Infor Distribution A+ Inventory Management & Planning User Guide

Version 11.00.02

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Publication Information

Release: Infor Distribution A+ Inventory Management & Planning User Guide

Publication date: June 23, 2026

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About this guide

This guide describes workflow, concepts and procedures for installing Infor Distribution A+ Inventory Management & Planning module.

Related documentation

You can find related documentation at Infor Documentation Central (docs.infor.com). We recommend that you check this website periodically for updated documentation.

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If you have questions about Infor products, go to Infor Concierge at https://concierge.infor.com/ and select **Infor Customer Portal** to create a case.

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Chapter 1 Inventory Management & Planning Overview

One of the greatest challenges facing distributors today is responding to changing customer demand while maintaining a reasonable level of inventory investment. Since 80% of a distributor's inventory accounts for only 20% of sales, inventory managers either spend too much time managing slow moving items, or risk overstocking and backordering the under-managed portion of inventory.

An inventory management system should examine slow moving items, and free up time to manage the fast moving items that contribute most of the revenue to your business.

Most inventory management systems require dedicated and sophisticated buyers to supervise the system. In the past this has limited the number of businesses able to use them. Distribution A+ has produced an inventory management system that allows all levels of users to benefit from today's inventory management technology.

The Inventory Management & Planning (IM&P) module provides simple tools for managing inventory assets. IM&P forecasting techniques match inventory levels with changing customer demand. The inventory management functions provide straightforward reports and inquiries to identify areas of your inventory that may need adjusting.

The inventory management and forecasting techniques of IM&P are designed to help you:

- Reduce inventory investment by purchasing the right quantities of the right items at the right time.
- React to changing demand with increasing levels of customer service.
- Begin using the system right away with little set-up time. IM&P inventory management reports help minimize inventory investment over time.
- Reduce buying time by providing straightforward tools for suggesting, creating, and reviewing purchase orders.

IM&P Interfaces

IM&P uses item information from the Inventory Accounting (I/A) module, and item demand history from the Sales Analysis (S/A) module, to forecast customer demand, and calculate the ordering point (minimum balance) and restock level (maximum balance) of your items.

An item's demand, used in IM&P forecasting analysis, is updated by Bill of Material (BOM). IM&P "explodes" a BOM parent item before using the data in its forecasts. This allows for accountability to the component usage level. Depending upon the type of bill of material, the demand for component usage may be affected differently.

- For kit items, demand will be updated for the list of components of the kit, including any alterations made to the list of component items during order entry.
- For assortments, demand will be updated for the items actually selected from the assortment list during order entry.
- For manufactured items, the **Upd Demand for Mfg Items** field in System Options Maintenance (MENU XAFILE) will determine which bill of material list of components will have demand updated:
  - the generic and customer-specific bills of material defined in Bill of Material Maintenance (MENU OBFILE)
  - the bills of material processed through Process Transactions (MENU OBMAIN), or if you have Value Added Services installed, through Receipt Post (MENU WOMAIN)

Refer to System Options Maintenance (MENU XAFILE) in the Infor Distribution A+ Cross Applications User Guide for further details.

Regardless of which method is chosen for the **Upd Demand for Mfg Items** field in System Options Maintenance (MENU XAFILE), the list of components for which demand will be updated will include all levels on multi-level bills of material. Please note that the only component of a manufactured item that will not have its demand updated is a manufactured item that is listed as a component of itself. The demand will only be updated for the highest level in which the manufactured item exists. For the remaining times that the manufactured item is listed as a component of itself, it will be considered a purchased item.

Vendor and ordering information from the Purchasing (PO) module is also used by IM&P. PO can use this information to suggest, create, and review purchase orders.

Item Information

You do not have to use IM&P to perform its calculations for all of your items. It allows you to individually select the items for which forecast sales and ordering levels will be calculated. Any item that you select to use in IM&P is called a planned item. An item in a warehouse (item balance information) is marked as being "planned" in I/A (through Item Balance Maintenance).

Selecting Items To Plan

Since you may select individual items for use in IM&P, new users (especially those who are not familiar with inventory management systems) can simplify the implementation and learning process by implementing IM&P in phases.

By starting with a small group of items that you are familiar with, you can evaluate the IM&P forecasting results. As you become more familiar with IM&P, you can add more planned items to be used in IM&P.

Planning Information

For each of your planned items, you define planning information. This information is used by IM&P when performing its forecasting and stocking level calculations. It also indicates if certain planning information should be calculated, or manually entered, for an item.

Planning information consists of the IM&P variables of lead time, service level, order frequency, and order level. Also, the planning model used by the item is specified.

Planning Models

A planning model determines the influence of each period of demand history (up to three previous years) used in IM&P calculations. Additionally, a planning model may have an additional growth factor to allow for expected increases in sales, and a smoothing value to compensate for erratic demand. You define the planning models to use for your items. This manual contains suggested planning models in the Appendix section of this manual.

As you add more planned items when implementing IM&P, a menu option is provided that will automatically create the planning information for groups of items.

Sales Analysis Information

Sales Analysis information is used with planning models to forecast future demand by product. The forecast quantities are used to set the order points and optimum stocking levels. The exception reports and online inquiries provided by IM&P help manage the IM&P variables and planning models that drive IM&P forecasting.

The sales demand for new items in your product line may be copied from any of your existing items. If a new item is replacing a previous item, you can use the demand history of the replaced item for the new item. If an item is added to your product line, you may pattern the sales of the new item after an existing item in your product line.

Purchasing Information

Vendor and Vendor/Item information from the Purchasing module is used by IM&P to determine the vendors from whom you should place an order. All planned items must have a valid primary vendor assigned to them. Vendors are defined in Purchasing (PO) through Vendor Master Maintenance (MENU POFILE).

Suggested Orders

The suggested purchase order feature of PO uses current inventory data and stocking level results to create purchase orders. A purchase order is suggested for all items having on-hand quantities below their minimum balance, and the quantity needed is also suggested.

The suggested orders are held in PO for review. A suggested order report accumulates order value and weight, by vendor, and shows the minimum requirements. Distribution A+ can recommend items that are approaching their reorder point during the review process. This will help you to meet the minimum requirements for each vendor, for suggested orders.

Demand Adjustment File Information

The forecasting of an item's sales is based not only on its past sales history, but also its past demand. To obtain an item's demand history, separate from its sales history, the Item Sales Demand Adjustment File (**ITDMD**) maintains each system adjustment made to an item's sale history and Item Sales Demand Adjustment Manual File (**ITADJ**) maintains each manual adjustment made to an item's sale history. These adjustments reflect modifications made to account for distortions in an item's history caused by such things as backorders, drop shipments and warehouse transfers.

Note: For Bill of Material (BOM) items, component usage information will be saved in the Demand Adjustment File. Any alterations made to bills of material will be included in component usage. Refer to the description in the IM&P Interfaces section of this chapter for further information regarding component demand adjustments.

System Generated Adjustments

You can review demand adjustments generated for an item by the system in Interactive Forecasting (MENU IMMAIN/MENU AIMAIN). This option includes an inquiry screen which lists all of the demand adjustments generated for an item, when the demand adjustment was generated and why.

The following transactions will cause the system to generate adjustments to the Demand Adjustment File:

- Alternate Warehouses: If an item is not shipped from the originally requested warehouse, a demand reduction will be created for the shipping warehouse and a demand increase will be created for the original warehouse.
- Substituted Items: If the original item is an active, regularly stocked item in the original warehouse, the system will create a reduction for the item shipped, and an increase for the original item. This happens when an "alternate" or "upgrade" item is set up as a substitute for an original item in Item Replacements/Complements Maintenance (MENU OEFILE/MENU IMFILE/MENU AIFILE).
- Exceptional Orders: If exceptional orders do not update demand, the system will create a demand reduction in the Demand Adjustment File for all lines on the order. Exceptional orders

can be set to update demand through the **Update Demand** field on the Second Order Header Screen in Enter, Change & Ship Orders (MENU OEMAIN).

- Warehouse Transfers: If transfers between warehouses do not update demand, the system will treat all transfers as exceptional orders. Warehouse transfers can be set to update demand through the **Update Demand** field on the Purchasing Warehouse Options Screen in Purchasing Options Maintenance (MENU XAFILE).
- Deleted Orders: If deleted orders do not adjust demand, the system will create a demand reduction in the Demand Adjustment File. Deleted orders can be set to update demand through the **Adjust Demand** field on the Order Delete Reason Maintenance Screen in Order Delete Reason Codes Maintenance (MENU OEFILE).
- Customer Consignment: Entering Customer Consignment Stock Transfer Orders to transfer inventory from a physical warehouse to a customer consignment warehouse is not considered a sale and therefore, does not update demand. A system adjustment is generated to update demand for the physical warehouse. Likewise, if a customer returns consignment inventory, a demand reduction is created for the physical warehouse.
- Late Shipments: Orders shipped in a later S/A period than the requested ship date. The following examples describe several scenarios involving late shipments which result in IM&P demand adjustments:

Example: Partial Shipment, Additional Shipment in the Next Sales Period

1 Assume an order was received on October 15 and the requested ship date was October 15. Part of the order was shipped immediately and part was placed on backorder. The following activity would occur:

   - O/E would generate sales records identifying October for all the items which were shipped.
   - IM&P would generate demand adjustment records identifying October for all items placed on backorder.

2 Some additional shipments were made for the order described in item 1 above, but they did not occur until November 10. Shipments of backordered are identified by a non-zero number on the order/generation. The following activity would occur:

   - O/E would generate sales records identifying November for the additional items shipped.
   - IM&P would generate negative demand adjustment records identifying November for the invoiced items. This would negate the sales records as far as IM&P was concerned.

3 The outstanding balance of the backorder described in items 1 and 2 above are canceled on November 20.

   - Based on the delete reason code, IM&P will either do nothing (thereby leaving demand in November since, if they were available, they would have been shipped), or will generate negative demand adjustments identifying November if you choose not to record the cancellation as a lost sale.

Example: Partial Shipment, Additional Shipment in the Same Sales Period

1 Assume an order was received on October 15 and the requested ship date was October 15. Part of the order was shipped immediately and part was placed on backorder. The following activity will occur:

- O/E will generate sales records identifying October for all the items which were shipped.
- IM&P will generate demand adjustment records identifying October for all items/quantities placed on backorder.

2 The balance of the backorder described above, were made on October 22.

- O/E will generate sales records for all the items invoiced on October 22.
- IM&P will generate negative demand adjustments identifying October for the items invoiced on October 22. This is done to totally negate the positive demand adjustments generated in step 1. above, because now that the total order has been shipped in the requested period, the demand adjustments are not longer needed.

Example: Backorder, Shipment in the Next Sales Period

1 Assume an order was placed on October 20 and the requested ship date was October 21. Unfortunately, none of the items were available for immediate shipment. After receipt of the items, the entire order was shipped on November 5. The following activity would occur:

- O/E would generate sales records identifying November for all the invoiced items.
- IM&P would generate negative demand adjustments identifying November for all the items.
- IM&P would create positive demand adjustments identifying October for all the items.

Note: For Bill of Material (BOM), kits, and manufactured items, component usage information will be saved in the Demand Adjustment File. Any alterations made to kit bills of material will be included in component usage. Refer to the description in the IM&P Interfaces section of this chapter for further information regarding component demand adjustments.

Manual Adjustments

The Item Sales Demand Adjustment Manual File can be adjusted manually through Planning Model Analysis (MENU IMMAIN), Interactive Forecasting (MENU IMMAIN/MENU AIMAIN), or Demand Variance Utility (MENU IMMAST). Manual adjustments made for known situations (e.g., a large account has been temporarily suspended and will not be included in next year's sales), can prevent a sales forecast from gross discrepancies.

File Maintenance

File maintenance in IM&P is performed from the File Maintenance Menu. You are required to maintain the following files:

- IM&P System Options File: This file contains the system-wide options, and options specific to each company that will use IM&P. Maintenance of this file allows you to tailor IM&P to your specific business needs. Use IM&P System Options Maintenance (MENU IMFILE) to maintain this file.
- Planning Models File: This file contains the planning models that are used by IM&P or AIM to calculate forecast usage. You can create new planning models, or copy existing models for modification. Use Planning Models Maintenance (MENU IMFILE/MENU AIFILE) to maintain this file.

File maintenance is also available for the following files:

- IM&P Balance File: This file contains the IM&P planning information for each item in one warehouse. The values in this file are from the IM&P Variables File or IM&P System Options File, or may be manually maintained. Use Item Balance Maintenance (MENU IAFILE) to maintain this file. Note that lead times may also be calculated by the system using the Lead Time History Report (MENU IMREPT).
- IM&P Variables File: This file contains the service level, lead time, order level, and order frequencies for each month of the current calendar year for a group of items. IM&P variables for items in the IM&P Balance File are updated by the values in this file each month. Each variable is maintained separately from the appropriate file maintenance menu option:
- Service Level Maintenance (MENU IMFILE)
- Lead Time Maintenance (MENU IMFILE)
- Order Frequency Maintenance (MENU IMFILE)
- Order Level Maintenance (MENU IMFILE)
- M&P Monthly Forecast Quantities File: This file contains the monthly forecasts for each of your items. Forecast values are calculated by IM&P. You may, however, override the calculated values with your own values by maintaining this file. Use Monthly Forecast Quantities Maintenance (MENU IMFILE) to maintain this file.
- IM&P Replacements File: This file contains replacement and pattern definitions for your items. Replacement items use the demand history of a previously stocked item, and pattern items use the demand history of an existing stocked item. You may need to define replacement and pattern items so you can use IM&P when a new item is added to your product line. Use Item Replacements/ Complements Maintenance (MENU IMFILE) to maintain this file.

Inquiries

IM&P provides two primary inquiries to determine the effectiveness of your forecasting variables and models, and to make interactive demand projections for any of your items.

Planning Model Analysis

The planning model analysis is a graphic inquiry used to determine the performance of the planning models you have created for use in IM&P. For an item in a warehouse, the inquiry compares the actual demand history from the previous 12 months with the sales forecasts of the same previous 12 months. From this, you can determine how effectively the planning model used for the forecast performed.

During the inquiry, you may select any model for an item. This will help you determine if another model will produce a more accurate forecast since the item's demand history is compared to the forecast calculated by the selected planning model.

To help you select other planning models, a planning model search is built into the inquiry. If there are not any existing planning models you are satisfied with, you may interactively specify the weights and other detail factors of a planning model to help you create the most effective model for an item. By using different planning models and manipulating model factors, you will come to understand the effect of each planning model characteristic on an item.

Note that to change and use other planning models, you will need to have sufficient demand in the "Year 1" column to satisfy the planning model.

Interactive Forecasting

Interactive forecasting is a graphic inquiry that shows the sales forecast of an item in a warehouse for the next year. The actual demand of the item for the previous year is also displayed. This helps you determine how the demand from each previous period is used in the forecast of future sales, based on the relative weights assigned to previous periods' demand history in the planning model. Manual adjustments to the demand data can be made to account for any known situations which might adversely affect the accuracy of a forecast.

Like the planning model analysis, you can select a different model for which sales will be forecast. The planning model search and the ability to manipulate the detail factors of a planning model, are also available.

This inquiry provides a quick and easy-to-understand tool to view the forecasting calculations performed by IM&P. If you are not satisfied with a forecast, you will be able to understand what factors need to be changed to make the forecast more preferable.

Sales for the next month (month after the current month) are forecast entirely using the 12 months of demand history displayed. Sales for subsequent months are forecast using actual demand and sales forecast. Sales for the last month (one year from the current month) are forecast using only one month of actual demand (the current month), and 11 months of sales forecast.

Reports

IM&P provides reports designed to help buyers monitor inventory levels and manage the planning variables. Over time, these reports will help optimize planning results and minimize inventory investment.

Exception reporting alerts buyers to new trends that may require attention. Since IM&P reviews all items and informs you only of items that exceed your defined thresholds, buyers can concentrate on managing the necessary IM&P planning information. Reports are sequenced so the largest exceptions appear first.

IM&P reports will help buyers to:

- Schedule orders
- Detect overstocked inventory
- Analyze safety stock costs
- Change service levels
- Set order levels
- Monitor results of calculations
- Know when to make adjustments
- Help determine if an item should be setup in IM&P

Expedite Report

To help schedule orders, you may print the Expedite Report through MENU IMREPT at any time to determine when to place stock orders. This report shows all vendors having items that may stock out if an order is not placed immediately. The buyer may use this information to decide to accelerate a scheduled stock order. By identifying vendors with potential shortages before stock levels reach zero, IM&P helps reduce backorders or stockouts caused by unexpected customer demand.

Overstocked Inventory Report

To detect overstocks, print the Overstocked Inventory Report through MENU IMREPT at any time to show items that are significantly over their maximum stocking levels. The report identifies items with decreasing demand and warns buyers to reduce purchase quantities. This information can also prompt the sales department to reduce stock levels through special marketing programs.

Safety Stock Analysis Report

To analyze safety stock costs, print the Safety Stock Analysis Report through MENU IMREPT at any time to contrast the cost of an item’s current safety stock with its customer service levels and

profitability. This information will help you determine if current safety stock investment is allocated wisely.

Safety Stock Audit Report

To determine if your safety stock is a large percentage of your minimum balance, print the Safety Stock Audit Report through MENU IMREPT. This report can be used to override the minimum balance, maximum balance, and safety stock with a given amount of months' usage. Use this for items that have a consistently low sales volume.

Service Level Analysis Report

To determine the costs associated with the changing service level for a group of items, you may print the Service Level Analysis Report through MENU IMREPT at any time. This report shows the savings associated with lowering service levels, or the cost increase associated with increasing service levels.

Ordering Level Analysis Report

To help you set order levels, print the Ordering Level Analysis Report through MENU IMREPT at any time. It shows items that can be purchased more effectively by ordering in different quantities. IM&P uses current demand and economic order quantity calculations to minimize purchasing costs. The report shows the potential savings associated by changing to the recommended order level.

Usage Exception Report

To monitor forecasted sales results, print the Usage Exception Report through MENU IMREPT. It prints at the end of each month to show items having actual demand quantities that vary significantly from their forecasted sales quantities. This report will identify items with changing sales trends that may be more accurately forecasted with a different planning model or IM&P variables.

Inventory Planning Exception Report

To monitor forecast results, print the Inventory Planning Exception Report through Reset IM&P Variables (MENU IMMAST). This report prints each month as new forecasts are generated. It shows items with significant changes in order points or maximum stocking levels caused by changing sales trends. Spotting sales trend changes as they happen can reduce backorders or excessive buying.

Additionally, with this report, the Items That Forecasted Negative Quantities Listing will print for any items in which negative forecast quantities were generated, but then zeroed out. The system will not allow a forecast quantity less than zero to be created.

Forecast Edit Report

To help you determine when to make adjustments, you can print the Forecast Edit Report through MENU IMREPT at any time to alert buyers to items that have existing customer orders that exceed their forecasts. This report will help reduce stockouts caused by unusually large orders placed in advance.

Lead Time History Report

To help you determine the lead times for purchase orders in history, you can print the Lead Time History Report through MENU IMREPT at any time. Selections are available to limit the amount of data printed on the report and to determine the report's level of detail.

You can also chose to have the system update the lead time on the IM&P Balance File based on purchase order receipt history. Refer to the Lead Time History Report (MENU IMREPT) for details.

Item Demand 3-Year Report

To help you determine if an item should be setup in IM&P, you can print the Item Demand 3-Year Report through MENU IMREPT at any time. Selections are available to limit the items printed on the report based on buyer, warehouse, vendor, item class/subclass, item number, and date item was added to the Item Master File (**ITMST**). For each item printed, demand for the last three years (from the current month) will be included, with the demand displayed for each period of that year along with the year's totals.

The report can also be exported to a worksheet format with an extension of .TSV or .CSV, if you key **Y** in the **Export Report** field on the Report Options Screen. If you select to export the report to an Excel document, note that it will only include each of the last three year's totals (not the demand from each period of that year).

Additional Reports

You can also print the following reports to assist with your planning:

Annual Forecasts Report

To show the monthly forecasts of selected items for a specified year, you may print the Annual Forecasts Report through MENU IMREPT. You may print this report at any time to review the contents of the IM&P Annual Forecasts File.

Manual Managed Items Report

To show items for which any of the IM&P calculated values have been overridden, you can print the Manually Managed Items Report through MENU IMREPT. You may print this report at any time.

Items by Model Report

To show planning models that have been assigned to each item in a warehouse, you can print the Items by Model Report through MENU IMREPT.

Chapter 2 Using IM&P

This section describes how IM&P can help you manage your inventory. IM&P has two primary purposes:

1 To help you determine when to place orders

2 To help you determine how much to order.

IM&P forecasts sales quantities based on demand history. From the forecast values and IM&P variables, it sets minimum and maximum stocking levels for each planned item. For items with unpredictable or predetermined sales, you can perform manual maintenance of forecast and stocking level quantities.

Effective use of IM&P involves setting up IM&P variables, planning models, and using IM&P reports and inquiries to make adjustments to the variables as business conditions change. CHAPTER 3: IM&P Variables explains variables in detail, and how they are assigned to your items. CHAPTER 4: IM&P Calculations explains the planning models in detail. This section concentrates on knowing when, and how much of an item to order.

When to Order

You should place an order for an item when the item's on-hand quantity is equal to, or below, the item's minimum balance. IM&P calculates the minimum balance for each of your planned items. This calculation is performed using demand history, planning models, and the IM&P variables of lead time, order frequency, and service level.

Distribution A+ provides tools that use minimum balances to help you determine when you should reorder your items. Other tools help you manage the accuracy of your items' minimum balances.

Expediting Orders

The Expedite Report (MENU IMREPT) identifies vendors who supply you with items that are in danger of stocking out. Therefore, you may have to modify your regular ordering schedule with those vendors, and expedite the orders for their items. IM&P identifies items that are in danger of stocking out. You can print the report in summary to show all vendors for whom expedited orders are

required, or in detail to show all items that need to be ordered. The report should be printed at least once a day.

Use this report to indicate if an order should be placed earlier than indicated by your ordering schedule. To create orders for items on the Expedite Report, you can use the suggested order processing and/or item/search browse features of Purchasing.

Suggested Order Processing

The suggested order processing feature of Purchasing suggests purchase orders that should be processed immediately. A purchase order is suggested for any vendor having items with an on-hand quantity equal to, near (optional), or below that item's minimum balance quantity. Any order that is suggested, may be converted to a requisition.

Suggested order processing is performed on the Purchasing Reports Menu (MENU POREPT). You would typically use suggested order processing as follows:

1. Print the Suggested Orders Report (through MENU POREPT) to suggest those vendors for whom purchase orders should be created. When creating suggested orders, you may specify the percentage above minimum balance of items to be suggested for ordering. This allows you to manipulate Distribution A+ to suggest orders that are approaching their minimum balances.
2. Optionally Maintain Suggested Orders (through MENU POREPT) to change detail specifications of a suggested order. This would be done if you plan to create requisitions for those purchase orders but are not satisfied with the orders as indicated on the listing.
3. Create Requisitions from Suggested Orders (through) for the desired suggested orders. After requisitions are created, they may be maintained through Enter or Change Requisitions (MENU POMAIN).

Item Search/Browse

The Item Search/Browse is a feature of Purchasing that is available during Enter or Change Requisitions (MENU POMAIN). It allows you to search for an item to order, and provides access to several inquiries.

This inquiry is used to determine when you should order an item. It allows you to display items meeting selected search criteria, that have a current on-hand quantity less than, equal to, or approaching their minimum balances. As when creating suggested orders, you may specify the percentage above minimum balance of the items to display; this allows you to display items that are approaching their minimum balances.

Items with the greatest quantities below their minimum balance are displayed at the top of the screen. You can select any item that is displayed and immediately create a requisition for it.

Note: Both the Suggested Order Report and the Item/Search Browse are discussed in detail in the Purchasing manual.

Managing Minimum Balances

If the minimum balances that are generated by IM&P are not the same as you desire, you can use various IM&P tools to manage them. These include Lead Time Maintenance, Order Frequency Maintenance, the Safety Stock Analysis Report, the Service Level Analysis Report, and overriding IM&P variables.

Managing Lead Time

By maintaining the lead time variable through Lead Time Maintenance (MENU IMFILE), you specify the lead times for a group of items for each month of the calendar year. Therefore, if you know of a variation in the monthly lead time for a group of items, you can specify a different lead time for the affected months. Each month, the items are updated with the appropriate lead time for that month.

This is helpful if you know of a change in the vendor's lead time during the year. You can change the lead time for that vendor's items for the affected months. You can return the lead time to its usual value for the month at any time.

Lead time can also be calculated by the system based on purchase order receipt history. This is performed during the Lead Time History Report. Refer to the Lead Time History Report (MENU IMFILE) for details.

Managing Order Frequency

By maintaining the order frequency variable through Order Frequency Maintenance (MENU IMFILE), you specify the order frequency for a group of items for each month of the calendar year. If you know of a variation in your monthly ordering frequency for a group of items, you can specify a different order frequency for the affected months.

If your ordering frequency changes during the year, you can change it for the desired months, and return it to the typical order frequency after the affected months are over.

Managing Safety Stock

Safety stock quantities may change every month as demand for the item changes, even if the service level does not change. This is because the safety stock calculation considers the standard deviation of demand history in addition to the service level that you specify. Use the Safety Stock Analysis Report (printed through) to evaluate safety stock investment. This report shows safety stock costs by item and is sequenced so that the largest safety stock values appear first.

Managing Service Level

If you are dissatisfied with safety stock levels, use the Service Level Analysis Report (MENU IMREPT) to view the cost of changing the service level for an item or items. Service levels can easily be changed for a group of items by changing the monthly values through Service Level Maintenance (MENU IMFILE).

Also, like lead time and order frequency, you can assign a different service level to each month of the calendar year. IM&P recognizes this change for the affected items, and will appropriately change the safety stock quantity for the indicated months.

Overriding IM&P Variables

If you are dissatisfied with the minimum balance calculated for an item, or the lead time, order frequency, or service level assigned to it, you can override that item's planning information through Item Balance Maintenance (MENU IAFILE). When you override an item's planning information, you are manually maintaining the values of the item.

Manual overrides may be:

- Permanent, remaining in effect until manually changed back to automatic maintenance, or
- Temporary, remaining in effect for an identified period of time (from one to nine months) at the end of which time, the overrides expire and automatic maintenance is reestablished.

Use the Manually Managed Items Report (MENU IMREPT) to help you manage the items that you override.

Verifying Forecast Quantities

The Forecast Edit Report (MENU IMREPT) helps detect when the sum of customer orders scheduled for shipment during a period is approaching or exceeding that period's forecasts. If you take orders in advance of shipment (long lead times, future orders, blanket orders, etc.), use this report to see if forecasts for a period should be manually adjusted. Forecast quantities can be manually changed using IM&P Monthly Forecast Quantities Maintenance (MENU IMREPT).

How Much to Order

When ordering an item, you should order the quantity that refills the supply of the item to its maximum stocking level. The maximum stocking level is calculated by IM&P as an item's maximum balance. IM&P calculates the maximum balance for each of your planned items. This calculation is performed using the item's order level and forecast usage. Distribution A+ provides tools to help you manage an item's order levels, and review its forecast usage.

Managing Order Levels

An item's order level indicates how many weeks supply of the item are typically purchased. IM&P uses the economic order quantity calculation to suggest the optimum order quantity of an item. This optimum quantity balances the cost of creating and handling a purchase order with the costs of carrying an item in inventory.

Note: Both the carrying cost percent and purchase order processing costs are defined for a company through IM&P System Options Maintenance (MENU IMFILE).

The Ordering Level Analysis Report (MENU IMREPT) calculates the total cost associated with stocking an item (purchasing and carrying costs) and compares this to the cost associated with buying it at the calculated optimal quantity (i.e., economic order quantity). The report shows the difference between these costs and is sequenced so that the greatest potential savings print at the top of the report.

Order Level Maintenance

As with the other IM&P variables, order level may be maintained for a group of items for each month of the year. Use Order Level Maintenance (MENU IMFILE) to define order levels for a group of items. The ordering level of an individual item may be manually maintained through Item Balance Maintenance (MENU IAFILE).

Managing Forecast Usage

IM&P provides tools that show the forecast sales for the next 12 months (or 13 periods) for an item. These are Interactive Forecasting, and the Annual Forecasts Report (MENU IMREPT). To help you research extreme variances in forecast sales, you can use the Usage Exception Report (MENU IMREPT).

Usage Exception Report

The Usage Exception Report shows items with actual demand quantities that significantly differ from the forecast for the most recent month. This report automatically prints during the IM&P Monthly Update (MENU IMMAST). You can also print the report on demand, before the IM&P Monthly Update, to review forecast discrepancies for groups of items. The presence of an item on this report is not always an indication of a problem. However, large variances, or items that frequently appear on this report, should be evaluated to see if any planning information should be changed. Questions to ask are:

- Is the item using the proper planning model?
- Should this item be coded for additional growth (or negative growth)?
- Should an existing additional growth percent be changed or removed?

- Should the smoothing factor be changed to make this item more or less responsive to sales trends?

Interactive Forecasting

Interactive Forecasting (MENU IMMAIN) is a graphic inquiry that shows the actual demand for the last 12 months, and the forecast sales for the next 12 months. It allows you to change the model, additional growth percent, and the smoothing factor used for forecasting. The new forecast values will display.

Create New Planning Models

All of these variables come from the planning model (although the additional growth percent may be separately maintained in the IM&P Balance File.) You can easily create new models by copying an existing one and making slight changes. The new model's performance can be tested against actual history with the Planning Model Analysis (MENU IMMAIN).

Annual Forecasts Report

The Annual Forecasts Report (MENU IMREPT) prints the forecast sales for the next 12 months or 13 periods of a selected range of items. This report is sequenced by buyer, warehouse, and item number.

Identifying Overstocked Items

The Overstocked Inventory Report (MENU IMREPT) shows items with on-hand quantities greater than their maximum stocking level (calculated as the minimum balance plus the order quantity derived from the ordering level). This report should be run at least once a month, after the IM&P Monthly Update (MENU IMMAST), to identify items that may be approaching the end of their life cycle.

You can try to reduce inventory levels by starting a sales promotion or by using the Sales Analysis module to determine what customers have purchased these items. You can then market directly to those customers.

Chapter 3 IM&P Variables

There are four IM&P variables: service level, lead time, order frequency, and order level. All variables, combined with demand history and IM&P forecast calculations, are used to determine the minimum and maximum balance quantities of your forecast items. This section explains each variable, how they are assigned to your items, and how they are used.

IM&P Variable Definitions

This section explains each of the IM&P variables. The following explains how these variables are assigned to your forecast items.

Service Level

The service level is a percentage that indicates what quantity of units ordered can be supplied from stock. It is the probability that you can fill a customer's order from your inventory. For example, with a service level of .90, you can ship 9 out of every 10 orders for an item; and with a service level of .50, you can ship half of the orders placed for an item. The service level percent may be from 1 to 99 percent.

Service Level and Safety Stock

An item's service level is used to calculate the safety stock for that item. Safety stock is an additional quantity of an item used to compensate for variations in customer demand and/or vendor lead time. safety stock is an inventory buffer used to prevent stockouts, which cause lost sales or backorders.

In addition to the service level, IM&P uses the standard deviation of an item's demand history when calculating safety stock. The standard deviation is a measure of the variability of the item's demand history. An item with stable demand will have a standard deviation lower than that of an item with erratic demand. As the standard deviation increases, so does the safety stock quantity. Therefore, an item with stable demand will require less safety stock than an item with erratic demand, even for items with identical service levels.

When calculating the minimum balance of an item, the quantity of items that are in safety stock is reflected in the resulting minimum balance quantity.

Relationship

Service level has a direct relationship with safety stock. That is, as an item's service level increases, its safety stock also increases. Likewise, as an item's service level decreases, so does the item's safety stock.

Optimal Service Level

An optimal service level is one that yields a safety stock quantity that is high enough to prevent stockouts. Stockouts result in lost sales and revenue, backorders and increased clerical costs, lost customer satisfaction and goodwill, and lost repeat customers.

Likewise, the optimal service level cannot be too high, creating unnecessary inventory costs (expenses for storage, insurance, and taxes), risks (item spoilage, obsolescence, damage, and theft), and inefficiency (wasting storage space that could have been better utilized by other items).

Analyzing Service Level and Safety Stock

With the use of IM&P reports and inquiries, you will be able to closely monitor the stocking levels of your items, and adjust the service level as required.

Since safety stock quantities may change every month as demand changes, even if the service level is not changed, use the Safety Stock Analysis Report (MENU IMREPT) to evaluate safety stock investment. This report shows safety stock costs, by item, and is sequenced so that the items with the highest safety stock quantities print first.

If you are dissatisfied with safety stock quantities, use the Service Level Analysis Report (MENU IMREPT) to see the costs or savings associated with changing service levels.

Lead Time

The lead time of an item is the number of weeks required for you to receive an item from the time that its purchase order was issued. Item lead times are used in the minimum and maximum balance quantities calculations. You may define the lead time to be from .1 weeks through 51.9 weeks.

You can also generate a Lead Time History Report through Lead Time History Report (MENU IMREPT) for an item, which uses the purchase order receipt history to calculate the average lead time. This report can be generated on many levels: vendor; item class/subclass; item; or complete detail.

Note that through the Lead Time History Report, you can chose to have the system update the lead time on the IM&P Balance File. Refer to the Lead Time History Report (MENU IMREPT) for details.

Assuming that other variables and demand history are constant, the minimum balance calculation for an item with a long lead time will be higher than the minimum balance quantity of an item with a shorter lead time. Through Purchasing, you may use the Vendor Performance Inquiry (MENU POMAIN) and Vendor Performance Report (MENU POREPT) to determine if the lead times for a vendor should be adjusted.

Variations in Lead Time

If a vendor's lead time changes during the year, you can change the lead time to reflect the change for the affected months. IM&P will automatically adjust the minimum balance for that vendor's items for the affected time period.

Example: If you know that a vendor has a planned shutdown in the month of July, you can change the lead time for that vendor for the month of July, and return it to normal in August. IM&P will automatically increase the minimum balance for that vendor's items for the month of July.

Order Frequency

Order frequency is the number of weeks between placing a purchase order with a vendor. If a purchase order is issued every other week, the order frequency is 2 weeks. You may define the order frequency to be from .1 weeks through 51.9 weeks.

Example: If you order from a vendor every 8 weeks, the order frequency with that vendor is low compared to the vendor that you order from every 2 weeks, with whom you have a comparatively high order frequency.

Assuming that other variables and demand history are constant, the minimum balance calculation for an item from a vendor with a low order frequency (e.g., 8 weeks) will be higher than the minimum balance quantity of an item ordered from a vendor with a high order frequency (e.g., 2 weeks).

Assigning Order Frequency

The order frequency should provide enough time between orders to allow each purchase order to exceed the vendor weight and dollar amount minimums. These vendor minimums are defined through Vendor Master Maintenance (MENU POFILE).

If some of your items are regularly stocked below their minimum balance quantities before you plan to order them again, you may consider increasing your order frequency with the items' vendors. Doing this will reduce minimum stocking levels for that vendor's items, keeping item quantities above their minimum stocking levels. The Expedite Report (MENU IMREPT) prints the vendors having items with current stocking levels below their minimum balances.

Variations in Order Frequency

If your ordering frequency with a vendor changes during the year, you can change the ordering frequency to reflect the change for the affected months. IM&P will automatically adjust the minimum balance for that vendor's items for the affected time period.

Example: If a buyer takes a 3 week vacation in May, and has several vendors with order frequencies of 2 weeks, you can change the order frequency for the month of May. IM&P will automatically increase the minimum balance for the items purchased from that buyer's vendors.

Order Level

The order level is the desired number of weeks supply of an item that is ordered. This indicates how many weeks supply of an item should be purchased from your vendor. You may define the order level to be from .1 weeks through 51.9 weeks.

The order level variable is used in the maximum balance calculation of an item. Assuming that demand history is constant, the maximum balance calculation of an item with a high order level will be higher than the maximum balance quantity of an item with a lower order level.

Ordering Level Analysis

IM&P provides exception reporting to help optimize ordering levels by balancing purchasing and carrying costs. The Ordering Level Analysis Report can be printed at any time to show items that can be purchased more effectively with different ordering levels. IM&P uses current demand and economic order quantity (the optimal quantity to minimize costs and increase profit) to minimize purchasing costs. The report shows the potential savings associated with changing to the recommended order level

Maintaining Variables

Variables and other forecasting information for individual items are stored in the IM&P Balance File. IM&P allows you to assign IM&P variables to individual items in this file automatically. If automatic variable assignment is not feasible for some items, you may manually override the variables for individual items.

Note: Variables and other forecasting information for groups of items are stored in the IM&P Variables File. Refer to that file description as explained in the next topic.

Automatically Maintained Variables

At the beginning of each month, during the IM&P Monthly Update (MENU IMMAST), IM&P automatically updates the variables in the IM&P Balance File for every planned item. The value of each variable is retrieved from the IM&P Variable File for the most specific group that applies to the item. If no value is found, IM&P uses the default value established through IM&P System Options Maintenance (MENU IMFILE).

IM&P Balance File

The IM&P Balance File contains the IM&P variables, and other information for an item in a warehouse, including the indication if the item is planned or not. A planned item is one that you have selected for forecasting calculations in IM&P.

Note: You will not be able to maintain the IM&P Balance information for an item if you do not specify that the item is planned by keying **Y** in the **Plan** field on the first screen of Item Balance Maintenance (MENU IAFILE).

Both the Item Balance File and the IM&P Balance File are maintained through Item Balance Maintenance. The variables for each item in the IM&P Variables File are updated once each month during the IM&P Monthly Update (MENU IMMAST), or on demand if you select Reset IM&P Variables (MENU IMMAST) by the values defined in the IM&P Variables File.

Lead time can also be calculated by the system based on purchase order receipt history. This is performed during the Lead Time History Report. Refer to Lead Time History Report (MENU IMREPT) for details.

IM&P Variable Information

To automatically assign variables in IM&P, you must define them (for groups of items) in the IM&P Variables File. If a variable for an item is not defined, the default value [defined through IM&P System Options Maintenance (MENU IMFILE)] is used. Therefore, you should specify IM&P variables for those groups of items that are different than the default variables.

The IM&P Variables File contains the variables for groups of items. This provides a convenient method for maintaining the variables for your items. It minimizes the maintenance of each item in the IM&P Balance File.

Menu Options

Each variable in the IM&P Variables File has its own maintenance option:

- Service Level Maintenance (MENU IMFILE)
- Lead Time Maintenance (MENU IMFILE)
- Order Frequency Maintenance (MENU IMFILE)

- Order Level Maintenance (MENU IMFILE)

Item Groups for Variable Definitions

The groups of items for which each of these variables is defined may be very general or very specific. The groups, least to most specific, are:

- Warehouse only
- Warehouse and Item Class
- Warehouse and Item Class/Sub-Class
- Warehouse and Vendor
- Warehouse, Vendor, and Item Class
- Warehouse, Vendor, and Item Class/Sub-Class

The most specific variable definition possible for an item is manually created by uniquely overriding the variables for that item in the IM&P Balance File.

Defining Variables by Month

After selecting the group of items to which a variable is assigned, proceed with variable definition by specifying the value of the variable for each month of the calendar year. By predefining variables for each month of the year, you can plan for expected changes such as planned vendor shutdowns or employee vacations.

IM&P System Options

IM&P System Options Maintenance (MENU IMFILE) contains the default values of all IM&P variables. The default variables are used when updating variables in the IM&P Balance File for an automatically maintained item, if the item has not had a variable defined for it in the IM&P Variables File.

Note: IM&P System Options are also used to create new planning records in the IM&P Balance File. This is accomplished through Create IM&P Balance Records (MENU IMMAST) when installing IM&P after you have already been using Distribution A+ without the IM&P module.

Automatic Maintenance Summary

The following table shows all the variables that can be maintained automatically and the source of the variable's value:

VARIABLE	SOURCE OF VALUE
Lead Time	IM&P Variables File/Lead Time History Report
Ordering Level	IM&P Variables File
Order Frequency	IM&P Variables File
Service Level	IM&P Variables File & Min/Max Calculation
Safety Stock	Min/Max Calculation

Manually Maintained Variables

IM&P allows you to override the values that it automatically maintains for the IM&P variables. This manual variable maintenance requires more supervision to achieve the best possible IM&P results, so it should be used only when automatic maintenance is not feasible or if variables do not match the value for other items in its variable group (as defined in the IM&P Variables File).

Use Item Balance Maintenance (MENU IAFILE) to override IM&P variables for your planned items. You may specify if an override is permanent or temporary. To assist with file maintenance, the Manually Managed Items Report (MENU IMREPT) provides a listing of all items with manually managed variables.

Permanent Overrides

Permanently overridden variables will not be changed by IM&P. Use Item Balance Maintenance (MENU IAFILE) to permanently change a variable value. Change the variable's maintenance code to **O** (override). IM&P will then allow you to change the variable's value. Remember, this value will remain in effect until you either change it again, change the maintenance code to a temporary override (**1** through **9**), or return the code to reflect automatic maintenance (**A**).

Temporary Overrides

You can temporarily override a variable's value by changing the maintenance code to **1** through **9**. This value in the number of months the override will be in effect. When IM&P variables are reset by Reset IM&P Variables (MENU IMMAST), or the IM&P Monthly Update (MENU IMMAST), this value is reduced by one until the override expires. After the specified number of months passes, the maintenance code reverts to **A**, and the variable will once again be automatically maintained.

Override Considerations

Since service level percent and safety stock quantity are interrelated, you cannot override both the service level and safety stock variables. The service level percent will be calculated if the safety stock quantity is manually overridden, or the safety stock quantity will be calculated if the service level percent is manually overridden.

Also, an item's order level must be greater than or equal to the order frequency. This ensures that the quantity of units ordered will provide sufficient supply until the next time that the item is ordered.

Finally, the sum of the lead time and order frequency of an item cannot exceed 52 weeks.

Chapter 4 IM&P Calculations

This section examines the calculations performed in IM&P. It explains how forecast usage, minimum balances, and maximum balances are calculated. You do not need to understand all of these calculation techniques to use IM&P.

This section also contains an in depth explanation of the planning models used in IM&P.

What IM&P Calculates

For each of your planned items, IM&P calculates the forecast usage, minimum balance, maximum balance, and optionally, lead time.

Forecast Usage

Forecast usage is the monthly sales quantity predicted by IM&P. For items with multiple units of measure, the usage is always expressed in the item's default unit of measure.

IM&P predicts forecast usage at the beginning of each month for the twelve months that follow. The calculation uses planning models and up to three years of demand history.

Trends in demand, increasing and decreasing, are automatically detected by IM&P and applied to the forecast. If desired, buyers can provide additional growth rates to prepare for new sales trends, or apply the trend dampening factor to reduce the trend detected by IM&P.

To lessen the impact of extreme peaks and valleys in customer demand, IM&P can smooth sales data. For new items, IM&P can predict sales for those items using a copy of the demand history of other items. For replacement items, IM&P can predict sales for those items using the demand history of the items being replaced.

Minimum and Maximum Balances

Forecast quantities and IM&P variables are used to calculate a new ordering point (minimum balance) of an item, and maximum stocking level (maximum balance) for an item. You may use

these values as needed in your ordering decisions, or may automatically create purchase orders in Purchasing using Suggested Order Processing.

Minimum Balance

The minimum balance is the order point for an item. When an item's net quantity available in stock falls below its minimum balance, the item should be ordered immediately. The minimum balance is calculated from forecast usage and the IM&P variables of lead time, order frequency and service level.

Maximum Balance

The maximum balance is the highest desired inventory level of an item. The maximum balance is calculated using minimum balance, forecast usage, and ordering level.

Lead Time

You can chose to have the system calculate lead time base on purchase order receipt history and update the lead time on the IM&P Balance File. Refer to the Lead Time History Report (MENU IMREPT) for details.

Forecast Usage

Forecast sales quantities are calculated using demand history, growth trends of that history, planning models, and IM&P variables. This section describes the demand history and trends, planning models and how to select them, and the forecast calculation.

Note: For an explanation of IM&P variables, refer to CHAPTER 3: IM&P Variables.

Demand History and Trends

Demand History

IM&P considers up to three years of demand history. For most users this is 36 months of an item's demand history; for those who use 13 period accounting, this is 39 months of history.

Because no demand history is available for new items, IM&P provides two features to help plan inventory for new items. Typically, a new item is either one that replaces a previously sold item that has since been discontinued (called a replacement), or one item that you are adding to your product line.

Replacements

If an item is a replacement for an existing item, you can copy the demand history for the old item to the new item using Item Replacements/Complements Maintenance (MENU IMFILE). When forecasting sales, IM&P will use the demand history of the discontinued item for the new item. If a new item replaces more than one item, the forecast calculation will combine the demand history of all the replaced items.

Patterns

If you are adding a new item to your product line, you can use the demand history of an existing item for the new item. This is called an item pattern, since the new item's sales will be patterned after the demand history of an existing item. Item patterns are also defined through Item Replacements/ Complements Maintenance (MENU IMFILE). For patterns, the demand of the item being patterned is included in the forecast only for the months before the new item is available.

Replacement and Pattern Multiplier

For both replacement and patterns, you can define a multiplier to scale up or scale down demand history. The multiplier is expressed as a percentage to increase or decrease each month of demand history of the item being replaced or patterned. Specify the multiplier when defining replacements or patterns through Item Replacements/Complements Maintenance (MENU IMFILE).

Growth Trends

When examining the demand history of an item, IM&P determines the growth trend of an item. The growth trend is the paradigm of an item's sales formed from month to month. IM&P uses the most current twelve months to determine a base demand amount. It then drops the most recent month and adds the thirteenth previous month of demand history, and adds up the monthly demand amounts. This sum is compared to the base year to calculate a growth percent. This calculation continues until every month of demand history is considered. Each growth percent is assigned a weight, through a planning model, to calculate the forecast usage (see the next section for details about planning models).

Example: When projecting the forecast usage of an item for January of 2014, the demand quantities for the 2013 calendar year are accumulated to formulate the base year demand. Next, the demand quantities for December 2013 (the most recent month) is discarded, and the demand for December

of 2012 (thirteen months previous) is accumulated to arrive at a new sum. This value is compared to the demand for the base year to calculate a growth percent.

Growth Trend Values

A positive growth trend indicates that sales are increasing; a negative growth trend indicates that sales are decreasing. If an item's sales are erratic, a growth trend is very difficult to determine and thus often inaccurate.

Adjusting Growth Trend

IM&P provides three features that allow you to adjust the growth trend used to calculate an item's forecast usage. These are the trend dampening factor, additional growth percent, and smoothing. Note that additional growth percent and smoothing may be defined for a planning model, as explained in the next section of this section.

Trend Dampening Factor

Since items with long lead times, long order frequencies, or large ordering levels can be overly impacted by growth trends, IM&P allows you to tailor how growth trends are used when calculating forecast usage. The trend dampening factor can be used to reduce the trend detected by IM&P.=

The dampening factor can be between 0.0 and 1.0. A value of 0.0 will eliminate trend detection in the forecast, and a value of 1.0 will continue the trend without reducing it over the next 12 months. The trend dampening factor is a system-wide option defined for all companies via IM&P System Options Maintenance (MENU IMFILE).

Note that trend dampening calculations detect growth patterns for items with 1+ year(s) of demand history. Zero growth rate is assumed for items >1 year old.

You should set the dampening factor so the forecast results most closely match your own style of inventory management (conservative or aggressive). The dampening factor should initially be set to

0.5. Then, use the resulting forecast to determine if you would like to change the forecast.

Trend Dampening Factor Example

Assume a consistent selling, non-seasonal item has been experiencing a 3 percent growth in demand over the last 18 months. The value of the trend dampening factor determines to what degree the trend will be forecast to continue.

The following table shows the forecast results for the current month and the eleven following months given three different values for the trend dampening factor (DF): 1.0, 0.5, and 0.0. The demand used to calculate the forecast is shown in the Demand History tables.

Demand History (18 through 10 months ago)		Demand History (9 through 1 month ago)	
MONTH	QUANTITY	MONTH	QUANTITY
-18	150	-9	197
-17	155	-8	203
-16	160	-7	209
-15	165	-6	215
-14	170	-5	221
-13	175	-4	228
-12	180	-3	235
-11	185	-2	242
-10	191	-1	249

Note: Actual Demand (for -12 through -1 months): 2555

Forecast Quantities			
MONTH	DF=1	DF=.5	DF=0
Current	251	246	241
+1	257	250	242
+2	262	252	243
+3	267	254	243
+4	271	256	243
+5	276	258	243
+6	280	259	243
+7	285	261	243
+8	289	262	243
+9	293	263	243
+10	297	264	243
+11	300	265	243
Forecast	Demand	Total	332830902913

Additional Growth Percent

If you expect an item to have a demand greater or less than the trend indicated by its demand history, you may assign an additional growth percent to the item or to a planning model. When an additional growth percent is defined, IM&P or AIM will increase or decrease the forecast result by the additional growth factor.

Note: The additional growth percent for an item may be added or changed in the IM&P or AIM Balance File through Item Balance Maintenance (MENU IAFILE). The additional growth percent may be specified for a planning model through Planning Models Maintenance (MENU IMFILE/MENU AIFILE). Any items using the model will use the assigned additional growth percent.

Smoothing

Extreme peaks and valleys in customer demand can cause unreliable forecasts. Smoothing the demand history can lessen the impact of these extremes. IM&P calculates the standard deviation of demand history used in the sales forecast. Each planning model allows one of three levels of smoothing:

- No Smoothing: Demand history is used directly from item's Sales Analysis information.
- Light Smoothing: The demand history used is limited from the average demand value to two standard deviations (approximately 95% of sales data within the average demand quantity is used).
- Moderate Smoothing: The demand history used is limited from the average demand value to one standard deviation (approximately 68% of sales data within the average demand quantity is used).

Planning Models

A planning model indicates the relative importance of the demand history used to calculate forecast quantities. Each item is assigned a planning model in the IM&P or AIM Balance File, which is maintained through Item Balance Maintenance (MENU IAFILE).

Planning models are defined through Planning Models Maintenance (MENU IMFILE/MENU AIFILE). Suggested planning models for different types of items are provided in the Appendix section of this manual.

Model Weights

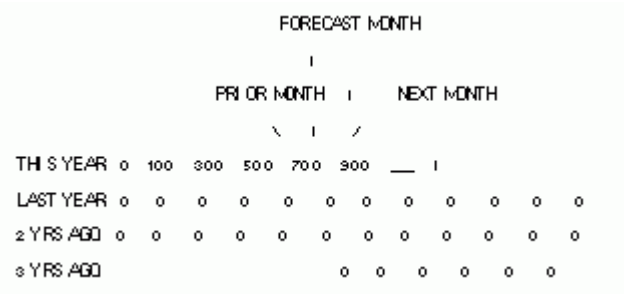
Each model, created once, contains a weight for each month (or period) in the last three years. The weights are used in a weighted average calculation of the forecast usage.

A model's first weight applies to the most recent month (or period) and the last weight to the last month (or period) three years ago (36 or 39 months previous). If a particular month's demand is

irrelevant to the forecast calculation, assign a weight of zero to that month. Months having a weight of zero are not considered in the forecast usage calculation.

Sample Model

The following diagram shows how weights are displayed for a model through Planning Models Maintenance (MENU IMFILE/MENU AIFILE).



This model considers only the last five months of demand -all other months are ignored by the forecast calculation. The values of the weights indicate that this model considers recent demand history to be more valuable than older demand history. This model considers demand for the most recent month to be three times as important as that from four months ago.

New Items

For newer items (i.e., items that have been selling for fewer months than the number of months used in a model), the forecast calculation ignores weights that are assigned to months when the item was not available for sale. Therefore, the zero sales figures associated with an item before it was available for sale will not artificially lower the forecast usage.

Minimum Number of Months

Although IM&P can produce forecasts before an item is old enough to have sales in all the weighted months, you may specify, in the model, the minimum number of months to have demand history for an item. If an item does not have this many months of demand history, its forecast usage cannot be calculated. You may want to use a minimum number of months since planning results are more dependable with more demand history.

Seasonal Items

Since few items' sales can be predicted from demand figures that are three years old, you should assign little or no weight to the older months in a planning model. The exception to this is for seasonal items. Models for seasonal items consider only the months just before and after the forecast month, and will often use history from two or three years ago.

Selecting Planning Models

Model Attributes

When setting up a Planning Model, you must determine the following six attributes of the model:

1 The number of periods in the planning model (12 or 13).

2 The weights assigned to previous periods.

3 The additional growth percent for the model.

4 The smoothing value for the model.

5 The minimum number of months for the planning model.

6 The type of model: seasonal or non-seasonal.

Suggested Models

APPENDIX A: Suggested Planning Models contains 13 models that you may want to set up. Depending on the season and consistency of your items' sales, you may need some or all of the suggested models. The following table shows the suggested models as they would be entered through Planning Models Maintenance (MENU IMFILE/MENU AIFILE):

Product Type	Sales Type	Smoothing	Model ID
Seasonal	Short Season 1-2 Months	Moderate	SSHTM2
		None	SSMTM0
	Medium Season 2-3 Months	Moderate	SSMEDM2
		None	SSMEDM0
	Long Season 4 or more months	Moderate	SLNGM2
		Light	SLNGM1

		None	SLNGM0
Non-Seasonal	Consistent	Moderate	NCONM2
		None	NCONM0
	Inconsistent	Moderate	NINCM2
		Light	NINCM1
		None	NINCM0
	Very Inconsistent	Moderate	NLOWM2

Forecasting Methodology

The forecast calculation uses demand history, a planning model, an additional growth factor (optional), smoothing, and the trend dampening factor to predict customer demand. The calculation is a seven step process:

1. Retrieve demand history for the item (and all items superseded by the item) from the Item Sales Analysis File created in the Sales Analysis (S/A) module.
2. Retrieve the weights, smoothing factor and optional additional growth percent from the Planning Models File, which is defined through Planning Models Maintenance (MENU IMFILE/MENU AIFILE).
3. For items with more than a year of demand history, calculate the growth percentage to inflate demand history to current levels.
4. Smooth the sales according to the smoothing factor in the model definition.
5. Calculate the forecast as the weighted average of the smoothed sales values.
6. If applicable, apply the additional growth percent to the forecast result.
7. Calculate the new minimum and maximum balances.

This process is repeated for each month of the coming year. Forecast sales quantities are used in the calculations of months 2 through 12 since actual demand values do not exist.

Example: If you are using a model that considers only the last five months of demand, the forecast for month 2 is based on four months of demand history and one forecast sales value. Forecasts for six months and beyond are based entirely on forecast sales. Therefore, forecasts for later months are projections, and will probably change each time forecasts are recalculated in response to actual demand information.

Minimum Balances

The minimum balance is the order point for an item. The minimum balance should be large enough to accommodate customer demand from the time that you place a purchase order until you receive the items. An item should be ordered when its net quantity available falls below its minimum balance. The net quantity available is calculated as follows:

Net Quantity Available = Quantity on hand -Quantity allocated to orders + Quantity on purchase order

Calculating Minimums

The minimum balance is calculated as the forecast usage during an item's order frequency time and lead time, plus a safety stock quantity. The system calculates safety stock quantities using demand history and the item's service level as:

MN = [Usage between TD and (TD + OF + LT)] + SS

where

MN = Minimum Balance today

TD = Today's date

OF = Order Frequency (weeks)

LT = Lead Time (weeks)

SS = Safety Stock quantity

When Minimums Are Calculated

IM&P calculates minimum balances at the beginning of the month, and prints the Inventory Planning Exception Report (MENU IMMAST) which shows items with significant changes [items having a percentage or dollar value change greater than the values defined for the company through IM&P System Options Maintenance (MENU IMFILE)]. This report is sequenced by dollar value of the change, showing the largest changes first. Items on this report should be reviewed to determine if minimum values should be manually changed, or if a new model should be selected.

IM&P also re-calculates the minimum balance at the following times:

- Before printing the Expedite Report (MENU IMREPT)
- Before processing the Suggested Orders Report (MENU POREPT)
- After running Reset IM&P Variables (MENU IMMAST)
- After changing an item through Item Balance Maintenance (MENU IAFILE)

Minimum Balance Example

This example shows the minimum balance calculation for January 1st, given the following forecast and IM&P variables:

- Forecast
  - January = 100
  - February = 160
  - March = 200
- Variables
  - Order Frequency = 2 weeks
  - Lead Time = 4 weeks
  - Safety Stock = 0

The minimum balance is calculated to ensure enough stock is maintained to meet the forecast usage for XX number of weeks without dipping into the safety stock (SS), where XX is that time required for an order to arrive, incorporating Order Frequency (OF) and Lead Time (LT):

Minimum balance = forecast usage for the weeks remaining until the next shipment arrives (incorporating OF and LT) + safety stock

To calculate the minimum balance, you must first determine the number of weeks that will expire between now and when the next shipment is to arrive. Once you know that, you can add up the forecasts for those weeks, and add in any SS, to determine what your minimum balance should be.

To determine the weeks remaining until the next shipment arrives, use the OF and LT values. If your OF is 2 weeks (it will be 2 weeks before you can place your order), and your LT is 4 weeks (it will take 4 weeks from the time your order is placed until the order is received), then the total number of weeks remaining until a shipment arrives is 6 weeks. That brings the calculation currently to:

Minimum balance = 6 weeks (incorporating OF and LT) of forecast sales from today + safety stock

To determine the total forecasts for those 6 weeks, break up the monthly forecasts. Using these weekly breakdowns, if today is January 1st, and we know it will be 6 weeks before another shipment arrives add up the forecast values for those 6 weeks:

2 weeks OF (25 + 25) + 4 weeks LT (25 + 25 + 40 + 40) = 50 + 130 = 180

That brings the calculation currently to:

Minimum balance = 180 + safety stock

Using the previously provided safety stock value of 0, the calculation is now brought to:

Minimum balance = 180 + 0 = 180

Adding the values together, the final minimum balance is derived:

Minimum balance = 180 units

Maximum Balance

The maximum balance is an item's highest desirable stocking level. The suggested order processing feature of Purchasing uses the maximum balance to create a suggested order quantity. This is done by subtracting the current net quantity available (previously defined) from the maximum balance.

Calculating Maximums

The maximum balance is the sum of the minimum balance and a generated order quantity (that considers the IM&P variables lead time and order level, both expressed in weeks). The order quantity is the forecast usage during the period, starting at the end of the lead time, and lasting as long as the ordering level. The following depicts the maximum balance calculation:

MX = MN + [usage between (FD + LT) and (FD + LT + OL)]

where

MX = Maximum Balance

MN = Minimum Balance

FD = First Day of the Month

LT = Lead Time (weeks)

OL = Ordering Level (weeks)

When Maximums Are Calculated

IM&P calculates the maximum balance at the beginning of the month and prints the Inventory Planning Exception Report (MENU IMMAST). This report shows items with significant changes such as items with a percent or dollar value change greater than those defined for the company through IM&P Options Maintenance. Items on this report should be reviewed to determine if the values should be manually changed or a new model should be selected.

IM&P also calculates the maximum balance at the following times:

- Before printing the Expedite Report (MENU IMREPT)
- Before processing the Suggested Orders Report (MENU POREPT)
- After running Reset IM&P Variables (MENU IMMAST)
- After changing an item through Item Balance Maintenance (MENU IAFILE)

Maximum Balance Example

This example shows the minimum balance calculation for January 1st, given the following forecast and IM&P variables:

- Forecast
  - January = 100
  - February = 160
  - March = 200
- Variables
  - Order Frequency = 5 weeks
  - Lead Time = 4 weeks
  - Minimum Balance = 180

The maximum balance is calculated to ensure that stock is not over-ordered, taking into consideration the minimum balance (MN), the Lead Time (LT), and the Order Level (OL). Basically,

Maximum balance = forecast usage for the weeks falling between the LT offset, and the end of the OL time + the minimum balance

To calculate the maximum balance, you must first determine the end of the lead time period. Since this LT period has been included in the MN calculation, it should not be included in the maximum calculation. Once you know the end of the lead time period, you can begin counting the forecast values for the 5 weeks affiliated with the OL.

If your LT is 4 weeks, count 4 weeks from today's date to determine your starting point (Feb. 1st). From this starting point, count your OL, which is 5 weeks (meaning to count from Feb. 1st to March 7th).

To determine the total forecasts for those 5 weeks, break up the monthly forecasts identified above into weeks. Using these weekly breakdowns, the following can be derived when you add up the forecast values for those 5 weeks:

5 weeks OL from Feb 1st to Mar 7th (40 + 40 + 40 + 40 + 50) = 210

That brings the calculation currently to:

Maximum balance = 210 + minimum balance

Using the previously provided minimum balance value of 180, the calculation is now brought to:

Minimum balance = 210 + 180 = 390

Adding the values together, the final maximum balance is derived:

Maximum balance = 390 units

Updating Minimum and Maximum Balances

If you have already established workable minimum and maximum balances, you may want to prevent IM&P from changing them until you are satisfied with the resulting calculated values.

To prevent automatic updates of minimum and maximum balances, set the default values for the minimum balance and maximum balance maintenance codes to O (override) through IM&P System Options Maintenance (MENU IMFILE). During the IM&P Monthly Update (MENU IMMAST), IM&P

will calculate new balance values, but will not update them in the Item Balance File. The Inventory Planning Exception Report (MENU IMMAST) will print, showing any significant differences between your overridden values and the new automatically calculated values. Research these differences and make any necessary adjustments to IM&P variables and planning models.

When you are satisfied with the calculated balances, use Item Balance Maintenance (MENU IAFILE) to change the minimum and maximum balance maintenance codes to A (automatic).

Safety Stock Calculation

Inventory Management & Planning will calculate safety stock during the following:

- IM&P Monthly Update (MENU IMMAST)
- Reset IM&P Variables (MENU IMMAST)
- the “What - If” portion of Interactive Forecasting (MENU IMMAIN)

The following steps are performed:

1 Calculate the Standard Deviation for the Item

The Standard Deviation is calculated during IM&P monthly processing using the traditional statistical approach. The fluctuations for all prior sales periods which carry a weight factor in the appropriate Planning Model are included in the calculations. The monthly Standard Deviation is then translated into a weekly Standard Deviation based on the IM&P calendar type you are using (4-4-5, monthly by date, etc.).

2 Calculate the Probability of Stockouts

This calculation analyzes the following to determine the potential stockouts:

- Service Level
- Standard Deviation
- Order Quantity
- Lead Time
- Order Frequency

It would ultimately derive the density based on the above factors from which safety stock values could be calculated.

Due to the complexity of this calculation, in IM&P, an accepted, existing probability table is used to determine the number of standard deviations needed to achieve the requested service level. Refer to “Probabilities and Partial Expectations in the Normal Probability Distribution Related to Inventory Demand and Safety Stock” for these values.

The result of the following formula is to calculate a value of probability [E(z)] to be used with the table to obtain the number of standard deviations [z] needed.

E (z) = [(1-SVCLVL) * QTYWRK} / [STDDEV * (LT+OF)]

where

SVCLVL = Service Level for item (eg. .85)

QTYWRK = Quantity to cover Order Level. Approximates EOQ/Optimum Order Quantity

STDDEV = Standard Deviation per week

LT = Lead Time in weeks

OF = Order Frequency in weeks

3 Look up the number of Standard Deviations (z)

Use the table for E(z) from the previous calculation to arrive at the number of standard deviations necessary to achieve the requested service level. Look up “z” in the Probability Table.

4 Calculate the Safety Stock Quantity:

SSQTY = z * (STDDEV * (LT + OF))

where

SSQTY = Safety Stock Quantity

Z = Number of Std Deviations Required (table)

STDDEV = Standard Deviation per week.

LT = Lead Time in weeks

OF = Order Frequency in weeks

Probabilities and Partial Expectations in the Normal Probability Distribution Related to Inventory Demand and Safety Stock

Probabilities and Partial Expectations in the Normal Probability Distribution

Z	E (z)	E (-z)
.00	.39894	.39894
.10	.35094	.45094
.20	.30690	.50690
.30	.26676	.56676
.40	.23044	.63044
.50	.19780	.69780
.60	.16867	.76867

.70	.14228	.84228
.80	.12021	.92021
.90	.10043	1.00043
1.00	.08332	1.08332
1.10	.06862	1.16862
1.20	.05610	1.25610
1.30	.04553	1.34553
1.40	.03667	1.43667
1.50	.02931	1.52931
1.60	.02324	1.62324
1.70	.01829	1.71829
1.80	.01428	1.81428
1.90	.01105	1.91105
2.00	.00849	2.00849
2.10	.00647	2.10647
2.20	.00489	2.20489
2.30	.00366	2.30366
2.40	.00272	2.40272
2.50	.00200	2.50200
2.60	.00146	2.60146
2.70	.00106	2.70106
2.80	.00076	2.80076
2.90	.00054	2.90054
3.00	.00038	3.00038

3.10	.00027	3.10027
3.20	.00019	3.20019
3.30	.00013	3.30013
3.40	.00009	3.40009
3.50	.00006	3.50006
3.60	.00004	3.60004
3.70	.00003	3.70004
3.80	.00002	3.80002
3.90	.00001	3.90001

4.00	.00001	4.00001
4.10	.00001	4.00001
4.20	.00000	4.20000
4.30	.00000	4.30000
4.40	.00000	4.40000
4.50	.00000	4.50000

Chapter 5 Planning Model Analysis

A planning model is a definition of how demand history is used to forecast the sales of an item. This option allows you to analyze a planning model for a specific item. By selecting different planning models, you will be able to review the effectiveness of each model. Use this option when you want to see the previously forecast results of planning models for an item.

IM&P or Advanced Inventory Management (for planned items) will use the demand history of the selected item (including any system generated or manual adjustments made) for the past two years to recalculate a forecast of the sales. This recalculated forecast is then compared to the actual demand quantities of this year, showing the accuracy of the selected model. The results of this comparison are displayed on a bar graph. For detailed information describing system generated and manual demand file adjustments, refer to "System Generated Adjustments" and "Manual Adjustments".

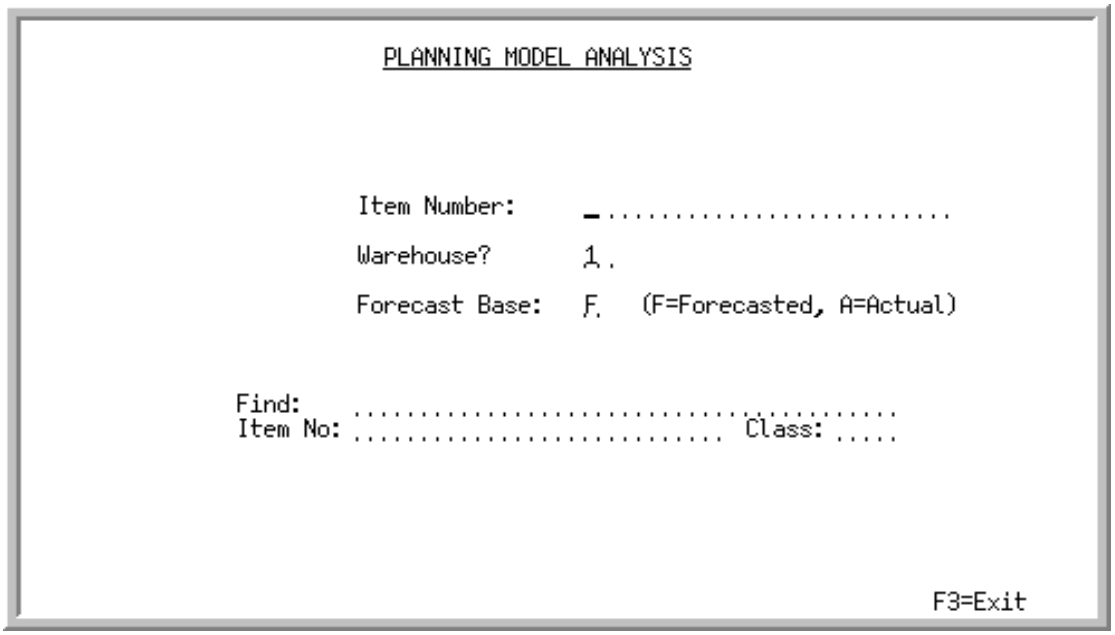
Planning Model Analysis

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
Planning Model Analysis Screen	Use to specify the item for which a planning model will be analyzed.
Planning Model Analysis Graph Screen	Displays a graph of the performance of the sales forecast for the selected item.
Planning Model - Model Search Screen	Use to select a model to use in analyzing sales and forecast data.
Planning Model Ranking Screen	Displays a ranked list of planning models for selection.
Planning Model Forecast Quantities Screen	Use to change the scale of planning model analysis graph.
Planning Model Adjustments Screen	Displays the planning model. Use to make temporary adjustments to the model.
Item Usage Summary Screen	Displays the items demand in individual periods.

Title	Purpose
Item Hits Summary Screen	Displays the line hits for the item.
Item Replacement Inquiry Screen	Displays a list of items that the selected item has replaced.
Item Usage By Company Screen	Displays an item's demand by company.
Item Hits By Company Screen	Displays the line hits for the item by company.
System Adjustments Screen	Displays all of the adjustments that were generated by the system for the selected item.
Manual Adjustments Selection Screen	Displays manual demand adjustments for review and maintenance.
Manual Adjustment Detail Screen	Displays detailed information for a selected adjustment.
System Line Hits Screen	Displays all of the system line hits that were generated by the system for the selected item.
System Line Hit Maintenance Screen	Displays data about the selected system Line Hit.
Manual Line Hits Screen	Use to display, change, add, or delete manual line hits for a given company and item.
Manual Line Hit Maintenance Screen	Displays data about the selected manual Line Hit.

Planning Model Analysis Screen



This screen displays after you select option **1** - Planning Model Analysis from MENU IMMAIN. Use this screen to select the item for which a planning model will be analyzed. You must select an item that has sufficient demand history (12 months of demand history is sufficient).

The planning model analysis is used to look back to the prior 12 or 13 periods based on the model and compare actual demand to forecast quantity. Changing the model or changing the weights on the model within this inquiry will change the results. This is done to determine if the best model is being used. The forecast base field determines what the calculations should use. The first period's forecast is always calculated using the demand from prior months. The forecast base field determines what is used for the remaining periods.

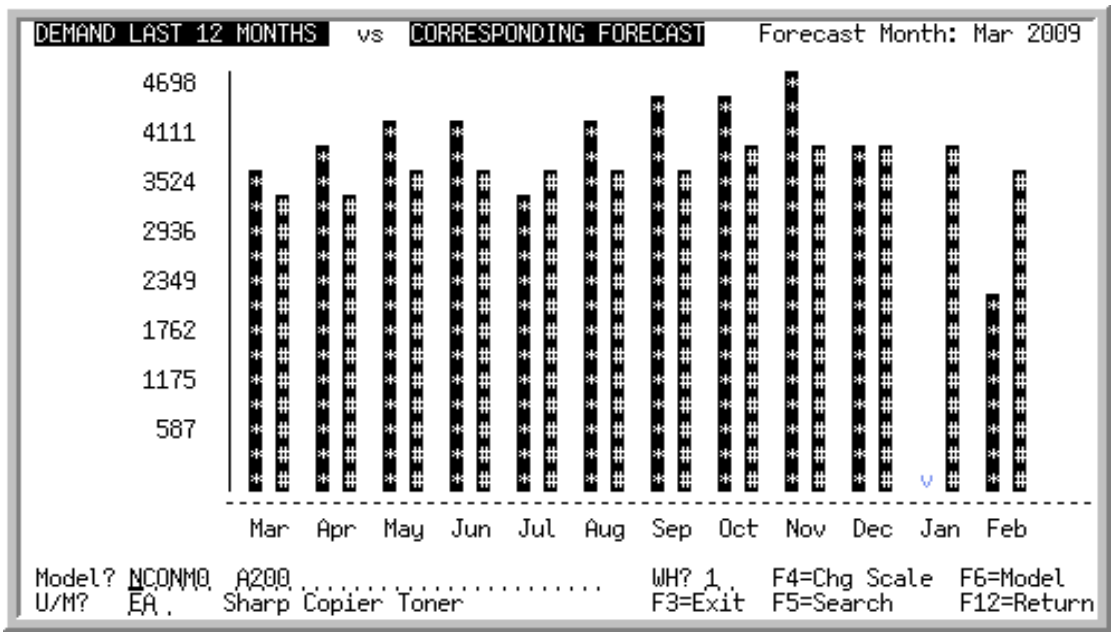
Planning Model Analysis Screen Fields and Function Keys

Field/Function Key	Description
Item Number	Key the item number for which a planning model or models will be analyzed. This may be any item that you have defined, regardless if it is a planned item or not. IM&P will forecast the sales for the selected item using: • the default planning model set up for the item (if the item is a planned item) OR • the system default planning model set up through IM&P System Options Maintenance (MENU IMFILE). The results will then be displayed on the Planning Model Analysis Graph Screen. **Note:** The number of months of demand history of the item must be greater than or equal to the minimum number of months assigned to the planning model that you will analyze. **Valid Values:** Any item defined in Item Master Maintenance (MENU IAFILE) (A 27) Required
Warehouse	The item selected for the model analysis is stocked in this warehouse. All period information, such as current period, current year, etc., will come from the company that controls the selected warehouse. Key the warehouse that contains the item. **Default Value:** The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the **Default Warehouse** defined through Company Name Maintenance (MENU XAFILE) **Valid Values:** 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

Field/Function Key	Description
Forecast Base	Use this field to specify the method to be used when calculating forecast quantities for every forecast period after the first forecast period. The first forecast period is always calculated using actual quantities (not the forecast quantities). Key **F** to use the forecast quantity from the prior forecast periods to calculate the forecast periods after the first forecast period. This will simulate what would have happened if only one month end was run for the first period. Where the first period is forecast from actual demand and the second period uses the first periods forecast when calculating that period and so on. Key **A** to use the actual quantity from the prior forecast periods to calculate the forecast periods after the first forecast period. This will simulate what would have happened at each month end in the past 12 or 13 periods. Each new month would have another real month of demand to be used in calculating the next month. **Default Value:** F (A 1) Required
Find	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. To search for manufacturer item numbers, prefix the criteria you enter with **M/**. The system will search based on the Vendor/Item File (**VNITM**) valid manufacturer item number. To search for customer item numbers, prefix the criteria you enter with **C/**. The system will search based on the Item/Customer Cross Reference File (**IAXRF**) valid customer item numbers. To search for UPC cross references, prefix the criteria you enter with **U/**. The system will search based on the Universal Product Code File (**ITUPC**) for valid UPC cross references. To search for GTIN cross references, prefix the criteria you enter with **G/**. The system will search based on the Global Trade Item Number File (**ITGTIN**) for valid GTIN cross references. (A 40) Optional

Field/Function Key	Description
Item No	This field may be used in addition to, or in place of, entering search criteria in the **Find** field to further limit the items to display. 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. For information on entering search criteria, refer to the Cross Applications User Guide. (A 27) Optional
Class	This field may be used in addition to (not in place of) the search criteria in the **Find** or **Item No** fields to further limit the number of items that will display, based on their item class. 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. For information on entering search criteria, refer to the Cross Applications User Guide. (A 2/A 2) Optional
F3=Exit	Press **F3=EXIT** to cancel this option. MENU IMMAIN will display.
Enter	Press **ENTER** to confirm your selections. If you keyed any search criteria, the Item Description Search Screen will appear (refer to the Cross Applications User Guide for an explanation of this screen.) Otherwise, the Planning Model Analysis Graph Screen will appear.

Planning Model Analysis Graph Screen



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.

This screen displays a graph which depicts the performance of the IM&P or AIM sales forecast (# bar) for the selected item and compares it to the actual demand (* bar) over the same period, using the current planning model. This screen provides other functions; you may:

- Change the planning model, item, and/or warehouse
- Access the screen where the graph scale can be changed and the quantities may be viewed (**F4**)
- Search for valid items
- Search for a planning model
- View the definition of the planning model
- Alter the definition of a planning model to use in this inquiry

Note: Only one of these functions may be performed at a given time. For example, you may change the planning model, item, and warehouse at the same time. Note however, if you also press **F4=CHG SCALE** to change the graph scale, the Planning Model Forecast Quantities Screen will appear, but the planning model, item, and warehouse will have their previous values replaced.

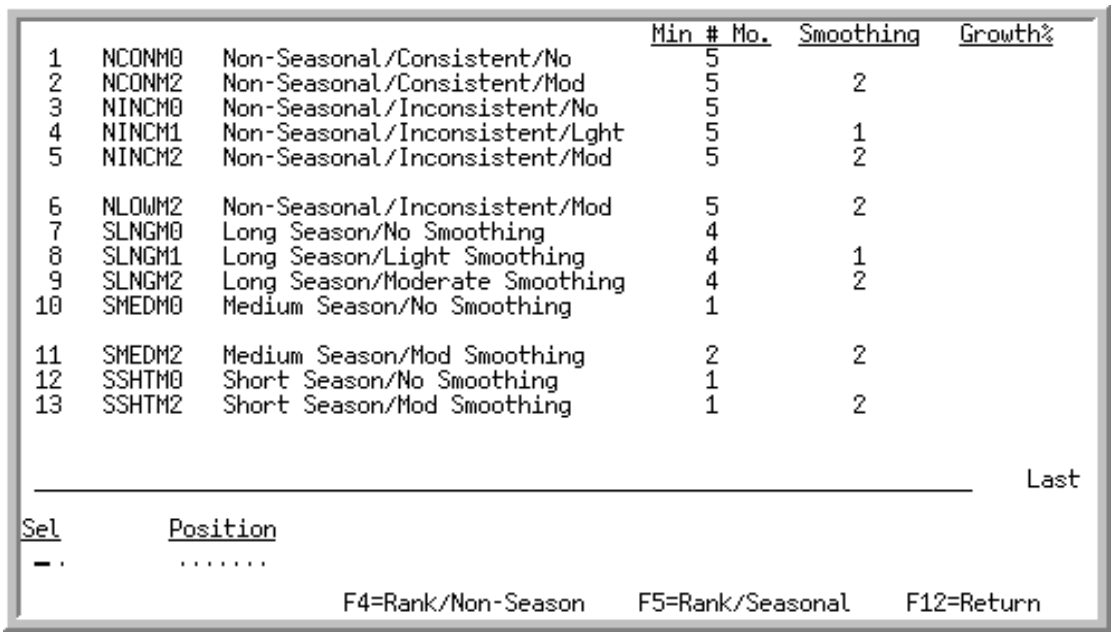
Planning Model Analysis Graph Screen Fields and Function Keys

Field/Function Key	Description
Forecast Month	This is the starting point for the forecast period from last year, used to present the demand on the graph. Display
Planning Model Analysis Graph	This graph displays the results of the planning model analysis for the selected item and its corresponding planning model. You may change the planning model, item, or warehouse on this screen to show different results. The x-axis (bottom) of the graph shows the 12 months (or 13 periods) previous to the forecast month. The y-axis (left side) shows the item's demand quantities in its default unit of measure. The upper limit of this axis is determined by the month having the highest demand quantity of the 12 months (or 13 periods) displayed. You may change this scale by pressing **F4=CHG SCALE**. For each month, 2 bars are shown. The high intensity bar (depicted with *) shows the actual demand for the last 12 months. The low intensity bar (depicted with #) shows the sales forecast for the same period. If you change the scales of the graph, and a bar cannot be completely shown, the + sign will blink at the top of the bar (indicating that the upper limit is not shown in the current graph), or the v character will blink at the bottom of the bar (indicating that the lower limit is not shown in the current graph). Display

Field/Function Key	Description
Model	The current item's forecast is shown using this planning model. This field allows you to forecast using an altered planning model or a completely different planning model. If you want to calculate the item's forecast using another model, key the ID of the desired model in this field. Key **?** if you do not recall the exact **Model ID** and press **ENTER**. A list of valid Model IDs is provided on the Planning Model - Model Search Screen. If you opted to alter the definition of the planning model on the Planning Model Adjustments Screen, this field will display the workstation ID in reverse image (i.e. <-WS->). **Default Value:** If the item is a planned item, this is the default planning model assigned to that item through Item Balance Maintenance (MENU IAFILE). If the item is not planned, this is the IM&P Default Planning Model defined through IM&P System Options Maintenance (MENU IMFILE) or the AIM Default Planning Model defined through AIM System Options Maintenance (MENU AIFILE). **Valid Values:** You will not be able to select a planning model if its minimum number of months is greater than the number of months of demand history of the selected item. (A 6) Required
(Item Number)	This is the number of the item and first description line for which the specified planning model is analyzed in the graph on this screen. To perform an analysis on another item, key the desired item number. Press **F5=SEARCH** to search for another item. **Default Value:** The item number specified on the Planning Model Analysis Screen, or selected on the Item Description Search Screen. **Valid Values:** An item defined through Item Master Maintenance (MENU IAFILE). (A 27) Required

Field/Function Key	Description
WH	The warehouse in which the item used in the analysis is stocked. To see the forecast for this item in another warehouse, key the desired warehouse number. If performing an analysis on another item, key the number of the warehouse in which the new item number is stocked. **Valid Values:** 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
U/M	This field displays the unit of measure that will be used to express quantities on this graph. Accept the default or key a new unit of measure. **Default Value:** The unit of measure selected as the inquiry U/M for the item through Item Master Maintenance (MENU IAFILE), or, if an inquiry U/M was not defined, the default stocking unit of measure **Valid Values:** Any valid stocking or alternate unit of measure defined for the item through Item Master Maintenance (MENU IAFILE) (A 3) Required
F3=Exit	Press **F3=EXIT** to return to MENU IMMAIN.
F4=Chg Scale	The **F4=CHG SCALE** function key allows you to change the scale of the graph and view the actual demand quantities used to plot the graph. The Planning Model Forecast Quantities Screen will display.
F5=Search	The **F5=SEARCH** function key allows you to perform a search. Press this key to display the Item Description Search Screen. Refer to the Cross Applications User Guide for an explanation of this screen.
F6=Model	Press **F6=MODEL** to display the contents of the current planning model and allow for temporary changes. The Planning Model Adjustments Screen will appear.
F12=Return	Press **F12=RETURN** to return to the Planning Model Analysis Screen.
Enter	Press **ENTER** after keying a different Model ID, item number, or warehouse. This screen will redisplay with the results of the new analysis.

Planning Model - Model Search Screen



			Min # Mo.	Smoothing	Growth%
1	NCONM0	Non-Seasonal/Consistent/No	5		
2	NCONM2	Non-Seasonal/Consistent/Mod	5	2	
3	NINCM0	Non-Seasonal/Inconsistent/No	5		
4	NINCM1	Non-Seasonal/Inconsistent/Lght	5	1	
5	NINCM2	Non-Seasonal/Inconsistent/Mod	5	2	
6	NLOWM2	Non-Seasonal/Inconsistent/Mod	5	2	
7	SLNGM0	Long Season/No Smoothing	4		
8	SLNGM1	Long Season/Light Smoothing	4	1	
9	SLNGM2	Long Season/Moderate Smoothing	4	2	
10	SMEDM0	Medium Season/No Smoothing	1		
11	SMEDM2	Medium Season/Mod Smoothing	2	2	
12	SSHTM0	Short Season/No Smoothing	1		
13	SSHTM2	Short Season/Mod Smoothing	1	2	

Last

Sel Position

F4=Rank/Non-Season F5=Rank/Seasonal F12=Return

This screen displays after entering a question mark (**?**) in the **Model** field on the Planning Model Analysis Graph Screen or the Planning Model Forecast Quantities Screen.

This screen assists you in selecting a planning model to analyze. A scrolling list of valid planning models are displayed in alphabetical sequence by Model ID. These models have the same number of accounting periods as the company that controls the warehouse where the item is stored.

In addition to selecting the planning model to be used in calculating the chosen item's forecast, you may:

- Reposition the list of planning models based on the word entered in the **Position** field
- Display non-seasonal planning models only
- Display seasonal planning models only
- Rank seasonal or non-seasonal models based on the forecast variations of actual demand

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:

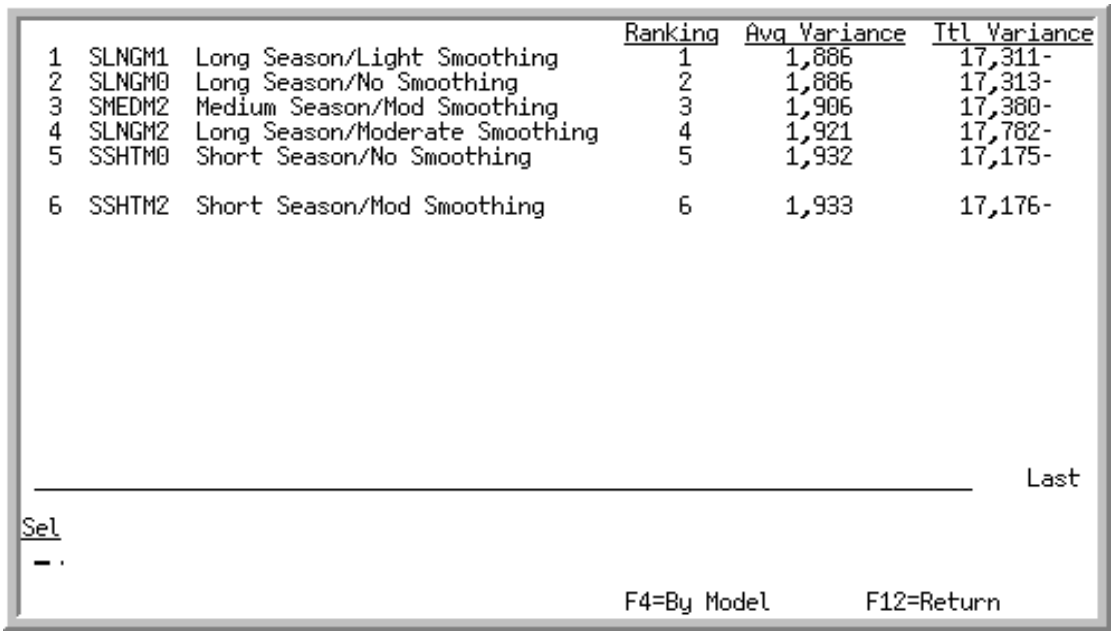
- ***PAGE DOWN** or **SHIFT-ROLL FWD** or **F7=PAGE DOWN** to display the next screen
- ***PAGE UP** or **SHIFT-ROLL BACK** to display the previous screen.

Planning Model - Model Search Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The corresponding planning model may be selected for the planning model analysis using this number. When selecting the desired planning model, this is the number that you key in the **Sel** field. Display
(Model ID)	The six character planning Model ID. The planning models displayed are sequenced by Model ID. Display
(Description)	The description of the planning model. Display
Min # Mo.	The number of months that must have demand history to allow a forecast for the given item. Display
Smoothing	The smoothing value used to compensate for peaks and valleys in customer demand. **0** represents no smoothing, **1** represents light smoothing, and **2** represents moderate smoothing. Display
Growth %	The growth percentage value increasing or decreasing the expected forecast value which is calculated using the planning model. This percent is used when growth factors, in addition to demand history, are used to determine the forecast. Display
Sel	This field is used to select the planning model for which you want to perform an analysis on the Planning Model Analysis Graph Screen. Key the reference number corresponding to the planning model you wish to select. (A 2) Required
Position	This field allows you to reposition the list of planning models based on the **Model ID** (partial or full) you enter in this field. The list of planning models will refresh starting with a model that most closely matches the name keyed in this field. (A 6) Optional
F4=Rank/Non-Season	Press **F4=RANK/NON-SEASON** to display the planning models that are defined as non-seasonal. They will be ranked in order from the lowest to highest variance from the actual demand. The Planning Model Ranking Screen will appear.

Field/Function Key	Description
F5=Rank/Seasonal	Press **F5=RANK/SEASONAL** to display the planning models that are defined as seasonal. They will be ranked in order from the lowest to highest variance from the actual demand. The Planning Model Ranking Screen will appear.
F7=Page Down	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, **F7=PAGE DOWN** is available for use but do not display. Use the **F7=PAGE DOWN** to display the next screen of information on a roll screen. The **PAGE DOWN** or **SHIFT-ROLL FWD** function keys perform the same task.
F12=Return	Press **F12=RETURN** to return to the Planning Model Analysis Graph Screen without selecting a planning model.
Enter	Press **ENTER** after keying a reference number in the Sel field on this screen. The Planning Model Analysis Graph Screen will appear with the corresponding planning model analysis.

Planning Model Ranking Screen



This screen appears after you press **F4=RANK/NON-SEASON** or **F5=RANK/SEASONAL** on the Planning Model - Model Search Screen to display a ranking of non-seasonal or seasonal items, respectively.

Planning models are ranked based on the variance of sales forecast to actual demand. You may select one of these planning models for the analysis.

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** to display the previous screen.

