shipping Name</b> on Shipping Papers.</p> <p>Key <b>B</b> if the corresponding <b>Alternative Shipping Name</b> is replacing the <b>Proper Shipping Name</b> in the Basic Description when printed on Shipping Papers.</p> <p>Key <b>O</b> if the corresponding <b>Alternative Shipping Name</b> is printed Shipping Papers as part of 'Other Information' printed on Shipping Papers.</p> <p><i>Valid Values:</i> B or O</p> <p>(A 1) Optional; Required if corresponding Alternate Shipping Name entered</p>
User Field 1	<p>This field allows you to enter an additional user field (1) that can be used for any purpose, if needed.</p> <p>Key the appropriate text. For example, you might want to key <b>DOT Special Permit Number</b>.</p> <p>(A 30) Optional</p>
User Field 2	<p>This field allows you to enter an additional user field (2) that can be used for any purpose, if needed.</p> <p>Key the appropriate text. For example, you might want to key <b>DOT Special Permit Expiration Date</b>.</p> <p>(A 30) Optional</p>
F12=Return	Press <b>F12=RETURN</b> to return to the Hazard DOT # Maintenance Selection Screen (p. 51-2) without saving any additions or changes made on this screen.
Enter	Press <b>ENTER</b> to confirm your selections. The Hazard DOT # Maintenance Selection Screen (p. 51-2) appears.

## Hazard DOT # Listing

This option is used to print the Hazard DOT # Listing.



The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Hazardous DOT # Listing	Prints a list of defined hazardous DOT #s.

---

## Hazardous DOT # Listing

IA956R	12/07/17	20.04.14	HAZARDOUS DOT# LIST	C0/APDEMO	PAGE	1
DOT#	Proper Shipping Name					
NA1169	Extracts, aromatic, liquid					
NA1197	Extracts, flavoring, liquid					
NA1950	Aerosols, flammable and non-flammable					
	Symbol:	Alternative Shipping Name:	Type:			
	A	Aerosols, flammable, (each less than 1L)	B			
	D	Aerosols, non-flammable, (less than 1L)	B			
	G	Aerosols, poison, (each less than 1 L)	O			
NA3065	Alcoholic beverages					
NA3091	Lithium Batteries					
	Symbol:	Alternative Shipping Name:	Type:			
	+	Lithium batteries, contained in equipmnt	B			
	A	Lithium batteries, packed with equipmnt	B			
NA3308	Liquefied gas, toxic, corrosive, n.o.s.					
	Symbol:	Alternative Shipping Name:	Type:			
	A	Liquefied gas, toxic, corrosive, HZone A	B			
	D	Liquefied gas, toxic, corrosive, HZone B	B			
	G	Liquefied gas, toxic, corrosive, HZone C	B			
	I	Liquefied gas, toxic, corrosive, HZone D	B			
	W	Liquefied gas, toxic, corrosive, HZone E	B			

This listing is produced following your responses on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen); the Report Options Screen appears after selecting option 42 - Hazard DOT # Listing from the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2).

The hazardous DOT #s and their Proper Shipping Names, as defined through Hazard DOT # Maintenance (MENU IAFIL2), are printed.

Refer to Hazard DOT # Maintenance for an explanation of the fields on this listing.

If you are using hazardous materials [**Hazardous Materials** = **Y** in System Options Maintenance (MENU XAFIL)], use Option 33 - Hazard Pictogram Codes on the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2) to add or change primary hazardous pictogram codes for items. Hazard pictograms are one of the key elements for the labeling of containers under the international Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

Pictograms are required on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard.

Hazardous Pictograms descriptions will also print on Shipping Papers when Shipping Papers are printed for an item, if a corresponding Shipping Paper print flag for a **Pictogram** is set to **Y** on the Hazardous Material Information - Pictograms And Signal Words Screen (p. 27-115).

## Hazard Pictogram Code Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Hazard Pictogram Code Maintenance Selection Screen	Used to add or change primary hazardous pictogram codes for items.
Hazard Pictogram Code Maintenance Screen	Used to enter a description of the primary hazardous pictogram being added or changed.

## Hazard Pictogram Code Maintenance Selection Screen

```

      HAZARD PICTOGRAM CODE MAINTENANCE

      Function:      _      (A,C)
      Pictogram?     .....

                                     F3=Exit
  
```

This screen appears after selecting option [33](#) - Hazard Pictogram Code Maintenance from the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2).

Use this screen to add or change hazardous pictogram codes. Hazard pictograms are one of the key elements for the labeling of containers under the international Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

### Hazard Pictogram Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	<p>Key <a href="#">A</a> to add a primary hazardous pictogram code.</p> <p>Key <a href="#">C</a> to change an existing primary hazardous pictogram code.</p> <p>(A 1) Required</p>
Pictogram	<p>Use this field to enter a hazardous pictogram code.</p> <p>Hazard pictograms are one of the key elements for the labeling of containers under the international Globally Harmonized System of Classification and Labeling of Chemicals (GHS).</p> <p>Pictograms are required on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard.</p> <p>(A 5) Required</p>
F3=Exit	Press <a href="#">F3=EXIT</a> to cancel this option and return to the menu.

**Hazard Pictogram Code Maintenance Selection Screen Fields and Function Keys**

Field/Function Key	Description
Enter	Press <b>ENTER</b> to confirm your selections. The Hazard Pictogram Code Maintenance Screen (p. 52-4) appears.

---

## Hazard Pictogram Code Maintenance Screen

HAZARD PICTOGRAM CODE MAINTENANCE

CHANGE

Pictogram:

GHS03

Description:

Flame, Over, Circle, .....

F12=Return

This screen appears after you press **ENTER** on the Hazard Pictogram Code Maintenance Selection Screen (p. 52-2). Use this screen to enter a description of the primary hazardous pictogram being added or changed.

### Hazard Pictogram Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Pictogram	The pictogram code entered on the Hazard Pictogram Code Maintenance Selection Screen (p. 52-2) for which you are adding/changing a description.
	Display

### Hazard Pictogram Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	<p>Use this field to enter a description of the hazardous pictogram. This description may be a reference to one of the standard hazard symbols recommended by OSHA to be used in a hazardous pictogram: Flame; Flame Over Circle; Exclamation Mark; Exploding Bomb; Corrosion; Gas Cylinder; Health Hazard; Skull and Crossbones.</p> <p>Key the desired description to be associated with this code. Up to 30 characters may be entered to further define this code.</p> <hr/> <p>NOTE: Hazardous Pictograms will also print on Shipping Papers when Shipping Papers are printed for an item, if a corresponding Shipping Paper print flag for a <b>Pictogram</b> is set to <b>Y</b> on the Hazardous Material Information - Pictograms And Signal Words Screen (p. 27-115). See Carrier Order Inquiry (MENU OEMAIN) in the Order Entry manual for a description of HAZMAT Shipping Papers.</p> <hr/> <p>(A 30) Required</p>
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The Hazard Pictogram Code Maintenance Selection Screen (p. 52-2) appears.

## Hazard Pictogram Codes Listing

This option is used to print the Hazard Pictogram Codes Listing.

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Hazard Pictogram Codes Listing	Prints a list of defined hazardous pictogram codes.

## Hazard Pictogram Codes Listing

IA954R	01/11/18	14.14.44	HAZARD PICTOGRAM CODES	CO/APDEMO	PAGE	1
Code	Description					
-----						
GHS01	Exploding Bomb					
GHS02	Flame					
GHS03	Flame Over Circle					
GHS04	Gas Cylinder					
GHS05	Corrosion					
GHS06	Skull & Crossbones					
GHS07	Exclamation Mark					
GHS08	Health Hazard					
GHS09	Environment					

This listing is produced following your responses on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen); the Report Options Screen appears after selecting option 43 - Hazard Pictogram Codes Listing from the Inventory Accounting File Maintenance Menu 2 (MENU IAFIL2).

The hazardous pictogram codes and their descriptions, as defined through Hazard Pictogram Code Maintenance (MENU IAFIL2), are printed. The sequence in which the codes are printed is alphabetical.

Refer to Hazard Pictogram Code Maintenance for an explanation of the fields on this listing.



---

Use the Re-Set Unprocessed Transactions option to reset the unposted quantity fields in the Item Balance File (ITBAL). The maintenance of the Item Balance File is performed through Item Balance Maintenance (MENU IAFILE).

Run this option if Enter/Update Transactions (MENU IAMAIN) was canceled because of power failure or system interruption. This option must be run before restarting Enter/Update Transactions (MENU IAMAIN) because transactions cannot be entered while this option is running.

When you select the Re-Set Unprocessed Transactions Option from the Inventory Accounting Master Menu (MENU IAMAST), no screens appear; this job runs interactively. You will not be able to use your workstation until the job processing is completed.

---



---

The Cancel Physical Inventory option cancels the physical inventory count for a warehouse. When a warehouse's physical inventory is canceled, outstanding Count Sheets that were printed through Count Sheet Creation (MENU IAPHYS) are disregarded, and Inventory Accounting information reverts back to its status immediately prior to the initialization of the physical inventory.

---

### Important

Inventory Counts cannot be canceled once counts have been posted through Update Physical Inventory (MENU IAPHYS). However, anytime prior to the posting of counts, inventory counts can be canceled, regardless of whether some or all counts have been entered or an Inventory Count Status Report has been run.

---

If some inventory counts have been entered, you will receive a warning message that you must confirm before the inventory count will be canceled. Canceling the physical inventory will delete all count sheets for this warehouse.

After a physical inventory becomes active [i.e., you have printed Count Sheets through Count Sheet Creation (MENU IAPHYS)], there are only two ways to remove the active status of the inventory count. Typical procedure would be to select Update Physical Inventory (MENU IAPHYS) to complete your physical inventory (the physical inventory is no longer active). The second way would be to cancel the inventory count through this option.

---

## Cancel Physical Inventory

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

---

Title	Purpose
Physical Inventory Cancel Process Selection Screen	Use to specify the warehouse whose physical inventory you want to cancel.
Physical Inventory Cancel Process Screen 1	Displays while the cancellation process is running.
Physical Inventory Cancel Process Screen 2	Confirms that the cancellation process is complete.

## When To Run This Option

This option can be selected only if a physical inventory is active. This means that you have previously printed Count Sheets through Count Sheet Creation (MENU IAPHYS), and have not either:

- Entered inventory counts for all Count Sheets through Enter/Update Inventory Counts (MENU IAPHYS) and run an Inventory Count Status Report (MENU IAPHYS) for the warehouse to verify counts
- or-
- Updated inventory through Update Physical Inventory (MENU IAPHYS) for the same warehouse

## Physical Inventory Cancel Process Selection Screen

PHYSICAL INVENTORY CANCEL PROCESS

Warehouse? \_ .

F3=Cancel

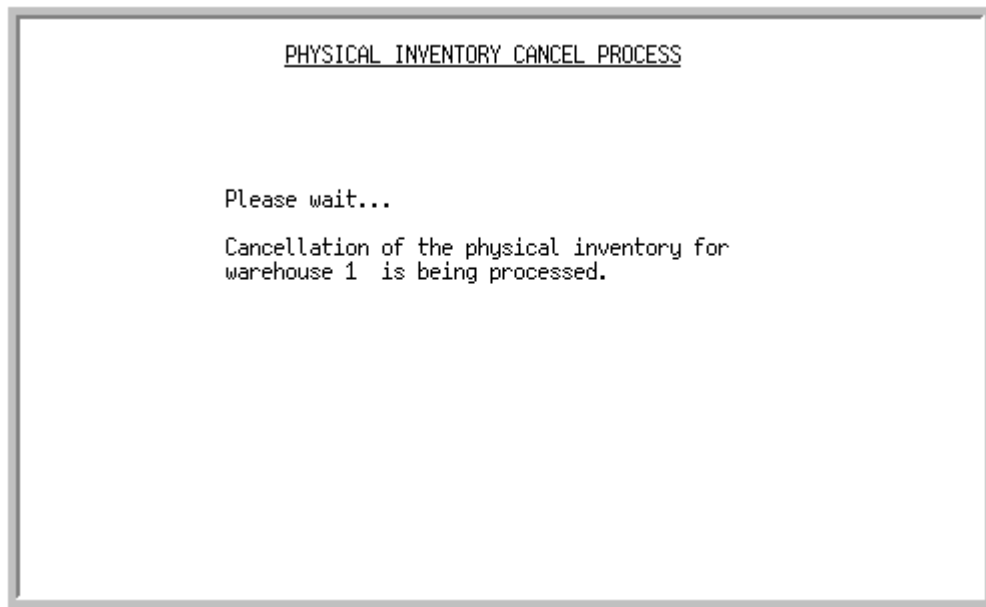
This screen appears after selecting option **4** - Cancel Physical Inventory from the Inventory Accounting Master Menu (MENU IAMAST). Use this screen to select the warehouse for which a physical inventory will be canceled.

### Physical Inventory Cancel Process Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	<p>Key the two character Warehouse ID of the warehouse that has an active physical inventory that will be canceled. A physical inventory is active if original Count Sheets have been printed through Count Sheet Creation (MENU IAPHYS), and have not either:</p> <ul style="list-style-type: none"> <li>Entered inventory counts for all Count Sheets through Enter/Update Inventory Counts (MENU IAPHYS) AND run an Inventory Count Status Report (MENU IAPHYS) to verify counts</li> </ul> <p>-or-</p> <ul style="list-style-type: none"> <li>Updated inventory through Update Physical Inventory (MENU IAPHYS) for this warehouse</li> </ul> <p>(A 2) Required</p>
F3=Cancel	Press <b>F3=CANCEL</b> to cancel this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your warehouse selection. You must press <b>ENTER</b> a second time in order to confirm the cancellation of your physical inventory. The Physical Inventory Cancel Process Screen 1 (p. 54-5) will appear.



## Physical Inventory Cancel Process Screen 1



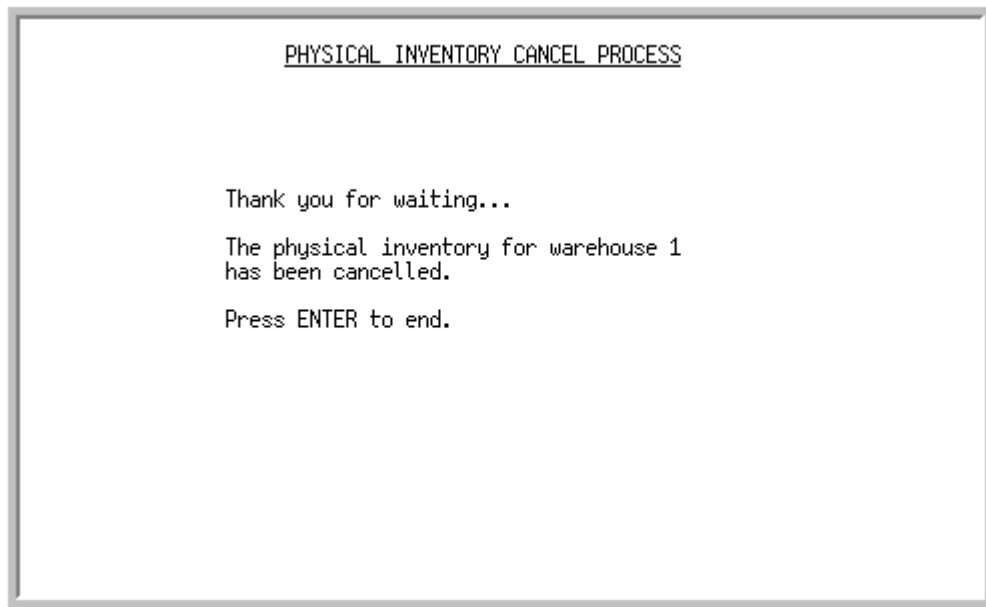
This screen appears after you press **ENTER** on the Physical Inventory Cancel Process Selection Screen (p. 54-3) and will display until the cancellation of the physical inventory for the indicated warehouse is complete.

---

NOTE: This screen may not appear if the size of the physical inventory being canceled for this warehouse is such that its cancellation process is extremely fast.

---

## Physical Inventory Cancel Process Screen 2



This screen appears after the Physical Inventory Cancel Process Screen 1 (p. 54-5). It is a confirmation that the physical inventory for the warehouse has been canceled.

### Physical Inventory Cancel Process Screen 2 Function Keys

Field/Function Key	Description
Enter	Press <a href="#">ENTER</a> to acknowledge the confirmation message and return to the menu.

---



This option posts any inventory transactions that have been generated as of the beginning of the current day. Normal posting of the following will update the Item Balance File, on-hand quantities, available quantities, etc., but not the associated general ledger accounts:

- Inventory groups posted through Process Transactions (MENU IAMAIN)
- Purchase order receipt groups posted through
  - Enter or Change Receivers or PO Receipts (MENU POMAIN)
  - PO Receipts Register (MENU POMAIN)
  - Warehouse Management (MENU WMMAIN)

Instead, the general ledger postings to occur are stored in a work file until either Day-End Processing (MENU XAMAST) or this option is run, to submit the postings to the Transaction Processor. Once these general ledger postings occur, general ledger information will be incorporated into all applicable item files.

## Post I/A Transactions to G/L

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Post Inventory Accounting Transactions to G/L	Used to confirm that you want to run this option.
G/L Transaction Post Report (IA685Z)	Prints a list of the debits and credits for the posted transactions.

## When To Run This Option

This option can be selected whenever you want to update your general ledger with the transactions and the item history files with the general ledger information. Otherwise, this option will be run automatically during Day-End Processing (MENU XAMAST).

## Post Inventory Accounting Transactions to G/L

POST IA TRANSACTIONS TO G/L

This option will post Inventory Transactions to  
General Ledger. A separate journal will be created  
for each company and each posting date.

Job Template:    \_ .....    Modify Selections:    N

Press F5 to run the posting.

Press F3 to cancel this option.

F3=Exit    F4=Job Template List    F5=Post

This screen appears after selecting option **5** - Post I/A Transactions to G/L from the Inventory Accounting Master Menu (MENU IAMAST), unless no inventory transactions awaiting general ledger posting exist. If this is the case, a message will be displayed indicating that no such transactions exist.

Use this screen to post any generated inventory transactions to general ledger. You also have the option to select the job template to be used for the Post I/A Transactions to G/L job.

### Post Inventory Accounting Transactions to G/L Fields and Function Keys

Field/Function Key	Description
Job Template	<p>Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process.</p> <p>For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters.</p> <p>If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key <b>N</b> in the <b>Modify Selections</b> field. You will then bypass all the output parameter screens.</p> <p>If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key <b>Y</b> in the <b>Modify Selections</b> field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job.</p> <p>If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission.</p> <hr/> <p>NOTE: To review a list of existing job templates that have been created for the Post I/A Transactions to G/L job, press <b>F4=JOB TEMPLATE LIST</b>.</p> <hr/> <p><i>Valid Values:</i> A job template defined for Post I/A Transactions to G/L jobs (that is, IA691P) through Job Template Maintenance (MENU XAFILE). (A 10) Optional</p>

### Post Inventory Accounting Transactions to G/L Fields and Function Keys

Field/Function Key	Description
Modify Selections	<p>If using a job template (you keyed a job template name in the <b>Job Template</b> field on this screen or select one with F4=JOB TEMPLATE LIST), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission.</p> <p>Key <b>Y</b> if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key <b>Y</b>, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.</p> <p>Key <b>N</b> if you want to use the template as-is and you do not want to make any modifications. If you key <b>N</b>, a series of selections screens will not be displayed.</p> <p><i>Valid Values:</i> cannot be Y if the <b>Job Template</b> field is blank.</p> <p>(A 1) Optional</p>
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
F4=Job Template List	<p>Press F4=JOB TEMPLATE LIST to display the Job Template List Screen, where you can review a list of existing job templates that have been created for Post I/A Transactions to G/L.</p> <p>Refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide for further details.</p>
F5=Post	<p>Press F5=POST to post all generated inventory transactions to general ledger. A message indicating that the job has been submitted to the Transaction Processor will display.</p> <p>Additionally, depending on your selections in the <b>Job Template</b> and <b>Modify Selections</b> fields on this screen, various job template screens may or may not display one you press ENTER. For details about job template screens, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.</p>

## G/L Transaction Post Report (IA685Z)

IA685 10/22/11 21.33.13		G/L TRANSACTION POST REPORT		AM/APDEMO	PAGE 1
		1-A & C Office Supply			
Group Type - General Journal		Posting Date - 10/22/11			
Jrn1#-Ref#	G/L Account No.	Trans Desc	Type/Date	Debit	Credit
IJ01-0001	000000012600000	T-RCWH-1	J 10/22/11		140.91
IJ01-0002	000000011200000	T-RDWH-1	J 10/22/11	140.91	
Company Totals:				140.91	140.91

This report prints after you press **ENTER** on the Report Options Screen, if the **Inventory Accounting to G/L** field is set to **R** through Company Name Maintenance (MENU XAFIELD). Refer to the Cross Applications User Guide for information about the Report Options Screen.

If the **Inventory Accounting to G/L** field is set to **Y** and debits and credits are not equal for the transactions, the following message is printed on the report:

DEBITS AND CREDITS ARE NOT EQUAL

Out of Balance has been retained as GL Transaction group XXxxx

XXxxx is the group ID that you can use to correct the transaction group through Transaction Entry (MENU GLMAIN). A journal number is also assigned to the group at this time; however, only the journal type will print on this report. This journal number will be used when the corrected group is posted.

---

NOTE: If the **Inventory Accounting to G/L** field is set to **R** through Company Name Maintenance (MENU XAMAST), the message will print for out-of-balance transactions, however, the data for the out-of-balance transactions will not be retained for correction.

---

The total debits and credits at the end of the report on the line marked **Company Totals**.

For a description of the fields on this report, refer to the G/L Transaction Post Journal in Post Transactions (MENU GLMAIN) of the General Ledger manual.

---

In order to use this option, a costing method (FIFO or LIFO) must have been selected through Inventory Accounting Options Maintenance (MENU XAFILE).

Use this option to sync (create or re-create) the Cost Layers File (**IACSLY**) from the Inventory Transaction History File (**IAHST**). The system will review item transaction history to determine FIFO/LIFO cost layers and then update the FIFO/LIFO Cost Layers File (**IACSLY**) with the quantities and average cost. FIFO/LIFO quantities will then be in sync with the balance on hand. For example, if you have been using average costing and then switch to FIFO/LIFO, use this option to create the initial cost layers from previous item transaction history.

You will be able to run this sync process for a specific item and warehouse, or for all items in a warehouse. These choices are particularly useful to correct a problem with a specific item in a warehouse.

---

### Important

This option should only be used when first implementing FIFO/LIFO or if an item's cost layers need to be replaced. If you perform this sync process, the following occurs depending on the cost method selected (each method is different):

**FIFO cost method:** All the layers for an item will be deleted and then recreated using the Inventory Transaction History File (**IAHST**). They will have all the same source type and source string. The source types will all be source type '10', and the source strings will all be 'xxxx/Sync Item', where xxxx is the User ID.

**LIFO cost method:** Layers will be updated using the Inventory Transaction History File (**IAHST**). Existing layers will have the quantity changed to match Inventory Transaction History File. The source types will all be changed to be source type '10', and the source strings will all be changed to be 'xxxx/Sync Item', where xxxx is the User ID. Any layers

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found that are no longer valid in the Inventory Transaction History File and Item Balance File (ITBAL) on hand will be deleted.

For either costing method, if any of the Item Balance File quantity on hand is remaining that does not have corresponding layers, a new layer will be created for this remaining quantity at the current Average cost.

---

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## Sync Cost Layers

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Sync the Cost Layer File Screen	Use to sync the Cost Layers File (IACSLY) from the Inventory Transaction History File (IAHST).
Check Cost Layers File Report	Use to review the values in the Cost Layers File and compare to the Item Balance File (ITBAL).

---



## Sync the Cost Layer File Screen

```

      SYNC THE COST LAYER FILE

Warehouse?   1.

Item Number: .....
Find:        .....
Item:        ..... Class? .....

Rebuild Cost Layers: N.
Update Item Balance: N.
Print Error Report:  Y.

                        F3=Exit   F5=Submit   F10=Process
  
```

This screen appears after selecting option **6** - Sync Cost Layers from the Inventory Accounting Master Menu (MENU IAMAST). For a specific item and warehouse, or for all items in a warehouse, you can choose to sync or rebuild the cost layers, update the average cost of the item in the Item Balance File (ITBAL) or simply run and edit report to check the quantity and cost values in the files.

---

NOTE: A costing method (FIFO or LIFO) must have been selected through Inventory Accounting Options Maintenance (MENU XAFILE) in order to use this sync process.