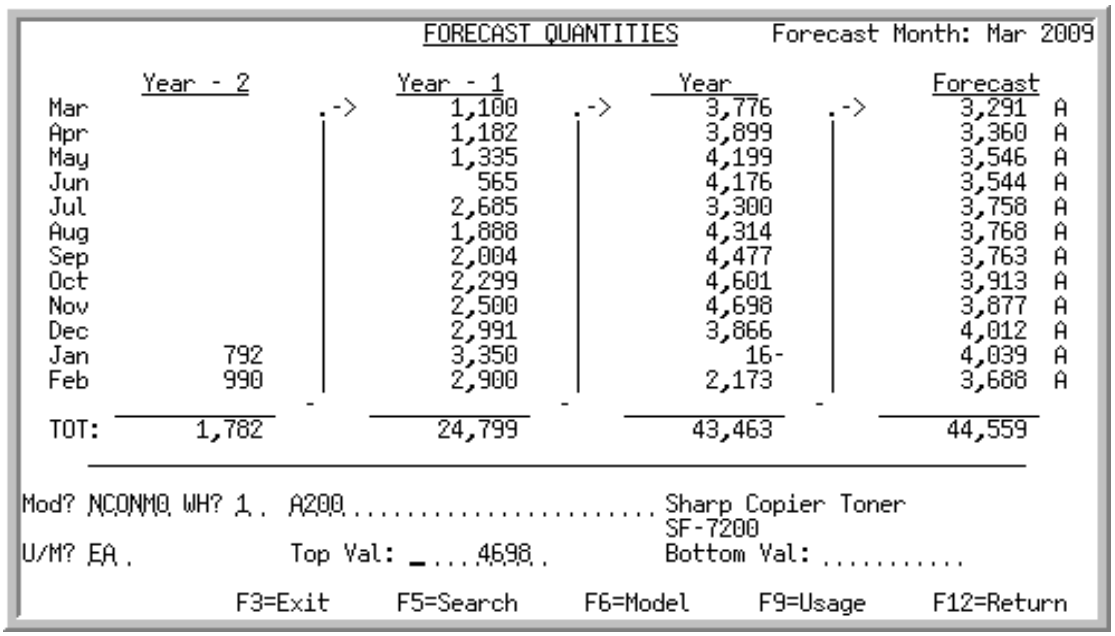
Planning Model Ranking Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The corresponding planning model may be selected for the planning model analysis using this number. When selecting the desired planning model, this is the number that you key in the **Sel** field. Display

Field/Function Key	Description
(Model ID)	The six character planning Model ID. The planning models displayed are sequenced by Model ID. Display
(Description)	The description of the planning model. Display
Ranking	The ranking assigned to each planning model displayed. A model receives the highest ranking (indicated as 1) if the average variance between its sales forecast and actual demand for the selected item is the lowest of all the models displayed. Likewise, the model assigned the lowest ranking has the highest average variance between sales forecast and actual demand. Display
Avg Variance	The average variance between the sales forecast and actual demand of the current item, using the corresponding planning model. This is calculated by summing the absolute values of the sales forecast and actual demand quantities for each month, and dividing by the number of months (12) or periods (13). Display
Ttl Variance	This is the total variance between the sales forecast and the actual demand of the current item using the corresponding planning model. This is calculated by summing the difference between the sales forecast quantities and the actual demand quantities for each period. If this is a negative value, the total sales forecast were less than the total actual demand; if this is a positive value, the total sales forecast were greater than the total actual demand. Display
Sel	This field is used to select the planning model for which you want to perform an analysis on the Planning Model Analysis Graph Screen. Key the reference number corresponding to the planning model you wish to select. (A 2) Required
F4=By Model	Press **F4=BY MODEL** to display all planning models on the Planning Model - Model Search Screen.

Field/Function Key	Description
F7=Page Down	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, **F7=PAGE DOWN** is available for use but do not display. Use the **F7=PAGE DOWN** to display the next screen of information on a roll screen. The **PAGE DOWN** or **SHIFT-ROLL FWD** function keys perform the same task.
F12=Return	Press **F12=RETURN** to return to the Planning Model Analysis Graph Screen.
Enter	Press **ENTER** after selecting a planning model by keying its reference number in the **Sel** field on this screen. The Planning Model Analysis Graph Screen will appear.

Planning Model Forecast Quantities Screen



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

This screen displays after pressing **F4=CHG SCALE** on the Planning Model Analysis Graph Screen.

From this screen you may change the scale of the graph on the Planning Model Analysis Graph Screen, and view the actual demand quantities used to plot the graph. To assist in the analysis of planning models, the functions below may be performed:

- Change the top and/or bottom scale of the graph
- Change the item, warehouse, U/M and/or planning model
- View the contents of the planning model
- View the actual usage (sales and demand)

Note: Only one logical function may be performed at a given time. For example, you may change the planning model, item, and warehouse at the same time, but, if you also change the top and/or bottom scale of the graph, then the changes to the graph will be performed and the graph will be re-displayed. The planning model, item, and warehouse, however, will have their previous values replaced.

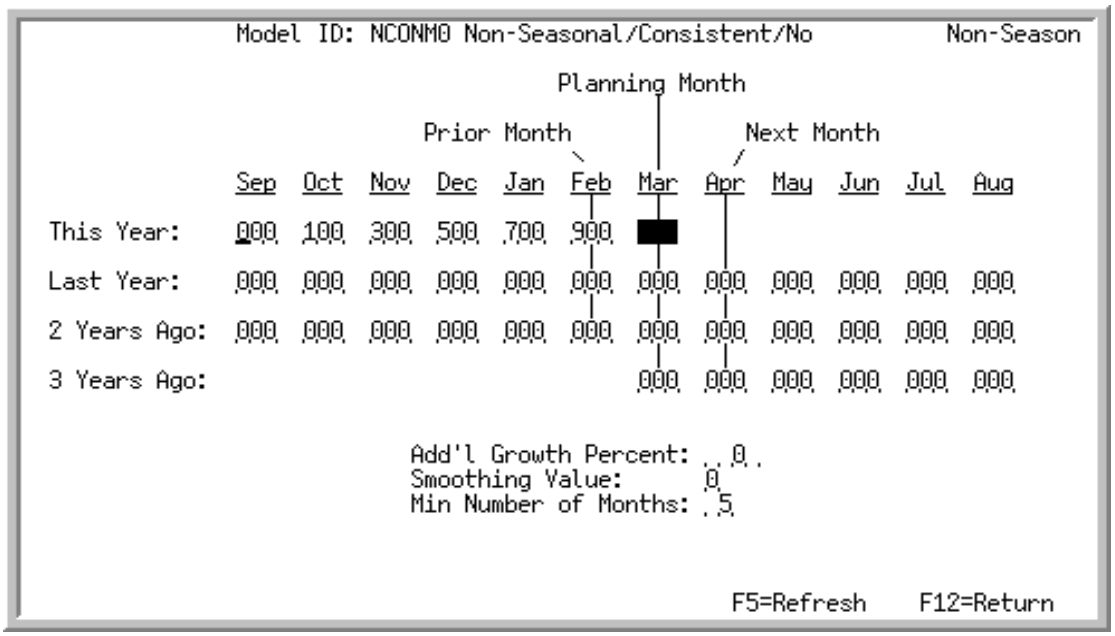
Planning Model Forecast Quantities Screen Fields and Function Keys

Field/Function Key	Description
Forecast Month	This is the starting point for the forecast and demand represented by the graph displayed on this screen. Display
Year - 2	This column contains the total demand quantities for the 12 months (or 13 periods) two years prior to the forecast year. A total line prints that summarized the quantities in the column. Display
Year - 1	This column contains the total demand quantities for the 12 months (or 13 periods) one year prior to the forecast year. A total line prints that summarized the quantities in the column. Display
Year	This column contains the total demand quantities for the same 12 months (or 13 periods) as the forecast column. These quantities are included to compare the forecast quantities to the actual demand of the same period. This data will help in determining the accuracy of the planning model selected. A total line prints that summarized the quantities in the column. Display
Forecast	This column contains the forecast quantities for the year used to plot the graph. These forecast quantities are determined by the current model being used with the item's demand history. These quantities are sequenced beginning with the current forecast period and continuing through the last sales period closed. A total line prints that summarized the quantities in the column. Display
Mod	From this screen, you may select another planning model that you would like to analyze. If you do not recall the exact Model ID, use the Planning Model Search. To activate this search, enter a question mark (**?**) in this field and press **ENTER**. The Planning Model - Model Search Screen will appear. **Default Value:** The default planning model set up for the item, or the system default planning model set up through IM&P System Options Maintenance (MENU IMFILE) or AIM System Options Maintenance (MENU AIFILE). (A 6) Required

Field/Function Key	Description
WH	If you want to view the forecast data for this item in another warehouse, key the warehouse number in this field. If you keyed a new item to forecast (in the **Item** field), key the warehouse where this item is stocked. **Default Value:** The warehouse in which the current item is stocked. **Valid Values:** 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
(Item)	From this screen, you have the ability to change the item number for which you want to view the actual demand quantities and forecast data. To do so, key the new item number in this field, or select a different item using the item search. The item description lines 1 and 2 display to the right of the item number. **Default Value:** The current item number used in the analysis **Valid Values:** Must be a valid item (A 27) Required
U/M	This field displays the unit of measure used to express quantities in this graph. Accept the default or key a unit of measure. **Default Value:** The unit of measure selected as the inquiry U/M for the item through Item Master Maintenance (MENU IAFILE); or, if an inquiry U/M was not defined, the default stocking unit of measure. **Valid Values:** Any valid stocking or alternate unit of measure defined for the item through Item Master Maintenance (MENU IAFILE). (A 3) Required
Top Val	This field is used to change the top scale of the graph depicted on the Planning Model Analysis Graph Screen. This is the highest value for the scale. A plus sign (**+**) will display on the top of the bar if there are values higher than the top of the scale. Key the top value and press **ENTER**. The Planning Model Analysis Graph Screen will appear and the scale of the graph will be altered (the number at the top of the scale will reflect the number you entered here). (N 10,0) Optional

Field/Function Key	Description
Bottom Val	This field is used to change the bottom scale of the graph depicted on the Planning Model Analysis Graph Screen. This is the lowest value for the scale. The symbol v will display on the bottom of the bar (located on the Planning Model Analysis Graph Screen) if there are values lower than the bottom of the scale. Key the bottom value and press **ENTER**. The Planning Model Analysis Graph Screen will appear and the scale of the graph will be altered (the number at the bottom of the scale will reflect the number you entered here). **Valid Values:** Cannot be greater than Top Value (N 10,0) Optional
F3=Exit	Press **F3=EXIT** to return to MENU IMMAIN.
F5=Search	Press **F5=SEARCH** to access the Item Description Search Screen to perform a search. Refer to the Appendix section of the Cross Applications User Guide for an explanation of this screen.
F6=Model	Press **F6=MODEL** to display the contents of the current planning model and allow for temporary adjustments. The Planning Model Adjustments Screen will appear.
F9=Usage	Press **F9=USAGE** to display the breakdown of the displayed item's demand. The Item Usage Summary Screen will display.
F12=Return	Press **F12=RETURN** to return to the Planning Model Analysis Graph Screen.
Enter	Press **ENTER** after selecting a different item, warehouse, or model to redisplay this screen for the new analysis. Press **ENTER** after keying a new **Top Val** and/ or **Bottom Val** to redisplay the bar graph on the Planning Model Analysis Graph Screen.

Planning Model Adjustments Screen



This screen displays after pressing **F6=MODEL** on the Planning Model Analysis Graph Screen ,or the Planning Model Forecast Quantities Screen.

Use this screen to view the definition of the planning model, or to make temporary adjustments to it. The definition you are viewing is the planning model currently being analyzed.

From this screen, you may:

- Change the weight values used in the item forecast calculations
- Change the additional growth percent (when working with an IM&P planned item only; this field does not appear on this screen when working with an AIM planned item)
- Change the smoothing value
- Change the minimum number of months for which demand data is necessary to use this planning model
- Refresh the planning model parameters to their current values in the Planning Models File

Note: Any changes made to this planning model are only temporary and will NOT update the values in the Planning Models File. These changes will also be lost if the planning model being used to calculate the forecast is changed on any of the planning model analysis panels or if the program is directed back to the Planning Model Analysis Screen. The Model ID displayed on the Planning Model Analysis Graph Screen will be ****** if you change the definition of the planning model.

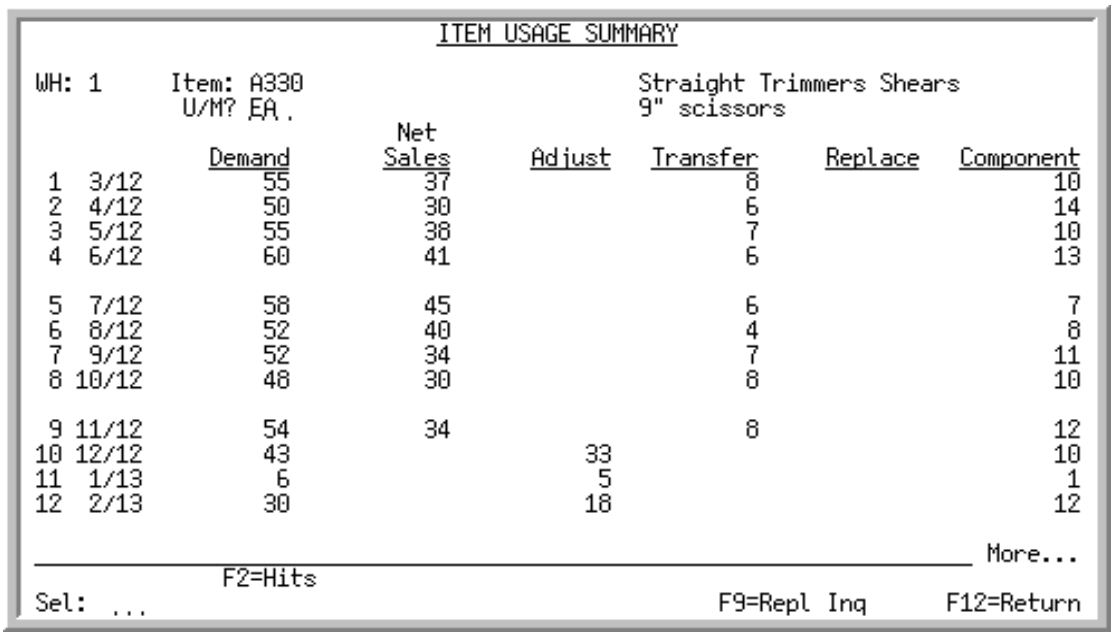
Planning Model Adjustments Screen Fields and Function Keys

Field/Function Key	Description
Model ID	The Model ID and description of the selected model. The top right corner will display **Non-Season** or **Seasonal** based on the **Seasonal Demand Model** field setting of blank or **Y** in Planning Models Maintenance (MENU IMFILE). Display
Planning Month	Use this field as an aid for viewing model weights. The planning month you key here determines the sequence of the monthly column headings on this screen. Changing this value will alter the sequence of the column (month or period) headings. For example, if the planning month is 12, **Dec** or **PER12** will appear in the center of the screen as the month which is to be planned. Changing the period month to 06, will cause **Jun** or **PER06** to appear as the planning month. The value of the weights will not be adjusted since a planning model considers weight values in relation to a Planning month/period, not in relation to a specific Calendar month/period. This field is particularly helpful when creating planning models for seasonal items. **Default Value:** Current period (determined by Sales Analysis Period End Processing) for company Display
Weight Values	Weight values are used to indicate the importance of past periods' demand history (this year, last year, 2 years ago, and 3 years ago) when calculating the forecast for the planning month. Key the appropriate weight values for the periods that you want to be included in the calculation. For a 12 period planning model, weight values for up to 36 previous periods may be keyed; for a 13 period planning model, weight values for up to 39 previous periods may be keyed. **Note:** Any number of periods may contain weight values. For those periods left blank (or zero) actual sales data is used instead of the weighted value. Display

Field/Function Key	Description
Add'l Growth Percent	This field does not appear on this screen when working with an AIM planned item. This field is used to increase or decrease the forecast value which is calculated using the planning model. Use this field when growth factors (in addition to demand history) should be considered in the planning model. Key a positive percentage to be used to increase the forecast value of items that are forecast by this model. Key a negative percentage to be used to decrease the forecast value of items that are forecast by this model. (N 3,0) Optional
Smoothing Value	Peaks and valleys in customer demand can cause unreliable forecasts. This field is used to lesson the impact of these two extremes on demand history by providing three levels of smoothing values. Smoothing uses the standard deviation of an item's sales history to exclude the extremes of customer demand. The standard deviation of sales indicates the range of sales quantities from an item's average sales quantity. Moderate smoothing considers all sales within one standard deviation are within 68% (approximately) of the item's average sales. Therefore, the lowest 16% of past sales and the highest 16% of past sales are not considered when forecasting sales for the item. Light smoothing considers all sales within two standard deviations are within 95% (approximately) of the item's average sales. Therefore, the lowest 2.5% of past sales and the highest 2.5% of past sales are not considered when forecasting sales for the item. Key **0** for no smoothing. Distribution A+ will use the demand history directly from the Item Sales Analysis File. Key **1** for light smoothing. Distribution A+ will limit variations from the average demand value to two standard deviations. Key **2** for moderate smoothing. Distribution A+ will limit variations from the average demand value to one standard deviation. **Valid Values:** 0, 1, & 2 (N 1,0) Required

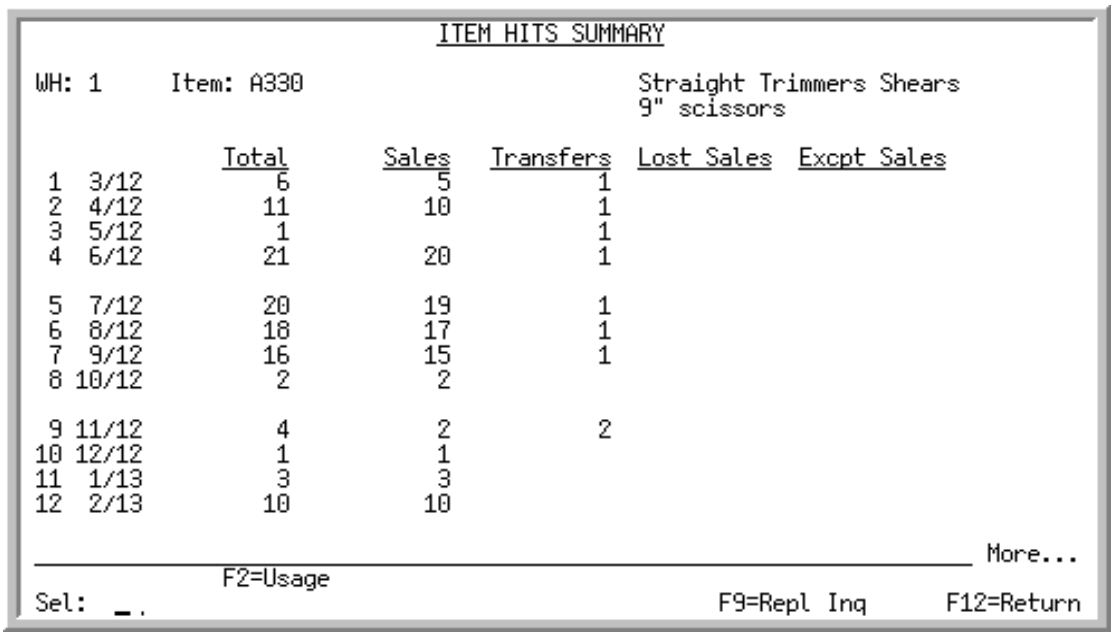
Field/Function Key	Description
Min Number of Months	This field is the number of months that must have sales history to allow Distribution A+ to produce a forecast for a given item. An item cannot be forecast if the item does not have at least this minimum number of months of sales history. Key the desired minimum number of months of sales history to be used for the forecast. **Note:** The number of months used in the planning model cannot be less than the minimum number of months. **Valid Values:** 1 through 36 for a 12 period model; 1 through 39 for a 13 period model (N 2,0) Required
F5=Refresh	Press **F5=REFRESH** to refresh the planning model definition parameters to the values defined through Planning Models Maintenance (MENU IMFILE/ MENU AIFILE).
F12=Return	Press **F12=RETURN** to return to the Planning Model Analysis Graph Screen or the Planning Model Forecast Quantities Screen.
Enter	Press **ENTER** to confirm your selections. The Planning Model Analysis Graph Screen or the Planning Model Forecast Quantities Screen. will appear based on which of those screens was used to access this screen.

Item Usage Summary Screen



```
                              ITEM USAGE SUMMARY

WH: 1     Item: A330                          Straight Trimmers Shears
           U/M? EA .                          9" scissors
                                  Net
                Demand           Sales        Adjust     Transfer     Replace    Component
 1  3/12            55              37                         8                        10
 2  4/12            50              30                         6                        14
 3  5/12            55              38                         7                        10
 4  6/12            60              41                         6                        13

 5  7/12            58              45                         6                         7
 6  8/12            52              40                         4                         8
 7  9/12            52              34                         7                        11
 8 10/12            48              30                         8                        10

 9 11/12            54              34                         8                        12
10 12/12            43                             33                                  10
11  1/13             6                              5                                   1
12  2/13            30                             18                                  12

                                                                                   More...
                F2=Hits
Sel:  ...                                                F9=Repl Inq      F12=Return
```

Item Hits Summary Screen



```
                              ITEM HITS SUMMARY

WH: 1     Item: A330                          Straight Trimmers Shears
                                              9" scissors

                Total           Sales      Transfers  Lost Sales  Excpt Sales
 1  3/12            6               5              1
 2  4/12           11              10              1
 3  5/12            1                              1
 4  6/12           21              20              1

 5  7/12           20              19              1
 6  8/12           18              17              1
 7  9/12           16              15              1
 8 10/12            2               2

 9 11/12            4               2              2
10 12/12            1               1
11  1/13            3               3
12  2/13           10              10

                                                                                   More...
                F2=Usage
Sel:  _ .                                                F9=Repl Inq      F12=Return
```

The Item Usage Summary Screen displays after pressing **F9=USAGE** from various screens throughout Distribution A+. An item's demand and the values that make up that demand for the last twelve periods are displayed. The twelve periods used are based on the current forecast period defined in IM&P System Options Maintenance (MENU IMFILE) for an IM&P planned item or from AIM System Options Maintenance (MENU AIFILE) for an AIM planned item.

The Item Hits Summary Screen view can be accessed by pressing the **F2=HITS / F2=USAGE** toggle function key. This view will display the line hits for the item, which is the number of times this item appears on a sales order, warehouse transfer, or lost business transaction, regardless of quantity or the unit of measure. By tracking a product's line hits, items can then be ranked based on these 'hits' (or the volume of transactions the item appears on) and categorized by the use of a rank code.

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.

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.

Item Usage Summary / Item Hits Summary Screen Fields and Function Keys

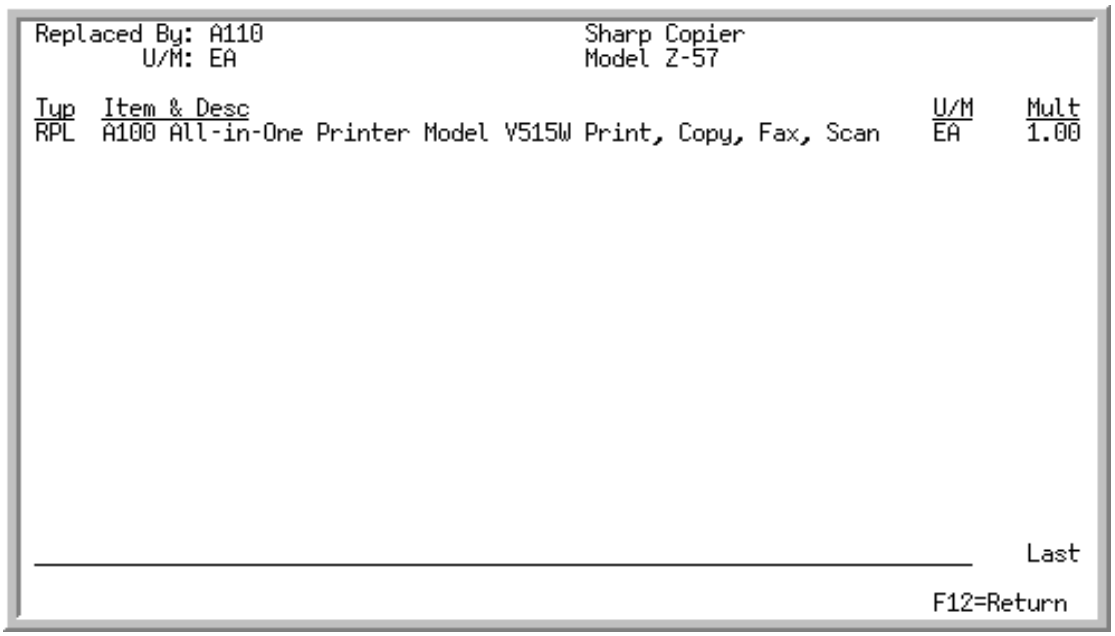
Field/Function Key	Description
WH	The warehouse for which item usage quantities are being viewed. Display
Planning Month	The item number and two description lines for which item usage quantities are being reviewed. Display
U/M	This field displays the unit of measure used to express quantities on this screen. Accept the default or key a unit of measure. **Default Value:** The unit of measure selected as the inquiry U/M for the item through Item Master Maintenance (MENU IAFILE), or, if an inquiry U/M was not defined, the default stocking unit of measure **Valid Values:** Any valid stocking or alternate unit of measure defined for the item through Item Master Maintenance (MENU IAFILE) (A 3) Required
(Reference Number)	Used to reference one of the lines displayed on this screen. Key this number in the **Sel** field to select a line. Display

Field/Function Key	Description
Period	Beginning with the last twelve periods, the twelve periods used are based on the current forecast period defined in IM&P System Options Maintenance (MENU IMFILE) for an IM&P planned item or from AIM System Options Maintenance (MENU AIFILE) for an AIM planned item. You may review the previous 36 or 39 sales periods using the **F7=PAGE DOWN / F8=PAGE UP** function keys.
Demand	This field displays in Item Usage Summary view. This column's quantity is made up of the values contained in the remaining quantity columns. This is best explained by the following equation: **Demand = Net Sales + Demand Adjustments + Warehouse Transfer Sales + Replacement Sales + Component Sales.** Display
Net Sales	This field displays in Item Usage Summary view. This column's quantity is the total net sales for this item, excluding sales to other warehouses. Display
Adjust	This field displays in Item Usage Summary view. This column's quantity is the net number of demand adjustments made. This includes system and manual adjustments. Display
Transfer	This field displays in Item Usage Summary view. This column's quantity is the total number of sales to other warehouses, less any demand adjustments performed for warehouse transfer orders coded as **Update Demand** set to **N**. Display
Replace	This field displays in Item Usage Summary view. This column's quantity is the total number of demand adjustments performed due to the use of replacement items. Display
Component	This field displays in Item Usage Summary view. This column's quantity is the total number of demand adjustments performed due to components that were sold as part of Bill of Material kit or manufactured items. **Note:** If the Value Added Services module is installed on your system, you can specify when component adjustments are made for manufactured items (receipt time or sale time). Refer to System Options (MENU XAFILE) for a detailed explanation of this feature. Display

Field/Function Key	Description
Total	This field displays in Item Hits Summary view. This column is the total number of line hits for the item on the indicated date. Line hits are the number of times this item appears on a sales order, warehouse transfer, or lost business transaction, regardless of quantity or the unit of measure. Display
Sales	This field displays in Item Hits Summary view. This column is the total net hits for this item, excluding sales to other warehouses. Display
Transfers	This field displays in Item Hits Summary view. This columns quantity is the total number of hits for sales to other warehouses, less any demand adjustments performed for warehouse transfer orders coded as **Update Demand** set to **N**. Display
Lost Sales	This field displays in Item Hits Summary view. This column is the number of sales that were lost for this item due to orders being deleted or lines being deleted. Display
Excpt Sales	This field displays in Item Hits Summary view. This column is the sales for orders that are marked as **Update Demand** set to **N**. Display
Sel	Key a reference number in this field to select a line for more information and press **ENTER**. (N 2,0) Required
F2=Hits / F2=Usage	Press **F2=HITS** / **F2=USAGE** to toggle the view of this screen to show either the Item Usage Summary Screen or Item Hits Summary Screen.
F7=Page Down / F8=Page Up	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, **F7=PAGE DOWN** and **F8=PAGE UP** are available for use but do not display. Use the **F7=PAGE DOWN** to display the next screen of information on a roll screen. The **PAGE DOWN** or **SHIFT-ROLL FWD** function keys perform the same task. Use the **F8=PAGE UP** to display the previous screen of information on a roll screen. The **PAGE UP** or **SHIFT-ROLL BACK** function keys perform the same task.

Field/Function Key	Description
F9=Repl Inq	Press **F9=REPL INQ** to display the Item Replacement Inquiry Screen. This screen will display a list of items for which this item was used as a replacement.
F12=Return	Press **F12=RETURN** to return to the previous screen.
Enter	Press **ENTER** after keying a Reference Number in the **Sel** field to display a company breakdown of the item's demand. The Item Usage By Company Screen will appear. If you were on the Item Hits Summary view and made a selection and pressed **ENTER**, the Item Hits By Company Screen will appear instead.

Item Replacement Inquiry Screen



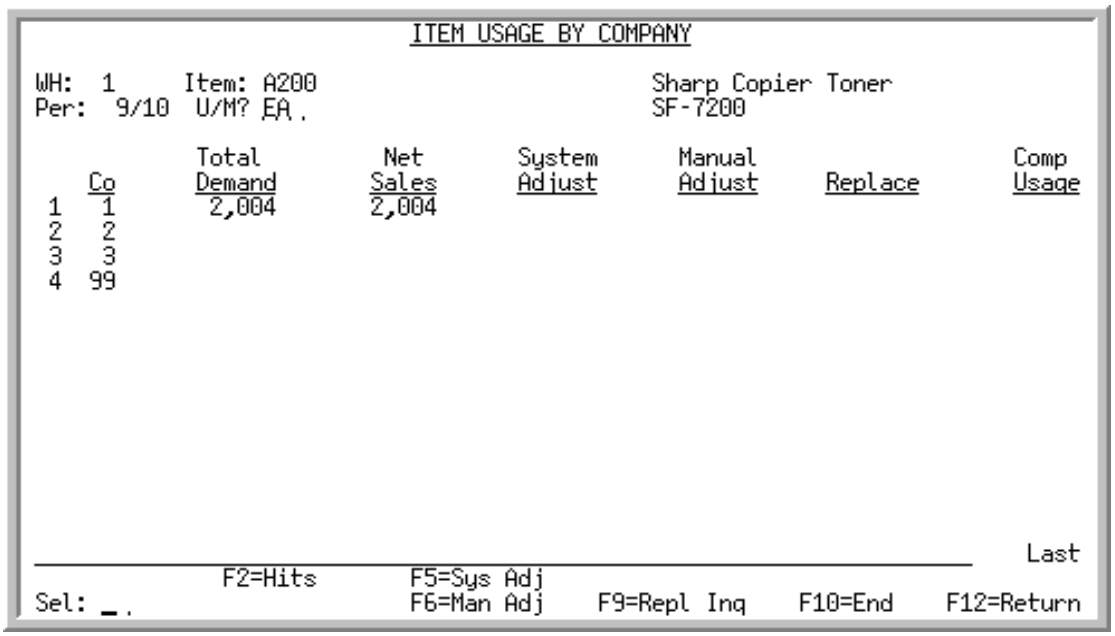
This screen appears after you press **F9=REPL INQ** on the Item Usage Summary Screen or the Item Usage By Company Screen. This screen displays all the items that the selected item has replaced.

Item Replacement Inquiry Screen Fields and Function Keys

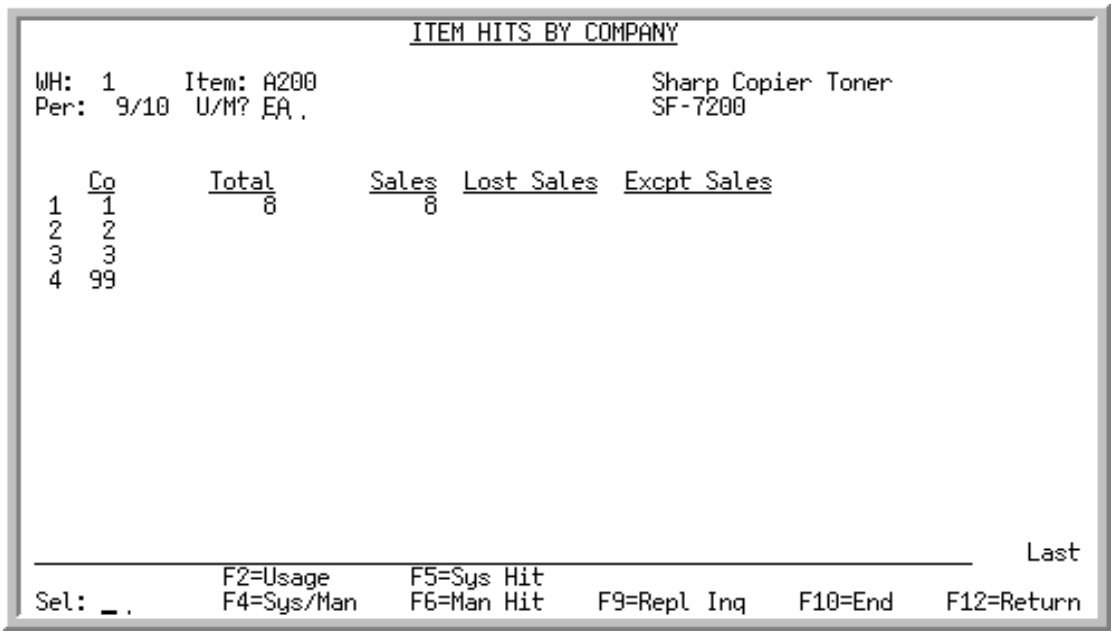
Field/Function Key	Description
Replaced By	The item number and two description lines for the item selected on the Item Usage Summary Screen.
U/M	This is the replacement item's default stocking unit of measure defined through Item Master Maintenance (MENU IAFILE). Display

Field/Function Key	Description
Type	The type of replacement item the selected item served as: Replacement, Alternate, or Upgrade. • **RPL**: Replacement items are those that may be ordered in place of an item originally requested by the customer. Replacement items are also used in IM&P to update demand history for new items. The original and the replacement items are both defined through Item Master Maintenance (MENU IAFILE). • **ALT**: Alternate items are those that may be ordered in place of an item originally requested by the customer. Unlike replacement items, however, the original item number does not have to be an item defined through Item Master Maintenance (MENU IAFILE). • **UPG**: Upgrade items are similar to alternate items; the original item number does not have to be an item defined through Item Master Maintenance (MENU IAFILE). Upgrade items are usually those considered to be better quality or provide more features than the original. Display
Item & Desc	For any item that the selected item has been a replacement for, been an alternate for, or been an upgrade for, the item number and description will be displayed here. Display
U/M	The unit of measure used to express the quantity of items replaced. This is the unit of measure selected when the item was ordered. Display
Mult	The multiplier assigned to this replacement, alternate, or upgrade item. For alternate or upgrade items, the multiplier is used to calculate the quantity of items to order. For replacement items, the multiplier is used to adjust demand history of the replacing item by the number defined by the multiplier. Display
F12=Return	Press **F12=RETURN** to return to the Item Usage Summary Screen.

Item Usage By Company Screen



Item Hits By Company Screen



The Item Usage By Company Screen appears after you make a selection and press **ENTER** from the Item Usage Summary Screen. This screen displays an item's demand, by company, and the values that make up that demand.

The Item Hits By Company Screen view can be accessed by pressing the **F2=HITS / F2=USAGE** toggle function key. This view will display the line hits for the item by company, which is the number of times the item appears on a sales order, warehouse transfer, or lost business transaction, regardless of quantity.

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.

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.

Item Usage By Company / Item Hits By Company Screen Fields and Function Keys

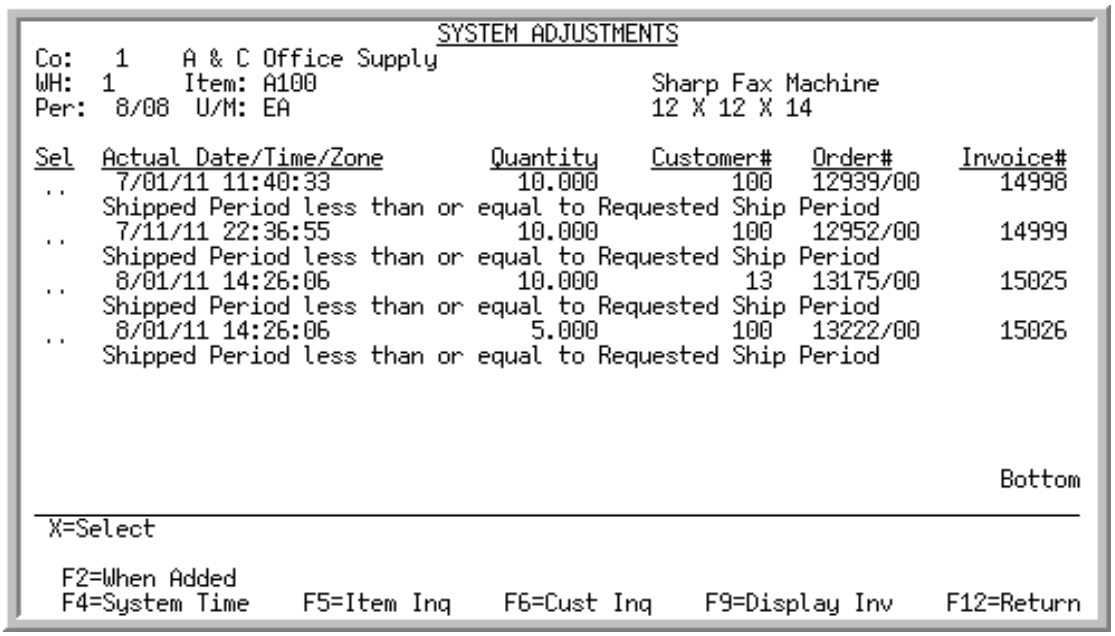
Field/Function Key	Description
WH	The warehouse for which item usage quantities are being viewed. Display
Item	The item number and two description lines for which item usage quantities are being reviewed. Display
Per	The period selected on the Item Usage Summary Screen to view usage and/or hits breakdowns by company.
U/M	This field displays the unit of measure used to express quantities on this screen. Accept the default or key a unit of measure. **Default Value:** The unit of measure selected as the inquiry U/M for the item through Item Master Maintenance (MENU IAFILE), or, if an inquiry U/M was not defined, the default stocking unit of measure **Valid Values:** Any valid stocking or alternate unit of measure defined for the item through Item Master Maintenance (MENU IAFILE) (A 3) Required
(Reference Number)	Used to reference a line on this screen. Key this number in the **Sel** field to select a line for system or manual adjustments. Display
Co	The identification of the company number. Display

Field/Function Key	Description
Total Demand	This field displays in Item Usage By Company view. This field's quantity is made up of the values contained in the remaining quantity fields. This is best explained by the following equation: **Total Demand = Net Sales + System Adjustments + Manual Adjustments + Replacement Sales + Component Usage.** Display.
Net Sales	This field displays in Item Usage By Company view. This field's quantity is the total net sales for this item. Display
System Adjust	This field displays in Item Usage By Company view. This field's quantity is the net number of system generated demand adjustments. The calculation for the **System Adjustment** is: **adjustment quantity from the Sales Demand Adjustment File (ITDMD) - adjustment quantity from the Manual Adjustment File (ITADJ)** Display
Manual Adjust	This field displays in Item Usage By Company view. This field's quantity is the net number of manual demand adjustments. Manual demand adjustments are entered using the **F6=MAN HIT** function key. Display
Replace	This field displays in Item Usage By Company view. This field's quantity is the total number of demand adjustments performed due to using this item as a replacement. Display
Comp Usage	This field displays in Item Usage By Company view. This field's quantity is the total number of demand adjustments made due to items that were sold as bill of material components items. Display
Total	This field displays in Item Hits By Company view. This field is the total number of line hits for the item by company. Display

Field/Function Key	Description
Sales	This field displays in Item Hits By Company view. This field is the total net hits for this item by company, excluding hits to other warehouses. Display
Lost Sales	This field displays in Item Hits By Company view. This field is the number of hits that were lost for this item by company due to deleted orders or deleted lines on orders. Display
Excpt Sales	This field displays in Item Hits By Company view. This field is the number of hits that were on orders that had **Update Demand** set to N. Display
Sel	Key a reference number in this field to select a line for more information and press **F5=SYS ADJ** or **F6=MAN ADJ** to work with adjustments or press **F5=SYS HIT** or **F6=MAN HIT** to work with line hits. (N 2,0) Required
F2=Hits / F2=Usage	Press **F2=HITS** to toggle the columns to display the number of line hits for this item in the selected sales period for the item. The column defaults change to Total, Sales, Lost Sales, and **Excpt Sales**. Press **F2=USAGE** to toggle the columns to display the usage quantities for this item in the selected sales period for the item. The columns change to **Total Demand**, **Net Sales**, **System Adjust**, **Manual Adjust**, **Replace**, and **Com Usage**.
F4=Sys/Man / F4=Excpt / F4=Total	The **F4=SYS/MAN** / **F4=EXCPT** / **F4=TOTAL** function key displays in Item Hits By Company view. Press **F4=SYS/MAN** to change the displayed columns to **Total, System Sales, System Lost Sales, Manual Sales** and **Manual Lost Sales**. Press **F4=EXCPT** to change the displayed columns to **System Excpt Sales** and **Manual Excpt Sales**. Press **F4=TOTAL** to return to the original column display of **Total, Sales**, **Lost Sales**, and **Excpt Sales**.
F5=Sys Adj	The **F5=SYS ADJ** function key displays in Item Usage By Company view. After selecting a line, press **F5=SYS ADJ** to review the system adjustments for the selected line item. The System Adjustments Screen appears.

Field/Function Key	Description
F5=Sys Hit	The **F5=SYS HIT** function key displays in Item Hits By Company view. After selecting a line, press **F5=SYS HIT** to review the system line hits for the selected line item. The System Line Hits Screen appears.
F6=Man Adj	The **F6=MAN ADJ** function key is not available if this screen is accessed from the Demand Variance Utility (MENU IMMAST). The **F6=MAN ADJ** function key displays in Item Usage By Company view. After selecting a line, press the **F6=MAN ADJ** function key to display the Manual Adjustments Selection Screen.
F6=Man Hit	The **F6=MAN HIT** function key displays in Item Hits By Company view. After selecting a line, press the **F6=MAN HIT** function key to display the Manual Line Hits Screen.
F7=Page Down / F8=Page Up	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, **F7=PAGE DOWN** and **F8=PAGE UP** are available for use but do not display. Use the **F7=PAGE DOWN** to display the next screen of information on a roll screen. The **PAGE DOWN** or **SHIFT-ROLL FWD** function keys perform the same task. Use the **F8=PAGE UP** to display the previous screen of information on a roll screen. The **PAGE UP** or **SHIFT-ROLL BACK** function keys perform the same task.
F9=Repl Inq	Press **F9=REPL INQ** to display the Item Replacement Inquiry Screen This screen will display a list of items for which this item was used as a replacement.
F10=End	Press **F10=END** to end the item inquiry and return to the Planning Model Forecast Quantities Screen.
F12=Return	Press **F12=RETURN** to return to the Item Usage Summary Screen without making any updates to this screen.

System Adjustments Screen



This screen appears after you press the **F5=SYS ADJ** function key on the Item Usage By Company Screen. This screen lists all of the adjustments that were generated by the system for the selected item. Unlike manual adjustments, you cannot make changes to the adjustments made by the system; this screen is an inquiry of what system adjustments were generated, when they were generated, and why. Refer to "System Generated Adjustments" for more information about the type of transactions that can trigger a system demand adjustment.

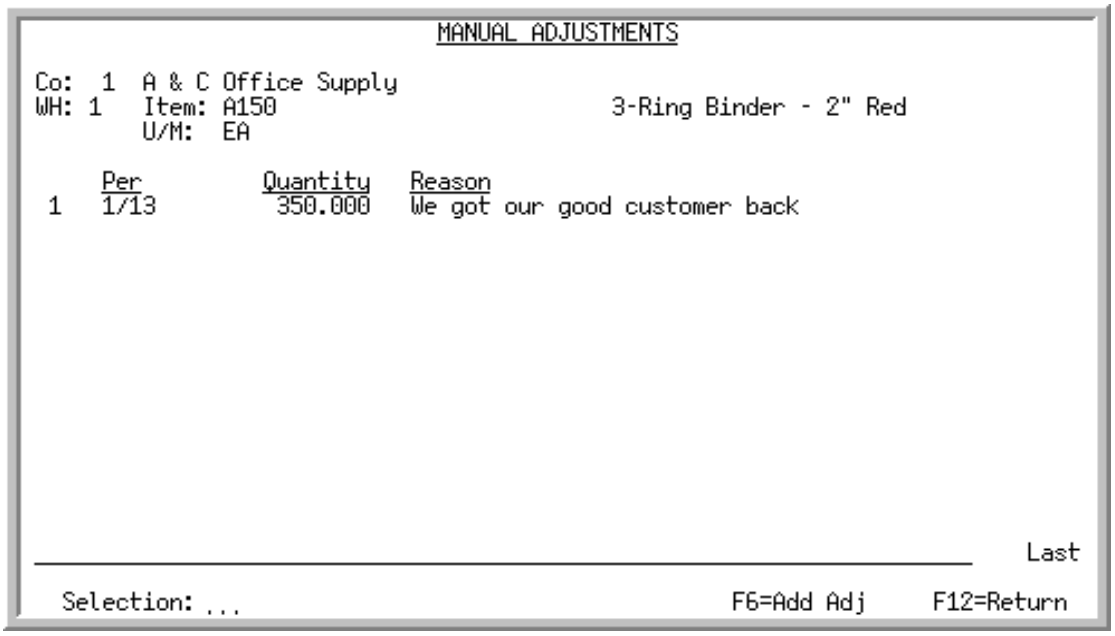
System Adjustments Screen Fields and Function Keys

Field/Function Key	Description
Co	The identification of the company number. Display
WH	The warehouse for which item usage quantities are being viewed. Display
Item	The item number and two description lines for which item usage quantities are being reviewed. Display
Per	The period selected on the Item Usage Summary Screen to view usage and/or hits breakdowns by company. Display

Field/Function Key	Description
U/M	This field displays the unit of measure used to express quantities on this screen. Display
Sel	Use this field to indicate that you want to review additional information about the item, customer, or order associated with the adjustment. Key an **X** to indicate that you are selecting the line and then use the **F5=ITEM INQUIRY**, **F6=CUSTOMER INQUIRY** or **F9=DISPLAY INVOICE** key to display item, customer, or order information. (N 2,0) Optional
Actual Date/Time/ Zone	This single column is comprised of multiple fields: the date and time that the adjustment was made, which can be shown as the user's time, the system's time, or the actual time. Display.
Quantity	The quantity for which the adjustment occurred, either negative or positive. Display
Customer #	The customer number that prompted the adjustment. Display
Order#	The sales order number that prompted the adjustment. Display
Invoice#	The invoice number that prompted the adjustment. Display
(Reason)	The second line of the system adjustment transaction shows why the adjustment was generated or when the adjustment was generated. Display
F2=Why Added/ F2=When Added	Use the **F2=WHY ADDED** / **F2=WHEN ADDED** function key to toggle between displaying the reason that the system adjustment was made or the fiscal period in which the adjustment was made and the ending date for that period.
F4=User Time/ F4=System Time/ F4=Actual Time	Use **the F4=USER TIME / F4=SYSTEM TIME / F4=ACTUAL TIME** function key to toggle between displaying the time the adjustment was made in either the default inquiry and reporting time zone specified for your user ID through Register A+ User IDs (MENU XACFIG), the time zone set for the system through Time Zone Codes Maintenance (MENU OEFIL3), or the time zone in which the adjustment was actually made.

Field/Function Key	Description
F5=Item Inquiry	Press the **F5=ITEM INQUIRY** key to go to the item inquiry for the selected adjustment's item. The Inventory Status Screen appears. Refer to the Item Inquiry option (MENU IAMAIN) in the Infor Distribution A+ Inventory Accounting User Guide for a description of this screen.
F6=Customer Inquiry	Press the **F6=CUSTOMER INQUIRY** key to go to the customer inquiry for the selected adjustment's customer. The Customer Inquiry Screen appears. Refer to the Customer Inquiry option (MENU ARMAIN) in the Infor Distribution A+ Accounts Receivable User Guide for a description of this screen.
F9=Display Invoice	Press the **F9=DISPLAY INVOICE** key to review the invoice for the selected adjustment's order. The Invoice Display Screen appears. Refer to the Customer Order/Shipment Inquiry option (MENU OEMAIN) in the Infor Distribution A+ Order Entry User Guide for a description of this screen.
F12=Return	Press the **F12=RETURN** key to return to the Item Usage By Company Screen.

Manual Adjustments Selection Screen



This screen appears after you make a selection and press **F6=MAN ADJ** from the Item Usage By Company Screen.

This screen is used to display, change, add, or delete manual demand adjustments for a given company and item. Manual demand adjustments are displayed starting with those made in the most recent periods.

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:

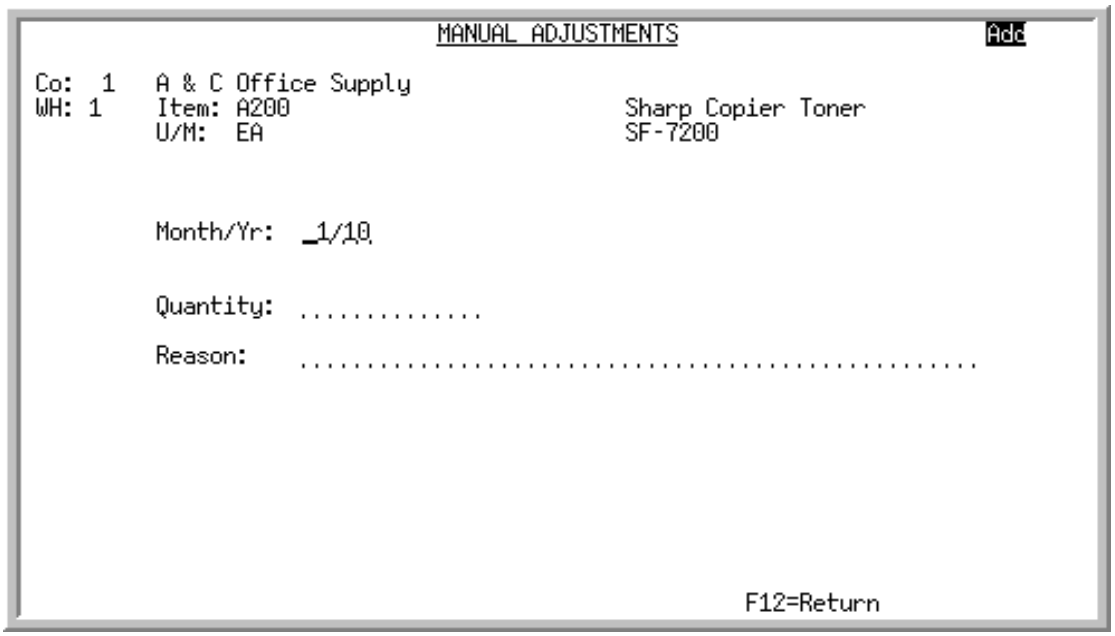
- *PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
- *PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Manual Adjustments Selection Screen Fields and Function Keys

Field/Function Key	Description
Co	The identification of the company number. Display
WH	The warehouse for which item usage quantities are being viewed. Display

Field/Function Key	Description
Item	The item number and two description lines for which item usage quantities are being reviewed. Display
U/M	This is the item's default stocking unit of measure defined through Item Master Maintenance (MENU IAFILE). Display
(Reference Number)	Used to reference one of the lines that may display on this screen. Key this number in the **Selection** field to select a line. Display
Per	The period (in MM/YY format) selected on the Item Usage Summary Screen to view usage and/or hits breakdowns by company that the demand adjustment affects. Display
Quantity	The quantity for which the adjustment occurred. Display
Reason	The free format reason comment the adjustment was made. Display
Selection	Enter the reference number of the adjustment to be maintained and press **ENTER** to process. The Manual Adjustment Detail Screen will appear for you to change or delete the adjustment. (N 2,0) Required
F6=Add Adj	Press **F6=ADD ADJ** o display a blank Manual Adjustment Detail Screen. This screen allows for the entry of a new adjustment for the identified item and company.
F7=Page Down / F8=Page Up	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, **F7=PAGE DOWN** and **F8=PAGE UP** are available for use but do not display. Use the **F7=PAGE DOWN** to display the next screen of information on a roll screen. The **PAGE DOWN** or **SHIFT-ROLL FWD** function keys perform the same task. Use the **F8=PAGE UP** to display the previous screen of information on a roll screen. The **PAGE UP** or **SHIFT-ROLL BACK** function keys perform the same task.
F12=Return	Press **F12=RETURN** to return to the Item Usage By Company Screen without updating this screen.
Enter	Make a selection and press **ENTER** to display the Manual Adjustment Detail Screen.

Manual Adjustment Detail Screen



This screen displays after making a selection and pressing **ENTER** or after pressing **F6=ADD ADJ** from the Manual Adjustments Selection Screen.

If this screen was accessed by making a selection and pressing **ENTER**, this screen will display data about the selected adjustment for modification or deletion.

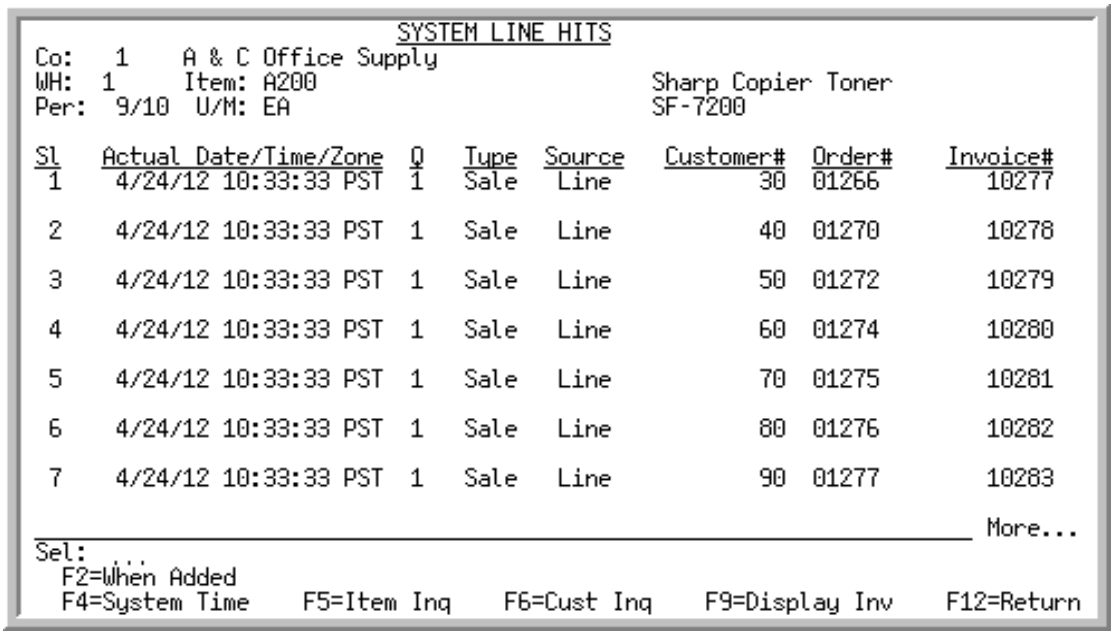
If this screen was accessed by pressing **F6=ADD ADJ**, this screen will display empty fields for data entry. In this case, note that the **Month/Yr** field will be defaulted with a value derived from the period of the line selected on the Item Usage Summary Screen.

Manual Adjustment Detail Screen Fields and Function Keys

Field/Function Key	Description
(Mode)	Displays the current transaction mode for the demand quantity adjustments: **Add**.
Co	The identification of the company number. Display
WH	The warehouse for which item usage quantities are being viewed. Display
Item	The item number and two description lines for which item usage quantities are being reviewed. Display

Field/Function Key	Description
U/M	This is the item's default stocking unit of measure defined through Item Master Maintenance (MENU IAFILE). Display
Month/Yr	This is the month and year (in calendar form of MM/YY) that the demand adjustment will affect. You are only allowed to access this field when adding a new adjustment. If you want to change a period that an existing adjustment will affect, you must delete the adjustment in its current period and add it to the period you want it to affect. You may key the "/" in the **Month/Yr** field or just the digits. The system will except either form. (N 4,0) Required
Quantity	The quantity used to make a manual demand adjustment. Key a positive or negative quantity by which to adjust the demand. (N 11,3) Required
Reason	The description of the adjustment and/or the reason the demand adjustment is being made. (A 50) Required
F12=Return	Press **F12=RETURN** to return to the Manual Adjustments Selection Screen.
F24=Delete	**Note:** This key does not appear if you access this screen via the **F6=ADD ADJ** function key on the Manual Adjustments Selection Screen. Press **F24=DELETE** to delete the displayed adjustment. After a confirmation is entered, the Manual Adjustments Selection Screen is re-displayed.
Enter	Press **ENTER** to save all data and to return to the previous screen.

System Line Hits Screen



This screen appears after you make a selection and press **F5=SYS HIT** on the Item Hits By Company Screen.

This screen lists all of the system line hits that were generated by the system for the selected item. This screen is an inquiry of what line hits were generated, when they were generated, and why.

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.

System Line Hits Screen Fields and Function Keys

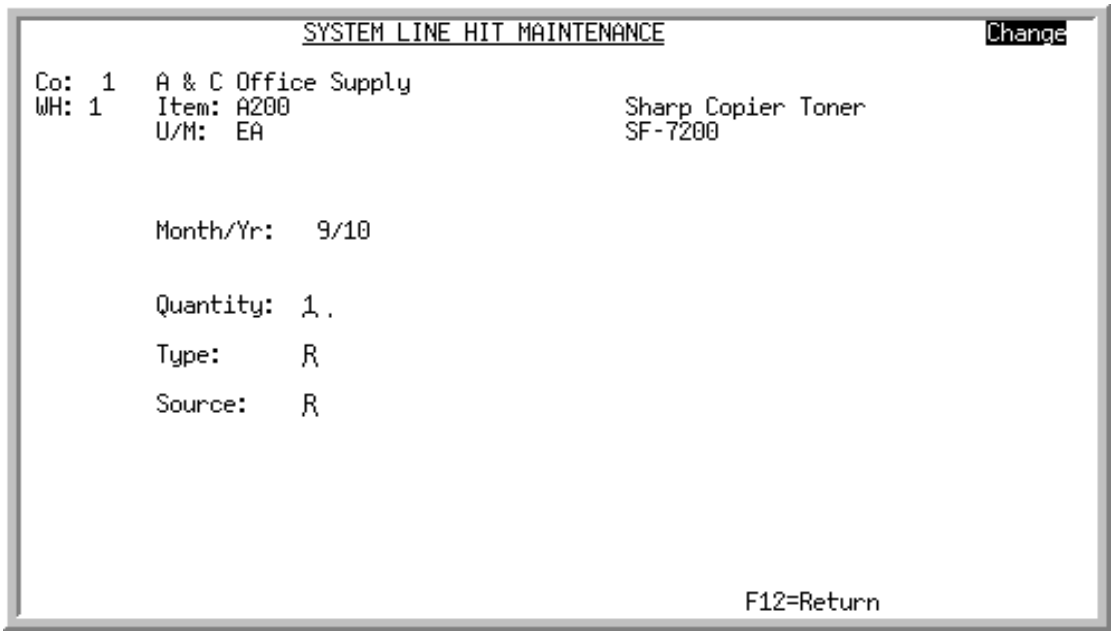
Field/Function Key	Description
Co	The company number and name of the company for which you are analyzing planning models, and viewing system line hits. Display
WH	The warehouse number the item is stocked in. All period information, such as current period, current year, etc., will come from the company that owns the selected warehouse. Display

Field/Function Key	Description
Item	The item number and description for which you are analyzing planning models, and viewing system line hits. Display
Per	The month and year for which you are analyzing planning models, and viewing system line hits (in MM/YY formats). Display
U/M	The item's default stocking unit of measure defined through Item Master Maintenance (MENU IAFILE). Display
Sl	Use this field to select a line displayed on this screen for further analysis. Key this number in the **Sel** field and press **ENTER**. Display
Actual Date/Time/ Zone System Date/Time/ Zone User Date/Time/Zone	The date and time of the system Line Hit, which can be shown as the user's time, the system's time, or the actual time via the **F4=SYSTEM TIME / F4=USER TIME / F4=ACTUAL TIME** toggle key. Display
Q	The quantity for which the system Line Hit occurred, either 1 or -1: • **1** indicates the system Line Hit will remain in this period. • **-1** indicates that the system Line Hit will be removed from this period. Display
Type	The type of system Line Hit. The type may be one of the following: • **Sale** (regular sale) • **Lost** (lost sale) • **Excp** (exception sale) Display
Source	The reason of the system Line Hit. The source may be one of the following: • **Line** (regular sale) • **Comp** (component) Display
Customer#	The customer number that prompted the system Line Hit. Display

Field/Function Key	Description
Order#	The customer sales order number that prompted the system Line Hit. Display
Invoice#	The invoice number for the sales order that prompted the system Line Hit. Display
Fiscal Period	This field displays on line 2 of the transaction after pressing the **F2=WHY ADDED / F2=WHEN ADDED** toggle function key. The fiscal period in which the system Line Hit was made. Display
Period Ending Date	This field displays on line 2 of the transaction after pressing the **F2=WHY ADDED/F2=WHEN ADDED** toggle function key. The ending date for that period in which a system Line Hit occurred displays. Display
Sel	Key a reference number in this field to select a line for maintenance and press **ENTER**. (N 2,0) Optional
F2=When Added/ F2=WWhy Added	Press **F2=WHEN ADDED / F2=WHY ADDED** to toggle between displaying the reason that the system Line Hit was made, or the fiscal period in which the system Line Hit was made and the ending date for that period.
F4=System Time/ F4=User Time/ F4=Actual Time	Press **F4=SYSTEM TIME / F4=USER TIME / F4=ACTUAL TIME** to toggle between displaying the time the system Line Hit was made in either the: • time zone set for the system through Time Zone Codes Maintenance (MENU OEFIL3) • default inquiry and reporting time zone specified for your user ID through Register A+ User IDs (MENU XACFIG) • time zone in which the system Line Hit was actually made
F5=Item Inq	Press **F5=ITEM INQ** to access the Item Inquiry for the selected item. The Inventory Status Screen appears. Refer to the Item Inquiry option (MENU IAMAIN) in the Inventory Accounting User Guide for a description of this screen.
F6=Cust Inq	Press **F6=CUST INQ** to access the Customer Inquiry for the selected customer. The Customer Inquiry Screen appears. Refer to the Customer Inquiry option (MENU ARMAIN) in the Accounts Receivable User Guide for a description of this screen.

Field/Function Key	Description
F9=Display Inv	Press **F9=DISPLAY INV** to review the invoice for the selected order. The Invoice Display Screen appears. Refer to the Customer Order/Shipment Inquiry option (MENU OEMAIN) in the Order Entry User Guide for a description of this screen.
F12=Return	Press **F12=RETURN** to return to the Item Usage By Company Screen, without making a selection.
Enter	After making a selection in the **Sel** field, press **ENTER** to display the System Line Hit Maintenance Screen.

System Line Hit Maintenance Screen



This screen displays after making a selection and pressing **ENTER** on the System Line Hits Screen.

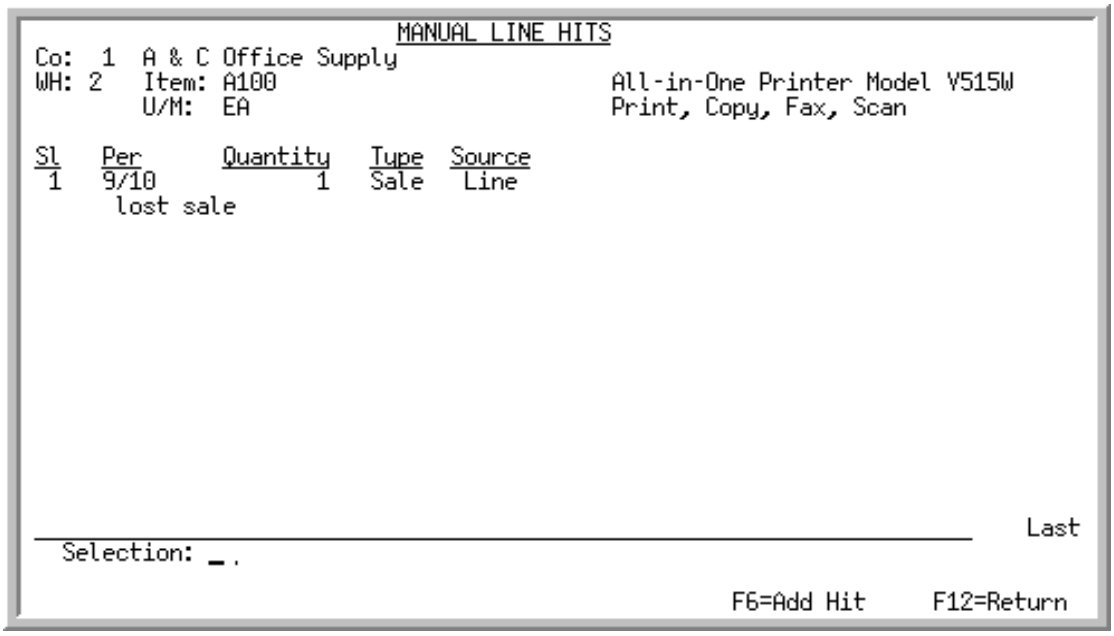
This screen displays data about the selected system Line Hit. You have the option to maintain the **Quantity**, **Type**, and **Source** of the system Line Hit.

System Line Hit Maintenance Screen Fields and Function Keys

Field/Function Key	Description
(Mode)	Displays the current transaction mode for the system Line Hit: **Change**.
Co	The company number and name of the company for which you are maintaining system line hits. Display
WH	The warehouse number the item is stocked in. All period information, such as current period, current year, etc., will come from the company that owns the selected warehouse. Display
Item	The item number and description for which you are maintaining system line hits. Display
U/M	The item's default stocking unit of measure defined through Item Master Maintenance (MENU IAFILE). Display

Field/Function Key	Description
Month/Yr	This is the month and year for which you are maintaining system line hits. This value will be defaulted in with the value derived from the period of the line selected on the Item Usage Summary Screen. Display
Quantity	This field determines if the system Line Hit will remain or be removed from the indicated period. Key **1** if you want the system Line Hit to remain in this period. Key **-1** if you want to remove the system Line Hit from this period. **Valid Values:** 1 or -1 (N 1,0) Required
Type	The type of system Line Hit. This determines how the hit will be categorized. Key **L** for lost sale. Key **E** for exception sale. Key **R** for a regular sale. (A 1) Required
Source	The type of source, indicating if the system Line Hit was a result of the item being sold directly (R for Regular) or as part of a kit or manufactured item (C for Component). Key **R** for line source, indicating a regular sale. Key **C** for component source. (A 1) Required
F12=Return	Press **F12=RETURN** to return to the System Line Hits Screen, without updating this screen.
Enter	Press **ENTER** to confirm your selections, and return to the System Line Hits Screen.

Manual Line Hits Screen



This screen appears after you make a selection and press **F6=MAN HIT** on the Item Hits By Company Screen.

Use this screen to display, change, add, or delete manual line hits for a given company and item. Line hits are displayed starting with those made in the most recent periods.

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:

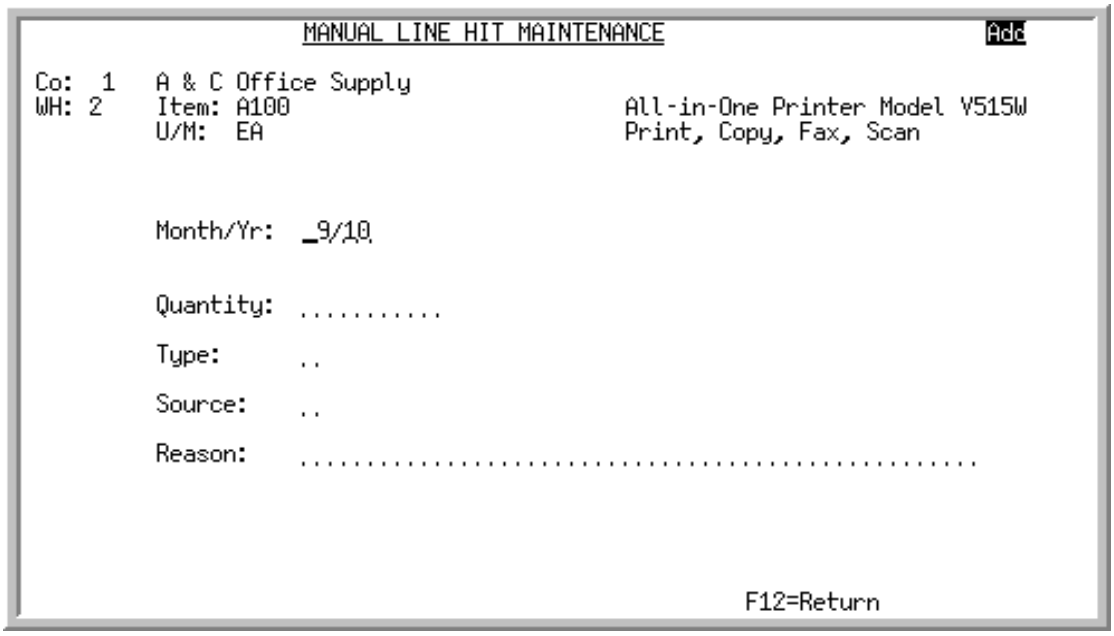
- ***PAGE DOWN** or **SHIFT-ROLL FWD** to display the next screen
- ***PAGE UP** or **SHIFT-ROLL BACK** to display the previous screen.

Manual Line Hits Screen Fields and Function Keys

Field/Function Key	Description
Co	The company number and name of the company for which you are maintaining viewing/maintaining manual line hits. Display
WH	The warehouse number for which you are maintaining manual line hits. All period information, such as current period, current year, etc., will come from the company that owns the selected warehouse. Display

Field/Function Key	Description
Item	The item number and description for which you are viewing/maintaining manual line hits. Display
U/M	This is the item's default stocking unit of measure defined through Item Master Maintenance (MENU IAFILE). Display
Sl	Use this field to select a line displayed on this screen for maintenance. Key this number in the **Sel** field and press **ENTER**. Display
Per	The month and year for which you are analyzing planning models, and viewing manual line hits. Display
Quantity	The quantity for which the Line Hit occurred. Display
Type	The type of manual Line Hit. This determines how the hit will be categorized. **Lost** displays for lost sale. **Excp** displays for exception sale. **Sale** displays for a regular sale. Display
Source	The type of source, indicating if the Line Hit was a result of the item being sold directly (R for Regular) or as part of a kit or manufactured item (C for Component). **Line** displays for line source, indicating a regular sale. **Comp** displays for component source. Display
Selection	Key a reference number in this field to select a line for maintenance and press **ENTER**. (N 2,0) Optional
F6=Add Hit	Press **F6=ADD HIT** to add a manual Line Hit for the item. The Manual Line Hit Maintenance Screen will appear.
F12=Return	Press **F12=RETURN** to return to the previous screen without making a selection.
Enter	After keying a reference number in the **Selection** field, press **ENTER** to maintain the selected line. The Manual Line Hit Maintenance Screen will appear.

Manual Line Hit Maintenance Screen



This screen appears after you press **F6=ADD HIT** on the Manual Line Hits Screen.

This screen displays data about the selected manual Line Hit. Use this screen to add, maintain, or delete a manual Line Hit.

Manual Line Hit Maintenance Screen Fields and Function Keys

Field/Function Key	Description
(Mode)	Displays the current transaction mode for the manual Line Hit: **Add**, **Change**, or **Delete**.
Co	The company number and name of the company for which you are adding or maintaining manual line hits. Display
WH	The warehouse number for which you are adding or maintaining manual line hits. All period information, such as current period, current year, etc., will come from the company that owns the selected warehouse. Display
Item	The item number and description for which you are adding or maintaining manual line hits. Display
U/M	The item's default stocking unit of measure defined through Item Master Maintenance (MENU IAFILE). Display

Field/Function Key	Description
Month/Yr	This is the month and year for which you are adding or maintaining manual line hits. This value will be defaulted in with the value derived from the period of the line selected on the Item Usage Summary Screen. Display
Quantity	This field determines if the manual Line Hit will remain or be removed from the indicated period. Key a positive quantity if you want the manual Line Hit to remain in this period. Key a negative quantity if you want to remove the manual Line Hit from this period. **Valid Values:** Any value but zero. (N 1,0) Required
Type	The type of manual Line Hit. This determines how the Line Hit will be categorized. Key **L** for lost sale. Key **E** for exception sale. Key **R** for a regular sale. (A 1) Required
Source	The type of source, indicating if the Line Hit was a result of the item being sold directly (**R** for Regular) or as part of a kit or manufactured item (**C** for Component). Key **R** for line source, indicating a regular sale. Key **C** for component source. (A 1) Required
Reason	The description of the manual Line Hit and/or the reason the manual Line Hit is being made. (A 50) Required
F12=Return	Press **F12=RETURN** to return to the Manual Line Hits Screen, without updating this screen.
F24=Delete	The **F24=DELETE** function key displays only if you selected an existing line on the Manual Line Hits Screen and pressed **ENTER**. It does not appear in Add mode. Press **F24=DELETE** to delete the selected manual Line Hit. You will be prompted to press **F24=DELETE** twice to confirm deletion, and you will be returned to the Manual Line Hits Screen.
Enter	Press **ENTER** to confirm your selections, and return to the Manual Line Hits Screen.

Chapter 6 Comparing Items

Use the Item Comparison option to review sales, cost, profit, and quantity information for an item. You may perform any or all of the following functions:

- Item Searches
- Retrieval of any item history in the Sales Analysis database
- Item Comparisons
- Charting (through the use of flexible graph options)

Refer to the Sales Analysis User Guide for a detailed explanation of this option.

Chapter 7 Analyzing Customer Demand for an Item

Use the Item/Customer Analysis option to display customer demand for an item. You will be allowed to perform any of the following functions:

- Retrieval of any detail history (item/customer) in the Sales Analysis database
- Access year-to-date quantity, sales, and gross profit percent for up to eight customers at once
- Access customer information showing quantity, sales, cost, profit, gross profit percent and average price for each month in the year with totals for the entire year

Refer to the Infor Distribution A+ Sales Analysis User Guide for a detailed explanation of this option.

Chapter 8 Reviewing Vendor/Item Information

The Vendor/Item Information option allows you to display vendor/item information for a vendor and item. Vendor/item information is set up and maintained through Vendor/Item Information Maintenance (MENU POFILE). With this inquiry, you can access that information immediately when determining from which vendors a specific item should be ordered, or when determining which items a specific vendor carries.

Refer to the Infor Distribution A+ Purchasing User Guide for a detailed explanation of this option.

Chapter 9 Reviewing Vendor Performance

The Vendor Performance Inquiry option allows you to display summary information about a single vendor, and detail receipt history of that vendor's ability to deliver a single item. Use this information to determine how accurately and efficiently a vendor has performed.

For an explanation of this option, refer to the Infor Distribution A+ Purchasing User Guide.

Chapter 10 Finding Items on Open Purchase Orders

The Open PO's by Item option allows you to inquire on items that are on open purchase orders. An open purchase order is one that has been printed, but has not been received in full.

General information about purchase orders is initially displayed. You may then inquire on individual purchase order line items. Therefore, if the same item is ordered on more than one purchase order, or more than once on the same purchase order, you may inquire on a specific item on a specific purchase order. This is necessary since purchase order receipts are entered by purchase order, not by item.

Refer to the Infor Distribution A+ Purchasing User Guide for a detailed explanation of this option.

Chapter 11 Using the Item Inquiry

The Item Inquiry option allows you to inquire on item information.

Refer to the Infor Distribution A+ Inventory Accounting User Guide for a detailed explanation of this option.

Chapter 12 Finding Items on Open Orders

The Open Order by Item option displays a summary line of open orders for a specific item or range of items, and for a specific customer or range of customers. Item information includes open orders or backorders. Searches are provided to locate customers by full or partial name, and items by full or partial number and/or description. In addition, this option may be used to review item detail for a specific order, and if desired, access Order Entry, Order Release, and/or Order Delete. Open orders may be viewed via this inquiry upon completion of entry.

Refer to the Infor Distribution A+ Order Entry User Guide for a detailed explanation of this option.

Chapter 13 Using the Bill of Material Inquiry

Use the Bill of Material Inquiry option to display bill of material information for an item.

Note: This option is available only if Bill of Material (BOM) is installed.

You will be allowed to perform any of the following functions:

- Display, for a parent BOM, the quantity of each component included in that parent, and any related labor costs
- Display each component's available quantity and the maximum number of parents that can be built for kits and manufactured items from that quantity
- Access the Where Used Inquiry for specific components
- Display all items in an assortment, their availability, and any associated comments or special charges

Refer to the Infor Distribution A+ Bill of Material User Guide for a detailed explanation of this option.

Chapter 14 Interactive Forecasting

The Interactive Forecasting option allows for interactive forecasting of a planning model for a specific item. This tool helps you forecast items using different planning models.

This option forecasts sales for the next 12 months using the past 12 months of demand history (including both system generated and manual adjustments). It does not compare this forecast to the actual demand each month as the Planning Model Analysis does. Instead, Interactive Forecasting will give you the forecast for the next 12 months, given an item's demand history and planning model. The results of this forecast are displayed on a bar graph. For detailed information about system generated and manual demand file adjustments, refer to "System Generated Adjustments" and "Manual Adjustments".

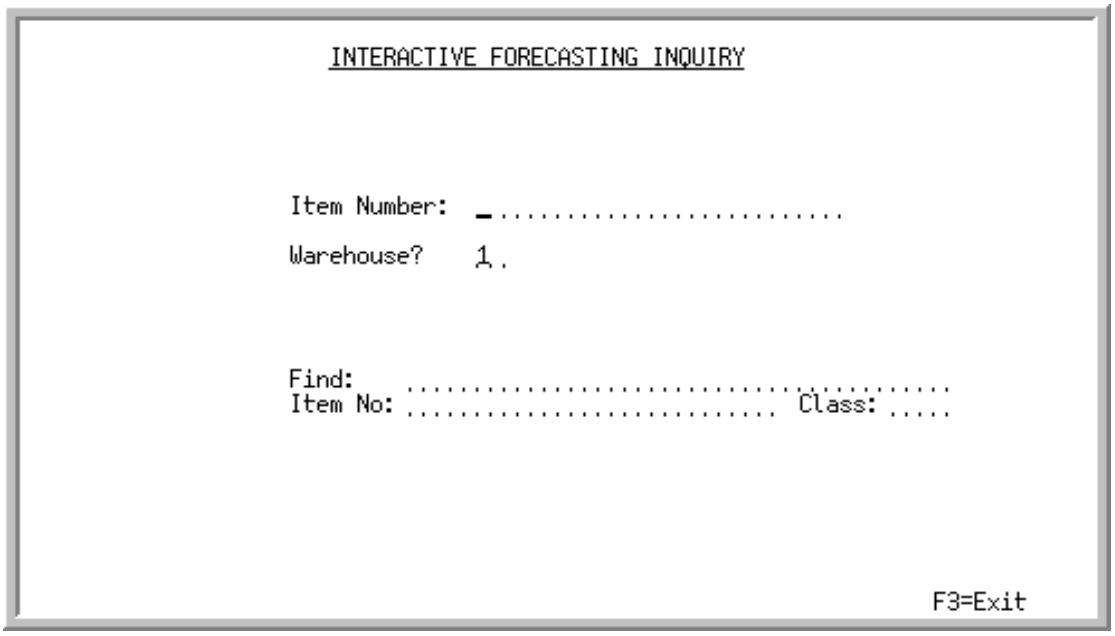
Interactive Forecasting

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
Interactive Forecasting Inquiry Screen	Use to specify the item to forecast.
Interactive Forecasting Graph Screen	Displays a graph of the calculated forecast the selected item.
Interactive Forecasting - Model Search Screen	Use to select a model to use for the forecast.
Interactive Forecasting Forecast Quantities Screen	Use to change the scale of planning model analysis graph.
Interactive Forecasting Model Adjustments Screen	Displays the planning model. Use to make temporary adjustments to the model.
IM&P Min/Max (What If) Screen	Use to change variables in IM&P and review the results. Can be used to update the system files with the variable changes.

Title	Purpose
AIM Min/Max (What If) Screen	Use to change variables in AIM and review the results. Can be used to update the system files with the variable changes.
Advanced Inventory Management Information Ordering Screen	Use to set up Advanced Inventory Management ordering information.
Advanced Inventory Management Information Seasonality Screen	Use to set up Advanced Inventory Management seasonality information.
Buying Information Screen - IM&P Buying Information Screen - AIM	Displays buying information for the item.
Order Statistics Screen	Displays up to 12 months of demand history.
Buying Information Landing Costs Screen	Displays landing costs for the item and vendor.
Warehouse Stock Display Screen	Displays other warehouses that stock the item.
Advanced Inventory Management Information EOQ Screen	Use to set up Advanced Inventory Management Economic Order Quantity (EOQ) information.

Interactive Forecasting Inquiry Screen



This screen displays after selecting option **10** - Interactive Forecasting from MENU IMMAIN or MENU AIMAIN.

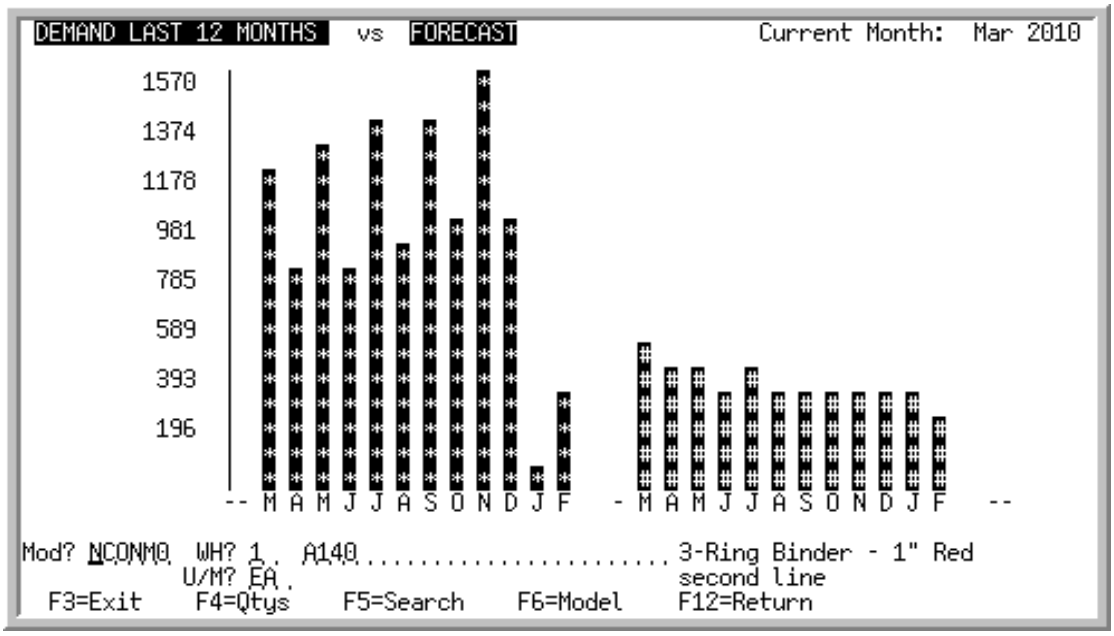
Use this screen to select the item for which an interactive forecast analysis will be performed. If you select an item that has insufficient demand history (12 months of demand history is needed), a message will display informing you that the item selected cannot be forecast.

Interactive Forecasting Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Item Number	Key the item number for which an item's forecast will be analyzed. This may be any item that you have defined, regardless if it is a planned item or not. IM&P will forecast the sales for the selected item using: • the default planning model set up for the item (if the item is a planned item) OR • the system default planning model set up through IM&P System Options Maintenance (MENU IMFILE). **Valid Values:** Any item defined in Item Master Maintenance (MENU IAFILE) (A 27) Required

Field/Function Key	Description
Warehouse	The item selected for the item forecast review is stocked in this warehouse. All period information, such as current period, current year, etc., will come from the company that controls the selected warehouse. Key the warehouse that contains the item. **Default Value:** The default warehouse assigned through Company Name Maintenance (MENU XAFILE) to the default company defined through System Options Maintenance (MENU XAFILE) **Valid Values:** Any warehouse that has been defined in Warehouse Numbers Maintenance (MENU IAFILE) (A 2) Required
Find	This field allows you to search on an item description if you do not recall the number of the item for which you want to perform an analysis. Key one or more words (partial or full) that closely match the item description. The words can appear in any order. An item description that contains all of the characters entered will be displayed. (A 40) Optional
Item No	This field allows you to search on an item number if you do not recall the complete item number for which you want to perform an analysis. This field may be used in conjunction with or in place of the **Find** field to further limit the number of items that will display. Key a partial or complete item number. (A 27) Optional
Class	This field may be used in conjunction with (not in place of) the **Find** and **Item No** fields to further limit the number of items that will display from the search. Key the desired class/sub-class. Only the items that have been assigned the item class keyed in this field will display. (A2/A2) Optional
F3=Exit	Press **F3=EXIT** to cancel this option. MENU IMMAIN will display.
Enter	Press **ENTER** to confirm your selections. If you keyed any search criteria, the Item Description Search Screen will appear (refer to the Cross Applications User Guide for an explanation of this screen.) Otherwise, the Interactive Forecasting Graph Screen will appear.

Interactive Forecasting Graph Screen



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.

This screen displays after making a selection on the Interactive Forecasting Inquiry Screen or on the Item Description Search Screen.

This screen displays a graph which depicts the calculated forecast of this item (using its planning model). The IM&P or AIM sales forecast (**#** bar) for the next 12 months is based on the last 12 months of demand history (***** bar). Use this screen to view the graph or display a new graph.

This screen also provides other functions; you may:

- Change the planning model, item, warehouse, and/or unit of measure
- Access the screen where the graph scale can be changed and the quantities may be viewed
- Search for valid items
- Search for a planning model (by keying **?** in the **Model** field) or a warehouse (by keying **?** in the **WH** field)
- View the definition of the planning model
- Alter the definition of a planning model to use in this inquiry

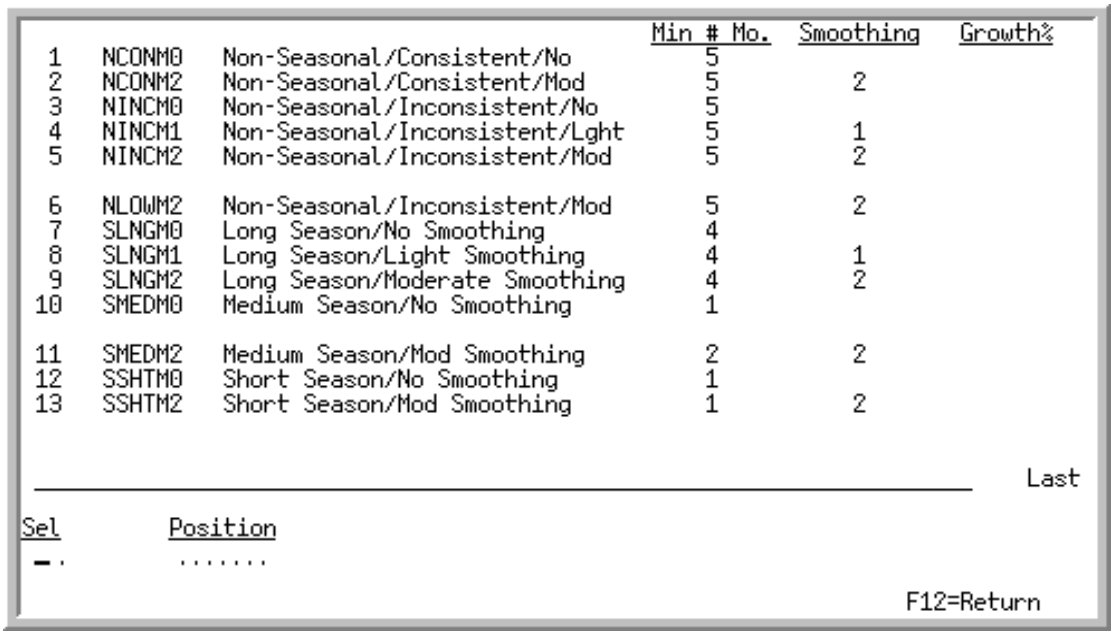
Interactive Forecasting Graph Screen Fields and Function Keys

Field/Function Key	Description
Current Month	This is the current month as determined in IM&P System Options (MENU IMFILE) or AIM Options Maintenance (MENU AIFILE). Display
Interactive Forecasting Graph	This graph displays the forecast for the selected item and its corresponding planning model. You may change the planning model, item, or warehouse on this screen to show different results. The x-axis (bottom) of the graph shows the last 12 months (or 13 periods) of demand history, followed by the new 12 months (or 13 periods) of sales forecast. The y-axis (left side) shows the item's demand quantities in its default unit of measure. The upper limit of this axis is determined by the month having the highest demand quantity of the 24 months (or 26 periods) displayed. You may change this scale by pressing F4. The high intensity bar (depicted with *) shows the actual demand for the last 12 months. The low intensity bar (depicted with #) shows the sales forecast for the next 12 months. If you change the scales of the graph, and a bar cannot be completely shown, the + sign will blink at the top of the bar (indicating that the upper limit is not shown in the current graph), or the v character will blink at the bottom of the bar (indicating that the lower limit is not shown in the current graph). Display
Model	The current item's forecast, using this planning model, is displayed. This field allows you to forecast using another planning model or an altered planning model. If you want to calculate the item's forecast using another model, key the Model ID in this field. Key **?** if you do not recall the exact Model ID name and press **ENTER**. The Interactive Forecasting - Model Search Screen will appear. If you opted to alter the definition of this model on the Interactive Forecasting Model Adjustments Screen, this field will display the workstation ID in reverse image (i.e. <-WS->). **Default Value:** The default planning model assigned to this item through Item Balance Maintenance (MENU IAFILE). **Valid Values:** You will not be able to select a planning model if the minimum number of months defined in the model is greater than the number of months of demand history of the selected item. (A 6) Required

Field/Function Key	Description
WH	The warehouse in which the item used in the interactive forecast is stocked. If you want to forecast this item for another warehouse, enter the Warehouse ID in this field. If performing an interactive forecast on another item, key the ID of the warehouse in which the new item number is stocked. (A 2) Required
Item Number	This is the number of the item for which 12 months of demand history and 12 months of forecast usage are displayed in the graph on this screen. To perform an interactive forecast on another item, key the desired item number. Press **F5=SEARCH** to search for another item. **Default Value:** The item number specified on the Interactive Forecasting Inquiry Screen, or selected on the Item Description Search Screen. **Valid Values:** An item defined through Item Master Maintenance (MENU IAFILE). (A 27) Required
U/M	This field displays the unit of measure that will be used to express quantities on this graph. Accept the default or key a new unit of measure. **Default Value:** The unit of measure selected as the inquiry U/M for the item through Item Master Maintenance (MENU IAFILE), or, if an inquiry U/M was not defined, the default stocking unit of measure **Valid Values:** Any valid stocking or alternate unit of measure defined for the item through Item Master Maintenance (MENU IAFILE) (A 3) Required
F3=Exit	Press **F3=EXIT** to return to MENU IMMAIN or MENU AIMAIN.
F4=Qtys	The **F4=QTYS** function key allows you to view and change the actual demand quantities used to plot the graph. The Interactive Forecasting Forecast Quantities Screen will appear.
F5=Search	The **F5=SEARCH** function key allows you to perform an item search. Press this key to display the Item Description Search Screen. Refer to the Infor Distribution A+ Inventory Accounting User Guide for an explanation of this screen.
F6=Model	Press **F6=MODEL** to display the contents of the current planning model and allow for temporary changes. The Interactive Forecasting Model Adjustments Screen will appear.

Field/Function Key	Description
F12=Return	Press **F12=RETURN** to return to the Interactive Forecasting Inquiry Screen.
Enter	Press **ENTER** after keying a different Model ID, item number, or warehouse. This screen will redisplay with the results of the new forecast.

Interactive Forecasting - Model Search Screen



This screen appears after entering a question mark (**?**) in the **Model** field on the Interactive Forecasting Graph Screen. This screen assists you in selecting the planning model to be used for forecasting item sales.

A scrolling list of valid planning models defined via Planning Models Maintenance (IMFILE 2/AIFILE 2) are displayed in alphabetical sequence by Model ID. These models have the same number of accounting periods as the company that controls the warehouse where the item is stored.

In addition to selecting the planning model to be used in calculating the chosen item's forecast, you may:

- Reposition the list of planning models based on the word entered in the **Position** field

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:

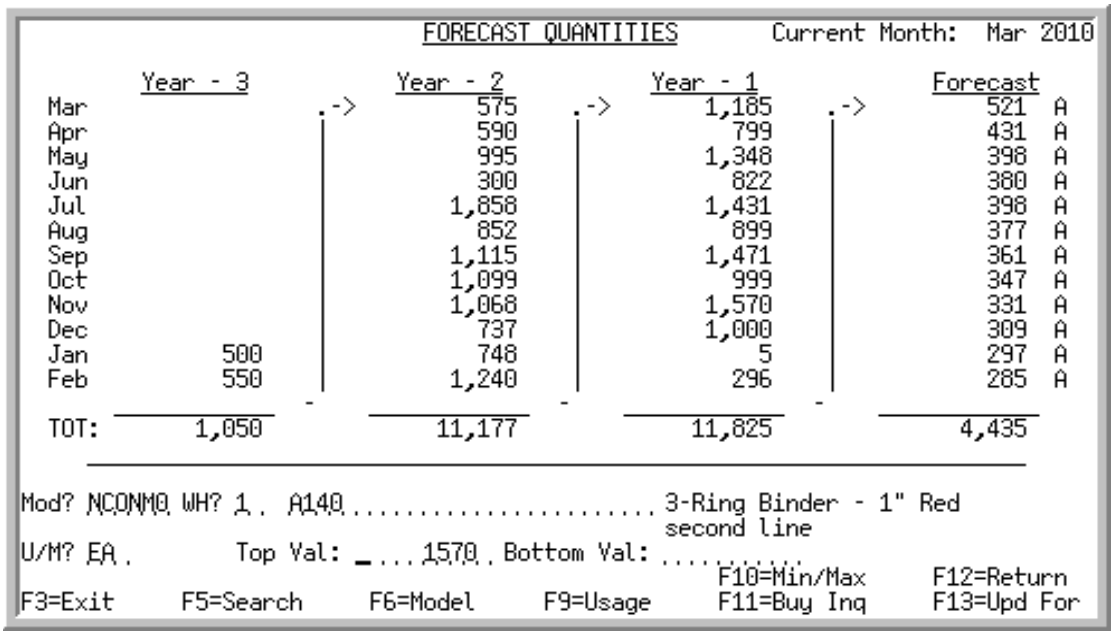
- ***PAGE DOWN** or **SHIFT-ROLL FWD** or **F7=PAGE DOWN** to display the next screen
- ***PAGE UP** or **SHIFT-ROLL BACK** to display the previous screen.

Interactive Forecasting - Model Search Screen Fields and Function Keys

Field/Function Key	Description
Reference Number	The corresponding planning model may be selected for the planning model analysis using this number. When selecting the desired planning model, this is the number that you key in the **Sel** field. Display
(Reference Number)	The reference number of the models displayed on this screen. This number is **1** through **15** for the fifteen models that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to select a model to be displayed on the Interactive Forecasting Graph Screen. Display
Planning Model ID	The six character planning Model ID. The planning models displayed are sequenced by Model ID. Display
Description	The description of the planning model. Display
Min # Mo	The minimum number of weighted months required for this model.
Smoothing	The smoothing value used to compensate for peaks and valleys in customer demand. 0 represents no smoothing, 1 represents light smoothing, and 2 represents moderate smoothing. Display
Growth %	The growth percentage value increasing or decreasing the expected IM&P forecast values calculated using the planning model. This percent is used when growth factors, in addition to demand history, are used to determine the IM&P forecast. **Note:** growth percentages are not used/not applicable for AIM forecasting.
Sel	This field is used to select the planning model for which you want to perform an analysis on the Interactive Forecasting Graph Screen. Key the reference number corresponding to the planning model you wish to select. (A 2) Required
Position	This field allows you to reposition the list of planning models based on the Model ID (partial or full) you enter in this field. The list of planning models will refresh starting with a model that most closely matches the name keyed in this field. (A 6) Optional

Field/Function Key	Description
F7=Page Down	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, **F7=PAGE DOWN** is available for use but do not display. Use the **F7=PAGE DOWN** to display the next screen of information on a roll screen. The **PAGE DOWN** or **SHIFT-ROLL FWD** function keys perform the same task
F12=Return	Press **F12=RETURN** to return to the Interactive Forecasting Graph Screen without selecting a planning model.
Enter	Press **ENTER** after keying a reference number in the **Sel** field on this screen. The Interactive Forecasting Graph Screen will appear with the corresponding planning model analysis.

Interactive Forecasting Forecast Quantities Screen



Important: Quantities on this screen that are expressed as all 9s 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.

This screen appears after you press **F4=QTYS** on the Interactive Forecasting Graph Screen. From this screen, you may:

- Change the top and/or bottom scale of the graph
- Change the item, warehouse, unit of measure and/or planning model
- View the contents of the planning model

Note: Only one logical function may be performed at a given time. For example, you may change the planning model, item, and warehouse at the same time, but, if you also change the top and/or bottom scale of the graph, then the changes to the graph will be performed and the graph will be re-displayed. The planning model, item, and warehouse, however, will have their previous values replaced.

Forecast Quantities Screen Fields and Function Keys

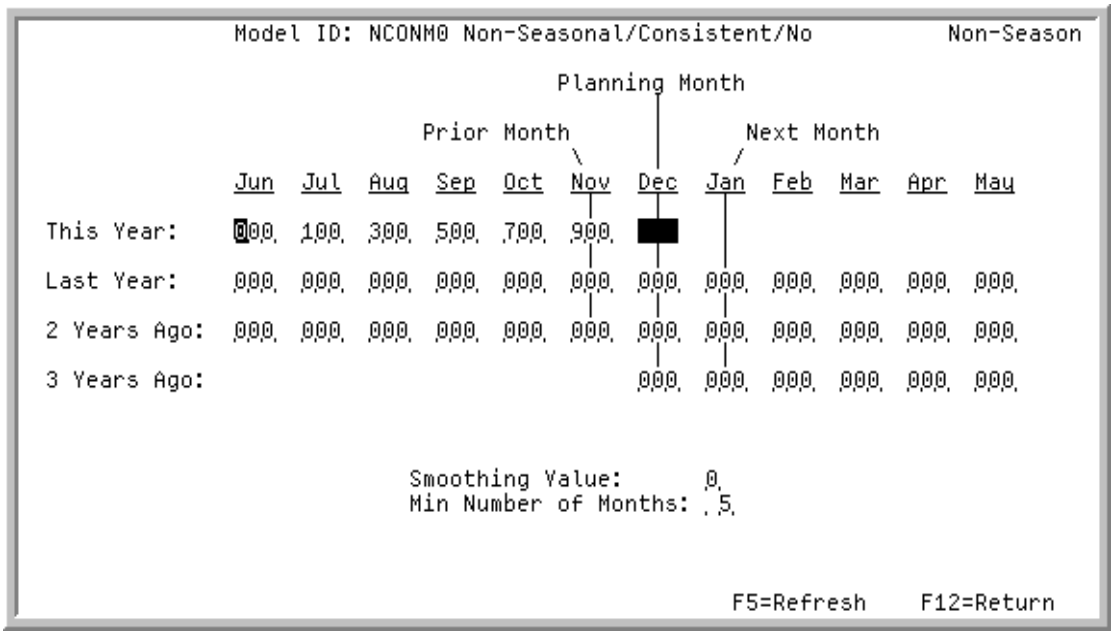
Field/Function Key	Description
Current Month	The current month, as determined in IM&P System Options (MENU IMFILE) or AIM Options Maintenance (MENU AIFILE). Display
Year - 3	This column contains the total demand quantities for the 12 months (or 13 periods) three years prior to the forecast year. Display

Field/Function Key	Description
Year - 2	This column contains the total demand quantities for the 12 months (or 13 periods two year prior to the forecast year. Display
Year -1	This column contains the total demand quantities for the same 12 months (or 13 periods) as the forecast column. These quantities are included to compare the forecast quantities to the actual demand of the same period. This data will help in determining the accuracy of the planning model selected. Display
Forecast	This column contains the forecast quantities for the year used to plot the graph. These forecast quantities are determined by the current model being used with the item's demand history. These quantities are sequenced beginning with the current forecast period and continuing through the last sales period closed.
Mod	From this screen, you may select another planning model that you would like to analyze. If you do not recall the exact Model ID, use the Planning Model Search. To activate this search, enter a question mark (**?**) in this field and press **ENTER**. The Interactive Forecasting - Model Search Screen will appear. **Default Value:** The default planning model set up for the item, or the system default planning model set up through IM&P System Options Maintenance (MENU IMFILE) or AIM System Options Maintenance (MENU AIFILE). (A 6) Required
WH	If you want to view the forecast data for this item in another warehouse, key the warehouse number in this field. If you keyed a new item to forecast (in the **Item** field), key the warehouse where this item is stocked. **Default Value:** The warehouse in which the current item is stocked. (A 2) Required
Item	From this screen, you have the ability to change the item number for which you want to view the actual demand quantities and forecast data. To do so, key the new item number in this field, or select a different item using the item search. **Default Value:** The current item number used in the analysis **Valid Values:** Must be a valid item (A 27) Required

Field/Function Key	Description
U/M	This field displays the unit of measure used to express quantities in this graph. Accept the default or key a unit of measure. **Default Value:** The unit of measure selected as the inquiry U/M for the item through Item Master Maintenance (MENU IAFILE), or if an inquiry U/M was not defined, the default stocking unit of measure **Valid Values:** Any valid stocking or alternate unit of measure defined for the item through Item Master Maintenance (MENU IAFILE) (A 3) Required
Top Val	This field is used to change the top scale of the graph depicted on the Interactive Forecasting Graph Screen. This is the highest value for the scale. A plus sign (**+**) will display on the top of the bar if there are values higher than the top of the scale. Key the top value and press **ENTER**. The Interactive Forecasting Graph Screen will appear and the scale of the graph will be altered (the number at the top of the scale will reflect the number you entered here). (N 10,0) Optional
Bottom Val	This field is used to change the bottom scale of the graph depicted on the Interactive Forecasting Graph Screen. This is the lowest value for the scale. The symbol v will display on the bottom of the bar (located on the Planning Model Analysis Graph Screen) if there are values lower than the bottom of the scale. Key the bottom value and press **ENTER**. The Interactive Forecasting Graph Screen will appear and the scale of the graph will be altered (the number at the bottom of the scale will reflect the number you entered here). **Valid Values:** Cannot be greater than **Top Value** (N 10,0) Optional
F3=Exit	Press **F3=EXIT** to return to MENU IMMAIN.
F5=Search	Press **F5=SEARCH** to access the Item Description Search Screen to perform a search. Refer to the Appendix section of the Cross Applications User Guide for an explanation of this screen.
F6=Model	Press **F6=MODEL** to display the contents of the current planning model and allow for temporary adjustments. The Interactive Forecasting Model Adjustments Screen will appear.
F9=Usage	Press **F9=USAGE** to display the breakdown of the displayed item's demand. The Item Usage Summary Screen will display.

Field/Function Key	Description
F10=Min/Max	Press **F10=MIN/MAX** to perform a “what if?” analysis with the IM&P or Advanced Inventory Management (AIM) forecast variables. The IM&P Min/Max (What If) Screen or AIM Min/Max (What If) Screenwill appear.
F11=Buy Inq	Press **F11=BUY INQ** to display the item’s buying information. The Buying Information Screen - IM&P or the Buying Information Screen - AIM will appear.
F12=Return	Press **F12=RETURN** to return to the Interactive Forecasting Graph Screen.
F13=Upd For	Press **F13=UPD FOR** to update the IM&P or AIM Forecast File with the calculated forecast displayed in the **Forecast** column.
Enter	Press **ENTER** after selecting a different item, warehouse, or model to redisplay this screen for the new analysis. Press **ENTER** after keying a new **Top Val** and/or **Bottom Val** to redisplay the bar graph on the Interactive Forecasting Graph Screen.

Interactive Forecasting Model Adjustments Screen



This screen appears after you press **F6=MODEL** on the Interactive Forecasting Graph Screen, or the Interactive Forecasting Forecast Quantities Screen.

Use this screen to view the definition of the planning model or to make temporary adjustments to it. The planning model currently being analyzed is displayed. This screen is similar in function and setup to the actual Planning Model Maintenance Screen accessed through Planning Models Maintenance (MENU IMFILE/MENU AIFILE).

From this screen, you may:

- Change the weight values used in the item forecast calculations
- Change the additional growth percent (not applicable for AIM Planned item)
- Change the smoothing value
- Change the minimum number of weighted months that must be specified for this planning model
- Refresh the planning model parameters to their current values in the Planning Models File

Note: Any changes made to this planning model are only temporary and will NOT update the values in the Planning Models File. These changes will also be lost if the planning model being used to calculate the forecast is changed on any of the planning model analysis panels or if the program is directed back to the Planning Model Analysis Screen. The Model ID displayed on the Interactive Forecasting Graph Screen will be ****** if you change the definition of the planning model.

Planning Model Maintenance Screen Fields and Function Keys

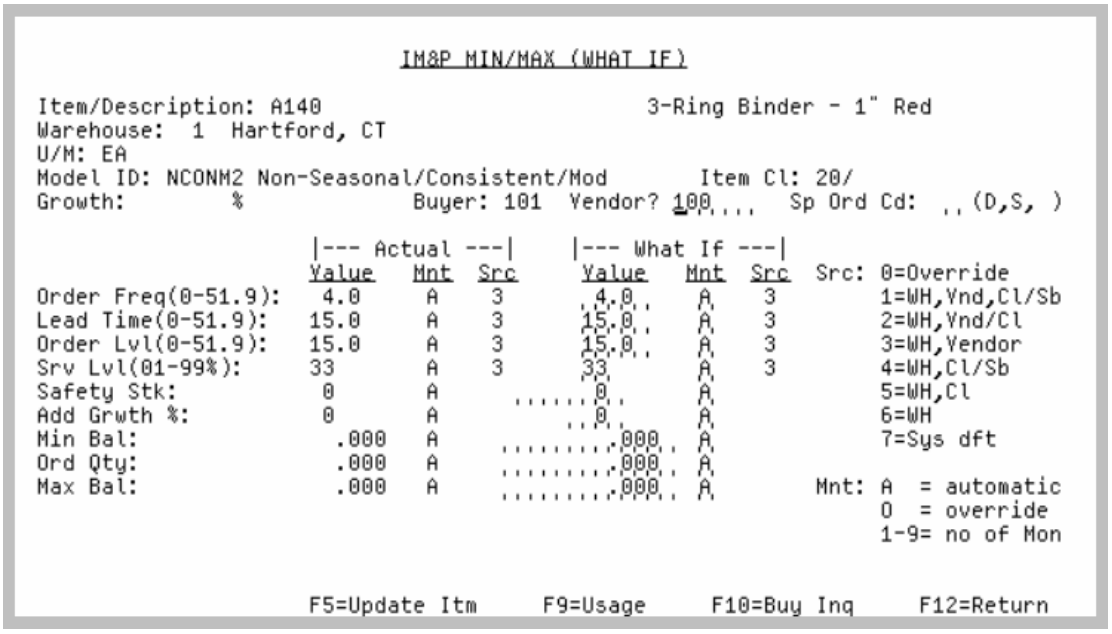
Field/Function Key	Description
Model ID	The Model ID and description of the selected model. Display

Field/Function Key	Description
Planning Month	Use this field as an aid for viewing model weights. The planning month you key here determines the sequence of the monthly column headings on this screen. Changing this value will alter the sequence of the column (month or period) headings. For example, if the planning month is 12, **Dec** or **PER12** will appear in the center of the screen as the month which is to be planned. Changing the period month to 06, will cause **Jun** or **PER06** to appear as the planning month. The value of the weights will not be adjusted since a planning model considers weight values in relation to a Planning month/period, not in relation to a specific Calendar month/period. This field is particularly helpful when creating planning models for seasonal items. **Default Value:** Current period (determined by Sales Analysis Period End Processing) for company Display
Weight Values	Weight values are used to indicate the importance of past periods' demand history (this year, last year, 2 years ago, and 3 years ago) when calculating the forecast for the planning month. Key the appropriate weight values for the periods that you want to be included in the calculation. For a 12 period planning model, weight values for up to 36 previous periods may be keyed; for a 13 period planning model, weight values for up to 39 previous periods may be keyed. **Note:** Any number of periods may contain weight values. For those periods left blank (or zero) actual sales data is used instead. (N 3,0) Required
Add'l Growth Percent	This field does not display for an AIM Planned item. This field is used to increase or decrease the IM&P forecast values which are calculated using the planning model. Use this field when growth factors (in addition to demand history) should be considered in the planning model. Key a positive percentage to be used to increase the IM&P forecast value of items that are forecast by this model. Key a negative percentage to be used to decrease the IM&P forecast value of items that are forecast by this model. (N 3,0) Optional

Field/Function Key	Description
Smoothing Value	Peaks and valleys in customer demand can cause unreliable forecasts. This field is used to lessen the impact of these two extremes on demand history by providing three levels of smoothing values. Smoothing uses the standard deviation of an item's sales history to exclude the extremes of customer demand. The standard deviation of sales indicates the range of sales quantities from an item's average sales quantity. Moderate smoothing considers all sales within one standard deviation are within 68% (approximately) of the item's average sales. Therefore, the lowest 16% of past sales and the highest 16% of past sales are not considered when forecasting sales for the item. Light smoothing considers all sales within two standard deviations are within 95% (approximately) of the item's average sales. Therefore, the lowest 2.5% of past sales and the highest 2.5% of past sales are not considered when forecasting sales for the item. Key **0** for no smoothing. Infor Distribution A+ will use the demand history directly from the Item Sales Analysis File. Key **1** for light smoothing. Infor Distribution A+ will limit variations from the average demand value to two standard deviations. Key **2** for moderate smoothing. Infor Distribution A+ will limit variations from the average demand value to one standard deviation. **Valid Values:** 0, 1, & 2 (N 1,0) Required
Min Number of Months	This field is used to specify the minimum number of weighted months that must be identified/keyed for this model. In other words, there must be a weight assigned to at least this number of months on this screen. The number of months being used for this model (i.e., the number of months for which weights must be specified on this screen) cannot be less than this Minimum Number of Months specified here. A forecast will be generated if there is usage/demand within these months used. **Valid Values:** 1 through 36 for a 12 period model; 1 through 39 for a 13 period model (N 2,0) Required
F5=Refresh	Press **F5=REFRESH** to remove any work field data entered on this screen and reset to the default values from the model.
F12=Return	Press **F12=RETURN** to return to the Interactive Forecasting Graph Screen or the Interactive Forecasting Forecast Quantities Screen.

Field/Function Key	Description
Enter	Press **ENTER** to confirm your selections. The Interactive Forecasting Graph Screen or the Interactive Forecasting Forecast Quantities Screen. will appear based on which of those screens was used to access this screen.

IM&P Min/Max (What If) Screen



This screen appears after you press **F10=MIN/MAX** on the Interactive Forecasting Forecast Quantities Screen or Buying Information Screen - IM&P.

IM&P data is provided for the item displayed on the Interactive Forecasting Forecast Quantities Screen or Buying Information Screen - IM&P.

This screen is displayed in either “Update Mode” when you can change IM&P variables and update the Distribution A+ files; or in “Inquiry Mode” when all fields are display only and updates are not allowed, as explained below.

- This screen is in “Update Mode” if you accessed this screen from the Interactive Forecasting Forecast Quantities Screen. You can then change variables in IM&P and review the results. These changes have no impact to any files unless you decide to optionally update the Distribution A+ files with these variables by pressing the **F5=UPDATE ITM** function key.
- This screen is in either “Update Mode” or “Inquiry Mode” if you accessed this screen from the Buying Information Screen - IM&P, depending on your user authorization and the screen where you pressed the **F11=BUY INFO** function key.
  - This screen is in “Update Mode” only if before pressing the **F11=BUY INFO** function key you were in Enter or Change Requisitions (MENU POMAIN) on the Requisition/Purchase Order Item Detail Entry Screen or Suggested Order Maintenance (MENU POREPT) on the Suggested Order Maintenance Screen and you are authorized to the Interactive Forecasting or Item Balance Maintenance menu options. You can then change variables in IM&P and review the results. These changes have no impact to any files unless you decide to optionally update the Infor Distribution A+ files with these variables by pressing the **F5=UPDATE ITM** function key.
  - In all other cases, this screen is in “Inquiry Mode”. You will not be allowed to make changes to variables in IM&P, and all fields on this screen will be display only. The **F5=UPDATE ITM** function key will also not be displayed.

Note: The display of this IM&P screen or the AIM Min/Max (What If) Screen is determined by the **Planning Tool** field in Item Balance Maintenance (MENU IAFILE). If the **Planning Tool** field is set to **I**, then this IM&P screen will appear. If the **Planning Tool** field is set to **A**, then the AIM Min/Max (What If) Screen will appear instead of this screen.

IM&P Min/Max (What If) Screen Fields and Function Keys

Field/Function Key	Description
U/M	This field displays the unit of measure used to express quantities on this screen. **Default Value:** The unit of measure selected as the item's default stocking U/M through Item Master Maintenance (MENU IAFILE) Display
Vendor	This is a Vendor Number defined in Item Balance Maintenance (MENU IAFILE) for this item and warehouse. This is the primary vendor from whom the item is usually purchased. If this screen is in "Update Mode", you can update this field, if necessary, changing the vendor number. The vendor number keyed is validated upon pressing **ENTER**. Once **ENTER** is pressed, the new vendor number value will be used when recalculating "What If" fields on this screen. **Valid Values:** A vendor defined in Vendors Maintenance (MENU APFILE/ MENU POFILE). (A 6) Required
Sp Ord Cd	This is a Special Order Code defined in Item Balance Maintenance (MENU IAFILE) for this item and warehouse. This is the code which represents how the item is normally purchased. If this screen is in "Update Mode", you can update this field, if necessary, changing the special order code. Key **D** 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 **D** only if the **Use Drop Ship** field is set to **Y** in System Options Maintenance (MENU XAFILE). Key **S** if the item is special ordered. Special ordered items are purchased for a specific customer through the special ordering function in Purchasing. Leave this field blank if the item is ordered through normal stock ordering procedures. The special order code is validated upon pressing **ENTER**. **Default Value:** the Item Balance Special Order Code (A 1) Required

Field/Function Key	Description
Order Freq	**Value** This is the number of weeks between placing purchase orders. For example, if a purchase order is placed every other week, the order frequency is two (2.0). This field can only be maintained when the order frequency maintenance code is defined as **O** or **1-9**. It will be protected when the order frequency maintenance code is defined as **A**. For additional information, see the description below for the order frequency maintenance code. **Mnt** Key **A** to automatically maintain the order frequency field. It will be retrieved from the variables file (depending on the warehouse, vendor, class, and sub- class) or the IM&P options. This field will be updated once every month before the planning calculation or when the reset variables program is run. Key **O** to override the order frequency field. The override will not be changed when the variables are reset. Key **1** through **9** when selecting to override the order frequency field for a temporary period of time. At the end of that time, this field will automatically be changed to **A** (by the variables reset program). (N 3,1 / A 1) Optional/Display
Lead Time	**Value** This is the number of weeks a vendor requires to ship an item against a purchase order. Distribution A+ provides vendor performance and lead time analysis information to monitor lead times. This field can only be maintained when the lead time maintenance code is defined as **O** or **1-9**. It will be protected when the lead time maintenance code is defined as **A**. For additional information, see the description below for the lead time maintenance code. **Mnt** Key **A** to automatically maintain the lead time field. It will be retrieved from the variables file (depending on the warehouse, vendor, class, and sub-class) or the IM&P options. This field will be updated once every month before the planning calculation or when the reset variables program is run. Key **O** to override the lead time field. The override will not be changed when the variables are reset. Key **1** through **9** when selecting to override the lead time field for a temporary period of time. At the end of that time, this field will automatically be changed to **A** (by the variables reset program.) (N 3,1 / A 1) Optional/Display

Field/Function Key	Description
Order Lvl	**Value** This is the desired number of weeks supply that will be ordered when placing a purchase order. Infor Distribution A+ provides exception reporting to help optimize ordering levels by balancing purchasing and carrying costs. This field can only be maintained when the order level maintenance code is defined as **O** or **1-9**. It will be protected when the order level maintenance code is defined as **A**. For additional information, see the description below for the order level maintenance code. **Mnt** Key **A** to automatically maintain the order level field. It will be retrieved from the variables file (depending on the warehouse, vendor, class, and sub- class) or the IM&P options. This field will be updated once every month before the planning calculation or when the reset variables program is run. Key **O** to override the order level field. The override will not be changed when the variables are reset. Key **1** through **9** when selecting to override the order level field for a temporary period of time. At the end of that time, this field will automatically be changed to **A** (by the variables reset program.) (N 3,1 / A 1) Optional/Display

Field/Function Key	Description
Srv Lvl	**Value** This is the target percentage of order quantities that can be filled from stock. The service level is used with the item's demand to calculate an item's safety stock quantity. The service level will result in higher safety stock quantities. If the **safety stock quantity** field is changed, then this field will be recalculated by the system when enter is pressed. This field can only be maintained when the service level maintenance code is defined as **O** or **1-9**. It will be protected when the service level maintenance code is defined as **A**. For additional information, see the description below for the service level maintenance code. **Mnt** Key **A** to automatically maintain the service level field. It will be retrieved from the variables file (depending on the warehouse, vendor, class, and sub- class) or the IM&P options. This field will be updated once every month before the planning calculation or when the reset variables program is run. Key **O** to override the service level field. The override will not be changed when the variables are reset. Key **1** through **9** when selecting to override the service level field for a temporary period of time. At the end of that time, this field will automatically be changed to **A** (by the variables reset program). The service level maintenance code and the safety stock quantity maintenance code cannot both be overridden because one field is dependent upon the other. (N 3,1 / A 1) Optional/Display

Field/Function Key	Description
Safety Stk	**Value** This is the additional stock kept in inventory to compensate for variations in customer demand and vendor lead time. Each item's safety stock is calculated by the system based on its service level and item demand (if the maintenance code is an **A**) or it can be overridden here. If the service level is changed, then this quantity will be recalculated by the system. This field can only be maintained when the safety stock maintenance code is defined as **O** or **1-9**. It will be protected when the safety stock maintenance code is defined as **A**. For additional information, see the description below for the safety stock maintenance code. **Mnt** Key **A** to automatically maintain the safety stock field. It will be calculated by the system based on the service level and the item's demand. This field will be updated once each month during the planning calculation. Key **O** to override the safety stock field. The override will not be changed when the monthly update is run. Key **1** through **9** when selecting to override the safety stock field for a temporary period of time. At the end of that time, this field will automatically be changed to **A** (by the variables reset program.) **Note:** The service level maintenance code and the safety stock maintenance code cannot both be overridden because one field is dependent upon the other. (N 5,3 / A 1) Optional/Display

Field/Function Key	Description
Add Grwth %	**Value** This percent value is used to increase or decrease the expected forecast quantity. If the growth percent is a positive value, the item's normal demand will be increased by this percentage. If the percentage is negative, the forecast quantity will be reduced. This field can only be maintained when the additional growth maintenance code is defined as **O** or **1-9**. It will be protected when the additional growth maintenance code is defined as **A**. For additional information, see the field description for Mnt. **Mnt** Key **A** to automatically maintain the additional growth percent field. It will be retrieved from the models file (depending on the item/warehouse.) This field will be updated once every month before the planning calculation. Key **O** to override the additional growth percent field. The override will not be changed when the variables are reset. Key **1** through **9** when selecting to override the additional growth field for a temporary period of time. At the end of that time, this field will automatically be changed to **A** (by the variables reset program.) (N 3,1 / A 1) Optional/Display
Min Bal	**Value** 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. The minimum balance is calculated using forecast usage, lead time, order frequency and service level. This field can only be maintained when the minimum balance maintenance code is defined as **O** or **1-9**. It will be protected when the minimum balance maintenance code is defined as **A**. For additional information, see the description below for the minimum balance maintenance code. **Mnt** Key **A** to automatically maintain the minimum balance field. It will be calculated using the forecasted usage, lead time, order frequency, and service level. This field will be updated once every month before the planning calculation. Key **O** to override the minimum balance field. The override will not be changed when the variables are reset. Key **1** through **9** when selecting to override the minimum balance field for a temporary period of time. At the end of that time, this field will automatically be changed to **A** (by the variables reset program.) (N 11,1 / A 1) Optional/Display

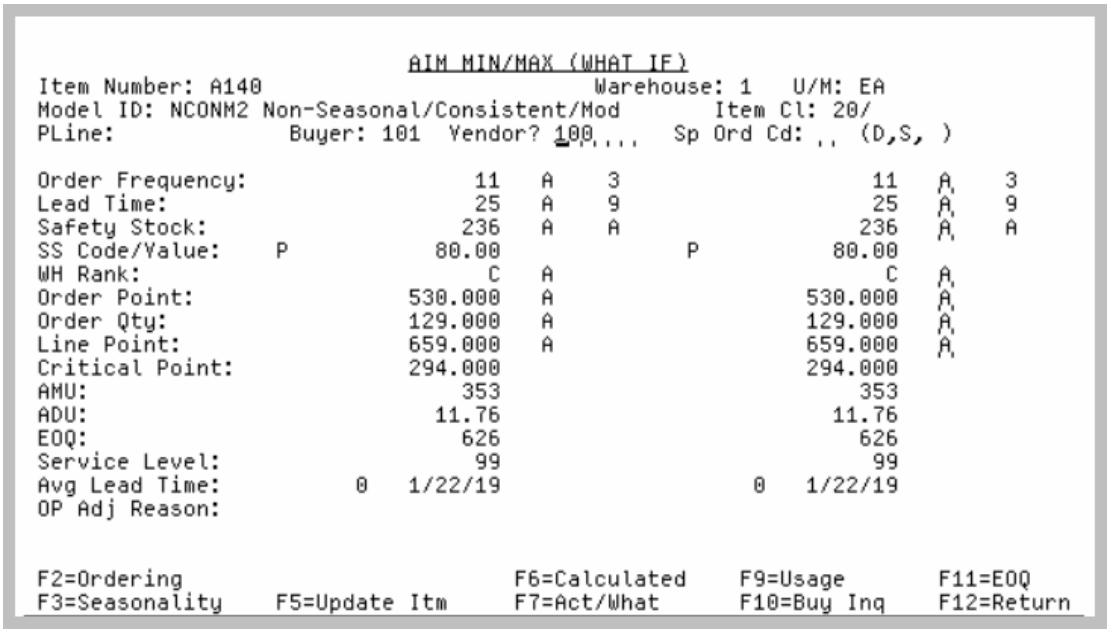
Field/Function Key	Description
Min Bal	**Value** This is the order point for an item. When the net quantity available falls below the minimum balance, the item should be placed on the next purchase order. The minimum balance is calculated using forecast usage, lead time, order frequency and service level. This field can only be maintained when the minimum balance maintenance code is defined as **O** or **1-9**. It will be protected when the minimum balance maintenance code is defined as **A**. For additional information, see the description below for the minimum balance maintenance code. **Mnt** Key **A** to automatically maintain the minimum balance field. It will be calculated using the forecasted usage, lead time, order frequency, and service level. This field will be updated once every month before the planning calculation. Key **O** to override the minimum balance field. The override will not be changed when the variables are reset. Key **1** through **9** when selecting to override the minimum balance field for a temporary period of time. At the end of that time, this field will automatically be changed to **A** (by the variables reset program.) (N 11,1 / A 1) Optional/Display

Field/Function Key	Description
Ord Qty	**Value** This value is the order quantity for the item. This value is the difference between the maximum and the minimum balance. Override the order quantity when you want to determine this value and not have the system calculate this value. This field can only be maintained when the order quantity maintenance code is defined as **O** or **1-9**. It will be protected when the order quantity maintenance code is defined as **A**. For additional information, see the description below for the order quantity maintenance code. **Mnt** Key **A** to automatically maintain the order quantity field. It will be calculated as the difference between the minimum and maximum balances. Key **O** to override the order quantity field. The override will not be changed when the monthly update runs. Key **1** through **9** when selecting to override the quantity field for a temporary period of time. At the end of that time, this field will automatically be changed to **A** (by the variables reset program.) **Note:** The order quantity maintenance code and the maximum balance maintenance code cannot both be overridden because one field is dependent upon the other. (N 11,1 / A 1) Optional/Display

Field/Function Key	Description
Max Bal	**Value** This is the highest desired inventory level for an item. The maximum balance is calculated using the minimum balance, forecast usage, and ordering level (when the order quantity maintenance code is **A**), or the minimum balance and order quantity (when the order quantity maintenance code is a **O** or **1** through **9**). This field can only be maintained when the maximum balance maintenance code is defined as **O** or **1-9**. It will be protected when the maximum balance maintenance code is defined as **A**. For additional information, see the description below for the maximum balance maintenance code. **Mnt** Key **A** to automatically maintain the maximum balance field. It will normally be calculated using the minimum balance, forecast usage, and ordering level. If, however, the order quantity is overridden, it will be calculated by adding the order quantity to the minimum balance. This field will be calculated once every month before the planning calculation, or when values are changed during item maintenance. Key **O** to override the maximum balance field. The override will not be changed when the variables are reset. Key **1** through **9** when selecting to override the maximum balance field for a temporary period of time. At the end of that time, this field will automatically be changed to **A** (by the variables reset program.) **Note:** The order quantity maintenance code and the maximum balance maintenance code cannot both be overridden because one field is dependent upon the other. (N 11,3) Optional/Display
Src	This field describes how the values in question are retrieved from the IM&P Variables File. Display
F5=Update Itm	If this screen is in “Inquiry Mode”, the **F5=UPDATE ITM** function key will not be displayed. Press **F5=UPDATE ITM** to update the IM&P Balance File and Item Balance File with the values displayed under the **What If** column. This includes updates to the Item Balance Vendor Number (**Vendor**) and Special Order Code (**Sp Ord Cd**), if changed on this screen.
F9=Usage	Press **F9=USAGE** to display the Item Usage Summary Screen.
F10=Buy Inq	Press **F10=BUY INQ** to display the Buying Information Screen - IM&P.

Field/Function Key	Description
F12=Return	Press **F12=RETURN** to return to the Interactive Forecasting Forecast Quantities Screen.
Enter	Press **ENTER** to refresh the screen with the new values you keyed. Note that this will not update the files with the new values, it simply refreshes the screen. If you want to update the files with the values displayed in the **What If** column, press the **F5=UPDATE ITM** function key.

AIM Min/Max (What If) Screen



This screen appears after you press **F10=MIN/MAX** on the Interactive Forecasting Forecast Quantities Screen or Buying Information Screen - AIM.

AIM data is provided for the item displayed on the Interactive Forecasting Forecast Quantities Screen or Buying Information Screen - AIM.

This screen is displayed in either “Update Mode” when you can change AIM variables and update the Distribution A+ files; or in “Inquiry Mode” when all fields are display only and updates are not allowed, as explained below.

- This screen is in “Update Mode” if you accessed this screen from the Interactive Forecasting Forecast Quantities Screen. You can then change variables in AIM and review the results. These changes have no impact to any files unless you decide to optionally update the Distribution A+ files with these variables by pressing the **F5=UPDATE ITM** function key.
- This screen is in either “Update Mode” or “Inquiry Mode” if you accessed this screen from the Buying Information Screen - AIM, depending on your user authorization and the screen where you pressed the **F11=BUY INFO** function key.
  - This screen is in “Update Mode” only if before pressing the **F11=BUY INFO** function key you were in Enter or Change Requisitions (MENU POMAIN) on the Requisition/Purchase Order Item Detail Entry Screen or Suggested Order Maintenance (MENU POREPT) on the Suggested Order Maintenance Screen and you are authorized to the Interactive Forecasting or Item Balance Maintenance menu options. You can then change variables in AIM and review the results. These changes have no impact to any files unless you decide to optionally update the Distribution A+ files with these variables by pressing the **F5=UPDATE ITM** function key.
  - In all other cases, this screen is in “Inquiry Mode”. You will not be allowed to make changes to variables in AIM, and all fields on this screen will be display only. The **F5=UPDATE ITM** function key will also not be displayed.

Note: The display of this AIM screen or the IM&P Min/Max (What If) Screen is determined by the **Planning Tool** field in Item Balance Maintenance (MENU IAFILE). If the **Planning Tool** field is set to **A**, then this AIM screen will appear. If the **Planning Tool** field is set to **I**, then the IM&P Min/Max (What If) Screen will appear instead of this screen.

AIM Min/Max (What If) Screen Fields and Function Keys

Field/Function Key	Description
Item Number	This field displays the unit of measure used to express quantities on this screen. **Default Value:** The unit of measure selected as the item's default stocking U/M through Item Master Maintenance (MENU IAFILE) Display
Warehouse	This field displays the warehouse for the item. Display
U/M	This field displays the unit of measure used to express quantities on this screen. **Default Value:** The U/M selected as the item's default stocking U/M through Item Master Maintenance (MENU IAFILE). Display
Model ID	This field displays dependent upon the **F7=MOD/VND / F7=ACT/WHAT** toggle function key. If the key is shown as **F7=ACT/WHAT**, this field will appear. This field displays 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. Planning Models Maintenance (MENU AIFILE) is used to define a planning model. **Default Value:** The AIM default planning model as defined through AIM System Options Maintenance (MENU AIFILE). Display
Item Cl	This field displays dependent upon the **F7=MOD/VND / F7=ACT/WHAT** toggle function key. If the key is shown as **F7=ACT/WHAT**, this field will appear. 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

Field/Function Key	Description
PLine	This field displays dependent upon the **F7=MOD/VND / F7=ACT/WHAT** toggle function key. If the key is shown as **F7=ACT/WHAT**, this field will appear. This field displays the purchasing line assigned to the Item Balance. Display
Buyer	This field displays dependent upon the **F7=MOD/VND / F7=ACT/WHAT** toggle function key. If the key is shown as **F7=ACT/WHAT**, this field will appear. This field displays the buyer code 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. Display
Vendor	This field displays dependent upon the **F7=MOD/VND / F7=ACT/WHAT** toggle function key. If the key is shown as **F7=ACT/WHAT**, this field will appear. This is a Vendor Number defined in Item Balance Maintenance (MENU IAFILE) for this item and warehouse. This is the primary vendor from whom the item is usually purchased. If this screen is in “Update Mode”, you can update this field, if necessary, changing the vendor number. The vendor number keyed is validated upon pressing **ENTER**. Once **ENTER** is pressed, the new vendor number value will be used when recalculating “What If” fields on this screen. **Valid Values:** A vendor defined in Vendors Maintenance (MENU APFILE/ MENU POFILE). (A 6) Required

Field/Function Key	Description
Sp Ord Cd	This is a Special Order Code defined in Item Balance Maintenance (MENU IAFILE) for this item and warehouse. This is the code which represents how the item is normally purchased. If this screen is in “Update Mode”, you can update this field, if necessary, changing the special order code. Key **D** 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 **D** only if the **Use Drop Ship** field is set to **Y** in System Options Maintenance (MENU XAFILE). Key **S** if the item is special ordered. Special ordered items are purchased for a specific customer through the special ordering function in Purchasing. Leave this field blank if the item is ordered through normal stock ordering procedures. The special order code is validated upon pressing **ENTER**. **Default Value:** the Item Balance Special Order Code (A 1) Required
Order Frequency	**Value** This is the number of days between placing purchase orders. For example, if a purchase order is placed every other week, the order frequency is **14**. This field can only be maintained when the order frequency maintenance code is defined as **O** or **1-9**. It will be protected when the order frequency maintenance code is defined as **A**. For additional information, see the description below for the order frequency maintenance code. **Mnt** Key **A** to automatically maintain the **Order Frequency** field. It will be retrieved from the variables file (depending on the warehouse, vendor, class, and sub-class) or the AIM options. Key **O** to override the order frequency field. The override will not be changed when the variables are reset. Key **1** through **9** when selecting to override the **Order Frequency** field for a temporary period of time. At the end of that time, this field will automatically be changed to **A** (by the month end program). (N 3,0 / A 1) Optional/Required/Display

Field/Function Key	Description
Safety Stock	**Value** This is the additional stock kept in inventory to compensate for variations in customer demand and vendor lead time. Each item's safety stock is calculated by the system (if the maintenance code is an **A**) or it can be overridden here. This field can only be maintained when the safety stock maintenance code is defined as **O** or **1-9**. It will be protected when the safety stock maintenance code is defined as **A**. For additional information, see the description below for the safety stock maintenance code. **Mnt** Key **A** to automatically maintain the Safety Stock field. It will be calculated by the system. Key **O** to override the Safety Stock field. The override will not be changed when the monthly update is run. Key **1** through **9** when selecting to override the Safety Stock field for a temporary period of time. At the end of that time, this field will automatically be changed to **A** (by the month end program.) (N 7,0/ A 1) Optional/Required/Display
SS Code/Value	This field indicates the safety stock (or allowance code) and the safety stock value. Safety stock ensures that additional stock is stored in inventory to compensate for variations in customer demand and vendor lead times. The value displayed in this field represents the format of the value in the corresponding **SS Code Value** field. Key **Q** if the value in the **SS Code Value** field is a quantity. Key **D** if the value in the **SS Code Value** field is days. Key **P** if the value in the **SS Code Value** field is a percentage. (N 7,0/ A 1) Optional/Required/Display

Field/Function Key	Description
WH Rank	**Value** This is the rank of the item in the indicated warehouse, providing you with a way to flag your top selling items by ranks. The value you enter in this field is defined through Replenishment Options Maintenance (MENU AIFILE) in the **Number of Ranks to be Used** 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 **Number of Ranks to be Used** 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). This field can only be maintained when the warehouse rank maintenance (Mnt) code is defined as **O**. It will be protected when the warehouse rank maintenance code is defined as **A**. For additional information, see the description below for the warehouse rank maintenance code. **Note:** If the maintenance (**Mnt**) code is defined as **A**, and this field is blank, the system will use the default warehouse rank code defined through AIM System Options Maintenance (MENU AIFILE). **Mnt** Key **A** to automatically maintain the **WH Rank** field. It will be retrieved from the variables file (depending on the warehouse, vendor, class, and sub-class) or the AIM options. This field will be updated once every month before the planning calculation or when the reset variables program is run. Key **O** to override the **WH Rank** field. The override will not be changed when the variables are reset. (A 1 / A 1) Optional/Display

Field/Function Key	Description
Order Point	**Value** This is the order point for an item. When the net quantity available falls below the order point (minimum) balance, the item should be placed on the next purchase order. This field can only be maintained when the order point balance maintenance code is defined as **O** or **1-9**. It will be protected when the order point balance maintenance code is defined as **A**. For additional information, see the description below for the order point maintenance code. **Mnt** Key **A** to automatically maintain the **Order Point** field. It will be calculated using the forecasted usage, lead time, order frequency, and service level. Key **O** to override the **Order Point** field. The override will not be changed when the variables are reset. Key **1** through **9** when selecting to override the **Order Point** field for a temporary period of time. At the end of that time, this field will automatically be changed to **A** (by the month end program.) **Note:** This field can be toggled to show **Calc Order Point** values with the use of the **F6=CALCULATED / F6=ADJUSTED** toggle function key. (N 11,3 / A 1) Optional/Required/Display
Order Qty	**Value** This value is the order quantity for the item. Override the order quantity when you want to determine this value and not have the system calculate this value. This field can only be maintained when the order quantity maintenance code is defined as **O** or **1-9**. It will be protected when the order quantity maintenance code is defined as **A**. For additional information, see the description below for the order quantity maintenance code. **Mnt** Key **A** to automatically maintain the **Order Qty** field. Key **O** to override the **Order Qty** field. The override will not be changed when the monthly update runs. Key **1** through **9** when selecting to override the **Order Qty** field for a temporary period of time. At the end of that time, this field will automatically be changed to **A** (by the month end program.) **Note:** The order quantity maintenance code and the line point maintenance code cannot both be overridden because one field is dependent upon the other. (N 11,3 / A 1) Optional/Required/Display

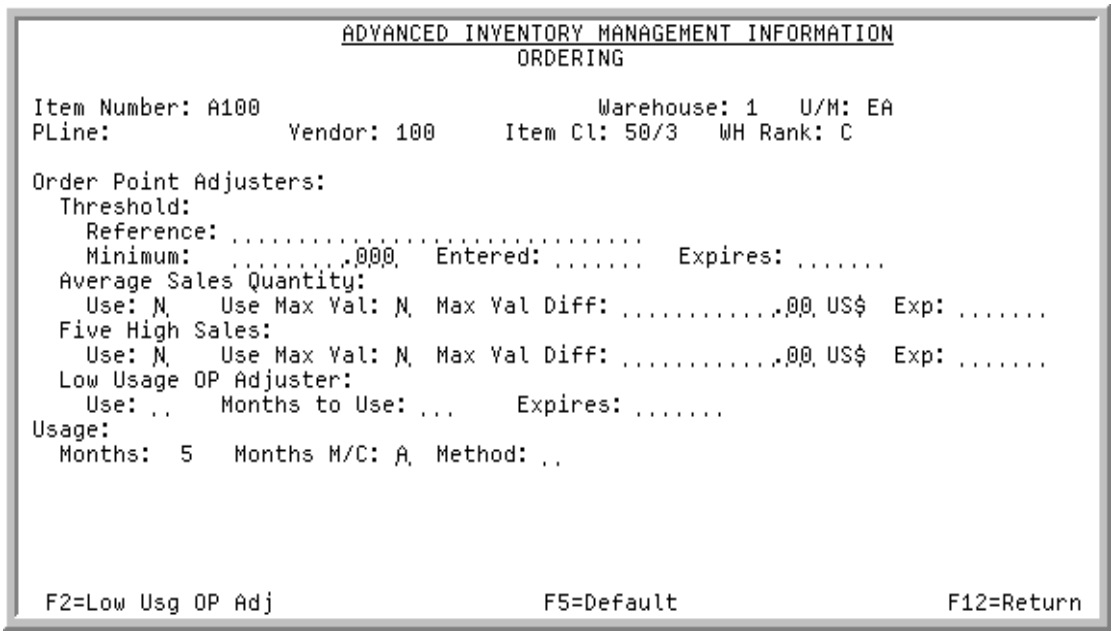
Field/Function Key	Description
Line Point	**Value** This is the highest desired inventory level for an item. This field can only be maintained when the Line Point maintenance code is defined as **O** or **1-9**. It will be protected when the Line Point maintenance code is defined as **A**. For additional information, see the description below for the maintenance code. **Mnt** Key **A** to automatically maintain the **Line Point** field. If the order quantity is overridden, the **Line Point** will be calculated by adding the order quantity to the order point balance. Key **O** to override the **Line Point** field. The override will not be changed when the variables are reset. Key **1** through **9** when selecting to override the **Line Point** field for a temporary period of time. At the end of that time, this field will automatically be changed to **A** (by the month end program.) **Note:** The Order Quantity maintenance code and the Line Point maintenance code cannot both be overridden because one field is dependent upon the other. **Note:** This field can be toggled to show **Calc Line Point** values with the use of the **F6=CALCULATED / F6=ADJUSTED** toggle function key. (N 11,3 / A 1) Optional/Required/Display
Critical Point	This field displays the critical point of the item, calculated by subtracting the safety stock allowance from the Order Point (minimum) 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. Display
AMU	This field displays the Average Monthly Usage (AMU) of the item. Display
ADU	This field displays the Average Daily Usage (ADU) of the item. Display
EOQ	This field displays the suggested optimum reorder quantity, calculated using the traditional Economic Order Quantity (EOQ). Display

Field/Function Key	Description
Service Level	**Value** This is the target percentage of order quantities that can be filled from stock. This field is protected and cannot be maintained. Display
Avg Lead Time	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. Display
OP Adj Reason	If Order Point Source Code (**Src**) is **B**, this field displays a description of which Order Point Adjuster was used: Threshold, ASQ (Average Sales Quantity), 5-Hi (Five-High), or LUA Low Usage Adjuster. Display

Field/Function Key	Description
Src	This field describes how the values in question are retrieved from the AIM Variables File. 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: • 0 = Override • 1 = WH, Vendor, Class/Sub • 2 = WH, Vendor, Class • 3 = WH, Vendor • 4 = WH, Class/Sub • 5 = WH, Class • 6 = WH • 7 = System default • 9 = Average Lead Time Adjuster • A = Safety Stock Adjuster • B = Order Point Adjuster • C = WH, Vendor, PLine, Class/Sub • D = WH, Vendor, PLine, Class • E = WH, Vendor, PLine Display
F2=Ordering	Press **F2=ORDERING** to display the Advanced Inventory Management Information Ordering Screen.
F3=Seasonality	Press **F3=SEASONALITY** to display the Advanced Inventory Management Information Seasonality Screen.
F5=Update Itm	If this screen is in “Inquiry Mode”, the **F5=UPDATE ITM** function key will not be displayed. Press **F5=UPDATE ITM** to update the AIM Balance File (**AIBAL**) and Item Balance File (**ITBAL**) with the values displayed in the **What If** column. This includes updates to the Item Balance Vendor Number (**Vendor**) and Special Order Code (**Sp Ord Cd**), if changed on this screen.

Field/Function Key	Description
F6=Calculated / F6=Adjusted	Press **F6=CALCULATED / F6=ADJUSTED** to toggle between showing the Calculated Order Point and Calculated Line Point values, or the Order Point and Line Point Adjusted values on this screen. Calculated values are those that are calculated before the Order Point Adjuster field was considered, if applicable. Adjusted values are those that are calculated considering the threshold, average sales quantity (ASQ), five-high (5-Hi), low usage adjuster (LUA) quantity factors into the resulting Order Point.
F7=Mod/Vnd / F7=Act/What	Press **F7=MOD/VND / F7=ACT/WHAT** to toggle between showing the Planning Model ID (and its description) and Vendor, or the Actual Values and What If values on this screen.
F9=Usage	Press **F9=USAGE** to display the Item Usage Summary Screen.
F10=Buy Inq	Press **F10=BUY INQ** to display the Buying Information Screen - AIM.
F11=EOQ	Press **F11=EOQ** to display the Advanced Inventory Management Information EOQ Screen.
F12=Return	Press **F12=RETURN** to return to the Interactive Forecasting Forecast Quantities Screen.
Enter	Press **ENTER** to refresh the screen with the new values you keyed. Note that this will not update the files with the new values, it simply refreshes the screen. If you want to update the files with the values displayed in the **What If** column, press the **F5=UPDATE ITM** function key.

Advanced Inventory Management Information Ordering Screen



This screen appears after pressing **F2=ORDERING** on the AIM Min/Max (What If) Screen.

This screen displays in the same display mode (“Update Mode” or “Inquiry Mode”) as the AIM Min/Max (What If) Screen

When this screen is displayed in “Inquiry Mode”, all fields are display only and updates are not allowed.

When this screen is displayed in “Update Mode”, you can use this screen to set up Advanced Inventory Management ordering information. The information you enter on this screen affects the resulting information on the AIM Min/Max (What If) Screen, and if you press **F5=UPDATE ITM** on the AIM Min/Max (What If) Screen, this information will be updated in the Advanced Inventory Balance File (**AIBAL**).

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.

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.

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) or Item Balance Maintenance. You also have the option to override those values again on this screen.

Advanced Inventory Management Information Ordering Screen Fields & Function Keys

Field/Function Key	Description
Item Number	This field displays the item number for which you are defining ordering information. Display
Warehouse	This field displays the warehouse 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 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 on the AIM Min/Max (What If) Screen. 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 description in this field, the **Threshold Minimum** and **Threshold Expires** fields must also contain a value. (A 30) Required/Blank/Display

Field/Function Key	Description
Threshold -Minimum	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. Key the minimum order point for this product. Key zero if you do not want to set a minimum threshold order point. **Note:** If you enter a minimum in this field, the **Threshold Reference** and **Threshold Expires** fields must also contain a value. (N 8,3) Required/Blank/Display
Threshold -Entered	Use this field to enter the date in which this product is set up with a threshold minimum order point. his date will be used in conjunction with the **Threshold Low Activity Wait Mths** (in Replenishment Options Maintenance (MENU AIFILE)) to determine if a Threshold with Low Activity Exception should be generated. Key the threshold entered date. **Note:** If you enter a value in this field, the other Threshold fields must also contain a value. **Default Value:** Today's date. **Valid Values:** Key the date using the **Default Date Format** for this user, 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 XAFILE). (N 6,0) Required/Blank/Display
Threshold -Expires	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. Key the threshold expiration date. **Note:** If you enter a description in this field, the **Threshold Reference** and **Threshold Minimum** fields must also contain a value. **Valid Values:** Key the date using the **Default Date Format** for this user, 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 XAFILE). (N 6,0) Required/Blank/Display

Field/Function Key	Description
Average Sales Quantity – Use	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 must also be met. Key **Y** to use the ASQ calculation method. Key **N** if you do not want ASQ performed for this product, regardless if parameters are set up in Replenishment Adjusters. Leave blank to use the system default value for the calculation method, defined through AIM Options Maintenance (MENU AIFILE). To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE), press **F5=DEFAULT/F5=ACTUAL**. **Valid Values:** Y, N or blank (A 1) Optional/Display
Average Sales Quantity - Use Max Val	Use this field to indicate if you want to use the maximum dollar amount entered in the **ASQ Max Val Difference** 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). Key **Y** to use the ASQ max value during ordering calculations. If **Y**, you must enter a value in the corresponding **Max Value Difference** field. Key **N** if you do not want to use the ASQ max value. If **N**, you cannot enter a value in the corresponding **Max Value Difference field.** Leave blank to use the system default value for the calculation method, defined through AIM Options Maintenance (MENU AIFILE). To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE), press **F5=DEFAULT/F5=ACTUAL**. **Default Value:** blank for new items added **Valid Values:** Y, N or blank (A 1) Optional/Display

Field/Function Key	Description
Average Sales Quantity - Max Val Difference	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). Key the ASQ maximum value difference amount. If the **ASQ Use Max Val** field is **Y**, you must key a value in this field. If **N**, a value cannot be entered in this field. To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE), press **F5=DEFAULT/F5=ACTUAL**. The currency symbol, if using International Currency, will also change accordingly. (N 11,2) Required/Blank/Display
Average Sales Quantity - Exp	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. 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. **Note:** This field works in conjunction with the Expiration Date Review fields on the Exception screens in Replenishment Options Maintenance (MENU AIFILE). **Valid Values:** Key the date using the **Default Date Format** for this user, 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 XAFILE). (N 6,0) Optional/Display

Field/Function Key	Description
Five High Sales -Use	Use this field to indicate if you want to have the Five-high (5Hi) calculation performed for this product. The 5Hi calculation reviews the five highest sales for the number of usage months. If the total hits for all orders in the usage months is equal to or greater than the minimum number of hits, 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 calculated order point, the order point is adjusted to the 5Hi value as long as ASQ, Minimum Threshold, or LUA are not higher. Key **Y** to use 5Hi calculations during ordering. Key **N** if you do not want 5Hi calculations performed for this product, regardless if parameters are set up in Replenishment Adjusters. Leave blank to use the system default value for the calculation method, defined through AIM Options Maintenance (MENU AIFILE). To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE), press **F5=DEFAULT/F5=ACTUAL**. **Valid Values:** Y, N or blank (A 1) Optional/Display
Five High Sales -Use Max Val	Use this field to indicate if you want to use the maximum dollar amount entered in the **5Hi Max Val Difference** field. This ensures that any increase to inventory values as a result of the Five-high adjustment does not exceed this dollar limit. Key **Y** to use the 5HI max value during ordering calculations. If **Y**, you must enter a value in the corresponding **Max Value Difference** field. Key **N** if you do not want to use the 5HI max value. If **N**, you cannot enter a value in the corresponding **Max Value Difference** field. Leave blank to use the system default value for the calculation method, defined through AIM Options Maintenance (MENU AIFILE). To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE), press **F5=DEFAULT/F5=ACTUAL.** **Default Value:** blank for new items added **Valid Values:** Y, N or blank (A 1) Optional/Display

Field/Function Key	Description
Five High Sales - Max Val Difference	Use this field to enter the maximum dollar amount that should be used when adjusting inventory values based on the Five-high order point adjustment calculation. If the inventory change is greater than this dollar amount, the Five-high adjuster will not be used, and an exception will be created. This amount can also be set up in Replenishment Adjusters (MENU AIFILE). Key the 5Hi maximum value difference amount. If the **Five High Sales Use Max Val** field is **Y**, you must key a value in this field. If **N**, a value cannot be entered in this field. To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE), press **F5=DEFAULT/F5=ACTUAL**. The currency symbol, if using International Currency, will also change accordingly. (N 11,2) Required/Blank/Display
Five High Sales - Exp	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. 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. **Note:** This field works in conjunction with the Expiration Date Review fields on the Exception screens in Replenishment Options Maintenance (MENU AIFILE). **Valid Values:** Key the date using the **Default Date Format** for this user, 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 XAFILE). (N 6,0) Optional/Display

Field/Function Key	Description
Low Usage OP Adjuster - Use	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). 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**). Key **N** if you do not want to use the Low Usage Order Point Adjuster, regardless if parameters are set up in Replenishment Adjusters. Leave blank to use the system default value for the calculation method, defined through AIM Options Maintenance (MENU AIFILE). To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE), press **F5=DEFAULT/F5=ACTUAL**. **Valid Values:** Y, N or blank (A 1) Optional/Display

Field/Function Key	Description
Low Usage OP Adjuster - Months to Use	Use this field to define how many months hit data will be used with the Low Usage Order Point Adjuster calculation. If the **Low Usage Order Point Adjuster: Use** field is **Y** on this screen, this field must contain a valid value. This field must be **0** when the **Low Usage Order Point Adjuster: Use** field is either **N** on this screen or at the default level in AIM System Options Maintenance (MENU AIFILE). 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). **Note:** Multiple Low Usage OP Adjuster parameters can be set up in this option, AIM System Options Maintenance (MENU AIFILE), Replenishment Options Maintenance (MENU AIFILE), and Item Balance Maintenance (MENU IAFILE) on the AIM Information Ordering Screen accessed via the **F2=ORDERING** function key. Refer to those menu options for further details. Key **0** or leave blank if the **Low Usage OP Adjuster: Use** field is **N**. Key a value **1** to **12** if the **Low Usage OP Adjuster: Use** field is **Y**. To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE), press **F5=DEFAULT/F5=ACTUAL**. **Default Value:** the value entered as the default through AIM System Options Maintenance (MENU AIFILE). **Valid Values:** blank; 0 to 12 (N 2,0) Required/Optional/Display

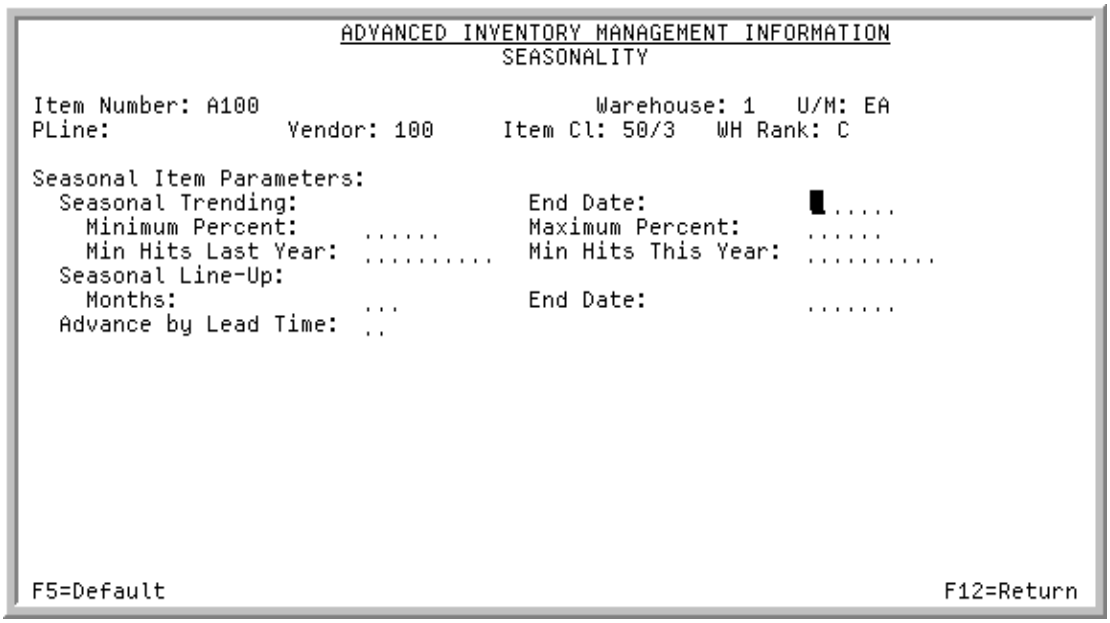
Field/Function Key	Description
Low Usage OP Adjuster - Expires	Use this field to enter a date by which the Low Usage Order Point (OP) Adjuster calculation performed for this product will expire. If the date has expired, the Low Usage OP Adjuster will not be considered as an adjuster when order points are updated. 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. **Note:** This field works in conjunction with the Expiration Date Review fields on the Exception screens in Replenishment Options Maintenance (MENU AIFILE). **Valid Values:** Key the date using the **Default Date Format** for this user, 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 XAFILE). (N 6,0) Optional/Display
Usage -Months	Use this field to specify the number of months used to calculate usage rate. This will apply to each rank, and should not be greater than 12. The usage months are used during AIM Month End Processing to determine average usage rate. It is also used to calculate an adjusted order point if the Average Sales Quantity (ASQ) or Five-High adjusters are used. Key the months used to calculate the usage rate. This field is protected if the **Usage Months M/C** field is **A**. (N 2,0) Optional/Display

Field/Function Key	Description
Usage - Months M/C	This field allows you to optionally override the variable values maintained by AIM, by changing the Usage Months Maintenance Code from **A** to **O** or **1- 9**. **A** (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. **O** (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 (**A**), or a temporary override (**1-9**). **1-9** (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 **A** (and be maintained automatically). **Default Value: A** (when adding a new planned item, it will automatically be maintained by AIM) **Valid Values:** A, O, 1-9 (A 1) Required/Display

Field/Function Key	Description
Usage - Method	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. You will have the option to select either the Backwards Usage Method or the Trending Usage Method. The Backwards Usage Method goes backward the number of Usage Months from before the Current Forecast Period, accumulating the usage as it goes backwards. 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 have a calculated Trend Percent applied to it; the starting period (one year back) can be adjusted to start earlier or later depending on how the season appears to be going and the starting period can be advanced by the lead time. Key **B** for calculating the usage rate going backwards. Key **T** for calculating the usage rate based on trend. Leave blank to use a lower level method for calculating the usage rate. The Advance Inventory Management Replenishment Options hierarchy will be used to determine the Usage Method. The default Usage Method determined through the hierarchy can be displayed by pressing **F5=DEFAULT/F5=ACTUAL**. **Note:** Seasonal items that are using the Trending Usage Method (**T**) are required to have more than one year of history before an accurate calculation can occur. Meaning, an item with a **Usage Months** of 3 needs 15 months of history (3 + 12 = 15), and an item with a **Usage Months** of 4 needs 16 months of history (4 + 12 = 16). 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 (**T**), that does not have enough usage history, will default to a Backward Usage Method (**B**) in calculations only. **Valid Values: B**, **T** or leave blank to use a lower level. (A 1) Optional/Display
F2=Low Usg OP Adj	If this screen is in "Inquiry Mode", the **F2=LOW USG OP ADJ** function key will not be displayed. Press **F2=LOW USG OP ADJ** to display the Low Usage Order Point Adjuster Screen in AIM Options Maintenance (MENU AIFILE) of the Infor Distribution A+ Advanced Inventory Management User Guide.

Field/Function Key	Description
F5=Default/F5=Actual	Press **F5=DEFAULT/F5=ACTUAL** to toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE).
F12=Return	Press **F12=RETURN** to return to the AIM Min/Max (What If) Screen without updating this screen.
Enter	Press **ENTER** to confirm your selections. The AIM Min/Max (What If) Screen will appear.

Advanced Inventory Management Information Seasonality Screen



This screen appears after pressing **F3=SEASONALITY** on the AIM Min/Max (What If) Screen.

This screen displays in the same display mode (“Update Mode” or “Inquiry Mode”) as the AIM Min/Max (What If) Screen.

When this screen is displayed in “Inquiry Mode”, all fields are display only and updates are not allowed.

When this screen is displayed in “Update Mode”, you can use this screen to set up Advanced Inventory Management seasonality information. The information you enter on this screen affects the resulting information on the AIM Min/Max (What If) Screen, and if you press **F5=UPDATE ITM** on the AIM Min/Max (What If) Screen, this information 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

Field/Function Key	Description
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
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 on the AIM Min/Max (What If) Screen. Display
Seasonal Trending - End Date	This field is required if any other Seasonal Trending variables (**Minimum Percent, Maximum Percent, Min Hits Last Year**, and **Min Hits This Year**) have been entered at this level. 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. To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE), press **F5=DEFAULT/F5=ACTUAL**. **Note:** Seasonal Trending variables and/or Seasonal Line-Up variables are only selected to be retrieved by the system for seasonal items, if an end date has not been keyed in this field or it has not yet expired, if one was keyed. **Valid Values:** 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). (N 6,0) Required/Optional/Display

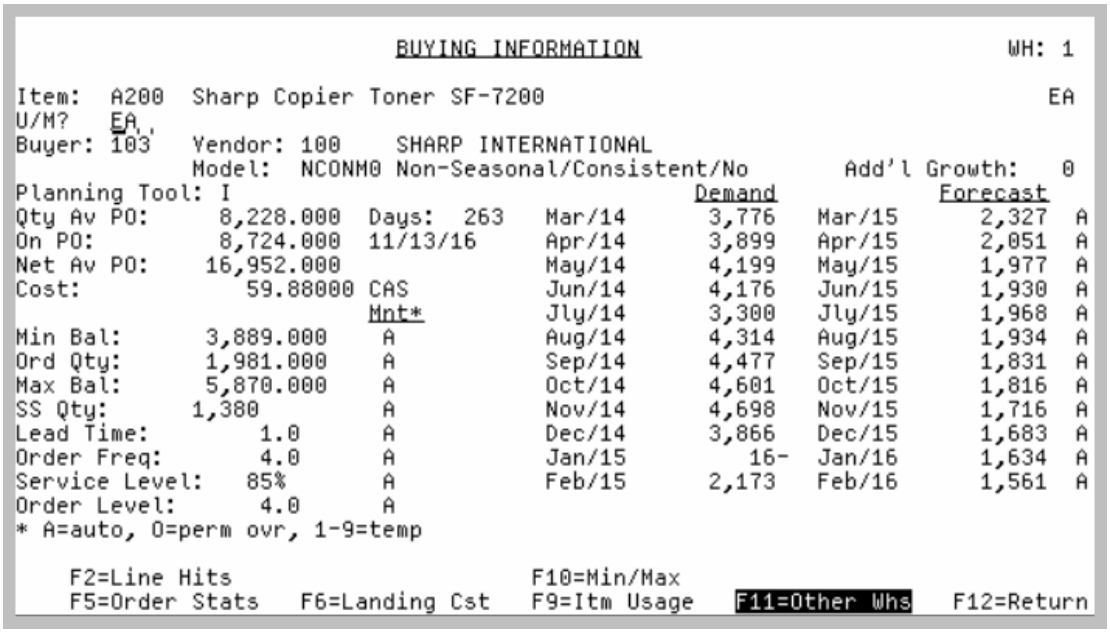
Field/Function Key	Description
Seasonal Trending -Minimum Percent	Key the minimum Trend Percentage to be applied to the item. The calculated Trend Percent cannot fall below this value. The base line for the minimum percentage comparison is 100%. Therefore, for example, if an item has a usage months variable 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. To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE), press **F5=DEFAULT/F5=ACTUAL**. (N 5,2) Optional/Display
Seasonal Trending -Maximum Percent	Key the maximum Trend Percentage to be applied to the item. This value must be greater than the **Minimum Percent** field. The calculated Trend Percent cannot exceed this value. 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. To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE), press **F5=DEFAULT/F5=ACTUAL**. (N 5,2) Optional/Display
Seasonal Trending -Min Hits Last Year	Key the minimum number of line hits last year (within the Usage Months time frame) before a Trend Percent will be calculated. 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. To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE), press **F5=DEFAULT/F5=ACTUAL**. (N 9,0) Optional/Display

Field/Function Key	Description
Seasonal Trending - Min Hits This Year	Key the minimum number of line hits this year (within the Usage Months time frame) before a Trend Percent will be calculated. 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. To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE), press **F5=DEFAULT/F5=ACTUAL**. (N 9,0) Optional/Display
Seasonal Line-Up -Months	This field adjusts the start of a season (i.e., the starting period for usage accumulation). 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. 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. **Example**: If the current month is April, and the **Seasonal Line-Up Months** 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 **Seasonal Line-Up Months** value of negative 2 would cause the calculation programs to go back to February of last year. To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE), press **F5=DEFAULT/F5=ACTUAL**. (N 2,0) Optional/Display

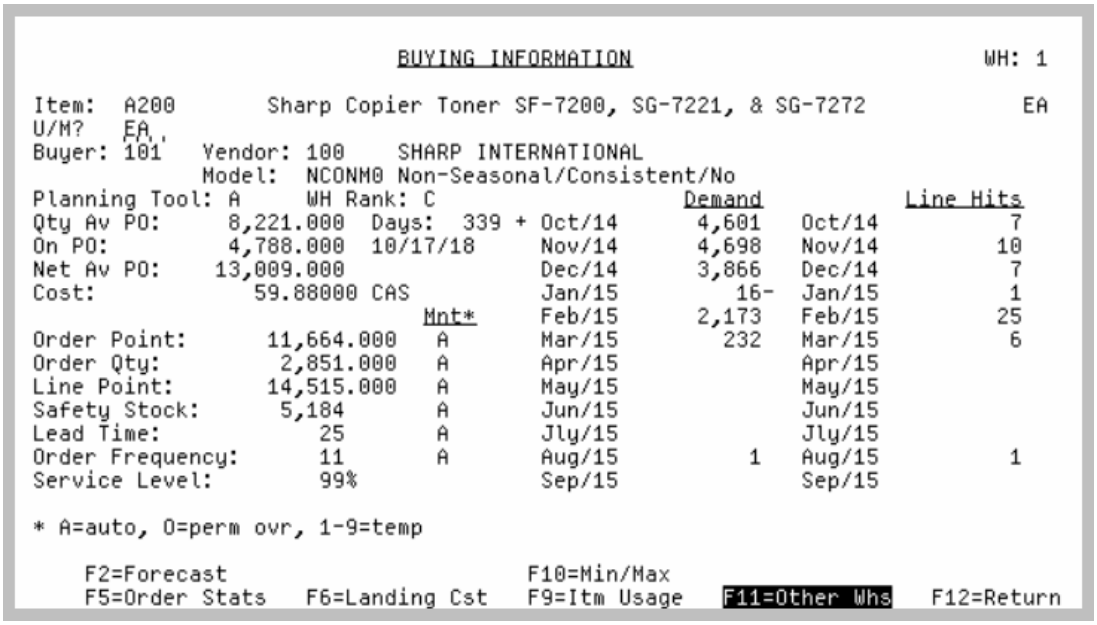
Field/Function Key	Description
Seasonal Line-Up -End Date	This field is required if the **Months** Seasonal Line-Up variable has been entered at this level. This field adjusts the end of a season. Key the date at which Seasonal Line-Up variables entered at this level will no longer be used. Seasonal Line-Up variables entered at lower levels that have not yet expired will be used instead. To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE), press **F5=DEFAULT/F5=ACTUAL**. **Valid Values:** 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). (N 6,0) Required/Optional/Display

Field/Function Key	Description
Advance by Lead Time	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. Key **Y** to have the season (starting period) adjusted by the lead time for the Advanced Inventory Management Balance File (**AIBAL**) record. The lead time of the item will be used to extend the starting period. Key **N** if you do not want the season adjusted by the lead time. **Example:** 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 **Y** 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. Refer to the Advance By Lead Time topic in the Calculations chapter of the Advanced Inventory Management User Guide for additional calculation information. To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE), press **F5=DEFAULT/F5=ACTUAL**. **Valid Values:** Y or N (A 1) Optional/Display
F5=Default/F5=Actual	Press **F5=DEFAULT/F5=ACTUAL** to toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE).
F12=Return	Press **F12=RETURN** to return to the AIM Min/Max (What If) Screen without updating this screen.
Enter	Press **ENTER** to confirm your selections. The AIM Min/Max (What If) Screenwill appear.

Buying Information Screen - IM&P



Buying Information Screen – AIM



Important: Quantities on this screen that are expressed as all 9s 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.

The Buying Information Screen can be accessed after pressing the **BUY INQ** or **BUY INFO** function key from the following screens:

- Demand Variance Utility Statistics Screen
- Interactive Forecasting Forecast Quantities Screen
- IM&P Min/Max (What If) Screen
- AIM Min/Max (What If) Screen
- Item Summary Screen (Infor Distribution A+ Inventory Accounting User Guide)
- Inventory Management & Planning Information Screen and Advanced Inventory Management Information Screen (Infor Distribution A+ Inventory Accounting User Guide)
- Requisition/Purchase Order Item Detail Entry Screen (Infor Distribution A+ Purchasing User Guide)
- Suggested Order Maintenance Screen (Infor Distribution A+ Purchasing User Guide)

This screen displays buying information for this item. This information is extracted from item and sales information.

If the **Planning Tool** field in Item Balance Maintenance (MENU IAFILE) is I, the IM&P version of this screen will appear.

If the **Planning Tool** field in Item Balance Maintenance (MENU IAFILE) is A, the AIM version of this screen will appear. IM&P and AIM differences are noted in this section.

Buying Information Screen Fields and Function Keys

Field/Function Key	Description
Item	This is the item number, its name, and its default unit of measure for which buying information is displayed on this screen. Display
U/M	This field displays the unit of measure that will be used to express quantities on this screen. Accept the default or key a new unit of measure. **Default Value:** The unit of measure selected as the inquiry U/M for the item through Item Master Maintenance (MENU IAFILE), or, if an inquiry U/M was not defined, the default stocking unit of measure **Valid Values:** Any valid stocking or alternate unit of measure defined for the item through Item Master Maintenance (MENU IAFILE) (A 3) Required

Field/Function Key	Description
Buyer	The three character code of the buyer responsible for purchasing from this vendor. 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. Display
Vendor	The number and name of the vendor for whom the current buying information is being displayed. This is the primary vendor for this item. Display
Model	The ID and description of the planning model used to forecast sales of this item. Planning models use weights to determine the relative value of sales history when forecasting sales. They are defined in IM&P or AIM through Planning Models Maintenance (MENU IMFILE/MENU AIFILE), and assigned to an item in a warehouse through Item Balance Maintenance (MENU IAFILE). Display
Add'l Growth	This field does not display when working with an AIM Planned item. This is the additional growth percentage used when forecasting sales for this item. This optional percentage is used by IM&P only (not AIM) when forecasting sales to increase (positive) or decrease (negative) the forecast values accordingly for growth factors. This percentage may be defined for this item in this warehouse through Item Balance Maintenance (MENU IAFILE), or for this planning model for this item through Planning Models Maintenance (MENU IMFILE). Display
Planning Tool	The planning tool method being used for the planned item, as defined through the **Planning Tool** field in Item Balance Maintenance (MENU IAFILE). **I** appears if IM&P is being used. **A** appears if AIM is being used. Display

Field/Function Key	Description
WH Rank	This field displays when working with an AIM Planned item only. The warehouse rank assigned to the item, as determined through the **WH Rank** field in Item Balance Maintenance (MENU IAFILE). The warehouse rank provides you with a way to flag your top selling items by ranks. For further details, refer to this field in Item Balance Maintenance (MENU IAFILE). Display
Qty Av PO	The PO quantity of the item available for sale. This quantity considers items that have been ordered, but not shipped through O/E. The PO available quantity is calculated as: **Calculation: Quantity Available PO = Qty On-hand - Allocated + In Process** **Note:** When Warehouse Management is installed, the in-process quantity used will include the Receiving Dock (4's location) items that are being shelved through the put-away process. Display
On PO	The quantity of the item that is on an open purchase order. An open purchase order is one that has been printed, but the items have not yet been received and posted. Display
Net Av PO	The net quantity of this item calculated as the sum of the available quantity (**Net Av PO**), the quantity on purchase order (**Qty Av PO**), and the quantity in the Receiving Doc Location (4's location). Net available PO quantity is calculated as: **Net Av PO = Available Qty + PO Quantity + Receiving Doc Location** Display

Field/Function Key	Description
Days	The number of days availability that remains in stock for this item. If you have more than one year's supply of this item in stock, a "**+**" sign will appear next to the number of days (that is, if the net availability covers the remaining forecast for the current month and the full 11 months after that, a "**+**" sign will appear next to the number of days). **Calculation: Days supply is calculated by comparing the sum of the quantity available plus the on purchase order quantity fields compared to the item's expected forecast quantity.** For example, if today is March 1st and the quantity available plus on purchase order quantity is 80, assume the forecast for March is for the quantity of 80. The **Days** field will display 31 days of inventory for this item. If today is March 1st and the quantity available plus on purchase order quantity is 120, assume the forecast for March is 80 and the forecast for April is 80. The **Days** field will display 46 days of inventory for this item: 31 days of March plus 15 days of Aprils or 46 days. The calculations also take into account when the current date is in the middle of the month by determining the days remaining in the current month and what portion of the forecast that is associated with the days remaining in the month. This portion of the forecast is compared to the sum of the quantity available plus the quantity on purchase order. If this sum is higher than the forecast for the current month's remaining days, then the next month's forecast is compared to the remaining sum of available plus on purchase order go see how many days into the next month the sum will last. If the next month's forecast is still higher than the remaining sum the forecast is subtracted from the sum and the remainder is compared to the next month's forecast. This is continued until all the sum of the available plus on purchase order for subsequent month is completely consumed by the months' forecasts. Display
(Latest Expected Delivery Date)	This date is the latest expected delivery date for any of the open purchase orders for this item. Display
Period	Each period in the past year, starting with the period when the last IM&P Monthly Update (MENU IMMAST) or AIM Monthly Update (MENU AIMAST) was run. For each of these periods, various demand quantities are displayed. Display

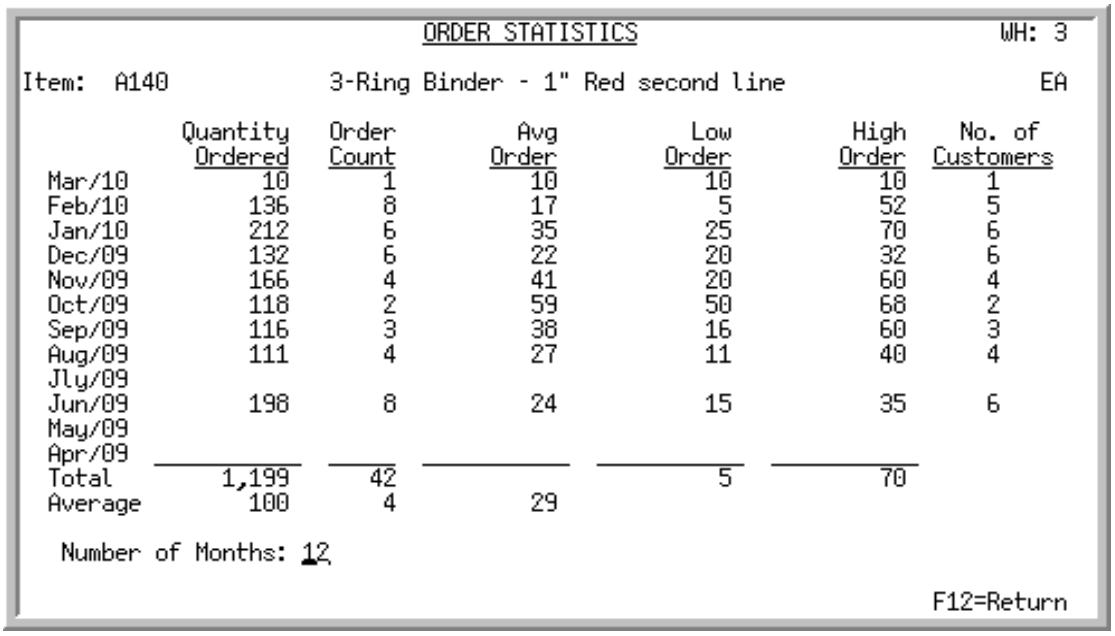
Field/Function Key	Description
Demand	The values displayed represent the total demand quantity of the item indicating how many were sold or adjusted in the last twelve periods. The twelve periods used are based on the current forecast period defined in IM&P System Options Maintenance (MENU IMFILE) for IM&P planned items or AIM Options Maintenance (MENU AIFILE) for AIM planned items. Display
Forecast / Line Hits	This field will display either Forecast or Line Hits for this item, and may be toggled with the **F2=LINE HITS / F2=FORECAST** function key. Item forecast represents the total quantity of this item that was forecast to be sold in the corresponding period. Item line hits are the number of times this item appears on a sales order, warehouse transfer, or lost business transaction in the corresponding period, regardless of quantity or the unit of measure. Initially, either the item forecast or line hits information will displayed, based on the value of the **Buying Information View** field in IM&P System Options (MENU IMFILE) for an IM&P item, or AIM System Options (MENU AIFILE) for an AIM item. When the forecast column is shown, the forecast maintenance code fields are also displayed to the right of this column. Refer to the **Mnt*** field for further details. Display
Cost	The cost of this item from this vendor as defined through Vendor/Item Information Maintenance (MENU POFILE). Authority to see **Cost** is determined by the **Display Vendor/Item Cost** application action defined through Application Action Authority Maintenance (MENU XASCTY). Display
Min Bal Order Point	This field displays as **Min Bal** for Inventory Management & Planning and as **Order Point** for Advanced Inventory Management. The minimum balance, or ordering point, of this item. Display
Ord Qty	The difference between the minimum balance and maximum balance when Inventory Management & Planning is installed; or the difference between the order point and line point when using Advanced Inventory Management. Display

Field/Function Key	Description
Max Bal Line Point	This field displays as **Max Bal** for Inventory Management & Planning and as **Line Point** for Advanced Inventory Management. The maximum balance, or highest desired inventory level, of this item. Display
SS Qty	The safety stock quantity for this item. Safety stock is additional quantities of this item used as a buffer to compensate for variations in customer demand or vendor lead time. Display
Lead Time	The lead time of this item from this vendor. The lead time is the number of weeks (or days, if using Advanced Inventory Management) the vendor takes to deliver this item. Display
Order Freq	The order frequency of this item from this vendor. Order frequency is the number of weeks (or days, if using Advanced Inventory Management) between placing orders for this item from this vendor. Display
Service Level	The service level of this item. Service level is the target percentage of all orders that can be filled from stock. Display
Order Level	This field does not display when working with an AIM Planned item. The order level of this item. The order level represents the desired number of weeks supply of this item ordered in one shipment. Applicable to IM&P only. Display

Field/Function Key	Description
Mnt*	This column corresponds with each of the fields in the column beginning with **Min Bal** (IM&P) / **Order Point** (AIM), and also appears following the Forecast column when shown. The values in this column indicate how the values displayed in the those fields are derived: A value of **A** indicates that the value is calculated and maintained automatically by IM&P or AIM. **0** through **9** indicate that the value is calculated and maintained automatically by IM&P or AIM temporarily, for the number of months indicated (**0** through **9**). When this number of months expires, IM&P or AIM no longer maintains the value, and it becomes a type A. A value of **O** indicates that you may maintain the value of the IM&P or AIM variable manually. You may override any of the IM&P or AIM values with your own values. **Note:** For AIM, a Service Level Maintenance (Mnt) code is not applicable and therefore the **Mnt** field will be blank in this column. Also, Order Level applies to IM&P only so that field along with the **Mnt** code will not appear on the AIM version of the screen. **Note:** You cannot override both the order quantity and the maximum balance / line point, nor can you override both the service level and the safety stock quantity. Display
F2=Line Hits/ F2=Forecast	Press **F2=LINE HITS / F2=FORECAST** to toggle between forecast or line hits for this item for each period. The Line Hits/Forecast column on this screen will change appropriately based on this toggle function key.
F5=Order Stats	Press **F5=ORDER STATS** to display order statistics for this item. The Order Statistics Screen will appear.
F6=Landing Cst	The **F6=LANDING CST** function key will display only if you are using Purchasing Landing Costs, as defined through Warehouse Numbers Maintenance (MEUN IAFILE). Authority to see the **F6=LANDING CST** function key is determined by the **Display Vendor/Item Cost** application action defined through Application Action Authority Maintenance (MENU XASCTY). Press **F6=LANDING CST** to display the Buying Information Landing Costs Screen.
F9=Itm Usage	Press **F9=ITM USAGE** to display the breakdown of the item's demand. The Item Usage Summary Screen will appear.