---

Use this screen to sync the Cost Layers File (IACSLY) from the Inventory Transaction History File (IAHST). The system will review item transaction history to determine FIFO/LIFO cost layers and then update the FIFO/LIFO Cost Layers File. FIFO/LIFO transaction quantities and costs will then be in sync with the balance on hand. For example, if you have been using average costing and then switch to FIFO/LIFO, use this screen to create the cost layers.

One of the selection options for **Rebuild Cost Layers**, **Update Item Balance**, or **Print Error Report** must also be selected.

### Sync the Cost Layer File Screen Fields and Function Keys

Field/Function Keys	Description
Warehouse	<p>Use this field to key the warehouse number assigned to the item(s) for which to run the sync process.</p> <p><i>Default Value:</i> The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the <b>Default Warehouse</b> defined through Company Name Maintenance (MENU XAFIL)</p> <p><i>Valid Values:</i> A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFIL) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 2) Required</p>
Item Number	<p>Use this field to key a specific item or select all items in the warehouse selected for which to run the sync process.</p> <p>Key a specific item number.</p> <p>Leave blank to select all item numbers in the selected warehouse.</p> <p><i>Valid Values:</i> A valid item number defined through Item Master Maintenance (MENU IAFIL).</p> <p>(A 27) Required</p>
Find	<p>Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class.</p> <p>To search for manufacturer item numbers, prefix the criteria you enter with <b>M/</b>. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number.</p> <p>To search for customer item numbers, prefix the criteria you enter with <b>C/</b>. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers.</p> <p>To search for UPC cross references, prefix the criteria you enter with <b>U/</b>. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references.</p> <p>To search for GTIN cross references, prefix the criteria you enter with <b>G/</b>. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references.</p> <p>The Item Description Search Screen (p. 27-11) displays when you press <b>ENTER</b>.</p> <p>(A 40) Optional</p>

### Sync the Cost Layer File Screen Fields and Function Keys

Field/Function Keys	Description
Item	<p>This field may be used in addition to, or in place of, entering search criteria in the <b>Find</b> field to further limit the items to display.</p> <p>Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number.</p> <p>For information on entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 27) Optional</p>
Class	<p>This field may be used in addition to (not in place of) the search criteria in the <b>Find</b> or <b>Item No</b> fields to further limit the number of items that will display, based on their item class.</p> <p>Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen.</p> <p>For information on entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 2/A 2) Optional</p>
Rebuild Cost Layers	<p>Use this option to read the Item Transaction History File and rebuild or create new corresponding Cost Layers File records. If the Item Transaction History records do not exist, a generic cost layer will be created from the Item Balance File (<b>ITBAL</b>) using the current average cost of the item and the quantity on hand. If the Item Transaction History records do not completely cover the quantity on hand in the Item Balance File, a generic cost layer will be created using the current average cost of the item and the difference between the quantity on hand and the cost layer transactions.</p> <p>Key <b>Y</b> to Rebuild Cost Layers from the Item Transaction History File (<b>IAHST</b>).</p> <p>Key <b>N</b> if you do not want to rebuild the cost layers at this time.</p> <p><i>Default Value:</i> N</p> <p><i>Valid Values:</i> At least one of the <b>Rebuild Cost Layers</b>, <b>Update Item Balance</b>, or <b>Print Error Report</b> fields must be Y</p> <p>(A1) Required</p>

### Sync the Cost Layer File Screen Fields and Function Keys

Field/Function Keys	Description
Update Item Balance	<p>Use this option to recalculate and update the item's average cost in the Item Balance File from the cost layers. This can be done regardless of whether or not the Rebuild Cost Layers is also being done. If updating the Item Balance cost is being completed in addition to rebuilding cost layers, it will be done immediately after the layers are rebuilt, so as to use the costs from the most updated cost layers.</p> <p>Key <b>Y</b> to update the Item Balance File (<b>ITBAL</b>) with the new average cost calculated from the Cost Layers File (<b>IACSLY</b>).</p> <p>Key <b>N</b> if you do not want to update the Item Balance File average cost at this time.</p> <p><i>Default Value:</i> N</p> <p><i>Valid Values:</i> At least one of the <b>Rebuild Cost Layers</b>, <b>Update Item Balance</b>, or <b>Print Error Report</b> fields must be Y</p> <p>(A1) Required</p>
Print Error Report	<p>If there is a question on the accuracy of the quantities and/or costs information in the Cost Layers File (<b>IACSLY</b>) as it compares to the item Balance File (<b>ITBAL</b>), use this report to compare the values for the items in a warehouse.</p> <p>Key <b>Y</b> to print the Check Cost Layers File Report.</p> <p>Key <b>N</b> to not print the Check Cost Layers File Report.</p> <p><i>Default Value:</i> Y</p> <p><i>Valid Values:</i> At least one of the <b>Rebuild Cost Layers</b>, <b>Update Item Balance</b>, or <b>Print Error Report</b> fields must be Y</p> <p>(A1) Required</p>
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
F5=Submit	Press <b>F5=SUBMIT</b> to submit the sync job to batch. Jobs sent to the batch subsystem will enable you to continue working on your workstation.
F10=Process	Press <b>F10=PROCESS</b> to submit the sync job to run interactively. Jobs which run interactively tie up your workstation until processing of the job is complete.

## Check Cost Layers File Report

IA665A 19/04/17 17.48.23 CHECK COST LAYERS FILE /APDEMO   PAGE 1						
Rebuild Cost Layers: N Update Item Balance: N Warehouse: 1 Item: *All						
WH Item	Cost U/M	Item Balance Total Quantity	Average Cost	Cost Layers Total Quantity	Average Cost	Cost Variance
1 A100	EA	19.000	407.32182	19.000	409.71105	45.39537
1 A110	EA	530.000	576.61419	530.000	577.00936	209.44010
1 A120	BOX	1543.000	25.76291	1543.000	26.38969	967.12154
1 A130	BOX	1890.000	42.19956	1890.000	42.50380	575.01360
1 A150	EA	3978.000	5.26240	3978.000	5.27915	66.63150
1 A200	EA	12280.000	5.40506	12280.000	5.55692	1864.84080
1 A210	EA	11796.000	9.71662	11796.000	9.72507	99.67620
1 A220	EA	42040.000	11.60478	42040.000	11.60577	41.61960
1 A240	EA	7512.000	1.18443	7512.000	1.26051	571.51296
1 A250	EA	9.000	77.16375	9.000	78.38000	10.94625
1 A300	EA	.000	16.28000	.000	.00000	.00000
1 A360	EA	399.000	1.78948	399.000	1.76846	8.38698
1 A370	EA	408.000	19.31936	408.000	21.05105	706.52952
1 A380	EA	162.000	4.21072	162.000	4.08853	19.79478
1 A520	EA	.000	4.59000	.000	.00000	.00000
1 A600	EA	.000	784.00000	.000	.00000	.00000
1 A610	EA	.000	109.00000	.000	.00000	.00000
1 A620	EA	.000	203.00000	.000	.00000	.00000
1 A630	EA	.000	41.00000	.000	.00000	.00000
1 A640	EA	.000	41.00000	.000	.00000	.00000
1 A650	EA	.000	19.95000	.000	.00000	.00000
1 A660	EA	.000	614.05000	.000	.00000	.00000
1 A670	EA	.000	814.05000	.000	.00000	.00000
1 A700	EA	.000	3.77000	.000	.00000	.00000
1 A710	EA	.000	.67000	.000	.00000	.00000

This screen appears after selecting to **Print Error Report** on the Sync the Cost Layer File Screen (p. 56-3) and the items where the Item Balance File average cost did not match the Cost Layer File average cost and/or the Item Balance File total quantity did not match the Cost Layer File total quantity.

### Check Cost Layers File Report

Report/Listing Fields	Description
Headings	<p>Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.</p> <p>Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.</p> <p>The message “* <b>Data may have been omitted due to security considerations</b> *” will print when the user that generated this report/listing is not authorized to all the [company -or- warehouse -or- company and warehouse] selected data as determined through Authority Profile Maintenance (MENU XASCTY).</p>
WH	The warehouse for the costs and quantities of the item.
Item	The item number with the cost layer variance.
Cost U/M	The cost unit of measure as defined in the Item Master File for this item.
Item Balance Total Quantity	The quantity on hand of the item in the selected warehouse expressed in the price/cost unit of measure.

**Check Cost Layers File Report**

<b>Report/Listing Fields</b>	<b>Description</b>
Item Balance Average Cost	The unit average cost of the item expressed in the price/cost unit of measure.
Cost Layers Total Quantity	The total of the available quantities from the Cost Layers File based on the price/cost UOM.
Cost Layers Average Cost	The calculated average of the cost layer average cost:  $\text{Available Cost Layer Quantity} * \text{Cost Layer Transaction Cost} = \text{Total Cost Layer Cost}$  $\text{Total Cost Layer Cost} / \text{Total Cost Layer Available Quantity} = \text{Cost Layers Average Cost}$
Cost Variance	The cost variance is the difference between the Item Balance File Extended Cost and Extended Cost Layers Cost where the extended costs are the total quantities multiplied by the average cost.

---

Use this option to update the Item Master File (ITMST), Item Balance File (ITBAL), Offline Item Hazardous Material File (HAZOF), Offline UPC and GTIN Item/UOM Cross Reference File (UPCOF), Offline Vendor/Item File (VNIOF), and/or Offline Future Prices Header File (PRHOF) from .CSV (comma separated value) files created from an imported Excel workbook. Items can be added, changed, deleted, or suspended.

The CSV files must be located at the \IFS\Root (Integrated File System) directory of the System i for the update process. It is recommended that each user that begins this process should have their own copy of the workbook and .CSV files with which to work.

---

### Important

Before this option can be run, the directory structure must have been completed and the master copy of the *ItemOffline.xlsm* worksheet must have been copied from the installation CD's to the \IFS\Root directory structure of \APLUS\IMPORT\ITEM. Refer to the *Post Installation Setup* chapter of the Infor Distribution A+ Installation and Software Update Guide for more information.

---

When you initially select this menu option, the Offline Item Maintenance Screen (p. 57-5) appears. You will select option 1 to **Launch Offline Item Workbook Template**. The program will go to the \IFS\Root directory structure of \APLUS\IMPORT\ITEM and append the current user's System i User ID to create a fourth level directory (for example, User ID APDEMO would have a path of \APLUS\IMPORT\ITEM\APDEMO). The \APLUS\IMPORT\ITEM directory contains the Excel workbook that will be used for the Offline Item Maintenance. Excel is opened automatically presenting the *ItemOffline.xlsm* (see Item Offline Workbook (p. 57-8)). You must use a copy of the workbook provided.

Then, using Excel, the user enters the required information to the workbook pages for the Offline Item Maintenance File (ITMOF), Offline Item Balance File (ITBOF), Offline Item Hazardous Material File (HAZOF), Offline UPC and GTIN Item/UOM Cross Reference File (UPCOF), Offline Vendor/Item File (VNIOF), and Offline Future Prices Header File (PRHOF). The last workbook page provides FTP Upload information to the upload program. It is recommended that you save a local copy of this workbook for editing purposes. When your entry work is done, the .CSV files will be created from the *ItemOffline.xlsm* using either the **CREATE CSV** button or the **FTP UPLOAD** button and ensure they are in the \APLUS\IMPORT\ITEM\UserID directory to continue processing.

---

When you select this option again, you will select **2** on the Offline Item Maintenance Screen (p. 57-5) to perform the **Offline Item Import**. When you press **ENTER**, the updated .CSV files on the \IFS\Root with a path of \APLUS\IMPORT\ITEM\UserID will be processed to create the Offline Item Maintenance File (ITMOF), Offline Item Balance File (ITBOF), Offline Item Hazardous Material File (HAZOF), Offline UPC and GTIN Item/UOM Cross Reference File (UPCOF), Offline Vendor/Item File (VNIOF), and Offline Future Prices Header File (PRHOF) on the System i. The files will be edited to ensure that all the data is correct and accurate, just as if the items were being keyed through Item Master/Item Balance Maintenance (MENU IAFIL), UPC & GTIN Item/UOM Cross Reference (MENU IAFIL2), Vendor/Item Information Maintenance (MENU POFILE), or Offline Future Price Import (MENU OPMAIN).

As each item passes all the edits, the addition or maintenance will be performed. Additional supporting files that will also be updated as necessary are:

- AIBAL AIM Balance File
- AIEOQ AIM EOQ Parameters File
- EOITB EDI Outgoing 852 Product Activity Data File (Balance)
- IMBAL IM&P Balance File (Balance)
- ITBALD Item Balance Deleted Records File (Balance)
- ITHAZ Hazardous Materials File (Balance)
- ITWHM Item Warehouse Information File (Balance)
- SWDEL sales@work Deleted Records File (Balance)
- WMITM Warehouse Management Item Information File (Master)

If you have set the **Days to Keep Item Master/Balance Audit Activity** value in Inventory Accounting Options (MENU XAFIL) to a value greater than zero, Item Master and Item Balance Activity will also be updated for each Offline Item Master (ITMST) transaction.

If you have set the **Days to Keep Item IM&P or AIM Balance Audit Activity** value in Inventory Accounting Options (MENU XAFIL) to a value greater than zero, IM&P Balance and Advanced Inventory Balance Activity will also be updated for each Offline Item Balance (ITBAL) transaction.

If you have set the **Days to Keep Vendor/Item Audit Activity** value in Purchasing System Options (MENU XAFIL) to a value greater than zero, Vendor/Item Activity will also be updated for each Vendor/Item File (VNITM) transaction.

The Item Offline Errors/Warnings Report (p. 57-19) prints for any error or warning message that was found in the Item Offline process. It will include error or warning messages that were detected while processing the Offline Item Master (ITMST), Offline Item Balance (ITBAL), Offline Hazardous Material (HAZOF), and Offline UPC and GTIN Item/UOM Cross Reference (UPCOF) files.

The Vendor/Item Offline Errors/Warnings/Deletions Report (p. 57-21) prints for any error, warning, or deletion message that was found in the Offline Vendor/Item import process. It will include error, warning, or deletion messages that were detected while processing the Offline Vendor/Item File (VNIOF).



Error messages (such as an **Invalid U/M**) prevent database files from being updated; some error messages are flagged as critical based on their severity. Warning messages will update the files. One record may have several different messages as the program validates every field for every record before the record is approved and updated.

Review the reports against the original worksheet that was keyed and correct the fields in error to be processed again. Records that passed the edits and were updated to the Item Master File (ITMST), Item Balance File (ITBAL), Offline Item Hazardous Material File (HAZOF), Offline UPC and GTIN Item/UOM Cross Reference File (UPCOF), Offline Vendor/Item File (VNIOF), and Offline Future Prices Header File (PRHOF) should be removed from the worksheet before you process it again.

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NOTE: For Worksheet standards, refer to APPENDIX A: *Offline Item Maintenance Standards* of this user guide. For Worksheet standards for PRHOF only, refer to Appendix A of the Price Maintenance User Guide.

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## Offline Item Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Offline Item Maintenance Screen	Use to select the appropriate step to perform: select to launch the Excel workbook download or perform the Offline Item Import.
Item Offline Workbook	Use to review the setup and requirements of the Excel worksheets that are used to update Item Master, Item Balance, Item Hazardous Material, UPC and GTIN Item/UOM Cross Reference, Vendor/Item, and Item Future Prices information.
FTP Upload Pop-Up Window	Use to create the .CSV files and then FTP them to the System i directory specified in the IFS path.
Offline Item Import Status Screen	Use to review the result of the import processing for each worksheet from the Item Offline Excel spreadsheet.
Item Offline Errors/Warnings Report	Prints for any error or warning message that was detected during the Item Offline process.
Vendor/Item Offline Errors/Warnings/Deletions Report	Prints for any error, warning, or deletion message that was detected during the Offline Vendor/Item import process.

Title	Purpose
Off-Line Future Price Edit Report	These reports print after all future price transactions were checked and valid future price transactions were passed to the Future Prices File ( <b>PRICE</b> ). <hr/> NOTE: Refer to Offline Future Price Import (MENU OPMAIN) in the Price Maintenance User Guide for details about these three reports. <hr/>
Off-Line Future Price Error Report - Unknown Item Report	
Off-Line Future Price Error Report	

---

## Offline Item Maintenance Screen

```

OFFLINE ITEM MAINTENANCE

Option: 2  1 = Launch Offline Item Spreadsheet Template
          2 = Offline Item Import

Import File Path: /APLUS/IMPORT/ITEM/APDEMO.....
.....

F3=Exit
  
```

This screen appears after you select Option 7 - Offline Item Maintenance from the Inventory Accounting Master Menu (MENU IAMAST).

Use this screen to select the function that you want to perform.

### Offline Item Maintenance Screen Fields and Function Keys

Field/Function Keys	Description
Option 1	<p>In the <b>Option</b> field, key <b>1</b> and press <b>ENTER</b> to create a user specific directory on the <b>/IFS/Root</b> of the System i (if it does not exist), and download a copy of the <b>ItemOffline.xlsm</b> workbook while opening Excel.</p> <p>The workbook has multiple worksheets that can be saved locally by each user. It is recommended that the user save the worksheet locally and modify the local copy. Refer to the Item Offline Workbook (p. 57-8) for details.</p>

## Offline Item Maintenance Screen Fields and Function Keys

Field/Function Keys	Description
Option 2	<p>In the <b>Option</b> field, key <b>2</b> and press <b>ENTER</b> to process the .CSV files created from the Excel worksheets. When you key <b>2</b>, the <b>Import File Path</b> field will then display on this screen.</p> <p>Using the path of \APLUS\IMPORT\ITEM\UserID, the ITMOF.CSV, ITBOF.CSV, HAZOF.CSV, UPCOF.CSV, VNIOF.CSV, and/or PRHOF.CSV files will load the Offline Item Maintenance File (ITMOF), Offline Item Balance File (ITBOF), Offline Item Hazardous Material File (HAZOF), Offline Product Code X-Ref File (UPCOF), Offline Vendor/Item File (VNIOF), and Offline Future Prices Header File (PRHOF) on the System i. The files will be edited and used to perform the additions, changes, deletions, and/or suspensions. The .CSV files are deleted once processed. The Offline Item workbook data is kept for the reprocessing of items that were in error.</p> <p>The Offline Item Import Status Screen (p. 57-17) will appear and warnings and error messages will print on the Item Offline Errors/Warnings Report (p. 57-19), Vendor/Item Offline Errors/Warnings/Deletions Report (p. 57-21), *Off-Line Future Price Edit Report, *Off-Line Future Price Error Report - Unknown Item Report, and *Off-Line Future Price Error Report. *Refer to Offline Future Price Import (MENU OPMAIN) in the Price Maintenance User Guide for details about these reports.</p> <hr/> <p>NOTE: When importing the values from the .CSV files into the ITMOF, ITBOF, HAZOF, UPCOF, VNIOF, and PRHOF files, the fields in the worksheet need to exactly match the fields in the files, and the order of the fields need to match as well. Therefore, for example, if a user wants to add a field to the ITMOF file, then the user also needs to add that field to the ITMOF worksheet pages, in exactly the same position as it is in the file. If, for example, the user wants to delete a field from ITMOF, then the user also needs to delete that field column from the ITMOF worksheet. If any fields in the ItemOffline.xlsm worksheet are not in the same position as the fields in the offline files, then that will cause the field values from the worksheet to be placed in the wrong fields in the files.</p> <hr/> <p>(N 1,0) Required</p>
Import File Path	<p>This field displays only after keying <b>2</b> in the <b>Option</b> field and pressing <b>ENTER</b>. The <b>Import File Path</b> specifies the /IFS/Root directory path where the program will find the .CSV files to be used for this specific update. Key the Import File Path or accept the default value.</p> <p><i>Default Value:</i> /APLUS/ITEM/IMPORT/&lt;USER ID&gt;</p> <p><i>Valid Values:</i> Must be a valid directory on the IFS; cannot be blank</p> <p>(A 128) Required</p>
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.

---

**Offline Item Maintenance Screen Fields and Function Keys**

Field/Function Keys	Description
Enter	<p>The <b>ENTER</b> key has two functions on this screen.</p> <p><b>1 = Launch Offline Item Spreadsheet Template</b></p> <p>Press <b>ENTER</b> after keying <b>1</b> in the <b>Option</b> field to open Excel for processing while downloading a local copy of the <b>ItemOffline.xlsx</b> Excel workbook.</p> <p><b>2 = Offline Item Import</b></p> <p>Press <b>ENTER</b> after keying <b>2</b> in the <b>Option</b> field to begin the Offline Item Import and Update process.</p> <p>The screen will redisplay showing the <b>Import File Path</b> field for verification. Accept the default data as shown or change it to be the <b>/IFS/</b> Root directory location of the <b>.CSV</b> files to be used. Press <b>ENTER</b> (or click <b>OK</b>) to begin the edit process.</p> <p>The Offline Item Import Status Screen (p. 57-17) will appear.</p>

---

## Item Offline Workbook

The screenshot shows a spreadsheet application window titled 'Item Offline Workbook'. The spreadsheet has columns A through I. Row 1 contains headers: A (empty), B 'Item Number', C 'Function Code', D 'Item Description 1', E 'Item Description 2', F 'Unit of Measure 1', G 'Unit of Measure 2', H 'Unit of Measure 3', and I 'U/M Conversion'. Rows 2 and 3 have a 'Create CSV' button in column A. Rows 4 and 5 have an 'FTP Upload' button in column A. The bottom of the window shows a tab bar with 'itmof' selected, and other tabs include 'itbof', 'hazof', 'upcof', 'vniof', 'prhof', and 'FTPServerInformation'.

	A	B	C	D	E	F	G	H	I
1		Item Number	Function Code	Item Description 1	Item Description 2	Unit of Measure 1	Unit of Measure 2	Unit of Measure 3	U/M Conversion
2	Create CSV								
3	Create CSV								
4	FTP Upload								
5	FTP Upload								
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									

## Item Offline FTP Server Information Worksheet

The screenshot shows a spreadsheet application window titled 'Item Offline FTP Server Information Worksheet'. The spreadsheet has columns A through I. Row 1 contains headers: A 'Server', B 'User ID', C 'Password', D 'IFS Path', E (empty), F (empty), G (empty), H (empty), and I (empty). Row 2 contains example data: A '<Server ID>', B 'APDEMO', C '<password>', and D '/aplus/import/item/apdemo'. Rows 3 through 17 are empty. The bottom of the window shows a tab bar with 'itmof' selected, and other tabs include 'itbof', 'hazof', 'upcof', 'vniof', 'prhof', and 'FTPService ...'.

	A	B	C	D	E	F	G	H	I
1	Server	User ID	Password	IFS Path					
2	<Server ID>	APDEMO	<password>	/aplus/import/item/apdemo					
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									

NOTE: For Worksheet standards, refer to APPENDIX A: *Offline Item Maintenance Standards* of this user guide. For Worksheet standards for PRHOF only, refer to Appendix A: *Offline Future Price Entry Standards* in the Price Maintenance User Guide.

The Item Offline Workbook sample is the **ITMOF** tab of the Excel **ItemOffline.xlsm** that is downloaded from selecting **1** on the Offline Item Maintenance Screen (p. 57-5). The Item Offline FTP Server Information Worksheet sample is the **FTPServerInformation** tab of the same workbook.

The IFS/Root directory will have a folder path of **/APLUS/IMPORT/ITEM** that contains the Excel workbook that will be used for the Offline Item Maintenance. For each user that will have access, a fourth level directory of the <User ID> is created (for example, User ID APDEMO would have a path of **/APLUS/IMPORT/ITEM/APDEMO**).

When you click the **FTP UPLOAD** button, the **.CSV** files will be placed here for the system to use for updating.

When you click the **CREATE CSV** button, the **.CSV** files will be placed in the same directory as the **ItemOffline.xlsm** workbook, either on the IFS\Root or the saved local directory. If they are in a local directory, you must manually move them to the **/APLUS/IMPORT/ITEM/UserID** level directory.

---

NOTE: The **ItemOffline.xlsm** template can be renamed when it is saved locally. This worksheet Macro-Enabled Workbook of type **.xlsm** is supported by Excel versions 2007 and later.

---

There are seven worksheets in the Excel workbook:

#### ITMOF

- Offline Item Maintenance (**ITMOF**) for the Item Master File (**ITMST**) fields
- Used to add new items, change existing items, or suspend existing items

#### ITBOF

- Offline Item Balance (**ITBOF**) for the Item Balance File (**ITBAL**) fields
- Used to add new item balance records, change existing item balance records, or suspend existing item balance records
- For the **ITBOF** worksheet (Item Balance File (**ITBAL**) fields), Advance Inventory Management (**AIM**) and Inventory Management and Planning (**IM&P**) columns are prefixed with either “**AIM**” or “**IM&P**” in the column header on the worksheet to differentiate them from one another, since **AIM** and **IM&P** fields are often similar.