Field/Function Key	Description
F10=Min/Max	Press **F10=MIN/MAX** to display the AIM Min/Max (What If) Screen or IM&P Min/Max (What If) Screen. The screen that appears is determined by the planning tool method being used for the planned item, as defined through the **Planning Tool** field in Item Balance Maintenance (MENU IAFILE). Depending on how you accessed the Buying Information Screen - IM&P or Buying Information Screen - AIM and your user authorization, when you press **F10=MIN/MAX**, the AIM Min/Max (What If) Screen or IM&P Min/Max (What If) Screen will be displayed in “Inquiry mode” when updates are not allowed or in “Update mode” when updates are allowed. If the Buying Information Screen - IM&P or Buying Information Screen - AIM was accessed from the: • Req/PO Inquiry (MENU POMAIN) • Suggested Order Maintenance (MENU POREPT), or • Interactive Forecasting (MENU IMMAIN/MENU AIMAIN); and you are authorized to the Interactive Forecasting option (MENU IMMAIN/MENU AIMAIN) or Item Balance Maintenance (MENU IAFILE), then the AIM Min/Max (What If) Screen or IM&P Min/Max (What If) Screen will be displayed in “Update mode” and allow updates. If the Buying Information Screen - IM&P or Buying Information Screen - AIM was accessed from: • any other places than the ones listed in the bullets above; or you are not authorized to the Interactive Forecasting option (MENU IMMAIN/MENU AIMAIN) or Item Balance Maintenance (MENU IAFILE), then the AIM Min/Max (What If) Screen or IM&P Min/Max (What If) Screen will be displayed in “Inquiry mode” and not allow updates.
F11=Other Whs	Press **F11=OTHER WHS** to display other warehouses which stock this item. The Warehouse Stock Display Screen will appear. **Note:** The **F11=OTHER WHS** function key displays in reverse image if there is excess stock available in another warehouse.
F12=Return	Press **F12=RETURN** to return to the Interactive Forecasting Forecast Quantities Screen.
Enter	Press **ENTER** after keying new information into any field to update the screen.

Order Statistics Screen



```
                              ORDER STATISTICS                          WH: 3

Item:  A140            3-Ring Binder - 1" Red second line                   EA

          Quantity     Order          Avg          Low         High   No. of
           Ordered     Count        Order        Order        Order Customers
Mar/10          10         1           10           10           10         1
Feb/10         136         8           17            5           52         5
Jan/10         212         6           35           25           70         6
Dec/09         132         6           22           20           32         6
Nov/09         166         4           41           20           60         4
Oct/09         118         2           59           50           68         2
Sep/09         116         3           38           16           60         3
Aug/09         111         4           27           11           40         4
Jly/09
Jun/09         198         8           24           15           35         6
May/09
Apr/09 ___________ ________ ____________ ___________ ___________
Total        1,199        42                        5           70
Average        100         4           29

  Number of Months: 12

                                                                F12=Return
```

This screen displays up to 12 months of demand history for the indicated item after pressing **F5=ORDER STATS** from the Buying Information Screen - IM&P or the Buying Information Screen - AIM.

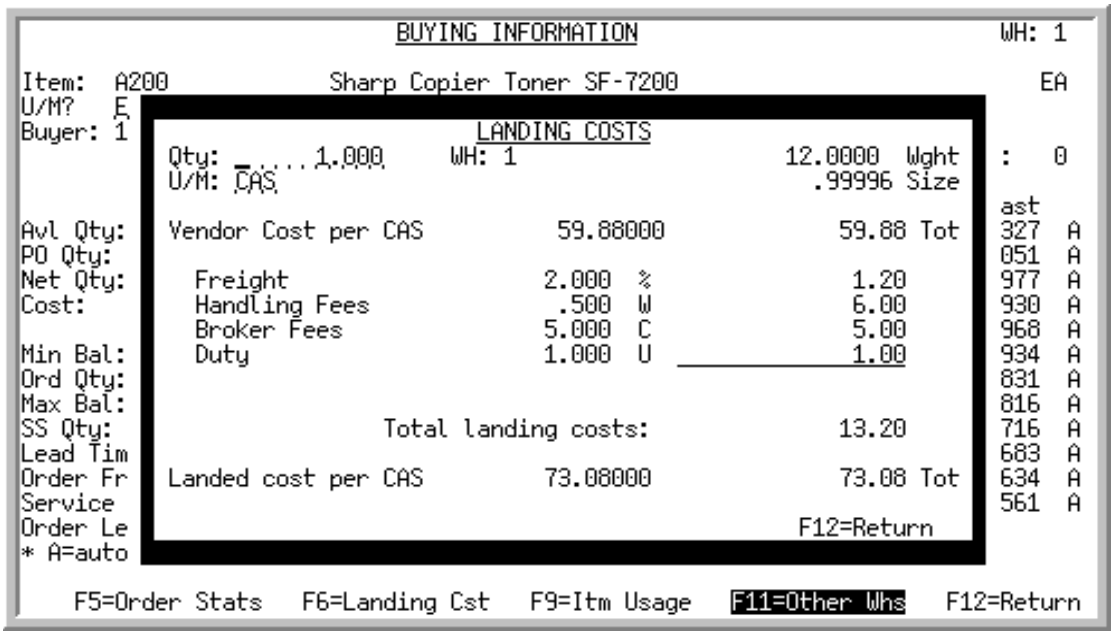
Note: The quantities on this screen include quantities for this item and any unsuspended replacement items for this item. View the breakdown on the Item Usage Summary Screen.

Order Statistics Screen Fields and Function Keys

Field/Function Key	Description
Periods	This column displays each period in the past year, beginning with the period when the last IM&P Monthly Update (MENU IMMAST) or AIM Month (MENU AIMAST) was run. For each of these periods, sales statistics information is displayed. You may change the number of periods displayed by keying a different value in the **Number of Months** field on this screen. Display
Quantity Ordered	The total quantity of the item that was ordered, for each period. Display
Order Count	The total number of orders that contained the item, for each period. Display
Avg Order	The average quantity of this item that was ordered. That is, the quantity ordered divided by the order count, for each period. Display

Field/Function Key	Description
Low Order	The lowest quantity of the item from a single order, for each period. Display
High Order	The highest quantity of the item from a single order, for each period. Display
No. of Customers	The total number of different customers who ordered this item in each period. If more then ten customers purchased this item, 10+ will display. This indicates that the order quantity displayed is not limited to a few customers. Display
Total/Average	This row displays the total and average values for each of the order statistics shown on this screen. These are the totals of all periods displayed. Display
Number of Months	Key the number of months of demand history that you desire to display on this screen. **Default Value:** The value selected in IM&P System Options Maintenance (MENU IMFILE) or AIM Options Maintenance (MENU AIFILE) **Valid Values:** 1 through 12 (N 2,0) Optional
F12=Return	Press **F12=RETURN** to return to the Buying Information Screen - IM&P or the Buying Information Screen - AIM.
Enter	Press **ENTER** after keying a different value in the **Number of Months** field. The selected months will display, and the **Total/Average** fields will be updated accordingly.

Buying Information Landing Costs Screen



This screen displays after pressing **F6=LANDING CST** from the Buying Information Screen - IM&P or the Buying Information Screen - AIM, and is used to display or recalculate (for review) the landing costs for the item and vendor identified on that screen.

Vendor/Item information displayed on the screen is extracted from the Vendor/Item File and the Vendor/Item/Price File. Landing costs displayed are those defined through Warehouse Numbers Maintenance (MENU IAFILE), with account information defined through G/L Transfer Definition (MENU GLXFER). Landing costs are assigned to an item for a vendor individually, through Vendor/Item Information Maintenance (MENU POFILE) or globally to more than one item, through Global Landing Code Update (MEUN POMAST).

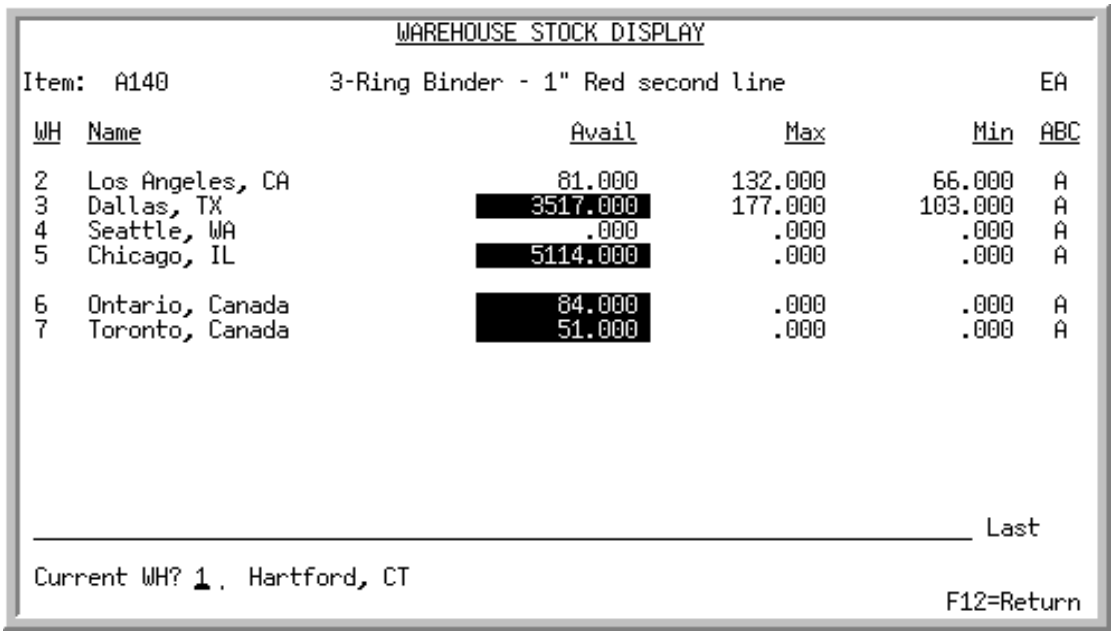
A line item's landing costs are those costs incurred due to specific situations (overhead, duty, etc.), whereas a line item's landed cost is the total cost of that line item calculated as the vendor's price plus all individual landing costs.

Note: If specific landing cost factors are not specified, but landing costs are used [as determined through Warehouse Numbers Maintenance (MEU IAFILE)], the display on this screen will show all zeros for the landing costs.

Buying Information Landing Costs Screen Fields and Function Keys

Field/Function Key	Description
Qty	This field is used to identify the quantity of the item for which landing costs will be recalculated/viewed. The ability to recalculate the landing costs allows the user to exercise “what if” scenarios. Key the quantity of the item for which you wish to recalculate and view landing costs. The quantity must be in the purchasing unit of measure. (N 9,3) Required
U/M	This field is used to identify the purchasing unit of measure of the item for which landing costs will be recalculated/viewed. Key the purchasing unit of measure for the identified item. **Default Value:** The purchasing U/M, if landing costs have been assigned through Vendor/Item Information Maintenance (MENU POFILE) **Valid Values:** The purchasing U/M or alternate U/M defined through Vendor/Item Information Maintenance (MENU POFILE) (A 3) Required
F12=Return	Press **F12=RETURN** to return to the Buying Information Screen - IM&P or the Buying Information Screen - AIM.
Enter	Press **ENTER** to update this screen with any values keyed. Recalculations will be performed, if applicable, displaying updated landing costs.

Warehouse Stock Display Screen



This screen appears after you press **F11=OTHER WHS** from the Buying Information Screen - IM&P or the Buying Information Screen - AIM. Use this screen to display the other warehouses which stock this item and their inventory availability.

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

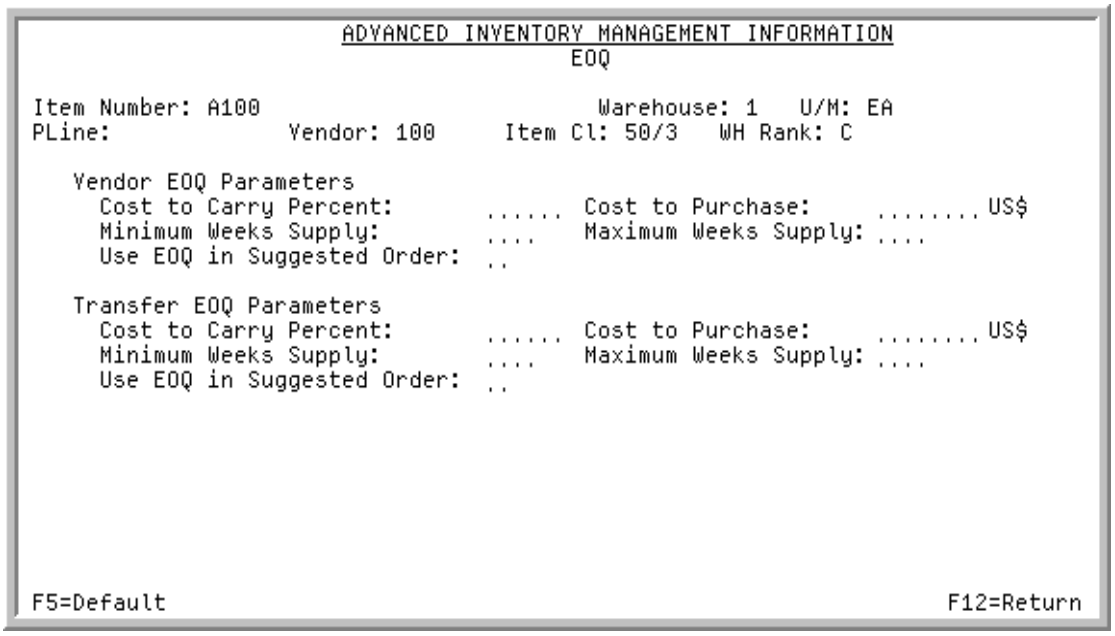
Warehouse Stock Display Screen Fields and Function Keys

Field/Function Key	Description
Item	The item number and description that is stocked in the warehouses displayed on this screen. The default unit of measure in which the item is stocked displays to the far right of the item description. Display
WH	This column displays the other warehouse id(s) which stock this item. The warehouses in this column change if you select another warehouse in the Current WH field on the lower portion of this screen. Display

Field/Function Key	Description
Name	The names of the other warehouses display in this column. Display
Avail	The quantity available of this item in the corresponding warehouse. If a negative sign (-) is displayed to the right of this quantity, you have more of this item allocated than stocked in the warehouse. Those warehouses that have a quantity available greater than the maximum on hand for that warehouse, will be displayed in reverse image. This represents excess inventory. Display
Max	The maximum balance, or highest desired inventory level, of the item in the corresponding warehouse. Display
Min	The minimum balance, or ordering point, of the item in the corresponding warehouse. Display
ABC	The ABC code used to categorize (or rank) this item. This code was manually assigned to the item through Item Master Maintenance (MENU IAFILE), or optionally, it was automatically generated and assigned via the ABC Analysis Report (MENU IAREPT). Display
Current WH	This field displays the current warehouse of the item. If you do not change this field, the other warehouses which stock the item are displayed on this screen. You may change the current warehouse by overriding this field; the warehouse display will change on the top portion of this screen. For example, if the item is stocked in warehouses AA, AB, and AC, and the current warehouse is AA, then AB and AC are displayed on this screen. If you change the current warehouse to AB, then AA and AC will display on this screen, and so on. If you change the current warehouse, when you press **F12=RETURN**, the **WH** field on the Buying Information Screen - IM&P or the Buying Information Screen - AIM will be updated with the warehouse you selected in this field. (N 2,0) Optional

Field/Function Key	Description
Csgn WH	This field appears only if Customer Consignment is installed and the item you are working with is set up in a customer consignment warehouse. Key **Y** in this field if you want customer consignment warehouses to display in the list. Key **N** in this field if you do not want customer consignment warehouses to display in the list. **Default Value:** N (A 1) Required
F12=Return	Press **F12=RETURN** to return to the Buying Information Screen - IM&P or the Buying Information Screen - AIM. If you changed the current warehouse, the **WH** field on the Buying Information Screen will be updated with the warehouse you selected.

Advanced Inventory Management Information EOQ Screen



This screen appears after pressing **F11=EOQ** on the AIM Min/Max (What If) Screen.

This screen displays in the same display mode (“Update Mode” or “Inquiry Mode”) as the AIM Min/Max (What If) Screen

When this screen is displayed in “Inquiry Mode”, all fields are display only and updates are not allowed.

When this screen is displayed in “Update Mode”, you can use this screen to set up Advanced Inventory Management Economic Order Quantity (EOQ) information.

Advanced Inventory Management Information EOQ Screen Fields & Function Keys

Field/Function Key	Description
Item Number	This field displays the item number for which you are defining EOQ information. Display
Warehouse	This field displays the warehouse for which you are defining EOQ information. Display
U/M	This field displays the default ordering unit of measure for the item. Display

Field/Function Key	Description
PLine	This field displays the purchasing line, if any. Display
Vendor	This field displays the primary vendor. 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
Vendor EOQ Parameters: Cost to Carry Percent	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. 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. To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE), press **F5=DEFAULT / F5=ACTUAL.** (N 4,2) Optional/Display
Vendor EOQ Parameters: Cost to Purchase	The cost incurred to purchase an item. This is a flat value representing the average cost, per unit, of processing an item on a purchase order (i.e., the inclusive cost associated with creating, reviewing, approving, printing, mailing, tracking and receiving the item on a purchase order). To help determine 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.). Key the default PO processing cost for an item. The currency symbol of the company is displayed to the right of this field. This value will be used in the calculation of an item's Economic Order Quantity (EOQ). **Valid Values:** Must be greater than zero Recommended Value: 4 (N 6,2) Required

Field/Function Key	Description
Vendor EOQ Parameters: Minimum Weeks Supply	This is the adjusted value that will be used if the calculated economic order quantity (EOQ) falls below this value. Key the adjusted value. To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE), press **F5=DEFAULT / F5=ACTUAL.** (N 3,0) Optional/Display
Vendor EOQ Parameters: Maximum Weeks Supply	This is the adjusted value that will be used if the calculated economic order quantity (EOQ) falls above this value. Key the adjusted value. To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE), press **F5=DEFAULT / F5=ACTUAL.** **Valid Values:** greater than the vendor minimum weeks supply value (N 3,0) Optional/Display
Vendor EOQ Parameters: Use EOQ in Suggested Order	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 search feature during Requisition Entry. Key **Y** to use the EOQ when ordering quantity is considered. The EOQ will be stored in the Advanced Inventory Balance File (**AIBAL**). Key **N** if you do not want the EOQ considered for ordering quantity and instead want the minimum/maximum values used during the calculation. Leave blank to use value from another EOQ level (company, warehouse, vendor, etc.). To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE), press **F5=DEFAULT / F5=ACTUAL.** **Valid Values:** Y, N or blank (A 1) Optional/Display

Field/Function Key	Description
Transfer EOQ Parameters: Cost to Carry Percent	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. 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. To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE), press **F5=DEFAULT / F5=ACTUAL.** (N 2,0) Optional/Display
Transfer EOQ Parameters: Cost to Purchase	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). 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.). 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. To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE), press **F5=DEFAULT / F5=ACTUAL.** (N 4,0) Optional/Display
Transfer EOQ Parameters: Minimum Weeks Supply	This is the adjusted value that will be used if the calculated economic order quantity (EOQ) falls below this value. Key the adjusted value. To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE), press **F5=DEFAULT / F5=ACTUAL.** (N 3,0) Optional/Display
Transfer EOQ Parameters: Maximum Weeks Supply	This is the adjusted value that will be used if the calculated economic order quantity (EOQ) falls above this value. Key the adjusted value. To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE), press **F5=DEFAULT / F5=ACTUAL.** (N 3,0) Optional/Display

Field/Function Key	Description
Transfer EOQ Parameters: Use EOQ in Suggested Order	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 search feature during Requisition Entry. Key **Y** 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**). Key **N** if you do not want the EOQ considered for ordering quantity and instead want the minimum/maximum values used during the calculation. Leave blank to use value from another EOQ level (company, warehouse, vendor, etc.). To toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE), press **F5=DEFAULT / F5=ACTUAL.** **Valid Values:** Y, N or blank (A 1) Optional/Display
F5=Default/F5=Actual	Press **F5=DEFAULT / F5=ACTUAL** to toggle between actual and default values defined through AIM System Options Maintenance (MENU AIFILE).
F12=Return	Press **F12=RETURN** to return to the AIM Min/Max (What If) Screen without updating this screen.
Enter	Press **ENTER** to confirm your selections. The AIM Min/Max (What If) Screen will appear.

Chapter 15 Printing the Usage Exception Report

The Usage Exception Report option produces the Usage Exception Report which shows items with stockouts, or items having a forecast with a significant difference from their actual demand.

This report will print automatically during Sales Analysis Period End Processing [via Period End Processing (MENU SAMAST)] or may be run on demand from this menu just before period end processing so items with exceptional sales can be reviewed and, if necessary, changes can be made to IM&P/AIM variables or planning models.

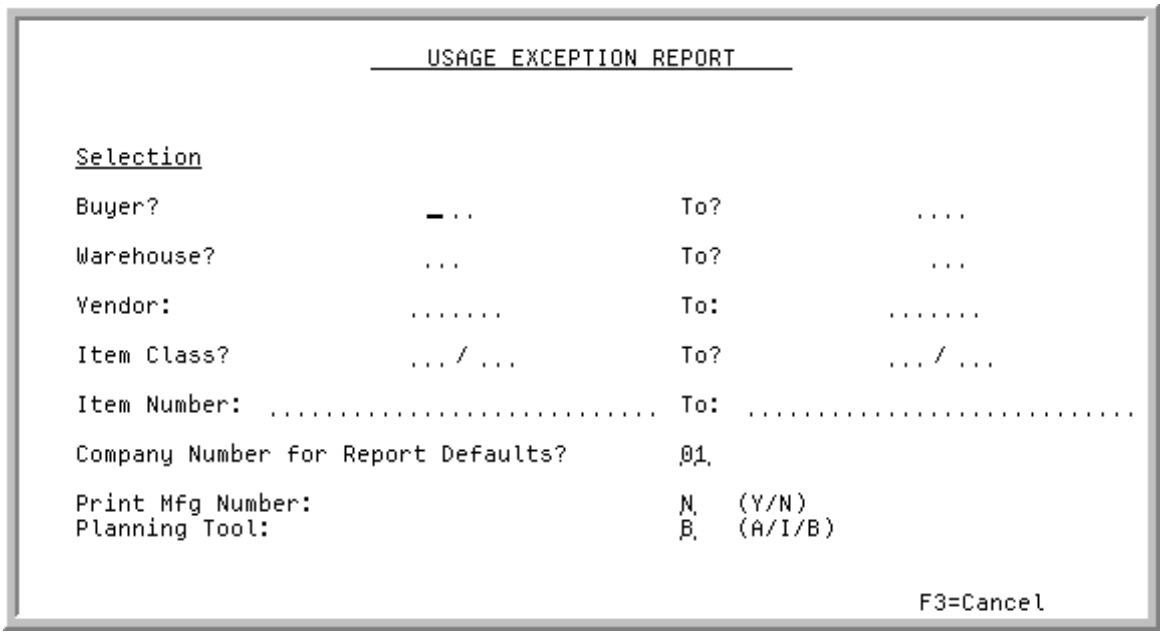
Note: This report uses data added since the last Sales Analysis month end; therefore, if you run a report after month end, the demand amount may be zero (0).

Usage Exception 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
Usage Exception Report Selection Screen	Use to specify criteria to limit the items included on the report.
Usage Exception Report Screen	Use to specify the sort sequence and variance limits.
Usage Exception Report	Prints a list of items for the current month that significantly differ from the forecast.

Usage Exception Report Selection Screen



This screen is presented when you select option **1** - Usage Exception Report from MENU IMREPT. This screen also can be accessed by selecting the Usage Exception Report from MENU AIREPT.

Use this screen to select the criteria of the items that will print on the Usage Exception Report, and to indicate the company number for report defaults.

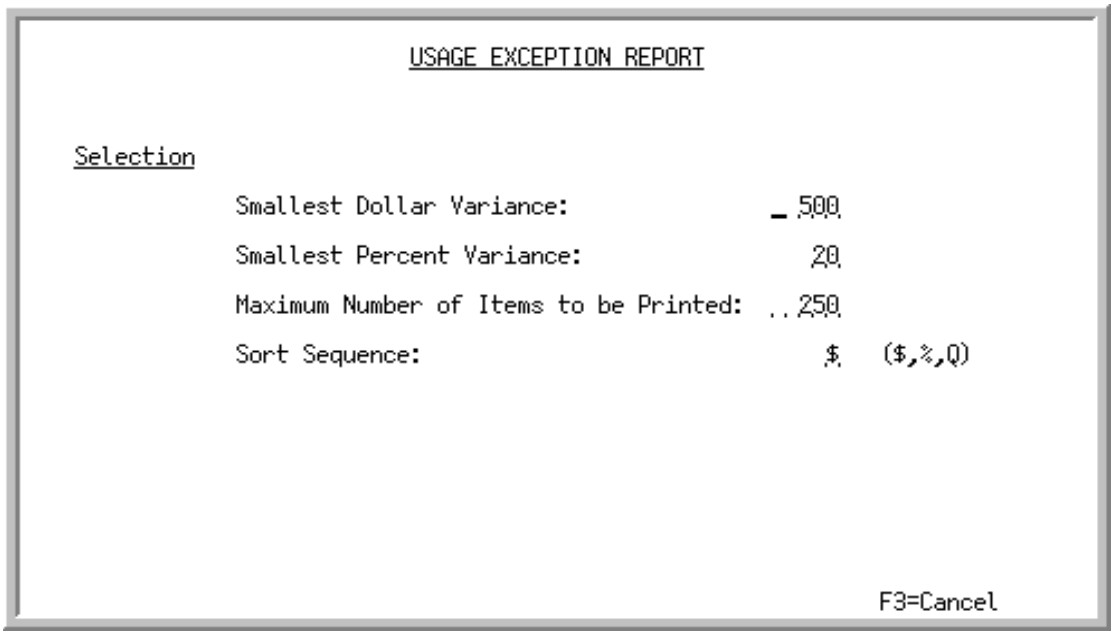
Usage Exception Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Buyer	Key the from/to Buyers who are responsible for the items you wish to print on the report. **Valid Values:** Buyer codes are defined though Buyers Maintenance (MENU POFILE). (2 @ A 3) Optional
Warehouse	Key the from/to Warehouse range to be included on this report. **Valid Values:** A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2) Optional

Field/Function Key	Description
Vendor	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). (A 6) 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). If no sub-class is identified, all sub-classes within the selected item class will print. (2 @ A 2 / A 2) Optional
Item Number	Key the item number or a range of item numbers to include data for those items in your report. The criteria you enter in the from and to fields determine the items that will print on the report; only those items that match the criteria entered will print. Leave blank to select all items. **Valid Values:** Any valid item number. (2 @ A 27) Optional
Company Number for Report Defaults	This field appears only if the **Multi Company** field is set to **Y** through System Options Maintenance (MENU XAFILE). Key the company number for which report defaults set up in IM&P System Options Maintenance (MENU IMFILE) or AIM Options Maintenance (MENU AIFILE) will display on the Usage Exception Report Screen. **Default Value:** 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). **Valid Values:** 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

Field/Function Key	Description
Print Mfg Number	This field determines whether or not manufacturers' item numbers will print on the Usage Exception Report. Manufacturers' item numbers are defined through Vendor/Item Information Maintenance (MENU POFILE) and/or Item Master Maintenance (MENU IAFILE). Accept the default or key **Y** if you want manufacturer's item numbers to print on the report. **Default Value:** N (A 1) Required
Planning Tool	Use this field to determine if AIM, IM&P or both AIM/IM&P planned items will print on the Usage Exception Report. Key **A** if you want only AIM planned items on the report. The AIM company report default options will be used when values are printed on the report. Key **I** if you want only IM&P planned items on the report. The IM&P company report default options will be used when values are printed on the report. Key **B** if you want both AIM and IM&P planned items on the report. If you key **B** and no IM&P company report default options were found, then AIM company report default options will be used. **Default Value:** B (A 1) Required
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU IMREPT/MENU AIREPT will display.
Enter	Press **ENTER** to confirm your selections. The Usage Exception Report Screen will appear

Usage Exception Report Screen



This screen appear after you press **ENTER** from the Usage Exception Report Selection Screen.

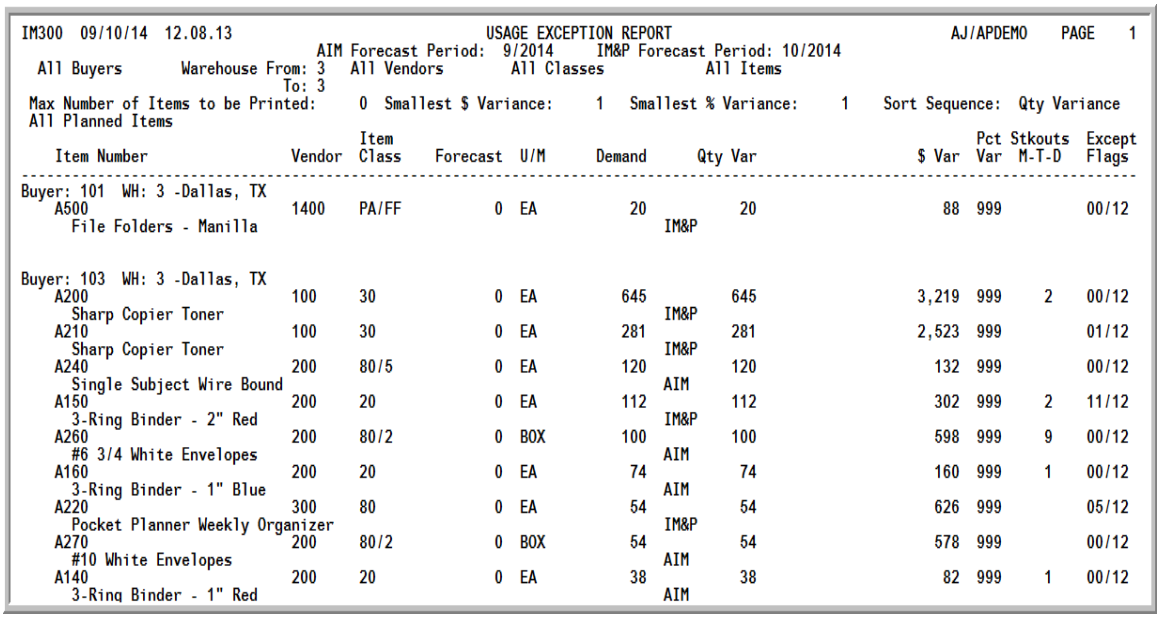
Use this screen to enter values that limit the number of items on the report, and determine the sort sequence of the report.

Usage Exception Report Screen Fields and Function Keys

Field/Function Key	Description
Smallest Dollar Variance	Key the monetary value of the smallest variance between an item's forecast for the month and its actual demand for that month to print on the report. If you blank out the default in this field, 0 will be assumed. **Default Value:** As defined in IM&P System Options Maintenance (MENU IMFILE) or AIM Options Maintenance (MENU AIFILE) for the specified company. (N 5,0) Optional
Smallest Percent Variance	Key the percent value of the smallest variance between an item's forecast for the month and its actual demand for that month to print on the report. If you blank out the default in this field, 0 will be assumed. **Default Value:** As defined in IM&P System Options Maintenance (MENU IMFILE) or AIM Options Maintenance (MENU AIFILE) for the specified company. (N 2,0) Optional

Field/Function Key	Description
Maximum Number of Items to be Printed	Key the maximum number of items to print (0-99999). To print all items in the selected ranges (on the Usage Exception Report Selection Screen), blank out the default in this field. This may be useful if printing the report for multiple warehouses and buyers to show a ranking all your exception items. **Default Value:** As defined in IM&P System Options Maintenance (MENU IMFILE) or AIM Options Maintenance (MENU AIFILE) for the specified company (N 5,0) Optional
Sort Sequence	The sort sequence desired for this report. Items print in descending order by dollar variance, percent variance, or quantity variance. Therefore, the items with the greatest variance (requiring the most attention) will print at the top of the report. Key **$** to sort the report by dollar variance. Key **%** to sort the report by percent variance. Key **Q** to sort the report by quantity variance. This is the difference between the forecast demand quantity and the actual demand quantity. **Note:** When determining the sort sequence for this report, keep in mind that regardless as to which sort sequence you select, the absolute values of that sort type are used in sequencing the data. The purpose of this report is to notify you of any item's actual demand that is different than the item's forecast. 'Different' indicates the demand could be higher or lower than the forecast. The items with the greatest variance print at the top of the report. Therefore, if an item is off by -1000 it will be higher on the report than an item that is off by +1, since the item off by -1000 is actually off by more. (A 1) Required
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU IMREPT/MENU AIREPT will display.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will display. Refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen.

Usage Exception Report



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AIM Forecast Period: 9/2014 IM&P Forecast Period: 10/2014

All Buyers Warehouse From: 3 To: 3 All Vendors All Classes All Items

Max Number of Items to be Printed: 0 Smallest $ Variance: 1 Smallest % Variance: 1 Sort Sequence: Qty Variance

All Planned Items

Item Number	Vendor	Item Class	Forecast	U/M	Demand	Qty Var	$ Var	Pct Var	Stkouts M-T-D	Except Flags
Buyer: 101 WH: 3 -Dallas, TX										
A500	1400	PA/FF	0	EA	20	20	88	999		00/12
File Folders - Manilla					IM&P					
Buyer: 103 WH: 3 -Dallas, TX										
A200	100	30	0	EA	645	645	3,219	999	2	00/12
Sharp Copier Toner					IM&P					
A210	100	30	0	EA	281	281	2,523	999		01/12
Sharp Copier Toner					IM&P					
A240	200	80/5	0	EA	120	120	132	999		00/12
Single Subject Wire Bound					AIM					
A150	200	20	0	EA	112	112	302	999	2	11/12
3-Ring Binder - 2" Red					IM&P					
A260	200	80/2	0	BOX	100	100	598	999	9	00/12
#6 3/4 White Envelopes					AIM					
A160	200	20	0	EA	74	74	160	999	1	00/12
3-Ring Binder - 1" Blue					AIM					
A220	300	80	0	EA	54	54	626	999		05/12
Pocket Planner Weekly Organizer					IM&P					
A270	200	80/2	0	BOX	54	54	578	999		00/12
#10 White Envelopes					AIM					
A140	200	20	0	EA	38	38	82	999	1	00/12
3-Ring Binder - 1" Red					AIM					

Important: Quantities on this report are expressed in the unit of measure selected as the **Reporting U/M** in Item Master Maintenance (MENU IAFILE). The default is the inquiry unit of mea- sure defined for the item through Item Master Maintenance (MENU IAFILE) or, if an inquiry U/M was not defined, the default stocking unit of measure. Quantities that are expressed as all 9's may be too large to be printed and may not reflect actual quantities. In such instances, these amounts will print in boldface type, and a warning message will print on the report. Changing the unit of measure you chose as the reporting U/M may resolve this situation.

This report prints following your selections on the Report Options Screen.

Items with stockouts or demand quantities for the current month that significantly differ from the forecast are printed. An item will appear on this report if the variance between its actual demand quantity and its forecast quantity exceeds the report limits specified on the Usage Exception Report Screen.

The forecast period is printed at the top of the report and the data in the report is sequenced by buyer, warehouse, and the variance between actual and forecast quantities; the variance (dollar, percent, or quantity) is selected on the Usage Exception Report Screen).

The forecast period will be based on the following:

- When the **Planning Tool** field is **A** (AIM) on the Usage Exception Report Screen, the forecast period will be based on AIM Options Maintenance (MENU AIFILE) and the AIM forecast period will be reflected.
- When the **Planning Tool** field is **B** (Both) on the Usage Exception Report Screen and IM&P options were not found, the forecast period will be based on AIM Options Maintenance (MENU AIFILE) and the AIM forecast period will be reflected.

- When the **Planning Tool** field is **B** (Both) on the Usage Exception Report Screen and both AIM and IM&P options are found, and the forecast periods are different, then both AIM and IM&P forecast periods will be reflected (as shown in the report capture above).
- When the **Planning Tool** field is **B** (Both) on the Usage Exception Report Screen and both AIM and IM&P options are found, and the forecast periods are the same, then it will just reflect the forecast period.
- When the **Planning Tool** field is **I** (IM&P) on the Usage Exception Report Screen, the IM&P forecast period will be reflected.

AIM, IM&P or both AIM/IM&P planned items will print on the report as determined by the **Planning Tool** field on the Usage Exception Report Screen. The heading in the report will indicate **Only AIM Planned Items**, **Only IM&P Planned Items**, or **All Planned Items**. The body in the report will also indicate for each line item which Planning Tool is being used for the item (IM&P or AIM will appear after the Demand column).

A new page prints when the buyer or warehouse changes

Usage Exception 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. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The message "*** Data may have been omitted due to security considerations ***" will print when the user that generated this report/listing is not authorized to the warehouse selected data as determined through Authority Profile Maintenance (MENU XASCTY).
Buyer	The buyer to whom the following items are assigned.
WH	The warehouse from which the demand quantities of the items are extracted for evaluation.
Item Number	The item number and description of the item that significantly varies from the forecast.
Manufacturing number	Manufacturers' item numbers will print on this report only if you selected **Y** in the **Print Mfg Number** field on the Usage Exception Report Selection Screen. This is the manufacturer's number for the item. 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 item number through Vendor/Item Information Maintenance (MENU POFILE), that number will print on this report; otherwise the manufacturer's number you entered through Item Master Maintenance (MENU IAFILE) will print.

Report/Listing Fields	Description
Vendor	This is the vendor from whom the item is primarily purchased. The item is assigned to this vendor through Item Balance Maintenance (MENU IAFILE).
Item Class	The 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). You may select to print this report for a range of item classes/sub-classes.
Forecast U/M	The forecast demand quantity of this item, per this unit of measure [all quantities are shown in the reporting unit of measure selected for the item through Item Master Maintenance (MENU IAFILE), or, if a reporting U/M was not defined, the default stocking unit of measure]. The forecast demand quantity is compared to the actual demand quantity to determine the quantity variance, dollar variance, and percent variance.
Demand	The actual demand quantity of this item. The actual quantity is compared to the forecast demand quantity to determine the quantity variance, dollar variance, and percent variance.
(Planning Tool Used)	The Planning Tool being used for the item: IM&P or AIM.
Qty Var	The quantity variance that exists between the forecast demand quantity of this item and the actual demand quantity. The quantity variance is calculated as: **Forecast Quantity - Actual Quantity**
$ Var	The dollar variance that exists between the forecast quantity of this item and the actual quantity. The dollar variance is calculated as: **Quantity Variance * Cost of the item** **Note:** The cost of the item is standard, average, or user, as specified to be used in calculating profit in Order Entry Options Maintenance (MENU XAFILE).
Pct Var	The percent variance that exists between the forecast quantity of this item and the actual quantity. The percent variance is calculated as: **(Quantity Variance / Actual Quantity) * 100**
Stkouts M-T-D	The total number of items, for month-to-date, that were inventory stockouts.
Except Flags	The exception flags, used to indicate the number of times (nn) in the past twelve months (12) that this item has appeared on this report formatted as **nn/12**.

Chapter 16 Printing the Expedite Report

The Expedite Report option produces the Expedite Report in Summary or Detail Format which shows vendors who supply items that are in danger of stocking out. Use this information to determine if a stock order is needed. If you are not planning to create a complete stock order for vendors on this report, you should consider placing an immediate purchase order for these items. Purchase orders can be created for items on this report through the Suggested Orders Report (MENU POREPT), or through Enter or Change Requisitions (MENU POMAIN).

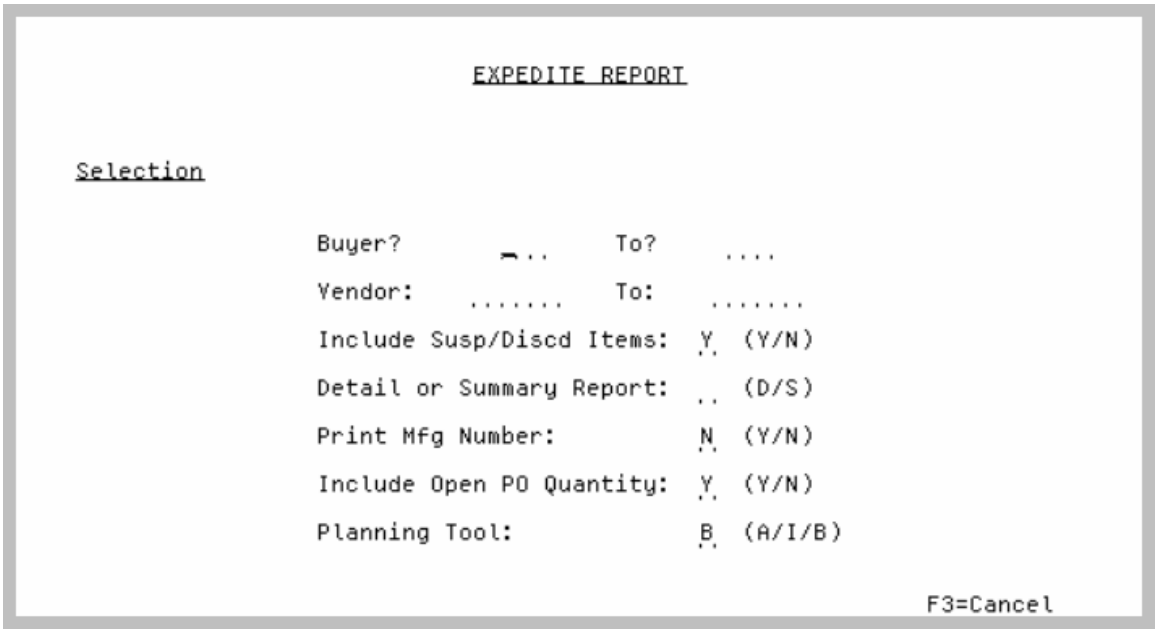
This report should be printed daily to identify items below minimum stocking levels. This will help reduce the amount of stockouts or backorders caused by unexpected customer demand. You may run this report in summary or detail format. Only items that are defined through Item Balance Maintenance (MENU IAFILE) with the **Plan** field set to **Y**, will be included in this report.

Expedite 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
Expedite Report Screen	Use to specify criteria to limit the items included on the report.
Expedite Report - Detail Expedite Report - Summary	Prints a list of items in danger of stocking out.

Expedite Report Screen



This screen appears after you select option **2** - Expedite Report (MENU IMREPT). This screen also can be accessed by selecting the Expedite Report from MENU AIREPT.

Use this screen to select the criteria for the items that will print on the Expedite Report. You also have the option to print the report in summary or detail.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

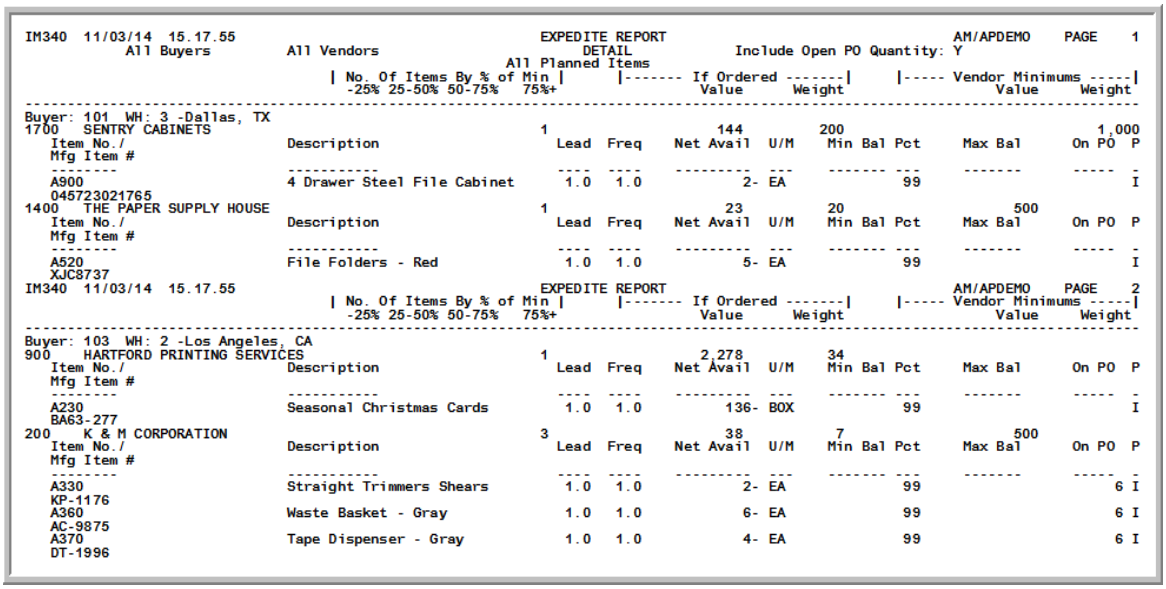
Expedite Report Screen Fields and Function Keys

Field/Function Key	Description
Buyer	Key the range of buyer codes to limit the report to those responsible for the items. (2 @ A 3) Optional
Vendor	Key the range of vendor numbers who supply items that are in danger of stocking out. (2 @ A 6) Optional

Field/Function Key	Description
Include Susp/Discd Items	This field determines whether or not suspended/discontinued items will print on the Expedite Report. The status for suspended/discontinued items are checked at the Item Balance level with regards to what prints on the report. Accept the default or key **Y** if you want suspended/discontinued items to print on the report. **Default Value:** The value entered in Suspended Defaults Maintenance (MENU XAFIL2) in the **Expedite Report (IM&P/AIM) Dft** field. (A 1) Required
Detail or Summary Report	This field allows you to print the report in detail or summary format. Key **D** to print the report in detail format. Specific items for the indicated vendors will be printed. Key **S** to print the report in summary format. One line per vendor and the quantity of items within an indicated percentage of minimum will be printed. The detail of the items will not be printed. (A 1) Required
Print Mfg Number	This field determines whether or not manufacturers' item numbers will print on the Expedite Report. Manufacturers' item numbers are defined through Vendor/Item Information Maintenance (MENU POFILE) and/or Item Master Maintenance (MENU IAFILE). Accept the default or key **Y** if you want manufacturer's item numbers to print on the report. **Default Value:** N (A 1) Required
Include Open PO Quantity	Determines if the open PO quantity will be included when calculating the net available quantity that prints on this report. Key **Y** to include the open PO quantity in the calculation for the net available quantity. Key **N** to exclude the open PO quantity in the calculation for the net available quantity. **Default Value:** Y (A 1) Required

Field/Function Key	Description
Planning Tool	Use this field to determine if AIM, IM&P or both AIM/IM&P planned items will print on the Expedite Report - Detail and Expedite Report - Summary. Key **A** if you want only AIM planned items on the reports. The AIM company report default options will be used when values are printed on the reports. Key **I** if you want only IM&P planned items on the reports. The IM&P company report default options will be used when values are printed on the reports. Key **B** if you want both AIM and IM&P planned items on the reports. If you key **B** and no IM&P company report default options were found, then AIM company report default options will be used. **Default Value:** B (A 1) Required
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU IMREPT/MENU AIREPT will display.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will appear. Refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen.

Expedite Report – Detail



```
IM340  11/03/14  15.17.55                          EXPEDITE REPORT                                    AM/APDEMO    PAGE    1
          All Buyers          All Vendors                 DETAIL          Include Open PO Quantity: Y
                                                    All Planned Items
                                | No. Of Items By % of Min |      |------- If Ordered -------|     |----- Vendor Minimums -----|
                                  -25% 25-50% 50-75%   75%+          Value      Weight                  Value     Weight
-------------------------------------------------------------------------------------------------------------------------------
Buyer: 101  WH: 3 -Dallas, TX
1700   SENTRY CABINETS                                  1                144          200                                1,000
   Item No./                    Description              Lead  Freq    Net Avail  U/M    Min Bal Pct     Max Bal      On PO  P
   Mfg Item #
   --------                     -----------              ----  ----    ---------  ---    ------- ---     -------      -----  -
   A900                         4 Drawer Steel File Cabinet     1.0   1.0          2- EA             99                      I
   045723021765
1400   THE PAPER SUPPLY HOUSE                           1                 23           20                     500
   Item No./                    Description              Lead  Freq    Net Avail  U/M    Min Bal Pct     Max Bal      On PO  P
   Mfg Item #
   --------                     -----------              ----  ----    ---------  ---    ------- ---     -------      -----  -
   A520                         File Folders - Red              1.0   1.0          5- EA             99                      I
   XJC8737
IM340  11/03/14  15.17.55                          EXPEDITE REPORT                                    AM/APDEMO    PAGE    2
                                | No. Of Items By % of Min |      |------- If Ordered -------|     |----- Vendor Minimums -----|
                                  -25% 25-50% 50-75%   75%+          Value      Weight                  Value     Weight
-------------------------------------------------------------------------------------------------------------------------------
Buyer: 103  WH: 2 -Los Angeles, CA
900    HARTFORD PRINTING SERVICES                       1              2,278           34
   Item No./                    Description              Lead  Freq    Net Avail  U/M    Min Bal Pct     Max Bal      On PO  P
   Mfg Item #
   --------                     -----------              ----  ----    ---------  ---    ------- ---     -------      -----  -
   A230                         Seasonal Christmas Cards        1.0   1.0        136- BOX            99                      I
   BA63-277
200    K & M CORPORATION                                3                 38            7                     500
   Item No./                    Description              Lead  Freq    Net Avail  U/M    Min Bal Pct     Max Bal      On PO  P
   Mfg Item #
   --------                     -----------              ----  ----    ---------  ---    ------- ---     -------      -----  -
   A330                         Straight Trimmers Shears        1.0   1.0          2- EA             99                    6 I
   KP-1176
   A360                         Waste Basket - Gray             1.0   1.0          6- EA             99                    6 I
   AC-9875
   A370                         Tape Dispenser - Gray           1.0   1.0          4- EA             99                    6 I
   DT-1996
```

This report prints following your selection of **Detail or Summary Report** set to **D** on the Expedite Report Screen, and the Report Options Screen.

For a detail report, information about each item that may be ready for a stock order is printed. Statistics are provided to show how many items need to be expedited and the percentage of their minimum balance. All quantities on this report are shown in the items' default units of measure.

AIM, IM&P or both AIM/IM&P planned items will print on the report as determined by the **Planning Tool** field on the Expedite Report Screen. The heading in the report will indicate **Only AIM Planned Items, Only IM&P Planned Items**, or **All Planned Items**. The **P** column on the report for the line item will also indicate which Planning Tool is being used for the item. For AIM items, the Lead Time and Order Frequency will be converted from days to weeks for purposes of calculations and display on the report.

This report is sequenced by buyer, warehouse and order value. A new page prints when the buyer or warehouse changes. The sample report has been condensed and combined to show the differences in the report when open purchase order quantities are included or excluded.

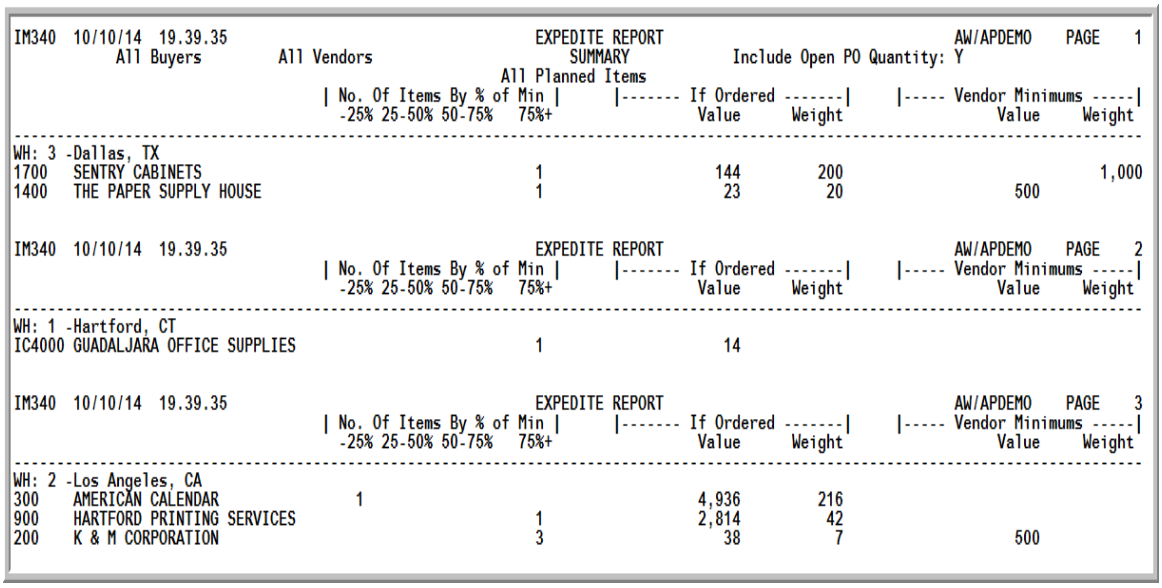
Expedite Report – Detail Fields and Function Keys

Report/Listing Fields	Description
Buyer	The buyer to whom the vendors and items are assigned.
WH	The warehouse ID and name for which the item information applies.
Vendor	The vendor number and name from whom you should expedite an order. This vendor supplies at least one item that is below its minimum stocking balance.

Report/Listing Fields	Description
No. Of Items By % of Min	This field shows the quantity of items to be below their minimum balances, and are printed in a percentage category of their minimum balances. For example, assume that an item has a minimum balance of 100, and an on-hand quantity of 60. If this is the only item supplied by the indicated vendor, the report will print 1 in the 50 - 75% column (since the on-hand quantity of the item is 60% of the item's minimum balance).
If Ordered Value	This field shows what the total value would be if the reported items were ordered up to their maximum stocking levels.
If Ordered Weight	This field shows what the total weight would be if the reported items were ordered up to their maximum stocking levels.
Vendor Minimum Value	The vendor minimums for purchase order value is listed to help you determine if it is time to place a regular stock order. Vendor minimums indicate the minimum order value that is required for you to place an order with that vendor. If your "if ordered" values are greater than or equal to vendor minimums, you can place an order. If not, you may have to wait or order additional units of items.
Vendor Minimum Weight	The vendor minimum weight is also listed to help you determine if it is time to place a regular stock order for items that are ordered based on the weight. If your "if ordered" values are greater than or equal to vendor minimums, you can place an order. If not, you may have to wait or order additional units of items.
Item No	The number of the item that has fallen below its order point (and may need to be ordered immediately).
Mfg Item #	This is the manufacturer's number for the item. Manufacturers' item numbers are defined through Vendor/Item Information Maintenance (MENU POFILE) and/or Item Master Maintenance (MENU IAFILE) and will print on the report if you selected **Y** in the **Print Mfg Number** field on the Expedite Report Screen. If you entered a manufacturer's number through Vendor/Item Information Maintenance (MENU POFILE), that number will print on this report; otherwise, the manufacturer's number you entered through Item Master Maintenance (MENU IAFILE) will print.
Description	The two description lines of the item from the Item Master File (**ITMST**).
Lead	The item's lead time (the number of weeks a vendor requires to deliver an item after it is ordered).

Report/Listing Fields	Description
Freq	The item's order frequency (the number of weeks between placing purchase orders for this item).
Net Avail, U/M	When the **Include Open PO Quantity** field was selected as Y the net available of this item per this unit of measure, calculated as: **Net Available = Qty On-hand - Allocated + Quantity On PO** When the **Include Open PO Quantity** field was selected as N the net available of this item per this unit of measure, calculated as: **Net Available = Qty On-hand - Allocated**
Min Bal	The minimum balance is the order point for the item. This value will usually differ from the value in the Item Balance File. The minimum balance is calculated from the actual minimum as the portion of the minimum that covers usage during lead time. An item is in danger of stocking out if the current availability is less than the report's minimum balance. For example, if an item has a minimum balance of 15, a 2 week lead time, and a 1 week order frequency, the minimum balance on the report will be 10 (two thirds of 15).
Pct	The net available actual percent of minimum balance for this item.
Max Bal	The maximum balance. This is the highest desired inventory level that should be stocked for this item.
On PO	The quantity of items On Purchase Order prints to help you evaluate what quantity of this item you should order from the vendor. In calculating quantity available when the **Include Open PO Quantity** field was selected as **Y**, the system includes the **On PO** quantity regardless of the expected due date.
P	The Planning Tool being used for the line item: **A**=AIM or **I**=IM&P.

Expedite Report – Summary



```
IM340  10/10/14  19.39.35                          EXPEDITE REPORT                                  AW/APDEMO    PAGE    1
          All Buyers        All Vendors                  SUMMARY          Include Open PO Quantity: Y
                                                    All Planned Items
                                | No. Of Items By % of Min |      |------- If Ordered -------|     |----- Vendor Minimums -----|
                                  -25% 25-50% 50-75%   75%+              Value      Weight              Value     Weight
-------------------------------------------------------------------------------------------------------------------------------
WH: 3 -Dallas, TX
1700   SENTRY CABINETS                                 1                  144         200                                1,000
1400   THE PAPER SUPPLY HOUSE                          1                   23          20                    500


IM340  10/10/14  19.39.35                          EXPEDITE REPORT                                  AW/APDEMO    PAGE    2
                                | No. Of Items By % of Min |      |------- If Ordered -------|     |----- Vendor Minimums -----|
                                  -25% 25-50% 50-75%   75%+              Value      Weight              Value     Weight
-------------------------------------------------------------------------------------------------------------------------------
WH: 1 -Hartford, CT
IC4000 GUADALJARA OFFICE SUPPLIES                       1                   14


IM340  10/10/14  19.39.35                          EXPEDITE REPORT                                  AW/APDEMO    PAGE    3
                                | No. Of Items By % of Min |      |------- If Ordered -------|     |----- Vendor Minimums -----|
                                  -25% 25-50% 50-75%   75%+              Value      Weight              Value     Weight
-------------------------------------------------------------------------------------------------------------------------------
WH: 2 -Los Angeles, CA
300    AMERICAN CALENDAR                1               4,936         216
900    HARTFORD PRINTING SERVICES                      1   2,814          42
200    K & M CORPORATION                               3      38           7                    500
```

This report prints following your selection of **Detail or Summary Report** set to **S** on the Expedite Report Screen, and the Report Options Screen.

For a summary report, one line for each vendor with the number of items in danger of stocking out is printed (item information is not printed). Statistics are also provided to show how many items need to be expedited and the percentage of their minimum balance. All quantities on this report are shown in the items' default unit of measure.

AIM, IM&P or both AIM/IM&P planned items will print on the report as determined by the **Planning Tool** field on the Expedite Report Screen. The heading in the report will indicate **Only AIM Planned Items**, **Only IM&P Planned Items**, or **All Planned Items**.

This report is sequenced by buyer, warehouse and order value. A new page prints when the buyer or warehouse changes. The sample report has been condensed and combined to show the differences in the report when open purchase order quantities are included or excluded.

Expedite Report – Summary Fields and Function Keys

Report/Listing Fields	Description
WH	The warehouse ID and name for which the item information applies.
Vendor	The vendor number and name from whom you should expedite an order. This vendor supplies at least one item that is below its minimum stocking balance.

Report/Listing Fields	Description
No. Of Items By % of Min	This field shows the quantity of items to be below their minimum balances, and are printed in a percentage category of their minimum balances. For example, assume that an item has a minimum balance of 100, and an on-hand quantity of 60. If this is the only item supplied by the indicated vendor, the report will print 1 in the 50 - 75% column (since the on-hand quantity of the item is 60% of the item's minimum balance).
If Ordered Value	This field shows what the total value would be if the reported items were ordered up to their maximum stocking levels.
If Ordered Weight	This field shows what the total weight would be if the reported items were ordered up to their maximum stocking levels.
Vendor Minimums	The vendor minimums for purchase order value and weight are listed to help you determine if it is time to place a regular stock order. Vendor minimums indicate the minimum order value and/or weight that is required for you to place an order with that vendor. If your "if ordered" values are greater than or equal to vendor minimums, you can place an order. If not, you may have to wait or order additional units of items.

Chapter 17 Printing the Overstocked Inventory Report

The Overstock Inventory Report option produces the Overstocked Inventory Report which shows items that are significantly over maximum stocking levels (calculated as the minimum balance plus the order quantity derived from the ordering level). Items with decreasing demand will be identified and the buyer is alerted to reduce purchase quantities. This information can also prompt for the reduction in stock levels through special marketing programs.

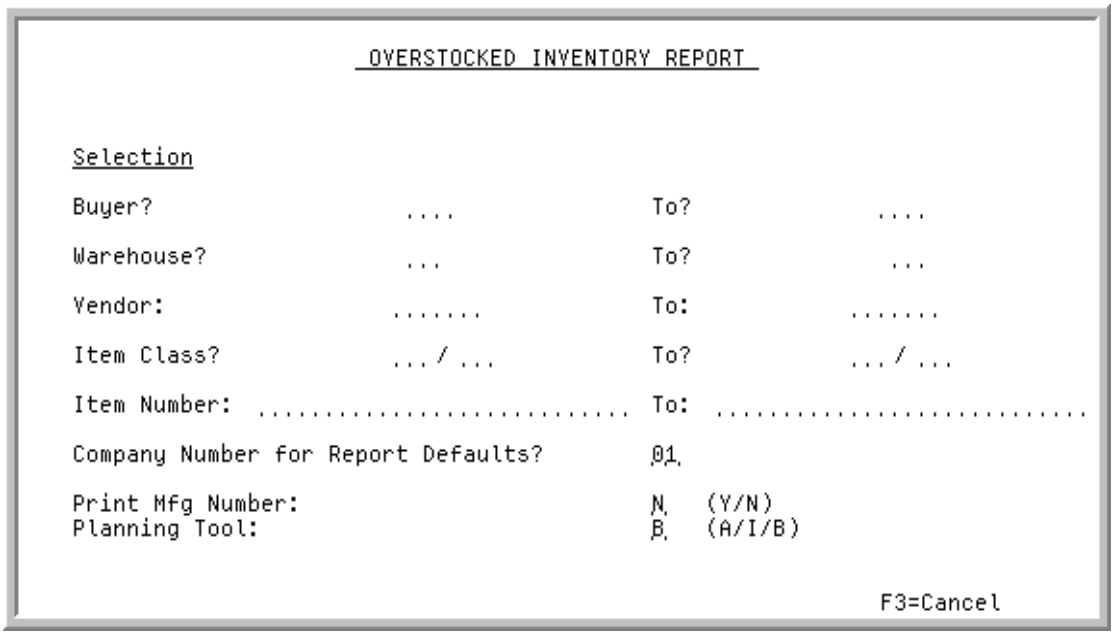
It is suggested that you print this report periodically to identify items that may be overstocked due to declining sales.

Overstocked Inventory 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
Overstocked Inventory Report Selection Screen	Use to specify criteria to limit the items included on the report.
Overstocked Inventory Report Screen	Use to specify the sort sequence and overstock limits.
Overstocked Inventory Report	Prints a list of overstocked item that match the report criteria.

Overstocked Inventory Report Selection Screen



TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is IM3XXFM_SELECT.

This screen appears after you select option **3 -** Overstocked Inventory Report from MENU IMREPT. This screen also can be accessed by selecting the Overstocked Inventory Report from MENU AIREPT.

Use this screen to select the criteria of the items that will print on the Overstocked Inventory Report. You also indicate the company number for default reports.

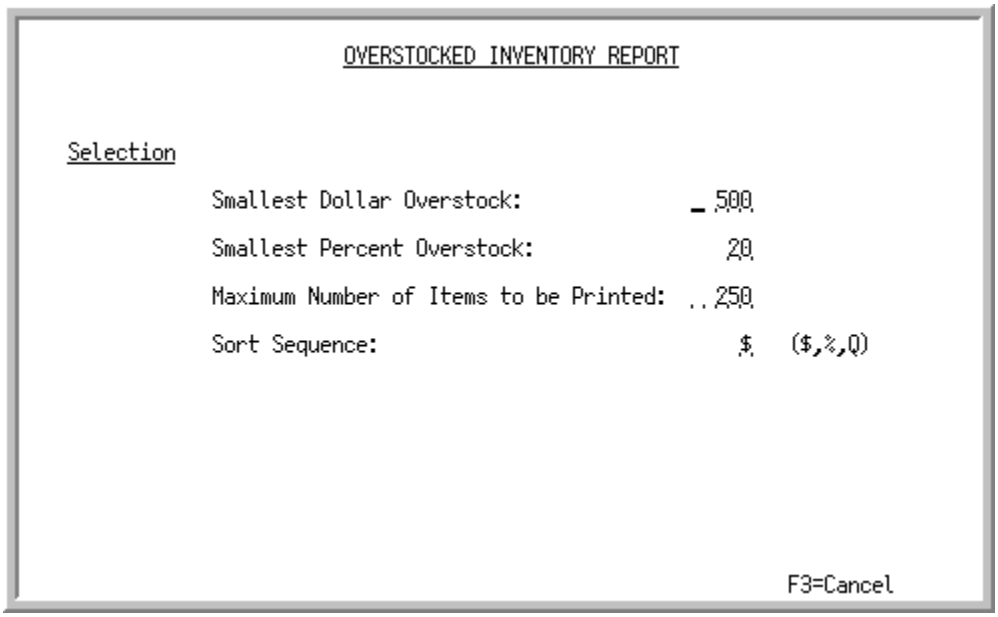
Overstocked Inventory Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Buyer	Key the from/to Buyers who are responsible for the items you wish to print on the report. **Valid Values:** Buyer codes are defined though Buyers Maintenance (MENU POFILE). (2 @ A 3) Optional
Warehouse	Key the from/to Warehouse range to be included on this report. **Valid Values:** A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2) Optional

Field/Function Key	Description
Vendor	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). (A 6) 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). If no sub-class is identified, all sub-classes within the selected item class will print. (2 @ A 2 / A 2) Optional
Item Number	Key the item number or a range of item numbers to include data for those items in your report. The criteria you enter in the from and to fields determine the items that will print on the report; only those items that match the criteria entered will print. Leave blank to select all items. **Valid Values:** Any valid item number. (2 @ A 27) Optional
Company Number for Report Defaults	This field appears only if the **Multi Company** field is set to **Y** through System Options Maintenance (MENU XAFILE). Key the company number for which report defaults set up in IM&P System Options Maintenance (MENU IMFILE) or AIM Options Maintenance (MENU AIFILE) will display on the Overstocked Inventory Report Screen. **Default Value:** 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). **Valid Values:** 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

Field/Function Key	Description
Print Mfg Number	This field determines whether or not manufacturers' item numbers will print on the Overstocked Inventory Report. Manufacturers' item numbers are defined through Vendor/Item Information Maintenance (MENU POFILE) and/or Item Master Maintenance (MENU IAFILE). Accept the default or key **Y** if you want manufacturer's item numbers to print on the report. **Default Value:** N (A 1) Required
Planning Tool	Use this field to determine if AIM, IM&P or both AIM/IM&P planned items will print on the Overstocked Inventory Report. Key **A** if you want only AIM planned items on the report. The AIM company report default options will be used when values are printed on the report. Key **I** if you want only IM&P planned items on the report. The IM&P company report default options will be used when values are printed on the report. Key **B** if you want both AIM and IM&P planned items on the report. If you key **B** and no IM&P company report default options were found, then AIM company report default options will be used. **Default Value:** B (A 1) Required
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU IMREPT/MENU AIREPT will display.
Enter	Press **ENTER** to confirm your selections. The Overstocked Inventory Report Screen will appear.

Overstocked Inventory Report Screen



This screen appears after you press **ENTER** from the Overstocked Inventory Report Selection Screen.

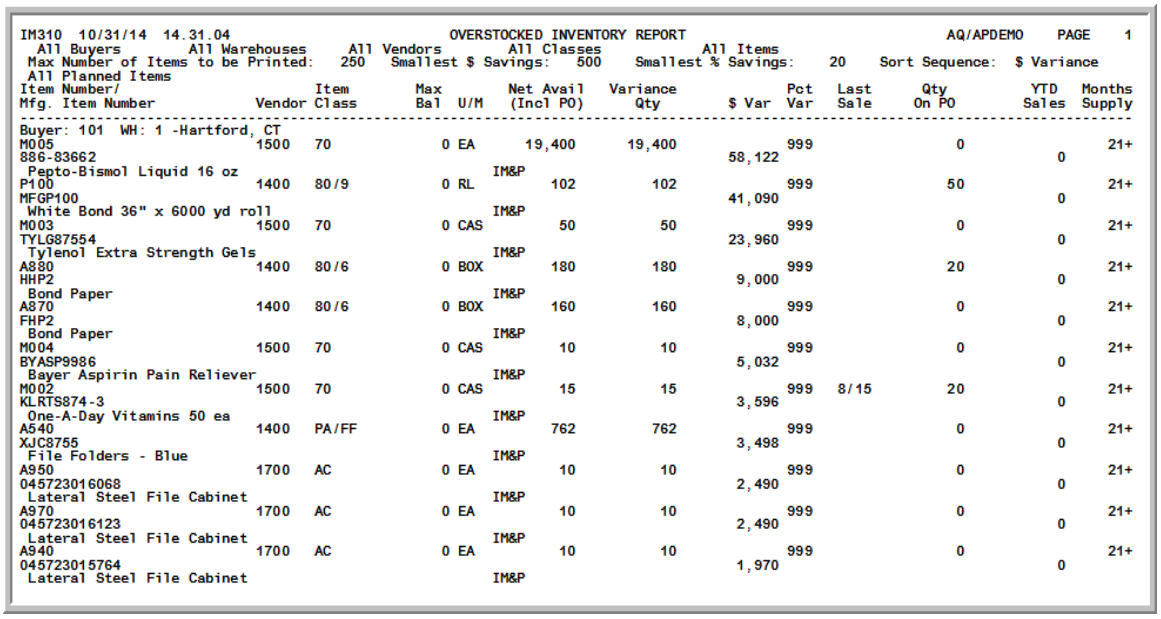
Use this screen to enter values that limit the number of items on the report, and determine the sort sequence of the report.

Overstocked Inventory Report Screen Fields and Function Keys

Field/Function Key	Description
Smallest Dollar Overstock	Key the monetary amount of the smallest overstocked value to print on the report. If you blank out the default value, 0 is assumed. **Default Value:** As defined in IM&P System Options Maintenance (MENU IMFILE) or AIM Options Maintenance (MENU AIFILE) for the specified company. (N 5,0) Optional
Smallest Percent Overstock	Key the default percent of the smallest overstocked value to print on the report. If you blank out the default value, 0 is assumed. **Default Value:** As defined in IM&P System Options Maintenance (MENU IMFILE) or AIM Options Maintenance (MENU AIFILE) for the specified company. (N 2,0) Optional

Field/Function Key	Description
Maximum Number of Items to be Printed	Key the maximum number of items to print (0-99999). To print all items in the selected ranges (on the Overstocked Inventory Report Selection Screen), blank out the default in this field. This may be useful if printing the report for multiple warehouses and buyers to show a ranking of all your overstocked items. **Default Value:** As defined in IM&P System Options Maintenance (MENU IMFILE) or AIM Options Maintenance (MENU AIFILE) for the specified company. (N 5,0) Optional
Sort Sequence	The sort sequence desired for this report. Items print in descending order by dollar variance, percent variance, or quantity variance. Therefore, the items with the greatest variance (requiring the most attention) will print at the top of the report. Key **$** to sort the report by dollar variance. Key **%** to sort the report by percent variance. Key **Q** to sort the report by quantity variance. This is the difference between the forecast sales quantity and the actual sales quantity. (A 1) Required
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU IMREPT/MENU AIREPT will display.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will appear. Refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen.

Overstocked Inventory Report



```
IM310  10/31/14  14.31.04                    OVERSTOCKED INVENTORY REPORT                              AQ/APDEMO    PAGE    1
  All Buyers       All Warehouses     All Vendors        All Classes          All Items
 Max Number of Items to be Printed:   250   Smallest $ Savings:   500   Smallest % Savings:    20   Sort Sequence:  $ Variance
 All Planned Items
Item Number/                        Item       Max        Net Avail   Variance          Pct   Last      Qty          YTD   Months
Mfg. Item Number          Vendor Class      Bal  U/M   (Incl PO)      Qty       $ Var  Var   Sale     On PO        Sales  Supply
-------------------------------------------------------------------------------------------------------------------------------
Buyer: 101  WH: 1 -Hartford, CT
M005                      1500   70           0 EA        19,400      19,400                999                0              21+
886-83662                                                                          58,122                                    0
 Pepto-Bismol Liquid 16 oz                          IM&P
P100                      1400   80/9         0 RL           102         102                999               50              21+
MFGP100                                                                            41,090                                    0
 White Bond 36" x 6000 yd roll                      IM&P
M003                      1500   70           0 CAS           50          50                999                0              21+
TYLG87554                                                                          23,960                                    0
 Tylenol Extra Strength Gels                        IM&P
A880                      1400   80/6         0 BOX          180         180                999               20              21+
HHP2                                                                                9,000                                    0
 Bond Paper                                         IM&P
A870                      1400   80/6         0 BOX          160         160                999                0              21+
FHP2                                                                                8,000                                    0
 Bond Paper                                         IM&P
M004                      1500   70           0 CAS           10          10                999                0              21+
BYASP9986                                                                           5,032                                    0
 Bayer Aspirin Pain Reliever                        IM&P
M002                      1500   70           0 CAS           15          15                999   8/15        20              21+
KLRTS874-3                                                                          3,596                                    0
 One-A-Day Vitamins 50 ea                           IM&P
A540                      1400   PA/FF        0 EA           762         762                999                0              21+
XJC8755                                                                             3,498                                    0
 File Folders - Blue                                IM&P
A950                      1700   AC           0 EA            10          10                999                0              21+
045723016068                                                                        2,490                                    0
 Lateral Steel File Cabinet                         IM&P
A970                      1700   AC           0 EA            10          10                999                0              21+
045723016123                                                                        2,490                                    0
 Lateral Steel File Cabinet                         IM&P
A940                      1700   AC           0 EA            10          10                999                0              21+
045723015764                                                                        1,970                                    0
 Lateral Steel File Cabinet                         IM&P
```

This report prints following your selections on the Report Options Screen. Items with inventory balances that exceed their maximum stocking levels are printed. An item will appear on this report if it is overstocked and it exceeds the report limits indicated on the Overstocked Inventory Report Screen.

This report is sequenced by buyer, warehouse and the variance between net availability and maximum balance. The variance used for sorting is selected on the Overstocked Inventory Report Screen. When the buyer or warehouse changes, a new page will print.

All quantities on this report are shown in the items' default stocking units of measure.

AIM, IM&P or both AIM/IM&P planned items will print on the report as determined by the **Planning Tool** field on the Overstocked Inventory Report Selection Screen. The heading in the report will indicate **Only AIM Planned Items**, **Only IM&P Planned Items**, or **All Planned Items**. The body in the report will also indicate for each line item which Planning Tool is being used for the item (IM&P or AIM will appear after the **U/M** column).

Overstocked Inventory 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. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The message "*** Data may have been omitted due to security considerations ***" will print when the user that generated this report/ listing is not authorized to the warehouse selected data as determined through Authority Profile Maintenance (MENU XASCTY).
Buyer	The buyer to whom the following items are assigned.
WH	The warehouse from which the demand quantities of the items are extracted for evaluation.
Item Number	The number and description of the item with inventory balances that exceed the item's maximum stocking level.
Mfg Item Number	Manufacturers' item numbers will print on this report only if you selected **Y** in the **Print Mfg Number** field on the Overstocked Inventory Report Selection Screen. This is the manufacturer's number for the item. 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 item number through Vendor/Item Information Maintenance (MENU POFILE), that number will print on this report; otherwise the manufacturer's number you entered through Item Master Maintenance (MENU IAFILE) will print.
Vendor	The item is assigned to this vendor through Item Balance Maintenance (MENU IAFILE).
Item Class	The 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). You may select to print this report for a range of item classes/sub-classes.
Max Bal U/M	The maximum balance of this item, per this unit of measure [this report prints quantities in each item's default stocking unit of measure defined through Item Master Maintenance (MENU IAFILE)]. The maximum balance is used to calculate the quantity variance, dollar variance, and the percent variance.
(Planning Tool Used)	The Planning Tool being used for the item: IM&P or AIM.

Report/Listing Fields	Description
Net Avail (Incl PO)	The net available of this item, taking into consideration the quantity on hand, the quantity allocated, the quantity in process, the special order quantity and the quantity on purchase orders. Availability is calculated as follows: **Available = On-hand - Alloc + In Process + Special Order Qty + Qty on PO** This value is used to calculate the quantity variance, dollar variance, and the percent variance. An item is overstocked if its net availability is greater than its maximum balance.
Variance Qty	The quantity variance that exists between the maximum balance and net availability. The quantity variance is calculated as follows: **Net Availability - Maximum Balance**
$ Var	The dollar variance that exists between the maximum balance and net availability. The dollar variance is calculated as follows: **Quantity Variance * Cost of the item** **Note:** The cost of the item is standard, average, or user, as specified in Order Entry Options Maintenance (MENU XAFILE).
Pct Var	The percent variance that exists between the maximum balance and net availability. The percent variance is calculated as follows: **(Quantity Variance / Maximum Balance) * 100** If the IM&P calculated maximum balance is overridden, **OVR** will print on the report directly below the **Max Bal** field.
Last Sale	The date of the last sale in MM/YY format is printed on the report to help you evaluate the item's current stocking level and sales performance.
Qty On PO	The quantity of items on purchase order is printed to help you evaluate the item's current stocking level and sales performance.
YTD Sales	The sales year to date are printed to help you evaluate the item's current stocking level and sales performance.
Months Supply	This is the number of months that the net availability of the item will last based on the forecast for that item. If the net availability of the item exceeds the amount of forecasted usage data available (usually one year), a **+** is printed after the months supply. The months supply is reported as **NA** if no forecast record for that item exists, or if the item is not a planned item.

Chapter 18 Printing the Safety Stock Analysis Report

The Safety Stock Analysis option produces the Safety Stock Analysis Report which shows the value of safety stock based on current service levels. By contrasting an item's cost of current safety stock with its customer service levels and profitability, you will be able to determine if the current safety stock investment is allocated wisely. The projected service level with no safety stock is also printed to help you assess the relative costs and benefits of current service levels.

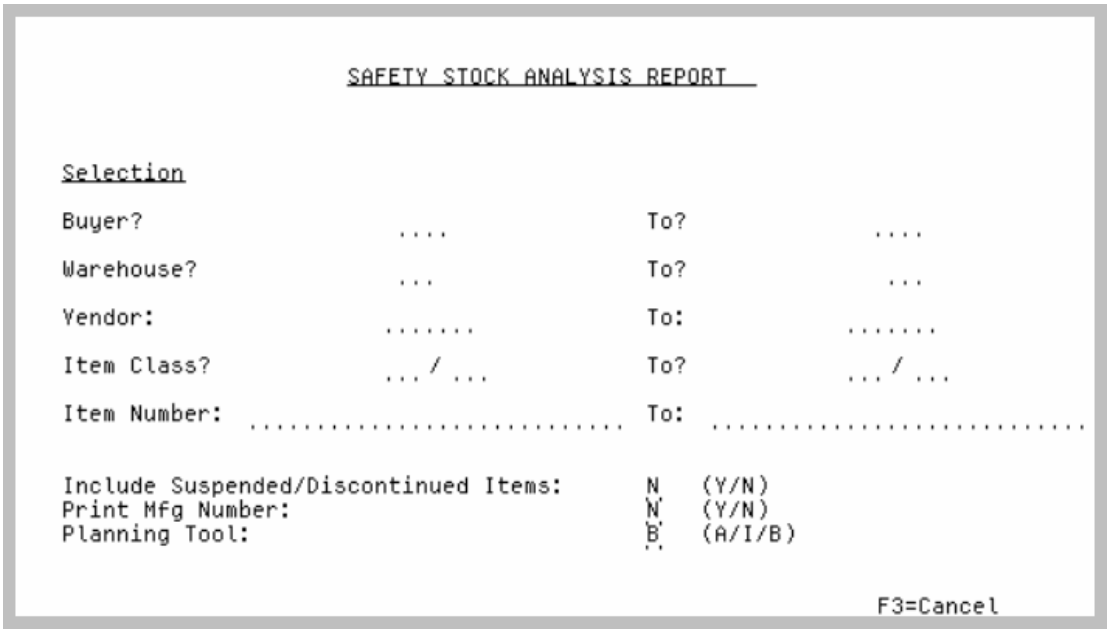
This report can be printed at any time to determine if service levels should be changed to better allocate safety stock investment.

Safety Stock Analysis

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
Safety Stock Analysis Report Selection Screen	Use to specify criteria to limit the items included on the report.
Safety Stock Analysis Report Screen	Use to specify the sort sequence and variance limits.
Safety Stock Analysis Report	Prints a list of items for the current month that significantly differ from the forecast.

Safety Stock Analysis Report Selection Screen



TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is IM3XXFM_SELECT.

This screen appears after you select option **4** - Safety Stock Analysis from MENU IMREPT. This screen also can be accessed by selecting the Safety Stock Analysis Report from MENU AIREPT.

Use this screen to select the criteria of the items that will print on the Safety Stock Analysis Report. The criteria you enter in the following from and to fields determine the items that will print on the report; only those items that match the criteria entered will print.

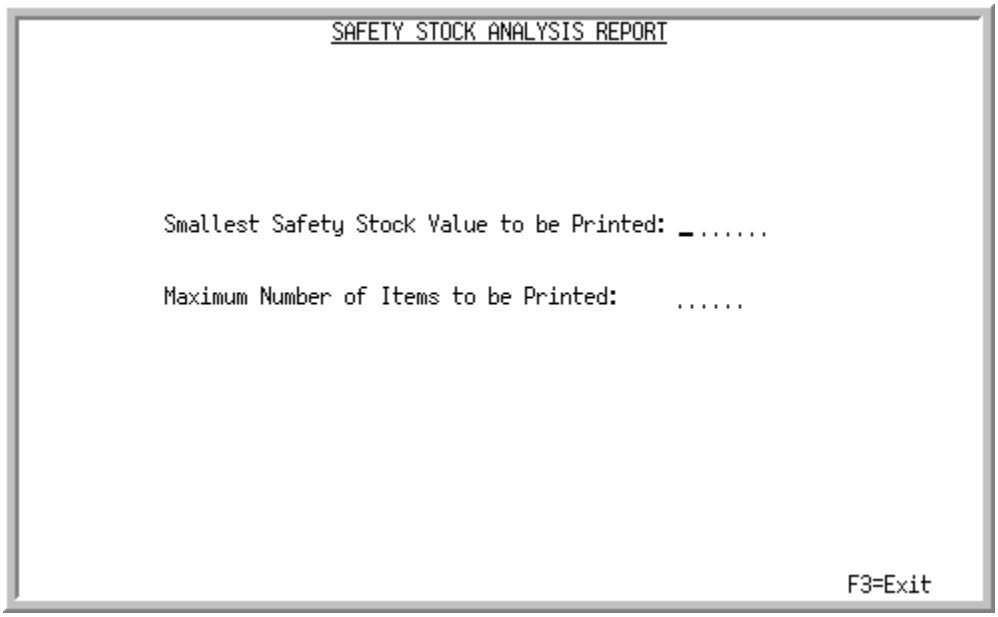
Safety Stock Analysis Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Buyer	Key the from/to Buyers who are responsible for the items you wish to print on the report. **Valid Values:** Buyer codes are defined though Buyers Maintenance (MENU POFILE). (2 @ A 3) Optional
Warehouse	Key the from/to Warehouse range to be included on this report. **Valid Values:** A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2) Optional

Field/Function Key	Description
Vendor	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). (A 6) Optional
Item Class/Sub-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). If no sub-class is identified, all sub-classes within the selected item class will print. (2 @ A 2 / A 2) Optional
Item Number	Key the item number or a range of item numbers to include data for those items in your report. The criteria you enter in the from and to fields determine the items that will print on the report; only those items that match the criteria entered will print. Leave blank to select all items. **Valid Values:** Any valid item number (2 @ A 27) Optional
Include Suspended/ Discontinued Items	This field determines whether or not suspended/discontinued items will print on the Safety Stock Analysis Report. The status for suspended/ discontinued items are checked at the Item Balance level with regards to what prints on the report. Accept the default or key **Y** if you want suspended/discontinued items to print on the report. **Default Value:** The value entered in Suspended Defaults Maintenance (MENU XAFIL2) in the **Safety Stock Analysis (IM&P/AIM) Dft** field. (A 1) Required
Print Mfg Number	This field determines whether or not manufacturers' item numbers will print on the Safety Stock Analysis Report. The manufacturers' item numbers that print on this report are defined through Item Master Maintenance (MENU IAFILE). Accept the default or key **Y** if you want manufacturer's item numbers to print on the report. **Default Value:** N (A 1) Required

Field/Function Key	Description
Planning Tool	Use this field to determine if AIM, IM&P or both AIM/IM&P planned items will print on the Safety Stock Analysis Report. Key **A** if you want only AIM planned items on the report. The AIM company report default options will be used when values are printed on the report. Key **I** if you want only IM&P planned items on the report. The IM&P company report default options will be used when values are printed on the report. Key **B** if you want both AIM and IM&P planned items on the report. If you key **B** and no IM&P company report default options were found, then AIM company report default options will be used. **Default Value:** B (A 1) Required
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU IMREPT/MENU AIREPT will display.
Enter	Press **ENTER** to confirm your selections. The Safety Stock Analysis Report Screen will appear.

Safety Stock Analysis Report Screen



This screen displays after you press **ENTER** from the Safety Stock Analysis Report Selection Screen.

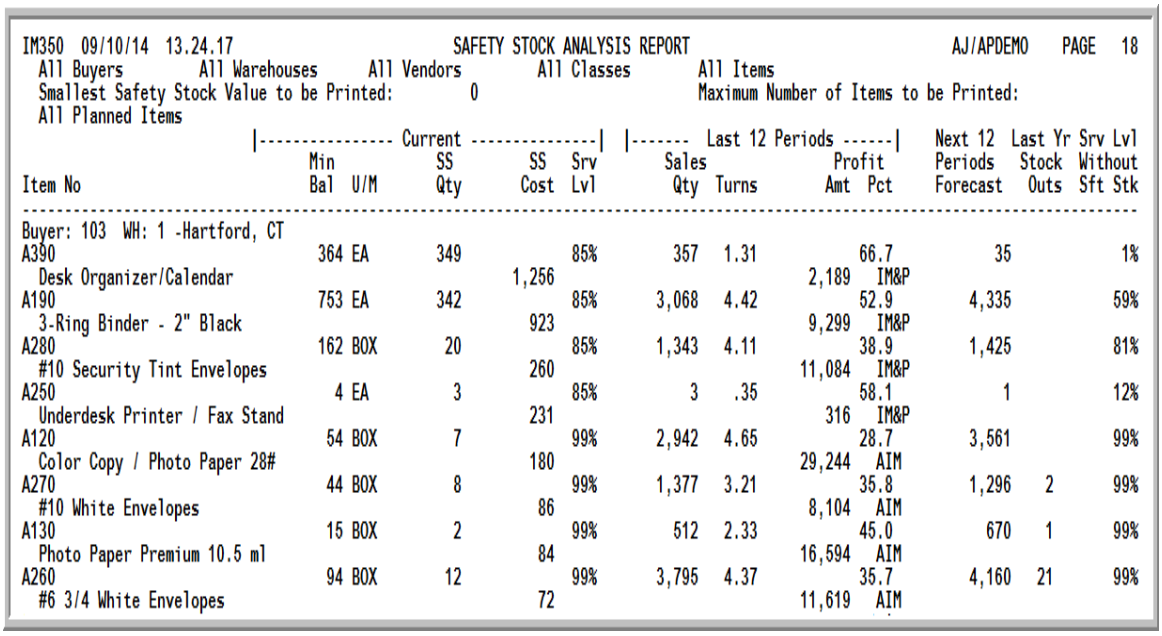
Use this screen to enter values that limit the number of items on the report.

Safety Stock Analysis Report Screen Fields and Function Keys

Field/Function Key	Description
Smallest Safety Stock Value to be Printed	This field allows you to control the number of records printed on the report by specifying the smallest safety stock value to print. This will give attention to records with a higher safety stock value. Key the desired smallest safety stock value. If you blank out the default in this field, 0 is assumed. The safety stock cost will print in descending order. (N 5,0) Optional
Maximum Number of Items to be Printed	Key the maximum number of items to print (0-99999). Set this field to zero if you selected to print multiple warehouses and/or buyers, or if you want to print all items. If you blank out the default in this field, 0 is assumed. (N 5,0) Optional
F3=Exit	Press **F3=CANCEL** to cancel this option. MENU IMREPT/MENU AIREPT will display.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will appear. Refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen.

Field/Function Key	Description
Enter	Press **ENTER** to confirm your selections. The Safety Stock Analysis Report Screen will appear.

Safety Stock Analysis Report



IM350 09/10/14 13.24.17 SAFETY STOCK ANALYSIS REPORT AJ/APDEMO PAGE 18
All Buyers All Warehouses All Vendors All Classes All Items
Smallest Safety Stock Value to be Printed: 0 Maximum Number of Items to be Printed:
All Planned Items

Item No	Min Bal	U/M	SS Qty	SS Cost	Srv Lvl	Sales Qty	Sales Turns	Profit Amt	Profit Pct	Next 12 Periods Forecast	Last Yr Stock Outs	Srv Lvl Without Sft Stk
Buyer: 103 WH: 1 -Hartford, CT												
A390	364	EA	349		85%	357	1.31	66.7		35		1%
Desk Organizer/Calendar				1,256				2,189	IM&P			
A190	753	EA	342		85%	3,068	4.42	52.9		4,335		59%
3-Ring Binder - 2" Black				923				9,299	IM&P			
A280	162	BOX	20		85%	1,343	4.11	38.9		1,425		81%
#10 Security Tint Envelopes				260				11,084	IM&P			
A250	4	EA	3		85%	3	.35	58.1		1		12%
Underdesk Printer / Fax Stand				231				316	IM&P			
A120	54	BOX	7		99%	2,942	4.65	28.7		3,561		99%
Color Copy / Photo Paper 28#				180				29,244	AIM			
A270	44	BOX	8		99%	1,377	3.21	35.8		1,296	2	99%
#10 White Envelopes				86				8,104	AIM			
A130	15	BOX	2		99%	512	2.33	45.0		670	1	99%
Photo Paper Premium 10.5 ml				84				16,594	AIM			
A260	94	BOX	12		99%	3,795	4.37	35.7		4,160	21	99%
#6 3/4 White Envelopes				72				11,619	AIM			

This report prints following your selections on the Report Options Screen.

Current stocking information is compared to the last 12 months to help you determine if the safety stock is set appropriately. The safety stock is determined, in part, by the service level. This report will help you determine if your minimum balance contains the right amount of safety stock. The cumulative forecast for the next 12 months, the number of stockouts for the current YTD, and the service level percentage without safety stock are also printed.

This report is sequenced by buyer, warehouse, and safety stock cost; a new page prints when the buyer or warehouse changes; and all quantities are shown in the items' default stocking units of measure.

AIM, IM&P or both AIM/IM&P planned items will print on the report as determined by the **Planning Tool** field on the Safety Stock Analysis Report Selection Screen. The heading in the report will indicate **Only AIM Planned Items**, **Only IM&P Planned Items**, or **All Planned Items**. The body in the report will also indicate for each line item which Planning Tool is being used for the item (IM&P or AIM will appear after the **Profit Amt** column).

Safety Stock Analysis Report

Report/Listing Fields	Description
Item No	The number and description of the item. If you selected **Y** in the **Print Mfg Number** field on the Safety Stock Analysis Report Selection Screen the manufacturer's item number defined for the item through Item Master Maintenance (MENU IAFILE) will print above the item description.

Report/Listing Fields	Description
Min Bal / U/M	The current minimum balance of this item that should be stocked, per this unit of measure [this report prints quantities in each item's default stocking unit of measure defined through Item Master Maintenance (MENU IAFILE)]. If the minimum balance has been overridden, **OVR** will print on the report below this field.
SS Qty	The current safety stock quantity for this item. If the safety stock has been overridden, **OVR** will print on the report below this field.
SS Cost	The current safety stock cost. This cost is calculated as: **Safety Stock Quantity * Cost of the item** **Note:** The cost of the item is the average, standard, or user, as specified in Order Entry Options Maintenance (MENU XAFILE).
Srv Lvl	The current service level percent. This is the target for the percentage of order quantities that can be filled from stock without backordering. Comparing the value in this field to that in the **Srv Lvl Without Sft Stk** field will help you determine the impact caused by changing service levels. If eliminating the safety stock produces a tolerable change in the service level, you can save money by reducing the item's service level or overriding safety quantities to zero.
Last 12 Periods Information: Sales Qty	The quantity of sales.
Last 12 Periods Information: Turns	The item's inventory turns (ratio of annual sales to inventory.) An asterisk beside the figure in this column indicates that less than 12 months of data are being used in the calculation.
Last 12 Periods Information: Profit Amt	The dollar amount of profit made on this item.
(Planning Tool Used)	The Planning Tool being used for the item: IM&P or AIM.
Last 12 Periods Information: Profit Pct	The percentage of profit made on this item.
Next 12 Periods Forecast	The cumulative forecast shows the sales outlook for the next year.
Last Yr Stock Outs	The number of stockouts that have occurred for this item for the current YTD.

Report/Listing Fields	Description
Srv Lvl Without Sft Stk	The service level percentage without safety stock prints to help you assess the relative costs and benefits of current service levels. **Note:** This percentage is based on historical data and therefore may show a result different from the percentage generated by the What If report, which is based on current data.

Chapter 19 Printing the Service Level Analysis Report

The Service Level Analysis option produces the Service Level Analysis Report which shows changes in costs resulting from changes in service levels. The savings associated with lowering service levels or the cost increase associated with an increase will be indicated.

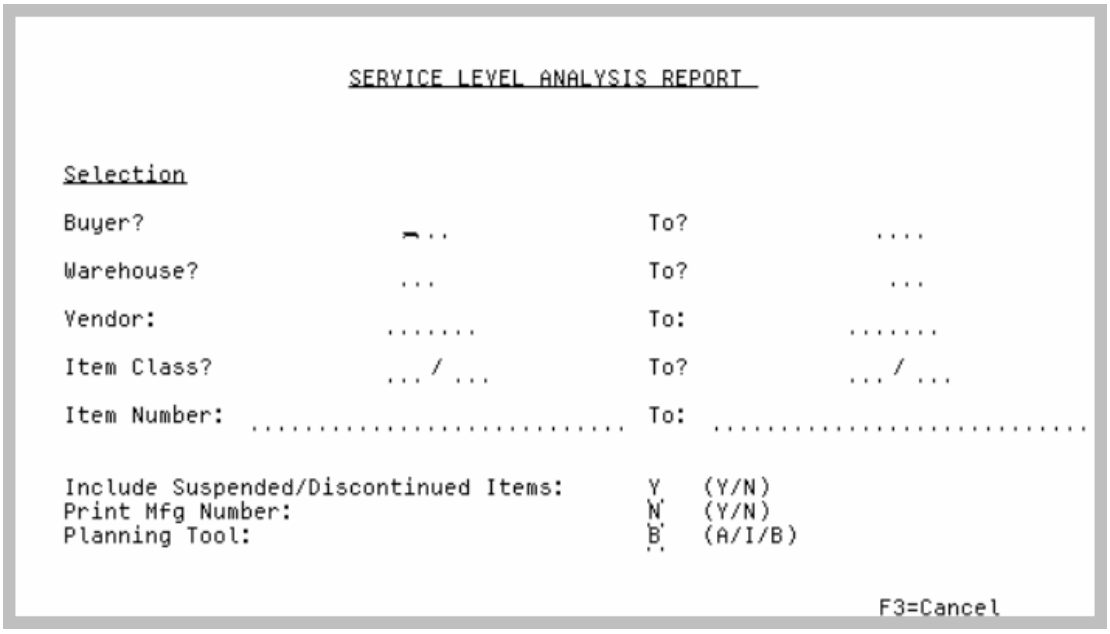
This report can be printed at any time to determine if service levels should be changed.

Service Level Analysis

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
Service Level Analysis Report Selection Screen	Use to specify criteria to limit the items included on the report.
Service Level Analysis Report Screen	Use to specify the service levels.
Service Level Analysis Report	Prints a list of items with the changes in cost resulting from the changes in service level.

Service Level Analysis Report Selection Screen



TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is IM3XXFM_SELECT.

This screen appears after you select option **5** - Service Level Analysis from MENU IMREPT. This screen also can be accessed by selecting the Service Level Analysis Report from MENU AIREPT.

Use this screen to select the criteria of the items that will print on the Service Level Analysis Report. The criteria you enter in the following from and to fields determine the items that will print on the report; only those items that match the criteria entered will print. You also indicate the company number for default reports, if using multiple companies.

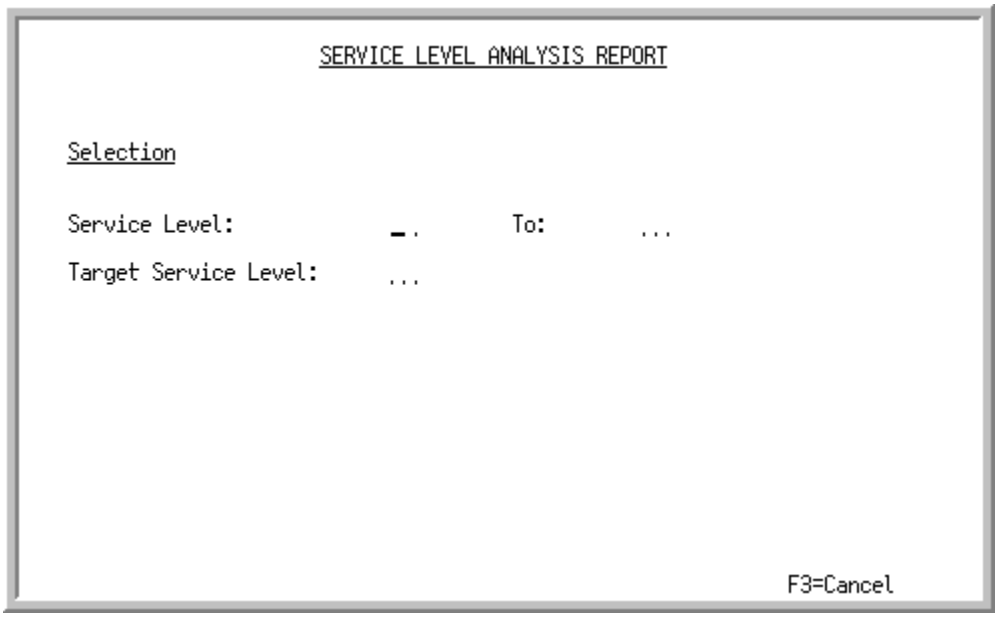
Service Level Analysis Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Buyer	Key the from/to Buyers who are responsible for the items you wish to print on the report. **Valid Values:** Buyer codes are defined though Buyers Maintenance MENU POFILE). (2 @ A 3) Optional
Warehouse	Key the from/to Warehouse range to be included on this report. **Valid Values:** A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2) Optional

Field/Function Key	Description
Vendor	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). (A 6) 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). If no sub-class is identified, all sub-classes within the selected item class will print. (2 @ A 2 / A 2) Optional
Item Number	Key the item number or a range of item numbers to include data for those items in your report. The criteria you enter in the from and to fields determine the items that will print on the report; only those items that match the criteria entered will print. Leave blank to select all items. **Valid Values:** Any valid item number (2 @ A 27) Optional
Company Number for Report Defaults	This field displays only if Distribution A+ is tailored to use multiple companies. Key the company number for which report defaults set up in IM&P System Options Maintenance (MENU IMFILE) or AIM Options Maintenance (MENU AIFILE) will display on the Service Level Analysis Report Screen. **Valid Values:** Company defined in Company Name Maintenance (MENU XAFILE). (A 2) Required
Include Suspended/ Discontinued Items	This field determines whether or not suspended/discontinued items will print on the Service Level Analysis Report. The status for suspended/ discontinued items are checked at the Item Balance level with regards to what prints on the report. Accept the default or key **Y** if you want suspended/discontinued items to print on the report. **Default Value:** The value entered in Suspended Defaults Maintenance (MENU XAFIL2) in the **Service Level Analysis (IM&P/AIM) Dft** field. (A 1) Required

Field/Function Key	Description
Print Mfg Number	This field determines whether or not manufacturers' item numbers will print on the Service Level Analysis Report. The manufacturers' item numbers that print on this report are defined through Item Master Maintenance (MENU IAFILE). Accept the default or key **Y** if you want manufacturer's item numbers to print on the report. **Default Value:** N (A 1) Required
Planning Tool	Use this field to determine if AIM, IM&P or both AIM/IM&P planned items will print on the Service Level Analysis Report. Key **A** if you want only AIM planned items on the report. The AIM company report default options will be used when values are printed on the report. Key **I** if you want only IM&P planned items on the report. The IM&P company report default options will be used when values are printed on the report. Key **B** if you want both AIM and IM&P planned items on the report. If you key **B** and no IM&P company report default options were found, then AIM company report default options will be used. **Default Value:** B (A 1) Required
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU IMREPT/MENU AIREPT will display.
Enter	Press **ENTER** to confirm your selections. The Service Level Analysis Report Screen will appear.

Service Level Analysis Report Screen



This screen is presented after you press **ENTER** on the Service Level Analysis Report Selection Screen.

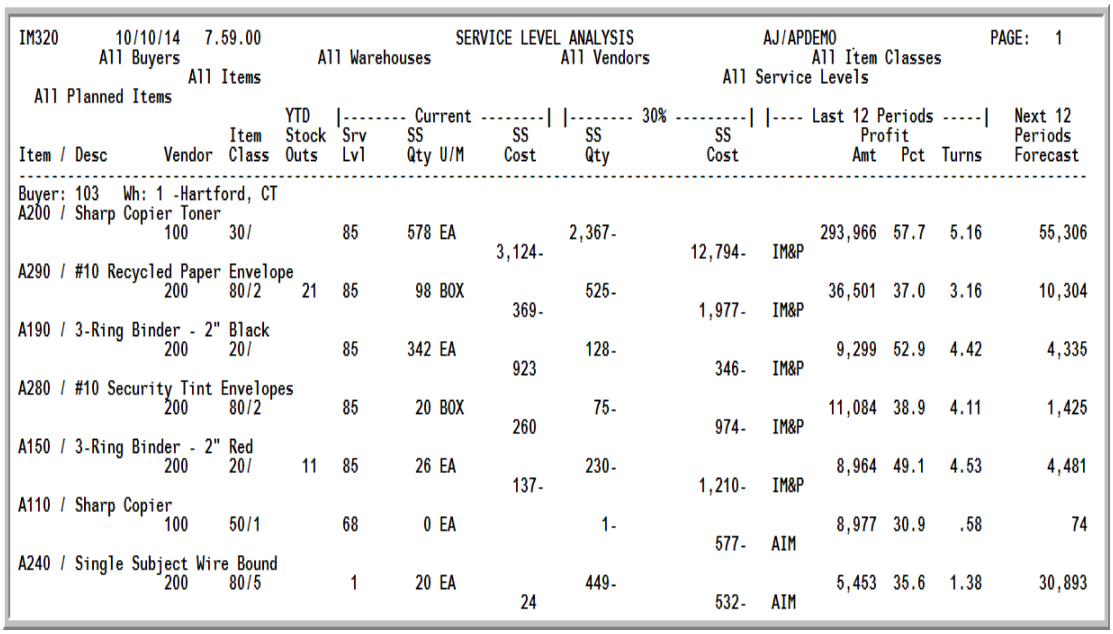
Use this screen to enter values that limit the number of items on the report.

Service Level Analysis Report Screen Fields and Function Keys

Field/Function Key	Description
Service Level	The service level percent is the target for the percentage of order quantities that can be filled from stock without backordering. Service levels are set up in Service Level Maintenance (MENU IAFILE). Key the range of service levels to print. (N 2,0) Optional
Target Service Level	The target service level is that percent for which safety stock quantity and cost will be calculated; this may be used for comparison to existing service levels. For example, if the present service level is .85, and you want to know the difference in safety stock quantity and cost if the service level is .90, key 90 as the target service level. Key the desired target service level percentage. **Valid Values:** Any value greater than zero (N 2,0) Required
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU IMREPT/MENU AIREPT will display.

Field/Function Key	Description
Enter	Press **ENTER** to confirm your selections. The Report Options Screen (refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen) will appear.

Service Level Analysis Report



```
IM320       10/10/14   7.59.00                    SERVICE LEVEL ANALYSIS                    AJ/APDEMO                    PAGE:   1
          All Buyers                    All Warehouses                  All Vendors                  All Item Classes
                    All Items                                                                 All Service Levels
  All Planned Items
                                 YTD   |-------- Current --------| |-------- 30% ---------| |---- Last 12 Periods -----|   Next 12
                           Item  Stock Srv     SS          SS          SS          SS              Profit                    Periods
Item / Desc       Vendor   Class Outs  Lvl     Qty U/M     Cost        Qty         Cost            Amt   Pct  Turns        Forecast
-------------------------------------------------------------------------------------------------------------------------------------
Buyer: 103   Wh: 1 -Hartford, CT
A200 / Sharp Copier Toner
                  100      30/          85      578 EA              2,367-                                293,966  57.7   5.16       55,306
                                                            3,124-              12,794-   IM&P
A290 / #10 Recycled Paper Envelope
                  200      80/2     21  85       98 BOX               525-                                 36,501  37.0   3.16       10,304
                                                              369-              1,977-   IM&P
A190 / 3-Ring Binder - 2" Black
                  200      20/          85      342 EA              128-                                  9,299  52.9   4.42        4,335
                                                              923               346-   IM&P
A280 / #10 Security Tint Envelopes
                  200      80/2         85       20 BOX              75-                                 11,084  38.9   4.11        1,425
                                                              260               974-   IM&P
A150 / 3-Ring Binder - 2" Red
                  200      20/      11  85       26 EA              230-                                  8,964  49.1   4.53        4,481
                                                              137-            1,210-   IM&P
A110 / Sharp Copier
                  100      50/1         68        0 EA                1-                                  8,977  30.9    .58           74
                                                                                577-   AIM
A240 / Single Subject Wire Bound
                  200      80/5          1       20 EA              449-                                  5,453  35.6   1.38       30,893
                                                               24               532-   AIM
```

This report prints following your selections on the Report Options Screen.

The changes in costs resulting from the changes in service levels are printed. All quantities are shown in the item's default unit of measure.

This report is sequenced by buyer, warehouse, and number of stockouts and dollar variance between the current safety stock cost and the target safety stock cost. When the buyer or warehouse changes, a new page will print.

AIM, IM&P or both AIM/IM&P planned items will print on the report as determined by the **Planning Tool** field on the Service Level Analysis Report Selection Screen. The heading in the report will indicate **Only AIM Planned Items**, **Only IM&P Planned Items**, or **All Planned Items**. The body in the report will also indicate for each line item which Planning Tool is being used for the item (IM&P or AIM will appear after the SS Cost column).

Service Level Analysis Report Fields and Function Keys

Report/Listing Fields	Description
Item Number	The item number and description for which a change in cost occurred due to changes in service levels. If you selected **Y** in the **Print Mfg Number** field on the Service Level Analysis Report Selection Screen, the manufacturer's item number defined for the item through Item Master Maintenance (MENU IAFILE) will print above the item description.
Vendor	The item is assigned to this vendor through Item Balance Maintenance (MENU IAFILE).

Report/Listing Fields	Description
Item Class	The item class and sub-class defined for this item through Item Class/ Sub Class Maintenance (MENU IAFILE) and assigned to this item through Item Master Maintenance (MENU IAFILE). You may select to print this report for a range of item classes/sub-classes.
Ytd Stock Outs	The number of stockouts that occurred for this item in the past year. This number will help you assess the risk of changing service levels.
Srv Lvl	The current service level percent. This is the target for the percentage of order quantities that can be filled from stock without backordering. The service level should be compared with the safety stock costs and quantities for the target service level to determine if changing the service level is justified. The target service level comes from the Service Level Analysis Report Screen and is used to calculate safety stock quantity and cost.
SS Qty / U/M	The current safety stock quantity for this item per this unit of measure [this report prints quantities in each item's default stocking unit of measure defined through Item Master Maintenance (MENU IAFILE)]. The safety stock quantity should be compared with the safety stock costs and quantities for the target service level to determine if changing the service level is justified.
SS Cost	The current safety stock cost. This cost is calculated as: **Safety Stock Quantity * Cost of the item** **Note:** The cost of the item is the average, standard, or user, as specified in Order Entry Options Maintenance (MENU XAFILE). The safety stock cost should be compared with the safety stock costs and quantities for the target service level to determine if changing the service level is justified.
(Planning Tool Used)	The Planning Tool being used for the item: IM&P or AIM.
SS Qty	The safety stock quantity at the target service level. Compare the current safety stock quantity to this quantity to determine if changing the service level is justified. The quantity at the target level is based on the target service, the volatility of sales history, the lead time, and the order frequency.
SS Cost	The safety stock cost at the target service level. The current safety stock cost is compared with this to determine if changing the service level is justified.

Report/Listing Fields	Description
Last 12 Periods Information: Profit Amt	The dollar amount of profit made on this item.
Last 12 Periods Information: Profit Pct	The percentage of profit made of this item.
Last 12 Periods Information: Turns	The inventory turns (ratio of annual sales to inventory) for this item.
Next 12 Periods Forecast	The cumulative forecast shows the sales outlook for the next year.

Chapter 20 Printing the Ordering Level Analysis Report

The Ordering Level Analysis option produces the Ordering Level Analysis Report which identifies items that may be purchased more economically. Sales and demand information and values from IM&P/AIM System Options Maintenance (MENU IMFILE/MENU AIFILE) are used to calculate economic order quantities. Once calculated, the cost associated with buying in the economic order quantity is then compared to the total cost (purchasing and carrying costs) associated with stocking an item. This allows you to view the potential savings associated with changing the recommended ordering level.

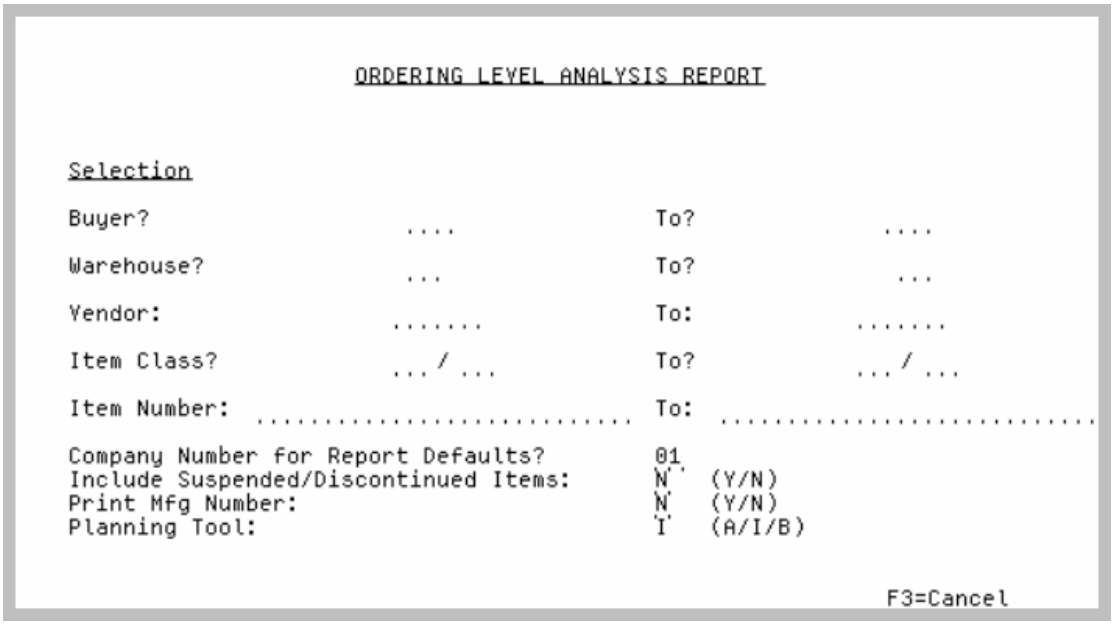
This report can be printed at any time to determine when ordering levels should be changed to respond to new sales trends. You should, however, review the report very carefully before changing an item's ordering level. You may want to optionally purchase in less than efficient quantities to meet terms set by your vendors.

Ordering Level Analysis

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
Ordering Level Analysis Report Selection Screen	Use to specify criteria to limit the items included on the report.
Ordering Level Analysis Report Screen	Use to specify criteria to further limit the items included on the report.
Ordering Level Analysis Report	Prints a list of items that may be purchased more economically and the potential savings.

Ordering Level Analysis Report Selection Screen



TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is IM3XXFM_SELECT.

This screen appears after selecting option **6** - Ordering Level Analysis from MENU IMREPT. This screen also can be accessed by selecting the Ordering Level Analysis Report from MENU AIREPT.

Use this screen to select the criteria of the items that will print on the report. It is also used to indicate the company number for default reports.

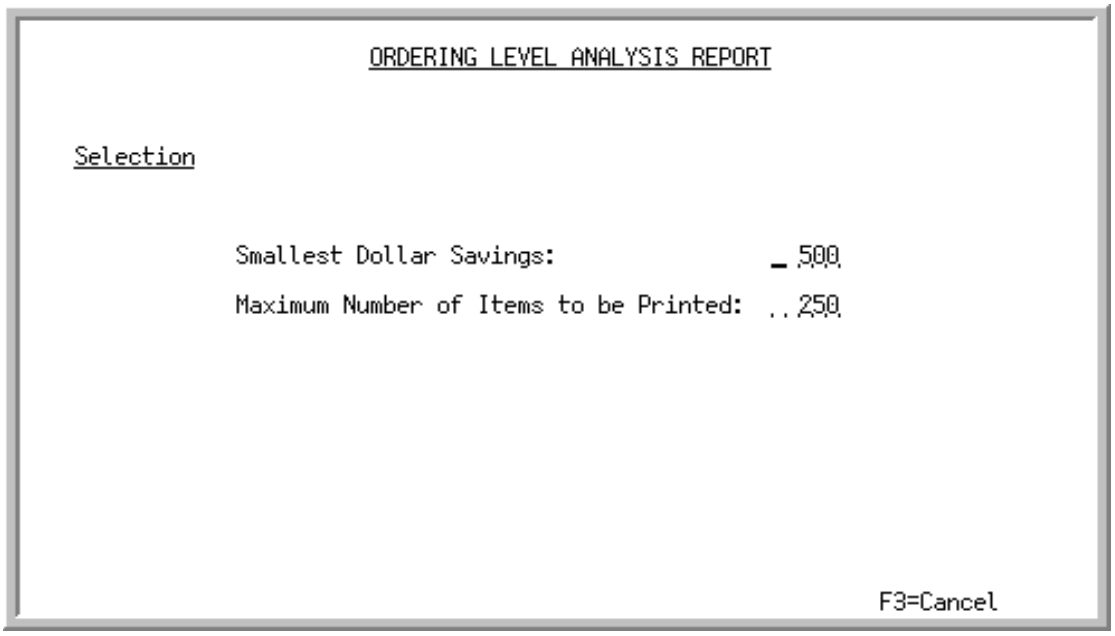
Ordering Level Analysis Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Buyer	Key the from/to Buyers who are responsible for the items you wish to print on the report. **Valid Values:** Buyer codes are defined though Buyers Maintenance (MENU POFILE). (2 @ A 3) Optional
Warehouse	Key the from/to Warehouse range to be included on this report. **Valid Values:** A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2) Optional

Field/Function Key	Description
Vendor	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). (A 6) 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). If no sub-class is identified, all sub-classes within the selected item class will print. (2 @ A 2 / A 2) Optional
Item Number	Key the item number or a range of item numbers to include data for those items in your report. The criteria you enter in the from and to fields determine the items that will print on the report; only those items that match the criteria entered will print. Leave blank to select all items. **Valid Values:** Any valid item number. (2 @ A 27) Optional
Company Number for Report Defaults	This field displays only if Distribution A+ is tailored to use multiple companies. Key the company number for which report defaults set up in IM&P System Options Maintenance (MENU IMFILE) or AIM Options Maintenance (MENU AIFILE) will display on the Ordering Level Analysis Report Screen. **Default Value:** Default company. **Valid Values:** Company defined in Company Name Maintenance (MENU XAFILE). (N 2,0) Required
Include Suspended/ Discontinued Items	This field determines whether or not suspended/discontinued items will print on the Ordering Level Analysis Report. The status for suspended/ discontinued items are checked at the Item Balance level with regards to what prints on the report. Accept the default or key **Y** if you want suspended/discontinued items to print on the report. **Default Value:** The value entered in Suspended Defaults Maintenance (MENU XAFIL2) in the **Ordering Level Analysis (IM&P/AIM) Dft** field. (A 1) Required

Field/Function Key	Description
Print Mfg Number	This field determines whether or not manufacturers' item numbers will print on the report. Manufacturers' item numbers are defined through Vendor/Item Information Maintenance (MENU POFILE) and/or Item Master Maintenance (MENU IAFILE). Accept the default or key **Y** if you want manufacturer's item numbers to print on the report. **Default Value:** N (A 1) Required
Planning Tool	This field is protected and defaults to I, indicating that only IM&P planned items will print on the report. **Default Value:** I (A 1) Required
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU IMREPT/MENU AIREPT will display.
Enter	Press **ENTER** to confirm your selections. The Ordering Level Analysis Report will appear.

Ordering Level Analysis Report Screen



This screen appears after you press **ENTER** on the Ordering Level Analysis Report Selection Screen.

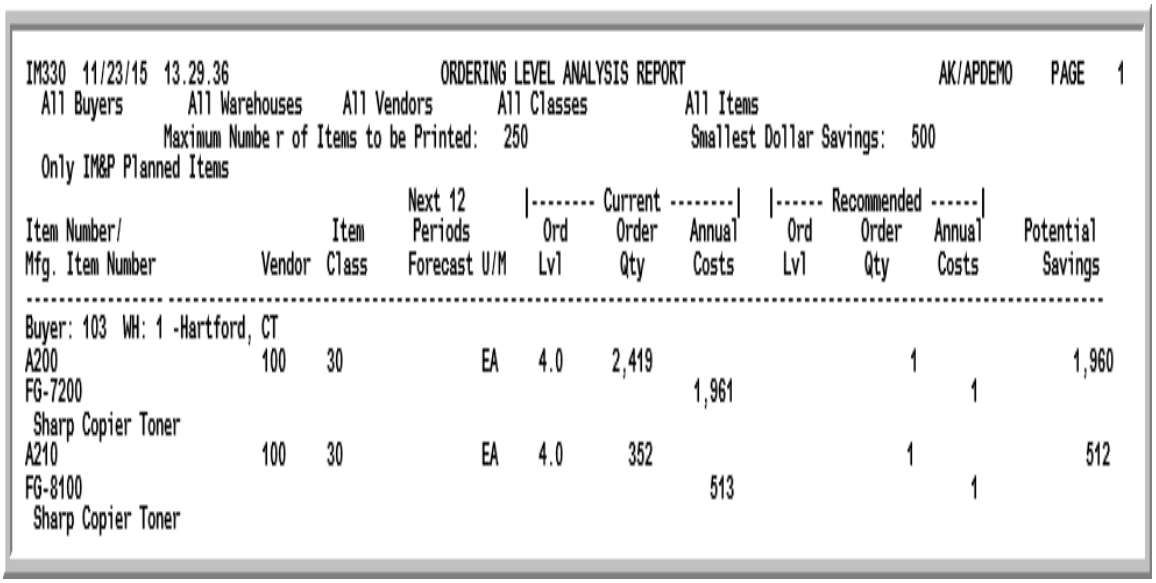
Use this screen to enter values that limit the number of items on the report.

Ordering Level Analysis Report Screen Fields and Function Keys

Field/Function Key	Description
Smallest Dollar Savings	Key the smallest potential dollar savings to print on the report. Only those records with a higher potential dollar savings will be selected for the report. Potential dollar savings are printed in descending order by buyer. If you blank out this field, **0** is assumed. **Default Value:** As set up in IM&P System Options Maintenance (MENU IMFILE) or AIM Options Maintenance (MENU AIFILE) for the specified company. (N 5,0) Optional
Maximum Number of Items to be Printed	Key the maximum number of items to print (0-99999). Set this field to zero if you selected to print multiple warehouses and/or buyers, or if you want to print all items. **Default Value:** As set up in IM&P System Options Maintenance (MENU IMFILE) or AIM Options Maintenance (MENU AIFILE) for the specified company. (N 5,0) Optional

Field/Function Key	Description
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU IMREPT/MENU AIREPT will display.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will appear. Refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen.

Ordering Level Analysis Report



```
IM330  11/23/15  13.29.36                    ORDERING LEVEL ANALYSIS REPORT                          AK/APDEMO    PAGE    1
  All Buyers       All Warehouses     All Vendors       All Classes          All Items
             Maximum Numbe r of Items to be Printed:   250                  Smallest Dollar Savings:   500
  Only IM&P Planned Items
                                                 Next 12      |-------- Current --------|  |------ Recommended ------|
Item Number/                              Item   Periods       Ord     Order    Annual     Ord     Order    Annual     Potential
Mfg. Item Number          Vendor  Class  Forecast U/M  Lvl      Qty      Costs      Lvl      Qty      Costs      Savings
-------------------------------------------------------------------------------------------------------------------------------
Buyer: 103  WH: 1 -Hartford, CT
A200                      100     30              EA    4.0    2,419                          1                    1,960
FG-7200                                                          1,961                          1
 Sharp Copier Toner
A210                      100     30              EA    4.0      352                          1                      512
FG-8100                                                            513                          1
 Sharp Copier Toner
```

This report prints following your selections on the Report Options Screen.

Items that may be purchased more economically are printed. The potential savings available by purchasing with the recommended ordering level as opposed to the current ordering level is indicated.

This report is sequenced by buyer, warehouse, and dollar variance of potential savings (the greatest potential savings will appear at the top of the report); a new page prints when the buyer or warehouse changes; and all quantities are shown in the items' default stocking units of measure.

Ordering Level Analysis Report Fields and Function Keys

Report/Listing Fields	Description
Item Number	The item number and description for each item whose potential savings are greater than the **Smallest Dollar Savings** keyed on the Ordering Level Analysis Report Screen. If you selected **Y** in the **Print Mfg Number** field on the Ordering Level Analysis Report Selection Screen, the manufacturer's item number will print above the item description. **Note:** If you entered a manufacturer's item number through Vendor/Item Information Maintenance (MENU POFILE), that number will print on this report; otherwise the manufacturer's number you entered through Item Master Maintenance (MENU IAFILE) will print.
Vendor	The item is assigned to this vendor through Item Balance Maintenance (MENU IAFILE).

Report/Listing Fields	Description
Item Class	The 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).
Next 12 Periods Forecast / U/M	The cumulative forecast shows the sales quantity outlook for this item for the next year per this unit of measure [this report prints quantities in each item's default stocking unit of measure defined through Item Master Maintenance (MENU IAFILE)].
Ord Lvl	The current order level. This is the number of weeks supply currently being ordered of this item. The current order level for this item should be compared to the related recommended order level value.
Order Qty	The current order quantity. This is the quantity that is currently ordered of this item based on the order level. This value should be compared to the related recommended order quantity value. The current order quantity is calculated as: **Maximum Balance - Minimum Balance**
Annual Costs	The current annual purchasing costs. This value should be compared to the related recommended annual costs value. The current order quantity is calculated as the: **PO Processing Cost (A) + Holding Costs (B)** where: A = Number of orders per year * PO Processing Costs B = (Ordering Level / 2) * Carrying Cost Percent **Note:** PO Processing Cost and Carrying Cost Percent are from IM&P System Options Maintenance (MENU IMFILE).
Ord Lvl	The recommended order level. This value is derived from the economic order quantity (refer to the **Ord Qty** field). **Note:** If an item's ordering level is overridden through Item Balance Maintenance (MENU IAFILE), OVR will print below this field.

Report/Listing Fields	Description
Ord Qty	The recommended order quantity. This value is the Economic Order Quantity that balances the cost of processing purchase orders with the cost of carrying inventory. Distribution A+ uses a traditional Economic Order Quantity (EOQ) calculation to derive a suggested optimum reorder quantity. This calculation is performed in the Order Level Analysis Report, which performs an analysis of current ordering levels to EOQ ordering levels: **EOQ = Sqr Root [(2 * D * P) / H]** where: D = Annual Demand: The forecasted quantity for the next 12/13 months P = Purchase Order Processing Cost: This value should include the cost to create, review, approve, print, mail, track, and receive a PO. It is maintained in the IM&P system options, or in the PO options if IM&P is not installed. H = Holding Cost: This value, known as carrying cost percent, is typically 25% to 40% of current cost. It is maintained in the IM&P options, or in the PO options if IM&P is not installed. **Note:** If an item's ordering quantity is overridden, OVR will print below this field.
Annual Costs	The recommended annual costs. This value is derived from the economic order quantity (refer to the **Ord Qty** field).
Potential Savings	This field reflects the difference between current and recommended purchasing costs. The potential savings are calculated as: **Current Annual Cost - Recommended Annual Cost**

Chapter 21 Printing the Forecast Edit Report

The Forecast Edit Report option produces the Forecast Edit Report which shows items with current order quantities that are approaching or exceeding the forecast plan. This will help reduce stockouts caused by unusually large orders placed in advance.

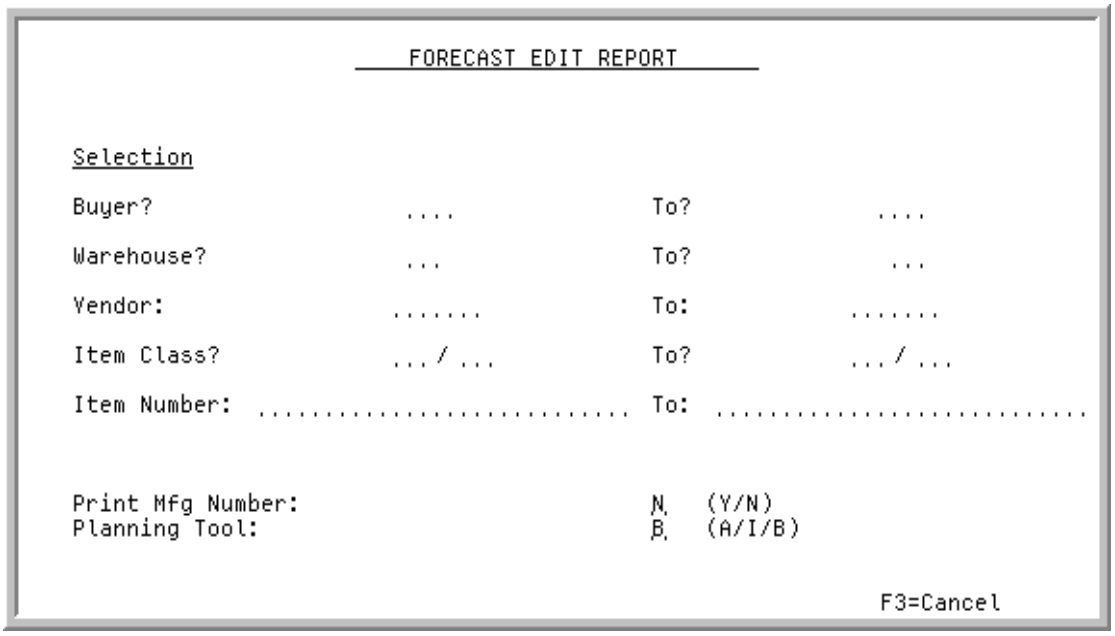
This report can be printed at any time to identify which item's forecast quantities should be manually changed according to current order backlogs.

Forecast Edit 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
Forecast Edit Report Selection Screen	Use to specify criteria to limit the items included on the report.
Forecast Edit Report Screen	Use to specify the sort sequence and variance limits.
Forecast Edit Report	Prints a list of items that are approaching or exceeding the forecast plan.

Forecast Edit Report Selection Screen



TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is IM3XXFM_SELECT.

This screen appears after selecting option **7** - Forecast Edit Report from MENU IMREPT. This screen also can be accessed by selecting the Forecast Edit Report from MENU AIREPT.

Use this screen to identify the criteria by which items will be selected for inclusion in the report; only those items that match the criteria entered will print.

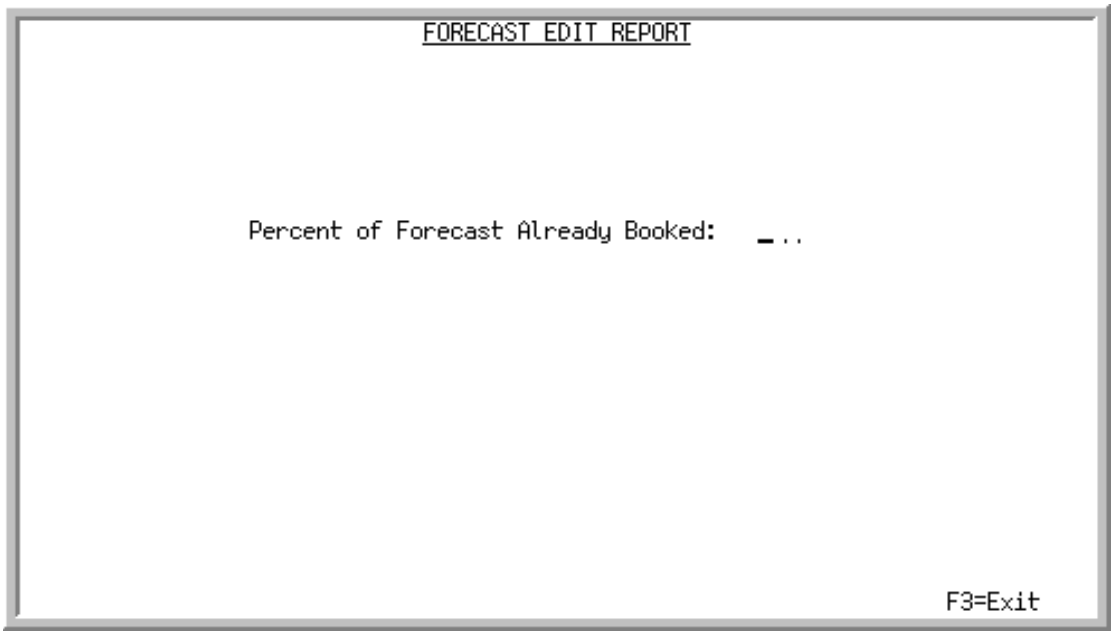
Forecast Edit Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Buyer	Key the from/to Buyers who are responsible for the items you wish to print on the report. **Valid Values:** Buyer codes are defined though Buyers Maintenance (MENU POFILE). (2 @ A 3) Optional
Warehouse	Key the from/to Warehouse range to be included on this report. **Valid Values:** A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2) Optional

Field/Function Key	Description
Vendor	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). (A 6) 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). If no sub-class is identified, all sub-classes within the selected item class will print. (2 @ A 2 / A 2) Optional
Item Number	Key the item number or a range of item numbers to include data for those items in your report. The criteria you enter in the from and to fields determine the items that will print on the report; only those items that match the criteria entered will print. Leave blank to select all items. **Valid Values:** Any valid item number. (2 @ A 27) Optional
Print Mfg Number	This field determines whether or not manufacturers' item numbers will print on the Forecast Edit Report. Manufacturers' item numbers are defined through Vendor/Item Information Maintenance (MENU POFILE) and/or Item Master Maintenance (MENU IAFILE). Accept the default or key **Y** if you want manufacturer's item numbers to print on the report. **Default Value:** N (A 1) Required

Field/Function Key	Description
Planning Tool	Use this field to determine if AIM, IM&P or both AIM/IM&P planned items will print on the Forecast Edit Report. Key **A** if you want only AIM planned items on the report. The AIM company report default options will be used when values are printed on the report. Key **I** if you want only IM&P planned items on the report. The IM&P company report default options will be used when values are printed on the report. Key **B** if you want both AIM and IM&P planned items on the report. If you key **B** and no IM&P company report default options were found, then AIM company report default options will be used. **Default Value:** B (A 1) Required
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU IMREPT/MENU AIREPT will display.
Enter	Press **ENTER** to confirm your selections. The Forecast Edit Report Screen will appear.

Forecast Edit Report Screen

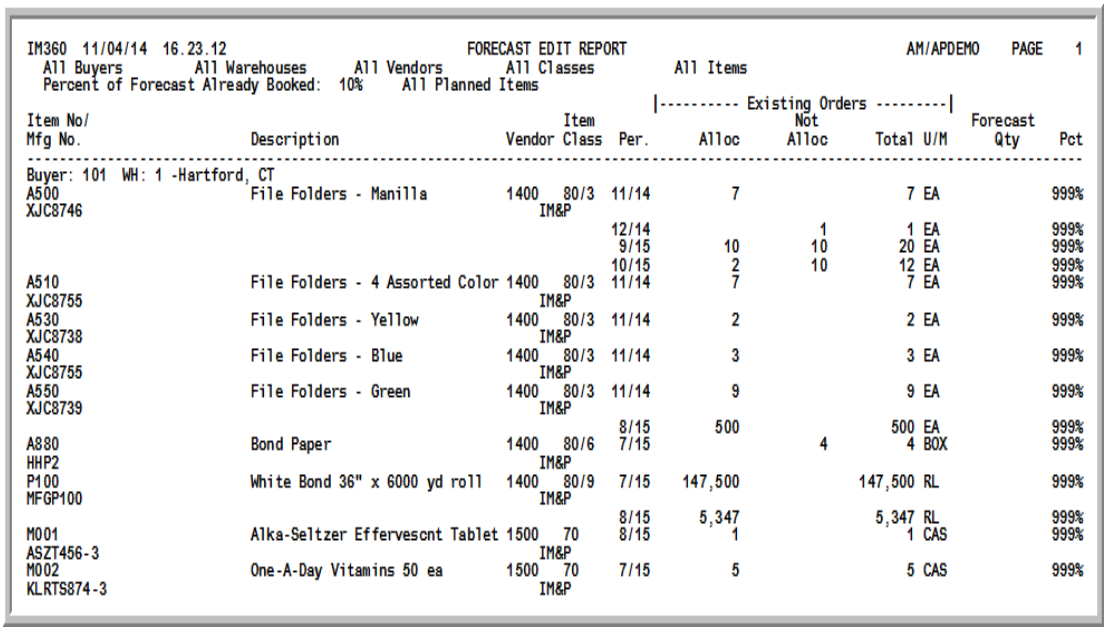


This screen appears after you press **ENTER** on the Forecast Edit Report Selection Screen. Use this screen to enter the percent of forecast already booked for the report.

Forecast Edit Report Screen Fields and Function Keys

Field/Function Key	Description
Percent of Forecast Already Booked	The Forecast Edit Report shows items with current order quantities that are approaching or exceeding the forecast plan. The percent of forecast already booked is the ratio between the order quantity and the forecast quantity for a given item for one month/period. Use this percent to determine which items to print on the report. All quantities that print on the report will be shown in the items' default stocking units of measure. For example. the percent of forecast already booked should be 80% to print items for which 80% or more of the monthly forecast has already been ordered. **Valid Values:** Cannot be zero (N 3,0) Required
F3=Exit	Press **F3=EXIT** to cancel this option. MENU IMREPT/MENU AIREPT will display.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will appear. Refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen.

Forecast Edit Report



IM360 11/04/14 16.23.12 FORECAST EDIT REPORT AM/APDEMO PAGE 1
All Buyers All Warehouses All Vendors All Classes All Items
Percent of Forecast Already Booked: 10% All Planned Items

Item No/ Mfg No.	Description	Vendor	Item Class	Per.	Existing Orders Alloc	Not Alloc	Total	U/M	Forecast Qty	Pct
Buyer: 101 WH: 1 -Hartford, CT										
A500	File Folders - Manilla	1400	80/3	11/14	7		7	EA		999%
XJC8746		IM&P								
				12/14		1	1	EA		999%
				9/15	10	10	20	EA		999%
				10/15	2	10	12	EA		999%
A510	File Folders - 4 Assorted Color	1400	80/3	11/14	7		7	EA		999%
XJC8755		IM&P								
A530	File Folders - Yellow	1400	80/3	11/14	2		2	EA		999%
XJC8738		IM&P								
A540	File Folders - Blue	1400	80/3	11/14	3		3	EA		999%
XJC8755		IM&P								
A550	File Folders - Green	1400	80/3	11/14	9		9	EA		999%
XJC8739		IM&P								
				8/15	500		500	EA		999%
A880	Bond Paper	1400	80/6	7/15		4	4	BOX		999%
HHP2		IM&P								
P100	White Bond 36" x 6000 yd roll	1400	80/9	7/15	147,500		147,500	RL		999%
MFGP100		IM&P								
				8/15	5,347		5,347	RL		999%
M001	Alka-Seltzer Effervescnt Tablet	1500	70	8/15	1		1	CAS		999%
ASZT456-3		IM&P								
M002	One-A-Day Vitamins 50 ea	1500	70	7/15	5		5	CAS		999%
KLRTS874-3		IM&P								

This report prints following your selections on the Report Options Screen.

An item will print on this report if it meets the selection criteria indicated on the Forecast Edit Report Selection Screen, and the Forecast Edit Report. Additionally, an item will print if the monthly forecast quantity is not adequate to fill existing orders.

Current order quantities are extracted from the Open Orders File. The type of orders which are NOT included on this report are:

- quotes
- drop-ship orders
- master orders that are not blanket orders

The report uses each item's requested ship date to determine if the item is scheduled to ship. This report is sequenced by buyer, warehouse, and item number; a new page prints when the buyer or warehouse changes.

AIM, IM&P or both AIM/IM&P planned items will print on the report as determined by the **Planning Tool** field on the Forecast Edit Report Selection Screen. The heading in the report will indicate **Only AIM Planned Items**, **Only IM&P Planned Items**, or **All Planned Items**. The body in the report will also indicate for each line item which Planning Tool is being used for the item (IM&P or AIM will appear after the **Vendor** column).

Forecast Edit Report

Report/Listing Fields	Description
Item Number	The number and description of the item for which the monthly forecasted quantity is not adequate to fill existing orders. If you selected **Y** in the **Print Mfg Number** field on the Forecast Edit Report Selection Screen, the manufacturer's item number will print above the item description. **Note:** If you entered a manufacturer's item number through Vendor/Item Information Maintenance (MENU POFILE), that number will print on this report; otherwise the manufacturer's number you entered through Item Master Maintenance (MENU IAFILE) will print.
Vendor	This is the vendor from whom the item is primarily purchased. The item is assigned to this vendor through Item Balance Maintenance (MENU IAFILE).
Item Class	The 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).
Per.	The forecast period which is being edited.
Alloc	The quantity allocated for existing orders. An item's open order quantities (including allocated) show the current backlog quantities.
Not Alloc	The quantity not allocated for existing orders. An item's open order quantities (including those not allocated) show the current backlog quantities.
Total / U/M	The total quantity for this unit of measure [this report prints quantities in each item's default stocking unit of measure defined through Item Master Maintenance (MENU IAFILE)]. The total quantity includes both the amount allocated and the amount not allocated. An item's open order quantities (including total) show the current backlog quantities.
Forecast Qty	The forecast quantity for this item. This value (along with the **Pct**) helps you determine if forecast quantities should be manually adjusted.
Pct	The percent of forecast already booked. This value (along with the **Forecast Qty**) helps you determine if forecast quantities should be manually adjusted.

Chapter 22 Printing the Annual Forecasts Report

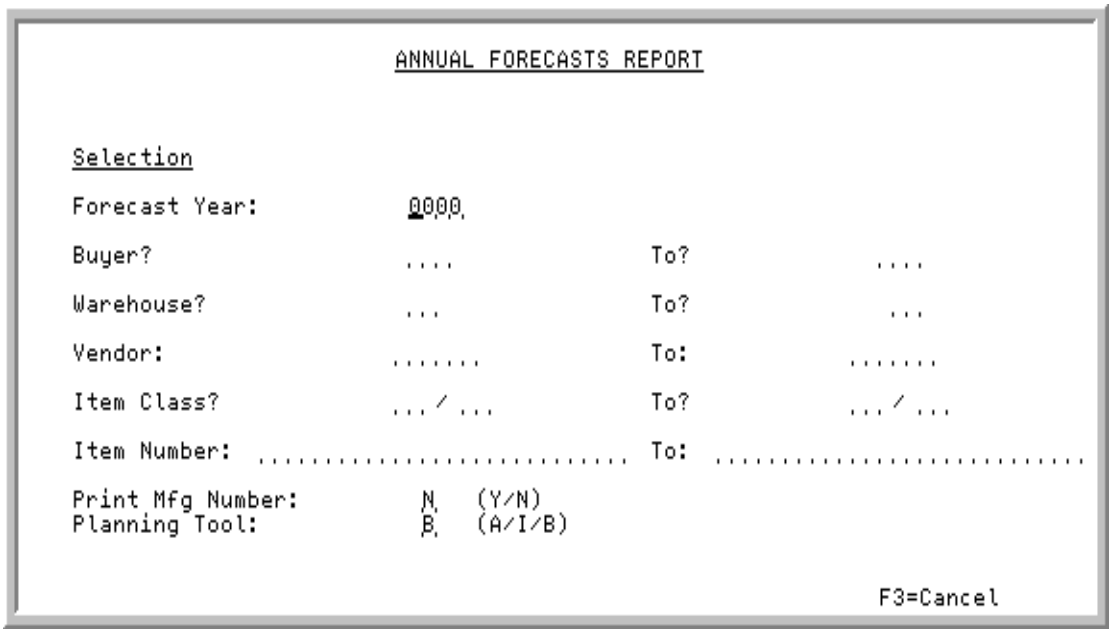
The Annual Forecast option produces the Annual Forecasts Report which shows the monthly forecasts of selected items for a specified year. This report can be printed at any time to review the contents of the IM&P/AIM Annual Forecast File.

Annual Forecasts 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
Annual Forecasts Report Selection Screen	Use to specify criteria to limit the items included on the report.
Annual Forecasts Report	Prints a list of items and their monthly forecasts for a year.

Annual Forecasts Report Selection Screen



This screen appears after selecting option **8** - Annual Forecasts Report from MENU IMREPT. This screen also can be accessed by selecting the Annual Forecasts Report from MENU AIREPT.

Use this screen is used to select the criteria of the items that will print on the report, and to indicate the forecast year to be used.

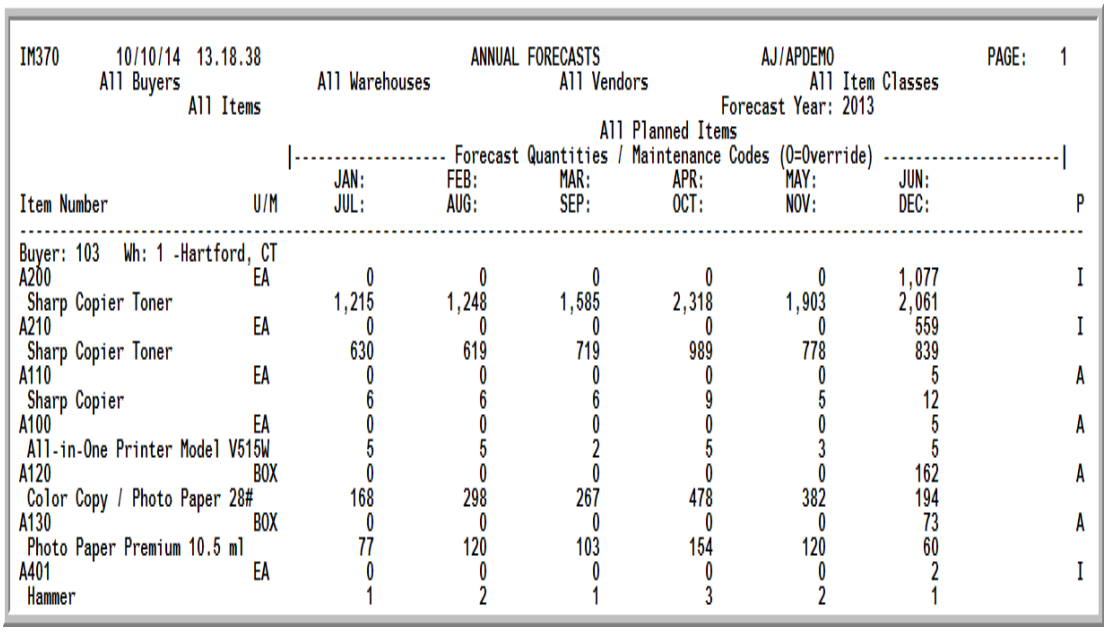
Annual Forecasts Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Forecast Year	This is the year for which the Annual Forecasts Report will be generated. The monthly forecasts maintained in the IM&P/AIM Annual Forecast File will be printed for the selected items and the selected year. Key the desired forecast year. The date keyed must be four digits (CCYY). (N 4,0) Required
Buyer	Key the from/to Buyers who are responsible for the items you wish to print on the report. **Valid Values:** Buyer codes are defined though Buyers Maintenance (MENU POFILE). (2 @ A 3) Optional

Field/Function Key	Description
Warehouse	Key the from/to Warehouse range to be included on this report. **Valid Values:** A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2) Optional
Vendor	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). (A 6) 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). If no sub-class is identified, all sub-classes within the selected item class will print. (2 @ A 2 / A 2) Optional
Item Number	Key the item number or a range of item numbers to include data for those items in your report. The criteria you enter in the from and to fields determine the items that will print on the report; only those items that match the criteria entered will print. Leave blank to select all items. **Valid Values:** Any valid item number (2 @ A 27) Optional
Print Mfg Number	This field determines whether or not manufacturers' item numbers will print on the Annual Forecasts Report. The manufacturers' item numbers that print on this report are defined through Item Master Maintenance (MENU IAFILE). Accept the default or key **Y** if you want manufacturer's item numbers to print on the report. **Default Value:** N (A 1) Required

Field/Function Key	Description
Planning Tool	Use this field to determine if AIM, IM&P or both AIM/IM&P planned items will print on the Annual Forecasts Report Selection Screen. Key **A** if you want only AIM planned items on the report. The AIM company report default options will be used when values are printed on the report. Key **I** if you want only IM&P planned items on the report. The IM&P company report default options will be used when values are printed on the report. Key **B** if you want both AIM and IM&P planned items on the report. If you key **B** and no IM&P company report default options were found, then AIM company report default options will be used. **Default Value:** B (A 1) Required
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU IMREPT/MENU AIREPT will display.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will appear. Refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen.

Annual Forecasts Report



IM370 10/10/14 13.18.38 ANNUAL FORECASTS AJ/APDEMO PAGE: 1
All Buyers All Warehouses All Vendors All Item Classes
All Items Forecast Year: 2013
All Planned Items

Item Number	U/M	JAN: / JUL:	FEB: / AUG:	MAR: / SEP:	APR: / OCT:	MAY: / NOV:	JUN: / DEC:	P
Buyer: 103 Wh: 1 -Hartford, CT								
A200	EA	0	0	0	0	0	1,077	I
Sharp Copier Toner		1,215	1,248	1,585	2,318	1,903	2,061	
A210	EA	0	0	0	0	0	559	I
Sharp Copier Toner		630	619	719	989	778	839	
A110	EA	0	0	0	0	0	5	A
Sharp Copier		6	6	6	9	5	12	
A100	EA	0	0	0	0	0	5	A
All-in-One Printer Model V515W		5	5	2	5	3	5	
A120	BOX	0	0	0	0	0	162	A
Color Copy / Photo Paper 28#		168	298	267	478	382	194	
A130	BOX	0	0	0	0	0	73	A
Photo Paper Premium 10.5 ml		77	120	103	154	120	60	
A401	EA	0	0	0	0	0	2	I
Hammer		1	2	1	3	2	1	

Important: Quantities on this report are expressed in the unit of measure selected as the Reporting U/M in Item Master Maintenance (MENU IAFILE). Quantities that are expressed as all 9s may be too large to be printed and may not reflect actual quantities. In such instances, these amounts will print in boldface type, and a warning message will print on the report. Changing the reporting unit of measure may resolve this situation.

This report prints following your selections on the Report Options Screen. Any item meeting the criteria selected on the Annual Forecasts Report Selection Screen will print. The monthly forecast quantities of that item for the specified year will be indicated.

This report is sequenced by buyer, warehouse, and item number; a new page prints when the buyer or warehouse changes; and all quantities are shown in the items' default units of measure.

AIM, IM&P or both AIM/IM&P planned items will print on the report as determined by the **Planning Tool** field on the Annual Forecasts Report Selection Screen. The heading in the report will indicate **Only AIM Planned Items**, **Only IM&P Planned Items**, or **All Planned Items**. The **P** column on the report for the line item will also indicate which Planning Tool is being used for the item.

Annual Forecasts Report

Report/Listing Fields	Description
Item Number	The number and description of the item for which monthly forecasts are shown. If you selected **Y** in the **Print Mfg Number** field on the Annual Forecasts Report Selection Screen, the manufacturer's item number defined for the item through Item Master Maintenance (MENU IAFILE) will print above the item description.
Forecast Quantities	For each item, the monthly forecast for the specified year is printed.

Report/Listing Fields	Description
Maintenance Codes	If the forecast quantity for an indicated month has been overridden through Monthly Forecast Quantities Maintenance (MENU IMFILE), **O** will print after the quantity.
P	The Planning Tool being used for the line item: **A**=AIM or **I**=IM&P.

Chapter 23 Printing the Manually Managed Items Report

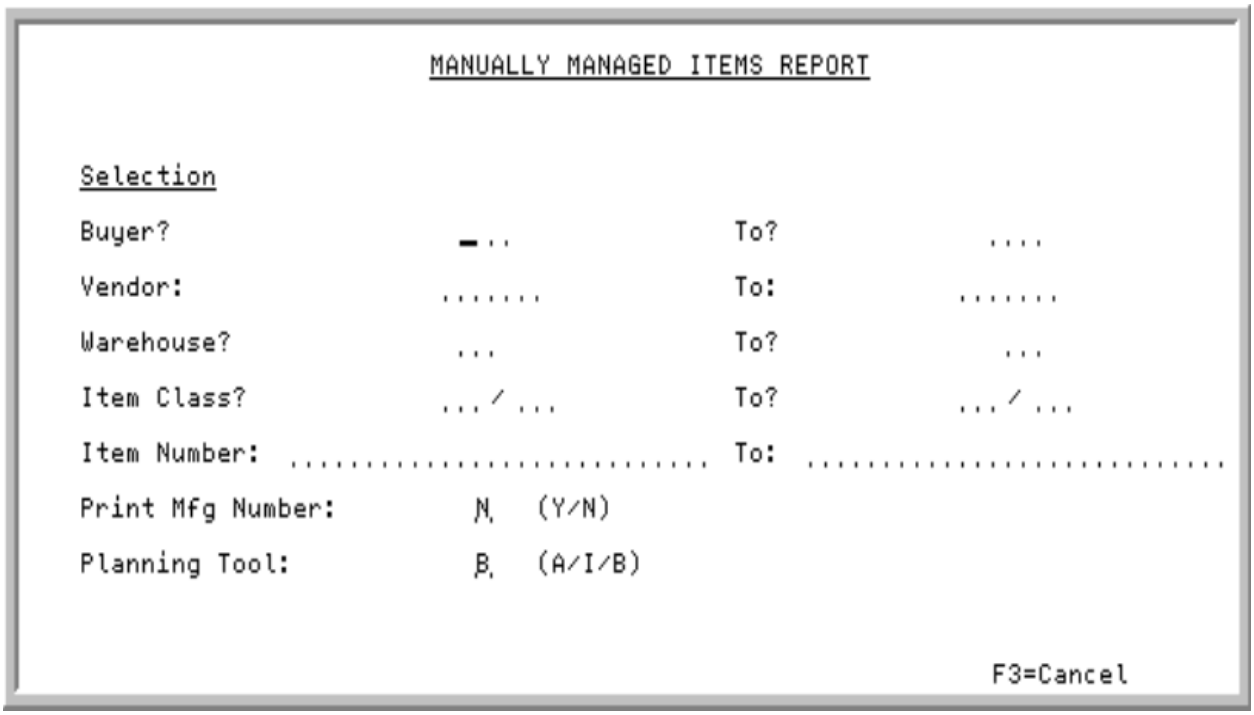
The Manually Managed Items option produces the Manually Managed Items Report showing those items for which any of the IM&P/AIM calculated values have been overridden, and are manually managed. This report can be printed at any time to review overridden values.

Manually Managed Items 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
Manually Managed Items Report Selection Screen	Use to specify criteria to limit the items included on the report.
Manually Managed Items Report	Prints a list of items that are manually managed.

Manually Managed Items Report Selection Screen



This screen appears after selecting option **9** - Manually Managed Items Report from MENU IMREPT. This screen also can be accessed by selecting the Manually Managed Items Report from MENU AIREPT.

Use this screen to select the criteria of the items that will print on the report.

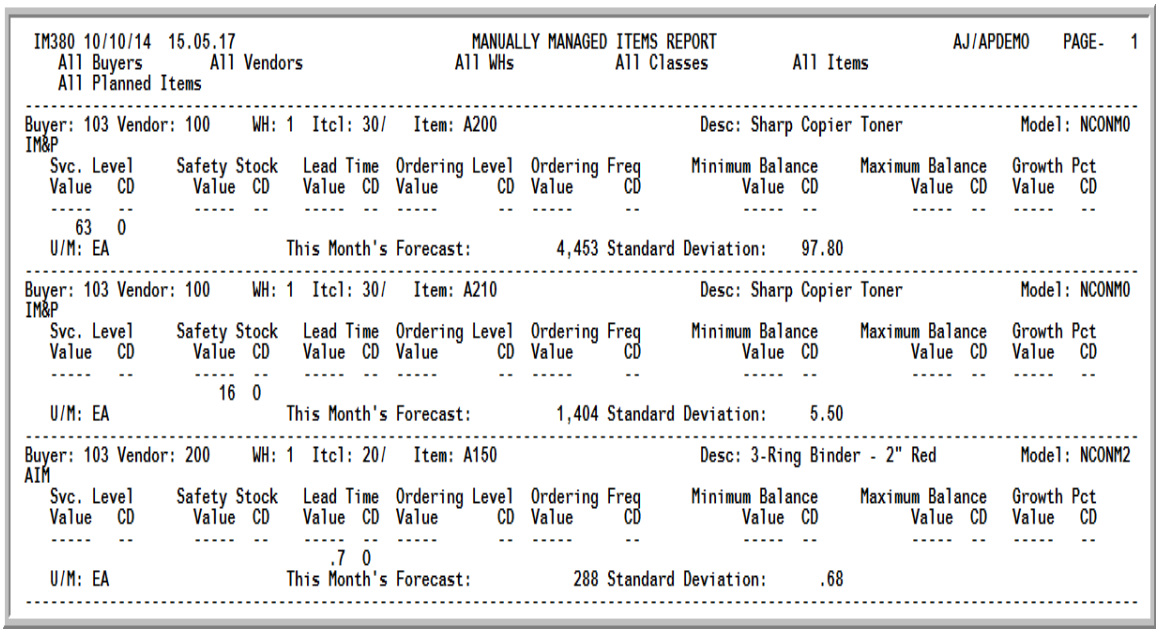
Manually Managed Items Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Buyer	Key the from/to Buyers who are responsible for the items you wish to print on the report. **Valid Values:** Buyer codes are defined though Buyers Maintenance (MENU POFILE). (2 @ A 3) Optional
Warehouse	Key the from/to Warehouse range to be included on this report. **Valid Values:** A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2) Optional

Field/Function Key	Description
Vendor	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). (A 6) 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). If no sub-class is identified, all sub-classes within the selected item class will print. (2 @ A 2 / A 2) Optional
Item Number	Key the item number or a range of item numbers to include data for those items in your report. The criteria you enter in the from and to fields determine the items that will print on the report; only those items that match the criteria entered will print. Leave blank to select all items. **Valid Values:** Any valid item number. (2 @ A 27) Optional
Item Number	Key the item number or a range of item numbers to include data for those items in your report. The criteria you enter in the from and to fields determine the items that will print on the report; only those items that match the criteria entered will print. Leave blank to select all items. **Valid Values:** Any valid item number (2 @ A 27) Optional
Print Mfg Number	This field determines whether or not manufacturers' item numbers will print on the Manually Managed Items Report. Manufacturers' item numbers are defined through Vendor/Item Information Maintenance (MENU POFILE) and/or Item Master Maintenance (MENU IAFILE). Accept the default or key **Y** if you want manufacturer's item numbers to print on the report. **Default Value:** N (A 1) Required

Field/Function Key	Description
Planning Tool	Use this field to determine if AIM, IM&P or both AIM/IM&P planned items will print on the Manually Managed Items Report. Key **A** if you want only AIM planned items on the report. The AIM company report default options will be used when values are printed on the report. Key **I** if you want only IM&P planned items on the report. The IM&P company report default options will be used when values are printed on the report. Key **B** if you want both AIM and IM&P planned items on the report. If you key **B** and no IM&P company report default options were found, then AIM company report default options will be used. **Default Value:** B (A 1) Required
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU IMREPT/MENU AIREPT will display.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will appear. Refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen.

Manually Managed Items Report



```
IM380 10/10/14  15.05.17                    MANUALLY MANAGED ITEMS REPORT                          AJ/APDEMO    PAGE-   1
   All Buyers       All Vendors              All WHs          All Classes        All Items
   All Planned Items
-------------------------------------------------------------------------------------------------------------------------
Buyer: 103 Vendor: 100     WH: 1  Itcl: 30/   Item: A200                    Desc: Sharp Copier Toner            Model: NCONM0
IM&P
   Svc. Level     Safety Stock   Lead Time  Ordering Level  Ordering Freq      Minimum Balance     Maximum Balance   Growth Pct
   Value   CD       Value  CD    Value  CD  Value       CD  Value      CD          Value  CD          Value  CD   Value   CD
   -----   --      -----  --    -----  --  -----       --  -----      --          -----  --          -----  --   -----   --
      63   0
   U/M: EA                  This Month's Forecast:         4,453 Standard Deviation:    97.80
-------------------------------------------------------------------------------------------------------------------------
Buyer: 103 Vendor: 100     WH: 1  Itcl: 30/   Item: A210                    Desc: Sharp Copier Toner            Model: NCONM0
IM&P
   Svc. Level     Safety Stock   Lead Time  Ordering Level  Ordering Freq      Minimum Balance     Maximum Balance   Growth Pct
   Value   CD       Value  CD    Value  CD  Value       CD  Value      CD          Value  CD          Value  CD   Value   CD
   -----   --      -----  --    -----  --  -----       --  -----      --          -----  --          -----  --   -----   --
                     16  0
   U/M: EA                  This Month's Forecast:         1,404 Standard Deviation:     5.50
-------------------------------------------------------------------------------------------------------------------------
Buyer: 103 Vendor: 200     WH: 1  Itcl: 20/   Item: A150                    Desc: 3-Ring Binder - 2" Red        Model: NCONM2
AIM
   Svc. Level     Safety Stock   Lead Time  Ordering Level  Ordering Freq      Minimum Balance     Maximum Balance   Growth Pct
   Value   CD       Value  CD    Value  CD  Value       CD  Value      CD          Value  CD          Value  CD   Value   CD
   -----   --      -----  --    -----  --  -----       --  -----      --          -----  --          -----  --   -----   --
                        .7  0
   U/M: EA                  This Month's Forecast:           288 Standard Deviation:      .68
-------------------------------------------------------------------------------------------------------------------------
```

This report prints following your selections on the Report Options Screen.

An item will print on this report if one or more of the IM&P/AIM calculated values for service level, safety stock, lead time, ordering level, ordering frequency, minimum balance, maximum balance, or additional growth percent have been overridden through Item Balance Maintenance (MENU IAFILE). This report prints quantities in each item's default stocking unit of measure defined through Item Master Maintenance (MENU IAFILE).

Note: If you selected **Y** in the **Print Mfg Number** field on the Manually Managed Items Report Selection Screen, the manufacturer's item number will print on this report below "our" item number. If you entered a manufacturer's item number through Vendor/Item Information Maintenance (MENU POFILE), that number will print on this report; otherwise the manufacturer's number you entered through Item Master Maintenance (MENU IAFILE) will print.

This report is sequenced by buyer, warehouse, and item number; a new page prints when the buyer or warehouse changes; and all quantities are shown in the items' default units of measure.

Note: If a particular field's maintenance code, shown in the **CD** column, is **A** (automatically calculated) the value for that field and the maintenance code itself will be blank. If a maintenance code is not **A**, the value for that field will print and the maintenance code will be identified as **O**.

AIM, IM&P or both AIM/IM&P planned items will print on the report as determined by the **Planning Tool** field on the Manually Managed Items Report Selection Screen. The heading in the report will indicate **Only AIM Planned Items**, **Only IM&P Planned Items**, or **All Planned Items**. The body in the report will also indicate for each line item which Planning Tool is being used for the item (IM&P or AIM will appear under the **Buyer** field).

Manually Managed Items Report

Report/Listing Fields	Description
Model	This is the planning model used for this item. Models are defined through Planning Models Maintenance (MENU IMFILE/MENU AIFILE).
Svc. Level Value	The service level percent assigned to the item value is the target for the percentage of order quantities that can be filled from stock without backordering.
Safety Stock Value	This is the quantity that will be stored in inventory to compensate for variations in customer demand and vendor lead time.
Lead Time Value	The lead time value is the number of weeks a vendor requires to deliver an item after it is ordered.
Ordering Level Value	The ordering level value is the number of weeks supply to be ordered.
Ordering Freq Value	The ordering frequency value is the number of weeks between placing purchase orders.
Minimum Balance Value	This is the minimum balance for the item.
Maximum Balance Value	This is the highest desired inventory level for an item.
Growth Pct Value	The additional growth percent is used to increase or decrease the excepted forecast quantity. If this percent is a positive value, the normal forecast quantity will be increased by the percentage. If this percent is a negative value, the forecast quantity will be reduced.
This Month's Forecast	The sales quantity forecast for the current period.
Standard Deviation	This is a measure of the variability of the sales history used to forecast demand. An item with stable sales will have a lower standard deviation than items with erratic sales.

Chapter 24 Printing the Items by Model Report

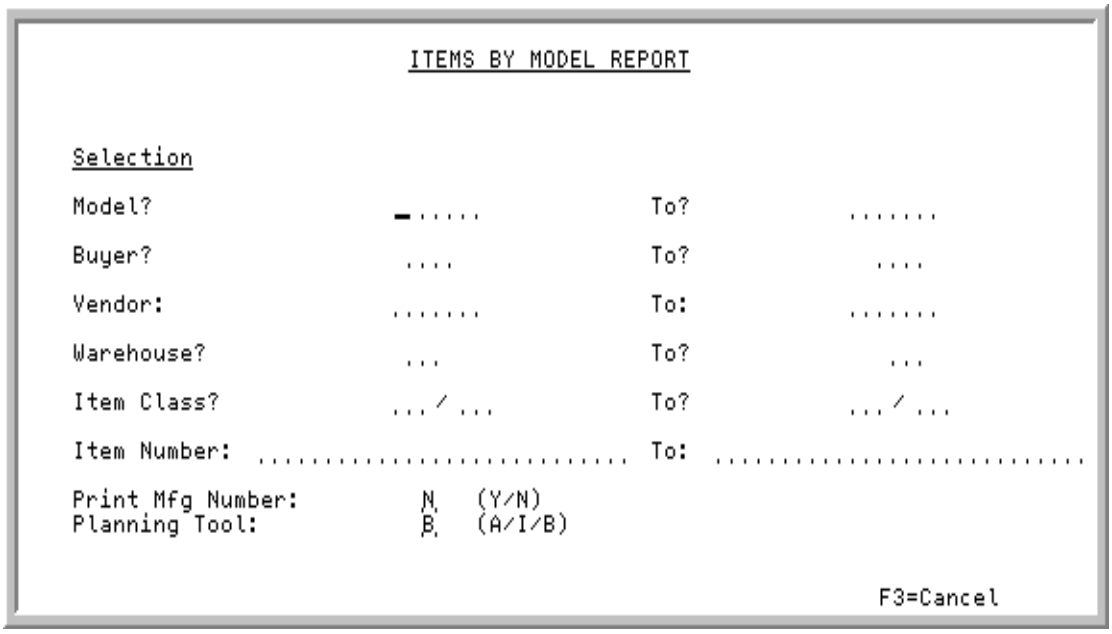
The Items by Model option prints the Items by Model Report which lists those planning models that have been assigned to each item in a warehouse.

Items by Model 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
Items by Model Report Selection Screen	Use to specify criteria to limit the items included on the report.
Items by Model Report	Prints planning models and the items that use the model.

Items by Model Report Selection Screen



This screen appears after selecting option **10** - Items by Model Report from MENU IMREPT. This screen also can be accessed by selecting the Items by Model Report from MENU AIREPT.

Use this screen to select the items that will print on the report.

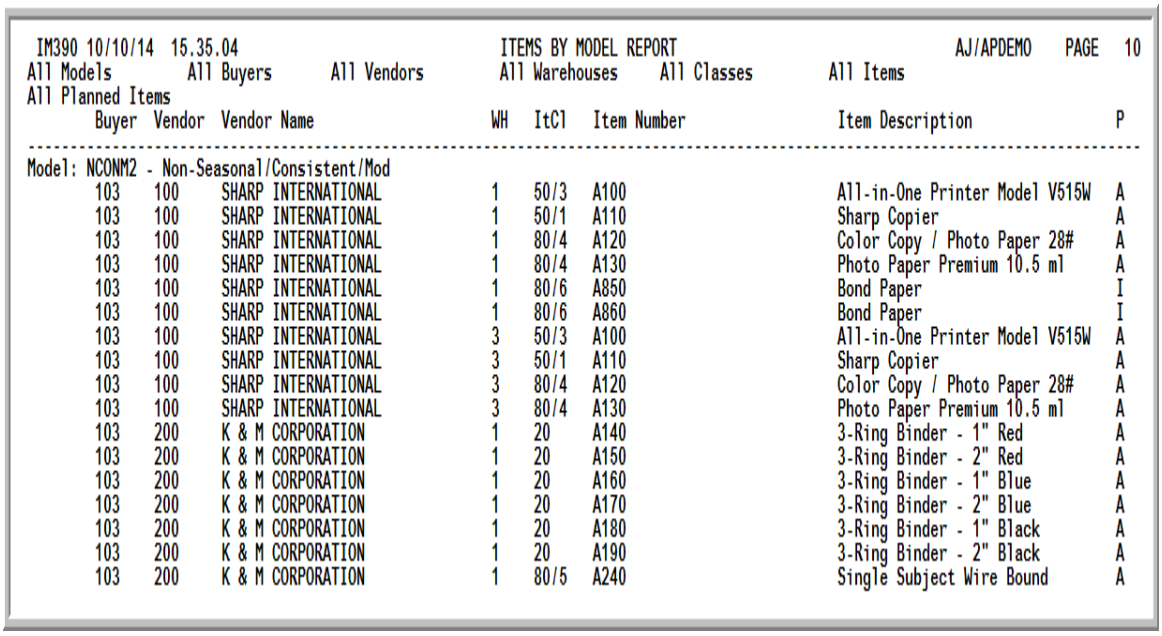
Items by Model Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Buyer	Key the from/to Buyers who are responsible for the items you wish to print on the report. **Valid Values:** Buyer codes are defined though Buyers Maintenance (MENU POFILE). (2 @ A 3) Optional
Warehouse	Key the from/to Warehouse range to be included on this report. **Valid Values:** A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2) Optional
Vendor	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). (A 6) Optional

Field/Function Key	Description
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). If no sub-class is identified, all sub-classes within the selected item class will print. (2 @ A 2 / A 2) Optional
Item Number	Key the item number or a range of item numbers to include data for those items in your report. The criteria you enter in the from and to fields determine the items that will print on the report; only those items that match the criteria entered will print. Leave blank to select all items. **Valid Values:** Any valid item number (2 @ A 27) Optional
Print Mfg Number	This field determines whether or not manufacturers' item numbers will print on the report. Manufacturers' item numbers are defined through Vendor/Item Information Maintenance (MENU POFILE) and/or Item Master Maintenance (MENU IAFILE). Accept the default or key **Y** if you want manufacturer's item numbers to print on the report. **Default Value:** N (A 1) Required
`Planning Tool	Use this field to determine if AIM, IM&P or both AIM/IM&P planned items will print on the Items by Model Report Selection Screen. Key **A** if you want only AIM planned items on the report. The AIM company report default options will be used when values are printed on the report. Key **I** if you want only IM&P planned items on the report. The IM&P company report default options will be used when values are printed on the report. Key **B** if you want both AIM and IM&P planned items on the report. If you key **B** and no IM&P company report default options were found, then AIM company report default options will be used. **Default Value:** B (A 1) Required
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU IMREPT/MENU AIREPT will display.

Field/Function Key	Description
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will display. Refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen

Items by Model Report



IM390 10/10/14 15.35.04 ITEMS BY MODEL REPORT AJ/APDEMO PAGE 10
All Models All Buyers All Vendors All Warehouses All Classes All Items
All Planned Items

Buyer	Vendor	Vendor Name	WH	ItCl	Item Number	Item Description	P
Model: NCONM2 - Non-Seasonal/Consistent/Mod							
103	100	SHARP INTERNATIONAL	1	50/3	A100	All-in-One Printer Model V515W	A
103	100	SHARP INTERNATIONAL	1	50/1	A110	Sharp Copier	A
103	100	SHARP INTERNATIONAL	1	80/4	A120	Color Copy / Photo Paper 28#	A
103	100	SHARP INTERNATIONAL	1	80/4	A130	Photo Paper Premium 10.5 ml	A
103	100	SHARP INTERNATIONAL	1	80/6	A850	Bond Paper	I
103	100	SHARP INTERNATIONAL	1	80/6	A860	Bond Paper	I
103	100	SHARP INTERNATIONAL	3	50/3	A100	All-in-One Printer Model V515W	A
103	100	SHARP INTERNATIONAL	3	50/1	A110	Sharp Copier	A
103	100	SHARP INTERNATIONAL	3	80/4	A120	Color Copy / Photo Paper 28#	A
103	100	SHARP INTERNATIONAL	3	80/4	A130	Photo Paper Premium 10.5 ml	A
103	200	K & M CORPORATION	1	20	A140	3-Ring Binder - 1" Red	A
103	200	K & M CORPORATION	1	20	A150	3-Ring Binder - 2" Red	A
103	200	K & M CORPORATION	1	20	A160	3-Ring Binder - 1" Blue	A
103	200	K & M CORPORATION	1	20	A170	3-Ring Binder - 2" Blue	A
103	200	K & M CORPORATION	1	20	A180	3-Ring Binder - 1" Black	A
103	200	K & M CORPORATION	1	20	A190	3-Ring Binder - 2" Black	A
103	200	K & M CORPORATION	1	80/5	A240	Single Subject Wire Bound	A

This report prints following your selections on the Report Options Screen.

All items that have been selected on the Items by Model Report Selection Screen are printed. For each planning model, planning information about each item that uses the model will print.

This report is sequenced by planning model, buyer, vendor, warehouse, item class, and item number. A new page prints when the model changes.

AIM, IM&P or both AIM/IM&P planned items will print on the report as determined by the **Planning Tool** field on the Items by Model Report Selection Screen. The heading in the report will indicate **Only AIM Planned Items**, **Only IM&P Planned Items**, or **All Planned Items**. The **P** column on the report for the line item will also indicate which Planning Tool is being used for the item.

Items by Model Report Fields and Function Keys

Report/Listing Fields	Description
Model	This is the planning Model ID. The items that use this planning model are printed below this line. Planning models for individual items may be changed through Item Balance Maintenance (MENU IAFILE), or planning models for groups of items may be globally changed through IM&P/AIM Global Model Change (MENU IMMAST/MENU AIMAST).
Buyer	The buyer ID assigned to the item.
Vendor/Vendor Name	The vendor number and vendor name for the primary vendor assigned
WH	The warehouse that controls this item's information.

Report/Listing Fields	Description
ItCl:	The item class and sub-class assigned to the item.
Item Number/Description	The item number and the concatenated item description 1 and 2 fields.
Mfg. Item Number	The manufacturer's item number, which will print on this report only if you selected **Y** in the **Print Mfg Number** field on the Items by Model Report Selection Screen. If you entered a manufacturer's item number through Vendor/Item Information Maintenance (MENU POFILE), that number will print on this report; otherwise the manufacturer's number you entered through Item Master Maintenance (MENU IAFILE) will print.
P	The Planning Tool being used for the line item: **A**=AIM or **I**=IM&P.

Chapter 25 Printing the Safety Stock Audit Report

Use the Safety Stock Audit Report option to print the Safety Stock Audit Report. This report prints those items which have a safety stock that is greater than a given percent of the minimum on- hand quantity. The **Safety Stock % of Minimum** value is defined through IM&P/AIM System Options Maintenance (MENU IMFILE/MENU AIFILE).

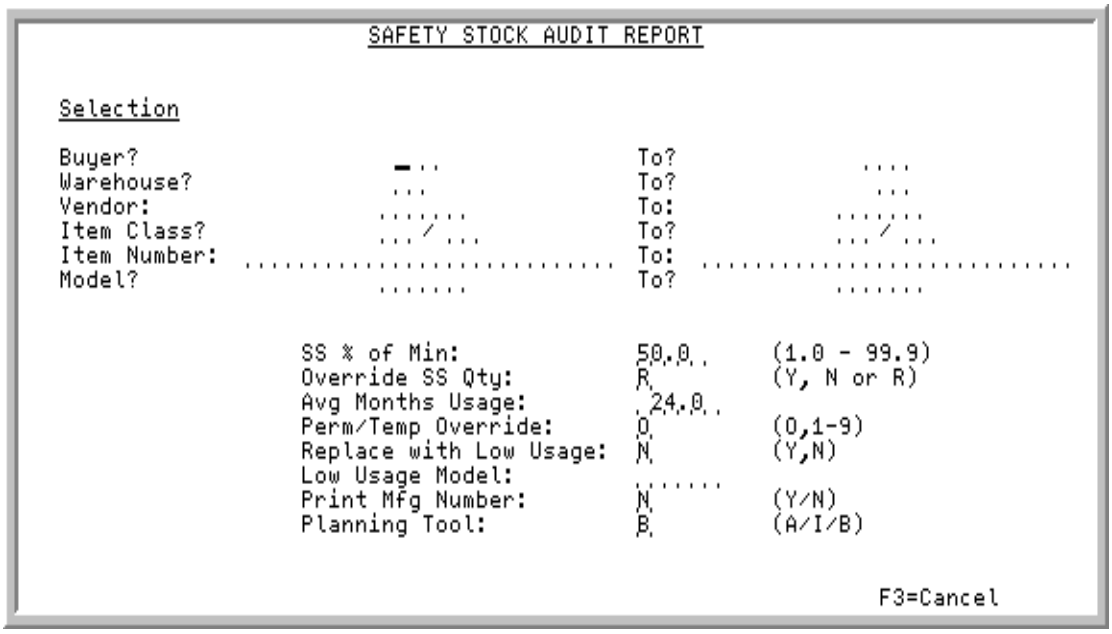
This option will also allow you to override the safety stock, minimum, and maximum on-hand quantities by a given number of months usage. If you choose to reforecast your items using a low usage model, any items whose variables are affected will print on the Model Change Report.

Safety Stock Audit 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
Safety Stock Audit Report Selection Screen	Use to specify criteria to limit the items included on the report.
Safety Stock Audit Report	Prints a list of items that have a safety stock quantity greater than a given percent of the minimum on-hand quantity.
Model Change Report	Prints a list of items that were reforecasted with the low usage model.

Safety Stock Audit Report Selection Screen



This screen appears after selecting option **11** - Safety Stock Audit Report from MENU IMREPT. This screen also can be accessed by selecting the Safety Stock Audit Report from MENU AIREPT.

Use this screen to select the criteria of the items that will print on the Safety Stock Audit Report. You are also required to:

- select the safety stock percentage of minimum
- determine if the safety stock quantity will be overridden by the number of months usage
- determine if IM&P and/or AIM company report default options will be used to calculate the values on the report

If you choose to reforecast the items using a low usage model, any items whose variables change will print on the Model Change Report.