#### HAZOF

- Offline Item Hazardous Material (**HAZOF**) for the Hazardous Material File (**ITHAZ**) fields
- Used to add new item hazardous material information, change existing item hazardous material information, or delete existing item hazardous material information
- **HAZOF** file records will be processed only if the **Hazardous Materials** field is set to **Y** in System Options Maintenance (**MENU XAFIELD**) and the user is authorized to use Item Master maintenance (**MENU IAFIELD**) and make changes to Item Master **OHSA/DOT** fields and Hazmat data. The users must be authorized to the application action: **Allow Maintenance of Transport/HazMat Information**. Also, **HAZOF** file records can only be processed if the Item Master record has the **SDS Date** field filled or the **HAZOF** field **DOT Regulated** is **Y**.

## UPCOF

- UPC and GTIN Item/UOM Cross Reference (UPCOF) for the Universal Product Code Cross Reference File (ITUPC) or Global Trade Item Number (GTIN) Cross Reference File (ITGTIN) fields
- Used to add new item UPC or GTIN codes cross reference information or delete existing cross reference information; the **Cross Reference Type** column is where you specify 1 for UPC Code or 2 for GTIN
- The user must be authorized to use UPC & GTIN Item/UOM Cross Reference Maintenance (MENU IAFILE).

## VNIOF

- Offline Vendor/Item information (VNIOF) for the Vendor/Item File (VNITM) fields
- Used to add new vendors/items, change existing vendors/items, or delete existing vendors/items
- The user must be authorized to use Vendor/Item Maintenance (MENU POFILE).

## PRHOF

- Offline Future Prices Header (PRHOF) for the Price Maintenance Future Prices File (PRICE) fields
- Used to add new item future prices information or change existing future prices

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NOTE: Refer to *Entering Future Prices Offline* and *Appendix A* in the Price Maintenance User Guide for details about the PRHOF file.

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## FTPServerInformation

- Used to capture server and user information for the System i. The workbooks contain columns that represent the data fields that will be updated in the appropriate files respectively with the values entered. This worksheet has default server and user information for the FTP Upload Pop-Up Window (p. 57-15).



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**Important**

The columns of data on each of the worksheets **MUST** remain in the exact sequence in which they are provided. Failure to do this will result in incorrect data uploads.

---

**Item Offline Workbook Fields and Buttons**

Field/Button/Action	Description
Item Number	<p>Key the item number to be added or maintained. Lower case letters will be changed to upper case letters in the update process.</p> <p><i>Valid Values:</i> A Distribution A+ item number, a UPC code, or a GTIN (Global Trade Item Number) that are currently defined in Distribution A+. Note that for a GTIN item number, leading zeros are not required; for example, a GTIN number stored as 00000098778532 can be entered in this field as 98778532 and it will be recognized as the correct GTIN.</p> <p>(A 27) Required</p>

---

### Item Offline Workbook Fields and Buttons

Field/Button/Action	Description
Function Code	<p>Use this field for the ITMOF, ITBOF, HAZOF, UPCOF, and VNIOF worksheets to select the appropriate step to perform. (Note that PRHOF worksheet does not have this field).</p> <p>Each row of the worksheets must contain a valid function code; for example <b>A</b> to add, <b>C</b> to change, <b>D</b> to delete, or <b>S</b> to suspend.</p> <hr/> <p>NOTE: If an offline record has a <b>Function Code</b> of <b>C</b>, then the user only needs to fill in the field values that the user would like to change in the Item Master or Item Balance record. All other fields for the record can be left blank. If the user would like to zero out a numeric field, then the user should enter <b>0</b> for the field value. The user will not be able to blank out character fields in a record when using the offline worksheet, so the user will need to manually blank out the character field through Item Master Maintenance or Item Balance Maintenance on MENU IAFILE.</p> <hr/> <p>For example, for the ITMOF worksheet, when the offline process occurs, records are first read in the offline ITMOF file. If a record is being added (<b>Function Code = A</b>) and there are blank values in the new fields added to the ITMOF record, then these fields will be filled with the default value from Item Master Maintenance. If a record is being changed (<b>Function Code = C</b>), then only fields that are not blank in the ITMOF record will be updated. All other fields will be filled with the current values in the Item Master files. All fields in the ITMOF file will be character fields, so if a field is numeric in the Item Master file, the offline field will be converted to a numeric field in order to be edited. If a new character field is capitalized in Item Master Maintenance, then the offline field value will also be capitalized.</p> <p><i>Valid Values:</i> A, C, D, or S</p> <p>(A 1) Required</p>

---

**Item Offline Workbook Fields and Buttons**

Field/Button/Action	Description
Data Fields	<p>For field descriptions and valid values, refer to:</p> <ul style="list-style-type: none"><li>• Item Master Maintenance (MENU IAFILE)</li><li>• Item Balance Maintenance (MENU IAFILE)</li><li>• Vendor/Item Maintenance (MENU POFILE)</li><li>• UPC &amp; GTIN Item/UOM Cross Reference (MENU IAFIL2)</li><li>• Vendor/Item Information Maintenance (MENU POFILE)</li><li>• Offline Future Price Import (MENU OPMAIN)</li></ul>

---

**Important**

All the numeric fields in the Excel worksheet are text fields so to allow the difference between a zero value (clear out a numeric field) and a blank value (do not change the field). Therefore, all numeric fields that have decimal positions must be keyed with the decimal point to correctly interpret the data. Text fields cannot be cleared through the offline process.

Alpha characters that are keyed lower case but are required to be upper case will be converted automatically.

If the Item Description 1 or Item Description 2 fields contain an ellipsis character (...) in the Excel worksheet, it will be removed from the fields in the update program because it is considered an invalid character.

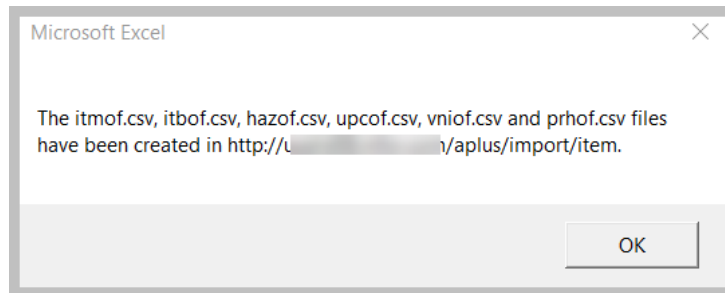
All date fields must be in the YYMMDD format.

The values on the Offline Future Prices File (PRHOF) worksheet are case-sensitive.

---

**Item Offline Workbook Fields and Buttons**

Field/Button/Action	Description
Create CSV	<p>The <b>CREATE CSV</b> button will be selected when the user is using a local copy of the <b>ItemOffline.xlsm</b> workbook, and wants to create the <b>.CSV</b> files in the same local directory as the workbook. This process will be used if your System i User ID does not have authority to create files or directly access the <b>\IFS\Root</b>. The <b>.CSV</b> files will then need to be copied from the local directory where they are created to an IFS directory that the user wants to use for the Offline Item Import.</p> <p>Additionally, the <b>CREATE CSV</b> button will be selected when the user is updating the <b>ItemOfflines.xlsm</b> workbook directly in their user directory on the <b>\IFS\Root</b>.</p> <p>Press the <b>CREATE CSV</b> button to take the data from the <b>ITMOF</b>, <b>ITBOF</b>, <b>HAZOF</b>, <b>UPCOF</b>, <b>VNIOF</b>, and <b>PRHOF</b> worksheets and create the <b>ITMOF.CSV</b>, <b>ITBOF.CSV</b>, <b>HAZOF.CSV</b>, <b>UPCOF.CSV</b>, <b>VNIOF.CSV</b>, and <b>PRHOF.CSV</b> files that will be used in the update.</p> <p>When completed, you will view the following popup window:</p>



FTP Upload	<p>Select the <b>FTP UPLOAD</b> button instead of the <b>CREATE CSV</b> button if your System i User ID has authority to create the <b>ITMOF.CSV</b>, <b>ITBOF.CSV</b>, <b>HAZOF.CSV</b>, <b>UPCOF.CSV</b>, <b>VNIOF.CSV</b>, and <b>PRHOF.CSV</b> files in an IFS directory. The <b>FTP UPLOAD</b> button will display a pop-up window to confirm the default data on the <b>FTPServerInformation</b> workbook tab. Accepting that window will then create and transfer the <b>.CSV</b> files to the user's <b>\IFS\Root</b> directory path specified for update.</p> <p>Press the <b>FTP UPLOAD</b> button to take the data from the <b>ITMOF</b>, <b>ITBOF</b>, <b>HAZOF</b>, <b>UPCOF</b>, <b>VNIOF</b>, and <b>PRHOF</b> worksheets and create the <b>ITMOF.CSV</b>, <b>ITBOF.CSV</b>, <b>HAZOF.CSV</b>, <b>UPCOF.CSV</b>, <b>VNIOF.CSV</b>, and <b>PRHOF.CSV</b> files that will be used in the update and transfer those files to the directory path specified on the FTP Upload Pop-Up Window (p. 57-15).</p>
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## FTP Upload Pop-Up Window

The screenshot shows a standard Windows-style dialog box titled "FTP Upload". It features a blue header bar with a close button (X) on the right. The main area is light gray and contains four labeled text input fields: "Server:" (containing "SERVERID"), "User ID:" (containing "APDEMO"), "Password:" (containing "\*\*\*\*\*"), and "IFS Path:" (containing "/aplus/import/item/APDEMO"). At the bottom of the dialog are two buttons: "OK" and "Cancel".

This pop-up window displays when you press the **FTP UPLOAD** button on the Item Offline Workbook (p. 57-8).

Use this window to confirm the default data on the **FTPServerInformation** workbook tab, and then create and transfer the **.CSV** files to the System i directory specified in the IFS path.

### FTP Upload Pop-Up Window

Field/Button/Action	Description
FTP Upload Information	<p>Accept or change the default information from the <b>FTPServerInformation</b> worksheet.</p> <p><b>Server:</b> Use to select the System i /IFS/Root directory that will be updated with the <b>.CSV</b> files to be updated. Key the IP address or the system name.</p> <p><b>User ID:</b> The System i User ID that created the <b>ItemOffline.xlsm</b>.</p> <p><b>Password:</b> The System i password for the specified <b>User ID</b>.</p> <p><b>IFS Path:</b> The folder structure that is used for the <b>ItemOffline.xlsm</b> and <b>.CSV</b> files. <b>/APLUS/IMPORT/ITEM</b> is required. A fourth level for the user should be used when multiple users are creating offline item updates.</p>

### FTP Upload Pop-Up Window

Field/Button/Action	Description
OK	<p>Press <b>OK</b> to create the ITMOF.CSV, ITBOF.CSV, HAZOF.CSV, UPCOF.CSV, VNIOF.CSV, and PRHOF.CSV files and FTP them to the System i directory specified in the <b>IFS Path</b> field. If the <b>IFS Path</b> is blank, then the path / APLUS/IMPORT/ITEM/&lt;USER ID&gt; will default in and be used when you press <b>OK</b> on the window.</p> <p>A message will appear when the upload process has been completed for 'each' file (that is, the file has been transferred to the IFS directory). When this upload process completed message appears, press <b>OK</b> to continue the process.</p> <p>When the window closes, go to the Offline Item Maintenance Screen (p. 57-5) (MENU IAMAST) and select option 2 to perform the updates.</p>
Error Message Box	<p>If this message box displays, check the following information on the FTPServerInformation tab:</p> <div data-bbox="522 837 1088 1106" data-label="Image"> <p>The image shows a standard Windows-style error dialog box. The title bar is blue and says 'Microsoft Excel'. The main text area is white and contains the text 'FTP File Errors - Upload Process not Completed'. At the bottom right, there is a single button labeled 'OK'.</p> </div> <ol style="list-style-type: none"> <li>1. Your server ID</li> <li>2. Requires a valid System i User ID</li> <li>3. Requires accurate password for the User ID</li> <li>4. The IFS path is invalid, verify setup including slashes / APLUS/IMPORT/ITEM/&lt;User ID&gt;</li> </ol> <p>There was some sort of communication error that is preventing you from transferring files to the System i.</p>
Cancel	<p>Press <b>CANCEL</b> to abort the update of the .CSV files to the directory specified in the IFS Path field on the FTP Upload Pop-Up Window (p. 57-15).</p>

## Offline Item Import Status Screen

<b><u>OFFLINE ITEM IMPORT STATUS</u></b>		
<b><u>Offline File</u></b>	<b><u>Report Name</u></b>	<b><u>Status</u></b>
ITMOF	IA130	Processed Successfully
ITBOF	IA130	No records found
HAZOF	IA130	Processed Successfully
UPCOF	IA130	Processed Successfully
VNIOF	IA130V	Errors/Warnings have been detected
PRHOF	OP160	Errors/Warnings have been detected

This screen displays after selecting Option 2 on the Offline Item Maintenance Screen (p. 57-5), and once the offline item import processing completes.

Use this screen to review the result of the import processing for each worksheet from the Item Offline Excel spreadsheet. The status and output report details for each offline file is shown.

All fields on this screen are display only.

### Offline Item Import Status Screen

<b>Field/Button/Action</b>	<b>Description</b>
Offline File	<p>This column provides the name of the Offline Item Maintenance File that was processed:</p> <ul style="list-style-type: none"> <li>• ITMOF - Offline Item Master File</li> <li>• ITBOF - Offline Item Balance File</li> <li>• HAZOF - Offline Hazardous Material File</li> <li>• UPCOF- Offline UPC and GTIN Item/UOM Cross Reference File</li> <li>• VNIOF - Offline Vendor/Item File</li> <li>• PRHOF - Offline Future Prices Header File</li> </ul>
Report Name	<p>This column is the name of the output report, if it was printed.</p> <p>Reports might contain error or warning messages detected in the Item Offline Import processing of the corresponding Offline file.</p>
Status	<p>This column displays the results of the Item Offline Import processing of the corresponding Offline file.</p>

### Offline Item Import Status Screen

Field/Button/Action	Description
Enter	After reviewing Offline Item Import process status for each of the worksheets, press <a href="#">ENTER</a> to return to MENU IAMAST.

---



## Item Offline Errors/Warnings Report

IA130	5/02/19	14:52:07	ITEM MASTER OFFLINE ERRORS/WARNINGS			BW/APDEMO	PAGE: 1
Item Number	WH	Function	Message Type	Message Text			
13150117		Add	Error	1851: If price u/m equals another u/m the cnv. factors must equal			
13150117		Add	Error	0961: Omit/Bypass options must be ' ', 'C', 'P' or 'B'.			
13150117		Add	Error	9849: Length cannot be zero.			
13150117		Add	Error	9850: Width cannot be zero.			
13150117		Add	Error	9851: Height cannot be zero.			
IA130	5/02/19	14:52:07	ITEM BALANCE OFFLINE ERRORS/WARNINGS			BW/APDEMO	PAGE: 2
Item Number	WH	Function	Message Type	Message Text			
13150117	1	Add	* Error	1201: Item entered is not a valid item.			
			Item Master Errors:	5			
			Item Master Warnings:	0			
			Item Balance Errors:	1			
			Item Balance Warnings:	0			
			Item Hazmat Errors:	0			
			Item Hazmat Warnings:	0			
			UPC/GTIN Errors:	0			
			UPC/GTIN Warnings:	0			
* Additional errors may exist for this record.							
IA130	5/02/19	14:52:07	ITEM HAZMAT OFFLINE ERRORS/WARNINGS			BW/APDEMO	PAGE: 3
Item Number		Function	Message Type	Message Text			
160115		Change	Error	7644: Hazard Class Codes cannot be the same			
410056		Change	Error	7644: Hazard Class Codes cannot be the same			
494052		Change	Error	7644: Hazard Class Codes cannot be the same			
494052-1		Change	Error	7644: Hazard Class Codes cannot be the same			
951361		Change	Error	7644: Hazard Class Codes cannot be the same			
			Item Master Errors:	0			
			Item Master Warnings:	0			
			Item Balance Errors:	0			
			Item Balance Warnings:	0			
			Item Hazmat Errors:	5			
			Item Hazmat Warnings:	0			
			UPC/GTIN Errors:	0			
			UPC/GTIN Warnings:	0			
IA130	5/02/19	14:52:07	ITEM UPC/GTIN OFFLINE ERRORS/WARNINGS			BW/APDEMO	PAGE: 4
Item Number	TP	Function	Message Type	Message Text			
A350	1	Add	Error	7364: UPC Code cannot be an existing item number			
			Item Master Errors:	0			
			Item Master Warnings:	0			
			Item Balance Errors:	0			
			Item Balance Warnings:	0			
			Item Hazmat Errors:	0			
			Item Hazmat Warnings:	0			
			UPC/GTIN Errors:	1			
			UPC/GTIN Warnings:	0			

This report prints for any error or warning message that was found in the Item Offline process. It will include error or warning messages that were detected while processing the following files:

- Offline Item Master (ITMOF)
- Offline Item Balance (ITBOF)
- Offline Hazardous Material (HAZOF)
- Offline UPC and GTIN Item/UOM Cross Reference (UPCOF)

The specific title and heading of the file from which the error or warning message is detected is included in a separate section on this report.

For error or warning messages detected during the Offline Vendor/Item import process, refer to the Vendor/Item Offline Errors/Warnings/Deletions Report (p. 57-21).

If you are unsure of what a message is telling you, display the message and its second level help text for additional information by keying: **DSPMSGD RANGE(USRnnnn) MSGF(DWERR)** and press **ENTER** where **nnnn** is the MIC message number printed on the report.

Fields that are found to be the same from the worksheet to the file being updated will simply be ignored. They are not printed as a error or warning and they are not updated to the activity files.

### Item Offline Errors/Warnings Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.
Item Number	The item number that was submitted from workbook pages ITMOF, ITBOF, HAZOF, and/or UPCOF of the <i>ItemOffline.xlsm</i> document. Lowercase letters have been converted to uppercase letters to meet the criteria for the item number field in the Item Master File (ITMST).
WH	The warehouse number that was submitted from the <i>ItemOffline.xlsm</i> document. Lowercase letters have been converted to uppercase letters to meet the criteria for the item number field in the Item Balance File (ITBAL).
Function	Displays <b>Add</b> , <b>Change</b> , <b>Delete</b> , or <b>Suspend</b> as submitted from the <i>ItemOffline.xlsm</i> document.
Message Type	<p>Displays * <b>Error</b>, <b>Error</b> or <b>Warning</b>.</p> <p>Warning messages should be reviewed and the data submitted should be reviewed for accuracy as the data may have been changed by the program as it was updated to the files.</p> <p>All error messages have prevented the requested maintenance action from updating and will need to be resubmitted after the error condition is corrected in the <i>ItemOffline.xlsm</i>.</p>
Message Text	<p>The message text is the MIC message that would have been issued if the requested change was being keyed by the user.</p> <p>Use the following command to review the MIC message and the second level help text inserting the MIC message number to the USRnnnnn parameter.</p> <p><b>DSPMSGD RANGE(USRnnnnn) MSGF(DWERR)</b></p> <p>Select the option to Display Message Text to view the MIC message and the associated second level help text.</p>

## Vendor/Item Offline Errors/Warnings/Deletions Report

P0135	05/01/19 12:54:38	VENDOR/ITEM OFFLINE ERRORS/WARNINGS/DELETIONS				AN/APDEMO	PAGE: 1
Vendor	Item Number	WH	Function	Msg Type	Message Text		
-----							
IC8000	A110		Add	* Error	1374: The Item Cost is too large - Local equivalent truncated		
IC8000	C120		Change	* Error	1374: The Item Cost is too large - Local equivalent truncated		
IC8000	C120	3	Change	* Error	1374: The Item Cost is too large - Local equivalent truncated		
IC8000	C120	5	Add	* Error	1374: The Item Cost is too large - Local equivalent truncated		
				Vendor/Item Errors:	4		
				Vendor/Item Warnings:	0		
				Vendor/Item Deletions:	0		
* Additional errors may exist for this record.							

This report prints for any error, warning, or deletion message that was detected during the Offline Vendor/Item import process. It will include error, warning, or deletion messages that were detected while processing the Offline Vendor/Item File (VNIOF).

Any item marked as **\* Error** indicates that there is critical information missing or incorrect and that the requested add/change/delete did not happen. When an item has critical errors, the checking for other errors or warnings is skipped.

Any item marked as **Error** indicates that the requested add/change/delete did not happen due to additional errors found.

Any item marked as **Warning** should be reviewed for accuracy as the system made an adjustment to the requested data.

If you are unsure of what a message is telling you, display the message and its second level help text for additional information by keying: **DSPMSGD RANGE(USRnnnn) MSGF(DWERR)** and press **ENTER** where **nnnn** is the MIC message number printed on the report.

Fields that are found to be the same from the worksheet to the file being updated will simply be ignored. They are not printed as a error or warning and they are not updated to the activity files.

### Vendor/Item Offline Errors/Warnings/Deletions Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.

**Vendor/Item Offline Errors/Warnings/Deletions Report**

Report/Listing Fields	Description
Vendor	The vendor number that was submitted from the workbook page VNIOF of the <i>ItemOffline.xlsm</i> document.
Item Number	The item number that was submitted from the <i>ItemOffline.xlsm</i> document. Lowercase letters have been converted to uppercase letters to meet the criteria for the item number field in the Item Master File (ITMST).
WH	The warehouse number that was submitted from the <i>ItemOffline.xlsm</i> document. Lowercase letters have been converted to uppercase letters to meet the criteria for the item number field in the Item Balance File (ITBAL).
Function	Displays <b>Add</b> , <b>Change</b> , or <b>Delete</b> as submitted from the <i>ItemOffline.xlsm</i> document.
Msg Type	<p>Displays * <b>Error</b>, <b>Error</b> or <b>Warning</b>.</p> <p>Warning messages should be reviewed and the data submitted should be reviewed for accuracy as the data may have been changed by the program as it was updated to the files.</p> <p>All error messages have prevented the requested maintenance action from updating and will need to be resubmitted after the error condition is corrected in the <i>ItemOffline.xlsm</i>.</p>
Message Text	<p>The message text is the MIC message that would have been issued if the requested change was being keyed by the user.</p> <p>Use the following command to review the MIC message and the second level help text inserting the MIC message number to the USRnnnn parameter.</p> <p><b>DSPMSGD RANGE(USRnnnn) MSGF(DWERR)</b></p> <p>Select the option to Display Message Text to view the MIC message and the associated second level help text.</p>

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The Inventory Accounting Physical Inventory Menu (MENU IAPHYS) is used to perform a physical count of your inventory and update Inventory Accounting accordingly.

---

**Important**

If Warehouse Management is installed on your system, physical inventories are performed through MENU WMPHYS. If this is the case, refer to the Warehouse Management manual for an explanation of this menu; otherwise, reference this section.

If Customer Consignment is installed, physical inventories are not performed in consignment warehouses.

---

This section describes the features and steps for performing a physical inventory.

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## Count Sheets

Inventory Accounting prints Count Sheets to be used to record count quantities. The format of Count Sheets is selected through Count Sheet Creation (MENU IAPHYS).

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## Performing a Physical Inventory

All of the steps of performing a physical inventory are provided on MENU IAPHYS. Before proceeding with the steps outlined below, plan for a clean cut off of shipping and receiving. Items should be deleted from the warehouse prior to a physical inventory, not during it. Additionally, you should verify that all receipts have been posted; this is accomplished in:

- Purchasing through PO Receipts Register (MENU POMAIN)
  - Purchasing through Enter or Change Receivers or PO Receipts (MENU POMAIN)
  - Warehouse Management (MENU WMMAIN)
-

- Or, if Purchasing is not installed, through Inventory Accounting through Process Transactions (MENU IAMAIN)

Additionally, you must have run Day-End Processing (MENU XAMAST) to ensure that all shipments have been subtracted from the quantity on-hand. Once the receipts and shipments have been entered, no other goods can be received or shipments invoiced until the inventory has been counted.

---

### **Important**

When performing a physical inventory in Distribution A+, it is very important to physically count your inventory before you ship or receive items. Even if you do not immediately enter the physical inventory counts through Enter/Update Inventory Counts (MENU IAPHYS), you may resume processing daily transactions after you have completed physically counting your items.

However, if you are doing your physical inventory for your year-end and you want a year-end valuation report, do not process any transactions until you update your counts (posts) and print your valuation report.

---

The primary steps of performing a physical inventory include:

1. Count Sheet Creation (MENU IAPHYS). Freeze the inventory quantities and print Count Sheets using this option. Count Sheets are used to enter quantities counted during physical inventory. Count the inventory items and record the correct counts for each unit of measure listed on the Count Sheet. It is also recommended that you print a Stock Status Report (MENU IAREPT) and a Valuation Report (MENU IAREPT) at this time.
2. Enter/Update Inventory Counts (MENU IAPHYS). Enter the inventory counts. All items must have a count entered for each unit of measure. Zero is a valid entry and will flag the item as counted.
3. Inventory Count Status Report (MENU IAPHYS). Run this report to ensure that all items have been counted and entered.
4. Inventory Variance Report (MENU IAPHYS). Once all of the counts are entered, run this report. Use Item History (MENU IAREPT) to verify large variances if shipping and receiving have been resumed; otherwise, recount the items. Changes to the counts can be made using Count Sheet Creation (MENU IAPHYS).
5. Update Physical Inventory (MENU IAPHYS). Update the physical inventory using this option. The update will calculate the new quantity on-hand as follows:  
$$\text{New Qty} = (\text{Count} - \text{Frozen Quantity On-Hand}) + \text{Current Quantity On-Hand}$$
6. Run another Stock Status Report (MENU IAREPT) and Valuation Report (MENU IAREPT) to compare to the reports previously run (step 1).

In addition to the primary steps, you may perform any of the following secondary steps to assist with your physical inventory recording:

- Reprint or Print Blank Sheets (MENU IAPHYS). You may print more copies of the original Count Sheets if they are lost or damaged, or you may print blank Count Sheets to have on-hand. Blank sheets may be used to record items found during the actual counting process that are not on the printed sheet. Inventory counts keyed on blank sheets will be added to the quantity on-hand of the item even if the item is also found in an additional location.

- Cancel Physical Inventory (MENU IAMAST). Use this option to cancel an existing set of Count Sheets.





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Use Option 1 - Count Sheet Creation on the Inventory Accounting Physical Inventory Menu (MENU IAPHYS) to print the Count Sheets required to record physical inventory counts. Running this option will freeze inventory quantities for the entire warehouse. Once inventory is frozen, it is very important to physically count your inventory items. Even if you have not completed the options Enter/Update Inventory Counts (MENU IAPHYS) and Update Physical Inventory (MENU IAPHYS), you may resume processing daily transactions and updates when you have physically completed counting your items.

If Customer Consignment is installed, physical inventories are not performed in consignment warehouses.

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## Count Sheet Creation

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Count Sheet Creation Process Screen	Used to specify the warehouse and items for which to print count sheets.
Physical Inventory Count Sheet	Prints the items that are to be counted with blanks to fill in the actual counts.

---

## When To Run This Option

Completion of this option indicates that a physical inventory is active for the specified warehouse. This option cannot be selected again for any selection criteria for the specified warehouse while the physical inventory is active. You must either Update Physical Inventory (MENU IAPHYS) or Cancel Physical Inventory (MENU IAMAST) before you can re-select this option.

---

## Count Sheet Creation Process Screen

PHYSICAL INVENTORY COUNT SHEET CREATION PROCESS			
<u>Selection:</u>			
Warehouse?	- .	To?	...
Item Class?	... / ...	To?	... / ...
Item Number:	.....	To:	.....
Vendor:	.....	To:	.....
ABC Code:	..	To:	..
Location:	.....	To:	.....
Physical Inv. Code?	..	To?	..
Cycle Count Code?	..	To?	..
Include Non-Stock Items:	.. (Y/N)		
			F3=Cancel

This screen displays after selecting option **1** - Count Sheet Creation on the Inventory Accounting Physical Inventory Menu (MENU IAPHYS). Use this screen to select the warehouse and items for which Count Sheets are printed through this option. You also have the option to include or exclude non-inventory items.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

### Count Sheet Creation Process Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	<p>This is the range of warehouses for which Count Sheets will be printed (physical inventory for the selected warehouses cannot be active. Refer to “When To Run This Option” on page 59-1.)</p> <p>Key the warehouse numbers to print.</p> <hr/> <p>NOTE: All warehouses selected in the FROM/TO Range must be valid warehouses. Therefore, both the FROM/TO warehouse values must be valid warehouses.</p> <hr/> <p><i>Valid Values:</i> Any warehouses defined through Warehouse Numbers Maintenance (MENU IAFILE)</p> <p>(2 @ A 2) Optional</p>

### Count Sheet Creation Process Screen Fields and Function Keys

Field/Function Key	Description
Item Class	<p>This is the range of item classes/sub-classes of the items to print. If the sub-class is left blank, all sub-classes within the item class indicated will print.</p> <p>Key the item classes/sub-classes to print.</p> <p><i>Valid Values:</i> Any item class/sub-classes defined through Item Class/Sub Class Maintenance (MENU IAFILE)</p> <p>(2 @ A 2/A 2) Optional</p>
Item Number	<p>This is the range of item numbers to print on the Count Sheets.</p> <p>Key the item numbers to be included.</p> <p><i>Valid Values:</i> Any item numbers defined through Item Master Maintenance (MENU IAFILE)</p> <p>(2 @ A 27) Optional</p>
Vendor	<p>This is the range of vendors assigned to the items to print. A primary vendor may be assigned to an item through Item Master Maintenance (MENU IAFILE) and/or an item/warehouse through Item Balance Maintenance (MENU IAFILE).</p> <p><i>Valid Values:</i> Any vendors defined through Vendor Master Maintenance (MENU IAFILE)</p> <p>(2 @ A 6) Optional</p>
ABC Code	<p>Items may be assigned ABC codes as a way to categorize or rank items.</p> <p>Key the range of ABC codes to print.</p> <p><i>Valid Values:</i> Any ABC code created through ABC Codes Maintenance (MENU IAFIL2) and assigned to an item through Item Master Maintenance (MENU IAFILE), or automatically ranked through ABC Analysis (MENU IAREPT)</p> <p>(2 @ A 1) Optional</p>
Location	<p>This is the primary location of where the item is stocked in a warehouse. A primary location may be assigned to an item through Item Balance Maintenance (MENU IAFILE).</p> <p>Key the range of stocking locations assigned to the items to print.</p> <p>(2 @ A 8) Optional</p>
Physical Inv. Code	<p>Physical inventory codes are used to perform a partial physical inventory for only locations that contain the items that have the desired physical inventory codes.</p> <p>Key the range of physical inventory codes for which Count Sheets will print.</p> <p><i>Valid Values:</i> Any physical inventory code created through Physical Inventory Codes Maintenance (MENU IAFIL2) and assigned to an item through Item Balance Maintenance (MENU IAFILE)</p> <p>(2 @ A 1) Optional</p>

### Count Sheet Creation Process Screen Fields and Function Keys

Field/Function Key	Description
Cycle Count Code	<p>Item cycle count codes are used to perform a partial physical inventory for only locations that contain the items that have the desired cycle count codes. Key the range of item cycle count codes for which Count Sheets will print.</p> <p><i>Valid Values:</i> Any item cycle count code created through Cycle Count Codes Maintenance (MENU IAFIL2) and assigned to an item through Item Balance Maintenance (MENU IAFILE)</p> <p>(2 @ A 1) Optional</p>
Include Non-Inventory Items	<p>This field determines if non-inventory items will be included on the Count Sheets. A non-inventory item is one that has been designated as such by entering an <b>N</b> in the <b>Update Inventory</b> field in Item Master Maintenance (MENU IAFILE).</p> <p>Key <b>Y</b> to include non-inventory items. Both inventory and non-inventory items will be included on the Count Sheets.</p> <hr/> <p>NOTE: For every item listed on the Count Sheets you must enter a quantity; therefore, if you respond with a <b>Y</b> here, you will be required to enter quantities for all non-inventory items.</p> <hr/> <p>Key <b>N</b> to exclude non-inventory items. Only inventory items will be included on the Count Sheets.</p> <p>(A 1) Required</p>
F3=Cancel	Press <b>F3=CANCEL</b> to cancel this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The Report Options Screen will display (refer to the Cross Applications User Guide for details about this screen).

## Physical Inventory Count Sheet

IA432 10/22/11 20.05.57 PHYSICAL INVENTORY COUNT SHEET AA/QPGMR SHEET: 1		WAREHOUSE 1 -Hartford, CT		
PA/FF A500	File Folders - Manilla	CAS	EA	01
	Box of 100 - letter size			
PA/FF A510	File Folders - 4 Assorted Color	CAS	EA	02
	Box of 100 - letter size			
PA/FF A520	File Folders - Red	CAS	EA	03
	Box of 100 - letter size			
PA/FF A530	File Folders - Yellow	CAS	EA	04
	Box of 100 - letter size			
PA/FF A540	File Folders - Blue	CAS	EA	05
	Box of 100 - letter size			
PA/FF A550	File Folders - Green	CAS	EA	06
	Box of 100 - letter size			
PA/FF A580	File Folders - Manilla	CAS	EA	07
	Box of 100 - legal size			

Count Sheets are printed after making your selections on the Count Sheet Creation Process Screen (p. 59-2) and Report Options Screen (refer to the Cross Applications User Guide for details about this screen.)

Count Sheets print in warehouse number, primary location, item number, and item class/sub-class sequence. The items you selected and their stocking locations are included. Blank columns are provided for entering the quantities counted during the physical inventory. A secondary location will print on the count sheet if a secondary location was specified in the **Location** field on the Count Sheet Creation Process Screen (p. 59-2).

NOTE: Count Sheets are intended to print on 8.5" by 11" paper. Verify that the stock paper is aligned as close to the top of the page as possible.

### Physical Inventory Count Sheet

Report/Listing Fields	Description
SHEET	The number assigned to this Count Sheet. This number is used when entering or updating physical inventory counts through Enter/Update Inventory Counts (MENU IAPHYS).
Item Number/Description	The number of the item being counted. The item description displays below the item number.
U/M / Count	The units of measure in which the item is stocked. To the right of each unit of measure is the <b>Count</b> column. This column is provided so that you can enter the physical counts for each item in their respective unit of measure.

### Physical Inventory Count Sheet

Report/Listing Fields	Description
Line	The line number associated with each item on the Count Sheet.

---

---

Use Option 2 - Reprint or Print Blank Sheets on the Inventory Accounting Physical Inventory Menu (MENU IAPHYS) to print additional or blank Physical Inventory Count Sheets. You should run at least ten blank Physical Inventory Count Sheets on which to enter items that are not defined through Item Master Maintenance (MENU IAFILE).

If Customer Consignment is installed, physical inventories are not performed in consignment warehouses.

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## Reprint or Print Blank Sheets

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Reprint or Print Blank Sheets Screen	Use to select the warehouse for which to print extra sheets.
Physical Inventory Count Blank Sheet	Prints a blank sheet with blank for all information to be filled in.

---

## When To Run This Option

Reprint Physical Inventory Count Sheets when you need additional copies of the original sheets. Print blank Physical Inventory Count Sheets whenever you need to have more blank sheets on-hand to record those items that are not printed on a Physical Inventory Count Sheet but are found in a warehouses during the actual counting process. Inventory counts keyed on blank sheets will be added to the quantity on-hand of the item even if the item is also found in an additional location.

---

## Reprint or Print Blank Sheets Screen

REPRINT OR PRINT BLANK SHEETS

Warehouse?            - .

Reprint sheets:       . . . . .       To:       . . . . .

- or -

Print: . . . Blank sheet(s)

F3=Cancel

This screen appears after selecting option **2** - Reprint or Print Blank Sheets on the Inventory Accounting Physical Inventory Menu (MENU IAPHYS). Use this screen to select the warehouse for which additional Physical Inventory Count Sheets will be printed, or the warehouse in which you wish to print blank sheets.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

### Reprint or Print Blank Sheets Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Key the two character Warehouse ID of a warehouse that has an active physical inventory. (A 2) Required

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### Reprint or Print Blank Sheets Screen Fields and Function Keys

Field/Function Key	Description
Reprint sheets	<p>This field is required if the <b>Print: __ Blank sheet(s)</b> field is blank. Otherwise, this field must be left blank if you are printing blank sheets. You cannot reprint Physical Inventory Count Sheets and print blank sheets simultaneously; you must perform these functions separately.</p> <p>Use this field to reprint Physical Inventory Count Sheets. The range you enter in this field limits the number of sheets to reprint.</p> <p>Key the range of the sheet numbers to be reprinted. The number of the sheet displays in the <b>Sheet</b> field on the Physical Inventory Count Sheet (p. 59-5).</p> <p><i>Valid Values:</i> Any sheet number previously printed through Count Sheet Creation (MENU IAPHYS); a value must be entered in the FROM range; the TO range is optional</p> <p>(2 @ N 7,0) Required/Blank</p>
Print: __ Blank sheet(s)	<p>This field is required if the <b>Reprint sheets</b> field is blank. Otherwise, this field must be left blank if you are reprinting Physical Inventory Count Sheets. You cannot reprint sheets and print blank sheets simultaneously; you must perform these functions separately.</p> <p>This field is used to determine how many blank Physical Inventory Count Sheets will print.</p> <p>Key the quantity of blank sheets you wish to print.</p> <p>(N 2,0) Required/Blank</p>
F3=Cancel	Press <b>F3=CANCEL</b> to cancel this option and return to the menu.
Enter	<p>Press <b>ENTER</b> to confirm your selections.</p> <p>The Physical Inventory Count Sheet (p. 59-5) will reprint, if you selected to reprint Physical Inventory Count Sheets. Refer to Count Sheet Creation (MENU IAPHYS) for an explanation of Physical Inventory Count Sheets.</p> <p>If you selected to print blank sheets, the Physical Inventory Count Blank Sheet (p. 60-4) will print.</p>

## Physical Inventory Count Blank Sheet

IA435	10/22/11	21.56.27	PHYSICAL INVENTORY COUNT SHEET	AB/QPGM	SHEET:	2
			WAREHOUSE 1 -Hartford, CT			
_____	_____	_____	_____	_____	_____	1
_____	_____	_____	_____	_____	_____	2
_____	_____	_____	_____	_____	_____	3
_____	_____	_____	_____	_____	_____	4
_____	_____	_____	_____	_____	_____	5
_____	_____	_____	_____	_____	_____	6
_____	_____	_____	_____	_____	_____	7
_____	_____	_____	_____	_____	_____	8
_____	_____	_____	_____	_____	_____	9
_____	_____	_____	_____	_____	_____	10
_____	_____	_____	_____	_____	_____	11
_____	_____	_____	_____	_____	_____	12
_____	_____	_____	_____	_____	_____	13
_____	_____	_____	_____	_____	_____	14
_____	_____	_____	_____	_____	_____	15
_____	_____	_____	_____	_____	_____	16
_____	_____	_____	_____	_____	_____	17
_____	_____	_____	_____	_____	_____	18
_____	_____	_____	_____	_____	_____	19
_____	_____	_____	_____	_____	_____	20

The Physical Inventory Count Blank Sheet will print if you selected to print blank sheets on the Reprint or Print Blank Sheets Screen (p. 60-2) You should run at least ten blank sheets on which to enter items that are not defined through Item Master Maintenance (MENU IAFILE) but found in a warehouses.

Use Option 3 - Enter/Update Inventory Counts on the Inventory Accounting Physical Inventory Menu (MENU IAPHYS) to enter (or update) the results of your physical inventory into Inventory Accounting. From the Count Sheets created through Count Sheet Creation (MENU IAPHYS), you key the item counts for each valid unit of measure. Zero is a valid entry and will flag the item as counted. Items with missing counts will be flagged on the Inventory Count Status Report (MENU IAPHYS), until a count is entered for the items.

If Customer Consignment is installed, physical inventories are not performed in consignment warehouses.

## Enter/Update Inventory Counts

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Enter/Update Inventory Counts Selection Screen	Use to specify the warehouse and count sheet number for the counts being entered.
Enter/Update Inventory Counts Screen	Used to enter the counts for items.
Update Count Screen	Used to update a count for items.

## When To Run This Option

This option may be selected only if a physical inventory is active. This means that you have previously printed Count Sheets through Count Sheet Creation (MENU IAPHYS), and have not updated inventory through Update Physical Inventory (MENU IAPHYS), or canceled the physical inventory through Cancel Physical Inventory (MENU IAMAST).

Before you can update inventory, you must key the results of all printed Count Sheets through this option and print the Inventory Count Status Report (MENU IAPHYS). If the Inventory Count Status Report indicates that there are still outstanding Count Sheets, you must key those Count Sheet counts through this option.

---

### **Important**

Once inventory counts for all Count Sheets have been entered and once the Inventory Count Status Report has been printed for the warehouse to verify counts, then you will not be allowed to cancel the physical inventory through Cancel Physical Inventory (MENU IAPHYS). Therefore, make sure you are ready to enter inventory counts.

---

# Enter/Update Inventory Counts Selection Screen

ENTER/UPDATE INVENTORY COUNTS

Warehouse?    - .

Sheet Number:    .....

F3=Exit

F22=Entry/Update

F23=Speed Entry

This screen appears after selecting option **3** - Enter/Update Inventory Counts on the Inventory Accounting Physical Inventory Menu (MENU IAPHYS). Use this screen to select the warehouse and sheet number for which completed Count Sheets will be entered into Inventory Accounting.

## Enter/Update Inventory Counts Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	<p>This is the warehouse containing the inventory to be entered or updated.</p> <p>Key the two character Warehouse ID that has an active physical inventory for which you will enter or update your physical inventory counts.</p> <p>(A 2) Required</p>
Sheet Number	<p>The number of the Count Sheet from which physical inventory is being entered or updated. This number is printed on the upper right portion of each Count Sheet in the <b>Sheet</b> field.</p> <p>Key the number of the Count Sheet for which you will enter physical inventory counts or update existing ones.</p> <p>(N 7,0) Required</p>
F3=Exit	<p>Press <b>F3=EXIT</b> to cancel this option and return to the menu.</p>
F22=Entry/Update	<p>After selecting a <b>Warehouse</b> and <b>Sheet Number</b>, press <b>F22=ENTRY/UPDATE</b> to update the count of an item or to add another item to an empty sheet. The Update Count Screen (p. 61-7) will appear.</p>

**Enter/Update Inventory Counts Selection Screen Fields and Function Keys**

Field/Function Key	Description
F23=Speed Entry	After selecting a <b>Warehouse</b> and <b>Sheet Number</b> , press F23=SPEED ENTRY to allow for a faster method of entry. This type of entry will process a valid transaction immediately without any confirmation. You will remain in this mode until you press F22=ENTRY/UPDATE. F22=ENTRY/UPDATE requires the user to confirm the information before accepting it. The Enter/Update Inventory Counts Screen (p. 61-5) will appear.
Enter	After selecting a <b>Warehouse</b> and <b>Sheet Number</b> , press ENTER to key physical inventory counts. Speed entry mode is assumed until you press F22=ENTRY/UPDATE to enter/update with confirmation. The Enter/Update Inventory Counts Screen (p. 61-5) will appear.

## Enter/Update Inventory Counts Screen

WH: 1		ENTER/UPDATE INVENTORY COUNTS						SHEET NO: 1	
LN	Item Number	STA	U/M	Count	U/M	Count	U/M	Count	
01	A500	NN	CAS	-	EA				
02	A510	NN	CAS		EA				
03	A520	NN	CAS		EA				
04	A530	NN	CAS		EA				
05	A540	NN	CAS		EA				
06	A550	NN	CAS		EA				

F3=Exit      F12=Return

This screen appears after you press **ENTER** or **F23=SPEED ENTRY** on the Enter/Update Inventory Counts Selection Screen (p. 61-3). Use this screen to enter physical inventory item counts for each unit of measure into Inventory Accounting; up to 20 item counts can be entered.

### Enter/Update Inventory Counts Screen Fields and Function Keys

Field/Function Key	Description
WH	The warehouse for which you are entering physical inventory counts. Display
SHEET NO	The number of the Count Sheet that was used to count the physical inventory for this warehouse and for which you are entering physical inventory counts. Display

### Enter/Update Inventory Counts Screen Fields and Function Keys

Field/Function Key	Description
Item Information	<p>The following item information displays:</p> <ul style="list-style-type: none"> <li>• <b>LN:</b> The line number associated with the item.</li> <li>• <b>Item Number:</b> The number of the item for which counts will be entered.</li> <li>• <b>STA:</b> The status of the item on the Count Sheet: <b>Y</b> displays if the count has been completed; otherwise, <b>N</b> displays. This field does not get updated until the Inventory Count Status Report (MENU IAPHYS) has been run in order to determine which Count Sheets are complete.</li> <li>• <b>U/M:</b> For each item, you may have defined up to three units of measure through Item Master Maintenance (MENU IAFILE). One Count field is displayed for each unit of measure. Therefore, the number of units of measure you have for an item determines how many different counts you may key for that item. When entering the results of the physical inventory on this screen, enter the item counts for the appropriate units of measure.</li> </ul> <p>Display</p>
Count / U/M	<p>This field is used to enter the physical inventory item counts for each unit of measure.</p> <p>Key the counts that have been written on your Count Sheets for each unit of measure.</p> <p>(N 11,3) Required</p>
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
F12=Return	Press <b>F12=RETURN</b> to return to the Enter/Update Inventory Counts Selection Screen (p. 61-3) without saving any additions or changes made to this screen.
Enter	Press <b>ENTER</b> twice to confirm your selections. The Enter/Update Inventory Counts Selection Screen (p. 61-3) will appear.



# Update Count Screen

ENTER/UPDATE INVENTORY COUNTS									
WH: 1								SHEET NO: 1	
LN	Item Number	STA	U/M	Count	U/M	Count	U/M	Count	
01	A500	NN	CAS	.000	EA	.000			
02	A510	NN	CAS	.000	EA	.000			
03	A520	NN	CAS	.000	EA	.000			
04	A530	NN	CAS	.000	EA	.000			
05	A540	NN	CAS	.000	EA	.000			
06	A550	NN	CAS	.000	EA	.000			

Line	Item Number	U/M	Count	Sheet No:	Last
-	.....		.000	.....	
			.000		
			.000		

F3=Exit    F12=Return

This screen appears after pressing **F22=ENTRY/UPDATE** on the Enter/Update Inventory Counts Selection Screen (p. 61-3). Use this screen to update the count of an item on a Count Sheet or to add to an empty sheet an item not defined through Item Master Maintenance (MENU IAFILE) by keying the line number and pressing **ENTER**.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:

- \* **PAGE DOWN** or **SHIFT-ROLL FWD** to display the next screen
- \* **PAGE UP** or **SHIFT-ROLL BACK** to display the previous screen.

## Update Count Screen Fields and Function Keys

Field/Function Key	Description
WH	The warehouse for which you are entering physical inventory counts. Display
SHEET NO	The number of the Count Sheet that was used to count the physical inventory for this warehouse and for which you are entering physical inventory counts. Display
LN	The line number associated with the item. Display
Item Number	The number of the item for which counts will be entered. Display

### Update Count Screen Fields and Function Keys

Field/Function Key	Description
STA	<p>The status of the item on the Count Sheet.</p> <p><b>Y</b> displays if the count has been completed; otherwise, <b>N</b> displays.</p> <p>This field does not get updated until the Inventory Count Status Report (MENU IAPHYS) has been run in order to determine which Count Sheets are complete.</p> <p>Display</p>
U/M	<p>For each item, you may have defined up to three units of measure through Item Master Maintenance (MENU IAFILE). One Count field is displayed for each unit of measure. Therefore, the number of units of measure you have for an item determines how many different counts you may key for that item. When entering the results of the physical inventory on this screen, enter the item counts for the appropriate units of measure.</p> <p>Display</p>
Count / U/M	<p>This field displays the physical inventory item counts for each unit of measure.</p> <p>Display</p>
Line	<p>This field is used to select the item whose count you wish to update.</p> <p>Key the line number (<b>LN</b>) corresponding to the item. After keying the number and pressing <b>ENTER</b>, the <b>Item Number</b>, <b>U/M</b>, and current <b>Count</b> will display in the fields to the right of this field.</p> <p>(N 2,0) Required</p>
Count	<p>After selecting an item in the <b>Line</b> field, the current item count displays.</p> <p>Key the new item count for each unit of measure displayed, and press <b>ENTER</b> twice to confirm. The top portion of the screen will change to reflect the new item counts entered.</p> <p>(N 11,3) Required</p>
Sheet No	<p>Use this field to change the Count Sheet displayed. The current Count Sheet number is displayed on the top right portion of the screen.</p> <p>(N 7,0) Optional</p>
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
F12=Return	Press <b>F12=RETURN</b> to return to the Enter/Update Inventory Counts Selection Screen (p. 61-3) without updating the counts for this item.
Enter	<p>After selecting an item number and entering the new item count, press <b>ENTER</b> twice to confirm the count entered for this item. To return to the Enter/Update Inventory Counts Selection Screen (p. 61-3), press <b>F12=RETURN</b>. To return to menu, press <b>ENTER</b>.</p>

Use Option 4 - Inventory Count Status Report on the Inventory Accounting Physical Inventory Menu (MENU IAPHYS) to print the Inventory Count Status Report. This report indicates which Counts Sheets and lines on a Count Sheet have not been entered into Inventory Accounting through Enter/Update Inventory Counts(MENU IAPHYS). Since all Counts Sheets must be accounted for before you can update inventory counts through Update Physical Inventory (MENU IAPHYS), use this report to determine which Counts Sheets and lines on a Count Sheet are outstanding.