The criteria you enter in the from and to fields on this screen determines the items that will print on the report. Only those items that match the criteria entered will print. Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Safety Stock Audit Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Buyer	Key the buyer or range of buyers who are responsible for the items to print on the report. **Valid Values:** A buyer defined through Buyers Maintenance (MENU POFILE). (2 @ A 3) Optional

Field/Function Key	Description
Warehouse	Key the warehouse or range of warehouses that store the items to print on the report. **Valid Values:** A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2) Optional
Vendor	Key the primary vendor or range of primary vendors from whom the items are purchased to print on the report. **Valid Values:** A primary vendor defined through Vendors Maintenance (MENU POFILE/MENU APFILE), and may be assigned to an item through Item Master Maintenance (MENU IAFILE) or Item Balance Maintenance (MENU IAFILE). (A 6) Optional
Item Class	Key the item class/sub-class or range of item classes/sub-classes of the items to print on the report. If the sub-class is left blank, all sub-classes within the item class indicated will print. **Valid Values:** Item classes are defined through Item Class/Sub Class Maintenance (MENU IAFILE) and are assigned to items through Item Master Maintenance (MENU IAFILE). (2 @ A 2 / A 2) Optional
Item Number	Key the item number or range of item numbers with a safety stock that exceeds the minimum stocking level that you want to print on the report. **Valid Values:** A valid item number defined through Item Master Maintenance (MENU IAFILE). (2 @ A 27) Optional
Model	Key the planning models to which the items that you want to print on the report are assigned. **Valid Values:** A valid model defined through Planning Models Maintenance (MENU AIFILE). (2 @ A 6) Optional

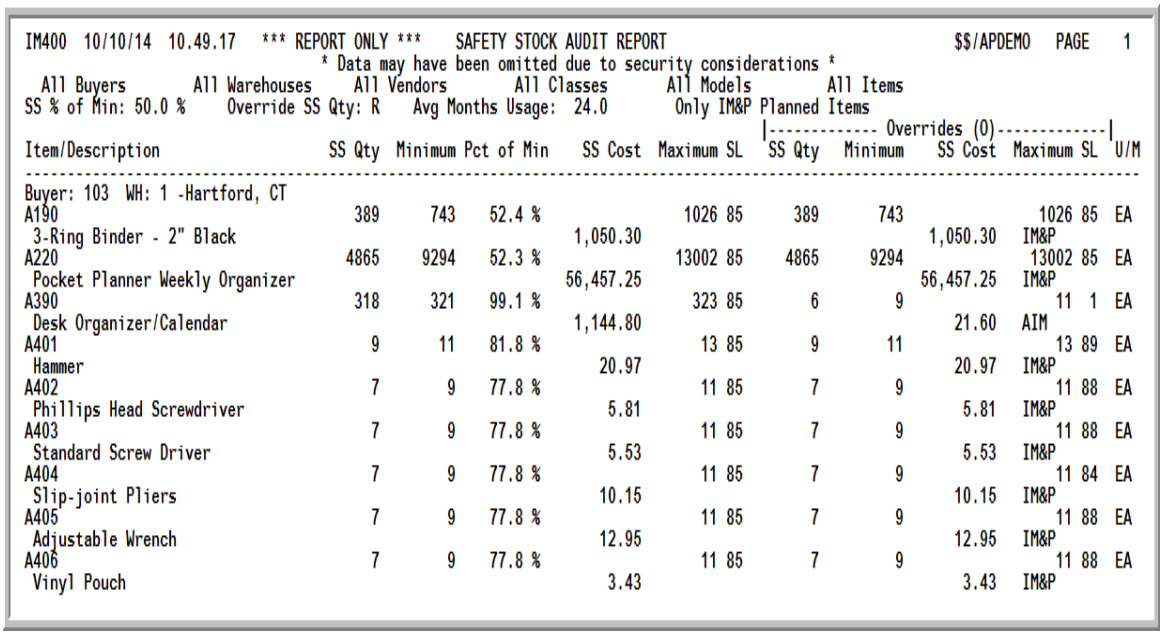
Field/Function Key	Description
` SS % of Min	This field represents the safety stock percentage of minimum. Key a figure to define the safety stock percentage of the previously defined minimum quantity for items. All items that have a safety stock quantity that is greater than or equal to this percentage of the minimum on-hand quantity will be selected for this report. **Default Value:** The value entered in the **Safety Stock % of Minimum (1.0 - 99.9)** field in IM&P/AIM Options Maintenance (MENU IMFILE/MENU AIFILE) for the default company. (N 2,1) Required
Override SS Qty	This field determines whether or not the safety stock quantities for the item in the warehouse (IM&P/AIM Balance File) will be overridden with the new safety stock, minimum, and maximum values when you run the report. Key **Y** to override the safety stock quantities with the calculated values. The overrides will print on the report. Additionally, the average months usage information will print on the report (refer to the **Avg Months Usage** field description). Key **N** if you do not want to override the safety stock quantities. The report will print without overriding the minimum, maximum, or safety stock and the data described in the **Overrides** column section on the report will not print. Key **R** to view the safety stock information and not override the values. The report will include the data described in the **Overrides** column for this report. Review the report that prints and, once the results are satisfactory, run the report again with a **Y** in this field. The quantities will be updated. **Note:** Items with an overridden service level maintenance code (**O** or **1-9**) specified through Item Balance Maintenance (MENU IAFILE) must have a safety stock maintenance code of **A**. **Default Value:** The value entered in the **Override Safety Stock Quantity (Y,N,R)** field in IM&P/AIM Options Maintenance (MENU IMFILE/MENU AIFILE) for the default company. (A 1) Require.

Field/Function Key	Description
Avg Months Usage	If you selected to override the safety stock quantity, the value keyed in this field will be used to determine the new safety stock quantity. To calculate the new safety stock quantity, the average forecast quantity for the next 12 months is multiplied by the average months usage value keyed in this field. For example, if the average forecast for the next 12 months is 20 and the average months usage is 2, then the new safety stock quantity will be 40. Key the number of average months usage that will be used in the calculation of the new safety stock quantity when the report runs. **Default Value:** The value entered in the **Average Months Usage** field in IM&P/AIM Options Maintenance (MENU IMFILE/MENU AIFILE) for the default company. (N 3,1) Required/Blank; Required if Override SS Qty is Y or R, otherwise blank
Perm/Temp Override	This field determines whether or not an override of the safety stock will be permanent or temporary. Key **O** to replace the safety stock maintenance code in the IM&P/AIM Balance File with a permanent override. Key **1-9** to override the safety stock maintenance code for the number of months entered. At the end of this time, the field will be changed to **A** to indicate automatic maintenance of the value. **Default Value:** The value entered in the **Permanent/Temporary Override field** in IM&P/AIM Options Maintenance (MENU IMFILE/MENU AIFILE) for the default company. (A 1) Required

Field/Function Key	Description
Replace with Low Usage	This field determines if the low usage model should be used to reforecast items that are equal to or greater than the safety stock percentage of minimum. **Note:** Reforecasting with the low usage model may bring the safety stock percentage of minimum in the Item Balance File below the safety stock percentage of minimum entered in the report options. Key **Y** to reforecast the item with the low usage model. In order to key **Y**, the **Override SS Qty** field on this screen must also be **Y**. When you key **Y**, the IM&P/AIM variables in the Item Balance File will be updated with the new values. Any items that are reforecasted with the low usage model will print on the Model Change Report. Key **N** if you do not want to replace the IM&P/AIM variables in the Item Balance File and do not want to reforecast. The Model Change Report will not print. **Default Value:** The value entered in the **Replace Model with Low Usage Model** field in IM&P/AIM Options Maintenance (MENU IMFILE/MENU AIFILE) for the default company. (A 1) Required
Low Usage Model	If you selected to use the low usage Model ID (that is, the **Replace with Low Usage** field is **Y**), then key a value in this field to identify which model to use. **Default Value:** The value entered in the **Low Usage Model ID** field in IM&P/ AIM Options Maintenance (MENU IMFILE/MENU AIFILE) for the default company. **Valid Values:** An existing Model ID that is set up through Planning Models Maintenance (MENU POFIL2/MENU IMFILE). (A 1) Optional
Print Mfg Number	This field determines whether or not manufacturers' item numbers will print on the Safety Stock Audit Report or the Model Change Report. Manufacturers' item numbers are defined through Vendor/Item Information Maintenance (MENU POFILE) and/or Item Master Maintenance (MEN IAFILE). Accept the default or key **Y** if you want manufacturer's item numbers to print on the report. **Default Value:** N (A 1) Required

Field/Function Key	Description
Planning Tool	Use this field to determine if AIM, IM&P or both AIM/IM&P planned items will print on the Safety Stock Audit Report. Key **A** if you want only AIM planned items on the report. The AIM company report default options will be used when values are printed on the report. Key **I** if you want only IM&P planned items on the report. The IM&P company report default options will be used when values are printed on the report. Key **B** if you want both AIM and IM&P planned items on the report. If you key **B** and no IM&P company report default options were found, then AIM company report default options will be used. **Default Value:** B (A 1) Required
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU IMREPT/MENU AIREPT will display.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will display. Refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen.

Safety Stock Audit Report



IM400 10/10/14 10.49.17 *** REPORT ONLY *** SAFETY STOCK AUDIT REPORT $$/APDEMO PAGE 1

* Data may have been omitted due to security considerations *

All Buyers All Warehouses All Vendors All Classes All Models All Items

SS % of Min: 50.0 % Override SS Qty: R Avg Months Usage: 24.0 Only IM&P Planned Items

						Overrides (0)				
Item/Description	SS Qty	Minimum	Pct of Min	SS Cost	Maximum SL	SS Qty	Minimum	SS Cost	Maximum SL	U/M
Buyer: 103 WH: 1 -Hartford, CT										
A190	389	743	52.4 %		1026 85	389	743		1026 85	EA
3-Ring Binder - 2" Black				1,050.30				1,050.30	IM&P	
A220	4865	9294	52.3 %		13002 85	4865	9294		13002 85	EA
Pocket Planner Weekly Organizer				56,457.25				56,457.25	IM&P	
A390	318	321	99.1 %		323 85	6	9		11 1	EA
Desk Organizer/Calendar				1,144.80				21.60	AIM	
A401	9	11	81.8 %		13 85	9	11		13 89	EA
Hammer				20.97				20.97	IM&P	
A402	7	9	77.8 %		11 85	7	9		11 88	EA
Phillips Head Screwdriver				5.81				5.81	IM&P	
A403	7	9	77.8 %		11 85	7	9		11 88	EA
Standard Screw Driver				5.53				5.53	IM&P	
A404	7	9	77.8 %		11 85	7	9		11 84	EA
Slip-joint Pliers				10.15				10.15	IM&P	
A405	7	9	77.8 %		11 85	7	9		11 88	EA
Adjustable Wrench				12.95				12.95	IM&P	
A406	7	9	77.8 %		11 85	7	9		11 88	EA
Vinyl Pouch				3.43				3.43	IM&P	

This report prints following your selections on the Safety Stock Audit Report Selection Screen and the Report Options Screen. This report will print only if items exist that have a safety stock which is greater than a given percent of the minimum on-hand quantity. The **Safety Stock % of Minimum** value is defined through IM&P/AIM System Options Maintenance (MENU IMFILE/MENU AIFILE) for the default company.

The **Avg Months Usage** information prints on this report only if you selected to override the safety stock quantity when you chose to run this report (**Override SS Qty** is set to **Y**). The override data will only print on this report if you chose to run the report with the **Override SS Qty** field on the Safety Stock Audit Report Selection Screen set to **Y** or **R**.

AIM, IM&P or both AIM/IM&P planned items will print on the report as determined by the **Planning Tool** field on the Safety Stock Audit Report Selection Screen. The heading in the report will indicate **Only AIM Planned Items**, **Only IM&P Planned Items**, or **All Planned Items**. The body in the report will also indicate for each line item which Planning Tool is being used for the item (IM&P or AIM will appear after the **SS Cost** column).

This report is sequenced by buyer, warehouse, and item number. A new page prints when the buyer and warehouse changes.

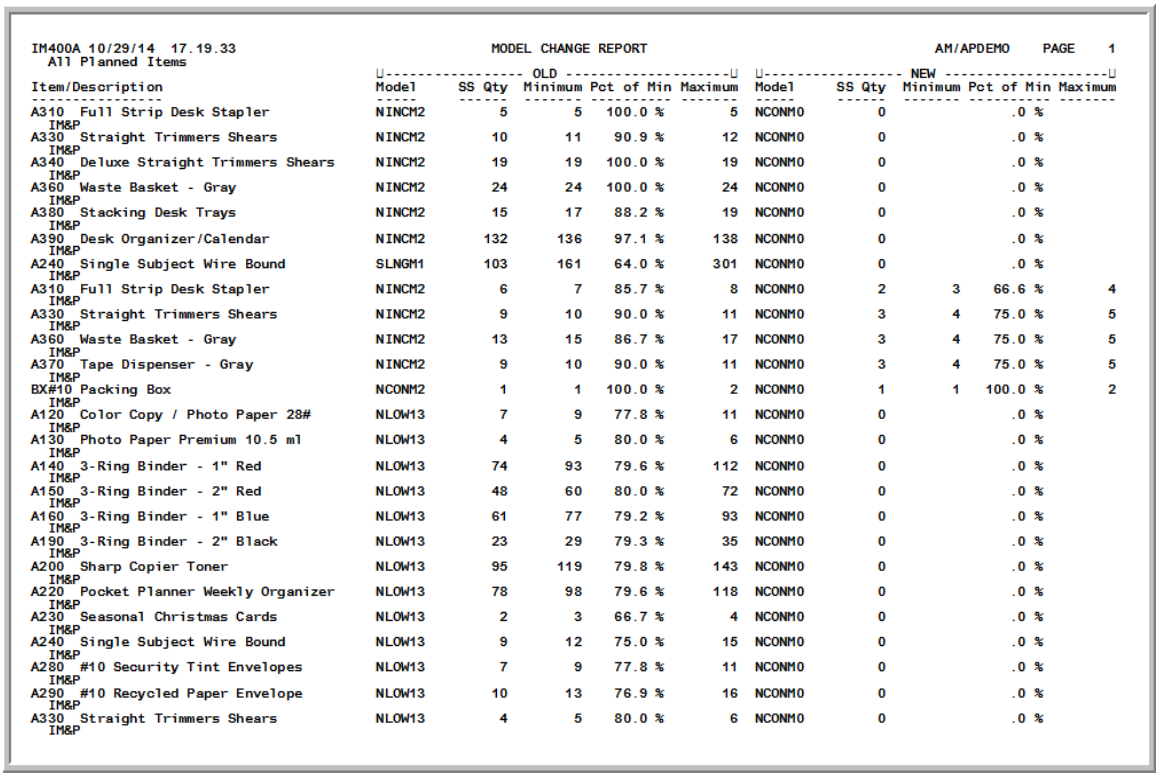
Note: If no update of IM&P/AIM data was performed when this report was run (determined by the selected value for the **Override SS Qty** field), **REPORT ONLY** prints in the header. This report will also print after running Day End Processing (MENU XAMAST), if you selected to run the IM&P and/or AIM Monthly Update.

Safety Stock Audit Report Fields and Function Keys

Report/Listing Fields	Description
Item/Description	The number and description of the item for which safety stock has exceeded a given percent of the minimum on hand quantity. If you selected **Y** in the **Print Mfg Number** field on the Safety Stock Audit Report Selection Screen, the manufacturer's number will print as well. **Note:** If you entered a manufacturer's item number through Vendor/ Item Information Maintenance (MENU POFILE), that number will print on this report; otherwise the manufacturer's number you entered through Item Master Maintenance (MENU IAFILE) will print.
SS Qty	The current safety stock quantity. This is the quantity that is currently stored in inventory to compensate for variations in customer demand and vendor lead time
Minimum	The order point/minimum balance for an item.
Pct of Min	The percentage of **Minimum for the SS Qty**, calculated as: **SS Qty / Minimum Balance**
SS Cost	The safety stock cost, calculated as: **Safety Stock Quantity * Cost of Item**
(Planning Tool Used)	The Planning Tool being used for the item: IM&P or AIM.
Maximum	The highest desired inventory level/maximum for this item.
SL	The current service level of the item.
Overrides: SS Qty	The following information displays only if the **Override SS Qty** field on the Safety Stock Audit Report Selection Screen is **Y** or **R**. The calculated safety stock quantity by the indicated number of months usage. This new value will replace the value for the item in the IM&P/AIM Balance File.
Overrides: Minimum	The following information displays only if the **Override SS Qty** field on the Safety Stock Audit Report Selection Screen is **Y** or **R**. The order point/minimum balance. This is the calculated order point for an item. This new value will replace the value for the item in the Item Balance File.
Overrides: SS Cost	The following information displays only if the **Override SS Qty** field on the Safety Stock Audit Report Selection Screen is **Y** or **R**. The calculated safety stock cost by the number of months usage.

Report/Listing Fields	Description
Overrides: Maximum	The following information displays only if the **Override SS Qty** field on the Safety Stock Audit Report Selection Screen is **Y** or **R**. The calculated highest level that should be stored in inventory for this item. This new value will replace the value for the item in the Item Balance File.
Overrides: SL	The following information displays only if the **Override SS Qty** field on the Safety Stock Audit Report Selection Screen is **Y** or **R**. The current service level of the item. This new value will replace the value for the item in the IM&P/AIM Balance File.
U/M	The unit of measure in which the item is stocked.

Model Change Report



IM400A 10/29/14 17.19.33 — MODEL CHANGE REPORT — AM/APDEMO — PAGE 1
All Planned Items

Item/Description	OLD Model	OLD SS Qty	OLD Minimum	OLD Pct of Min	OLD Maximum	NEW Model	NEW SS Qty	NEW Minimum	NEW Pct of Min	NEW Maximum
A310 Full Strip Desk Stapler IM&P	NINCM2	5	5	100.0 %	5	NCONM0	0		.0 %	
A330 Straight Trimmers Shears IM&P	NINCM2	10	11	90.9 %	12	NCONM0	0		.0 %	
A340 Deluxe Straight Trimmers Shears IM&P	NINCM2	19	19	100.0 %	19	NCONM0	0		.0 %	
A360 Waste Basket - Gray IM&P	NINCM2	24	24	100.0 %	24	NCONM0	0		.0 %	
A380 Stacking Desk Trays IM&P	NINCM2	15	17	88.2 %	19	NCONM0	0		.0 %	
A390 Desk Organizer/Calendar IM&P	NINCM2	132	136	97.1 %	138	NCONM0	0		.0 %	
A240 Single Subject Wire Bound IM&P	SLNGM1	103	161	64.0 %	301	NCONM0	0		.0 %	
A310 Full Strip Desk Stapler IM&P	NINCM2	6	7	85.7 %	8	NCONM0	2	3	66.6 %	4
A330 Straight Trimmers Shears IM&P	NINCM2	9	10	90.0 %	11	NCONM0	3	4	75.0 %	5
A360 Waste Basket - Gray IM&P	NINCM2	13	15	86.7 %	17	NCONM0	3	4	75.0 %	5
A370 Tape Dispenser - Gray IM&P	NINCM2	9	10	90.0 %	11	NCONM0	3	4	75.0 %	5
BX#10 Packing Box IM&P	NCONM2	1	1	100.0 %	2	NCONM0	1	1	100.0 %	2
A120 Color Copy / Photo Paper 28# IM&P	NLOW13	7	9	77.8 %	11	NCONM0	0		.0 %	
A130 Photo Paper Premium 10.5 ml IM&P	NLOW13	4	5	80.0 %	6	NCONM0	0		.0 %	
A140 3-Ring Binder - 1" Red IM&P	NLOW13	74	93	79.6 %	112	NCONM0	0		.0 %	
A150 3-Ring Binder - 2" Red IM&P	NLOW13	48	60	80.0 %	72	NCONM0	0		.0 %	
A160 3-Ring Binder - 1" Blue IM&P	NLOW13	61	77	79.2 %	93	NCONM0	0		.0 %	
A190 3-Ring Binder - 2" Black IM&P	NLOW13	23	29	79.3 %	35	NCONM0	0		.0 %	
A200 Sharp Copier Toner IM&P	NLOW13	95	119	79.8 %	143	NCONM0	0		.0 %	
A220 Pocket Planner Weekly Organizer IM&P	NLOW13	78	98	79.6 %	118	NCONM0	0		.0 %	
A230 Seasonal Christmas Cards IM&P	NLOW13	2	3	66.7 %	4	NCONM0	0		.0 %	
A240 Single Subject Wire Bound IM&P	NLOW13	9	12	75.0 %	15	NCONM0	0		.0 %	
A280 #10 Security Tint Envelopes IM&P	NLOW13	7	9	77.8 %	11	NCONM0	0		.0 %	
A290 #10 Recycled Paper Envelope IM&P	NLOW13	10	13	76.9 %	16	NCONM0	0		.0 %	
A330 Straight Trimmers Shears IM&P	NLOW13	4	5	80.0 %	6	NCONM0	0		.0 %	

This report prints only if **Replace with Low Usage** field was set to **Y** on the Safety Stock Audit Report Selection Screen. All items that were reforecasted with the low usage model will appear on this report. Information is shown in the **OLD** column and **NEW** column for comparative purposes.

AIM, IM&P or both AIM/IM&P planned items will print on the report as determined by the **Planning Tool** field on the Safety Stock Audit Report Selection Screen. The heading in the report will indicate **Only AIM Planned Items**, **Only IM&P Planned Items**, or **All Planned Items**. The body in the report will also indicate for each line item which Planning Tool is being used for the item (IM&P or AIM will appear under the **Item/Description** column).

Note: This report also prints after running Day End Processing (MENU XAMAST), if applicable.

Model Change Report Fields and Function Keys

Report/Listing Fields	Description
Item/Description	The number and description of the item which was reforecasted with a low usage model. If you selected **Y** in the **Print Mfg Number** field on the Safety Stock Audit Report Selection Screen, the manufacturer's number defined for the item through Item Master Maintenance (MENU IAFILE) will print as well.
(Planning Tool Used)	The Planning Tool being used for the item: IM&P or AIM.

Report/Listing Fields	Description
Model	The identifying name of the model that was used for the displayed data.
SS Qty	The safety stock quantity for the old model and the new model. This reflects the quantity that is stored (and should be stored) in inventory to compensate for variations in customer demand and vendor lead time.
Minimum	The old and new ordering point of the item.
Pct of Min	The percentage of the minimum for the safety stock quantity. This percentage is calculated as: **Safety Stock Quantity / Minimum Balance**
Maximum	The highest desired inventory level for this item.

Chapter 26 Printing the Lead Time History Report

The Lead Time History Report option prints the Lead Time History Report which shows the lead time history for purchase order history detail, items, item class/sub-classes, and vendors, depending on the level of detail selected. You can also select to have the system update the lead time on the IM&P Balance File when this report is run.

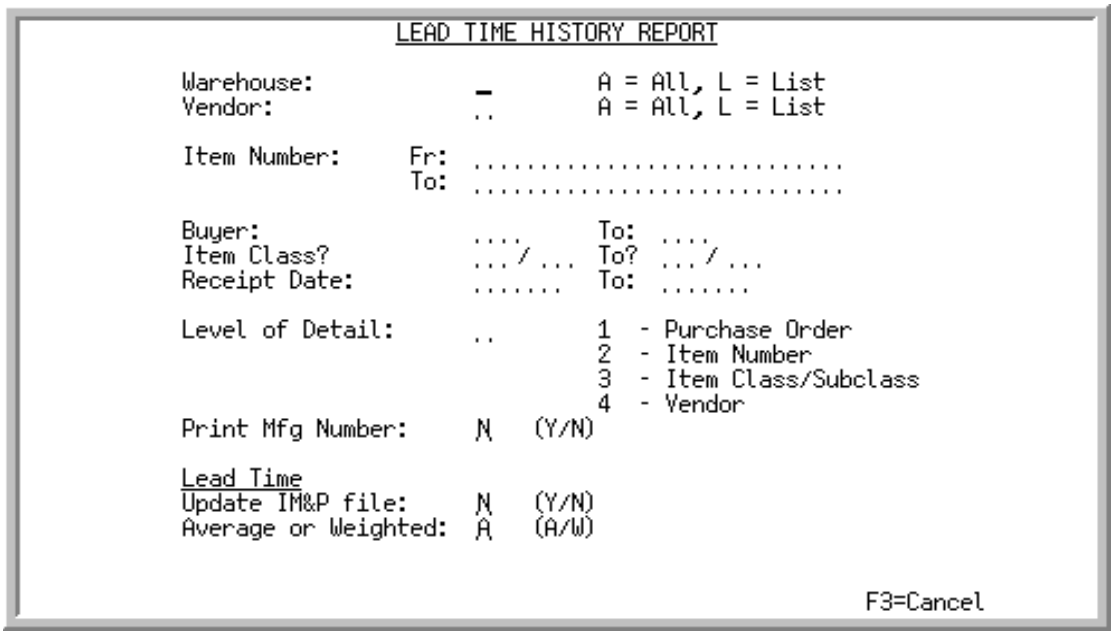
Note: Purchase Orders must be closed and in history to be included in this report.

Lead Time 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
Lead Time History Report Selection Screen	Use to specify criteria to limit the items included on the report.
Lead Time History Report Warehouse Selection Screen	Use to specify the warehouses for which lead time history will be included.
Lead Time History Vendor Selection Screen	Use to specify the vendors for whom lead time history will be included.
Lead Time History Report	Prints actual lead times for specific orders placed and filled over a given period of time.

Lead Time History Report Selection Screen



This screen appears after selecting option **12 -** Lead Time History Report from MENU IMREPT. This screen also can be accessed by selecting the Lead Time History Report from MENU AIREPT.

Use this screen to select the criteria of the items that will print on the Lead Time History Report. You are required to minimally select by warehouse and vendor, and also select the lowest level of detail the report will include.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Lead Time History Report Selection Screen Fields and Function Keys

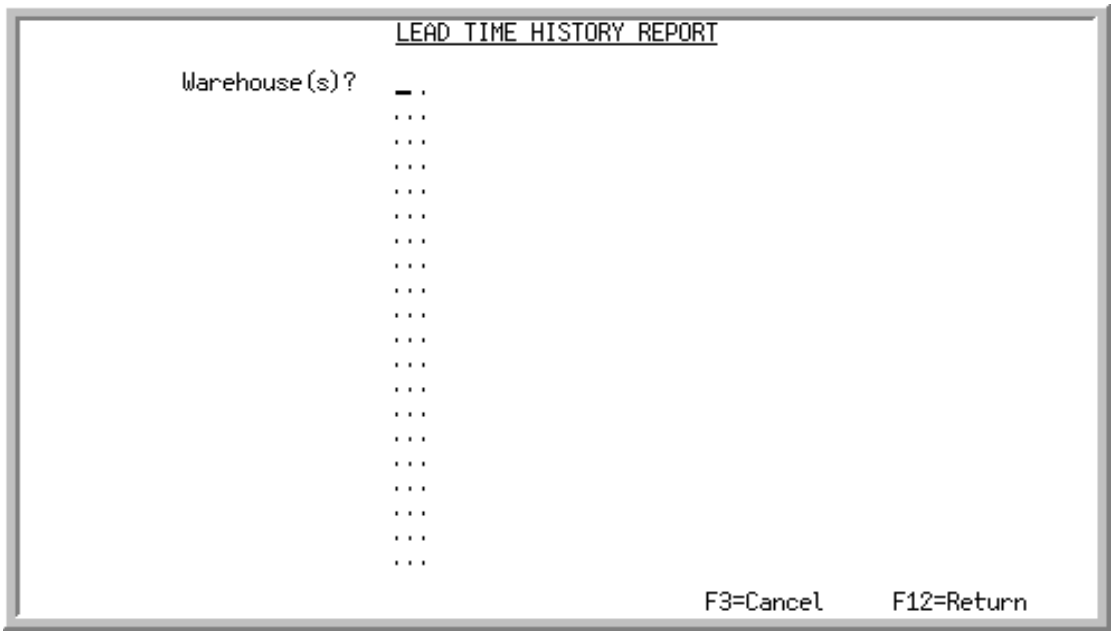
Field/Function Key	Description
Warehouse	Key **A** to include data for all defined warehouses in your report. Key **L** to include data for a specific list of warehouses only. This will cause the Lead Time History Report Warehouse Selection Screen to appear. (A 1) Required
Vendor	Key **A** to include data for all defined vendors in your report. Key **L** to include data for a specific list of vendors only. This will cause the Lead Time History Vendor Selection Screen to display. (A 1) Required

Field/Function Key	Description
Item Number	Key the item number or a range of item numbers to include data for those items in your report. The criteria you enter in the from and to fields determine the items that will print on the report; only those items that match the criteria entered will print. Leave blank to select all items. **Valid Values:** Any valid item number. (2 @ A 27) Optional
Buyer	Key the from/to Buyers who are responsible for the items you wish to print on the report. **Valid Values:** Buyer codes are defined though Buyers Maintenance (MENU POFILE). (2 @ A 3) Optional
Item Class	Key the from/to item classes and sub-classes or the items you wish to print on the report. If the sub-class is left blank, all sub-classes within the selected item class range will print. **Valid Values:** Item classes / subclasses are defined though Item Class / Sub Class Maintenance (MENU IAFILE). (2 @ A 2 / A 2) Optional
Receipt Date	The items with a receipt date or range of receipt dates selected in this field will print on the report. Note that if there were multiple receipts against a line item, it will be included if the last receipt date is within this range. **Valid Values:** Key the date using the **Default Date Format** for this user, 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 XAFILE). (2 @ N 6,0) Optional
Level of Detail	Key **1** to show purchase order history detail, item totals, item class/sub-class totals, and vendor totals. Key **2** to show item totals, item class/sub-class totals, and vendor totals. Key **3** to show item class/sub-class totals, and vendor totals. Key **4** to show vendor totals only. (A 1) Required

Field/Function Key	Description
Print Mfg Number	This field determines whether or not manufacturers' item numbers will print on the report. Manufacturers' item numbers are defined through Vendor/Item Information Maintenance (MENU POFILE) and/or Item Master Maintenance (MENU IAFILE). Accept the default or key **Y** if you want manufacturer's item numbers to print on the report. **Default Value:** N (A 1) Required
Update IM&P file	Use this field to identify whether or not to update the lead times in the records of the IM&P Balance File (**IMBAL**) for the items you selected to print on the report. If you choose to update the records, the lead times will only update for those items that have Vendor/Item records set to **Y** for **Calculate from Receipts** through Vendor/Item Information Maintenance (MENU POFILE) or Vendor records set to **A** for **Calc from Receipts** through Vendor Master Maintenance (MENU IAFILE). Key **Y** to update the lead time in the IM&P Balance File (**IMBAL**). Key **N** to not update the lead time in the IM&P Balance File (**IMBAL**). **Default Value:** N (A 1) Required

Field/Function Key	Description
Average or Weighted	Use this field to determine how the lead time that appears on the Lead Time History Report will be calculated. You can choose from an average or weighted method. Key **A** to have the system calculate the lead time using the average method. The average method calculation is: **Total # of weeks it takes to receive the POs for an item / Total # of times the item was received** For example, assume item A200 exists on two POs, and that it was received a total of two times. The first PO has a three week lead time. The second PO has a five week lead time. Calculate the average lead time as follows: **(3+ 5) / 2 = 4.0 Week Lead Time** Key W to have the system calculate the lead time using the weighted method. The weighted method is calculated as: **(Accumulation of the # of weeks of lead time for a line item on a PO) * (Quantity received for the line item)** **Total Accumulated Weighted Average Lead Time / Total Quantity Received** For example, assumes item A220 exists on two POs. The first receipt has a two week lead time with a quantity of 50 received. The second receipt has a five week lead time with a quantity of 1,000 received. Calculate the weighted average lead time as: **(2 x 50) + (5 x 1000) = 5,100** **5,100 / (50 + 1000) = 4.8 Week Lead Time** **Default Value:** A **Valid Values:** A, W (A 1) Required
F3=Cancel	Press the **F3=CANCEL** function key to cancel this option. MENU IMREPT/ MENU AIREPT will display.
Enter	Press the **ENTER** key to confirm your selections. The Report Options Screen will appear if the **Warehouse** and **Vendor** fields are defined as **A** for all. Refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen. If the **Warehouse** field is defined as **L**, the Lead Time History Report Warehouse Selection Screen will appear. If the **Vendor** field is defined as **L**, the Lead Time History Vendor Selection Screen will appear.

Lead Time History Report Warehouse Selection Screen



This screen appears only if the **Warehouse** field on the Lead Time History Report Selection Screen was defined as **L** (L=List).

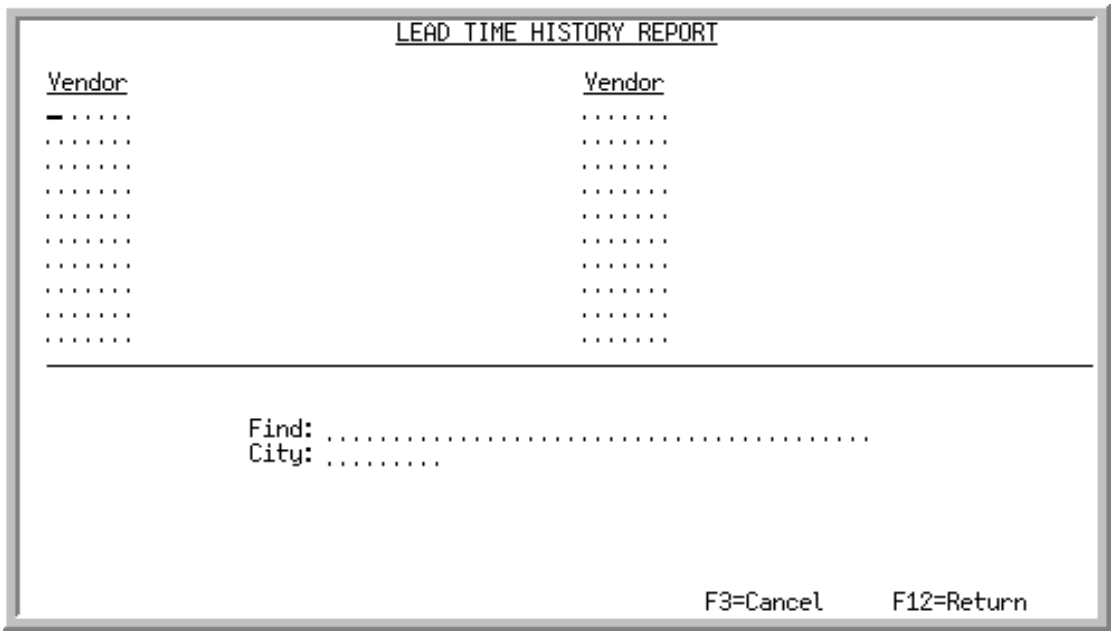
Use this screen to select the warehouses for which lead time history data will be included in your report. If no warehouses are indicated here, the report will include data for all defined warehouses.

Lead Time History Report Warehouse Selection Screen Fields and Function Key

Field/Function Key	Description
Warehouse(s)	Up to 20 warehouses can be identified here. If no selections are made, data for all defined warehouses will be included in the report. **Valid Values:** A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (20 @ A 2) Optional
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU IMREPT/MENU AIREPT will display.
F12=Return	Press **F12=RETURN** to return to the Lead Time History Report Selection Screen

Field/Function Key	Description
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will appear if the **Vendor** field on the Lead Time History Report Selection Screen was defined as **A** (A=All). Refer to the Cross Applications User Guide for details about this screen. If the **Vendor** field was defined as **L** (L=List), the Lead Time History Report Warehouse Selection Screen will appear instead.

Lead Time History Vendor Selection Screen



This screen appears only if the **Vendor** field on the Lead Time History Report Selection Screen was defined as **L** (L=List).

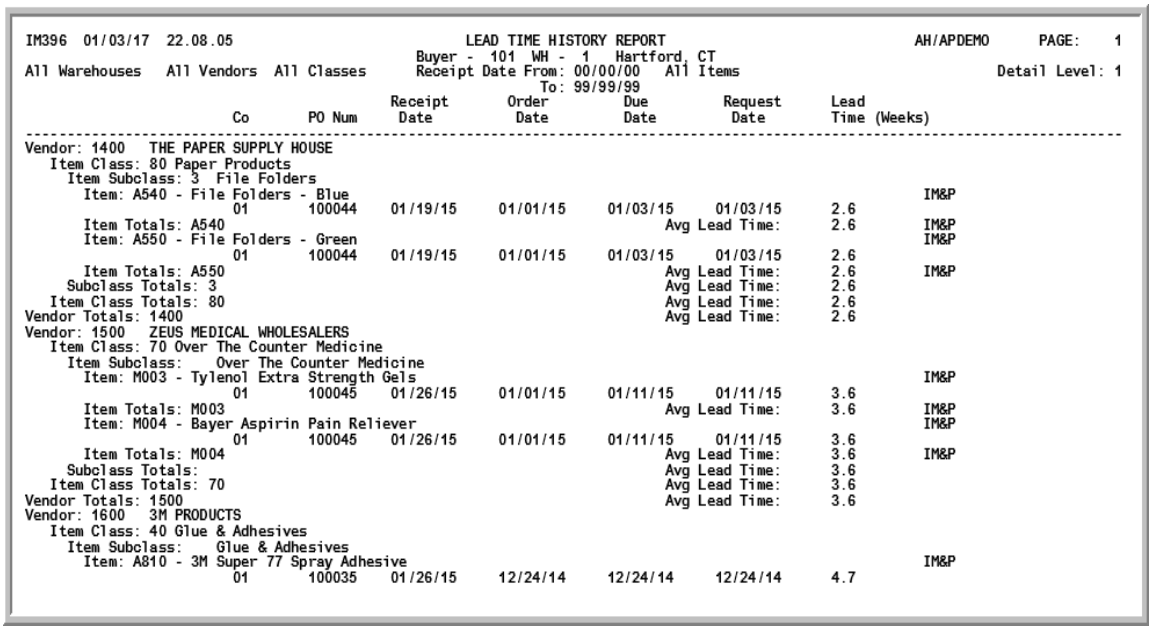
Use this screen to select the vendors for which lead time history data will be included in your report. If no vendors are indicated here, the report will include data for all defined vendors.

Lead Time History Vendor Selection Screen Fields and Function Keys

Field/Function Key	Description
Vendor	Up to 20 vendors can be identified here. If no selections are made, data for all defined vendors will be included in the report. Key the numbers of the vendors for whom this report will be printed. If you do not know a vendor number, use the vendor search by keying search words (or beginning characters) in the **Find** and **City** fields. **Valid Values:** Any existing vendor specified in Vendors Maintenance (MENU POFILE/MENU APFILE). (20 @ A 6) Optional

Field/Function Key	Description
City	When using the **Find** field to search for a vendor, you can limit the search to a particular city by keying a partial or complete city name in this field. If you enter characters in this field, the Vendor Search Screen displays only vendors that meet the criteria specified here and in the **Find** field. For more information on using searches, refer to the Infor Distribution A+ Cross Applications User Guide. (A 8) Optional
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU IMREPT/MENU AIREPT will display.
F12=Return	Press **F12=RETURN** to return to the Lead Time History Report Selection Screen.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will appear. Refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen.

Lead Time History Report



```
IM396  01/03/17  22.08.05                        LEAD TIME HISTORY REPORT                                  AH/APDEMO      PAGE:    1
                                                Buyer -  101  WH -  1   Hartford, CT
All Warehouses   All Vendors  All Classes       Receipt Date From: 00/00/00   All Items                                 Detail Level: 1
                                                                To: 99/99/99
                                                Receipt       Order         Due          Request      Lead
                          Co       PO Num       Date          Date          Date         Date         Time (Weeks)
-------------------------------------------------------------------------------------------------------------------------------------
Vendor: 1400   THE PAPER SUPPLY HOUSE
   Item Class: 80 Paper Products
     Item Subclass: 3  File Folders
       Item: A540 - File Folders - Blue                                                                                    IM&P
                          01       100044    01/19/15      01/01/15      01/03/15     01/03/15     2.6
       Item Totals: A540                                                          Avg Lead Time:     2.6          IM&P
       Item: A550 - File Folders - Green                                                                                   IM&P
                          01       100044    01/19/15      01/01/15      01/03/15     01/03/15     2.6
       Item Totals: A550                                                          Avg Lead Time:     2.6          IM&P
     Subclass Totals: 3                                                           Avg Lead Time:     2.6
   Item Class Totals: 80                                                          Avg Lead Time:     2.6
Vendor Totals: 1400                                                             Avg Lead Time:     2.6
Vendor: 1500   ZEUS MEDICAL WHOLESALERS
   Item Class: 70 Over The Counter Medicine
     Item Subclass:    Over The Counter Medicine
       Item: M003 - Tylenol Extra Strength Gels                                                                            IM&P
                          01       100045    01/26/15      01/01/15      01/11/15     01/11/15     3.6
       Item Totals: M003                                                          Avg Lead Time:     3.6          IM&P
       Item: M004 - Bayer Aspirin Pain Reliever                                                                            IM&P
                          01       100045    01/26/15      01/01/15      01/11/15     01/11/15     3.6
       Item Totals: M004                                                          Avg Lead Time:     3.6          IM&P
     Subclass Totals:                                                             Avg Lead Time:     3.6
   Item Class Totals: 70                                                          Avg Lead Time:     3.6
Vendor Totals: 1500                                                             Avg Lead Time:     3.6
Vendor: 1600   3M PRODUCTS
   Item Class: 40 Glue & Adhesives
     Item Subclass:    Glue & Adhesives
       Item: A810 - 3M Super 77 Spray Adhesive                                                                             IM&P
                          01       100035    01/26/15      12/24/14      12/24/14     12/24/14     4.7
```

This report prints following your selections on the Report Options Screen. Depending upon the selections made on the Lead Time History Report Selection Screen, the data printed on this report and the sequence in which it is presented will vary. Purchase Orders must be closed and in history to be included in this report. The report identified in this figure represents **Level of Detail 1** and an **Average** method of determining lead time. Refer to the example provided for this report description for details about the data presented for this figure.

The purpose of this report is to show actual lead times for specific orders placed and filled over a period of time. Return order quantities are not included in the calculation of the lead time. By displaying the lead time for each purchase order, for each vendor, for item class, etc., you can quickly identify the most efficient and expedient means by which an order is filled. Items that are received with **Update Lead Time** set to **N**, do not calculate lead time, and therefore the average lead time will print as 0.

All items (Planned or not Planned) are included on this report.

The body in the report will also indicate (for each line item that is planned) which Planning Tool is being used for the item; IM&P or AIM will appear after the **Lead Time** column.

This particular report was generated with the following criteria:

- All warehouses/vendor 100/all classes/sub-classes/all receipt dates/all buyers
- Detail level 1 (purchase order)

This particular report is sequenced by buyer, warehouse, vendor, item class/subclass, and item number.

Example: Report Calculations

The chart below shows the data used (one line item from three PO's where one PO's total order quantity was received in four separate partial receipt processes) which generated the first portion of the report presented in the Lead Time History Report.

PO#	Item#	Order Qty	Rcpt Date	Order Date	Calc Lead Time?	Rcpt Qty	# of Days	Days x Rcpt Qty	New Lead Time Weeks
100044	A540	100	Jan 20	Jan 2	Y	100	18	1800	2.6
SubTotal:						100	18	1800	
100004	A540	20	Aug 20	Aug 7	Y	20	13	260	1.9
SubTotal:						20	13	260	
100005	A540	40	Aug 10	Aug 7	Y	8	3	24	.4
			Aug 13	Aug 7	Y	12	6	72	.9
			Aug 28	Aug 7	Y	6	21	126	3.0
			Sep 3	Aug 7	Y	14	27	378	3.9
SubTotal:						40	57	600	
Totals:						160	88	2660	

1 **PO Lead Time:** Using the item A540 the calculation of lead time using the average method is as follows:

   a To calculate the number of weeks lead time for a PO, determine the # of Days value from the last receipt divided by 7 (days per week):

   PO 100044: 18 / 7 = 2.6 weeks
   PO 100004: 13 / 7 = 1.9 weeks
   PO 100005: 27 / 7 = 3.9 weeks

2 **Item Lead Time:** To determine the average lead time for the item, divide the new lead time weeks for all the receipts by the number of receipt occurrences (6):

   (2.6 + 1.9 + .4 + .9 + 3.0 + 3.9) / 6 = 2.1

   Note: If you want to determine a weighted lead time instead of an average lead time, add the (Days) x (Rcpt Qty) values, divide by 7 (days per week) and then divide by the total quantity received:

   [(1800 + 260 + 24 + 72 + 126 + 378 = 2660) / 7] = 380
   380 / 160 = 2.4

Example: Report Calculations
3 **Item Subclass Lead Time:** To determine the average lead times for the item subclass, the total average lead time for all items in this subclass is divided by the total number of items selected for that subclass: **2.1 (A540 lead time) + 2.6 (A550 lead time) / 2 = 2.3** 4 **Item Class Lead Time:** To determine the average lead times for the item class, the total average lead time for all items in this class is divided by the total number of items selected for that class: **2.1 (A540 lead time) + 2.6 (A550 lead time) + 1.3 (A880 lead time) / 3 = 2.0** 5 **Vendor Lead Time:** To determine the average lead times for the vendor, the total average lead time for all this vendor's items is divided by the total number of items selected for that vendor: **2.1 (A540 lead time) + 2.6 (A550 lead time) + 1.3 (A880 lead time) / 3 = 2.0**

Lead Time History Report Fields and Function Keys

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. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The individual **Buyer** code and **Warehouse** number and name for the data printed on the page are printed on the second heading line. The message "*** Data may have been omitted due to security considerations ***" 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).
Vendor	The vendor number and name of the vendor within the Buyer and Warehouse criteria that is shown in the headings.
Item Class / Item Subclass	The item class and item subclass codes and descriptions within the Buyer and Warehouse criteria that is shown in the headings and the vendor number and name of the vendor shown on the line above.
Item/Description	The number and description of the item for which lead time data is printed.
Mfg Item #	If you selected **Y** in the **Print Mfg Number** field on the Lead Time History Report Selection Screen, the manufacturer's number will print.

Report/Listing Fields	Description
Co	Data will only show in this column when the **Level of Detail** field selected is **1** for Purchase Order. The number of the company for which lead time data about the selected item is printed.
PO Num	Data will only show in this column when the **Level of Detail** field selected is **1** for Purchase Order. The purchase order number identifying the specific order for which the lead time history data is printed.
Receipt Date	Data will only show in this column when the **Level of Detail** field selected is **1** for Purchase Order. The date the specific order was received. When multiple partial receipts exist, this field displays the date of the last receipt.
Order Date	Data will only show in this column when the **Level of Detail** field selected is **1** for Purchase Order. The date the specific purchase order was created.
Due Date	Data will only show in this column when the **Level of Detail** field selected is **1** for Purchase Order. The date the specific order was due to arrive in the warehouse.
Request Date	Data will only show in this column when the **Level of Detail** field selected is **1** for Purchase Order. The date the specific order was requested to be delivered.
Lead Time	Data will only show in this column when the **Level of Detail** field selected is **1** for Purchase Order. The time, in weeks, that expired between the original placing of the order and the final receiving of the order. Refer to the Report Calculations example provided for this figure for details.
(Planning Tool Used)	The Planning Tool being used for the item if the item is a planned item: IM&P or AIM.
Updated Lead Time	The updated lead time will print on this report only if you key **1** or **2** in the **Level of Detail** field and **Y** in the Update IM&P file field on the Lead Time History Report Selection Screen. This field prints the value used to update the lead time value in the IM&P Balance File (**IMBAL**) for this item. The lead time value cannot be greater than 51.9, therefore, the following calculation may be performed: **If Updated Lead Time + Current Order Frequency > 51.9 then Updated Lead Time = 51.9 - Current Order Frequency**

Report/Listing Fields	Description
Totals/Averages	Depending upon the level of detail requested on the Lead Time History Report Selection Screen, varying totals will display for convenience. For each total displayed, an average lead time is calculated and presented. Refer to the **Average or Weighted** field explanation for the Lead Time History Report Selection Screen for details.

Chapter 27 Printing the Item Demand 3-Year Report

The Item Demand 3-Year Report option (MENU IMREPT) prints the Item Demand 3-Year Report, which shows the last three years (from the current month) of demand for selected items, with the demand displayed for each period of that year along with the year's totals. Using this report, data can be analyzed for selected items simultaneously to help you determine if an item should be setup in Inventory Management & Planning or Advanced Inventory Management.

You will be able to limit the items to print based on buyer, warehouse, vendor, item class/subclass, item number, and date item added to the Item Master File (**ITMST**). You will also be able to filter on planned or unplanned items, and select if the manufacturer item number will print.

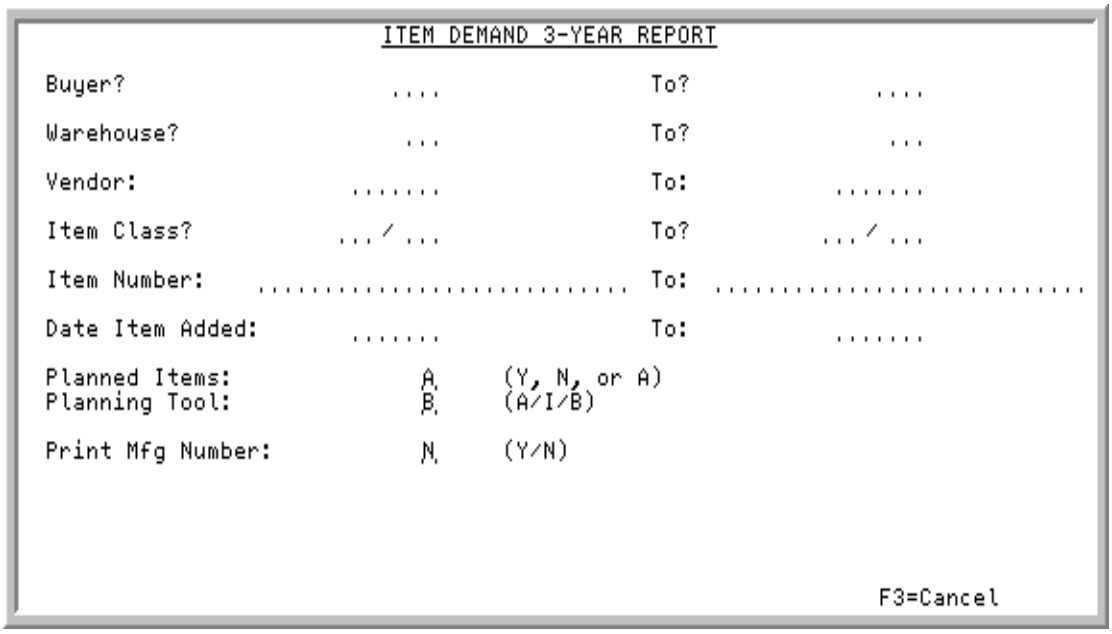
The Item Demand 3-Year Report can also be exported to a worksheet format with an extension of .TSV or .CSV. To export this report, the **Export Report** field on the Report Options Screen must be **Y**. Note that if you select to export the report to an Excel document, the document will only include each of the last three year's totals (not the demand from each period of that year).

Item Demand 3-Year 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 Demand 3-Year Report Screen	Use to specify criteria to limit the items included on the report and to specify other report options.
Item Demand 3-Year Report	Prints the Item Demand 3-Year Report, which shows the last three years (from the current month) of demand for selected items, with the demand displayed for each period of that year along with the year's totals.

Item Demand 3-Year Report Screen



This screen appears after you select Option **13** - Item Demand 3-Year Report from MENU IMREPT. This screen also can be accessed by selecting the Item Demand 3-Year Report from MENU AIREPT.

Use this screen to select the criteria of the items that will print on the Item Demand 3-Year Report. The criteria you enter in the from and to fields on this screen, determine the items that will print; only those items that match the criteria entered will print.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

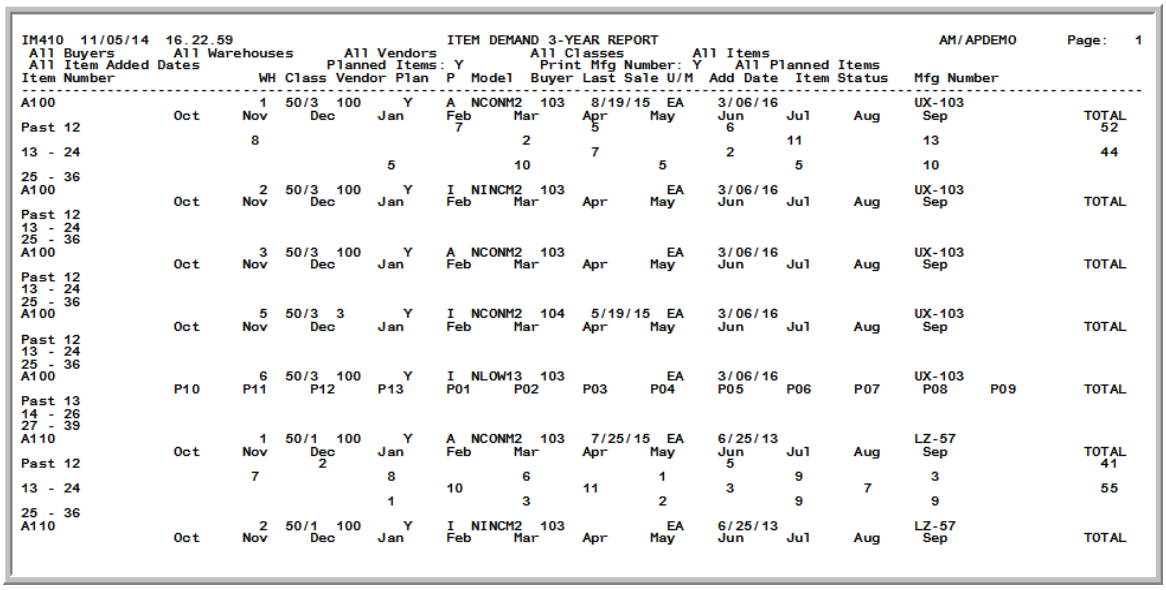
Item Demand 3-Year Report Screen Fields and Function Keys

Field/Function Key	Description
Buyer	Key the buyer or range of buyers who are responsible for the items you want included on the report. Leave blank to select all buyers. **Valid Values:** Any valid buyer. (2 @ A 3) Optional
Warehouse	Key the warehouse or range of warehouses that store the items you want included on the report. Leave blank to select all warehouses. **Valid Values:** Any valid warehouse. (2 @ A 2) Optional

Field/Function Key	Description
Vendor	Key the vendor or range of vendors from whom the items you want included on the report are purchased. Leave blank to select all vendors. **Valid Values:** Any valid vendor. (2 @ A 6) Optional
Item Class	Key the item class/sub class or range of classes assigned to the items you want included on the report. If sub-class is left blank, all sub-classes within the selected item class range will print. Leave blank to select all item classes/sub classes. **Valid Values:** Any valid item class/sub class. (2 @ A 2/A 2) Optional
Item Number	Key the item number or a range of item numbers to include data for those items on the report. Leave blank to select all items. **Valid Values:** Any valid item number. (2 @ A 27) Optional
Date Item Added	The items added to the Item Master File (**ITMST**) on the date you key in this field or range of dates will be included on the report. **Valid Values:** Key date(s) using the **Default Date Format** specified through Register A+ User IDs (MENU XACFIG); or, if that field is blank, key the date(s) using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Planned Items	A planned item is any item that will have a minimum balance, maximum balance, and forecast usage calculated by IM&P or AIM. If an item is not planned, it cannot be assigned planning information, and therefore cannot have any calculations performed for it. The minimum and maximum balances are set through Item Balance Maintenance (MENU IAFILE). If an item is planned, it contains a **Y** in the **Plan** field when maintained through Item Balance Maintenance (MENU IAFILE). All planned items must be assigned a valid vendor in the item balance information. Key **Y** to include planned items on the report. Key **N** to exclude planned items on the report. Key **A** to include both planned and unplanned items on the report. **Default Value:** A (A 1) Required

Field/Function Key	Description
Planning Tool	Use this field to determine if AIM, IM&P or both AIM/IM&P planned items will print on the Item Demand 3-Year Report. Key **A** if you want only AIM planned items on the report. The AIM company report default options will be used when values are printed on the report. Key **I** if you want only IM&P planned items on the report. The IM&P company report default options will be used when values are printed on the report. Key **B** if you want both AIM and IM&P planned items on the report. If you key **B** and no IM&P company report default options were found, then AIM company report default options will be used. **Default Value:** B (A 1) Required
Print Mfg Number	This field determines whether or not manufacturers' item numbers will print on the Item Demand 3-Year Report. Manufacturers' item numbers are defined through Vendor/Item Information Maintenance (MENU POFILE) and/or Item Master Maintenance (MENU IAFILE). Accept the default or key **Y** if you want manufacturer's item numbers included on the report. **Default Value:** N (A 1) Required
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU IMREPT/MENU AIREPT will display.
Enter	Press the **ENTER** key to confirm your selections. The Report Options Screen will appear, which is explained in the Infor Distribution A+ Cross Applications User Guide.

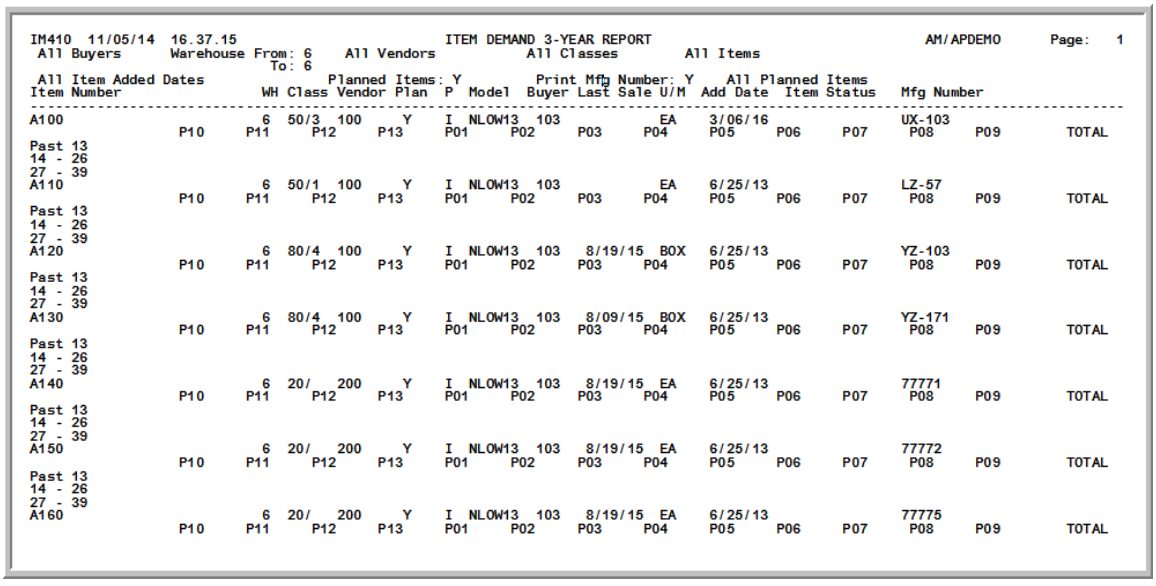
Item Demand 3-Year Report



IM410 11/05/14 16.22.59 ITEM DEMAND 3-YEAR REPORT AM/APDEMO Page: 1
All Buyers All Warehouses All Vendors All Classes All Items
All Item Added Dates Planned Items: Y Print Mfg Number: Y All Planned Items

Item Number	WH	Class	Vendor	Plan	P	Model	Buyer	Last Sale	U/M	Add Date	Item Status	Mfg Number		
A100	1	50/3	100	Y	A	NCONM2	103	8/19/15	EA	3/06/16		UX-103		
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		TOTAL
Past 12					7		5		6					52
	8					2				11		13		
13 - 24							7		2					44
				5		10		5		5		10		
25 - 36														
A100	2	50/3	100	Y	I	NINCM2	103		EA	3/06/16		UX-103		
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		TOTAL
Past 12														
13 - 24														
25 - 36														
A100	3	50/3	100	Y	A	NCONM2	103		EA	3/06/16		UX-103		
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		TOTAL
Past 12														
13 - 24														
25 - 36														
A100	5	50/3	3	Y	I	NCONM2	104	5/19/15	EA	3/06/16		UX-103		
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		TOTAL
Past 12														
13 - 24														
25 - 36														
A100	6	50/3	100	Y	I	NLOW13	103		EA	3/06/16		UX-103		
	P10	P11	P12	P13	P01	P02	P03	P04	P05	P06	P07	P08	P09	TOTAL
Past 13														
14 - 26														
27 - 39														
A110	1	50/1	100	Y	A	NCONM2	103	7/25/15	EA	6/25/13		LZ-57		
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		TOTAL
Past 12			2						5					41
	7			8		6		1		9		3		
13 - 24					10		11		3		7			55
				1		3		2		9		9		
25 - 36														
A110	2	50/1	100	Y	I	NINCM2	103		EA	6/25/13		LZ-57		
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		TOTAL

Item Demand 3-Year Report - 13 Period Accounting



IM410 11/05/14 16.37.15 ITEM DEMAND 3-YEAR REPORT AM/APDEMO Page: 1
All Buyers Warehouse From: 6 All Vendors All Classes All Items
To: 6
All Item Added Dates Planned Items: Y Print Mfg Number: Y All Planned Items

Item Number	WH	Class	Vendor	Plan	P	Model	Buyer	Last Sale	U/M	Add Date	Item Status	Mfg Number		
A100	6	50/3	100	Y	I	NLOW13	103		EA	3/06/16		UX-103		
	P10	P11	P12	P13	P01	P02	P03	P04	P05	P06	P07	P08	P09	TOTAL
Past 13														
14 - 26														
27 - 39														
A110	6	50/1	100	Y	I	NLOW13	103		EA	6/25/13		LZ-57		
	P10	P11	P12	P13	P01	P02	P03	P04	P05	P06	P07	P08	P09	TOTAL
Past 13														
14 - 26														
27 - 39														
A120	6	80/4	100	Y	I	NLOW13	103	8/19/15	BOX	6/25/13		YZ-103		
	P10	P11	P12	P13	P01	P02	P03	P04	P05	P06	P07	P08	P09	TOTAL
Past 13														
14 - 26														
27 - 39														
A130	6	80/4	100	Y	I	NLOW13	103	8/09/15	BOX	6/25/13		YZ-171		
	P10	P11	P12	P13	P01	P02	P03	P04	P05	P06	P07	P08	P09	TOTAL
Past 13														
14 - 26														
27 - 39														
A140	6	20/	200	Y	I	NLOW13	103	8/19/15	EA	6/25/13		77771		
	P10	P11	P12	P13	P01	P02	P03	P04	P05	P06	P07	P08	P09	TOTAL
Past 13														
14 - 26														
27 - 39														
A150	6	20/	200	Y	I	NLOW13	103	8/19/15	EA	6/25/13		77772		
	P10	P11	P12	P13	P01	P02	P03	P04	P05	P06	P07	P08	P09	TOTAL
Past 13														
14 - 26														
27 - 39														
A160	6	20/	200	Y	I	NLOW13	103	8/19/15	EA	6/25/13		77775		
	P10	P11	P12	P13	P01	P02	P03	P04	P05	P06	P07	P08	P09	TOTAL

This report prints based on your selections on the Report Options Screen, which is explained in the Infor Distribution A+ Cross Applications User Guide. Depending upon the selections made on the Item Demand 3-Year Report Screen, the data printed on this report and the sequence in which it is presented will vary.

The purpose of this report is to show you the last three years (from the current month) of demand for selected items, with the demand displayed for each period of that year along with the year's totals. The quantities that are printed on this report are in the item's reporting unit of measure.

Use this report to analyze the data for the selected items to help you determine if an item should be setup in Inventory Management & Planning or Advanced Inventory Management.

AIM, IM&P or both AIM/IM&P planned items will print on the report as determined by the **Planning Tool** field on the Item Demand 3-Year Report Screen. The heading in the report will indicate **Only AIM Planned Items**, **Only IM&P Planned Items**, or **All Planned Items**. The **P** column on the report for the line item will also indicate which Planning Tool is being used for the item.

Note: If you selected to include planned items on this report, the model assigned to the item in Item Master Maintenance (MENU IAFILE) will be used. For items that are not planned, the default model set up in IM&P/AIM System Options (MENU IMFILE/MENU AIFILE) will be used.

Item Demand 3-Year Report Fields and Function Keys

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. Summary of the selection criteria prints in the center of the headings area, followed by the individual field headings.
Item Number	Based on the specific report selection criteria, the items that match the criteria are printed. For each item included on this report, the last three years (from the current month) of demand history is included for analysis.
WH	This column displays the warehouse that stores the items printed on the report.
Class	This column displays the item class/subclass assigned to the items printed on the report.
Vendor	This column displays the vendor from whom the items are purchased that are printed on the report.
Plan	This column identifies if the item is a planned item or not. **Y** prints for items that are set up as planned items. **N** prints for items that are not set up as planned items.
P	The Planning Tool being used for the line item if the item is a planned item: **A**=AIM or **I**=IM&P.
Model	This column displays the planning model on the report. This planning model is the default planning model set up for the item, if one exists, or the system default planning model set up through IM&P/AIM System Options Maintenance (MENU IMFILE/MENU AIFILE).

Report/Listing Fields	Description
Buyer	This column displays the buyer who is responsible for the items printed on the report.
Last Sale	This column displays the date of the last sale for this item.
U/M	This column displays the unit of measure of the item.
Add Date	For each item printed on this report, the date the item was added will be included.
Item Status	For each item printed on this report, the status of the item will be included. This status will either be blank, Discontinued, or Suspended.
Past 12 or Past 13	For each item printed on this report, this row contains the total demand quantities for the same 12 months (or 13 periods). These quantities are included to review actual demand of the same period. This data will help in determining if the item should be setup in IM&P or AIM. **Note:** If your calendar is set up with 13 period accounting, this report would print “Past 13” instead of “Past 12”.
Past 13-24 or Past 14-26	This row contains the total demand quantities for the 12 months (or 13 periods) one year prior to the forecast year. **Note:** If your calendar is set up with 13 period accounting, the report would print “Past 14-26” instead of “Past 13-24”.
Past 25-36 or Past 27-39	This row contains the total demand quantities for the 12 months (or 13 periods) two years prior to the forecast year. **Note:** If your calendar is set up with 13 period accounting, the report would print “Past 27-39” instead of “Past 25-36”.
TOTAL	The column prints the total demand for the item for each year. This value will be included in the export file for the report.

Chapter 28 Maintaining Planning Models

This option allows you to add new planning models, or modify existing ones for IM&P. You define model weight values and other model characteristics to create the models that meet your needs. Use these models to determine which months of the demand history to use, and their relative importance when forecasting monthly usage.

Refer to APPENDIX A: Suggested Planning Models for a complete description of the standard planning models for seasonal and non-seasonal items with various degrees of sales consistency. For information about creating and selecting planning models, refer to CHAPTER 4: IM&P Calculations.

Planning Models Maintenance

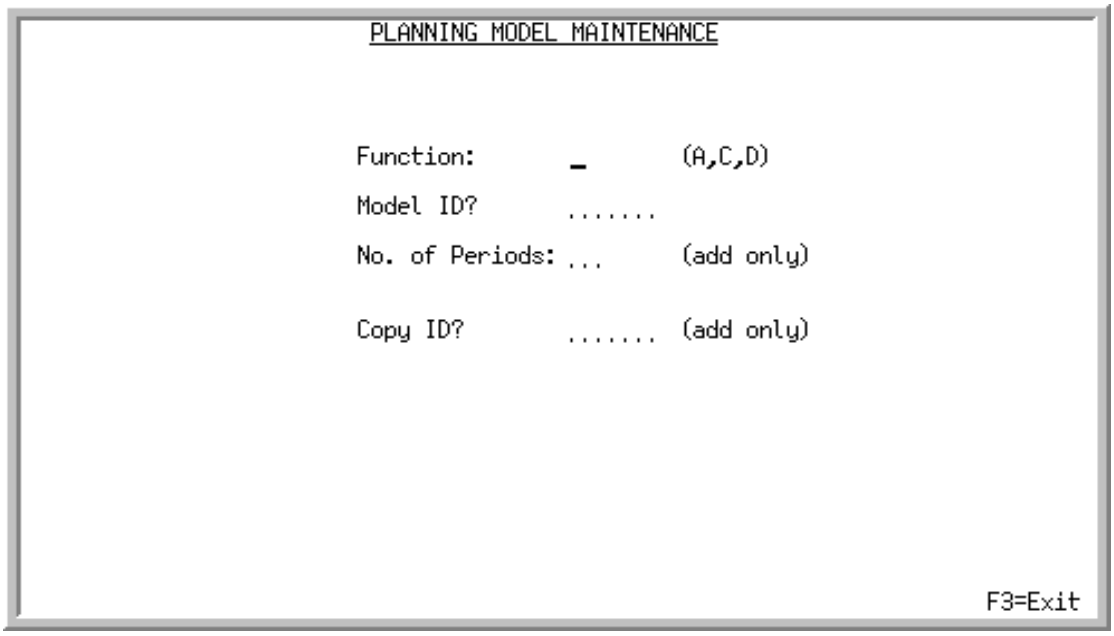
The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Planning Model Maintenance Selection Screen	Use to specify the planning model to maintain.
Planning Model Maintenance Screen	Use to maintain the weights and values for the planning model.

Restart Instructions

Restart by selecting this option from the same workstation and changing the model that was in use when the failure occurred. You will not be able to perform file maintenance on this record from another workstation until this step is completed. You can determine the model that was in use by running the Inventory Management & Planning Models Listing option.

Planning Model Maintenance Selection Screen



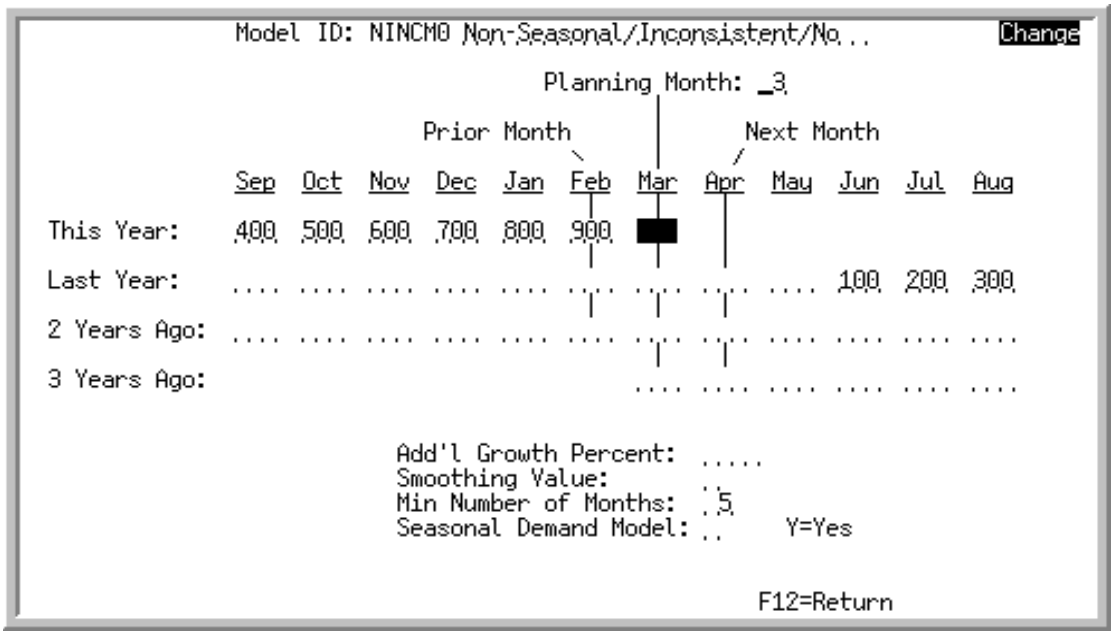
This screen appears after you select the option from MENU IMFILE or after pressing **F6** on the IM&P System Option Maintenance Screen. Use this screen to add, change or delete planning models.

Planning Model Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key **A** to add a new planning model. Key **C** to change an existing planning model. Key **D** to delete an existing planning model. You cannot delete a planning model if it is currently assigned to an item used in the IM&P Balance File [maintained through Item Balance Maintenance (MENU IAFILE)]. (A 1) Required
Model ID	Key the identification code to be used for this planning model. (A 6) Required

Field/Function Key	Description
No. of Periods	Key the number of periods, 12 or 13, based on the company's calendar type (defined through IM&P System Options Maintenance (MENU IAFILE). Key **12** if the planning model will be defined for 12 months. Three-character monthly names (Jan through Dec) are used for reference. Key **13** if the planning model will be defined for 13 periods. Period names PER01 through PER13 are used for reference. **Valid Values:** 12 or 13 when adding a planning model; must be blank when changing, deleting, or copying (**Copy ID** field) a planning model. (N 2,0) Required for add
Copy ID	When creating a new planning model, this field may be used to create a model from one that already exists. This is helpful when creating a new planning model which is similar to an existing planning model. Key the Model ID of an existing model that you want to copy. Distribution A+ will copy values from the previously created model to the model that you keyed in the **Model ID** field. The new planning model will be identical to the model you keyed in this field. You may then change the values in the new model without affecting the values in the original. **Valid Values:** Must be blank when changing or deleting a planning model; otherwise, must be a valid planning model that has previously been defined through this option. (A 6) Optional
F3=Exit	Press **F3=EXIT** to cancel this option. MENU IMFILE will display.
Enter	Press **ENTER** to confirm your selections. The Planning Model Maintenance Screen will appear.

Planning Model Maintenance Screen



This screen appears after pressing **ENTER** on the Planning Model Maintenance Selection Screen. Use this screen to add or change the weights and other values for the indicated planning model.

Planning Model Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Model Description	If creating a new planning model, key the description of the planning model (**Model ID**) being added. If changing an existing model, you may key the new description that you desire. (A 30) Required

Field/Function Key	Description
Planning Month	Use this field as an aid for viewing model weights. The planning month you key here determines the sequence of the monthly column headings on this screen. Changing this value will alter the sequence of the column (month or period) headings. For example, if the planning month is 12, **Dec** or **PER12** will appear in the center of the screen as the month which is to be planned. Changing the period month to 06, will cause **Jun** or **PER06** to appear as the planning month. The value of the weights will not be adjusted since a planning model considers weight values in relation to a Planning month/period, not in relation to a specific Calendar month/period. This field is particularly helpful when creating planning models for seasonal items. **Default Value:** Current period (determined by Sales Analysis Period End Processing) for company (N 2,0) Required
Weight Values	Weight values are used to indicate the importance of past periods' demand history (this year, last year, 2 years ago, and 3 years ago) when calculating the forecast for the planning month. Key the appropriate weight values for the periods that you want to be included in the calculation. For a 12 period planning model, weight values for up to 36 previous periods may be keyed; for a 13 period planning model, weight values for up to 39 previous periods may be keyed. **Note:** Any number of periods may contain weight values. For those periods left blank (or zero) actual sales data is used instead. (N 3,0) Required
Add'l Growth Percent	This field is used to increase or decrease the IM&P forecast values which are calculated using this planning model. **Note:** AIM forecasts are not affected by a model's growth percent; any value entered here will be ignored during any AIM forecast generation. Use this field when growth factors (in addition to demand history) should be considered in the planning model for an IM&P forecast. Key a positive percentage to be used to increase the IM&P forecast value of items that are forecast by this model. Key a negative percentage to be used to decrease the IM&P forecast value of items that are forecast by this model. (N 3,0) Optional

Field/Function Key	Description
Smoothing Value	Peaks and valleys in customer demand can cause unreliable forecasts. This field is used to lesson the impact of these two extremes on demand history by providing three levels of smoothing values. Smoothing uses the standard deviation of an item's sales history to exclude the extremes of customer demand. The standard deviation of sales indicates the range of sales quantities from an item's average sales quantity. Moderate smoothing considers all sales within one standard are within 68% (approximately) of the item's average sales. Therefore, the lowest 16% of past sales and the highest 16% of past sales are not considered when forecasting sales for the item. Light smoothing considers all sales within two standard deviations are within 95% (approximately) of the item's average sales. Therefore, the lowest 2.5% of past sales and the highest 2.5% of past sales are not considered when forecasting sales for the item. Key **0** for no smoothing. Distribution A+ will use the demand history directly from the Item Sales Analysis File. Key **1** for light smoothing. Distribution A+ will limit variations from the average demand value to two standard deviations. Key **2** for moderate smoothing. Distribution A+ will limit variations from the average demand value to one standard deviation. **Valid Values:** 0, 1, & 2 (N 1,0) Required
Min Number of Months	This field is used to specify the minimum number of weighted months that must be identified/keyed for this model. In other words, there must be a weight assigned to at least this number of months on this screen. The number of months being used for this model (i.e., the number of months for which weights must be specified on this screen) cannot be less than this Minimum Number of Months specified here. A forecast will be generated if there is usage/demand within these months used. **Valid Values:** 1 through 36 for a 12 period model; 1 through 39 for a 13 period model (N 2,0) Required

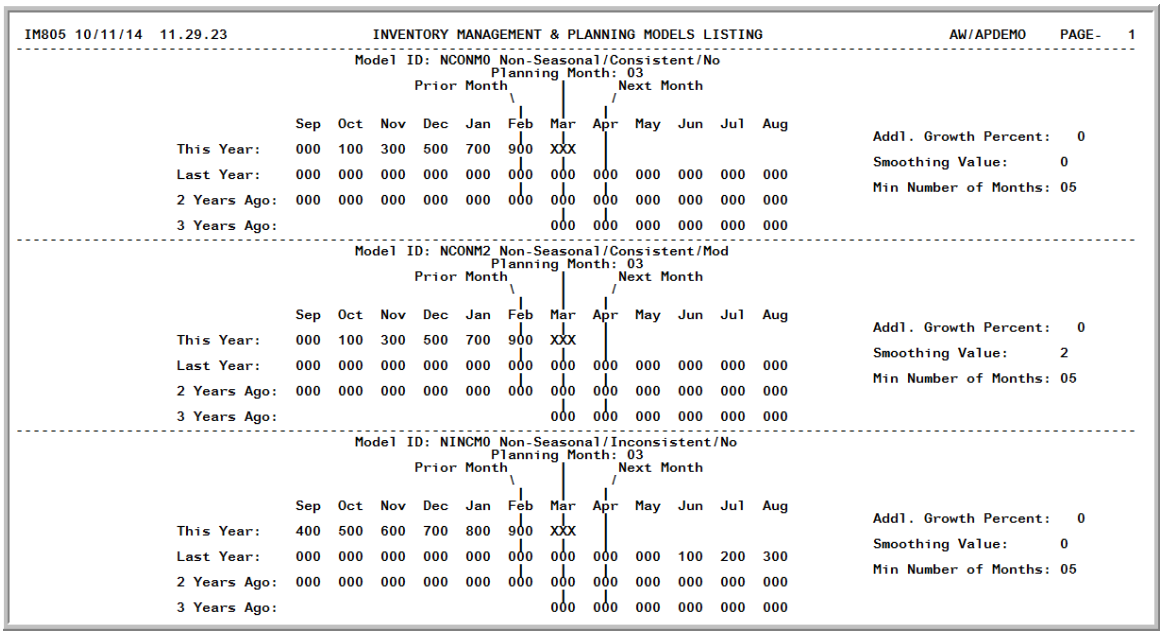
Field/Function Key	Description
Seasonal Demand Model	Use this field to identify if this model should be used when planning IM&P non-seasonal or seasonal items (based on the characteristics, usage weights, etc. identified). When this model is applied to an item for IM&P purposes, this flag then determines if that item is considered non-seasonal or seasonal. **Note:** This field is not applicable, and therefore ignored, for items being planned by AIM. For AIM, seasonality is determined not by this setting but rather by the 'Usage Method' of 'b'ackward (non-seasonal) or 't'rend (seasonal), as noted in AIFILE AIM System Options, AIFILE AIM Replenishment Options, or Item Balance Options Maintenance. An item is considered non-seasonal if using a Backward Usage Method; it is considered seasonal if using a Trending Usage Method and if it has enough usage history, based on a specified number of Usage Months. Note that if a 't'rending item does not have enough usage history, then the item will be treated as a non-seasonal/backward usage item by AIM. Key **Y** to denote the model as seasonal for IMP, or leave blank to denote this model as non-seasonal for IMP. **Valid Values:** Y or blank (A 1) Optional
F12=Return	Press **F12=RETURN** to return to the Planning Model Maintenance Selection Screen without saving any additions/changes made to this planning model
F24=Delete	The **F24=DELETE** displays in **Delete** mode only. Press **F24=DELETE** to delete the planning model displayed. The Planning Model Maintenance Selection Screen will display and the model will be deleted.
Enter	Press **ENTER** to confirm your selections. The Planning Model Maintenance Selection Screen will appear.

Planning Model Maintenance 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
Inventory Management & Planning Models Listing	Prints a list of planning model definitions.

Inventory Management & Planning Models Listing



```
IM805 10/11/14  11.29.23          INVENTORY MANAGEMENT & PLANNING MODELS LISTING          AW/APDEMO    PAGE-   1
-------------------------------------------------------------------------------------------------------------------
                          Model ID: NCONM0 Non-Seasonal/Consistent/No
                                          Planning Month: 03
                                 Prior Month       |       Next Month
                                             \     |     /
                                              |    |    |
                     Sep  Oct  Nov  Dec  Jan  Feb  Mar  Apr  May  Jun  Jul  Aug
                                              |    |    |
This Year:           000  100  300  500  700  900  XXX  |
                                              |    |    |
Last Year:           000  000  000  000  000  000  000  000  000  000  000  000
                                              |    |    |
2 Years Ago:         000  000  000  000  000  000  000  000  000  000  000  000
                                              |    |    |
3 Years Ago:                                  |    |    |   000  000  000  000  000  000
                                              |    |    |
                                                                 Addl. Growth Percent:   0
                                                                 Smoothing Value:        0
                                                                 Min Number of Months: 05
-------------------------------------------------------------------------------------------------------------------
                          Model ID: NCONM2 Non-Seasonal/Consistent/Mod
                                          Planning Month: 03
                                 Prior Month       |       Next Month
                                             \     |     /
                                              |    |    |
                     Sep  Oct  Nov  Dec  Jan  Feb  Mar  Apr  May  Jun  Jul  Aug
                                              |    |    |
This Year:           000  100  300  500  700  900  XXX  |
                                              |    |    |
Last Year:           000  000  000  000  000  000  000  000  000  000  000  000
                                              |    |    |
2 Years Ago:         000  000  000  000  000  000  000  000  000  000  000  000
                                              |    |    |
3 Years Ago:                                  |    |    |   000  000  000  000  000  000
                                              |    |    |
                                                                 Addl. Growth Percent:   0
                                                                 Smoothing Value:        2
                                                                 Min Number of Months: 05
-------------------------------------------------------------------------------------------------------------------
                          Model ID: NINCM0 Non-Seasonal/Inconsistent/No
                                          Planning Month: 03
                                 Prior Month       |       Next Month
                                             \     |     /
                                              |    |    |
                     Sep  Oct  Nov  Dec  Jan  Feb  Mar  Apr  May  Jun  Jul  Aug
                                              |    |    |
This Year:           400  500  600  700  800  900  XXX  |
                                              |    |    |
Last Year:           000  000  000  000  000  000  000  000  000  100  200  300
                                              |    |    |
2 Years Ago:         000  000  000  000  000  000  000  000  000  000  000  000
                                              |    |    |
3 Years Ago:                                  |    |    |   000  000  000  000  000  000
                                              |    |    |
                                                                 Addl. Growth Percent:   0
                                                                 Smoothing Value:        0
                                                                 Min Number of Months: 05
```

This report is produced following your responses on the Report Options Screen. All planning models defined through Planning Models Maintenance (MENU IAFILE) are printed in Model ID sequence. Three models are printed on each page of the report.

Refer to the Planning Model Maintenance Screen for an explanation of the fields printed on this report.

Chapter 29 Maintaining Monthly Forecast Quantities

This option allows you to create or modify forecast data for Inventory Management & Planning (IM&P) or Advanced Inventory Management (AIM), which is used for forecasting future demand. You may override forecasts for each item, and new forecasts may be added for future months' sales.

Item forecasts are automatically created and maintained by IM&P or AIM, unless overridden using this option. This option is shared between Inventory Management and Planning (IM&P) and Advanced Inventory Management (AIM).

Note: The **Planning Tool** defined for each planned item in Item Balance Maintenance (MENU IAFILE) determines whether IM&P or AIM data will be maintained through this option and printed through Monthly Forecast Quantities Listing (MENU IMFILE/MENU AIFILE). If the **Planning Tool** field is **I**, IM&P data will be maintained and printed. If the **Planning Tool** field is **A**, AIM data will be maintained and printed.

Monthly Forecast Quantities

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.

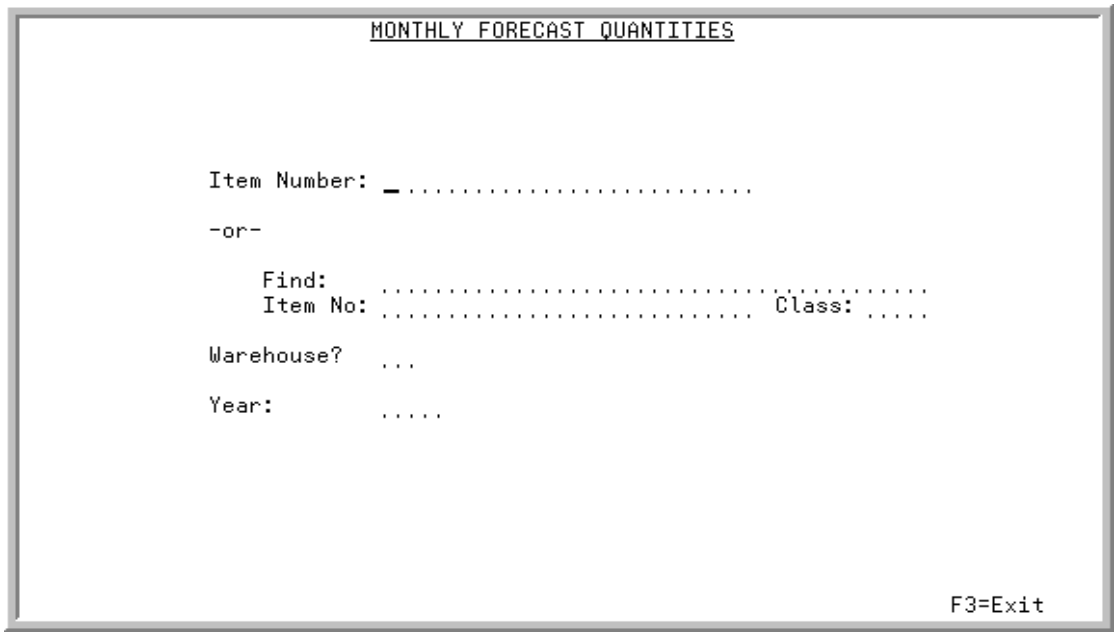
Title	Purpose
Monthly Forecast Quantities Selection Screen	Use to specify the item, warehouse, and year of the monthly forecast values.
Monthly Forecast Quantities Screen	Use to specify the monthly forecast quantities.

Restart Instructions

Restart by selecting this option from the same workstation. Change the forecast that was in use when the failure occurred; determine this by running the Monthly Forecast Quantities Listing (MENU IMFILE/MENU AIFILE) to verify the contents of the IM&P Forecasts File (**IMFOR**) or Advanced Inventory Annual Forecast File (**AIFOR**).

You will not be able to perform file maintenance on this record from another workstation until this step is completed.

Monthly Forecast Quantities Selection Screen



This screen appears after selecting option **3** - Monthly Forecast Quantities from MENU IMFILE or MENU AIFILE.

Use this screen to select the item, warehouse, and year for which monthly forecast values will be added or changed.

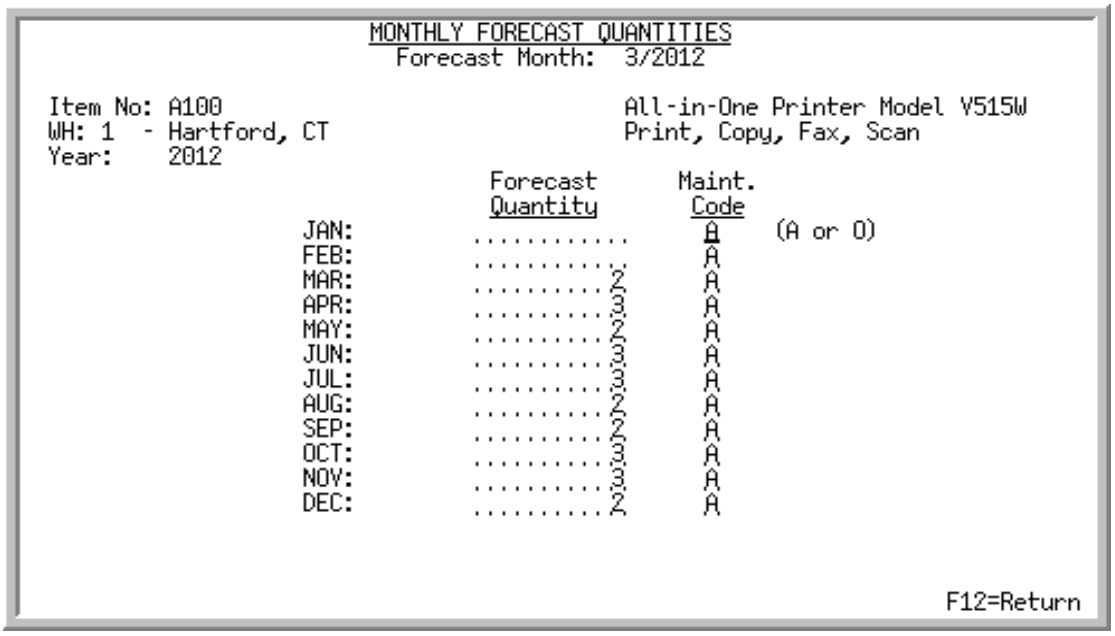
Monthly Forecast Quantities Selection Screen Fields and Function Keys

Field/Function Key	Description
Item Number	Key the number of the planned item for which monthly forecast values will be added or changed. **Valid Values:** Any planned item. (A 27) Required

Field/Function Key	Description
Find	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. To search for manufacturer item numbers, prefix the criteria you enter with **M/**. The system will search based on the Vendor/Item File (**VNITM**) valid manufacturer item number. To search for customer item numbers, prefix the criteria you enter with **C/**. The system will search based on the Item/Customer Cross Reference File **(IAXRF**) valid customer item numbers. To search for UPC cross references, prefix the criteria you enter with **U/**. The system will search based on the Universal Product Code File (**ITUPC**) for valid UPC cross references. To search for GTIN cross references, prefix the criteria you enter with **G/**. The system will search based on the Global Trade Item Number File (**ITGTIN**) for valid GTIN cross references. (A 40) Optional
Item No	This field may be used in addition to, or in place of, entering search criteria in the **Find** field to further limit the items to display. 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. For information on entering search criteria, refer to the Infor Distribution A+ Cross Applications User Guide. (A 27) Optional
Class	This field may be used in addition to (not in place of) the search criteria in the **Find** or **Item No** fields to further limit the number of items that will display, based on their item class. 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. For information on entering search criteria, refer to the Infor Distribution A+ Cross Applications User Guide. (A 2/A 2) Optional
Warehouse	Key the warehouse containing the planned item. **Valid Values:** Any warehouse that stocks the item keyed in the **Item Number** field; the item has been defined for this warehouse through Item Balance Maintenance (MENU IAFILE). (A 2) Required

Field/Function Key	Description
Year	Key the year for which monthly forecast quantities will be added or changed. **Note:** If a year is keyed for which no forecast quantities have been calculated, the Monthly Forecast Quantities Screen will display with blank quantities and override codes. (N 4,0) Required
F3=Exit	Press **F3=EXIT** to cancel this option and return to MENU IMFILE or MENU AIFILE.
Enter	Press **ENTER** to confirm your selections. The Monthly Forecast Quantities Screen will appear.