This is a required step. You cannot update inventory counts until you have selected this option and resolved any outstanding Counts Sheets (i.e., those printed on this report.) You must also run this option prior to running the Inventory Variance Report (MENU IAPHYS).

If Customer Consignment is installed, physical inventories are not performed in consignment warehouses.

## Inventory Count Status Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Inventory Count Status Report Selection Screen	Use to specify the warehouses for which to run the report.
Inventory Count Status Report	Prints a list of outstanding count sheets for the specified warehouses.

## When To Run This Option

This option may be selected only if a physical inventory is active. This means that you must have previously printed Counts Sheets through Count Sheet Creation (MENU IAPHYS), and have not

updated inventory through Update Physical Inventory (MENU IAPHYS), or canceled the physical inventory through Cancel Physical Inventory (MENU IAMAST).

## Inventory Count Status Report Selection Screen

```

INVENTORY COUNT STATUS REPORT

Warehouse Number?  _ .
-or- ALL:          ....

F3=Cancel
  
```

This screen appears after selecting option **4** - Inventory Count Status Report on the Inventory Accounting Physical Inventory Menu (MENU IAPHYS). Use this screen to specify the warehouse (or all warehouses) for which the Inventory Count Status Report (p. 62-5) will print.

### Inventory Count Status Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse Number	<p>This field is required if you want to print the report for an individual warehouse.</p> <p>Use this field to select an individual warehouse for which the report will print. Use the next field (<b>-or- ALL</b>) to print all warehouses.</p> <p>Key the two character Warehouse ID that has an active physical inventory of the warehouse for which the report will print.</p> <p><i>Valid Values:</i> This field must be blank if selecting all warehouses.</p> <p>(A 2) Required/Blank</p>
-or- ALL	<p>This field is required if the <b>Warehouse Number</b> field is blank. Otherwise, this field must be blank if you selected a specific warehouse.</p> <p>Use this field to select all warehouses for which the Inventory Count Status Report (p. 62-5) will print.</p> <p>Key <b>ALL</b> to select all warehouses that have an active physical inventory of the warehouses for which the report will print.</p> <p>(A 3) Required/Blank</p>
F3=Cancel	Press <b>F3=CANCEL</b> to cancel this option and return to the menu.

### Inventory Count Status Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press <b>ENTER</b> to confirm your selections. The Report Options Screen will display (refer to the Cross Applications User Guide for details about this screen). After selecting report options, the Inventory Count Status Report (p. 62-5) will print.

---

## Inventory Count Status Report

IA425 10/22/11 20.06.43	Warehouse: 1	INVENTORY COUNT STATUS REPORT	AA/QPGMR	PAGE 1
Warehouse		Sheet Number	*-Line Count Status* 0000000001111111112 12345678901234567890	
-----				
*-----Warehouse Total---				
1 Hartford, CT	1	Counted		
	0	Not Counted		
	1	* Total Sheets		
IA425 10/22/11 20.06.43	Warehouse: 1	INVENTORY COUNT STATUS REPORT	AA/QPGMR	PAGE 2
*-----Report Total-----				
	1	Counted		
	0	Not Counted		
	1	* Total Sheets		
	1	* Warehouses		

This report prints after you press **ENTER** on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen.)

This report indicates which printed Counts Sheets and lines on a Count Sheet have not been keyed through Enter/Update Inventory Counts (MENU IAPHYS) for the indicated warehouse or all warehouses. Use this report to determine which Counts Sheets are outstanding. All printed Counts Sheets must be entered before inventory counts can be updated through Update Physical Inventory (MENU IAPHYS).

### Inventory Count Status Report

Report/Listing Fields	Description
Warehouse	The warehouse for which Counts Sheets have been created and physical inventory counts have been entered.
Sheet Number	This field displays the Count Sheet number for which physical inventory counts are missing [i.e., have not been recorded in Inventory Accounting through Enter/Update Inventory Counts (MENU IAPHYS)]. This field is blank if all Counts Sheets for this warehouse have been entered.
Line Count Status	<p>If physical inventory counts for a Count Sheet (printed in the <b>Sheet Number</b> field) are missing, an <b>X</b> will print in this field under the appropriate line number for which an item count is missing.</p> <p>For example, if line 5 and 20 on a Count Sheet are missing counts, an X will print under both indicating a missing count on line 5 and 20 of the Count Sheet.</p>
(Warehouse Information)	The number and name of the warehouses where counts were performed prints in this field.

**Inventory Count Status Report**

Report/Listing Fields	Description
Warehouse Total	<p data-bbox="578 310 1101 342">The following totals print for the warehouse:</p> <ul data-bbox="578 359 1409 552" style="list-style-type: none"><li data-bbox="578 359 1409 390">• <b>Counted:</b> The number of Counts Sheets counted for the warehouse.</li><li data-bbox="578 407 1409 470">• <b>Not Counted:</b> The number of Counts Sheets that have not been counted for the warehouse.</li><li data-bbox="578 487 1409 552">• <b>Total Sheets:</b> The total number of Counts Sheets for the warehouse, both counted and not counted.</li></ul> <hr/> <p data-bbox="605 579 1385 741">NOTE: Report totals also print at the end of this report indicating the total number of Counts Sheets counted, the total number of Counts Sheets not counted, and the total number of Counts Sheets that have been both counted and not counted.</p> <hr/>

---



Use Option 5 - Inventory Variance Report on the Inventory Accounting Physical Inventory Menu (MENU IAPHYS) to print the Inventory Variance Report (p. 63-6). This report prints the variance between the on-hand count according to Distribution A+ prior to beginning the physical inventory (called the frozen on-hand quantity) and the on-hand count made through the physical inventory [those counts keyed through Enter/Update Inventory Counts (MENU IAPHYS)].

You may print the report for a range of items or for all items. The items to print may be limited by the input of a minimum variance dollar amount or variance percent (percent of frozen to physical inventory). Variances that fall below either of these minimums will be excluded from printing on the report. This allows you to select those items that have a significant count discrepancy.

Additionally, selection criteria is available for the report contents and the type of cost (standard, user, average, or last) upon which the variance will be calculated.

If Customer Consignment is installed, physical inventories are not performed in consignment warehouses.

## Inventory Variance Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Physical Inventory Variance Report Screen	Use to specify limiting criteria for the report.
Inventory Variance Report	Prints inventory variances that match your selection criteria.

## When To Run This Option

This option may be selected only if a physical inventory is active for a warehouse. This means that you have previously printed Count Sheets through Count Sheet Creation (MENU IAPHYS), and have not updated inventory through Update Physical Inventory (MENU IAPHYS) or canceled the physical inventory through Cancel Physical Inventory (MENU IAMAST). The Inventory Count Status Report (MENU IAPHYS) must also have been run before executing this option.

## Physical Inventory Variance Report Screen

```

      PHYSICAL INVENTORY VARIANCE REPORT

Report Sequence:  _      (I = ITEM or V = $ VARIANCE)

Variance Based On: .. (1-Stand.cost, 2-User cost, 3-Average cost, 4-Last cost)

Minimum Variance $: ..... or Variance %: .....

Selection
Warehouse?           to?
Class?               .../... to? .../...
Item No:             ..... to .....
Vendor:              ..... to .....

```

This screen appears after selecting option **5 - Inventory Variance Report** on the Inventory Accounting Physical Inventory Menu (MENU IAPHYS). Use this screen to select the criteria for which the Inventory Variance Report (p. 63-6) will print. You also select the:

- cost on which you want the variance based (required),
- minimum variance dollar amount, and/or
- minimum variance percent.

## Physical Inventory Variance Report Screen Fields and Function Keys

Field/Function Key	Description
Report Sequence	<p>Use this field to specify the sequence in which the report will print.</p> <p>Key <b>I</b> in this field if you want to sort the report by item number. The Inventory Variance Report will print with item numbers in numerical/alphabetical order.</p> <p>Key <b>V</b> in this field if you want to sort the report by dollar amount variance. The Inventory Variance Report will print with the items' absolute values of dollar variance in descending order.</p> <p>(A 1) Required</p>

**Physical Inventory Variance Report Screen Fields and Function Keys**

Field/Function Key	Description
Variance Based On	<p>This is the type of cost upon which the variance will be calculated. Use this field to select the cost that will be used to calculate the dollar variances on the Inventory Variance Report (p. 63-6). Item values are calculated based on the current average cost of the item. These costs are defined for an item through Item Balance Maintenance (MENU IAFILE).</p> <p>Key <b>1</b> to base the variance on the standard cost.</p> <p>Key <b>2</b> to base the variance on the user cost.</p> <p>Key <b>3</b> to base the variance on the average cost.</p> <p>Key <b>4</b> to base the variance on the last cost.</p> <p>Authority will be checked in Application Action Authority Maintenance (MENU XASCTY) for the cost selected in this field to determine if you are authorized to use the selected cost. One of the following application actions will be checked, based on the default company of the user:</p> <ul style="list-style-type: none"><li>• Display Standard Cost</li><li>• Display User Cost</li><li>• Display Average Cost</li><li>• Display Last Cost</li></ul> <p>If you are not authorized, the message: "User is not authorized to the selected cost" will appear.</p> <p>(A 1) Required</p>
Minimum Variance \$	<p>Use this field to key the minimum physical inventory value variance to print on the report. All items that have a dollar variance greater than or equal to the positive value of the number in this field and all items that have a dollar variance less than or equal to the negative value of the number in this field will print on this report. Leave this field zero to print all items that meet the selection criteria entered.</p> <p>For example, if you key a <b>10</b> in this field, the report will include any item with a variance that is:</p> <ul style="list-style-type: none"><li>• greater than or equal to +\$10</li><li>• less than or equal to -\$10</li></ul> <p><i>Valid Values:</i> A positive number or zero.</p> <p>(N 9,2) Optional</p>

## Physical Inventory Variance Report Screen Fields and Function Keys

Field/Function Key	Description
Variance %	<p>Use this field to key the minimum variance percent (in the ### format; i.e. 7% is entered as 7.00) between the on-hand valuation and the count valuation for an item. All items that have a percent variance greater than or equal to the number in this field will print on the report. Leave this field zero to print all items that meet the selection criteria entered.</p> <hr/> <p>NOTE: If a minimum variance percent is entered and the variance dollar is less than the specified amount, but the variance is greater than or equal to the minimum variance percent, the items will print. If both fields are left blank (as zeros), all items will print regardless of a variance.</p> <hr/> <p><i>Valid Values:</i> A positive number or zero.</p> <p>(N 5,2) Optional</p>
Selection Criteria	<p>To further limit the items to print, enter criteria in the following from and to fields:</p> <ul style="list-style-type: none"> <li>• <b>Warehouse:</b> Key the range of Warehouse IDs that have an active physical inventory for which the report will print. Items to print are located in this or these warehouses.</li> <li>• <b>Class:</b> Key the range of item classes/sub-classes of the items to print. If the sub-class is left blank, all sub-classes within the item class range indicated will print. Item classes are defined through Item Class/Sub Class Maintenance (MENU IAFILE) and assigned to an item in Item Master Maintenance (MENU IAFILE).</li> <li>• <b>Item No:</b> Key the range of item numbers to print.</li> <li>• <b>Vendor:</b> Key the range of vendors to print. Vendors are defined through Vendor Master Maintenance (MENU IAFILE); a primary vendor may be assigned to an item in Item Master Maintenance (MENU IAFILE) or Item Balance Maintenance (MENU IAFILE).</li> </ul> <p>Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.</p> <p>Optional</p>
F3=Cancel	Press <b>F3=CANCEL</b> to cancel this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The Report Options Screen will display (refer to the Cross Applications User Guide for details about this screen).



## Inventory Variance Report Fields

Report/Listing Fields	Description
Item Information	<p>The following item information prints:</p> <ul style="list-style-type: none"> <li>• <b>Class:</b> The class/sub-class of the item.</li> <li>• <b>Item Number/Description:</b> The number and description of the item for which variances are reported.</li> <li>• <b>Sh:</b> The number of the inventory count sheet on which this item printed.</li> <li>• <b>Pr:</b> The primary location in which this item is stored.</li> <li>• <b>Sec:</b> The secondary location in which this item is stored.</li> <li>• <b>ABC:</b> The code (A, B, or C) assigned to the item manually through Item Master Maintenance (MENU IAFILE) or automatically generated through the ABC Analysis Report (MENU IAREPT). The ABC code is used to rank items into different categories.</li> </ul>
Standard Cost	The cost of the item. This cost is either the standard cost, user cost, average cost, or last cost, depending on your selection in the <b>Variance Based On</b> field on the Inventory Count Status Report Selection Screen (p. 62-3).
U/M	The unit of measure on which the cost is based.
Physical Count	The physical count of the item. This is the quantity of the item that was counted during the physical inventory and keyed through Enter/Update Inventory Counts (MENU IAPHYS).
Book Quantity	The quantity on-hand when the physical inventory was initiated through Count Sheet Creation (MENU IAPHYS).
Quantity Variance	The difference in quantity between the book quantity (frozen count) and the physical inventory count.
Dollar/Pct Variance	<p>This column contains the dollar and/or percent variance between the book quantity (frozen count) and the physical inventory count. The percent amount is shown only if a minimum variance percent is specified on the Physical Inventory Variance Report Screen (p. 63-3).</p> <p>To calculate the dollar variance, items are valued based on their average cost defined through Item Master Maintenance (MENU IAFILE). A negative dollar variance is printed when the physical inventory count exceeds the book quantity (frozen inventory count).</p>

**Inventory Variance Report Fields**

Report/Listing Fields	Description
Total Variance	<p>The total dollar variance between the frozen count and the physical inventory count.</p> <p>The percent calculations will check differences between the frozen and physical count.</p> <p><math>[(\text{Count} - \text{Frozen}) / \text{Frozen}] \times 100</math></p> <p>This value should be compared to the selection percentage for printing.</p>
Warehouse Totals	<p>The last page of the report shows the following information for each warehouse:</p> <ul style="list-style-type: none"><li>• <b>Positive Variance Total:</b> This line shows the total of all positive quantity, dollar, and/or percent variances for the warehouse.</li><li>• <b>Negative Variance Total:</b> This line shows the total of all negative quantity, dollar, and/or percent variances for the warehouse.</li></ul>
Report Totals	<p>The last page of the report shows the following information for all warehouses included in the report:</p> <ul style="list-style-type: none"><li>• <b>Positive Variance Total:</b> This line shows the total of all positive quantity, dollar, and/or percent variances printed on the report.</li><li>• <b>Negative Variance Total:</b> This line shows the total of all negative quantity, dollar, and/or percent variances printed on the report.</li></ul>



Use Update Physical Inventory on the Inventory Accounting Physical Inventory Menu (MENU IAPHYS) to update the physical inventory counts that have been keyed through Enter/Update Inventory Counts (MENU IAPHYS). The current inventory counts maintained in the Item Balance File by Inventory Accounting are updated with the physical inventory counts keyed. This removes the active status from the physical inventory for the warehouse and replaces the previous counts of the warehouse's inventory with the counts determined through the physical inventory.

The only other way to remove the active status from a physical inventory is to cancel the inventory count through Cancel Physical Inventory (MENU IAMAST). When Count Sheets are canceled, however, inventory counts are not updated.

For all counts, the Inventory Count History File (IACNTH) will be updated for every item included in that cycle count or complete inventory count to indicate that it was included in an inventory count and the details of that specific counting. This audit trail of inventory counts may be reviewed through the Item Inquiry (MENU IAMAIN) on the Item Count Transaction History Screen.

If Customer Consignment is installed, physical inventories are not performed in consignment warehouses.

## Update Physical Inventory

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Physical Inventory Update Process Screen	Used to specify the ID of warehouse being updated.
G/L Posting Date Selection Screen	Used to specify the posting date for the general ledger.
Inventory Transaction Update Register	Prints the quantities and costs before the physical inventory and the adjustment for each item.

Title	Purpose
Inventory Transaction Update Process Edit	Prints a summary of any errors encountered by the update process.
G/L Transaction Post Journal	Prints any variance between the frozen inventory accounts and the physical inventory counts.

---

## When To Run This Option

You can run this option only if a physical inventory is active. This means that you must have previously printed Count Sheets through Count Sheet Creation (MENU IAPHYS), and have not canceled Count Sheets through Cancel Physical Inventory (MENU IAMAST) for the same warehouse.

Additionally, you must have printed the Inventory Count Status Report (MENU IAPHYS) to verify that all counts have been entered. If outstanding Count Sheets exist, or if you have not attempted to print the Inventory Count Status Report (MENU IAPHYS) since the last time you entered or changed count sheet entries through Enter/Update Inventory Counts (MENU IAPHYS), you cannot proceed with this option.

## Things To Know

Once selections are made on the Physical Inventory Update Process Screen (p. 64-3), this job is submitted to the Transaction Processor. If the interface is on between General Ledger and Inventory, you will first be prompted for a G/L posting date. If the job is interrupted before it is submitted to the processor, restart by selecting this option from the menu. Refer to the Cross Applications User Guide for details about the Transaction Processor.

---

### Important


Related posting to general ledger does NOT occur until Day End Processing (MENU XAMAST) or Post IA Transactions to GL (MENU IAMAST) is run. Once the related general ledger posting has occurred, general ledger information will be incorporated into all applicable item files. In other words, posting occurs in two steps:

First, you update inventory and item files using this option to submit the transactions to the Transaction Processor; information required to update General Ledger for each transaction is automatically copied to a work file.

Then, when desired, using Post I/A Transactions to G/L (MENU IAMAST), or automatically at day end using Day-End Processing (MENU XAMAST), you can update general ledger with the information.

---

## Physical Inventory Update Process Screen



PHYSICAL INVENTORY UPDATE PROCESS

Selection

Job Template: \_ ..... Modify Selections: N

Warehouse? ... To? ...

F3=Cancel F4=Job Template List

This screen appears after selecting option **6** - Update Physical Inventory on the Inventory Accounting Physical Inventory Menu (MENU IAPHYS). Use this screen to specify the warehouses that will be updated with the counts keyed from the physical inventory performed.

### Physical Inventory Update Process Screen Fields and Function Keys

Field/Function Key	Description
Job Template	<p>Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process.</p> <p>For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters.</p> <p>If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key <b>N</b> in the <b>Modify Selections</b> field. You will then bypass all the output parameter screens.</p> <p>If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key <b>Y</b> in the <b>Modify Selections</b> field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job.</p> <p>If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission.</p> <hr/> <p>NOTE: To review a list of existing job templates that have been created for the Update Physical Inventory job, press <b>F4=JOB TEMPLATE LIST</b>.</p> <hr/> <p><i>Valid Values:</i> A job template defined for Update Physical Inventory through Job Template Maintenance (MENU XAFILE).</p> <p>(A 10) Optional</p>

### Physical Inventory Update Process Screen Fields and Function Keys

Field/Function Key	Description
Modify Selections	<p>If using a job template (you keyed a job template name in the <b>Job Template</b> field on this screen or select one with F4=JOB TEMPLATE LIST), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission.</p> <p>Key <b>Y</b> if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key <b>Y</b>, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFIELD) in the Cross Applications User Guide.</p> <p>Key <b>N</b> if you want to use the template as-is and you do not want to make any modifications. If you key <b>N</b>, a series of selections screens will not be displayed.</p> <p><i>Valid Values:</i> cannot be Y if the <b>Job Template</b> field is blank.</p> <p>(A 1) Optional</p>
Warehouse	<p>Key the warehouse or range of warehouses that have an active physical inventory for which the current Inventory Accounting inventory is updated by the physical inventory keyed through Enter/Update Inventory Counts (MENU IAPHYS). You must key the ID of a warehouse for which original Count Sheets have been printed through Count Sheet Creation (MENU IAPHYS), and inventory counts have not been canceled through Cancel Physical Inventory (MENU IAPHYS).</p> <p>Additionally, you must have successfully printed the Inventory Count Status Report (MENU IAPHYS) for this warehouse. If you have not, this option will be canceled.</p> <p>Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.</p> <p>(2 @ A 2) Optional</p>
F3=Cancel	Press F3=CANCEL to cancel this option. MENU IAPHYS will display.
F4=Job Template List	<p>Press F4=JOB TEMPLATE LIST to display the Job Template List Screen, where you can review a list of existing job templates that have been created for Update Physical Inventory.</p> <p>Refer to Job Template Maintenance (MENU XAFIELD) in the Cross Applications User Guide for further details.</p>

**Physical Inventory Update Process Screen Fields and Function Keys**

Field/Function Key	Description
Enter	<p>Press to confirm your selections. The Report Options Screen will display (refer to the Cross Applications User Guide for details about this screen). This report can then be submitted to the Transaction Processor. Note that the <b>Submit to Batch</b> field will display as <b>N</b>, and cannot be changed.</p> <p>The Inventory Transaction Update Register (p. 64-9) and Inventory Transaction Update Process Edit (p. 64-10) will print.</p> <p>The G/L Transaction Post Journal (p. 64-11) will print if you are using the General Ledger Interface and there is any variance between the frozen inventory count and the physical inventory count.</p>

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**Important**

Related posting to general ledger does NOT occur until Day End Processing (MENU XAMAST) or Post IA Transactions to GL (MENU IAMAST) is run. Once the related general ledger posting has occurred, general ledger information will be incorporated into all applicable item files. In other words, posting occurs in two steps:

First, you update inventory and item files using this option to submit the transactions to the Transaction Processor; information required to update General Ledger for each transaction is automatically copied to a work file.

Then, when desired, using Post I/A Transactions to G/L (MENU IAMAST), or automatically at day end using Day-End Processing (MENU XAMAST), you can update general ledger with the information.

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# G/L Posting Date Selection Screen

Physical Inventory Update

G/L Posting Date: 7/30/09

This screen appears only if the interface between General Ledger and Inventory is active.

This screen appears after you press **ENTER** on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen.) Use this screen to identify the date to be used to post the transaction to the applicable general ledger accounts.

## G/L Posting Date Selection Screen Fields and Function Keys

Field/Function Key	Description
Process Inventory Transactions	This header information indicates the function being performed. Display
G/L Posting Date	Key a valid date under which the inventory transactions will be posted. This date will be used instead of the current system date.  <i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFIL).  <i>Default Value:</i> The current system date. (N 6,0) Required
Enter	Press <b>ENTER</b> to confirm your selection and submit your job to the Transaction Processor. For information concerning the Transaction Processor, refer to the Cross Applications User Guide. The G/L Posting Date Selection Screen (p. 7-7) will appear for confirmation.





## Inventory Transaction Update Register

INVENTORY TRANSACTION UPDATE REGISTER									
Item Number/ Description	Tran Date	WH	UM1 On Hand	UM2 On Hand	UM3 On Hand	Average Cost Standard Cost	AH/APDEMO Last Cost User Cost	PAGE 1	
A200	07/20/09	15.33.04							
Sharp Copier Toner			EA			5.40506	5.67433	Before	
			12285.000			4.99000	.00000		
	07/20/09		120.000			5.48373 U		Receipt	
			12405.000						
						5.40582	5.48373	After	
						4.99000	.00000		
A310			EA			7.98000	7.98000	Before	
Full Strip Desk Stapler			379.000			7.98000	.00000		
	07/20/09		40.000			7.93837 U		Receipt	
			419.000						
						7.97603	7.93837	After	
						7.98000	.00000		
A500			CAS	EA		4.39000	4.39000	Before	
File Folders - Manilla			30.000	.000		4.39000	.00000		
	07/20/09			5.000		4.38373 U		Receipt	
			30.000	5.000					
						4.38980	4.38373	After	
						4.39000	.00000		

This report prints when updating a complete physical inventory count. The quantities and costs before and after the physical inventory, as well as the physical inventory adjustment are printed for each item. This report also prints when inventory transactions are posted through Process Transactions (MENU IAMAIN).

If you are performing a partial physical inventory, this report will print all transactions that have a change.

For an explanation of the fields on this report, refer to Inventory Transaction Update Register Report (p. 7-11).

## Inventory Transaction Update Process Edit

IA602	07/21/09	12.29.16	INVENTORY TRANSACTION UPDATE PROCESS EDIT					AH/APDEMO	PAGE	1
T	FR TO						Record			
R	Date	WH	WH	Item/Description	Quantity	U/M	Cost	Group	Number	Edit Flags
<hr/>										
R	07/21/09	1	A200	Sharp Copier Toner	120.000	EAC	5.48373	U	AH 00001	E

This report prints when updating a complete physical inventory. A summary of any errors which occurred when the physical inventory update was performed through this option is printed. The number of times the error occurred and the type of error is indicated. Typically, errors should not occur on this type of posting unless they were bypassed when the Inventory Count Status Report (MENU IAPHYS) was run.

An update edit recap also prints following this report. For an explanation of this report and the recap, refer to Inventory Transaction Update Process Edit Report (p. 7-9) and Inventory Transaction Update Edit Recap Report (p. 7-10).

## G/L Transaction Post Journal

GL130D 27/09/11 15.41.24			G/L TRANSACTION POST REPORT			\$\$/APDEMO		PAGE	1
			02-B & B Office Supply			AUDIT NO.			165
			Posting Date - 27/09/11						
Jrnl#-Ref#	Div-Account-Sub	Trans Desc	Type/Date	Debit	Credit	Source	Project		
IJ052-00001	001-0002600-000	Purchases	T-RCMH-2 GL- J 27/09/11		3,533.27	I/A			
IJ052-00002	001-0001200-000	Inventory Warehouse	T-RDMH-2 GL- J 27/09/11	3,533.27		I/A			
Regular Entry Totals: 2 Transactions				3,533.27					
					3,533.27				

This journal prints if you are using the General Ledger Interface and there is any variance between the frozen inventory count and the physical inventory count.

NOTE: A positive inventory change will debit inventory and credit quantity adjustment.  
A negative inventory change will credit inventory and debit quantity adjustment.

For an explanation of this journal, refer to Day-End Processing (MENU XAMAST) of the Cross Applications User Guide.

### Important

Related posting to general ledger does NOT occur until Day End Processing (MENU XAMAST) or Post I/A Transactions to G/L (MENU IAMAST) is run. Once the related general ledger posting has occurred, general ledger information will be incorporated into all applicable item files. In other words, posting occurs in two steps:

First, you update inventory and item files using this option to submit the transactions to the Transaction Processor; information required to update General Ledger for each transaction is automatically copied to a work file.

Then, when desired, using Post I/A Transactions to G/L (MENU IAMAST), or automatically at day end using Day-End Processing (MENU XAMAST), you can update general ledger with the information.



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## Worksheet Overviews

The *ItemOffline.xlsxm* workbook includes several worksheets where the user can maintain information about Item Master, Item Balance, Item Hazardous Material information, UPC and GTIN Item/UOM Cross Reference, Vendor/Item File Information and/or Item Future Prices.

- All columns on the *ItemOffline.xlsxm* workbook will be formatted as text.
  - When adding a new item, all required fields must be filled in and any other optional fields that you wish to have the data entered for should be filled in.
  - When changing an item, after the key field requirements, complete only the fields that are being changed. You do not have to key data in every field; all other fields not being changed for the record can be left blank.
  - When deleting an item, only key values, such as the item number, must be entered.
  - If the field being entered is numeric in the Distribution A+ files, you may just enter the number value that should be updated in the Distribution A+ file.
  - To enter a value with a decimal, you need to include the decimal point in the value entered on the worksheet. For example, to update an item's price field to \$2.55012, enter 2.55012 on the worksheet, not an unformatted 255012 value.
  - There is no need to type in extra zero decimal places. For example, the standard cost field has 5 decimal position, but if the cost is \$2.55, then entering 2.55 is sufficient.
  - Extra decimal places (more than in field's definition) will be dropped during import. For example, if the item price is entered as 2.123456, the corresponding field's value in the Offline Item Master File (ITMOF) record will be 2.12345.
  - To zero out a numeric field, enter zero ('0') for the field value.
  - Date fields should be entered in YYMMDD format.
  - There is no way to blank out character fields in a record when using the offline worksheets. Regular maintenance needs to be performed to manually blank out character fields.
  - Item Activity is created for each Offline Item Master (ITMST) or Offline Item Balance (ITBAL) transaction if you have set the **Days to Keep Item Master/Balance Audit Activity** value in Inventory Accounting Options (MENU XAFILE) to a value greater than zero.
-

- Vendor/Item Activity is created for each Vendor/Item File (VNITM) transaction if you have set the **Days to Keep Vendor/Item Audit Activity** value in Purchasing System Options (MENU XAFILE) to a value greater than zero.

NOTE: The Price Maintenance Worksheet standards are located in *Appendix A: Offline Future Price Entry Standards* of the Price Maintenance User Guide, since they are shared with Electronic Data Interchange (EDI).

## Offline Item Master Standards

The following table presents the data requirements for loading the Offline Item Master File (ITMOF). Fields marked with an asterisk (\*) are key field components.

Field name	Description	Specifications / File/Field Updated	Format
XMITNO *	Item Number	Required; must exist for change and suspend transactions, cannot exist for add transactions ITMST - IMITNO	A 27
XMFNCD	Function Code	Required; A - Add, C - Change, S - Suspend	A 1
XMITD1	Item Description 1	ITMST - IMITD1	A 31
XMITD2	Item Description 2	ITMST - IMITD2	A 31
XMUNM1	Unit of Measure 1	Required ITMST – IMUNM1	A 3
XMUNM2	Unit of Measure 2	ITMST – IMUNM2	A 3
XMUNM3	Unit of Measure 3	ITMST – IMUNM3	A 3
XMUMC1	U/M Conversion 1	Required ITMST – IMUMC1 (N 11,5)	A 13
XMUMC2	U/M Conversion 2	ITMST – IMUMC2 (N 11,5)	A 13
XMDUMC	Default U/M Code	Required ITMST – IMDUMC	A 1
XMPRUM	Pricing U/M	Required ITMST – IMPRUM	A 3

Field name	Description	Specifications / File/Field Updated	Format
XMPUMC	Pricing Unit of Measure Conversion	Required ITMST – IMPUMC (N 11,5)	A 13
XMSCH1	Unit of Measure Surcharge 1	ITMST – IMSCH1 (N 9,2)	A 11
XMSCH2	Unit of Measure Surcharge 2	ITMST – IMSCH2 (N 9,2)	A 11
XMSCH3	Unit of Measure Surcharge 3	ITMST – IMSCH3 (N 9,2)	A 11
XMSCC1	Surcharge Code 1	ITMST – IMSCC1	A 1
XMSCC2	Surcharge Code 2	ITMST – IMSCC2	A 1
XMSCC3	Surcharge Code 3	ITMST – IMSCC3	A 1
XMUWT1	Unit Weight U/M 1	ITMST – IMUWT1 (N 9,4)	A 11
XMUWT2	Unit Weight U/M 2	ITMST – IMUWT2 (N 9,4)	A 11
XMUWT3	Unit Weight U/M 3	ITMST – IMUWT3 (N 9,4)	A 11
XMITCL	Item Class	Required ITMST – IMITCL	A 2
XMITSC	Item Subclass	ITMST – IMITSC	A 2
XMPRCL	Price Class	ITMST – IMPRCL (N 3,0)	A 3
XMQBCL	Quantity Break Class	ITMST – IMQBCL	A 3
XMMFNO	Manufacturers Item Number	ITMST – IMMENO	A 27
XMCCCH1	Container Charge 1	ITMST – IMCCH1 (N 9,2)	A 11
XMCCCH2	Container Charge 2	ITMST – IMCCH2 (N 9,2)	A 11
XMCCCH3	Container Charge 3	ITMST – IMCCH3 (N 9,2)	A 11
XMLPR1	List Price 1	ITMST – IMLPR1 (N 15,5)	A 17
XMLPR2	List Price 2	ITMST – IMLPR2 (N 15,5)	A 17
XMLPR3	List Price 3	ITMST – IMLPR3 (N 15,5)	A 17
XMLPR4	List Price 4	ITMST – IMLPR4 (N 15,5)	A 17

Field name	Description	Specifications / File/Field Updated	Format
XMLPR5	List Price 5	ITMST – IMLPR5 (N 15,5)	A 17
XMTXCD	Taxable Code	Required; 0, 1, 2, or 3 ITMST – IMTXCD	A 1
XMREVS	Re-use Code	ITMST – IMREVS	A 1
XMBOCD	Backorder Code	Required ITMST – IMBOCD	A 1
XMCDCD	Allow Cash Discount Code	ITMST – IMCDCD	A 1
XMMC01	Miscellaneous Code 1	ITMST – IMMC01	A 3
XMMC02	Miscellaneous Code 2	ITMST – IMMC02	A 3
XMMC03	Miscellaneous Code 3	ITMST – IMMC03	A 3
XMCONO	Company Number	ITMST – IMCONO	A 2
XMUPIN	Update Inventory Code	Required; Y/N ITMST – IMUPIN	A 1
XMCTWT	Catch Weight Code	Required; Y/N ITMST – IMCTWT	A 1
XMITGL	Item G/L Code	ITMST – IMITGL	A 2
XMLCCL	Location Class Code	ITMST – IMLCCL	A 2
XMFETX	Federal Excise Tax Amount	ITMST – IMFETX (N 13,2)	A 15
XMVNNO	Vendor Number	ITMST – IMVNNO	A 6
XMLOS1	Location Size	ITMST – IMLOS1 (N 9,5)	A 10
XMLOS2	Location Size	ITMST – IMLOS2 (N 9,5)	A 10
XMLOS3	Location Size	ITMST – IMLOS3 (N 9,5)	A 10
XMWMCD	WH Management Code	ITMST – IMWMCD	A 1
XMEXDR	Expiration Date Required Flag	ITMST – IMEXDR	A 1
XMLSIV	Show Lot/Serial on Invoice	ITMST – IMLSIV	A 1
XMUS15	15 Character User Area	ITMST – IMUS15	A 15



Field name	Description	Specifications / File/Field Updated	Format
XMRSCD	Product Restriction Code	ITMST – IMRSCD	A 6
XMMSDT	SDS Date	Since the SDS Date Century is not in this file, the century will be calculated based on the SDS year ITMST – IMMSDT	A 6
XMITXC	Item Tax Class	ITMST – IMITXC	A 5
XMRBCL	Rebate Class	ITMST – IMRBCL	A 5
XMUS5A	User Field 1	ITMST – IMUS5A	A 5
XMUS5B	User Field 2	ITMST – IMUS5B	A 5
XMUS5C	User Field 3	ITMST – IMUS5C	A 5
XMUS5D	User Field 4	ITMST – IMUS5D	A 5
XMUS5E	User Field 5	ITMST – IMUS5E	A 5
XMUS5F	User Field 6	ITMST – IMUS5F	A 5
XMSAUM	Inquiry U/M	ITMST – IMSAUM	A 3
XMRPUM	Reporting U/M	ITMST – IMRPUM	A 3
XMIGID	Item EID Group	ITMST – IMIGID	A 5
XMPDID	Product ID	ITMST – IMPDID	A 15
XMITCT	Item Contract Code	ITMST – IMITCT	A 4
XMBYCL	Buyer Item Class	ITMST – IMBYCL	A 2
XMBYSC	Buyer Item Subclass	ITMST – IMBYSC	A 2
XMITCM	Item Commitment Code	ITMST – IMITCM (N 3,0)	A 3
XMHRTC	Harmonize Tariff Code	ITMST – IMHRTC (N 10,0)	A 10
XMCMOD	Commodity Code	ITMST – IMCMOD (N 8,0)	A 8
XMUNLT	Unique Lots	ITMST – IMUNLT	A 1
XMPWBU	Prevent from Web	ITMST – IMPWBU	A 1
XMSTUS	Standard Usage	ITMST – IMSTUS (N 9,3)	A 11
XMUS30	30 Character User Area	ITMST – IMUS30	A 30

Field name	Description	Specifications / File/Field Updated	Format
XMTRCO	Track Country of Origin	ITMST – IMTRCO	A 1
XMDSCO	Discontinued Code	ITMST - IMDSCO	A 1
XMMNOQ	Minimum Order Quantity (OE)	ITMST - IMMNOQ (N 10,3)	A 12
XMMXOQ	Maximum Order Quantity (OE)	ITMST - IMMXOQ (N 10,3)	A 12
XMICAT	Item Category	ITMST - IMICAT	A 2
XMBPCC	Bypass Cycle Count Scheduler / WH Planning Report	ITMST - IMBPCC	A 1
XMBYDP	Bypass Decrement Picking	ITMST - IMBYDP	A 1
XMU1LN	U/M 1 Length	WMITM – WOU1LN (N 7,4)	A 8
XMU1WD	U/M 1 Width	WMITM – WOU1WD (N 7,4)	A 8
XMU1HG	U/M 1 Height	WMITM – WOU1HG (N 7,4)	A 8
XMU2LN	U/M 2 Length	WMITM – WOU2LN (N 7,4)	A 8
XMU2WD	U/M 2 Width	WMITM – WOU2WD (N 7,4)	A 8
XMU2HG	U/M 2 Height	WMITM – WOU2HG (N 7,4)	A 8
XMU3LN	U/M 3 Length	WMITM – WOU3LN (N 7,4)	A 8
XMU3WD	U/M 3 Width	WMITM – WOU3WD (N 7,4)	A 8
XMU3HG	U/M 3 Height	WMITM – WOU3HG (N 7,4)	A 8
XMBXTP	Box Type	WMITM – WOBXTP	A 2
XMBXQ1	Box Quantity U/M 1	WMITM – WOBXQ1 (N 9,3)	A 10
XMBXQ2	Box Quantity U/M 2	WMITM – WOBXQ2 (N 9,3)	A 10
XMBXQ3	Box Quantity U/M 3	WMITM – WOBXQ3 (N 9,3)	A 10

## Offline Item Balance Standards

The following table presents the data requirements for loading the Offline Item Balance File (ITBOF). Fields marked with an asterisk (\*) are key field components.

Field name	Description	Specifications	Format
XBITNO *	Item Number	Required; must exist for change and suspend transactions, cannot exist for add transactions ITBAL - IBITNO	A 27
XBWHID *	Warehouse ID	Required; must be a valid warehouse ITBAL - IBWHID	A 2
XBFNCD	Function Code	Required; A - Add, C - Change, S - Suspend	A 1
XBVNNO	Vendor Number	ITBAL – IBVNNO	A 6
XBPRLC	Primary Location	ITBAL – IBPRLC	A 8
XBSCLC	Secondary Location	ITBAL – IBSCLC	A 8
XBCCCD	Cycle Count Code	ITBAL – IBCCCD	A 1
XPICD	Physical Inventory Code	ITBAL – IBPICD	A 1
XBSTCS	Standard Cost	ITBAL – IBSTCS (N 15,5)	A 17
XBUSCS	User Cost	ITBAL – IBUSCS (N 15,5)	A 17
XBAVCS	Average Cost	ITBAL – IBAVCS (N 15,5)	A 17
XBLCST	Last Cost	ITBAL – IBLCST (N 15,5)	A 17
IBLCDT	Last Cost Date	Since the Last Cost Date Century is not in ITBOF, then the century will automatically be calculated based on the Last Cost Date year. ITBAL – IBLCDT	A 6
IBMXO1	Maximum On-Hand Quantity – U/M 1	ITBAL – IBMXO1 (N 11,3)	A 13
IBMXO2	Maximum On-Hand Quantity – U/M 2	ITBAL – IBMXO3 (N 11,3)	A 13
IBMXO3	Maximum On-Hand Quantity – U/M 3	ITBAL – IBMXO3 (N 11,3)	A 13

Field name	Description	Specifications	Format
XBMNO1	Minimum On-Hand Quantity – U/M 1	ITBAL – IBMNO1 (N 11,3)	A 13
XBMNO2	Minimum On-Hand Quantity – U/M 2	ITBAL – IBMNO2 (N 11,3)	A 13
XBMNO3	Minimum On-Hand Quantity – U/M 3	ITBAL – IBMNO3 (N 11,3)	A 13
XBFCST	Forecast	ITBAL – IBFCST	A 1
XBDRSH	Special Order Code	ITBAL – IBDRSH	A 1
XBUS20	User Area	ITBAL – IBUS20	A 20
XBLPR1	List Price 1	ITBAL – IBLPR1 (N 15,5)	A 17
XBLPR2	List Price 2	ITBAL – IBLPR2 (N 15,5)	A 17
XBLPR3	List Price 3	ITBAL – IBLPR3 (N 15,5)	A 17
XBLPR4	List Price 4	ITBAL – IBLPR4 (N 15,5)	A 17
XBLPR5	List Price 5	ITBAL – IBLPR5 (N 15,5)	A 17
XBABCC	ABC Code	ITBAL – IBABCC	A 1
XBPRCL	Price Class	ITBAL – IBPRCL (N 3,0)	A 3
XBQBCL	Quantity Break Class	ITBAL – IBQBCL	A 3
XBACDC	Allow Cash Discount Code	ITBAL – IBACDC	A 1
XBDOUM	Default Ordering U/M	ITBAL – IBDOUM	A 3
XBTMPH	Time Phased Item	ITBAL – IBTMPH	A 1
XBCOMC	Commission Cost Code	ITBAL – IBCOMC	A 1
XBCOMF	Commission Cost	ITBAL – IBCOMF (N 15,5)	A 17
XBITCT	Item Contract Code	ITBAL – IBITCT	A 4
XBBRVW	Buyer Review Required	ITBAL – IBBRVW	A 1
XBCTY1	Country of Origin 1	ITBAL – IBCTY1	A 3
XBCTY2	Country of Origin 2	ITBAL – IBCTY2	A 3
IBTXCD	Taxable Code	ITBAL – IBTXCD	A 1
IBREVS	Re-use Code	ITBAL – IBREVS	A 1

Field name	Description	Specifications	Format
XBITXC	Item Tax Class	ITBAL – IBITXC	A 5
XBUS30	30 Character User Area	ITBAL – IBUS30	A 30
XBPSLN	Point of Sale Line Type	ITBAL – IBPSLN	A 1
XBPLIN	Prompt for Point of Sale Line Type	ITBAL - IBPLIN	A 1
XBUPDP	Update Demand Planning	ITBAL – IBUPDP	A 1
XBPAQT	Minimum Put Away Quantity	ITWHM – IBPAQT	A 12
XBMXPQ	Maximum Pick Quantity	ITWHM – IBMXPQ (N 11,3)	A 12
XBCSFL	Case Quantity Flag	ITWHM – IBCSFL (N 6,0)	A 1
XBCSDS	Case Description	ITWHM – IBCSDS	A 3
XBCSQT	Case Quantity	ITWHM – IBCSQT (N 6,0)	A 6
XBOVLC	Override Warehouse Location	Cannot be a system-generated location for backorder staging or the unknown location (8's or 9's) ITWHM – IBOVLC	A 16
XBDFII	Date First in Inventory	ITBAL - IBDFII (A 10: yyyy/mm/dd)	A 6
XBPLNC	Purchasing Line	ITBAL - IBPLNC	A 10
XBPLTL	Planning Tool	I or A ITBAL - IBPLNC	A 1
XBMXOQ	Maximum Order Quantity (OE)	ITBAL - IBMXOQ (N 10, 3)	A 12
XBDSO	Discontinued Code	Y or blank ITBAL - IBDSO	A 1
XBBYDP	Bypass Decrement Picking	Y/N ITBAL - IBBYDP	A 1
XBBOCD	Backorder Code	ITBAL - IBBOCD	A 1
XBMPAQ	Maximum Put-Away Quantity	ITWHM – IBMPAQ (N 11,3)	A 12

Field name	Description	Specifications	Format
XBPAMS	Put-Away Message	ITWHM – IBPAMS	A 30
XBQTPP	Quantity per Pallet	ITWHM – IBQTPP (N 11,3)	A 12
XBPLID	Pallet ID	ITWHM – IBPLID	A 2
XBLCCL	Location Class Code	ITWHM – IBLCCL	A 2
XBITLB	Print Item Labels Flag	ITWHM – IBITLB	A 1
XBOPSL	Override POS Location	Cannot be a system-generated location (4's, 5's, 6's, 7's, 8's, or 9's) ITWHM – IBOPSL	A 16
XBBPCC	Bypass Cycle Count Scheduler / WH Planning Report	ITWHM - IBBPCC	A 1
XBCOYD	Counts Year to Date	ITWHM - IBCOYD (N 5,0)	A 5
XBMDID	IM&P Forecast Model	IMBAL – MIMDID	A 6
XBSVLV	IM&P Service Level	IMBAL – MISVLV (N 2,0)	A 2
XBSLMC	IM&P Service Level Maintenance Code	IMBAL – MISLMC	A 1
XBSSQT	IM&P Safety Stock Quantity	IMBAL – MISSQT (N 7,0)	A 8
XBSSMC	IM&P Safety Stock Quantity Maintenance Code	IMBAL – MISSMC	A 1
XBLTIM	IM&P Lead Time	IMBAL – MILTIM (N 3,1)	A 5
XBLTMC	IM&P Lead Time Maintenance Code	IMBAL – MILTMC	A 1
XBORLV	IM&P Ordering Level	IMBAL – MIORLV (N 3,1)	A 5
XBOLMC	IM&P Order Level Maintenance Code	IMBAL – MIOLMC	A 1
XBORFR	IM&P Order Frequency	IMBAL – MIORFR (N 3,1)	A 5
XBFRMC	IM&P Order Frequency Maintenance Code	IMBAL – MIFRMC	A 1
XBAGRP	IM&P Additional Growth Percent	IMBAL – MIAGRP (N 3,0)	A 4

Field name	Description	Specifications	Format
XBGMPC	IM&P Growth Percent Maintenance Code	IMBAL – MIGMPC	A 1
XBMNMC	IM&P Minimum Balance Maintenance Code	IMBAL – MIMNMC	A 1
XBMXMC	IM&P Maximum Balance Maintenance Code	IMBAL – MIMXMC	A 1
XBOOQT	IM&P Order Quantity	IMBAL – MIOOQT (N 11,3)	A 13
XBOOMC	IM&P Order Quantity Maintenance Code	IMBAL - MIOOMC	A 1
XBMDID_A	AIM Forecast Model	Optional	A 6
XBSSQT_A	AIM Safety Stock Quantity	Optional	A 8
XBSSMC_A	AIM Safety Stock Quantity Maintenance Code	Optional	A 1
XBLTIM_A	AIM Lead Time	Optional	A 5
XBLTMC_A	AIM Lead Time Maintenance Code	Optional	A 1
XBORFR_A	AIM Ordering Frequency	Optional	A 5
XBFRMC_A	AIM Order Frequency Maintenance Code	Optional; A, O, 1-9	A 1
XBAGRP_A	AIM Additional Growth Percent	Optional	A 4
XBOOQT_A	AIM Order Quantity	Optional	A 13
XBOOMC_A	AIM Order Quantity Maintenance Code	Optional	A 1
XBLHRWH	AIM Warehouse Line Hit Rank	Optional	A 1
XBLHRWHMC	AIM Warehouse Line Hit Rank Maintenance Code	Optional	A 1
XBSAAM	AIM Safety Allowance Amount	Optional	A 12
XBSACD	AIM Safety Allowance Code	Optional	A 1

Field name	Description	Specifications	Format
XBOPMC	AIM Order Point/Min Maintenance Code	Optional	A 1
XBLPMC	AIM Line Point/Max Maintenance Code	Optional	A 1
XBOPTHREF	AIM Order Point Threshold Reference	Optional	A 30
XBOPTHMIN	AIM Order Point Threshold Minimum	Optional	A 13
XBOPTHEXP	AIM Order Point Threshold Expires Date	Optional; YYMMDD format	A 6
XBUSASQ	AIM Use ASQ	Optional	A 1
XBASQUM	AIM ASQ Use Maximum Value Difference	Optional	A 1
XBASQMD	AIM ASQ Maximum Value Difference	Optional	A 15
XBUS5HI	AIM Use 5-Hi	Optional	A 1
XB5HIUM	AIM 5-Hi Use Maximum Value Difference	Optional	A 1
XB5HIMD	AIM 5-Hi Maximum Value Difference	Optional	A 15
XBUSMT	AIM Usage Months	Optional	A 2
XBUSFR	Usage Months Maintenance Code	Optional	A 1
XBUSME	AIM Usage Method	Optional	A 1
XBTDMPXP	AIM Trend Maximum Percent	Optional	A 8
XBTDMPNP	AIM Trend Minimum Percent	Optional	A 8
XBTDDET	AIM Trend End Date	Optional; YYMMDD format	A 6
XBTDUST	AIM Trend Maximum Hits Last Year	Optional	A 9
XBTDUSL	AIM Trend Minimum Hits Last Year	Optional	A 9



Field name	Description	Specifications	Format
XBUS10	AIM User Area 10	Optional	A 10
XBUS20_A	AIM User Area 20	Optional	A 20
XBUS30_A	AIM User Area 30	Optional	A 30
XBFLA1	AIM Alpha Filler 1- User Function	Optional	A 1
XBFLA2	AIM Alpha Filler 2- User Function	Optional	A 1
XBFLA3	AIM Alpha Filler 3- User Function	Optional	A 1
XBFLN1	AIM 11,2 Numeric User Area	Optional	A 13
XBFLN2	AIM 11,2 Numeric User Area	Optional	A 13
XBFLN3	AIM 11,2 Numeric User Area	Optional	A 13
XBSLUM	AIM Seasonal Line-Up Months	Optional	A 2
XBSLUE	AIM Seasonal Line-Up End Date	Optional; YYMMDD format	A 6
XBABLT	Advance by Lead Time	Optional	A 1
XBASQED	AIM ASQ Expiration Date	Optional; YYMMDD format	A 6
XB5HIED	AIM 5-Hi Expiration Date	Optional; YYMMDD format	A 6
XBLUMED	AIM Low Usage Expiration Date	Optional; YYMMDD format	A 6
XBOPHENT	AIM Threshold Entered Date	Optional; YYMMDD format	A 6
XBLUMUS	AIM Use Low Usage OP Adjuster	Optional	A 1
XBLUMMU	AIM Low Usage OP Adjuster Months to Use	Optional	A 2
XBVCTP	AIM Vendor Cost to Purchase	Optional	A 8

Field name	Description	Specifications	Format
XBVCTC	AIM Vendor Cost to Carry Percent	Optional	A 6
XBVMNWKS	AIM Vendor Minimum Weeks Supply	Optional	A 5
XBVMXWKS	AIM Vendor Maximum Weeks Supply	Optional	A 5
XBVUEOQ	AIM Vendor Use EOQ in Suggested Order	Optional	A 1
XBTCTP	AIM Transfer Cost to Purchase	Optional	A 8
XBTCTC	AIM Transfer Cost to Carry Percent	Optional	A 6
XBTMNWKS	AIM Transfer Minimum Weeks Supply	Optional	A 3
XBTMXWKS	AIM Transfer Maximum Weeks Supply	Optional	A 3
XBTUEOQ	AIM Transfer Use EOQ in Suggested Order	Optional	A 1

## Offline Item Hazardous Material Standards

The following table presents the data requirements for loading the Offline Item Hazardous Material (HAZOF). Fields marked with an asterisk (\*) are index components.