Monthly Forecast Quantities Screen



This screen appears after pressing **ENTER** on the Monthly Forecast Quantities Selection Screen. Use this screen to key the monthly forecast quantities for the specified item in the indicated warehouse and for the year entered. For convenience, the current forecast period displays at the top of the screen.

Note: If a year was keyed on the Monthly Forecast Quantities Selection Screen for which no forecast quantities have been calculated, the quantities and override codes on this screen will be blank.

Monthly Forecast Quantities Screen Fields and Function Keys

Field/Function Key	Description
Item No	The item number and description of the item entered on the Monthly Forecast Quantities Selection Screen will display, as defined through Item Master Maintenance (MENU IAFILE). Display
WH	The warehouse number and description of the warehouse entered on the Monthly Forecast Quantities Selection Screen will display, as defined through Warehouse Numbers Maintenance (MENU IAFILE). Display
Year	The year entered on the Monthly Forecast Quantities Selection Screen, for which monthly forecast quantities will be added/maintained, will display. Display

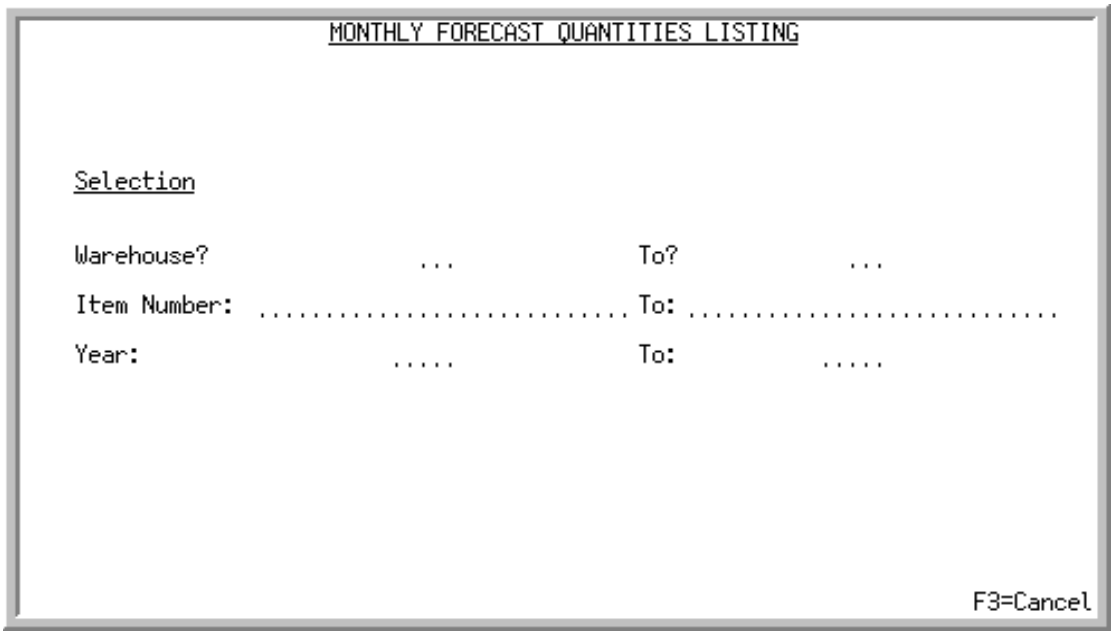
Field/Function Key	Description
(Periods)	If the selected company uses 12 period accounting, JAN through DEC will display as the period names. If the selected company uses 13 period accounting, PER01 through PER13 will display as the period names. Display
Forecast Quantity	Forecast quantities are used to calculate new ordering points (minimum balance) and maximum stocking levels (maximum balance). Key the value of the forecast quantity for the corresponding month. **Note:** Forecast quantities will initially be protected when changing a system calculated forecast. To override a forecast, change the **Maint. Code** field from **A** to **O**. The forecast quantities will then become available for change. Also note that quantities on this screen are expressed in the default stocking unit of measure defined for each item through Item Master Maintenance (MENU IAFILE). (N 11,0) Optional
Maint. Code	This field determines if the forecast quantity will be automatically calculated or overridden. Key **A** to have the forecast quantity automatically calculated (based on demand history, IM&P or AIM variables, and models) for the specified month. If an **A** is keyed, the forecast quantity cannot be entered or changed. If you have never overridden the forecast quantity for the given month, this field is initially **A**. Key **O** to override the forecast quantity calculated by IM&P or AIM. If **O** is keyed, you may add or change a forecast quantity for a specific month. (A 1) Required
F12=Return	Press **F12=RETURN** to return to the Monthly Forecast Quantities Selection Screen without saving any additions/changes made to this screen.
Enter	Press **ENTER** to confirm your selections. The Monthly Forecast Quantities Selection Screen will appear.

Monthly Forecast Quantities 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
Monthly Forecast Quantities Listing Screen	Use to specify limiting criteria for the listing.
Monthly Forecast Quantities Listing	Prints a list of monthly forecasts that match the selection criteria.

Monthly Forecast Quantities Listing Screen



This screen appears after selecting option **13 -** Monthly Forecast Quantities Listing from MENU IMFILE or MENU AIFILE. Use this screen to select the range of items to print on the Monthly Forecast Quantities Listing, by selecting from and to criteria in the **Warehouse**, **Item Number**, and **Year** fields. Only the items that match the criteria entered in these fields will print on the listing.

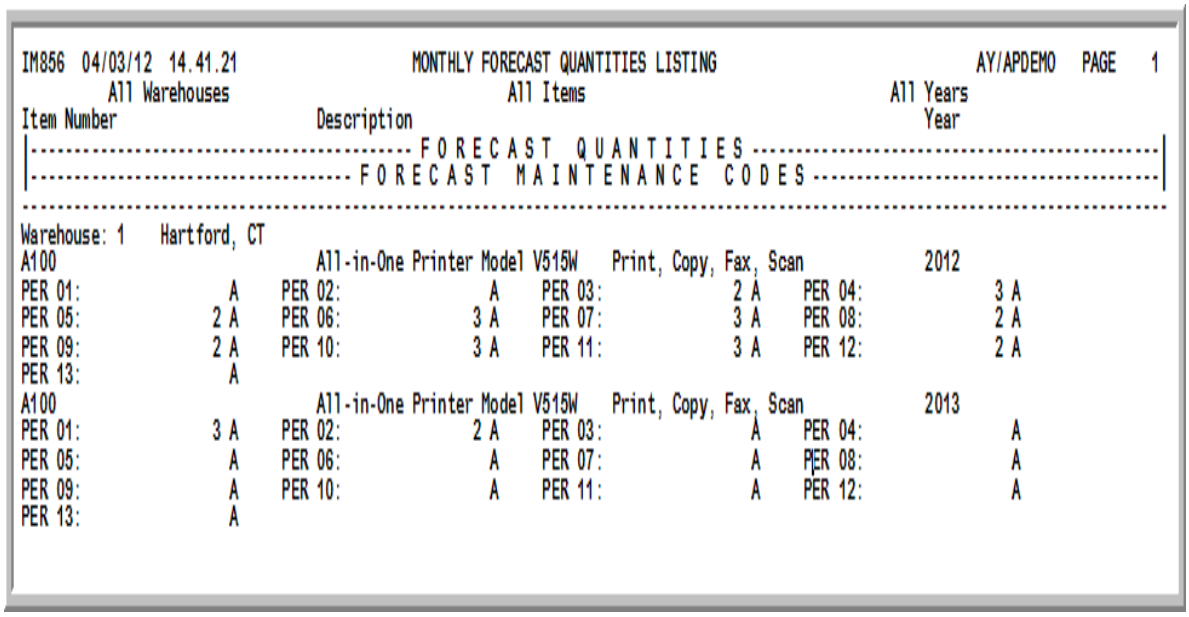
Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Monthly Forecast Quantities Listing Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Use this field to enter the warehouse or range of warehouses for which items will print on the Monthly Forecast Quantities Listing. **Valid Values:** A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2) Optional
Item Number	Use this field to enter the item number or range of item numbers that you want included on the Monthly Forecast Quantities Listing. **Valid Values:** A valid item number defined through Item Master Maintenance (MENU IAFILE) (2 @ A 27) Optional

Field/Function Key	Description
Year	Use this field to enter the year or range of years for which items will print on the Monthly Forecast Quantities Listing. (N 4,0) Optional
F3=Cancel	Press **F3=CANCEL** to cancel this option and return to MENU IMFILE or MENU AIFILE.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will display. Refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen.

Monthly Forecast Quantities Listing



```
IM856  04/03/12  14.41.21                MONTHLY FORECAST QUANTITIES LISTING                          AY/APDEMO   PAGE    1
        All Warehouses                            All Items                                  All Years
Item Number                    Description                                                      Year
|---------------------------------------- FORECAST QUANTITIES ----------------------------------------|
|---------------------------------- FORECAST MAINTENANCE CODES ----------------------------------|
--------------------------------------------------------------------------------------------------------------------------
Warehouse: 1    Hartford, CT
A100                           All-in-One Printer Model V515W   Print, Copy, Fax, Scan          2012
PER 01:              A    PER 02:              A    PER 03:            2 A    PER 04:            3 A
PER 05:            2 A    PER 06:            3 A    PER 07:            3 A    PER 08:            2 A
PER 09:            2 A    PER 10:            3 A    PER 11:            3 A    PER 12:            2 A
PER 13:              A
A100                           All-in-One Printer Model V515W   Print, Copy, Fax, Scan          2013
PER 01:            3 A    PER 02:            2 A    PER 03:              A    PER 04:              A
PER 05:              A    PER 06:              A    PER 07:              A    PER 08:              A
PER 09:              A    PER 10:              A    PER 11:              A    PER 12:              A
PER 13:              A
```

This report prints following your responses on the Monthly Forecast Quantities Listing Screen and the Report Options Screen, which is explained in the Infor Distribution A+ Cross Applications User Guide.

The contents of the IM&P Monthly Forecast Quantity File (**IMFOR**) or Advanced Inventory Annual Forecast File (**AIFOR**) is printed in warehouse, item number, and year sequence. Quantities in each item's default unit of measure, as defined through Item Master Maintenance (MENU IAFILE,) are also included on this report.

Note: The **Planning Tool** defined for each planned item in Item Balance Maintenance (MENU IAFILE) determines whether IM&P or AIM data will be printed. If the **Planning Tool** field is **I**, IM&P data will be printed. If the **Planning Tool** field is **A**, AIM data will be printed.

Monthly Forecast Quantities Listing Fields and Function Keys

Field/Function Key	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. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Warehouse	The warehouses for which items are printed.
(Item)	The item number of the planned item for which monthly forecast values are printed.

Field/Function Key	Description
(Periods)	If the selected company uses 12 period accounting, JAN through DEC will print as the period names. If the selected company uses 13 period accounting, PER01 through PER13 will print as the period names.
Year	The year of the monthly forecast quantities.
Forecast Quantity	The quantity of this item forecast for each period.
Forecast Maintenance Code	The code associated with this forecast quantity. • **A** (Automatic) displays if this quantity has been automatically calculated • **O** (Override) displays if this quantity has been overridden

Chapter 30 Maintaining Item Replacements/ Complements

The Item Replacements/Complements option (MENU IMFILE/MENU OEFILE/MENU AIFILE) allows you to create and maintain replacement, alternate, upgrade, complement, and pattern items. Complement, alternate, and upgrade items are used only in Order Entry. Replacement items may be used in Order Entry, Inventory Management and Planning (IM&P), and Advanced Inventory Management (AIM). Pattern items are used in IM&P and AIM.

Replacement Types

Complement Items

If you set up complement items through this option, you can inform the customer that additional items are required for, or will enhance, the original item. The customer may order these items in addition to the original. Complementary items may be displayed automatically or by pressing a Function Key during Enter, Change & Ship Orders (MENU OEMAIN) on the Display Complementary Items Screen and the Select Complementary Items Screen.

Replacement Items-Order Entry

During Enter, Change & Ship Orders (MENU OEMAIN), a customer places an order for an item (called the original item). If you set up replacement items through this option, you can inform the customer that there are other items that are identical to, similar to, or better than the original item. Replacement items may be selected during Enter, Change & Ship Orders (MENU OEMAIN) on the Replacements Selection Screen. There are four types of replacements.

- Alternate items (used in Order Entry only)
- Upgrade items (used in Order Entry only)
- Replacement items (used in Order Entry, IM&P and AIM)
- Pattern items (used in IM&P and AIM)

If you are replacing an original item with a new item, you may want to take additional measures to ensure that the item being replaced is no longer purchased or sold. To do this, follow the instructions below:

1 Suspend the item through Item Master Maintenance (MENU IAFILE) if there is no inventory, open orders, or open purchase orders for the item being replaced.

Important: If you do not suspend a replaced item, its sales will be combined with the sales of the new item.

2 Set the **Allow Backorder** field in Item Master Maintenance (MENU IAFILE) to **N** to prevent the item from being backordered if an item has been replaced but will be available until current stock is depleted.

Replacement and Pattern Items-Inventory Management & Planning

IM&P provides replacements and patterns to help plan inventory for new items using another item's sales history. Typically, a new item is either one that replaces a previously sold item that has been discontinued (replacement), or an item that you are adding to your product line (pattern). Use this option to define a replacement or patterned item.

If an item is a replacement of an existing item, IM&P/AIM will use the demand history for the discontinued item for the new item when forecasting sales.

If the item is being added to your product line, IM&P/AIM will use the demand history and forecasts of an existing item for the new item. The new item's sales can be patterned after the demand history and forecast of an existing item (the demand for the older item are only included in the forecast for the months before the new item was available).

Note: Replacement items may be used in IM&P, AIM, and Order Entry. This section concentrates on the IM&P use of replacements.

The following examples describe how the system calculates the demand forecast for a replacement item and a pattern item.

Example: Replacing an item.

For example, if you copy the demand history of an original item called "Item A" to a new item called "Item B," which is replacing "Item A," IM&P will forecast "Item B" as follows:

Sales Month	Existing Item A	New Item B	New Item Demand Forecast
1st	110	0	110
2nd	80	50	130
3rd	40	100	140

4th	0	150	150
From this example, you can see that the demand history and forecast of the new item is determined by combining the original item's sales with the new item's sales.			

Example: Patterning an Item

If you pattern the demand history of a new item called "Item B" after a similar existing item called "Item A," IM&P will forecast "Item B" as follows:

Sales Month	Existing Item A	New Item B	New Item Demand Forecast
1st	100	0	100
2nd	150	0	150
3rd	125	0	125
4th	110	90	90

From this example, you can see that demand history and forecast of "Item A" was used by IM&P until a sale occurred for the new item in the 4th month. When a sale was detected for the new item in the 4th month, IM&P based the forecast on "Item B" instead of "Item A," and will from that point on use "Item B's" sales to forecast demand. Note that the first 3 months of "Item A's" sales will be retained in history.

Item Replacements/Complements 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.

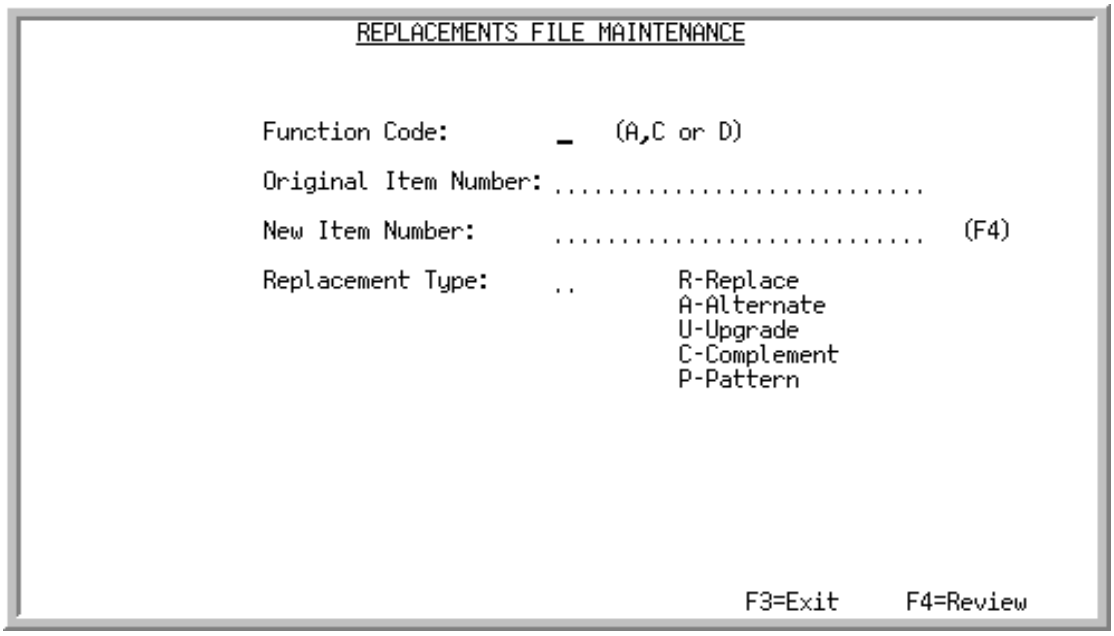
Title	Purpose
Replacements File Maintenance Selection Screen	Use to specify the replacement or pattern item to maintain.
Replacement/Complement List Screen	Use to review replacements/complements for the original item numbers.
Replacement File Maintenance Screen	Use to enter information about the replacement or pattern item.

Restart Instructions

Restart by selecting this option from the same workstation. Change the replacement that was in use when the failure occurred; determine this by running the Item Replacements/Complements Listing (MENU IMFILE/MENU OEFILE/MENU AIFILE) to verify the contents of the Replacements File.

You will not be able to perform file maintenance on this record from another workstation until this step is completed.

Replacements File Maintenance Selection Screen



This screen appears after you select the Item Replacements/Complements Maintenance option from MENU IMFILE, MENU AIFILE, or MENU OEFILE. Use this screen to create, modify, or delete item replacement, alternate, upgrade, complement, or pattern records.

Note: Replacement types Alternate (A), Upgrade (U), and Complements (C) are used exclusively in Order Entry

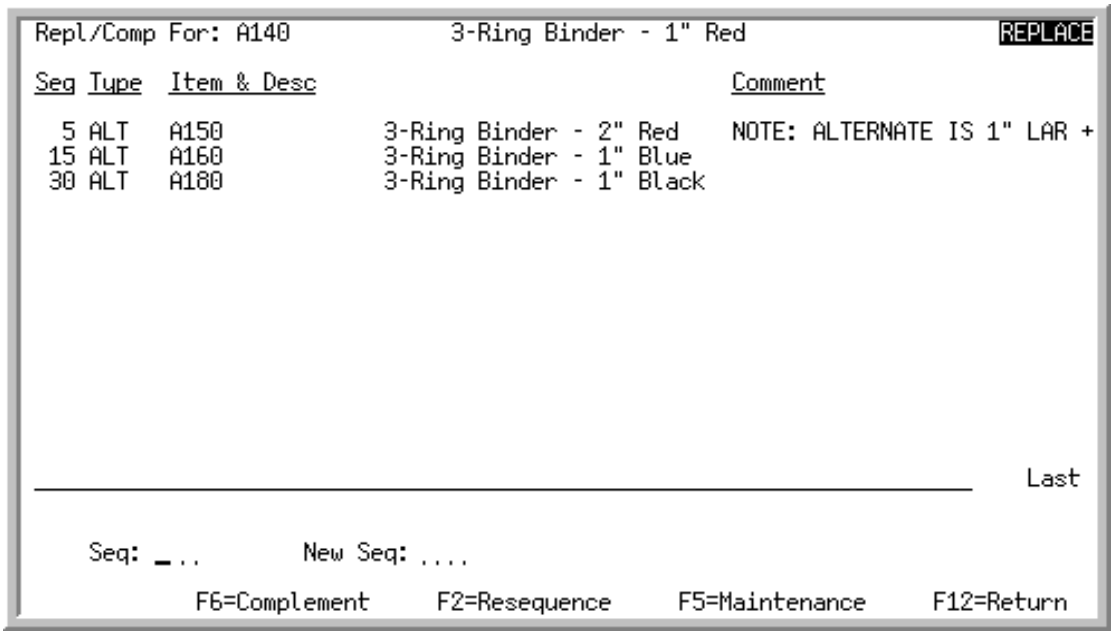
Replacements File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function Code	Key **A** to add a new replacement, alternate, upgrade, complement, or pattern item. Key **C** to change the definition of an existing replacement, alternate, upgrade, complement, or pattern item. Key **D** to delete the definition of an existing replacement, alternate, upgrade, complement, or pattern item. (A 1) Required

Field/Function Key	Description
Original Item Number	Enter the original item number for which you intend to create replacement, complement, alternate, upgrade, or pattern items. The demand history (and optional forecast) of this item is used for the new item. The new item is either replacing or being patterned after this item. During Enter, Change & Ship Orders (MENU OEMAIN), you may display items that replace or complement this item. For alternate (A) and upgrade (U) types, you do not have to key an item in this field that has been previously defined through Item Master Maintenance (MENU IAFILE). This will allow you to create an internal cross-reference for Order Entry. For example, if you use catalog sales, an item may frequently be referenced by customers as “the item on page 25.” You can set up an alternate item with the original item number “CATALOG 25.” Key the actual item number in the **New Item Number** field. When an order is placed for this item, you can simply key **CATALOG 25** instead of the actual item number. **Valid Values:** For replacement types **R** and **C**, any valid item number defined through Item Master Maintenance (MENU IAFILE). (A 27) Required
New Item Number	Enter the item number that is replacing the original item number, that will be the complementary item for, is an alternate item for, or is being patterned after the item keyed in the **Original Item Number** field. When changing a replacement definition, press **F4=REVIEW** to display existing assignments. **Valid Values:** Any valid item number defined in Item Master Maintenance (MENU IAFILE). (A 27) Required

Field/Function Key	Description
Replacement Type	Enter the type of replacement or complement item to add, change, or delete. Key **A** to add, change, or delete an alternate item. The item specified in the **New Item Number** field will be displayed during Enter, Change & Ship Orders (MENU OEMAIN) as a replacement (alternate type) of the item keyed in the **Old Item Number** field. Key **U** to add, change, or delete an upgrade item. The item specified in the **New Item Number** field will be displayed during Enter, Change & Ship Orders (MENU OEMAIN) as a replacement (upgrade type) of the item keyed in the **Old Item Number** field. You may choose to use upgrade type replacements to inform the customer of an enhancement or better quality item. Key **C** to add, update, or delete a complement item. The item that you specify in the **New Item Number** field may be displayed during Enter, Change & Ship Orders (MENU OEMAIN) as a complement to the item number keyed in the **Old Item Number** field. **Note:** The replacement item types Alternate (A), Upgrade (U), and Replacement (R) are very similar in function. The exact categorization of each type of replacement may be done at your discretion. Key **P** to add, change, or delete a pattern item. Pattern items are used by IM&P and AIM and have no affect on Order Entry. Key **R** to add, change, or delete a replacement item. The item specified in the **New Item Number** field will be displayed during Enter, Change & Ship Orders (MENU OEMAIN) as a replacement of the item keyed in the **Old Item Number** field. For IM&P or AIM, the **R** type will copy the demand history of the original item to the new item. If the new item replaces more than one item, the forecast calculation will combine the demand history of all the replaced items. (A 1) Required
F3=Exit	Press **F3=EXIT** to cancel this option and return to the menu.
F4=Review	After entering the original item number, press **F4=REVIEW** to review replacements/complements relating to the original item. A message will display if no replacements/complements exist for this item. The Replacement/Complement List Screen will appear.
Enter	Press **ENTER** to confirm your selections. The Replacement File Maintenance Screen will appear.

Replacement/Complement List Screen



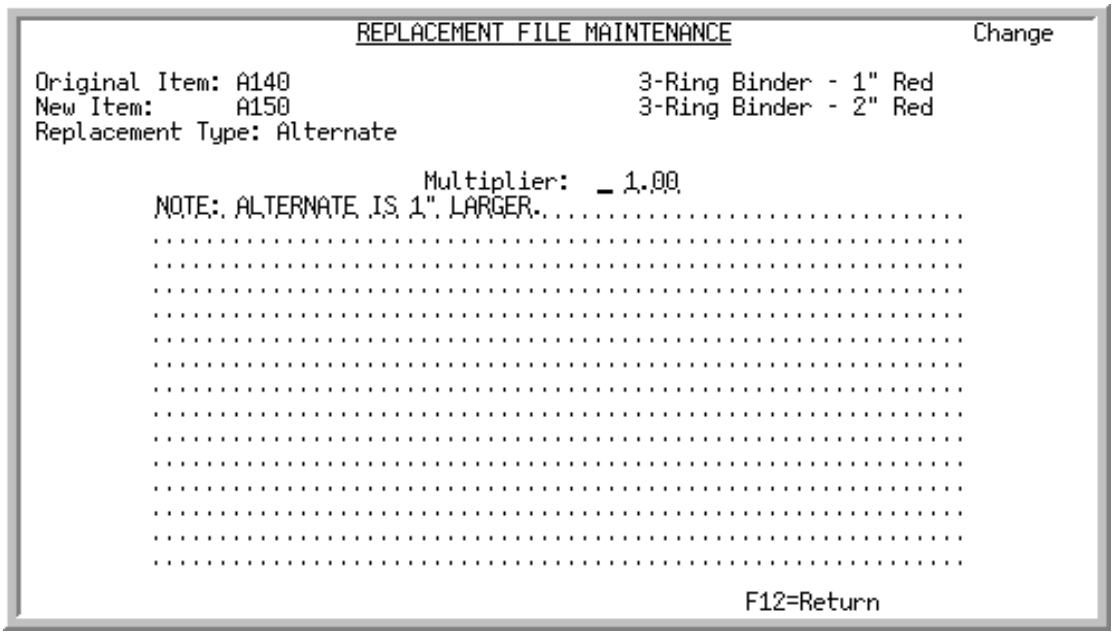
This screen appears after entering the original item number on the Replacements File Maintenance Selection Screen and pressing **F4=REVIEW** to review. Use this screen to review replacements/ complements for original item numbers.

Replacement/Complement Screen Fields and Function Keys

Field/Function Key	Description
Repl/Comp For	The original item number and its description (**Repl/Comp For**) and the replacement type for the item displayed (**Replace/Complement/All**). You can toggle displaying the replacement items, complement items, or all types, by using the function key **F6=REPLACE**. Display
Seq	The sequence number associated with the item when it was entered. This number is keyed in the **Seq** field at the bottom of the screen and is used during Enter, Change & Ship Orders (MENU OEMAIN) on the Replacements Selection Screen to determine the sequence in which replacement or complementary items are displayed. Display
Type	The replacement type for the item. Display

Field/Function Key	Description
Item & Desc	The new item number and its description. Display
Comment	The comment for the replacement or complement definition, if any. Display
Seq / New Seq	• **Seq:** This field does not display if **F6=ALL** is selected. This field is used to enter the sequence number to maintain, or is used in conjunction with the **New Seq** field to change the sequence that displays. Enter the desired sequence number and press **ENTER**. • **New Seq:** This field does not display if **F6=ALL** is selected. This field is used to enter the new sequence that you desire. After keying the existing sequence number in the **Seq** field, key the new sequence number in this field. Display
F2=Resequence	This key does not display if **F6=ALL** is selected. Press **F2=RESEQUENCE** to resequence numbers on this screen numerically in increments of five. This is useful if you have changed several sequence numbers and cannot position an item between two consecutive sequence numbers.
F5=Maintenance	This key does not display if **F6=ALL** is selected. After selecting an item in the **Seq** field, press **F5=MAINTENANCE** to maintain the item. The Replacement File Maintenance Screen will appear.
F6=Complement/All/ Replace	**F6=COMPLEMENT / F6=ALL / F6=REPLACE** is a toggle to display a combination of the replacements, alternates, upgrades, and patterns for the original item, complements for the original item, or all types of replacements.
F12=Return	Press **F12=RETURN** to return to the Replacements File Maintenance Selection Screen without saving any changes made on this screen.

Replacement File Maintenance Screen



This screen appears after you press **ENTER** from the Replacement File Maintenance Screen, or **F5=MAINTENANCE** on the Replacement/Complement List Screen.

This screen is used to enter information relating to the record you are maintaining in the Replacements File. You may also use this screen to delete an existing record.

Replacement File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Original Item	This field displays the original item number entered on the Replacements File Maintenance Selection Screen. The item description follows. Display
New Item	This field displays the new item number entered on the Replacements File Maintenance Selection Screen. The item description follows. Display
Replacement Type	This field displays the replacement type (**Alternate**, **Complement**, **Upgrade**, **Replace** or **Pattern**) entered on the Replacements File Maintenance Selection Screen. Display

Field/Function Key	Description
Multiplier	Use this field to define a multiplier to be used to adjust the original item's demand history for IM&P or this is the multiplier assigned to this replacement, complement, or alternate item. The multiplier (expressed as a percentage) for the new item increases or decreases each month of demand history of the item being replaced or patterned. For example, if the sales of the new item are expected to be half of the original's, key **.50**. For alternate or upgrade types, the multiplier is used to calculate the quantity of alternate or upgrade items to order if you leave the **Qty** field on the Item Entry Screen blank during Enter, Change & Ship Orders (MENU OEMAIN). The quantity that will display on the Item Review Screen is calculated by multiplying the quantity of the original item ordered by this multiplier. For replacement types, the multiplier performs the same function as upgrades and complements if Inventory Management & Planning is not installed. If IM&P is installed, however, the multiplier is used to adjust sales demand. For complementary types, the multiplier is used to calculate the quantity of complementary items to order if you leave the **Qty** field on the Item Entry Screen blank during Enter, Change & Ship Orders (MENU OEMAIN). The quantity that will display on the Item Review Screen is calculated by multiplying the quantity of the original item ordered by this multiplier. Key the multiplier to be used for this replacement, alternate, upgrade, complement, or pattern. (N 5,2) Optional
2-Way	This field displays only if the type of item is a replacement (R) or alternate (A). Additionally, this field applies to the Order Entry use of replacements. This field is used as a keying aid for items that are interchangeable (eliminating the re-keying of items). Key **Y** to establish a two-way relationship for the alternate and replacement type items. This will automatically create a second alternate or replacement definition in which the original item and new item are reversed. Therefore, the new item number will not only be a replacement (or alternate) of the old item number, but the old item number will also be a replacement (or alternate) of the new item number. Leave this field blank to create a replacement or alternate as defined. **Valid Values:** Y or Blank (A 1) Optional

Field/Function Key	Description
Comments	If desired, explain the replacement occurring. Up to 60 characters are allowed on each line; there are 15 lines. **Note:** You may display these comments during Enter, Change & Ship Orders (MENU OEMAIN). (15 @ A 60) Optional
F12=Return	Press **F12=RETURN** to return to the Replacements File Maintenance Selection Screen without saving any additions/changes made on this screen.
F24=Delete	**Note:** This function key displays only if you are in “delete” mode. Press **F24=DELETE** to delete the definition currently displayed. The Replacements File Maintenance Selection Screen will display and the record will be deleted.
Enter	Press **ENTER** to confirm your selections. The Replacements File Maintenance Selection Screen will appear.

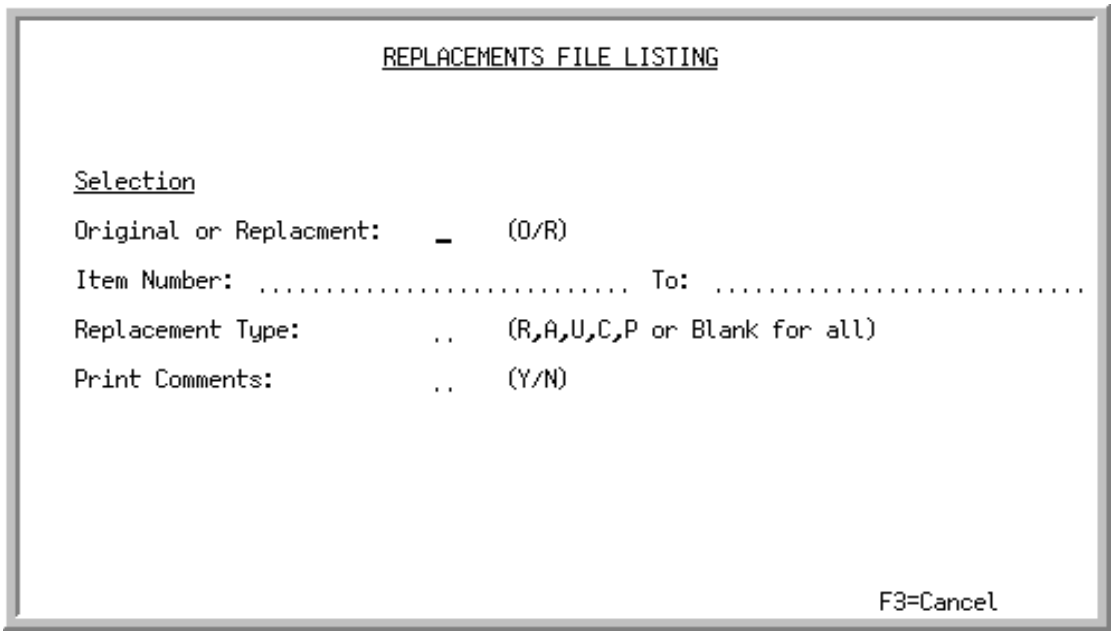
IM&P Replacements/Complements Listing

This option is used to print the Replacement File Listing. This listing shows the contents of the Replacements File, which is maintained through Item Replacements/Complements Maintenance (MENU IMFILE/MENU AIFILE/MENU OEFILE).

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
Replacements File Listing Screen	Use to specify limiting criteria for the listing.
Replacement File Listing	Prints a list of replacement types and comments that meet the selection criteria

Replacements File Listing Screen



This screen appears after selecting option **14** - IM&P Replacements/Complements Listing option from MENU IMFILE/MENU AIFILE/MENU OEFILE. Use this screen to select criteria to print on the Replacement File Listing and to determine if the listing will print by the original item number or the replacement item number.

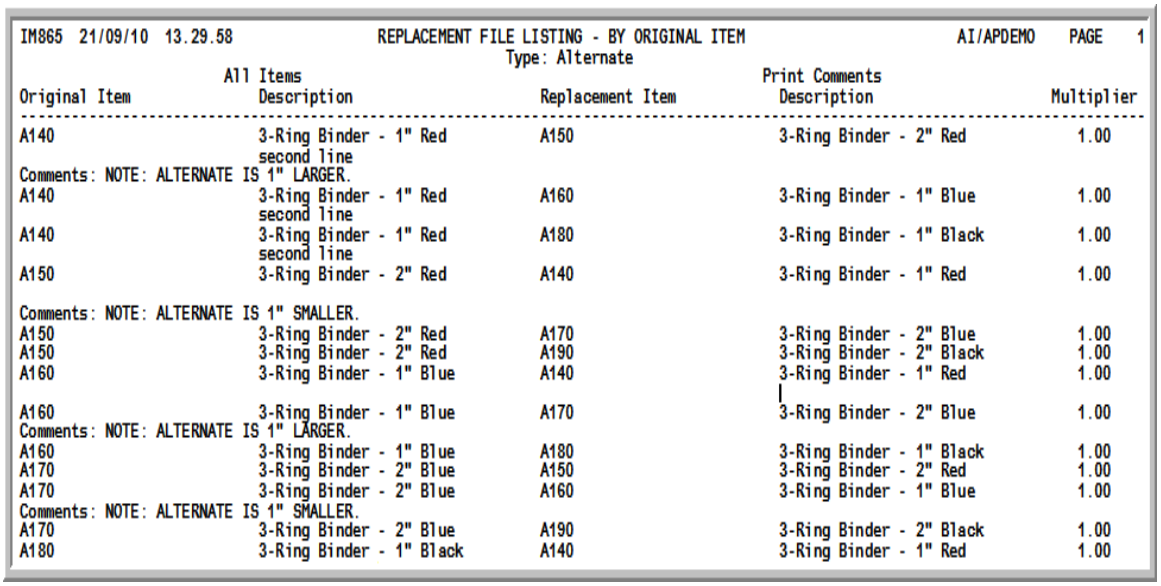
Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Replacements File Listing Screen Fields and Function Keys

Field/Function Key	Description
Original or Replacement	This field determines the report layout, record selection, and sort sequence of the Replacement File Listing. Key **O** to sequence the listing by original item number. Key **R** to sequence the listing by replacement number. For example, if an **O** is selected, the original item will display on the left margin of the listing, the item selection will be made on the original item, and the report will be sequenced by the original item number. (A 1) Required
Item Number	Enter the range of items to print. (2 @ A 27) Optional

Field/Function Key	Description
Replacement Type	This field reflects the replacement types to print. Key the desired replacement type; • **R** to print replacement items. • **A** to print alternate items. • **U** to print upgrade items. • **C** to print complement items. • **P** to print pattern items. Leave blank to print all types. (A 1) Required
Print Comments	Key **Y** to print the comments that were entered on the Replacement File Maintenance Screen. Key **N** to suppress the printing of comments. (A 1) Required
F3=Cancel	Press **F3=CANCEL** to cancel your selections and return to MENU IMFILE/ MENU OEFILE.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will appear. Refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen.

Replacement File Listing



```
IM865  21/09/10  13.29.58              REPLACEMENT FILE LISTING - BY ORIGINAL ITEM                    AI/APDEMO    PAGE    1
                                                      Type: Alternate
                     All Items                                                  Print Comments
Original Item        Description                    Replacement Item            Description                      Multiplier
-------------------------------------------------------------------------------------------------------------------------
A140                 3-Ring Binder - 1" Red         A150                        3-Ring Binder - 2" Red             1.00
                     second line
Comments: NOTE: ALTERNATE IS 1" LARGER.
A140                 3-Ring Binder - 1" Red         A160                        3-Ring Binder - 1" Blue            1.00
                     second line
A140                 3-Ring Binder - 1" Red         A180                        3-Ring Binder - 1" Black           1.00
                     second line
A150                 3-Ring Binder - 2" Red         A140                        3-Ring Binder - 1" Red             1.00

Comments: NOTE: ALTERNATE IS 1" SMALLER.
A150                 3-Ring Binder - 2" Red         A170                        3-Ring Binder - 2" Blue            1.00
A150                 3-Ring Binder - 2" Red         A190                        3-Ring Binder - 2" Black           1.00
A160                 3-Ring Binder - 1" Blue        A140                        3-Ring Binder - 1" Red             1.00

A160                 3-Ring Binder - 1" Blue        A170                        3-Ring Binder - 2" Blue            1.00
Comments: NOTE: ALTERNATE IS 1" LARGER.
A160                 3-Ring Binder - 1" Blue        A180                        3-Ring Binder - 1" Black           1.00
A170                 3-Ring Binder - 2" Blue        A150                        3-Ring Binder - 2" Red             1.00
A170                 3-Ring Binder - 2" Blue        A160                        3-Ring Binder - 1" Blue            1.00
Comments: NOTE: ALTERNATE IS 1" SMALLER.
A170                 3-Ring Binder - 2" Blue        A190                        3-Ring Binder - 2" Black           1.00
A180                 3-Ring Binder - 1" Black       A140                        3-Ring Binder - 1" Red             1.00
```

This listing prints following your responses on the Replacements File Listing Screen, and the Report Options Screen. The report is sorted by Replacement Type thereby grouping together the alternate items, replacement, items, complementary items. etc.

The indicated replacement types and comments (if any) that you defined are printed. The following prints for each replacement/pattern defined:

- Original Item
- Description of original item
- Replacement Item
- Description of replacement item
- Multiplier

Refer to “Item Replacements/Complements Maintenance” for an explanation of these fields.

Chapter 31 Maintaining IM&P Service Levels

Use the IM&P Service Level Maintenance option to add, change, or delete monthly service levels for a group of items. The IM&P Service Level is the target percentage of order quantities that will be available to ship from stock without having to backorder. Service level and demand history are used to calculate an item's safety stock quantity.

The service levels for a group of items that you define through this options, are copied to the IM&P Balance File by the IM&P Monthly Update (MENU IMMAST), and through Reset IM&P Variables (MENU IMMAST).

Note: Variable maintenance security defined in IM&P System Options Maintenance (MENU IMFILE) may not allow lead times to be changed. Distribution A+ compares your User ID to the list of authorized User IDs in the IM&P options for the company associated with the warehouse keyed on the Monthly Service Levels Selection Screen to determine if you are allowed to maintain lead times.

IM&P Service Level 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.

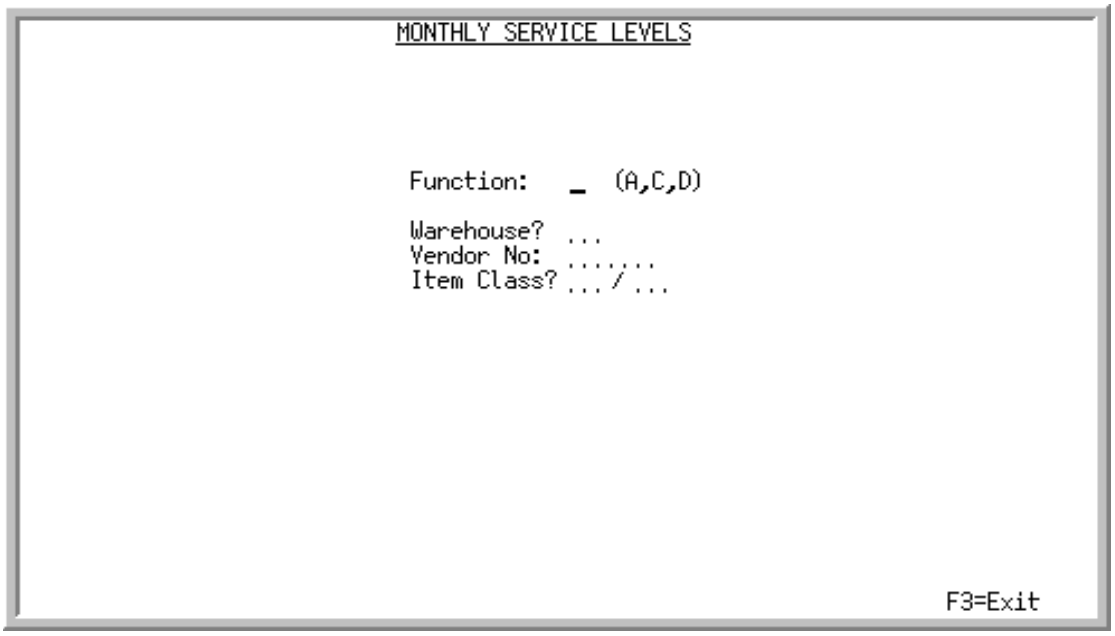
Title	Purpose
Monthly Service Levels Selection Screen	Use to specify the service level to maintain.
Monthly Service Levels Screen	Use to enter the monthly values for the service level.

Restart Instructions

Restart by selecting this option from the same workstation. Change the service level that was in use when the failure occurred; to determine this, run the Monthly Service Levels Listing to verify the contents of the IM&P Variables File.

You will not be able to perform file maintenance on this record from another workstation until this step is completed.

Monthly Service Levels Selection Screen



This screen appears after selecting option **5** - IM&P Service Level Maintenance from MENU IMFILE. Use this screen to add, change, or delete monthly service levels for a group of items defined by:

- Warehouse Only
- Warehouse and Item Class
- Warehouse and Item Class/Sub-Class
- Warehouse and Vendor
- Warehouse, Vendor, and Item Class
- Warehouse, Vendor, and Item Class/Sub-Class

Note: This is a hierarchy of item groups, from the most general to the most specific group. Service levels defined for a specific group are used to update the item in the IM&P Balance File before service levels in an more general group are used.

The service level values of an item group may be overridden for an individual item through Item Balance Maintenance (MENU IAFILE). If an item group is not defined for an individual item, the default service level from IM&P System Options Maintenance (MENU IMFILE) is used.

Example:

This example illustrates how service levels are updated for a group of items. This is how all IM&P variables (lead time, order frequency, order level, and service level) are assigned.

Although this example deals with service level, the procedure for defining and updating the other IM&P variables is identical.

Assume that you stock the following:

Item Number	Warehouse	Item Class	Vendor
A1500	1	AA	100
B1500	1	BB	100

You want to assign two different service levels for the following groups of items:

- For all items in warehouse 1, you want to assign a service level of 90% for each month of the year.
- For all items in warehouse 1 with item class BB, you want to assign a service level of 80% for each month of the year.

For convenience, it is easiest to identify requirements for all items (e.g., all items are to use a service level of 90%) first, then add special requirements for specific items (e.g., all items with an item class of BB are to use a service level of 80%). To do this, identify the following, on this screen:

Function: A

Warehouse: 1

Vendor No:

Item Class: /

On the following screen, key 90 as the service level for the first month, and press **F5** (to duplicate for each month of the year).

Next, identify the following on this screen is:

Function: A

Warehouse: 1

Vendor No:

Item Class: BB/

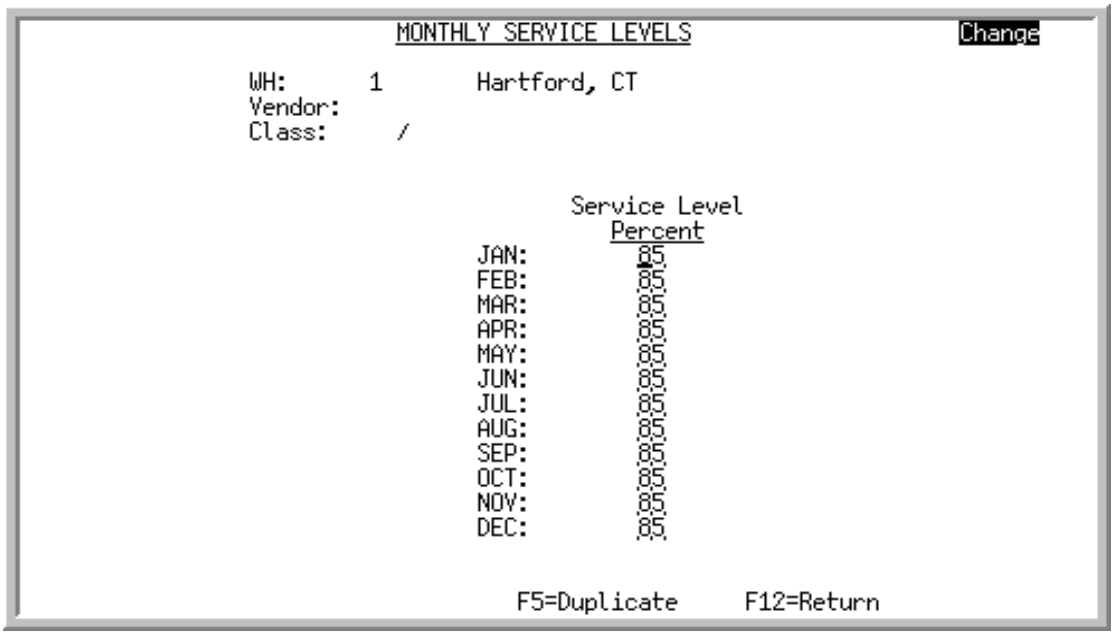
On the following screen, key 80 as the service level for the first month, and press **F5** (to duplicate for each month of the year).

After running IM&P Monthly Update (MENU IMMAST) for the month of January, item A1500 will be assigned a service level of 90, and item B1500 will be assigned a service level of 80.

Monthly Service Levels Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key **A** to add new monthly service levels for a group of items. Key **C** to change existing monthly service levels for a group of items. Key **D** to delete existing monthly service levels for a group of items. (A 1) Required
Warehouse	Key the warehouse for which monthly service levels are to be processed. Items in the IM&P Balance File that are stored in this warehouse will be updated with the service levels specified on the next screen (unless defined in a more specific group.) **Valid Values:** Any warehouse set up in Warehouse Numbers Maintenance (MENU IAFILE) (A 2) Required
Vendor No	Define service levels specific to items having this as their primary vendor. Items in the IM&P Balance File that have this as their primary vendor will be updated with the service levels defined on the next screen (unless defined in a more specific item group.) Key the primary vendor for which monthly service levels are to be processed. **Valid Values:** Any vendor defined in Vendor Master Maintenance (MENU IAFILE) (A 6) Optional
Item Class	Use this field to define more specific groups of items that will be assigned service levels. Key the item class and optional sub-class for which monthly service levels are to be processed. If no sub-class is identified, all sub-classes are included. **Valid Values:** Any item class defined in Item Class/Sub Class Maintenance (MENU IAFILE) (A 2/A 2) Optional
F3=Exit	Press **F3=EXIT** to cancel this option. MENU IMFILE will appear.
Enter	Press **ENTER** to confirm your selections. The Monthly Service Levels Screen will appear.

Monthly Service Levels Screen



This screen appear after pressing **ENTER** on the Monthly Service Levels Selection Screen

Use this screen to add, change, or delete monthly service levels for the specified warehouse, vendor, and/or item class.

Service levels are presented by month if the number of fiscal periods is defined as 12 in Sales Analysis Options Maintenance (MENU SAFILE). If the number of periods is defined as 13, service levels are presented by period

Monthly Service Levels Screen Fields and Function Keys

Field/Function Key	Description
Service Level Percent	This is the target percentage of order quantities that can be filled from stock. It is used with demand history to calculate an item's safety stock quantity. A higher service level will usually result in a higher safety stock quantity. Key the desired service level percentage for each month/period in the calendar year. You may duplicate the service level keyed in the first month by pressing **F5=DUPLICATE**. Refer to CHAPTER 3: IM&P Variables for a detailed discussion of service level and safety stock. **Default Value:** The default service level defined through IM&P System Options Maintenance (MENU IMFILE). **Valid Values:** 1 through 99 (A 2) Required

Field/Function Key	Description
F5=Duplicate	The **F5=DUPLICATE** key displays in **Add** and **Change** mode only. The **F5=DUPLICATE** function key allows you to copy the value entered in the first month/period over the remaining 11/12 months/periods. For example, to enter or change the service levels for all periods to 90, key 90 as the service level for Jan (or PER01) and press **F5=DUPLICATE**. The service levels for all months will then be 90.
F24=Delete	The **F24=DELETE** key displays in **Delete** Mode only. Press **F24=DELETE** to delete the service level record displayed. The Monthly Service Levels Selection Screen will appear and the record will be deleted.
F12=Return	Press **F12=RETURN** to return to the Monthly Service Levels Selection Screen without saving any additions/changes made to this screen.
Enter	Press **ENTER** to confirm your selections. The Monthly Service Levels Selection Screen will appear.

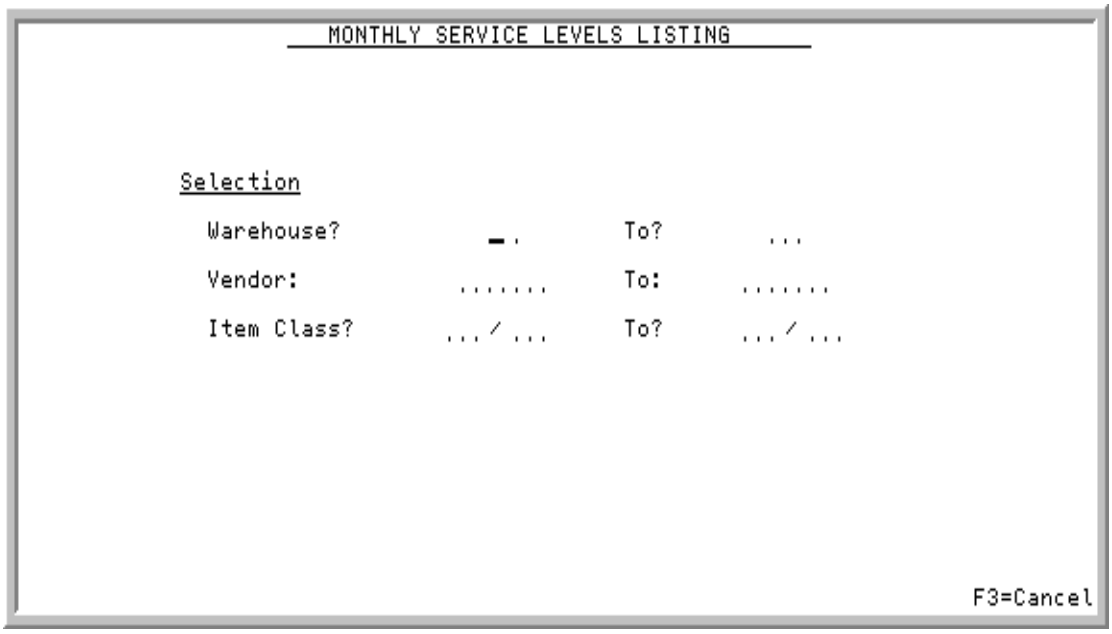
IM&P Service Level Listing

This option is used to print the Monthly Service Levels Listing. This listing shows the service levels defined through IM&P Service Level Maintenance (MENU IMFILE).

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
Monthly Service Levels Listing Screen	Use to specify the limiting criteria for the listing.
Monthly Service Levels Listing	Prints a list of service levels in sequence by warehouse, vendor, item class/sub-class.

Monthly Service Levels Listing Screen



This screen appear after selecting option **15** - IM&P Service Level Listing from MENU IMFILE. Use this screen to select criteria which limit the service levels to print on the Monthly Service Levels Listing.

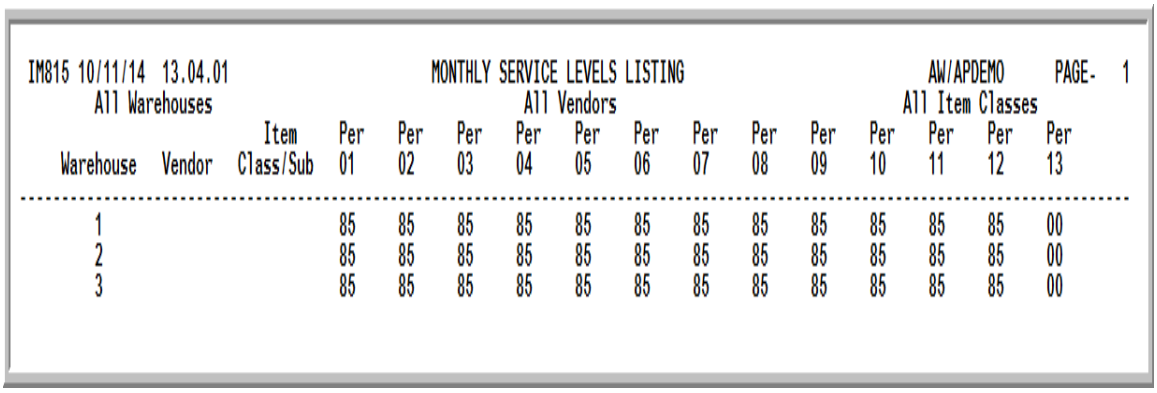
Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Monthly Service Levels Listing Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Enter the from/to Warehouse range to be included on this report. **Valid Values:** A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2) Optional
Vendor	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). (A 6) Optional

Field/Function Key	Description
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). If no sub-class is identified, all sub-classes within the selected item class will print. (2 @ A 2 / A 2) Optional
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU IMFILE will display.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will appear. Refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen.

Monthly Service Levels Listing



IM815 10/11/14 13.04.01 MONTHLY SERVICE LEVELS LISTING AW/APDEMO PAGE- 1
All Warehouses All Vendors All Item Classes

Warehouse	Vendor	Item Class/Sub	Per 01	Per 02	Per 03	Per 04	Per 05	Per 06	Per 07	Per 08	Per 09	Per 10	Per 11	Per 12	Per 13
1			85	85	85	85	85	85	85	85	85	85	85	85	00
2			85	85	85	85	85	85	85	85	85	85	85	85	00
3			85	85	85	85	85	85	85	85	85	85	85	85	00

This report is printed following your responses on the Monthly Service Levels Listing Screen, and the Report Options Screen. The service levels defined through Service Level Maintenance (MENU IMFILE) are printed in warehouse, vendor, item class/sub-class sequence.

The following information for each month/period for which monthly service levels exist is printed:

- Warehouse
- Vendor
- Item Class/Sub-Class
- Per/Month: The service level for each period or month for the given warehouse, vendor, and item class/sub-class

Chapter 32 Maintaining IM&P Lead Times

iM&P Lead time is the number of weeks a vendor requires to deliver an item after it is ordered. Use this option to add, change or delete IM&P monthly lead time data. This data is used in the minimum balance and maximum balance quantities calculated by IM&P.

To monitor lead times, Purchasing provides vendor performance information. Use the Vendor Performance Inquiry (MENU POMAIN) and Vendor Performance Report (MENU POREPT) to determine if lead times should be adjusted. If a vendor's lead time needs to be adjusted, change the IM&P Variables File (through this option) to reflect that change for the months that vary. Distribution A+ will automatically increase the minimum balance for that vendor's items.

Lead times are copied to individual items stored in the IM&P Balance File by the IM&P Monthly Update (MENU IMMAST) or through Reset IM&P Variables (MENU IMMAST) or the Lead Time History Report (MENU IMREPT).

IM&P Lead Time 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.

Note: Variable maintenance security defined in IM&P System Options Maintenance (MENU IMFILE) may not allow lead times to be changed. Distribution A+ compares your User ID to the list of authorized User IDs in the IM&P options for the company associated with the warehouse keyed on the Monthly Lead Times Selection Screen to determine if you are allowed to maintain lead times.

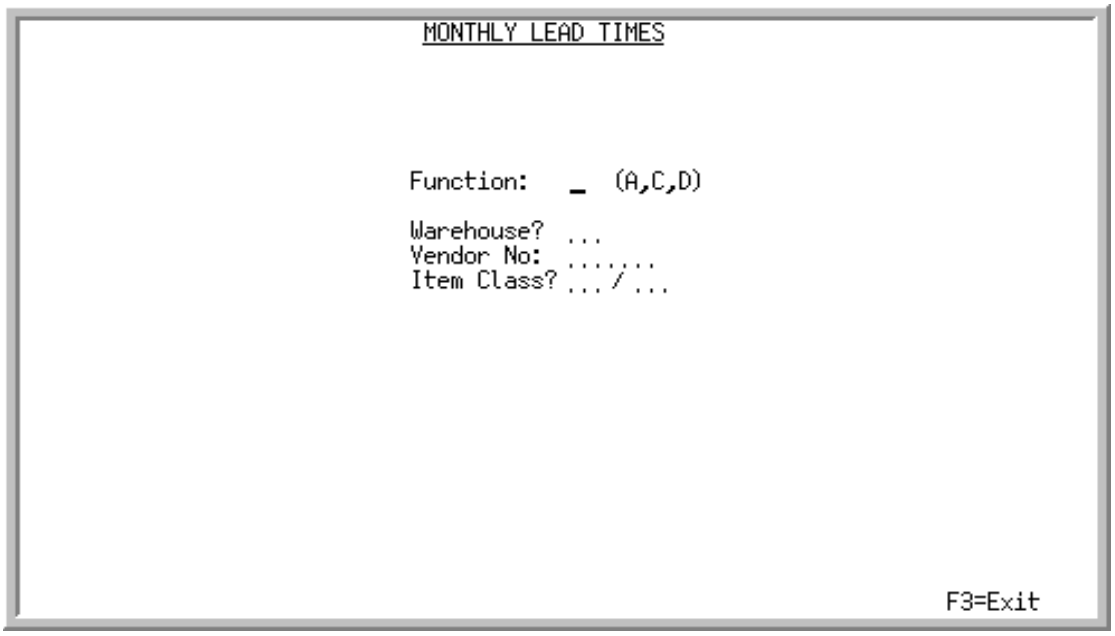
Title	Purpose
Monthly Lead Times Selection Screen	Use to specify the lead time to maintain.
Monthly Lead Times Screen	Use to enter the monthly values for the lead time.

Restart Instructions

Restart by selecting this option from the same workstation. Change the lead time that was in use when the failure occurred; to determine this, run the IM&P Lead Time Listing to verify the contents of the IM&P Variables File.

You will not be able to perform file maintenance on this record from another workstation until this step is completed.

Monthly Lead Times Selection Screen



This screen appears after selecting option **6** - IM&P Lead Time Maintenance from MENU IMFILE. Use this screen to add, change, or delete monthly lead times for a group of items, defined by:

- Warehouse Only
- Warehouse and Item Class
- Warehouse and Item Class/Sub-Class
- Warehouse and Vendor
- Warehouse, Vendor, and Item Class
- Warehouse, Vendor, and Item Class/Sub-Class

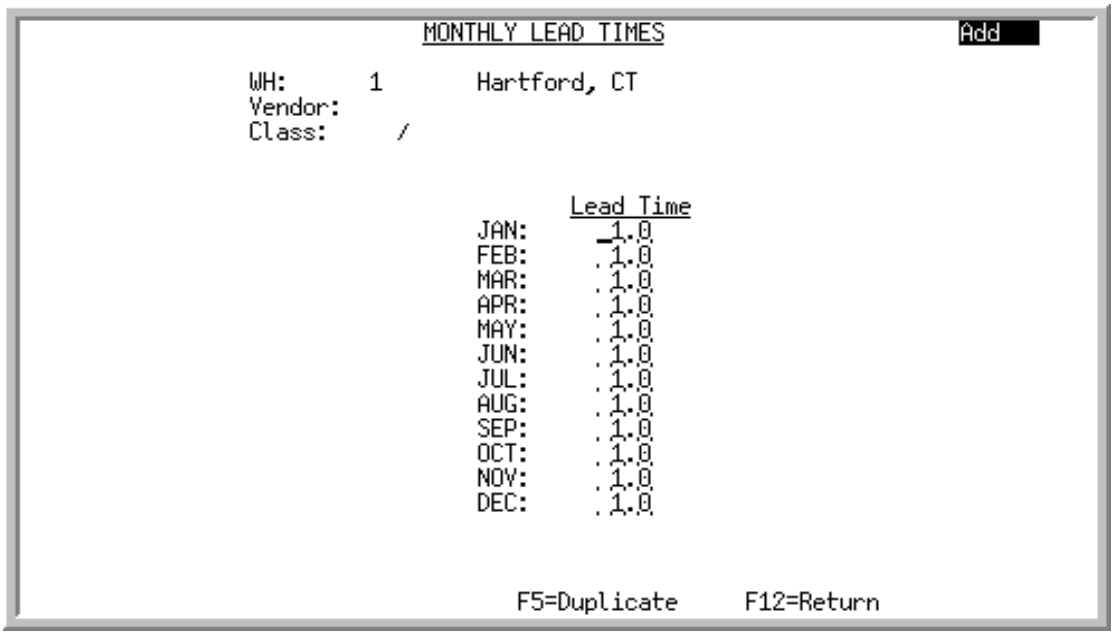
Note: This is a hierarchy of item groups, from the most general to the most specific group. Lead times defined for a specific group are used to update the item in the IM&P Balance File before lead times in a more general group are used. Refer to the Monthly Service Levels Selection Screen for an example of the hierarchy of defining groups of items to be assigned IM&P variables.

Monthly Lead Times Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	• Key **A** to add new monthly lead times for a group of items. • Key **C** to change existing monthly lead times for a group of items. • Key **D** to delete existing monthly lead times for a group of items. (A 1) Required

Field/Function Key	Description
Warehouse	Key the warehouse for which monthly lead times are to be added, changed, or deleted. Items in the IM&P Balance File that are stored in this warehouse will be updated with the lead times specified on the next screen (unless defined in a more specific group.) **Valid Values:** Any warehouse set up in Warehouse Numbers Maintenance (MENU IAFILE) (A 2) Required
Vendor No	Use this field to define lead times specific to items having this as their primary vendor. Key the vendor for which monthly lead times are to be added, changed, or deleted. Items in the IM&P Balance File that have this as their primary vendor will be updated with the lead times defined on the next screen (unless defined in a more specific item group.) **Valid Values:** Any vendor defined in Vendor Master Maintenance (MENU IAFILE) (A 6) Optional
F3=Exit	Press **F3=EXIT** to cancel this option. MENU IMFILE will appear.
Enter	Press **ENTER** to confirm your selections. The Monthly Lead Times Screen will appear.

Monthly Lead Times Screen



This screen appears after pressing **ENTER** on the Monthly Lead Times Selection ScreenUse this screen to add, change, or delete monthly lead times for the specified warehouse, vendor and/or item class/sub-class.

Lead times are presented by month if the number of fiscal periods is defined as 12 in Sales Analysis Options Maintenance (MENU XAFILE). If the number of periods is defined as 13, lead times are presented by period.

Monthly Lead Times Screen Fields and Function Keys

Field/Function Key	Description
Lead Time	This is the number of weeks a vendor requires to deliver items against a purchase order. Refer to the IM&P Variables section of this manual for a detailed discussion of lead time. Key the desired lead time for each month/period in the calendar year. You may duplicate the lead time keyed in the first month by pressing **F5**. **Note:** Since IM&P projects sales quantities for one year in advance, the sum of the lead time and order frequency, or lead time and ordering level cannot exceed 52 weeks. **Default Value:** The default lead time defined in IM&P System Options Maintenance (MENU IMFILE) **Valid Values:** 0.1 through 51.9 weeks (12 @ N 3,1) Required

Field/Function Key	Description
F5=Duplicate	The **F5=DUPLICATE** key displays in **Add** and **Change** Mode only. The **F5=DUPLICATE** function key allows you to copy the value entered in the first month/period over the remaining 11/12 months/periods. For example, to enter or change the lead times for all periods to 2.0, key 2.0 as the lead time for Jan (or PER01) and press **F5=DUPLICATE**. The lead times for all months will then be 2.0.
F24=Delete	The **F24=DELETE** displays in **Delete** mode only. Press **F24=DELETE** to delete the lead time record displayed. The Monthly Lead Times Selection Screen will appear and the record will be deleted.
Enter	Press **ENTER** to confirm your selections. The Monthly Lead Times Selection Screen will appear.

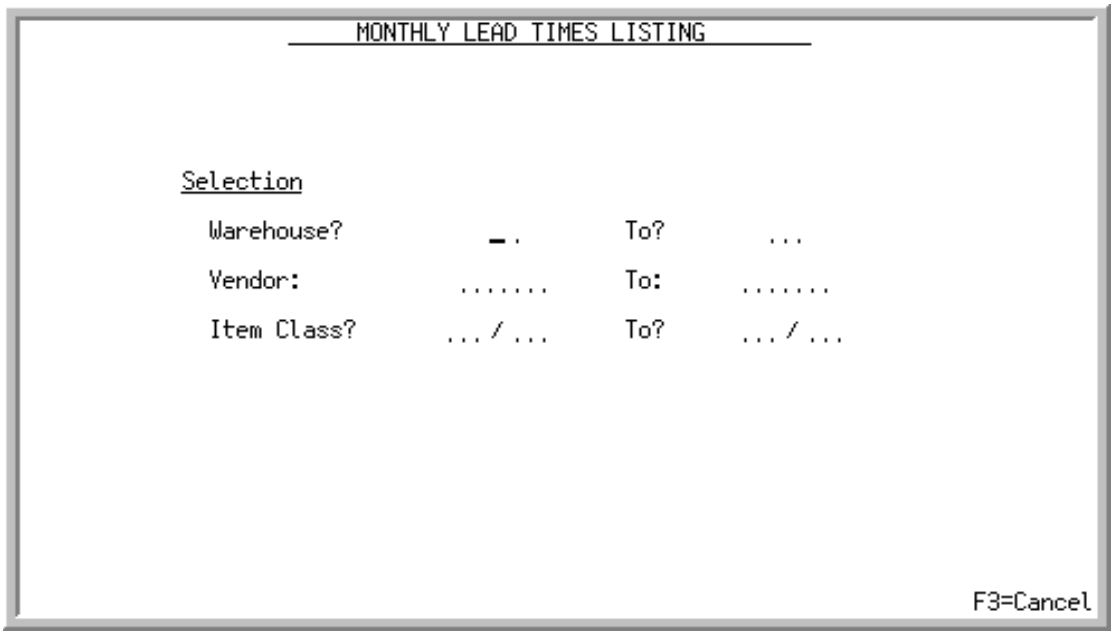
IM&P Lead Time Listing

This option is used to print the Monthly Lead Times Listing.. This listing shows the lead times defined through IM&P Lead Time Maintenance (MENU IMFILE).

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
Monthly Lead Times Listing Screen	Use to specify selection criteria for the listing.
Monthly Lead Times Listing	Prints a list of lead time definitions that match the limiting criteria.

Monthly Lead Times Listing Screen



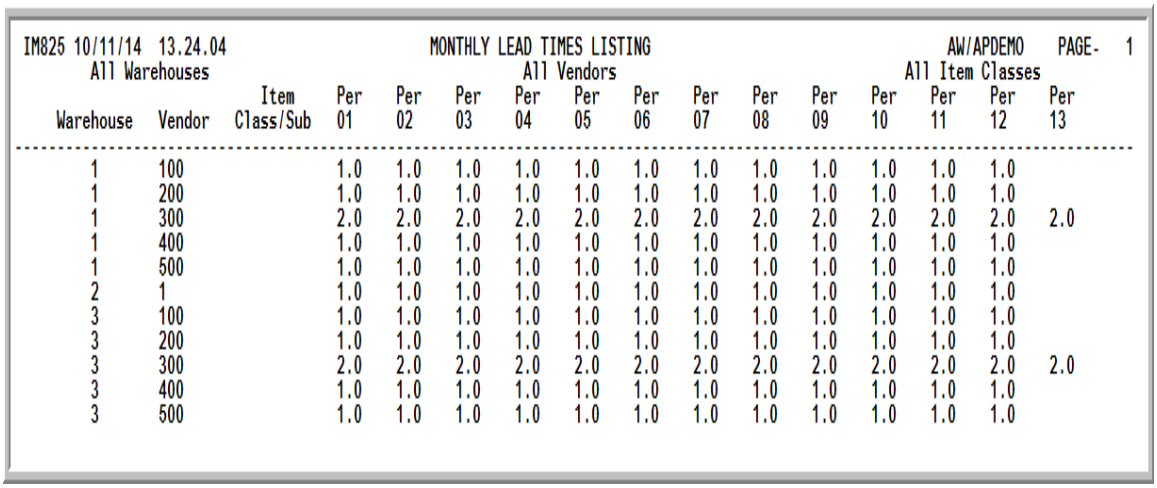
This screen appears after selecting option **16** - IM&P Lead Time Listing from MENU IMFILE. Use this screen to select the criteria which limit the lead times to print on the Monthly Lead Times Listing.

Monthly Lead Times Listing Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Enter the from/to Warehouse range to be included on this report. **Valid Values:** A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2) Optional
Vendor	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). (A 6) Optional

Field/Function Key	Description
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). If no sub-class is identified, all sub-classes within the selected item class will print. (2 @ A 2 / A 2) Optional
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU IMFILE will display.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will display. Refer the Infor Distribution A+ Cross Applications User Guide for details about this screen.

Monthly Lead Times Listing



IM825 10/11/14 13.24.04 — MONTHLY LEAD TIMES LISTING — AW/APDEMO PAGE- 1
All Warehouses — All Vendors — All Item Classes

Warehouse	Vendor	Item Class/Sub	Per 01	Per 02	Per 03	Per 04	Per 05	Per 06	Per 07	Per 08	Per 09	Per 10	Per 11	Per 12	Per 13
1	100		1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	
1	200		1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	
1	300		2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
1	400		1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	
1	500		1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	
2	1		1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	
3	100		1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	
3	200		1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	
3	300		2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
3	400		1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	
3	500		1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	

This report is printed following your responses on the Monthly Lead Times Listing Screen, and the Report Options Screen. The lead times defined through Lead Time Maintenance (MENU IMFILE) are printed in warehouse, vendor and/or item class/sub-class sequence.

The following information for each month/period for which monthly lead times exist is printed:

- Warehouse
- Vendor
- Item Class/Sub-class
- Per/Month: The lead time for each period or month associated with the given warehouse, vendor, and item class/sub-class.

Chapter 33 Maintaining IM&P Order Frequency

IM&P Order frequency is the number of weeks between placing purchase orders for an item. The order frequency should allow enough time between orders to allow each purchase order to exceed the vendor weight and dollar amount minimums. These minimums are defined in Vendor Master Maintenance (MENU POFILE). Use this option to add, change, or delete IM&P monthly order frequencies.

Order frequencies are copied to individual items stored in the IM&P Balance File by the IM&P Monthly Update (MENU IMMAST), or through Reset IM&P Variables (MENU IMMAST).

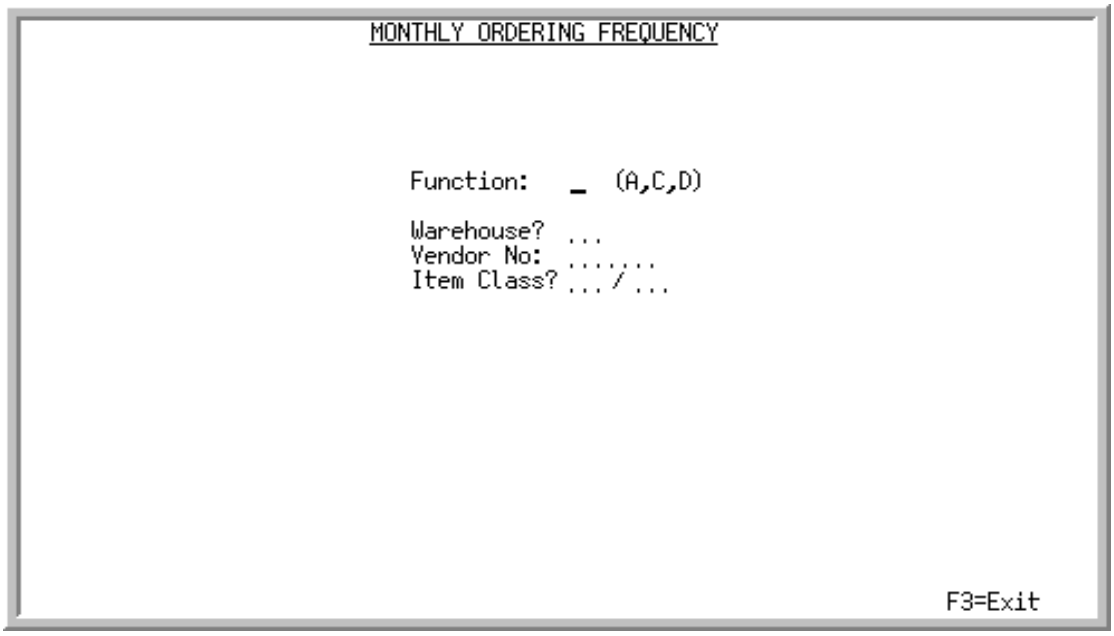
IM&P Order Frequency Maintenance

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.

Note: Variable maintenance security defined in IM&P System Options Maintenance (MENU IMFILE) may not allow order frequencies to be changed. Distribution A+ compares your User ID to the list of authorized User IDs in the IM&P options for the company associated with the warehouse keyed on the Monthly Order Frequency Selection Screen to determine if you are allowed to maintain order frequencies.

Title	Purpose
Monthly Order Frequency Selection Screen	Use to maintain ordering frequencies for a group of items.
Monthly Order Frequency Screen	Use to enter the monthly values for the ordering frequencies.

Monthly Order Frequency Selection Screen



This screen displays after selecting option **7** - IM&P Order Frequency Maintenance from MENU IMFILE. Use this screen to add, change, or delete monthly ordering frequencies for a group of items, defined by:

- Warehouse Only
- Warehouse and Item Class
- Warehouse and Item Class/Sub-Class
- Warehouse and Vendor
- Warehouse, Vendor, and Item Class
- Warehouse, Vendor, and Item Class/Sub-Class

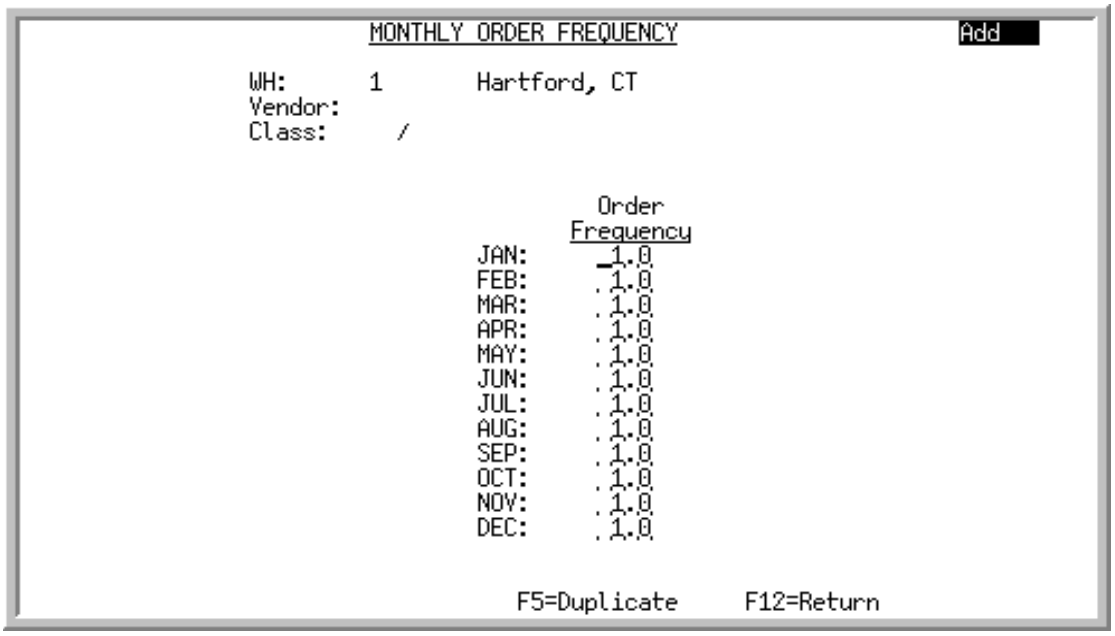
Note: This is a hierarchy of item groups, from the most general to the most specific group. Order frequencies defined for a specific group are used to update the item in the IM&P Balance File before order frequencies in a more general group are used. Refer to the Monthly Service Levels Selection Screen for an example of the hierarchy of defining groups of items to be assigned IM&P variables.

Monthly Order Frequency Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key **A** to add new monthly order frequencies for a group of items. Key **C** to change existing monthly order frequencies for a group of items. Key **D** to delete existing monthly order frequencies for a group of items. (A 1) Required

Field/Function Key	Description
Warehouse	Key the warehouse for which monthly order frequencies are to be added, changed, or deleted. Items in the IM&P Balance File that are stored in this warehouse will be updated with the order frequencies specified on the next screen (unless defined in a more specific item group.) **Valid Values:** Any warehouse set up in Warehouse Numbers Maintenance (MENU IAFILE) (A 2) Required
Vendor No	Key the vendor for which monthly order frequencies are to be added, changed, or deleted. Items in the IM&P Balance File that have this as their primary vendor will be updated with order frequencies defined on the next screen (unless defined in a more specific item group.) **Valid Values:** Any vendor defined in Vendor Master Maintenance (MENU POFILE) (A 6) Optional
Item Class	Key the item class and sub-class for which monthly order frequencies are to be added, changed, or deleted. If no sub-class is identified, all sub-classes are included. **Valid Values:** Any item class/sub-class defined in Item Class/Sub Class Maintenance (MEU IAFILE) (A 2/A 2) Optional
F3=Exit	Press **F3=EXIT** to cancel this option. MENU IMFILE will display.
Enter	Press **ENTER** to confirm your selections. The Monthly Order Frequency Screen will appear.

Monthly Order Frequency Screen



This screen displays after pressing **ENTER** on the Monthly Order Frequency Selection Screen

Use this screen to add, change, or delete monthly order frequencies for the specified warehouse, vendor and/or item class/sub-class.

Order frequencies are presented by month if the number of fiscal periods is defined as 12 in Sales Analysis Options Maintenance (MENU XAFILE). If the number of periods is defined as 13, order frequencies are presented by period.

Monthly Order Frequency Screen Fields and Function Keys

Field/Function Key	Description
Order Frequency	This is the number of weeks between placing purchase orders. Refer to CHAPTER 3: IM&P Variables for a detailed discussion of order frequency. Key the desired order frequency for each month/period in the calendar year. You may duplicate the order frequency keyed in the first month by pressing **F5=DUPLICATE**. For example, if you order from a vendor every other week, the order frequency is 2.0. **Note:** Since IM&P projects sales quantities for one year in advance, the sum of the lead time and order frequency cannot exceed 52 weeks. **Default Value:** The default order frequency defined in IM&P System Options Maintenance (MENU IMFILE) **Valid Values:** 0.1 through 51.9 weeks (N 3,1) Required

Field/Function Key	Description
F5=Duplicate	The **F5=DUPLICATE** key displays in **Add** and **Change** mode only. The **F5=DUPLICATE** is function key allows you to copy the value entered in the first month/period over the remaining 11/12 months/periods. For example, to enter or change the order frequencies for all periods to 2.0, key 2.0 as the order frequency for Jan (or PER01) and press **F5=DUPLICATE**. The order frequency for all months will then be 2.0.
F24=Delete	**F24=DELETE** displays in **Delete** mode only. Press **F24=DELETE** to delete the order frequency record displayed. The Monthly Order Frequency Selection Screen will appear.
F12=Return	Press **F12=RETURN** to return to the Monthly Order Frequency Selection Screen without saving any additions/changes made to this screen.
Enter	Press **ENTER** to confirm your selections. The Monthly Order Frequency Selection Screen will appear.

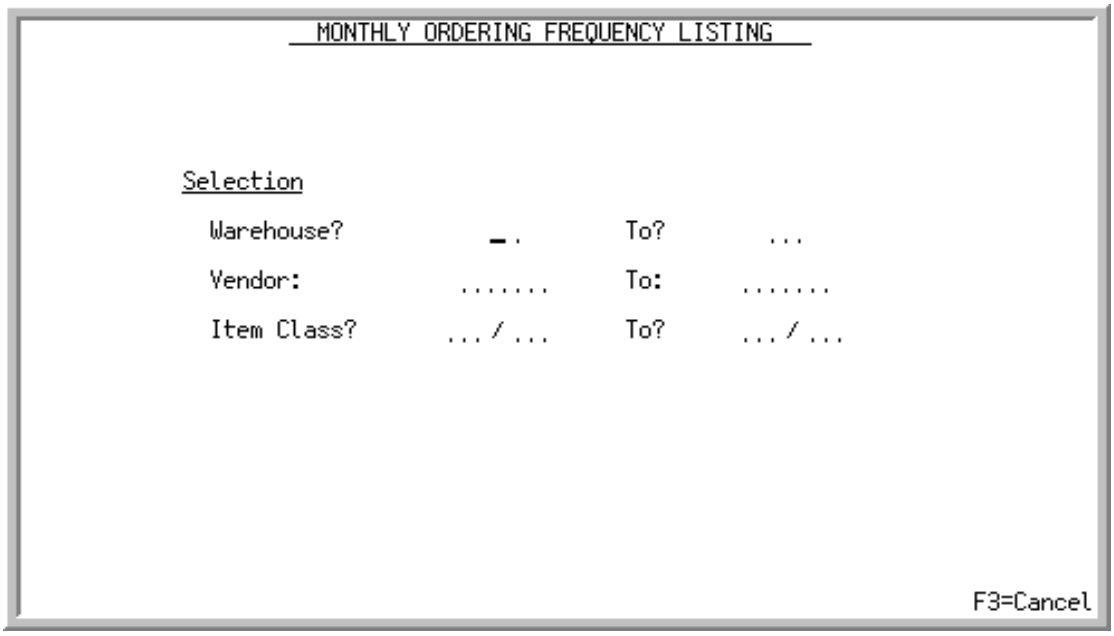
IM&P Order Frequency Listing

This option is used to print the Monthly Ordering Frequency Listing. This listing shows the order frequencies maintained through Order Frequency Maintenance (MENU IMFILE).

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
Monthly Ordering Frequency Listing Screen	Use to specify the selection criteria for the listing.
Monthly Ordering Frequency Listing	Prints a list of order frequency definitions that match the limiting criteria.

Monthly Ordering Frequency Listing Screen



This screen appears after you select the Order Frequency Listing option from MENU IMFILE.

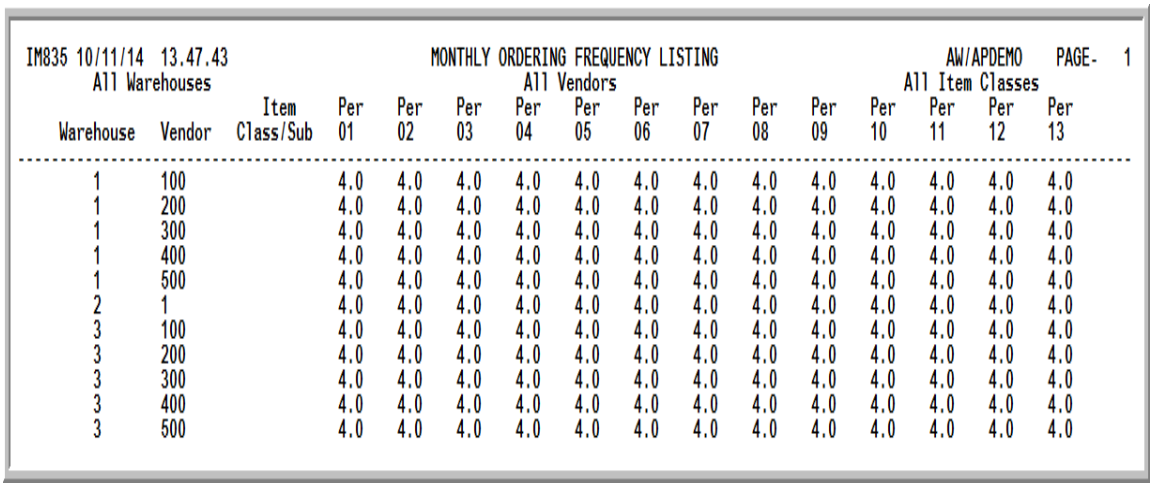
Use this screen to limit the order frequencies to print on the Monthly Ordering Frequency Listing.

Monthly Ordering Frequency Listing Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Enter the from/to Warehouse range to be included on this report. **Valid Values:** A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2) Optional
Vendor	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). (A 6) Optional

Field/Function Key	Description
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). If no sub-class is identified, all sub-classes within the selected item class will print. (2 @ A 2 / A 2) Optional
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU IMFILE will display.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will appear. Refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen.

Monthly Ordering Frequency Listing



IM835 10/11/14 13.47.43 MONTHLY ORDERING FREQUENCY LISTING AW/APDEMO PAGE- 1
All Warehouses All Vendors All Item Classes

Warehouse	Vendor	Item Class/Sub	Per 01	Per 02	Per 03	Per 04	Per 05	Per 06	Per 07	Per 08	Per 09	Per 10	Per 11	Per 12	Per 13
1	100		4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
1	200		4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
1	300		4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
1	400		4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
1	500		4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
2	1		4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
3	100		4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
3	200		4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
3	300		4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
3	400		4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
3	500		4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0

This report is produced following your responses on the Monthly Ordering Frequency Listing Screen, and the Report Options Screen. The order frequencies maintained through IM&P Order Frequency Maintenance (MENU IMFILE) are printed in warehouse, vendor, item class/sub- class sequence.