Field name	Description	Specifications	Format
XMITNO *	Item Number	ITMST - IMITNO	A 27
XMFNCD	Function Code		A 1
XMDOTR	DOT Regulated	ITHAZ – HZDOTR	A 1
XMDOT#	DOT Number	ITHAZ – HZDOT#	A 6

Field name	Description	Specifications	Format
XMGRDE	Hazardous Material Grade	ITHAZ – HZGRDE	A 40
XMPSHN	Proper Shipping Name	ITHAZ – HZPSHN	A 40
XMMDT1	Shipping Name 1 Mode of Transport		A 2
XMPSN2	Shipping Name 2	ITHAZ – HZPSN2	A 40
XMMDT2	Shipping Name 2 Mode of Transport		A 2
XMPSN3	Shipping Name 3	ITHAZ – HZPSN3	A 40
XMMDT3	Shipping Name 3 Mode of Transport		A 2
XMPSN4	Shipping Name 4	ITHAZ – HZPSN4	A 40
XMMDT4	Shipping Name 4 Mode of Transport		A 2
XMPGRP	Package Group	ITHAZ – HZPGRP	A 3
XMLQTY	Limited Quantity	ITHAZ – HZLQTY	A 5
XMPKTP	Package Type	ITHAZ – HZPKTP	A 5
XMHZCD	Primary Hazard Class Code	ITHAZ – HZHZCD	A 5
XMID01	Hazard ID# 1		A 4
XMC011	Class 1 Print Flag 1		A 1
XMC012	Class 1 Print Flag 2		A 1
XMC013	Class 1 Print Flag 3		A 1
XMC014	Class 1 Print Flag 4		A 1
XMC01H	Class 1 OSHA Flag		A 1
XMSHZ1	Subsidiary Hazard Class Code 1	ITHAZ – HZSHZ1	A 5
XMID02	Hazard ID# 2		A 4
XMC021	Class 2 Print Flag 1		A 1
XMC022	Class 2 Print Flag 2		A 1
XMC023	Class 2 Print Flag 3		A 1

Field name	Description	Specifications	Format
XMC024	Class 2 Print Flag 4		A 1
XMC02H	Class 2 OSHA Flag		A 1
XMSHZ2	Subsidiary Hazard Class Code 2	ITHAZ – HZSHZ2	A 5
XMID03	Hazard ID# 3		A 4
XMC031	Class 3 Print Flag 1		A 1
XMC032	Class 3 Print Flag 2		A 1
XMC033	Class 3 Print Flag 3		A 1
XMC034	Class 3 Print Flag 4		A 1
XMC03H	Class 3 OSHA Flag		A 1
XMSHZ3	Subsidiary Hazard Class Code 3		A 5
XMID04	Hazard ID# 4		A 4
XMC041	Class 4 Print Flag 1		A 1
XMC042	Class 4 Print Flag 2		A 1
XMC043	Class 4 Print Flag 3		A 1
XMC044	Class 4 Print Flag 4		A 1
XMC04H	Class 4 OSHA Flag		A 1
XMSHZ4	Subsidiary Hazard Class Code 4		A 5
XMID05	Hazard ID# 5		A 4
XMC051	Class 5 Print Flag 1		A 1
XMC052	Class 5 Print Flag 2		A 1
XMC053	Class 5 Print Flag 3		A 1
XMC054	Class 5 Print Flag 4		A 1
XMC05H	Class 5 OSHA Flag		A 1
XMSHZ5	Subsidiary Hazard Class Code 5		A 5

Field name	Description	Specifications	Format
XMID06	Hazard ID# 6		A 4
XMC061	Class 6 Print Flag 1		A 1
XMC062	Class 6 Print Flag 2		A 1
XMC063	Class 6 Print Flag 3		A 1
XMC064	Class 6 Print Flag 4		A 1
XMC06H	Class 6 OSHA Flag		A 1
XMSHZ6	Subsidiary Hazard Class Code 6		A 5
XMID07	Hazard ID# 7		A 4
XMC071	Class 7 Print Flag 1		A 1
XMC072	Class 7 Print Flag 2		A 1
XMC073	Class 7 Print Flag 3		A 1
XMC074	Class 7 Print Flag 4		A 1
XMC07H	Class 7 OSHA Flag		A 1
XMSHZ7	Subsidiary Hazard Class Code 7		A 5
XMID08	Hazard ID# 8		A 4
XMC081	Class 8 Print Flag 1		A 1
XMC082	Class 8 Print Flag 2		A 1
XMC083	Class 8 Print Flag 3		A 1
XMC084	Class 8 Print Flag 4		A 1
XMC08H	Class 8 OSHA Flag		A 1
XMSHZ8	Subsidiary Hazard Class Code 8		A 5
XMID09	Hazard ID# 9		A 4
XMC091	Class 9 Print Flag 1		A 1
XMC092	Class 9 Print Flag 2		A 1
XMC093	Class 9 Print Flag 3		A 1

Field name	Description	Specifications	Format
XMC094	Class 9 Print Flag 4		A 1
XMC09H	Class 9 OSHA Flag		A 1
XMSHZ9	Subsidiary Hazard Class Code 9		A 5
XMID10	Hazard ID# 10		A 4
XMC101	Class 10 Print Flag 1		A 1
XMC102	Class 10 Print Flag 2		A 1
XMC103	Class 10 Print Flag 3		A 1
XMC104	Class 10 Print Flag 4		A 1
XMC10H	Class 10 OSHA Flag		A 1
XMSHZ10	Subsidiary Hazard Class Code 10		A 5
XMID11	Hazard ID# 11		A 4
XMC111	Class 11 Print Flag 1		A 1
XMC112	Class 11 Print Flag 2		A 1
XMC113	Class 11 Print Flag 3		A 1
XMC114	Class 11 Print Flag 4		A 1
XMC11H	Class 11 OSHA Flag		A 1
XMSHZ11	Subsidiary Hazard Class Code 11		A 5
XMID12	Hazard ID# 12		A 4
XMC121	Class 12 Print Flag 1		A 1
XMC122	Class 12 Print Flag 2		A 1
XMC123	Class 12 Print Flag 3		A 1
XMC124	Class 12 Print Flag 4		A 1
XMC12H	Class 12 OSHA Flag		A 1
XMSHZ12	Subsidiary Hazard Class Code 12		A 5

Field name	Description	Specifications	Format
XMCA01	Hazard CAS #1	ITHAZ - HZCA01 (N 14,0)	A 14
XMCSW1	CAS# Min % by Weight 1	ITHAZ – HZCSW1 (N 5,2)	A 6
XMCM01	CAS# Max % by Weight 1	ITHAZ – HZCM01 (N 5,2)	A 6
XMI011	CAS# 1 Print Flag 1		A 1
XMI012	CAS# 1 Print Flag 2		A 1
XMI013	CAS# 1 Print Flag 3		A 1
XMI014	CAS# 1 Print Flag 4		A 1
XMI01H	CAS# 1 OSHA Flag		A 1
XMCA02	Hazard CAS #2	ITHAZ – HZCA02 (N 14,0)	A 14
XMCSW2	CAS# Min % by Weight 2	ITHAZ – HZCSW2 (N 5,2)	A 6
XMCM02	CAS# Max % by Weight 2	ITHAZ – HZCM02 (N 5,2)	A 6
XMI021	CAS# 2 Print Flag 1		A 1
XMI022	CAS# 2 Print Flag 2		A 1
XMI023	CAS# 2 Print Flag 3		A 1
XMI024	CAS# 2 Print Flag 4		A 1
XMI02H	CAS# 2 OSHA Flag		A 1
XMCA03	Hazard CAS #3	ITHAZ – HZCA03 (N 14,0)	A 14
XMCSW3	CAS# Min % by Weight 3	ITHAZ – HZCSW3 (N 5,2)	A 6
XMCM03	CAS# Max % by Weight 3	ITHAZ – HZCM03 (N 5,2)	A 6
XMI031	CAS# 3 Print Flag 1		A 1
XMI032	CAS# 3 Print Flag 2		A 1
XMI033	CAS# 3 Print Flag 3		A 1
XMI034	CAS# 3 Print Flag 4		A 1
XMI03H	CAS# 3 OSHA Flag		A 1
XMCA04	Hazard CAS #4	ITHAZ – HZCA04 (N 14,0)	A 14
XMCSW4	CAS# Min % by Weight 4	ITHAZ – HZCSW4 (N 5,2)	A 6

Field name	Description	Specifications	Format
XMCM04	CAS# Max % by Weight 4	ITHAZ – HZCM04 (N 5,2)	A 6
XMI041	CAS# 4 Print Flag 1		A 1
XMI042	CAS# 4 Print Flag 2		A 1
XMI043	CAS# 4 Print Flag 3		A 1
XMI044	CAS# 4 Print Flag 4		A 1
XMI04H	CAS# 4 OSHA Flag		A 1
XMCA05	Hazard CAS #5	ITHAZ – HZCA05 (N 14,0)	A 14
XMCSW5	CAS# Min % by Weight 5	ITHAZ – HZCSW5 (N 5,2)	A 6
XMCM05	CAS# Max % by Weight 5	ITHAZ – HZCM05 (N 5,2)	A 6
XMI051	CAS# 5 Print Flag 1		A 1
XMI052	CAS# 5 Print Flag 2		A 1
XMI053	CAS# 5 Print Flag 3		A 1
XMI054	CAS# 5 Print Flag 4		A 1
XMI05H	CAS# 5 OSHA Flag		A 1
XMCA06	Hazard CAS #6	ITHAZ – HZCA06 (N 14,0)	A 14
XMCSW6	CAS# Min % by Weight 6	ITHAZ – HZCSW6 (N 5,2)	A 6
XMCM06	CAS# Max % by Weight 6	ITHAZ – HZCM06 (N 5,2)	A 6
XMI061	CAS# 6 Print Flag 1		A 1
XMI062	CAS# 6 Print Flag 2		A 1
XMI063	CAS# 6 Print Flag 3		A 1
XMI064	CAS# 6 Print Flag 4		A 1
XMI06H	CAS# 6 OSHA Flag		A 1
XMCA07	Hazard CAS #7	ITHAZ – HZCA07 (N 14,0)	A 14
XMCSW7	CAS# Min % by Weight 7	ITHAZ – HZCSW7 (N 5,2)	A 6
XMCM07	CAS# Max % by Weight 7	ITHAZ – HZCM07 (N 5,2)	A 6
XMI071	CAS# 7 Print Flag 1		A 1



Field name	Description	Specifications	Format
XMI072	CAS# 7 Print Flag 2		A 1
XMI073	CAS# 7 Print Flag 3		A 1
XMI074	CAS# 7 Print Flag 4		A 1
XMI07H	CAS# 7 OSHA Flag		A 1
XMCA08	Hazard CAS #8	ITHAZ – HZCA08 (N 14,0)	A 14
XMCSW8	CAS# Min % by Weight 8	ITHAZ – HZCSW8 (N 5,2)	A 6
XMCM08	CAS# Max % by Weight 8	ITHAZ – HZCM08 (N 5,2)	A 6
XMI081	CAS# 8 Print Flag 1		A 1
XMI082	CAS# 8 Print Flag 2		A 1
XMI083	CAS# 8 Print Flag 3		A 1
XMI084	CAS# 8 Print Flag 4		A 1
XMI08H	CAS# 8 OSHA Flag		A 1
XMCA09	Hazard CAS #9	ITHAZ – HZCA09 (N 14,0)	A 14
XMCSW9	CAS# Min % by Weight 9	ITHAZ – HZCSW9 (N 5,2)	A 6
XMCM09	CAS# Max % by Weight 9	ITHAZ – HZCM09 (N 5,2)	A 6
XMI091	CAS# 9 Print Flag 1		A 1
XMI092	CAS# 9 Print Flag 2		A 1
XMI093	CAS# 9 Print Flag 3		A 1
XMI094	CAS# 9 Print Flag 4		A 1
XMI09H	CAS# 9 OSHA Flag		A 1
XMCA10	Hazard CAS #10	ITHAZ – HZCA10 (N 14,0)	A 14
XMCSW10	CAS# Min % by Weight 10	ITHAZ – HZCSW10 (N 5,2)	A 6
XMCM10	CAS# Max % by Weight 10	ITHAZ – HZCM10 (N 5,2)	A 6
XMI101	CAS# 10 Print Flag 1		A 1
XMI102	CAS# 10 Print Flag 2		A 1
XMI103	CAS# 10 Print Flag 3		A 1

Field name	Description	Specifications	Format
XMI104	CAS# 10 Print Flag 4		A 1
XMI10H	CAS# 10 OSHA Flag		A 1
XMCA11	Hazard CAS #11	ITHAZ – HZCA11 (N 14,0)	A 14
XMCSW11	CAS# Min % by Weight 11	ITHAZ – HZCSW11 (N 5,2)	A 6
XMCM11	CAS# Max % by Weight 11	ITHAZ – HZCM11 (N 5,2)	A 6
XMI111	CAS# 11 Print Flag 1		A 1
XMI112	CAS# 11 Print Flag 2		A 1
XMI113	CAS# 11 Print Flag 3		A 1
XMI114	CAS# 11 Print Flag 4		A 1
XMI11H	CAS# 11 OSHA Flag		A 1
XMCA12	Hazard CAS #12	ITHAZ – HZCA12 (N 14,0)	A 14
XMCSW12	CAS# Min % by Weight 12	ITHAZ – HZCSW12 (N 5,2)	A 6
XMCM12	CAS# Max % by Weight 12	ITHAZ – HZCM12 (N 5,2)	A 6
XMI121	CAS# 12 Print Flag 1		A 1
XMI122	CAS# 12 Print Flag 2		A 1
XMI123	CAS# 12 Print Flag 3		A 1
XMI124	CAS# 12 Print Flag 4		A 1
XMI12H	CAS# 12 OSHA Flag		A 1
XMMSG1	Hazardous Material Message Code 1	ITHAZ – HZMSG1	A 2
XMM011	Message 1 Print Flag 1		A 1
XMM012	Message 1 Print Flag 2		A 1
XMM013	Message 1 Print Flag 3		A 1
XMM014	Message 1 Print Flag 4		A 1
XMM01H	Message 1 OSHA Flag		A 1
XMMSG2	Hazardous Material Message Code 2	ITHAZ – HZMSG2	A 2

Field name	Description	Specifications	Format
XMM021	Message 2 Print Flag 1		A 1
XMM022	Message 2 Print Flag 2		A 1
XMM023	Message 2 Print Flag 3		A 1
XMM024	Message 2 Print Flag 4		A 1
XMM02H	Message 2 OSHA Flag		A 1
XMMSG3	Hazardous Material Message Code 3	ITHAZ – HZMSG3	A 2
XMM031	Message 3 Print Flag 1		A 1
XMM032	Message 3 Print Flag 2		A 1
XMM033	Message 3 Print Flag 3		A 1
XMM034	Message 3 Print Flag 4		A 1
XMM03H	Message 3 OSHA Flag		A 1
XMMSG4	Hazardous Material Message Code 4	ITHAZ – HZMSG4	A 2
XMM041	Message 4 Print Flag 1		A 1
XMM042	Message 4 Print Flag 2		A 1
XMM043	Message 4 Print Flag 3		A 1
XMM044	Message 4 Print Flag 4		A 1
XMM04H	Message 4 OSHA Flag		A 1
XMMSG5	Hazardous Material Message Code 5		A 2
XMM051	Message 5 Print Flag 1		A 1
XMM052	Message 5 Print Flag 2		A 1
XMM053	Message 5 Print Flag 3		A 1
XMM054	Message 5 Print Flag 4		A 1
XMM05H	Message 5 OSHA Flag		A 1
XMMSG6	Hazardous Material Message Code 6		A 2

Field name	Description	Specifications	Format
XMM061	Message 6 Print Flag 1		A 1
XMM062	Message 6 Print Flag 2		A 1
XMM063	Message 6 Print Flag 3		A 1
XMM064	Message 6 Print Flag 4		A 1
XMM06H	Message 6 OSHA Flag		A 1
XMMSG7	Hazardous Material Message Code 7		A 2
XMM071	Message 7 Print Flag 1		A 1
XMM072	Message 7 Print Flag 2		A 1
XMM073	Message 7 Print Flag 3		A 1
XMM074	Message 7 Print Flag 4		A 1
XMM07H	Message 7 OSHA Flag		A 1
XMMSG8	Hazardous Material Message Code 8		A 2
XMM081	Message 8 Print Flag 1		A 1
XMM082	Message 8 Print Flag 2		A 1
XMM083	Message 8 Print Flag 3		A 1
XMM084	Message 8 Print Flag 4		A 1
XMM08H	Message 8 OSHA Flag		A 1
XMMSG9	Hazardous Material Message Code 9		A 2
XMM091	Message 9 Print Flag 1		A 1
XMM092	Message 9 Print Flag 2		A 1
XMM093	Message 9 Print Flag 3		A 1
XMM094	Message 9 Print Flag 4		A 1
XMM09H	Message 9 OSHA Flag		A 1
XMMSG10	Hazardous Material Message Code 10		A 2

Field name	Description	Specifications	Format
XMM101	Message 10 Print Flag 1		A 1
XMM102	Message 10 Print Flag 2		A 1
XMM103	Message 10 Print Flag 3		A 1
XMM104	Message 10 Print Flag 4		A 1
XMM10H	Message 10 OSHA Flag		A 1
XMMSG11	Hazardous Material Message Code 11		A 2
XMM111	Message 11 Print Flag 1		A 1
XMM112	Message 11 Print Flag 2		A 1
XMM113	Message 11 Print Flag 3		A 1
XMM114	Message 11 Print Flag 4		A 1
XMM11H	Message 11 OSHA Flag		A 1
XMMSG12	Hazardous Material Message Code 12		A 2
XMM121	Message 12 Print Flag 1		A 1
XMM122	Message 12 Print Flag 2		A 1
XMM123	Message 12 Print Flag 3		A 1
XMM124	Message 12 Print Flag 4		A 1
XMM12H	Message 12 OSHA Flag		A 1
XMPCT1	Hazard Pictogram 1	Optional	A 5
XMP011	Pictogram 1 Print Flag 1	Y/N; Required if Hazard Pictogram 1 contains a value	A 1
XMP012	Pictogram 1 Print Flag 2	Y/N; Required if Hazard Pictogram 1 contains a value	A 1
XMP013	Pictogram 1 Print Flag 3	Y/N; Required if Hazard Pictogram 1 contains a value	A 1
XMP014	Pictogram 1 Print Flag 4	Y/N; Required if Hazard Pictogram 1 contains a value	A 1
XMP01H	Pictogram 1 OSHA Print Flag	Y/N; Required if Hazard Pictogram 1 contains a value	A 1

Field name	Description	Specifications	Format
XMPCT2	Hazard Pictogram 2	Optional	A 5
XMP021	Pictogram 2 Print Flag 1	Y/N; Required if Hazard Pictogram 2 contains a value	A 1
XMP022	Pictogram 2 Print Flag 2	Y/N; Required if Hazard Pictogram 2 contains a value	A 1
XMP023	Pictogram 2 Print Flag 3	Y/N; Required if Hazard Pictogram 2 contains a value	A 1
XMP024	Pictogram 2 Print Flag 4	Y/N; Required if Hazard Pictogram 2 contains a value	A 1
XMP02H	Pictogram 2 OSHA Print Flag	Y/N; Required if Hazard Pictogram 2 contains a value	A 1
XMPCT3	Hazard Pictogram 3	Optional	A 5
XMP031	Pictogram 3 Print Flag 1	Y/N; Required if Hazard Pictogram 3 contains a value	A 1
XMP032	Pictogram 3 Print Flag 2	Y/N; Required if Hazard Pictogram 3 contains a value	A 1
XMP033	Pictogram 3 Print Flag 3	Y/N; Required if Hazard Pictogram 3 contains a value	A 1
XMP034	Pictogram 3 Print Flag 4	Y/N; Required if Hazard Pictogram 3 contains a value	A 1
XMP03H	Pictogram 3 OSHA Print Flag	Y/N; Required if Hazard Pictogram 3 contains a value	A 1
XMPCT4	Hazard Pictogram 4	Optional	A 5
XMP041	Pictogram 4 Print Flag 1	Y/N; Required if Hazard Pictogram 4 contains a value	A 1
XMP042	Pictogram 4 Print Flag 2	Y/N; Required if Hazard Pictogram 4 contains a value	A 1
XMP043	Pictogram 4 Print Flag 3	Y/N; Required if Hazard Pictogram 4 contains a value	A 1
XMP044	Pictogram 4 Print Flag 4	Y/N; Required if Hazard Pictogram 4 contains a value	A 1
XMP04H	Pictogram 4 OSHA Print Flag	Y/N; Required if Hazard Pictogram 4 contains a value	A 1

Field name	Description	Specifications	Format
XMPCT5	Hazard Pictogram 5	Optional	A 5
XMP051	Pictogram 5 Print Flag 1	Y/N; Required if Hazard Pictogram 5 contains a value	A 1
XMP052	Pictogram 5 Print Flag 2	Y/N; Required if Hazard Pictogram 5 contains a value	A 1
XMP053	Pictogram 5 Print Flag 3	Y/N; Required if Hazard Pictogram 5 contains a value	A 1
XMP054	Pictogram 5 Print Flag 4	Y/N; Required if Hazard Pictogram 5 contains a value	A 1
XMP05H	Pictogram 5 OSHA Print Flag	Y/N; Required if Hazard Pictogram 5 contains a value	A 1
XMPCT6	Hazard Pictogram 6	Optional	A 5
XMP061	Pictogram 6 Print Flag 1	Y/N; Required if Hazard Pictogram 6 contains a value	A 1
XMP062	Pictogram 6 Print Flag 2	Y/N; Required if Hazard Pictogram 6 contains a value	A 1
XMP063	Pictogram 6 Print Flag 3	Y/N; Required if Hazard Pictogram 6 contains a value	A 1
XMP064	Pictogram 6 Print Flag 4	Y/N; Required if Hazard Pictogram 6 contains a value	A 1
XMP06H	Pictogram 6 OSHA Print Flag	Y/N; Required if Hazard Pictogram 6 contains a value	A 1
XMPCT7	Hazard Pictogram 7	Optional	A 5
XMP071	Pictogram 7 Print Flag 1	Y/N; Required if Hazard Pictogram 7 contains a value	A 1
XMP072	Pictogram 7 Print Flag 2	Y/N; Required if Hazard Pictogram 7 contains a value	A 1
XMP073	Pictogram 7 Print Flag 3	Y/N; Required if Hazard Pictogram 7 contains a value	A 1
XMP074	Pictogram 7 Print Flag 4	Y/N; Required if Hazard Pictogram 7 contains a value	A 1
XMP07H	Pictogram 7 OSHA Print Flag	Y/N; Required if Hazard Pictogram 7 contains a value	A 1

Field name	Description	Specifications	Format
XMPCT8	Hazard Pictogram 8	Optional	A 5
XMP081	Pictogram 8 Print Flag 1	Y/N; Required if Hazard Pictogram 8 contains a value	A 1
XMP082	Pictogram 8 Print Flag 2	Y/N; Required if Hazard Pictogram 8 contains a value	A 1
XMP083	Pictogram 8 Print Flag 3	Y/N; Required if Hazard Pictogram 8 contains a value	A 1
XMP084	Pictogram 8 Print Flag 4	Y/N; Required if Hazard Pictogram 8 contains a value	A 1
XMP078H	Pictogram 8 OSHA Print Flag	Y/N; Required if Hazard Pictogram 8 contains a value	A 1
XMSGN1	Hazard Signal Word 1		A 20
XMS011	Signal 1 Print Flag 1		A 1
XMS012	Signal 1 Print Flag 2		A 1
XMS013	Signal 1 Print Flag 3		A 1
XMS014	Signal 1 Print Flag 4		A 1
XMS01H	Signal 1 OSHA Flag		A 1
XMSGN2	Hazard Signal Word 2		A 20
XMS021	Signal 2 Print Flag 1		A 1
XMS022	Signal 2 Print Flag 2		A 1
XMS0213	Signal 2 Print Flag 3		A 1
XMS024	Signal 2 Print Flag 4		A 1
XMS02H	Signal 2 OSHA Flag		A 1
XMSGN3	Hazard Signal Word 3		A 20
XMS031	Signal 3 Print Flag 1		A 1
XMS032	Signal 3 Print Flag 2		A 1
XMS033	Signal 3 Print Flag 3		A 1
XMS034	Signal 3 Print Flag 4		A 1
XMS03H	Signal 3 OSHA Flag		A 1



Field name	Description	Specifications	Format
XMUF01	Hazard User Field 1	Optional	A 20
XMU011	User 1 Print Flag 1	Y/N; Required if Hazard User Field 1 contains a value	A 1
XMU012	User 1 Print Flag 2	Y/N; Required if Hazard User Field 1 contains a value	A 1
XMU013	User 1 Print Flag 3	Y/N; Required if Hazard User Field 1 contains a value	A 1
XMU014	User 1 Print Flag 4	Y/N; Required if Hazard User Field 1 contains a value	A 1
XMU01H	User 1 OSHA Flag	Y/N; Required if Hazard User Field 1 contains a value	A 1
XMUF02	Hazard User Field 2	Optional	A 20
XMU021	User 2 Print Flag 1	Y/N; Required if Hazard User Field 2 contains a value	A 1
XMU022	User 2 Print Flag 2	Y/N; Required if Hazard User Field 2 contains a value	A 1
XMU023	User 2 Print Flag 3	Y/N; Required if Hazard User Field 2 contains a value	A 1
XMU024	User 2 Print Flag 4	Y/N; Required if Hazard User Field 2 contains a value	A 1
XMU02H	User 2 OSHA Flag	Y/N; Required if Hazard User Field 2 contains a value	A 1
XMUF03	Hazard User Field 3	Optional	A 20
XMU031	User 3 Print Flag 1	Y/N; Required if Hazard User Field 3 contains a value	A 1
XMU032	User 3 Print Flag 2	Y/N; Required if Hazard User Field 3 contains a value	A 1
XMU033	User 3 Print Flag 3	Y/N; Required if Hazard User Field 3 contains a value	A 1
XMU034	User 3 Print Flag 4	Y/N; Required if Hazard User Field 3 contains a value	A 1
XMU03H	User 3 OSHA Flag	Y/N; Required if Hazard User Field 3 contains a value	A 1

Field name	Description	Specifications	Format
XMUF04	Hazard User Field 4	Optional	A 20
XMU041	User 4 Print Flag 1	Y/N; Required if Hazard User Field 4 contains a value	A 1
XMU042	User 4 Print Flag 2	Y/N; Required if Hazard User Field 4 contains a value	A 1
XMU043	User 4 Print Flag 3	Y/N; Required if Hazard User Field 4 contains a value	A 1
XMU044	User 4 Print Flag 4	Y/N; Required if Hazard User Field 4 contains a value	A 1
XMU04H	User 4 OSHA Flag	Y/N; Required if Hazard User Field 4 contains a value	A 1
XMUF05	Hazard User Field 5	Optional	A 20
XMU051	User 5 Print Flag 1	Y/N; Required if Hazard User Field 5 contains a value	A 1
XMU052	User 5 Print Flag 2	Y/N; Required if Hazard User Field 5 contains a value	A 1
XMU053	User 5 Print Flag 3	Y/N; Required if Hazard User Field 5 contains a value	A 1
XMU054	User 5 Print Flag 4	Y/N; Required if Hazard User Field 5 contains a value	A 1
XMU05H	User 5 OSHA Flag	Y/N; Required if Hazard User Field 5 contains a value	A 1
XMUF06	Hazard User Field 6	Optional	A 20
XMU061	User 6 Print Flag 1	Y/N; Required if Hazard User Field 6 contains a value	A 1
XMU062	User 6 Print Flag 2	Y/N; Required if Hazard User Field 6 contains a value	A 1
XMU063	User 6 Print Flag 3	Y/N; Required if Hazard User Field 6 contains a value	A 1
XMU064	User 6 Print Flag 4	Y/N; Required if Hazard User Field 6 contains a value	A 1
XMU06H	User 6 OSHA Flag	Y/N; Required if Hazard User Field 6 contains a value	A 1

Field name	Description	Specifications	Format
XMUF07	Hazard User Field 7	Optional	A 20
XMU071	User 7 Print Flag 1	Y/N; Required if Hazard User Field 7 contains a value	A 1
XMU072	User 7 Print Flag 2	Y/N; Required if Hazard User Field 7 contains a value	A 1
XMU073	User 7 Print Flag 3	Y/N; Required if Hazard User Field 7 contains a value	A 1
XMU074	User 7 Print Flag 4	Y/N; Required if Hazard User Field 7 contains a value	A 1
XMU07H	User 7 OSHA Flag	Y/N; Required if Hazard User Field 7 contains a value	A 1
XMUF08	Hazard User Field 8	Optional	A 20
XMU081	User 8 Print Flag 1	Y/N; Required if Hazard User Field 8 contains a value	A 1
XMU082	User 8 Print Flag 2	Y/N; Required if Hazard User Field 8 contains a value	A 1
XMU083	User 8 Print Flag 3	Y/N; Required if Hazard User Field 8 contains a value	A 1
XMU084	User 8 Print Flag 4	Y/N; Required if Hazard User Field 8 contains a value	A 1
XMU08H	User 8 OSHA Flag	Y/N; Required if Hazard User Field 8 contains a value	A 1
XMUF09	Hazard User Field 9	Optional	A 20
XMU091	User 9 Print Flag 1	Y/N; Required if Hazard User Field 9 contains a value	A 1
XMU092	User 9 Print Flag 2	Y/N; Required if Hazard User Field 9 contains a value	A 1
XMU093	User 9 Print Flag 3	Y/N; Required if Hazard User Field 9 contains a value	A 1
XMU094	User 9 Print Flag 4	Y/N; Required if Hazard User Field 9 contains a value	A 1
XMU09H	User 9 OSHA Flag	Y/N; Required if Hazard User Field 9 contains a value	A 1

Field name	Description	Specifications	Format
XMUF10	Hazard User Field 10	Optional	A 20
XMU101	User 10 Print Flag 1	Y/N; Required if Hazard User Field 10 contains a value	A 1
XMU102	User 10 Print Flag 2	Y/N; Required if Hazard User Field 10 contains a value	A 1
XMU103	User 10 Print Flag 3	Y/N; Required if Hazard User Field 10 contains a value	A 1
XMU104	User 10 Print Flag 4	Y/N; Required if Hazard User Field 10 contains a value	A 1
XMU10H	User 10 OSHA Flag	Y/N; Required if Hazard User Field 10 contains a value	A 1
XMUF11	Hazard User Field 11	Optional	A 20
XMU111	User 11 Print Flag 1	Y/N; Required if Hazard User Field 11 contains a value	A 1
XMU112	User 11 Print Flag 2	Y/N; Required if Hazard User Field 11 contains a value	A 1
XMU113	User 11 Print Flag 3	Y/N; Required if Hazard User Field 11 contains a value	A 1
XMU114	User 11 Print Flag 4	Y/N; Required if Hazard User Field 11 contains a value	A 1
XMU11H	User 11 OSHA Flag	Y/N; Required if Hazard User Field 11 contains a value	A 1
XMUF12	Hazard User Field 12	Optional	A 20
XMU121	User 12 Print Flag 1	Y/N; Required if Hazard User Field 12 contains a value	A 1
XMU122	User 12 Print Flag 2	Y/N; Required if Hazard User Field 12 contains a value	A 1
XMU123	User 12 Print Flag 3	Y/N; Required if Hazard User Field 12 contains a value	A 1
XMU124	User 12 Print Flag 4	Y/N; Required if Hazard User Field 12 contains a value	A 1
XMU12H	User 12 OSHA Flag	Y/N; Required if Hazard User Field 12 contains a value	A 1

## Offline UPC/GTIN Standards

The following table presents the data requirements for loading the UPC and GTIN Item/UOM Cross Reference (UPCOF). Fields marked with an asterisk (\*) are index components.

Field name	Description	Specifications	Format
XPITNO (key field)	Item Number	Required	A 27
XPTYPE	Type (1=UPC, 2=GTIN)	Required	A 1
XPFNCD	Function Code	Required; A-Add, D-Delete	A 1
XPBRIT	UPC or GTIN X-Ref Code	Required	A 27
XPUNMS	Unit of Measure	Required	A 3

## Offline Vendor/Item Standards

The following table presents the data requirements for loading the Offline Vendor/Item (VNIOF). Fields marked with an asterisk (\*) are index components.

Field name	Description	Specifications	Format
VXITNO	Item Number	Required	A 27
VXVNNO	Vendor Number	Required	A 6
VXWHID	Warehouse ID	Optional	A 2
VXFNCD	Function Code	Required; A-Add, C-Change, D-Delete	A 1
VXMFNO	Manufacturers Item Number	Optional	A 27

Field name	Description	Specifications	Format
VXMDS1	Manufacturers Description 1	Optional	A 31
VXMDS2	Manufacturers Description 2	Optional	A 31
VXPOUM	Purchasing Unit of Measure	Optional	A 3
VXUMCN	Purchasing U/M Conversion Factor	Optional	N 11,5
VXALUM	Alternate Purchasing U/M	Optional	A 3
VXAUMC	Alternate U/M Conversion Factor	Optional	N 11,5
VXCSUM	Cost Unit of Measure	Optional	A 3
VXCSCN	Cost Conversion Factor	Optional	N 11,5
VXUNWT	Unit Weight	Optional	N 9,4
VXSTUS	Standard Pack	Optional	N 9,3
VXSSTP	Safety Stock Percent	Optional	N 5,3
VXMNOQ	Minimum Order Quantity	Optional	N 9,3
VXLDTM	Lead Time	Optional	N 2,0
VXLDFG	Calculate Lead Time from Receipts	Optional; Y/N	A 1
VXORFR	Ordering Frequency	Optional	N 3,1
VXTXCD	Taxable Code	Optional; Y/N	A 1
VXUPAV	Update Average Cost	Optional; Y/N	A 1
VXUPIN	Update Inventory Code	Optional; Y/N	A 1
VXCQTY	Quantity Sold on Contract	Optional	A 15
VXCNNO	Contract Number	Optional	A 10
VXUS15	User Area	Optional	A 15
VXLNCD	Landing Code	Optional	A 5
VXFLAG	Separate Cost by Warehouse	Optional; Y/Blank	A 1

Field name	Description	Specifications	Format
VXCOST	Vendor/Item Cost	Optional	N 15,5
VXQB01	Quantity Break 1	Optional; keyed in highest to lowest sequence based on quantity	N 10,3
VXQB02	Quantity Break 2	Optional; keyed in highest to lowest sequence based on quantity	N 10,3
VXQB03	Quantity Break 3	Optional; keyed in highest to lowest sequence based on quantity	N 10,3
VXQB04	Quantity Break 4	Optional; keyed in highest to lowest sequence based on quantity	N 10,3
VXQB05	Quantity Break 5	Optional; keyed in highest to lowest sequence based on quantity	N 10,3
VXQC01	Quantity Break 1 Cost or %	Optional; discounted unit cost or percentage based on the Quantity Cost Code flag	N 15,5
VXQC02	Quantity Break 2 Cost or %	Optional; discounted unit cost or percentage based on the Quantity Cost Code flag	N 15,5
VXQC03	Quantity Break 3 Cost or %	Optional; discounted unit cost or percentage based on the Quantity Cost Code flag	N 15,5
VXQC04	Quantity Break 4 Cost or %	Optional; discounted unit cost or percentage based on the Quantity Cost Code flag	N 15,5
VXQC05	Quantity Break 5 Cost or %	Optional; discounted unit cost or percentage based on the Quantity Cost Code flag	N 15,5
VXQTCS	Quantity Cost Code	Optional; C or %	A 1
VXEXDT	Expiration Date	Optional; YYMMDD Reserved for future use.	N 6,0
VXBUYR	Buyer Initial	Optional	A 3
VXCOFO	Country of Origin	Optional	A 3
VXCSTT	Trading Currency Vendor/ Item Cost	Optional	N 15,5
VXQCT1	Trading Currency Quantity Break 1 Cost or %	Optional	N 15,5
VXQCT2	Trading Currency Quantity Break 2 Cost or %	Optional	N 15,5

Field name	Description	Specifications	Format
VXQCT3	Trading Currency Quantity Break 3 Cost or %	Optional	N 15,5
VXQCT4	Trading Currency Quantity Break 4 Cost or %	Optional	N 15,5
VXQCT5	Trading Currency Quantity Break 5 Cost or %	Optional	N 15,5



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## Glossary



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ABC Code	A one character code used to signify an item's ranking based upon sales, cost, profit, or quantity sold. This ranking allows you to qualify items in a variety of ways (e.g., the fastest moving items, those items which are most profitable, etc.).
Allocated Quantity	The quantity of an item that has been ordered by your customers but not yet shipped to them, minus any special order quantities. (Inventory is not allocated for quotes or for future, master, or blanket orders.)
ATS	Available to sell.
Average Cost	The cost of an item that can be used to base your sales profit, to value your inventory, or to use as a base for mark-up pricing. The average cost of an item can be maintained by both Distribution A+ and the user. When an item is processed, if Distribution A+ is calculating the average cost, the following is the formula used: $(\text{Original Qty On-Hand} * \text{Current Average Cost}) + (\text{Transaction Qty} * \text{Transaction Cost}) / \text{New Qty On-Hand}$ .
Case Quantity Item	A lot item that is handled by the case. See fixed case quantity item and variable case quantity item. (This term is not applicable if you do not have Warehouse Management installed.)
Catch Weight	An item priced by it's weight (e.g., by the pound).
Chemical Abstract Service Numbers	Chemical Abstract Service numbers (CAS#s) are numbers assigned by the Department of Transportation (DOT) and used as an identifier for each chemical/ingredient of a HAZMAT item. CAS#s are assigned in MENU IAFIL2).
Count Sheets	Sheets of paper used to enter quantities of items counted during a physical inventory. They are created from MENU IAPHYS as part of the physical inventory process.
Container Charge	An extra charge applied to an item for a container or special packaging that is unique to a unit of measure.

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Container charges display in the Other field on the End Order Screen when entering an order through Enter, Change & Ship Orders (MENU OEMAIN). Values in the Other field are not subject to sales tax and do not show on the tax report.

The container charges for all line items on an order are totaled and printed at the bottom of the invoice. The container charge is posted to a separate G/L account number and is, therefore, not included in the sales analysis.

Conversion Factor	The relationship between the units of measure. A conversion factor is used to convert one unit of measure to another unit of measure for an item.
Customer Inventory Reservation	Inventory, from your order entry net available, that is reserved for sale to a specific customer. Reservations for an item may exist for multiple customers simultaneously.
Cycle Count Code	Used to distinguish locations and items in your warehouse based upon their preference and performance. They may also be used when performing a partial or physical inventory (cycle count) to select items to count by their cycle count code.
Discontinued Item	An item that is no longer available from any of your vendors. When an item has been discontinued by the manufacturer/vendor, you may still have inventory on-hand to sell, but the quantities will be limited. You can mark an item as discontinued through Item Master Maintenance (MENU IAFIL) to alert users in your organization as to the item's status while still allowing the remaining inventory on-hand to be sold. When the inventory for an item marked as discontinued reaches zero in all warehouses, the system will suspend the item automatically, eliminating the need to manually track the item and manually suspend it when the inventory is depleted.
Drop Ship Load	Used to distinguish that the Cost Load Factor is a drop ship load (Drop Ship = Y). When the Drop Ship is Y (Yes) it can be customer specific or not and will be located in the Cost Load Factors Customer/Drop Ship File (IACLCF). It is the only type that can have customer exceptions when it is not customer specific. See <b>Non Drop Ship Load</b> glossary term.
Fixed Case Quantity Item	A lot item that is handled by the case, where the quantity per case is constant. (This term is not applicable if you do not have Warehouse Management installed.)
GS1	GS1 is an international not-for-profit association with member organizations in over 100 countries. GS1 is dedicated to the design and implementation of global standards and solutions to improve the efficiency and visibility of supply and demand chains globally and across sectors. The GS1 system of standards is the most widely used supply chain standards system in the world.

GTIN (Global Trade Item Number)	Global Trade Item Number (GTIN), as defined in the document called “An Introduction to the Global Trade Item Number”, is a unique identifier for trade items developed by the GS1, which include both products and services that are sold, delivered, and invoiced at any point in the supply chain. Such identifiers are used to look up product information in a database (often by inputting the number through a bar code scanner pointed at an actual product) which may belong to a retailer, manufacturer, collector, researcher, or other entity. The uniqueness and universality of the identifier is useful in establishing which product in one database corresponds to which product in another database, especially across organizational boundaries.
Hazard Class Code	Categories of HAZMAT items regulated by the Department of Transportation (DOT).
HAZMAT	A hazardous material item.
In-Process Quantity	The quantity of an item that has been entered into an inventory transaction, but not yet posted. In-process quantities can be receipts or adjustment transactions to increase or decrease your inventory balance.
Inquiry Unit of Measure	The default unit of measure used to express an item’s quantities during Sales Analysis and inventory inquiries.
Last Cost	The price at which you received an item the last time you purchased it from a vendor and received it into Distribution A+. This cost can be maintained by both Distribution A+ at receipt time and the user through manual maintenance.
Last Cost Date	The date that the last cost was last updated.
List Price	One of up to five prices for an item defined in the Item Master File (MENU IAFIL), or the Item Balance File (MENU IAFIL) if warehouse pricing is being used. The list price can be selected as the base price for an item on a customer order in Order Entry.
Loaded Cost	A loaded cost is one that begins with a base value and then other costs (which include many different factors) are applied to this base, taking into account the vendor, item class/sub-class, and item. This calculated loaded cost is then used in Order Entry as the commission cost, where mark-ups can occur off of this cost, if selected to do so.
Location Class	A classification assigned to an item to indicate that the item must be stored in a warehouse location of the same location class. (This term is N/A if you do not have Warehouse Management installed.)
Lot Item	An item belonging to a group that share a common element (e.g., rolls of wallpaper that share the same dye lot). Lot items may also have an expiration

	date associated with them, (e.g., bottles of milk that were processed in the same batch, and expire in 20 days). (This term is N/A if you do not have Warehouse Management installed.)
Maximum Balance Quantity	The maximum quantity of an item that should remain in inventory before the item is considered overstocked.
Minimum Balance Quantity	The minimum quantity of an item that should remain in inventory to prevent the item from being back ordered for a customer.
Non Drop Ship Load, Customer Specific	Used to distinguish that the Cost Load Factor is not a drop ship load (Drop Ship = N) and the Cost Load Factor is customer specific (customer has been entered). The values are located in the Cost Load Factors Customer/Drop Ship File (IACLCFC).
Non Drop Ship Load, All Customer	Used to distinguish that the Cost Load Factor is not a drop ship load (Drop Ship = N or blank) and the Cost Load Factor is for all customers (a customer has not been entered). The values are located in the Cost Load Factors File (IACLCF).
On-Hand Quantity	The quantity of an item that is currently on-hand in the warehouse.
Physical Inventory Code	Used when performing a partial physical inventory for only locations that contain the items that have the desired physical inventory codes.
Primary Location	The suggested primary location where the item is stocked. (This term is N/A if Warehouse Management is installed.)
Progressive Cost Loads	This is a method for which cost loads will be applied. Cost Load Factors are entered for all levels (Item, Item Class/SubClass, Vendor, Warehouse). Each level is always checked for a cost load when loads are applied. See Cost Load Factors Maintenance (MENU IAFIL2) for further details.
Product IDs (Vertex only)	Used to classify one or more like items for taxing purposes in Vertex.
Reporting Unit of Measure	The unit of measure used to express an item's quantities on certain Sales Analysis reports.
Restricted Item	An item that certain customers are restricted from ordering, or can only be ordered by a group of customers.
Re-Use Code	A yes/no code for sales tax purposes that indicates if the item may be re-used. If a customer's Sale Tax Code (MENU ARFILE) has been defined as jobber, when this customer orders this item, a re-use code of N makes the item non-taxable and a re-use code of Y makes the item taxable.

Safety Data Sheet	A Safety Data Sheet (SDS) is a document that may be required by the Occupational Safety & Health Administration (OSHA) to be provided to every customer who receives a HAZMAT item.
Secondary Location	The secondary location where the item may be stocked. (This term is N/A if Warehouse Management is installed.)
Serial Number Item	<p>An item assigned a unique serial number when it is shipped or received. (This term is N/A if you do not have Warehouse Management installed.) There are two types of serial numbers:</p> <p>Standard (S) serial number items require that the serial number be recorded when the item is received.</p> <p>Tracked (T) serial number items require that the serial number be recorded only when the item is shipped.</p>
Special Order Code	A special order is an order such as a drop shipment, non-stock, custom build, or an order of such a large quantity that you do not want to remove the items from stock. The special order code at the warehouse indicates the stocking status of the item in the warehouse.
Standard Cost	A cost for an item that is set at a fixed amount that can be used to base your sales profit, to value your inventory, or to use as a base for mark-up pricing. Only the user can change this cost, it is not maintained by Distribution A+.
Stocking Unit of Measure	A unit of measure in which the item is stocked in your warehouse.
Surcharge	<p>An extra charge added to the base price (either cost or list price) of an item, derived as follows:</p> <p>When you are ordering an item in an amount less than the conversion factor, you get a surcharge in the unit of measure you are buying in.</p> <p>When you are ordering an item in an amount greater than or equal to the conversion factor, you get a surcharge in the next highest unit of measure you are buying in.</p> <p>The amount of the surcharge affects the base (cost or list) price for the order in Order Entry. For example, assume the following:</p>

**TABLE 1.**

S/C	C
-----	---

**TABLE 1.**

CAS	.25	
BOX	.50	\$ (4 boxes in a CAS)
EA	1.00	\$ (4 eaches in a CAS)

In summary:

When you order

- cases, the CASE surcharge always applies regardless of the quantity you are ordering.
- 3 or less boxes, the BOX surcharge applies.
- 4 or more boxes, the CAS surcharge applies.
- 39 or less eaches, the EA surcharge applies.
- 40 or more eaches, the BOX surcharge applies.

**User Cost**

A type of cost that is provided as an alternative to Standard Cost or Average Cost that can be used to base your sales profit, to value your inventory, or to use as a base for mark-up pricing. Only the user can change this cost, it is not maintained by Distribution A+.

**Variable Case  
Quantity Item**

A lot item that is handled by the case, where the quantity per case may be changed when the case is received. (This term is not applicable if you do not have Warehouse Management installed.)

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