The following information prints for each month/period for which monthly ordering frequencies exist:

- Warehouse
- Vendor
- Item Class/Sub-class
- Per/Month: The ordering frequency for each period or month associated with the given warehouse, vendor, and item class/sub-class.

Chapter 34 Maintaining IM&P Order Levels

The IM&P order level is the desired number of weeks supply that will be ordered when placing a purchase order. IM&P uses order levels in the maximum balance calculation of an item.

IM&P Order levels are copied to individual items stored in the IM&P Balance File by the IM&P Monthly Update (MENU IMMAST), or through Reset IM&P Variables (MENU IMMAST).

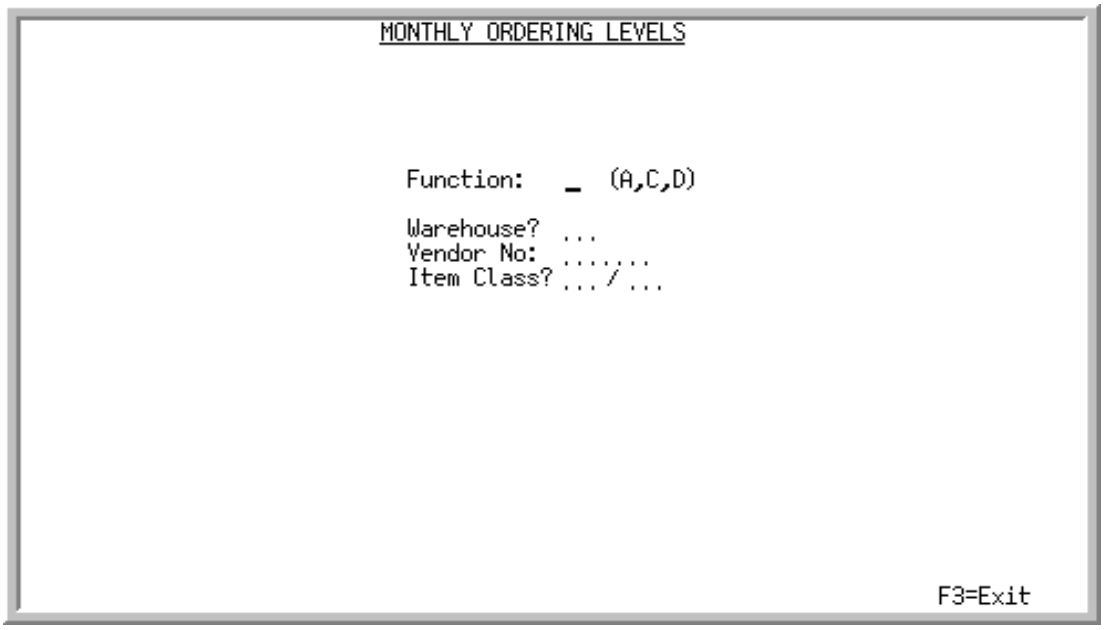
IM&P Order Level Maintenance

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.

Note: Variable maintenance security defined in IM&P System Options Maintenance (MENU IMFILE) may not allow order levels to be changed. Distribution A+ compares your User ID to the list of authorized User IDs in the IM&P options for the company associated with the warehouse keyed on the Monthly Ordering Levels Selection Screen to determine if you are allowed to maintain lead times.

Title	Purpose
Monthly Ordering Levels Selection Screen	Use to specify the order level to maintain.
Monthly Ordering Levels Screen	Use to enter the monthly values for the order level.

Monthly Ordering Levels Selection Screen



This screen appears after selecting option **8** - IM&P Order Level Maintenance from MENU IMFILE. Use this screen to add, change, or delete monthly ordering levels for a group of items, defined by:

- Warehouse Only
- Warehouse and Item Class
- Warehouse and Item Class/Sub-Class
- Warehouse and Vendor
- Warehouse, Vendor, and Item Class
- Warehouse, Vendor, and Item Class/Sub-Class

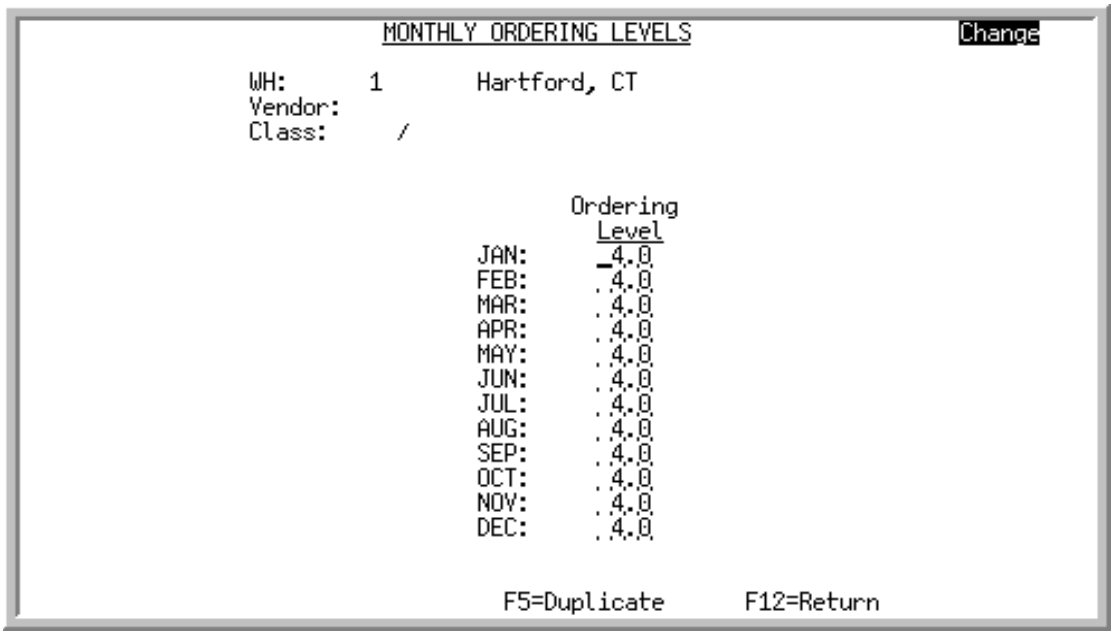
Note: This is a hierarchy of item groups, from the most general to the most specific group. Order levels defined for a specific group are used to update the item in the IM&P Balance File before order levels in a more general group are used. Refer to the Monthly Service Levels Selection Screen for an example of the hierarchy of defining groups of items to be assigned IM&P variables.

Monthly Ordering Levels Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key **A** to add new monthly order levels. Key **C** to change existing monthly order levels. Key **D** to delete existing monthly order levels. (A 1) Required

Field/Function Key	Description
Warehouse	Key the warehouse for which monthly order levels are to be added, changed, or deleted. Items in the IM&P Balance File that are stored in this warehouse will be updated with the order levels specified on the next screen (unless defined in a more specific group.) **Valid Values:** Any warehouse set up in Warehouse Numbers Maintenance (MENU IAFILE) (A 2) Required
Vendor No	Key the vendor for which monthly order levels are to be added, changed, or deleted. Items in the IM&P Balance File that have this as their primary vendor will be updated with the order levels defined on the next screen (unless defined in a more specific item group.) **Valid Values:** Any vendor defined in Vendor Master Maintenance (MENU POFILE) (A 6) Optional
Item Class	Key the item class and sub-class for which monthly order levels are to be added, changed, or deleted. If no sub-class is identified, all sub-classes are included. **Valid Values:** Any item class defined in Item Class/Sub Class Maintenance (MENU IAFILE) (A 2/A 2) Optional
F3=Exit	Press **F3=EXIT** to cancel this option. MENU IMFILE will display.
Enter	Press **ENTER** to confirm your selections. The Monthly Ordering Levels Screen will appear.

Monthly Ordering Levels Screen



This screen appears after pressing **ENTER** on the Monthly Ordering Levels Selection Screen. Use this screen to add, change, or delete monthly ordering levels for the specified warehouse, vendor, and/or item class.

Order levels are presented by month if the number of fiscal periods is defined as 12 in Sales Analysis Options Maintenance (MENU XAFILE). If the number of periods is defined as 13, order levels are presented by period.

Monthly Ordering Levels Screen Fields and Function Keys

Field/Function Key	Description
Ordering Level	This is the desired number of weeks supply that will be ordered when placing a purchase order. Key the desired order level for each month/period in the calendar year. You may duplicate the order level keyed in the first month by pressing **F5**. **Note:** The order level keyed here must be greater than the order frequency value defined in Order Frequency Maintenance (MENU IMFILE). Refer to CHAPTER 3: IM&P Variables for a detailed discussion of ordering level. **Note:** Since IM&P projects sales quantities for one year in advance, the sum of the lead time and order level cannot exceed 52 weeks. **Default Value:** The default order level defined in IM&P System Options Maintenance (MENU IMFILE) **Valid Values:** 0.1 through 51.9 weeks (N 3,1) Required
F5=Duplicate	The **F5=DUPLICATE** key displays in **Add** and **Change** mode only. The **F5=DUPLICATE** function key allows you to copy the value entered in the first month/period over the remaining 11/12 months/periods. For example, to enter or change the order levels for all periods to 1.0, key 1.0 as the order level for Jan (or PER01) and press **F5=DUPLICATE**. The order level for all months will then be 1.0.
F12=Return	Press **F12=RETURN** to return to the Monthly Ordering Levels Selection Screen without saving any additions/changes made to this screen.
F24=Delete	**F24=DELETE** displays in **Delete** mode only. Press to delete the order level record displayed. The Monthly Ordering Levels Selection Screen will appear and the record will be deleted.
Enter	Press **ENTER** to confirm your selections. The Monthly Ordering Levels Selection Screen will display.

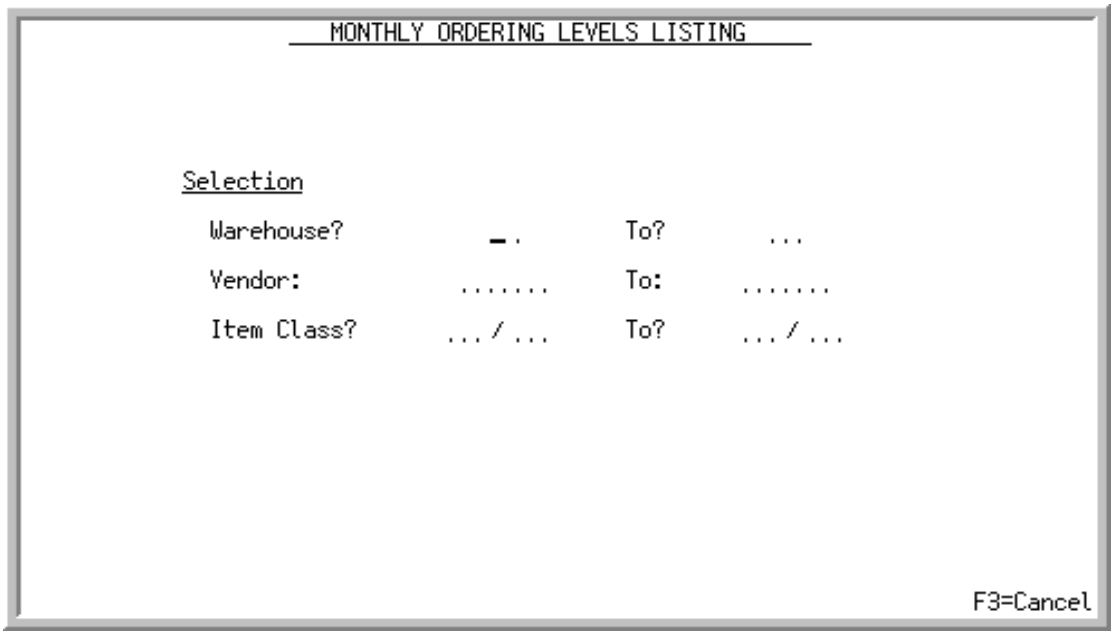
IM&P Order Level Listing

This option is used to print the Monthly Ordering Levels Listing. This listing shows the order levels maintained through IM&P Order Level Maintenance (MENU IMFILE).

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
Monthly Ordering Levels Listing Screen	Use to specify the selection criteria for the listing.
Monthly Ordering Levels Listing	Prints a list of order level definitions that match the limiting criteria.

Monthly Ordering Levels Listing Screen



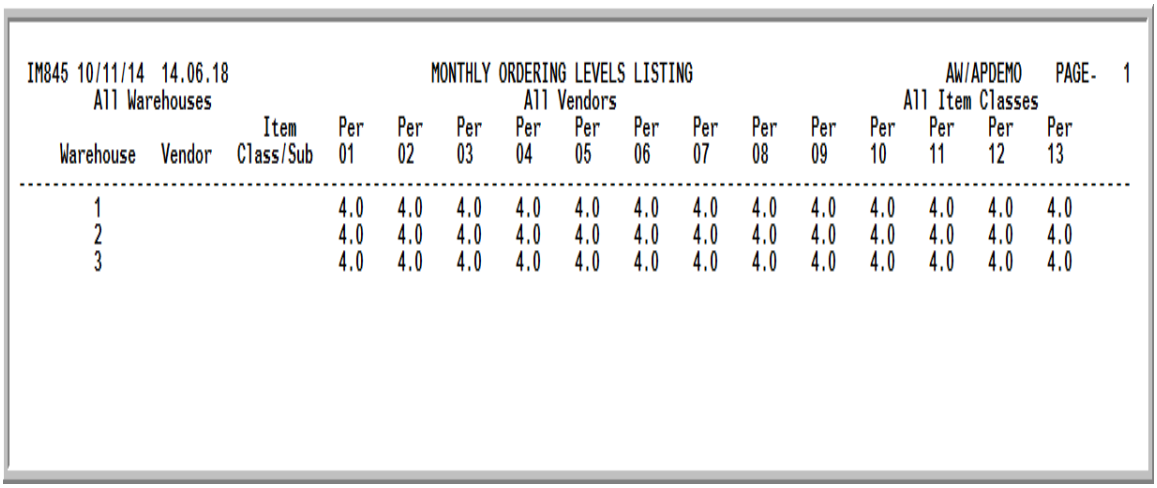
This screen appears after selecting option **8** - IM&P Order Level Listing from MENU IMFILE. Use this screen to select the range of criteria which limit the order levels to print on the Monthly Ordering Levels Listing.

Monthly Ordering Levels Listing Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Enter the from/to Warehouse range to be included on this report. **Valid Values:** A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2) Optional
Vendor	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). (A 6) Optional

Field/Function Key	Description
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). If no sub-class is identified, all sub-classes within the selected item class will print. (2 @ A 2 / A 2) Optional
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU IMFILE will display.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will appear. Refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen.

Monthly Ordering Levels Listing



IM845 10/11/14 14.06.18 MONTHLY ORDERING LEVELS LISTING AW/APDEMO PAGE- 1
All Warehouses All Vendors All Item Classes

Warehouse	Vendor	Item Class/Sub	Per 01	Per 02	Per 03	Per 04	Per 05	Per 06	Per 07	Per 08	Per 09	Per 10	Per 11	Per 12	Per 13
1			4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
2			4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
3			4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0

This report is produced following your responses on the Monthly Ordering Levels Listing Screen, and the Report Options Screen. The order levels maintained through Order Level Maintenance (MENU IMFILE) are printed in warehouse, vendor, item class/sub-class sequence.

The following information prints for each month/period for which monthly ordering levels exist is printed:

- Warehouse
- Vendor
- Item Class/Sub-Class
- Per/Month: The ordering level for each period or month associated with the given warehouse, vendor, and item class/sub-class.

Chapter 35 Maintaining IM&P System Options

This IM&P System Options Maintenance option is used to enter and change tailoring options which determine default values and operational characteristics of IM&P. There are two types of options:

- System-wide options: Pertain to all companies using Distribution A+, and include default variables, default model, and default minimum and maximum balance maintenance codes.
- Company options: Define default values for each company, and include carrying cost percent, PO processing cost, calendar type, authorized users, and the report options.

Use this option when installing IM&P, or as needed to change IM&P options.

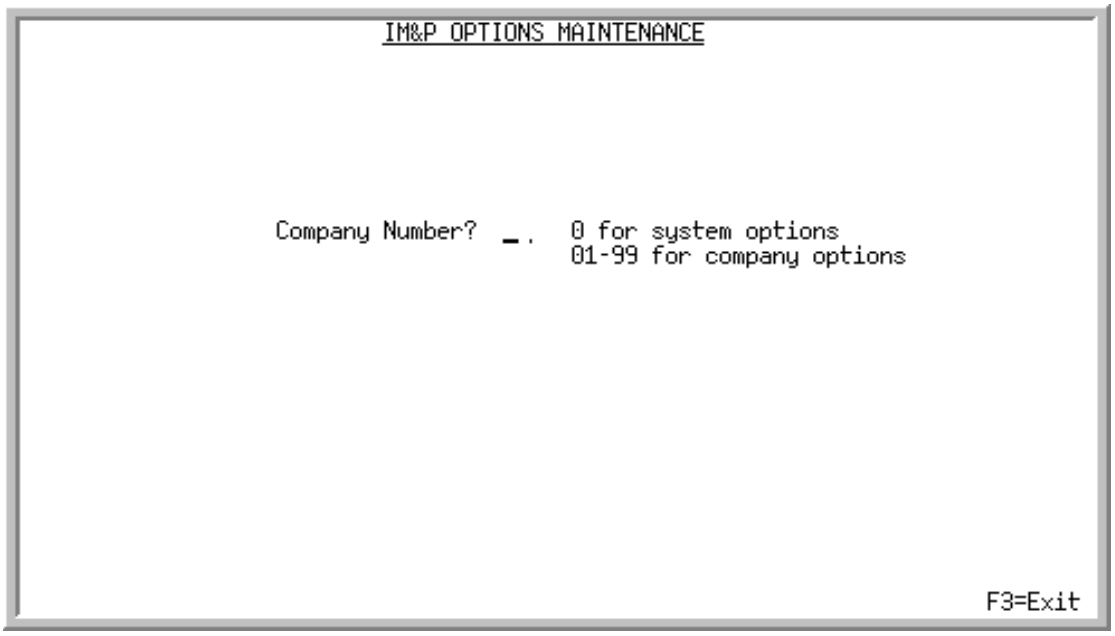
Note: If using this option upon IM&P installation, create the system-wide options before company options.

IM&P System Options 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
IM&P Options Maintenance Screen	Use to select company options or system options.
IM&P System Option Maintenance Screen	Use to set the system options.
IM&P Company Option Maintenance Screen	Use to set the company options.
Authorized Maintenance Users Screen	Use to set ten authorized users for the company.
IM&P Company Option Report Defaults Screen	Use to set the report printing defaults.
Safety Stock Option Report Defaults Screen	Use to set the Safety Stock Report printing defaults.

IM&P Options Maintenance Screen

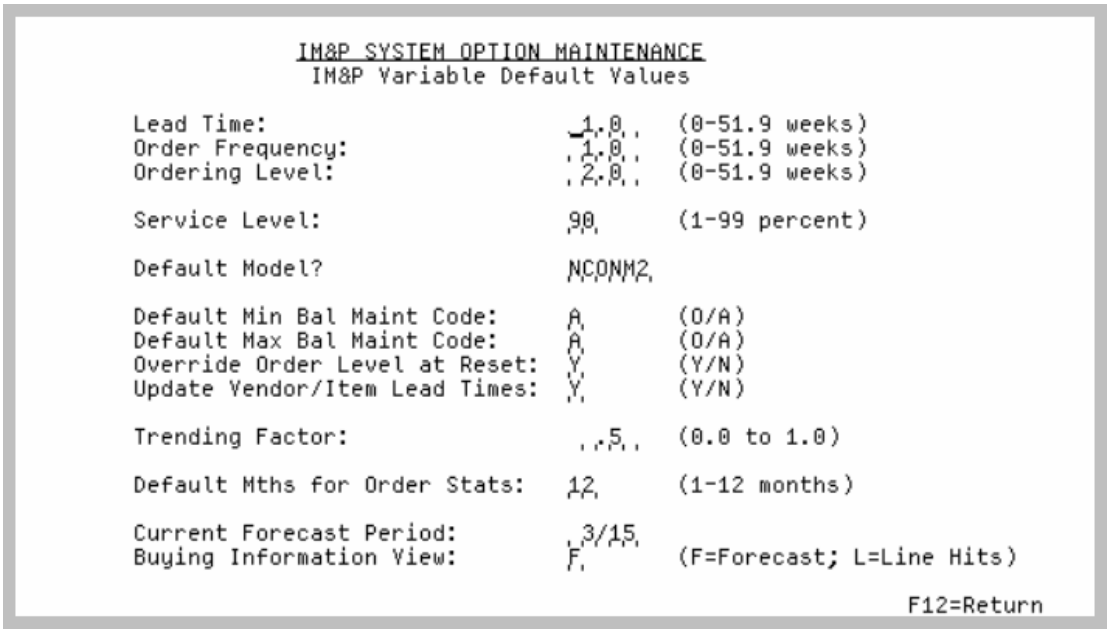


This screen appears after selecting option **9** - IM&P System Options Maintenance from MENU IMFILE. Use this screen to add or change system-wide options, or IM&P options for a new or existing company.

IM&P Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Company Number	Use this field to maintain system-wide options for all companies using IM&P, or options for a single company. Key **00** to add or change system options for all companies using IM&P. Key the number of the company for which options will be added or changed. **Note:** Create system options (00) before company options. **Valid Values: 00** for system options; any valid company set up in Company Name Maintenance (MENU XAFILE) for company options. (N 2,0) Required
F3=Exit	Press **F3=EXIT** to cancel this option. MENU IMFILE will display.
Enter	Press **ENTER** to confirm your selections. If you are maintaining system options, the IM&P System Option Maintenance Screen will appear. If you are maintaining company options, the IM&P Company Option Maintenance Screen will appear.

IM&P System Option Maintenance Screen



This screen appears when **00** was entered on the IM&P Options Maintenance Screen to maintain system options.

Use this screen to set up IM&P variable default values for all companies using IM&P. The default system values entered here will be assigned to planned items for which specific variables have not been defined.

Example: Assume that item A1500 is a new item that has been assigned item class CC through Item Master Maintenance (MENU IAFILE). When defining this item for warehouse 1 through Item Balance Maintenance (MENU IAFILE), you choose to also define the planning information for the item (Plan field is Y). If monthly values have not been assigned to the lead time, service level, order level, and order frequency variables for warehouse 1 and item class CC, the values for these variables that are defined through this option are used as the default for item A1500.

The variables defined on this screen are also used as the default values when creating monthly service levels, lead times, order frequencies, and order levels.

IM&P System Option Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Lead Time	Lead time is the number of weeks a vendor requires to deliver items after a purchase order has been placed. This value will default as the lead time for items created in the IM&P Balance File if lead times have not been defined for a corresponding group of items through Lead Time Maintenance (MENU IMFILE). Key the default lead time in weeks. If left blank, the field will default to **0**. (N 3,1) Optional
Order Frequency	This is the number of weeks between placing purchase orders. For example, if you order from a vendor every other week, the order frequency is 2.0. This value will default as the order frequency for items created in the IM&P Balance File if order frequencies have not been defined for a corresponding group of items through Order Frequency Maintenance (MENU IMFILE). Key the default order frequency in weeks. If left blank, the field will default to **0**. (N 3,1) Optional
Ordering Level	The ordering level is the desired number of weeks supply that will be ordered when placing a purchase order. The order level must be greater than or equal to the order frequency. This value will default as the order level for items created in the IM&P Balance File if order levels have not been defined for a corresponding group of items through Order Level Maintenance (MENU IMFILE). Key the default order level in weeks (if left blank, the field will default to **0**). (N 3,1) Optional
Service Level	This is the percentage of order quantities that will be available to ship from stock without having to backorder. This value will default as the service level for items created in the IM&P Balance File if service levels have not been defined for a corresponding group of items through Service Level Maintenance (MENU IMFILE). Key the default service level percentage. (N 2,0) Required

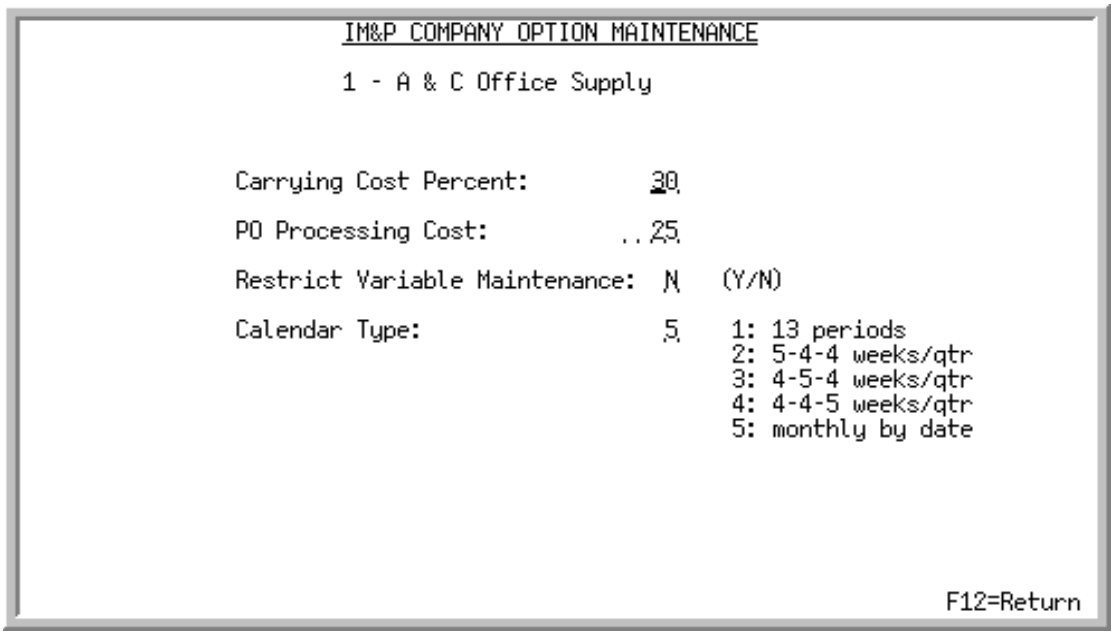
Field/Function Key	Description
Default Model	This default model code is assigned to new items created through Item Balance Maintenance (MENU IAFILE). Additionally, this default model code is used when creating default planning information through Create IM&P Balance Records (MENU IMMAST). If no planning models have been defined through Planning Models Maintenance (MENU IMFILE/MENU AIFILE), you can add a model through this option using the **F6** function key. Refer to the description for that key for additional information. Key the six character Model ID to be assigned to all newly planned items. (A 6) Required
Default Min Balance Maint. Code	This is the default minimum balance maintenance code that is assigned to a new item created through Item Balance Maintenance (MENU IAFILE), or to a group of items through Create IM&P Balance Records (MENU IMMAST). This default value may be overridden during Item Balance Maintenance (MENU IAFILE). This code determines if IM&P will automatically calculate an item's minimum balance, or if you will override the calculated value with a different value. Key **A** if the minimum balance is to be calculated automatically by IM&P. Key **O** if you wish to override the minimum balance calculated by IM&P. You must supply the overridden minimum balance through Item Balance Maintenance (MENU IAFILE). (A 1) Required
Default Max Balance Maint. Code	This is the default maximum balance maintenance code that is assigned to a new item created through Item Balance Maintenance (MENU IAFILE), or to a group of items through Create IM&P Balance Records (MENU IMMAST). This default value may be overridden during Item Balance Maintenance (MENU IAFILE). This code determines if IM&P will automatically calculate an item's maximum balance, or if you will override the calculated value with a different value. Key **A** if the maximum balance is to be calculated automatically by IM&P. Key **O** if you wish to override the maximum balance calculated by IM&P. You must supply the overridden maximum balance through Item Balance Maintenance (MENU IAFILE). (A 1) Required

Field/Function Key	Description
Override Order Level at Reset	This option is used to determine whether the override of the order level at IM&P reset time will be allowed. IM&P reset can be run from either Reset IM&P Variables (MENU IMMAST) or during Day-End Processing (MENU XAMAST). Key **Y** to allow the override of the order level during the reset process. If you select **Y**, the override at reset time will function as it did prior to this option. This is based on the order level being less than or equal to the order frequency and the order level maintenance code being A (not an override). Key **N** to not allow the override of the order level during the reset process. If you select **N**, when the reset runs, if the order level maintenance code (for that item in the Item Balance File) is not **O** but instead set to **A**, and the order level is less than the order frequency, then the reset checks this option to determine if it is **Y** or **N**. If it is **N,** the normal override will be bypassed, and the order level is left as being less than the order frequency. (A 1) Required
Update Vendor/Item Lead Times	Key **Y** to update the Vendor/Item File in Purchasing with lead times used in the IM&P module, when resetting IM&P variables through Reset IM&P Variables (MENU IMMAST) or the IM&P Monthly Update (MENU IMMAST). Lead times will be rounded to a whole number. When updating the lead time in the Vendor/Item File, certain rules apply. The lead time used in Purchasing is determined as follows: • Use the lead time from the IM&P Balance File (for the default warehouse) if the vendor matches the vendor in the Vendor/Item File. • Use the lead time from the IM&P Balance File for the first warehouse with a vendor number matching the vendor in the Vendor/Item File. Warehouses are searched alphabetically. • Search the IM&P Variables File for the most specific lead time pertaining to the item, vendor and default warehouse. • Use the default value from this options record. Key **N** if you do not want the lead times in the Vendor/Item File [that have been specified through Vendor/Item Information Maintenance (MENU POFILE)] updated with the lead times assigned to an item through IM&P. The lead times may then differ in the Vendor/Item File and the IM&P Balance File. (A 1) Required

Field/Function Key	Description
Trending Factor	This field is used in the IM&P forecast calculation to determine how trends of demand history will be used. The dampening factor can vary between 00 (no trending -eliminating trend detection in the forecast), and 1.0 (complete trending - continuing with the trend without reducing it over the next 12 months). Key the factor to adjust your item forecast. If left blank, the value assumed is **0**. For additional information, refer to CHAPTER 4: IM&P Calculations. **Valid Values:** 0 to 1, in .1 increments (N 2,1) Optional
Default Mths for Order Stats	This is the default number of months of order statistics that will display on the Order Statistics Screen, accessed through Interactive Forecasting (MENU IMMAIN). You may change this default on the Order Statistics Screen. Key the default number of months to display. (N 2,0) Required
Current Forecast Period	This field will appear only if IM&P has been activated through Activate IM&P (MENU IMMAST). This field represents the current forecast period for IM&P. This period reflects the calendar date, regardless of whether your business operates on a calendar basis or a fiscal basis. The value of this field impacts how forecasting variables are calculated. Key the calendar date. This forecast date will display on both of the forecast quantity maintenance screens in for convenience. (N 4,0) Required
Buying Information View	This field defines the initial view of the right portion of the Buying Information Screen - IM&P for IM&P planned items. The right portion of the Buying Information Screen - IM&P toggles between displaying the item forecast and line hits information. Key **F** to have the item forecast information display as the initial default view on the Buying Information Screen - IM&P. Key **L** to have the item line hits information display as the initial default view on the Buying Information Screen - IM&P. **Default Value:** F (A 1) Required
F6=Add Model	The **F6=ADD MODEL** function key only appears after you press **ENTER** if no models have been defined through Planning Models Maintenance (MENU IMFILE/MENU AIFILE). Press **F6=ADD MODEL** to add a planning model. The Planning Model Maintenance Selection Screen will appear.

Field/Function Key	Description
F12=Return	Press **F12=RETURN** to return to the IM&P Options Maintenance Screen without saving any additions/changes made to this screen.
Enter	Press **ENTER** to confirm your selections. The IM&P Options Maintenance Screen will appear.

IM&P Company Option Maintenance Screen



This screen appears after entering a company number (01-99) on the IM&P Options Maintenance Screen.

Use this screen to set up default values for a specific company. If more than one company exists, different default values may be set up specific to each company.

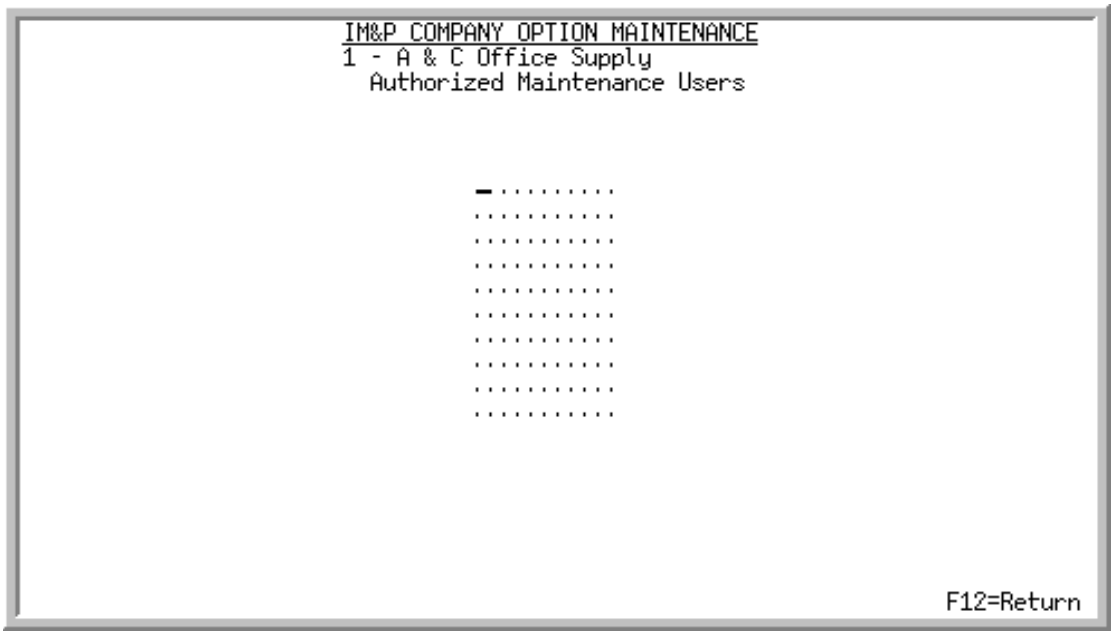
IM&P Company Option Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Carrying Cost Percent	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. Additionally, it is used by the Ordering Level Analysis Report to recommend optimal order levels. Key the default carrying cost percent to be used for this company. A typical value ranges between 25 and 40 percent. (N 2,0) Required

Field/Function Key	Description
PO Processing Cost	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). It is used by the Ordering Level Analysis Report to recommend optimum order levels. 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.). Key the default PO processing cost for a single purchase order. (N 4,0) Required
Restrict Variable Maintenance	This field allows you to restrict IM&P variable maintenance to up to ten users per company. The four IM&P variables file maintenance options (options 5, 6, 7, and 8) check for authorized users based on the company associated with the Warehouse ID keyed on the first variables file maintenance screen. Key **Y** to restrict variable maintenance. The Authorized Maintenance Users Screen will appear and you will be required to provide the User IDs of the people authorized to change the IM&P Variables File. Key **N** if you do not want to restrict variable maintenance. Any user will be permitted to perform variable maintenance. The Authorized Maintenance Users Screen will not appear. (A 1) Required

Field/Function Key	Description
Calendar Type	Key the appropriate calendar type reference number which defines the schedule used to close months in Sales Analysis. In most companies, each month has a different length. IM&P analyzes past sales and predicts future sales based on the monthly calendar. IM&P supports five types of calendars: 1 **Calendar type 1** is for a 13 period fiscal year with each period being four weeks long. IM&P assumes the first period begins on the first day on the first fiscal month [defined in the Sales Analysis Options Maintenance (MENU XAFILE)]. If 1 is keyed, the Sales Analysis option for number of fiscal periods must be 13. 2 **Calendar type 2** assumes the first month of each quarter is five weeks and the other two are four weeks — 5-4-4 accounting periods. 3 **Calendar type 3** assumes the first period in a quarter is four weeks, the second is five and the third is four — 4-5-4 accounting periods. 4 **Calendar type 4** assumes the first period in a quarter is four weeks, the second is four and the third is five — 4-4-5 accounting periods. 5 **Calendar type 5** assumes that the month ends on the last business day of each calendar month. The number of weeks per month are: Jan: 4.4; Feb: 4.0; Mar: 4.4; Apr: 4.3; May: 4.4; Jun: 4.3; Jul: 4.4; Aug: 4.4; Sep: 4.3; Oct: 4.4; Nov: 4.3; Dec: 4.4 **Valid Values:** 1 through 5 (N 1,0) Required
F12=Return	Press **F12=RETURN** to return to the IM&P Options Maintenance Screen without saving any additions/changes made to this screen.
Enter	Press **ENTER** to confirm your selections. If the **Restrict Variable Maintenance** field is **Y**, the Authorized Maintenance Users Screen will appear. If the **Restrict Variable Maintenance** field is **N**, the IM&P Company Option Maintenance Screen will appear.

Authorized Maintenance Users Screen

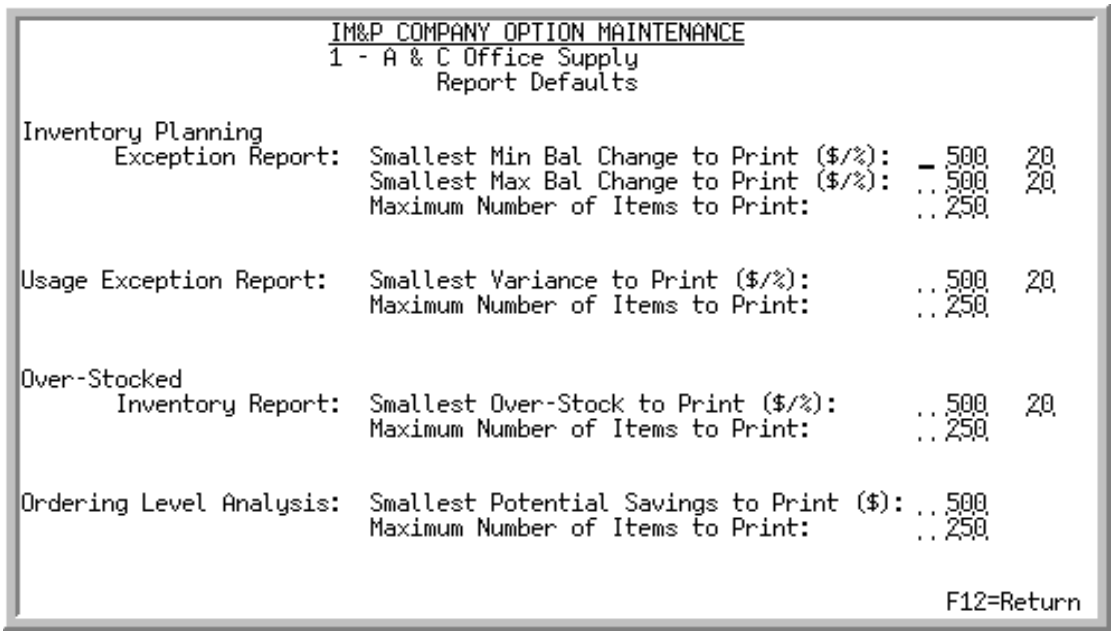


This screen appears only if the **Restrict Variable Maintenance** is **Y** on the IM&P Company Option Maintenance Screen. Use this screen to list up to 10 authorized users for this company.

Authorized Maintenance Users Screen Fields and Function Keys

Field/Function Key	Description
Authorized Maintenance Users	Key up to 10 users (at least one user must be entered) that will be allowed to use the Service Level Maintenance, Lead Time Maintenance, Order Frequency Maintenance, and Order Level Maintenance options on the IM&P File Maintenance Menu (MENU IMFILE). (A 10) Required
F12=Return	Press **F12=RETURN** to return to the IM&P Company Option Maintenance Screen without saving any additions/changes made to this screen.
Enter	Press **ENTER** to confirm your selections. The IM&P Company Option Report Defaults Screen will appears.

IM&P Company Option Report Defaults Screen



This screen appears after you press **ENTER** on the IM&P Company Option Maintenance Screen or the Authorized Maintenance Users Screen.

IM&P uses exception reporting techniques to provide buyers with a reasonable amount of inventory management information. This screen allows you to establish and change the values used to determine if something is an exception and should be reported. The defaults you enter here will display in the selection criteria for the respective report and may be accepted or overridden (for that run only) when selecting to print the report. These defaults (or any user overrides) are used to control the number of records that will print on the respective report.

Use this screen to set up report default values for the default company for the following reports used in the IM&P module:

- Inventory Planning Exception Report
- Usage Exception Report
- Overstocked Inventory Report
- Ordering Level Analysis Report

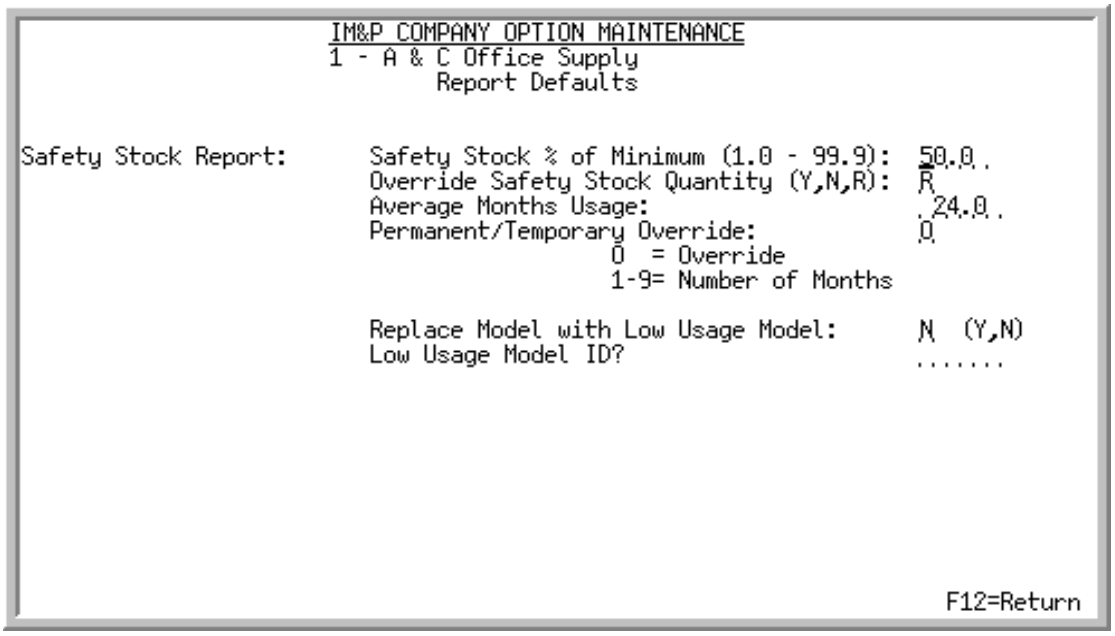
Note: For any other defined company, the Inventory Planning Exception Report defaults will not display. The Inventory Planning Exception Report defaults are for the default company only.

IM&P Company Option Report Defaults Screen Fields and Function Keys

Field/Function Key	Description
Inventory Planning Exception Report	This report prints items with significant changes in minimum or maximum balances during Reset IM&P Variables (MENU IMMAST) IM&P Monthly Update (MENU IMMAST), and the IM&P Monthly Update when processed through Day-End Processing (MENU XAMAST). **Note:** The responses you enter here determine the values that will print on the report. There is no ability to override these default values when this report is generated. Key the default dollar value ($xxxxx) of the smallest minimum balance change to print on the report. Next to that value, key the default percent value (xx%) of the smallest minimum balance change to print on the report. Key the default dollar value of the smallest maximum balance change to print on the report. Next to that value, key the default percent value of the smallest maximum balance change to print on the report. Key the maximum number of items to print per warehouse and buyer (0- 99999). Set this field to zero to print all items that exceed any of these criteria. (N 5,0/N 2,0) Required-Default Company Only
Usage Exception Report	This report prints all items with sales quantities that significantly vary from the forecast quantity. The responses you enter here, determine the values that will print on the report. Key the default dollar value ($xxxxx) of the smallest variance to print on the report. Next to that value, key the default percent value (xx%) of the smallest variance to print on the report. Key the maximum number of items to print (0-99999). Set this field to zero to print all items that exceed any of these criteria. (N 5,0/N 2,0) Required
Over-Stocked Inventory Report	This report prints all items that are significantly over maximum stocking levels. The responses you enter here, determine the values that will print on the report. Key the default dollar amount ($xxxxx) of the smallest over-stocked value to print on the report. Next to that value, key the default percent (xx%) of the smallest over-stocked value to print on the report. Key the maximum number of items to print (0-99999). Set this field to zero to print all items that exceed any of these criteria. (N 5,0/N 2,0) Required

Field/Function Key	Description
Ordering Level Analysis	This report prints the potential savings associated with changing current ordering quantities to the optimal quantities (economic order quantity). The responses you enter here, determine the values that will print on the report. Key the default dollar value ($xxxxx) of the smallest potential savings to print on the report. Key the maximum number of items to print (0-99999). Set this field to zero to print all items that exceed any of these criteria. (N 5,0) Required
F12=Return	Press **F12=RETURN** to return to the IM&P Company Option Maintenance Screen without saving any additions/changes made to this screen.
Enter	Press **ENTER** to confirm your selections. The IM&P Options Maintenance Screen will appear if you are working with any company other than the default. If you are working with the default company, the Safety Stock Option Report Defaults Screen will appear.

Safety Stock Option Report Defaults Screen



This screen appears after pressing **ENTER** from the IM&P Company Option Report Defaults Screen if the company you are working with is the default company. This screen does not display for any other defined company.

Use this screen to identify default values to be presented when generating the Safety Stock Audit Report through:

- Safety Stock Audit Report (MENU IMREPT)
- IM&P Monthly Update (MENU IMMAST)
- When the report is selected to be generated during Day-End Processing (MENU XAMAST) on the Report Selection Global Level Screen

Safety Stock Option Report Defaults Screen Fields and Function Keys

Field/Function Key	Description
Safety Stock % of Minimum	Key a figure to define the default safety stock percentage of the previously defined minimum quantity for items. All items that have a safety stock quantity that is greater than or equal to this percentage of the minimum on- hand quantity will be selected for this report. (N 2,1) Required

Field/Function Key	Description
Override Safety Stock Quantity	Key a default value to determine whether or not the safety stock quantity for the items in the warehouse will be overridden with the new safety stock quantity, minimum, and maximum values when the report is run. Key **Y** to override the safety stock quantities with the calculated values. The overrides will print on the report. Key **N** if you do not want to override the safety stock quantities. The report will print without overriding the safety stock quantity, minimum, or maximum values. Key **R** if you wish to review the new safety stock values but do not wish to actually override the original values. (A 1) Required
Average Months Usage	If you select to override the safety stock quantity, key a default value here to be used as a multiplier in determining the new safety stock quantity when the report is run. This value will be multiplied by the average usage to derive the new safety stock value. (N 3,1) Optional
Permanent/Temporary Override	Key a default value here to determine whether or not an override of the safety stock will be permanent or temporary. Key **O** to replace the safety stock maintenance code in the IM&P Balance File with a permanent override. Key **1-9** to override the safety stock maintenance code for the number of months entered. At the end of this time, the field will be changed to A to indicate automatic maintenance of the value. (A 1) Required
Replace Model with Low Usage Model	Key a default value here to determine if the low usage model should be used to re-forecast items that are equal to or greater than the safety stock percentage of minimum. Re-forecasting with the low usage model may bring the safety stock percentage of minimum in the Item Balance File below the safety stock percentage of minimum entered in the report options. Key **Y** to re-forecast the item with the low usage model. The IM&P variables in the Item Balance File will be updated with the new values. Any items that are re-forecast with the low usage model will appear on the Model Change Report. Key **N** if you do not wish to replace the existing model in the Item Balance File and you do not wish to re-forecast. (A 1) Required

Field/Function Key	Description
Low Usage Model ID	If you selected to use the low usage Model ID, then key a default value here to identify which model to use. The ID used must be of an existing model that is set up through Planning Models Maintenance (MENU IMFILE/ MENU AIFILE). (A 1) Optional
F12=Return	Press **F12=RETURN** to display the IM&P Company Option Report Defaults Screen without saving any additions/changes made to this screen.
Enter	Press **ENTER** to confirm your selections. The IM&P Options Maintenance Screen will appear.

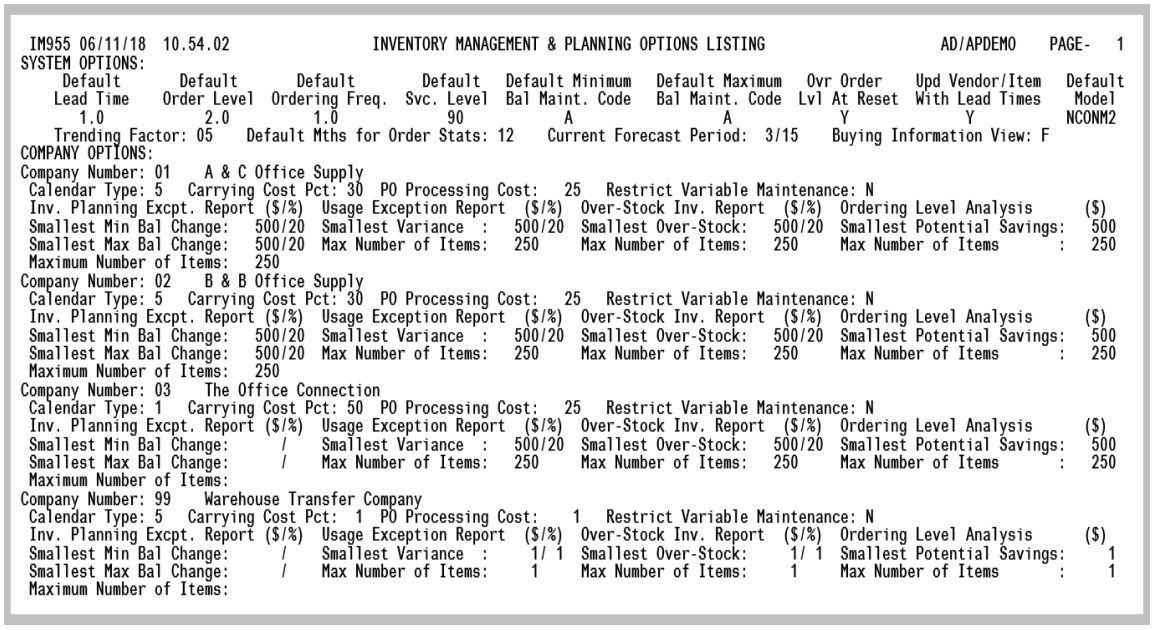
IM&P System Options Listing

Use the IM&P System Options Listing option to print the IM&P System Options 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
IM&P System Options Listing	Prints a list of the options defined through IM&P System Options Maintenance (MENU IMFILE).

IM&P System Options Listing



```
 IM955 06/11/18  10.54.02              INVENTORY MANAGEMENT & PLANNING OPTIONS LISTING                    AD/APDEMO    PAGE-   1
SYSTEM OPTIONS:
     Default       Default       Default       Default   Default Minimum   Default Maximum   Ovr Order    Upd Vendor/Item   Default
    Lead Time    Order Level  Ordering Freq.  Svc. Level  Bal Maint. Code   Bal Maint. Code  Lvl At Reset  With Lead Times    Model
       1.0           2.0          1.0            90           A                 A              Y             Y           NCONM2
    Trending Factor: 05    Default Mths for Order Stats: 12    Current Forecast Period:  3/15    Buying Information View: F
COMPANY OPTIONS:
Company Number: 01    A & C Office Supply
 Calendar Type: 5   Carrying Cost Pct: 30  PO Processing Cost:   25   Restrict Variable Maintenance: N
 Inv. Planning Excpt. Report ($/%)  Usage Exception Report  ($/%)  Over-Stock Inv. Report  ($/%)  Ordering Level Analysis      ($)
 Smallest Min Bal Change:   500/20  Smallest Variance  :   500/20  Smallest Over-Stock:   500/20  Smallest Potential Savings:   500
 Smallest Max Bal Change:   500/20  Max Number of Items:   250     Max Number of Items:   250     Max Number of Items       :   250
 Maximum Number of Items:   250
Company Number: 02    B & B Office Supply
 Calendar Type: 5   Carrying Cost Pct: 30  PO Processing Cost:   25   Restrict Variable Maintenance: N
 Inv. Planning Excpt. Report ($/%)  Usage Exception Report  ($/%)  Over-Stock Inv. Report  ($/%)  Ordering Level Analysis      ($)
 Smallest Min Bal Change:   500/20  Smallest Variance  :   500/20  Smallest Over-Stock:   500/20  Smallest Potential Savings:   500
 Smallest Max Bal Change:   500/20  Max Number of Items:   250     Max Number of Items:   250     Max Number of Items       :   250
 Maximum Number of Items:   250
Company Number: 03    The Office Connection
 Calendar Type: 1   Carrying Cost Pct: 50  PO Processing Cost:   25   Restrict Variable Maintenance: N
 Inv. Planning Excpt. Report ($/%)  Usage Exception Report  ($/%)  Over-Stock Inv. Report  ($/%)  Ordering Level Analysis      ($)
 Smallest Min Bal Change:      /    Smallest Variance  :   500/20  Smallest Over-Stock:   500/20  Smallest Potential Savings:   500
 Smallest Max Bal Change:      /    Max Number of Items:   250     Max Number of Items:   250     Max Number of Items       :   250
 Maximum Number of Items:
Company Number: 99    Warehouse Transfer Company
 Calendar Type: 5   Carrying Cost Pct:  1  PO Processing Cost:    1   Restrict Variable Maintenance: N
 Inv. Planning Excpt. Report ($/%)  Usage Exception Report  ($/%)  Over-Stock Inv. Report  ($/%)  Ordering Level Analysis      ($)
 Smallest Min Bal Change:      /    Smallest Variance  :    1/ 1  Smallest Over-Stock:    1/ 1  Smallest Potential Savings:     1
 Smallest Max Bal Change:      /    Max Number of Items:     1     Max Number of Items:     1     Max Number of Items       :     1
 Maximum Number of Items:
```

This report prints after selecting option **19** - IM&P System Options Listing from MENU IMFILE. There are no entry specifications associated with this report; the listing is immediately sent to the default printer.

The contents of the IM&P Options File are printed in company sequence. System-wide options are printed before company options, and up to 99 company option records are printed for each company using IM&P.

Chapter 36 Printing the IM&P Balance File Listing

Use IM&P Balance Listing (MENU IMFILE) to print the IM&P Balance File Listing. This listing prints the contents of the IM&P Balance File, which is maintained through Item Balance Maintenance (MENU IAFILE) and generated through Create IM&P Balance Records (MENU IMMAST).

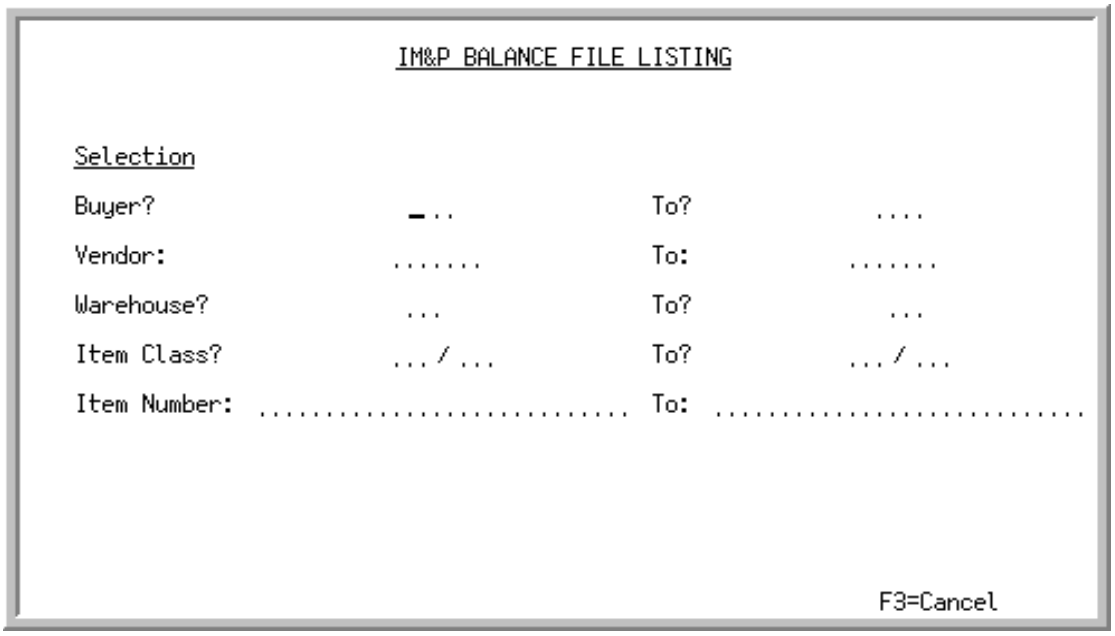
You select the buyer, vendor, warehouse, item class, and item ranges to print. The listing is sequenced by item number and warehouse.

IM&P Balance File 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
IM&P Balance File Listing Screen	Use to specify limiting criteria for the listing.
IM&P Balance File Listing	Prints the information in the IM&P Balance File that matches the limiting criteria.

IM&P Balance File Listing Screen



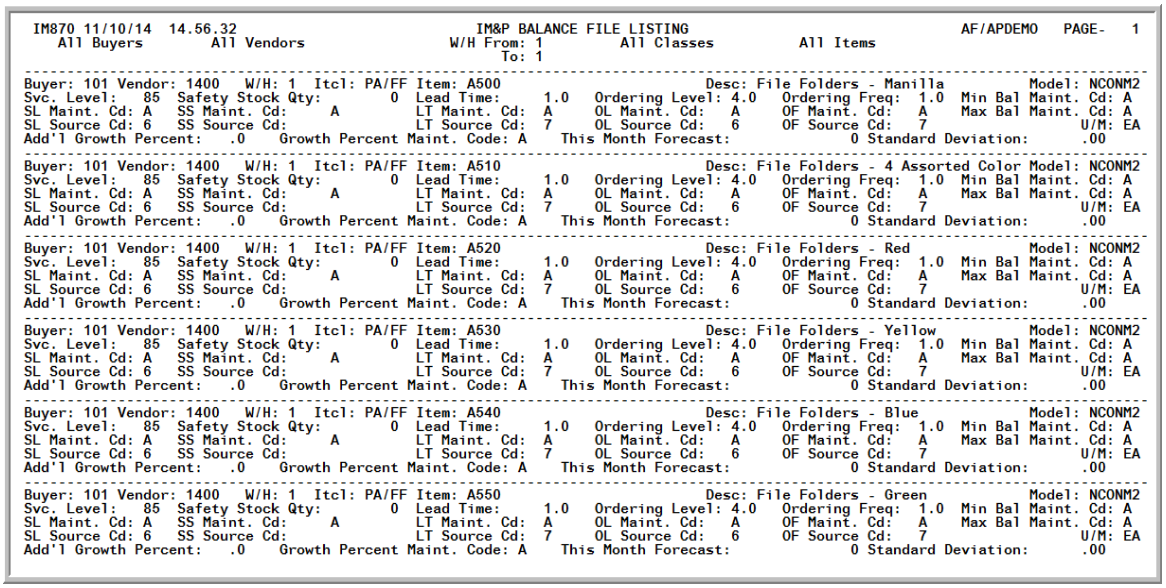
This screen appears after selecting option **11** - IM&P Balance File Listing from MENU IMFILE. Use this screen to select the range of criteria of items to print on the IM&P Balance File Listing Screen

IM&P Balance File Listing Screen Fields and Function Keys

Field/Function Key	Description
Buyer	Enter the from/to Buyers who are responsible for the items you wish to print on the report. **Valid Values:** Buyer codes are defined though Buyers Maintenance (MENU POFILE) (2 @ A 3) Optional
Vendor	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). (A 6) Optional
Warehouse	Enter the from/to Warehouse range to be included on this report. **Valid Values:** A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2) Optional

Field/Function Key	Description
Item Class	Key a default value here to determine whether or not an override of the safety stock will be permanent or temporary. Key O to replace the safety stock maintenance code in the IM&P Balance File with a permanent override. Key 1-9 to override the safety stock maintenance code for the number of months entered. At the end of this time, the field will be changed to A to indicate automatic maintenance of the value. (A 1) Required
Item Number	Key the item number or a range of item numbers to include data for those items in your report. The criteria you enter in the from and to fields determine the items that will print on the report; only those items that match the criteria entered will print. Leave blank to select all items. **Valid Values:** Any valid item number (2 @ A 27) Optional
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU IMFILE will display.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will appear. Refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen.

IM&P Balance File Listing



```
IM870 11/10/14  14.56.32                    IM&P BALANCE FILE LISTING                              AF/APDEMO   PAGE-   1
   All Buyers        All Vendors              W/H From: 1        All Classes          All Items
                                                 To: 1
-------------------------------------------------------------------------------------------------------------------------
Buyer: 101 Vendor: 1400   W/H: 1  Itcl: PA/FF Item: A500                    Desc: File Folders - Manilla          Model: NCONM2
Svc. Level:   85  Safety Stock Qty:        0  Lead Time:     1.0   Ordering Level: 4.0   Ordering Freq:  1.0  Min Bal Maint. Cd: A
SL Maint. Cd: A   SS Maint. Cd:      A       LT Maint. Cd:  A     OL Maint. Cd:   A     OF Maint. Cd:   A    Max Bal Maint. Cd: A
SL Source Cd: 6   SS Source Cd:              LT Source Cd:  7     OL Source Cd:   6     OF Source Cd:   7                 U/M: EA
Add'l Growth Percent:   .0    Growth Percent Maint. Code: A    This Month Forecast:              0 Standard Deviation:      .00
-------------------------------------------------------------------------------------------------------------------------
Buyer: 101 Vendor: 1400   W/H: 1  Itcl: PA/FF Item: A510                    Desc: File Folders - 4 Assorted Color Model: NCONM2
Svc. Level:   85  Safety Stock Qty:        0  Lead Time:     1.0   Ordering Level: 4.0   Ordering Freq:  1.0  Min Bal Maint. Cd: A
SL Maint. Cd: A   SS Maint. Cd:      A       LT Maint. Cd:  A     OL Maint. Cd:   A     OF Maint. Cd:   A    Max Bal Maint. Cd: A
SL Source Cd: 6   SS Source Cd:              LT Source Cd:  7     OL Source Cd:   6     OF Source Cd:   7                 U/M: EA
Add'l Growth Percent:   .0    Growth Percent Maint. Code: A    This Month Forecast:              0 Standard Deviation:      .00
-------------------------------------------------------------------------------------------------------------------------
Buyer: 101 Vendor: 1400   W/H: 1  Itcl: PA/FF Item: A520                    Desc: File Folders - Red              Model: NCONM2
Svc. Level:   85  Safety Stock Qty:        0  Lead Time:     1.0   Ordering Level: 4.0   Ordering Freq:  1.0  Min Bal Maint. Cd: A
SL Maint. Cd: A   SS Maint. Cd:      A       LT Maint. Cd:  A     OL Maint. Cd:   A     OF Maint. Cd:   A    Max Bal Maint. Cd: A
SL Source Cd: 6   SS Source Cd:              LT Source Cd:  7     OL Source Cd:   6     OF Source Cd:   7                 U/M: EA
Add'l Growth Percent:   .0    Growth Percent Maint. Code: A    This Month Forecast:              0 Standard Deviation:      .00
-------------------------------------------------------------------------------------------------------------------------
Buyer: 101 Vendor: 1400   W/H: 1  Itcl: PA/FF Item: A530                    Desc: File Folders - Yellow           Model: NCONM2
Svc. Level:   85  Safety Stock Qty:        0  Lead Time:     1.0   Ordering Level: 4.0   Ordering Freq:  1.0  Min Bal Maint. Cd: A
SL Maint. Cd: A   SS Maint. Cd:      A       LT Maint. Cd:  A     OL Maint. Cd:   A     OF Maint. Cd:   A    Max Bal Maint. Cd: A
SL Source Cd: 6   SS Source Cd:              LT Source Cd:  7     OL Source Cd:   6     OF Source Cd:   7                 U/M: EA
Add'l Growth Percent:   .0    Growth Percent Maint. Code: A    This Month Forecast:              0 Standard Deviation:      .00
-------------------------------------------------------------------------------------------------------------------------
Buyer: 101 Vendor: 1400   W/H: 1  Itcl: PA/FF Item: A540                    Desc: File Folders - Blue             Model: NCONM2
Svc. Level:   85  Safety Stock Qty:        0  Lead Time:     1.0   Ordering Level: 4.0   Ordering Freq:  1.0  Min Bal Maint. Cd: A
SL Maint. Cd: A   SS Maint. Cd:      A       LT Maint. Cd:  A     OL Maint. Cd:   A     OF Maint. Cd:   A    Max Bal Maint. Cd: A
SL Source Cd: 6   SS Source Cd:              LT Source Cd:  7     OL Source Cd:   6     OF Source Cd:   7                 U/M: EA
Add'l Growth Percent:   .0    Growth Percent Maint. Code: A    This Month Forecast:              0 Standard Deviation:      .00
-------------------------------------------------------------------------------------------------------------------------
Buyer: 101 Vendor: 1400   W/H: 1  Itcl: PA/FF Item: A550                    Desc: File Folders - Green            Model: NCONM2
Svc. Level:   85  Safety Stock Qty:        0  Lead Time:     1.0   Ordering Level: 4.0   Ordering Freq:  1.0  Min Bal Maint. Cd: A
SL Maint. Cd: A   SS Maint. Cd:      A       LT Maint. Cd:  A     OL Maint. Cd:   A     OF Maint. Cd:   A    Max Bal Maint. Cd: A
SL Source Cd: 6   SS Source Cd:              LT Source Cd:  7     OL Source Cd:   6     OF Source Cd:   7                 U/M: EA
Add'l Growth Percent:   .0    Growth Percent Maint. Code: A    This Month Forecast:              0 Standard Deviation:      .00
```

Note: This report prints quantities in each item's default stocking unit of measure defined through Item Master Maintenance (MENU IAFILE).

This report is produced following your responses on the IM&P Balance File Listing Screen, and the Report Options Screen.

The contents of the IM&P Balance File is printed in item number and warehouse sequence. This file is maintained through Item Balance Maintenance (MENU IAFILE). Refer to the Infor Distribution A+ Inventory Accounting User Guide for additional information.

IM&P Balance File Listing

Report/Listing Fields	Description
Buyer	The buyer associated with this item. Buyers may be assigned to a vendor (through MENU POFILE), vendor/warehouse (through MENU POFILE), vendor/item (through MENU POFILE), and/or vendor/item/ warehouse (also through MENU POFILE).
W/H	The warehouse in which this item is stored.
Itcl	The item class/sub-class assigned to this item.
Item	The unique number assigned to this item.
Desc	The description of the item.
Model	The Model ID used for this item/warehouse [as set up through Planning Models Maintenance (MENU IMFILE/MENU AIFILE)].

Report/Listing Fields	Description
Safety Stock Qty	This quantity reflects the additional stock stored in inventory to compensate for variations in customer demand and vendor lead time.
Lead Time	The number of weeks a vendor requires to deliver items after placing an order.
Ordering Level	The number of weeks supply that will be ordered when placing an order.
Ordering Freq	The number of weeks between placing orders.
Min Bal Maint. Cd	This code reflects whether or not the **Minimum Balance** field is protected. **A** (Automatic) displays if the **Minimum Balance** field is maintained automatically and is protected. **O** (Override) displays if the **Minimum Balance** field is overridden by a value keyed and may be maintained
SL Maint. Cd	One of three codes is displayed with regard to the **Service Level** field. **A** (Automatic) displays if the **Service Level** field is maintained automatically and is protected. **O** (Override) displays if the **Service Level** field has been overridden by the value shown and may be maintained. This field will not be changed when the reset variables program (MENU IMMAST) is run. **1-9** displays representing the number of months the **Service Level** field is to be overridden. At the end of that time, this field will automatically be changed to A [by the Reset IM&P Variables (MENU IMMAST), and the IM&P Monthly Update (MENU IMMAST)].
SS Maint. Cd	This code reflects whether or not the **Safety Stock Quantity** field is protected. **A** (Automatic) displays if the **Safety Stock Quantity** field is maintained automatically and is protected. **O** (Override) displays if the **Safety Stock Quantity** field has been overridden by a value keyed and may be maintained. This field will not be changed when the monthly update (MENU IMMAST) is run. **Note:** The **Service Level** and **Safety Stock Quantity** codes cannot both be overridden, because one field is dependent upon the other.

Report/Listing Fields	Description
LT Maint. Cd	One of three codes is displayed with regard to the **Lead Time** field. **A** (Automatic) displays if the **Lead Time** field is maintained automatically and is protected. **O** (Override) displays if the **Lead Time** field has overridden by a value keyed and may be maintained. This field will not be changed when the reset variables program (MENU IMMAST) is run. **1-9** displays representing the number of months the **Lead Time** field is to be overridden. At the end of that time, this field will automatically be changed to A [by the Reset IM&P Variables (MENU IMMAST), and the IM&P Monthly Update (MENU IMMAST)].
OL Maint. Cd	One of three codes is displayed with regard to the **Ordering Level** field. **A** (Automatic) displays if the **Ordering Level** field is maintained automatically and is protected. **O** (Override) displays if the **Ordering Level** field has been overridden by a value keyed, and may be maintained. This field will not be changed when the reset variables program (MENU IMMAST) is run. **1-9** displays representing the number of months the **Ordering Level** field is to be overridden. At the end of that time, this field will automatically be changed to A [by the Reset IM&P Variables (MENU IMMAST), and the IM&P Monthly Update (MENU IMMAST)].
OF Maint. Cd	One of three codes is displayed with regard to the **Order Frequency** field. **A** (Automatic) displays if the **Order Frequency** field is maintained automatically and is protected. **O** (Override) displays if the **Order Frequency** field has been overridden by a value keyed and may be maintained. This field will not be changed when the reset variables program (MENU IMMAST) is run. **1-9** displays representing the number of months the **Order Frequency** field is to be overridden. At the end of that time, this field will automatically be changed to A [by the Reset IM&P Variables (MENU IMMAST), and the IM&P Monthly Update (MENU IMMAST)].

Report/Listing Fields	Description
Max Bal Maint. Cd	One of two codes is displayed with regard to the **Maximum Balance** field. **A** (Automatic) displays if the **Maximum Balance** field is maintained automatically and is protected. **O** (Override) displays if the **Maximum Balance** field is to be overridden by a value keyed and may be maintained.
Source Code Information	For each of the source code fields below, the value that displays is the default selected for the indicated item. For example, if the warehouse containing this item has a default value and no others are set up, IM&P will use this value for the appropriate month. If no values are set up for this item, IM&P will use the system default. • **SL Source Cd:** The service level which is most specific to this item. • **SS Source Cd:** The safety stock which is most specific to this item. • **LT Source Cd:** The lead time which is most specific to this item. • **OL Source Cd:** The ordering level which is most specific to this item. • **OF Source Cd:** The ordering frequency which is most specific to this item. Source Code values are: • 0=Override • 1=WH, Vendor, Class/Sub • 2=WH, Vendor, Class • 3=WH, Vendor • 4=WH, Class/Sub • 5=WH, Class • 6=WH • 7=System default
Add'l Growth Percent	The percent value used to increase or decrease the expected forecast quantity.
Growth Percent Maint. Code:	One of two codes will display: **A** (Automatic) displays if the Growth Percent field is maintained automatically. **O** (Override) displays if the Growth Percent field has been overridden by the value keyed.
This Month Forecast	The sales forecast for this month.
Standard Deviation	This is the standard deviation for this item as determined by the IM&P forecast. Standard deviation is a measure of the variability of the item's demand history. An item with stable sales will have a standard deviation lower than that of an item with erratic sales.

Chapter 37 Resetting IM&P Variables

The Reset IM&P Variables option allows you to reset the IM&P variables (service level, lead time, order frequency, and order level) in the IM&P Balance File to their default values.

During the IM&P Monthly Update (MENU IMMAST), this option is run automatically. However, IM&P provides you with this option should you need to reset variables on demand between monthly updates. For instance, whenever there are significant changes to the variables which need to be applied immediately, you can run this option.

You may optionally recalculate the minimum and maximum stocking levels for your items. If you select to recalculate (**Recalculate Forecast** set to **Y**), the Inventory Planning Exception Report, Safety Stock Audit Report, and the Customer Inventory Reservations Exception Report will print. The Inventory Planning Exception Report shows any items with significant changes to the minimum and maximum balances caused by the recalculation; the Safety Stock Audit Report shows those items which have a safety stock that is greater than a given percentage of the minimum on-hand quantity; and the Customer Inventory Reservations Exception Report shows all customer inventory reservation exceptions. For more details about the Safety Stock Audit Report, refer to Safety Stock Audit Report (MENU IMREPT). For more details about the Customer Inventory Reservations Exception Report, refer to Customer Inventory Reservations (MENU OEFILE) in the Infor Distribution A+ Order Entry User Guide.

Additionally, the Items That Forecasted Negative Quantities Listing will print for any items in which negative forecast quantities were generated but then zeroed out. The system will not allow a forecast quantity less than zero to be created.

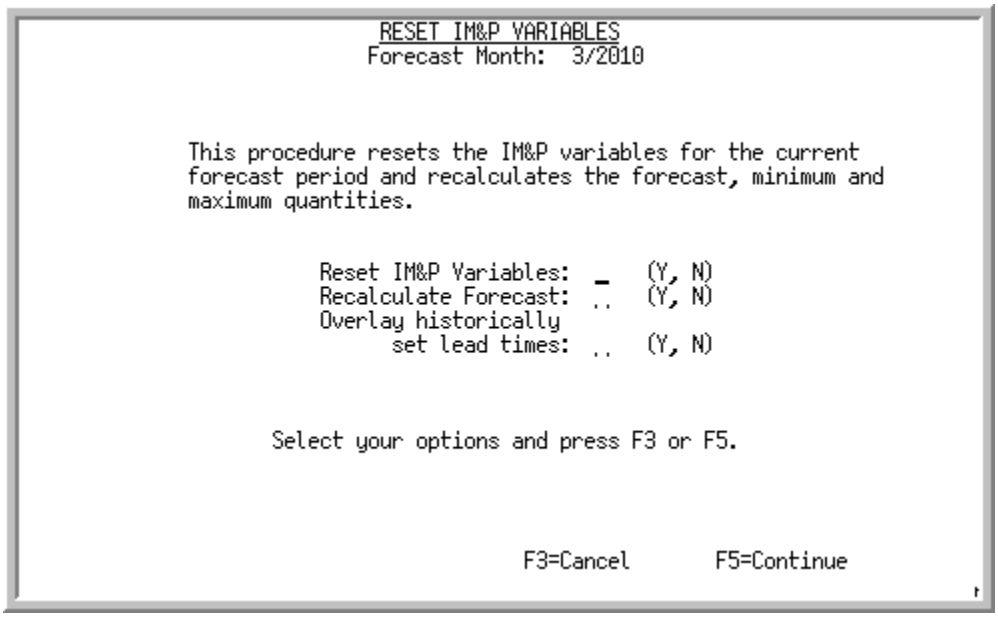
Reset IM&P Variables

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
Reset IM&P Variables Screen	Use to set the options for resetting the variables.
Inventory Planning Exception Report	Prints a list of items with significant changes to minimum and maximum values.

Title	Purpose
Items That Forecasted Negative Quantities Listing	Prints items that had negative quantities generated. Negative quantities are reset to zero.

Reset IM&P Variables Screen



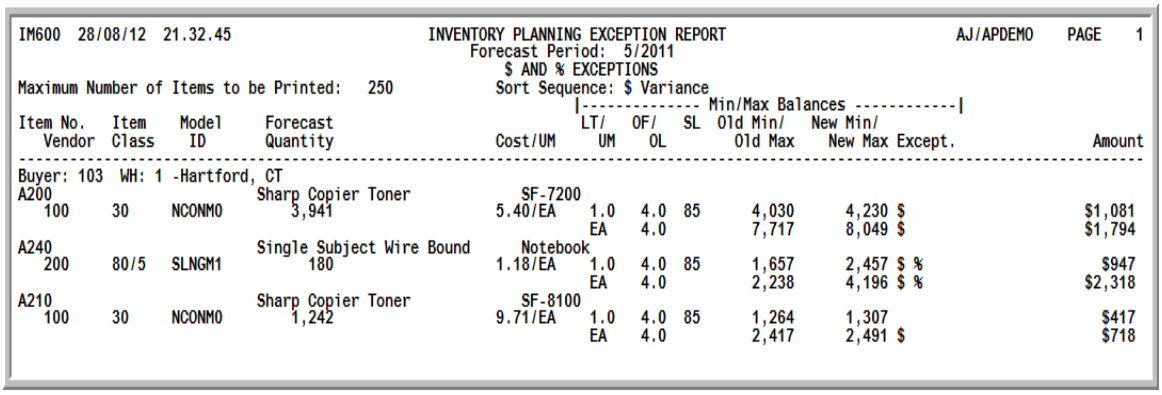
This screen appears after selecting option **3** - Reset IM&P Variables from MENU IMMAST. This screen is used to reset the IM&P variables. The current forecast month and year display at the top of the screen for convenience. This forecast date may be maintained through IM&P System Options Maintenance (MENU IMFILE).

Reset IM&P Variables Screen Fields and Function Keys

Field/Function Key	Description
Reset IM&P Variables	Only those fields assigned a maintenance code of A (Automatic) will be reset in the IM&P Balance File from the defaults in the IM&P Variables File, or from the system-wide default variables defined through IM&P System Options Maintenance (MENU IMFILE). Key **Y** if you want to reset variables for the current forecast period. Key **N** if you do not want the variables reset. You will be using this option to recalculate the forecast only. **Valid Values:** Cannot be **N** if **Recalculate Forecast** is **N** (A 1) Required

Field/Function Key	Description
Recalculate Forecast	Key **Y** to recalculate the minimum and maximum stocking levels for your items. If you select **Y**, the following reports will print: • Inventory Planning Exception Report • Safety Stock Audit Report • Items That Forecasted Negative Quantities Listing • Customer Inventory Reservations Exception Report. Refer to Customer Inventory Reservations (MENU OEFILE) in the Infor Distribution A+ Order Entry User Guide for details about this report. Key **N** if you do not want to recalculate the forecast. You will be using this option to reset the IM&P variables only (see the **Reset IM&P Variables** field) and will not receive any of the above mentioned reports. **Valid Values:** Cannot be **N** if **Reset IM&P Variables** is **N** (A 1) Required
Overlay historically set lead times	Key **Y** to reset all records. Both lead times with a source code of 8 and 9 will be overlaid. Key **N** if you want to reset all records, except those records that have a **Maintenance** code of **A** for automatic and a **Source** code of **8** indicating historically set lead times or **9** indicating average set lead times. Refer to the Lead Time History Report for details. (A 1) Required
F3=Cancel	Press the **F3=CANCEL** function key to cancel this option and return to MENU IMMAST.
F5=Continue	Press the **F5=CONTINUE** function key to reset the IM&P variables and/or recalculate the forecast. MENU IMMAST will display. If you selected to recalculate the forecast, you will also receive the Inventory Planning Exception Report, Safety Stock Audit Report, and Items That Forecasted Negative Quantities Listing.

Inventory Planning Exception Report



```
IM600  28/08/12  21.32.45                    INVENTORY PLANNING EXCEPTION REPORT                              AJ/APDEMO    PAGE    1
                                                  Forecast Period:  5/2011
                                                     $ AND % EXCEPTIONS
Maximum Number of Items to be Printed:   250        Sort Sequence: $ Variance
                                                          |-------------- Min/Max Balances ------------|
Item No.    Item    Model     Forecast                     LT/   OF/   SL  Old Min/   New Min/
   Vendor  Class     ID       Quantity          Cost/UM     UM    OL       Old Max    New Max Except.                  Amount
-------------------------------------------------------------------------------------------------------------------------------
Buyer: 103  WH: 1 -Hartford, CT
A200                         Sharp Copier Toner            SF-7200
   100     30     NCONM0          3,941          5.40/EA    1.0   4.0  85      4,030      4,230 $                    $1,081
                                                           EA    4.0            7,717      8,049 $                    $1,794
A240                         Single Subject Wire Bound     Notebook
   200     80/5   SLNGM1            180          1.18/EA    1.0   4.0  85      1,657      2,457 $ %                    $947
                                                           EA    4.0            2,238      4,196 $ %                  $2,318
A210                         Sharp Copier Toner            SF-8100
   100     30     NCONM0          1,242          9.71/EA    1.0   4.0  85      1,264      1,307                        $417
                                                           EA    4.0            2,417      2,491 $                      $718
```

This report prints following your selections on the Reset IM&P Variables Screen, if you keyed **Y** in the **Recalculate Forecast** field. This report also prints after running Day-End Processing (MENU XAMAST) if during Day-End Processing you selected to perform the IM&P monthly update.

This report will print items with significant changes to the minimum and maximum balances. Minimum and maximum balances are recalculated when the IM&P variables are reset through this option and during the IM&P Monthly Update (MENU IMMAST).

If the minimum or maximum balance change (percent or dollar) exceeds the report limits defined in IM&P System Options Maintenance (MENU IMFILE) for a company, the item will print on this report.

This report prints in descending order of absolute value of variance and includes identification of the current forecast period. It is sequenced by buyer, warehouse, and the variance between the old and the new balances. When a buyer or warehouse changes, a new page is printed.

There are four versions of this report:

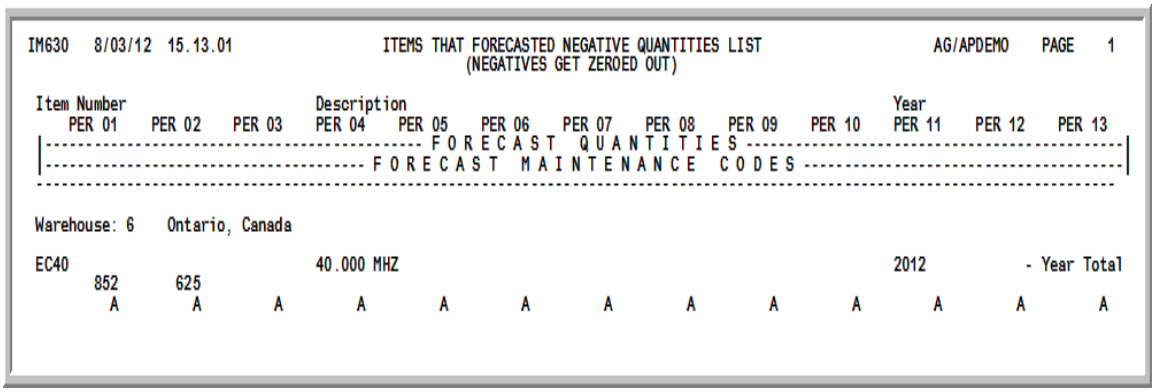
1. The first prints for items whose minimum dollar amount only was exceeded (indicated by $) or whose minimum dollar amount and minimum percentage amount both were exceeded (indicated by $%)
2. The second prints for items whose minimum percentage amount only was exceeded (indicated by %)
3. The third prints for items whose OLD MIN = 0 and NEW MIN > 0
4. The fourth prints for items whose NEW MIN = 0 and OLD MIN > 0

Inventory Planning Exception 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. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The message "*** Data may have been omitted due to security considerations ***" will print when the user that generated this report/listing is not authorized to the warehouse selected data as determined through Authority Profile Maintenance (MENU XASCTY).
Buyer	The buyer to whom the following items are assigned.
WH	The warehouse from which the demand quantities of the items are extracted for evaluation.
Item Number	The item number and description for which the minimum or maximum balance change (percent or dollar) exceeds the report limits defined in IM&P System Options Maintenance (MENU IMFILE) for the company.
Vendor	The primary vendor assigned to this item through Item Balance Maintenance (MENU IAFILE).
Item Class	The item class assigned to this item through Item Master Maintenance (MENU IAFILE). The item class is a code used to categorize items.
Model ID	The planning Model ID specified for this item through Item Balance Maintenance (MENU IAFILE).
Forecast Quantity	The quantity forecasted of this item for the current month. This is a result of the IM&P forecast. Refer to CHAPTER 4: IM&P Calculations for information on how the forecast is calculated. If this quantity has been overridden through IM&P Monthly Forecast Quantities Maintenance (MENU IMFILE), **OVR** will print in addition to the forecast quantity.
Cost/UM	The cost of this item, per this default unit of measure.
LT UM	The lead time, per this unit of measure. The lead time is the number of weeks a vendor requires to deliver an item after it is ordered. The unit of measure is the item's default selling unit of measure.
OF	The order frequency is the number of weeks between placing purchase orders.

Report/Listing Fields	Description
OL	The order level is the number of weeks supply that will be ordered when placing a purchase order.
SL	The service level associated with this item. The service level is the target percentage of order quantities that will be available to ship from stock without having to backorder.
Old Min Old Max	The original minimum balance of this item and the original maximum balance of this item, before being recalculated. **Note:** If, after calculations, the old minimum is equal to zero and the new minimum is greater than zero, **Old Min = 0, New Min >0** will print on the upper left corner of the report and this column will be blank.
New Min New Max	The new minimum balance of this item and the new maximum balance of this item. **Note:** If after calculations, the new minimum is equal to zero and the old is greater than zero, **New Min = 0, Old Min > 0** will print on the upper left corner of the report and this column will be blank.
Except	Indicates how the item exceeded the report limits defined through IM&P System Options Maintenance (MENU IMFILE). **%** prints if the minimum percentage was exceeded; **$** prints if the minimum monetary amount was exceeded; and **$%** prints if both minimums were exceeded.
Amount	The monetary amount reflected by determination of the difference between the old and new min/max values and multiplying that difference by the cost per unit of measure.

Items That Forecasted Negative Quantities Listing



```
IM630   8/03/12  15.13.01              ITEMS THAT FORECASTED NEGATIVE QUANTITIES LIST                  AG/APDEMO    PAGE    1
                                              (NEGATIVES GET ZEROED OUT)

Item Number                        Description                                                    Year
    PER 01    PER 02    PER 03    PER 04    PER 05    PER 06    PER 07    PER 08    PER 09    PER 10    PER 11    PER 12    PER 13
|------------------------------------------ F O R E C A S T   Q U A N T I T I E S ------------------------------------------|
|------------------------------------- F O R E C A S T   M A I N T E N A N C E   C O D E S -------------------------------------|

Warehouse: 6    Ontario, Canada

EC40                               40.000 MHZ                                                     2012           - Year Total
       852       625
         A         A         A         A         A         A         A         A         A         A         A         A         A
```

This report prints following your selections on the Reset IM&P Variables Screen, if you keyed **Y** in the **Recalculate Forecast** field.

This report will print those items in which negative forecast quantities were generated, but then zeroed out by the system. The system will not allow a forecast quantity less than zero to be created.

If items with negative demand in months generated forecasts which had to be zeroed out, this report lists all items that forecasted negative quantities. If no items with negative forecast quantities were generated, this report will still print, however, the message: **No Items Found** will be indicated.

The format of this report is in item number, warehouse, and year sequence.

Items That Forecasted Negative Quantities List

Report/Listing Fields	Description
Warehouse	The warehouse in which the listed items are stocked.
Item Number/Description	The item number and description for which a zero out occurred due to this item number forecasting a negative quantity.
Forecast Quantity	The quantity of this item forecasted for each period.
Forecast Maintenance Code	The code associated with this forecasted quantity. **A** (Automatic) displays if this quantity has been automatically calculated **O** (Override) displays if this quantity has been overridden

Chapter 38 Running the IM&P Monthly Update

Use the IM&P Monthly Update option on the Inventory Management & Planning Master Menu (MENU IMMAST) to run the IM&P Monthly Update. This update should be run at the beginning of each month after the last company has been closed through the Sales Analysis Period End Processing (MENU SAMAST). That process updates the current sales period to the next period for Day-End Processing (MENU XAMAST) to post to.

This procedure will:

- Reset the IM&P variables for the upcoming month for each item in the IM&P Balance File. Only those variables which are automatically maintained by IM&P (**Maintenance Code** is **A**) will be reset. Temporary overrides (Maintenance Codes 1-9) in the IM&P Balance File are decremented (gradually decreased) by one month. If the decremented value is zero, Distribution A+ changes the **Maintenance Code** to **A**. This function does not update those records with historically set lead times. Refer to Reset IM&P Variables (MENU IMMAST) of this menu for additional information.
- Create the forecast quantities and store them in the IM&P Forecast File. Refer to CHAPTER 4: IM&P Calculations for an explanation of how forecasts are calculated.
- Recalculate minimum and maximum balances for planned items based on new variables and forecasts in the IM&P Balance File.
- Print the Inventory Planning Exception Report showing changes to the minimum and maximum balances. Use this report to view the results of the first planning run and determine if changes are required for an item's variables or planning model.
- Print the Safety Stock Audit Report showing those items which have a safety stock that is greater than a given percentage of the minimum on-hand quantity.
- Print the Items That Forecasted Negative Quantities Listing showing any items in which negative forecast quantities were generated, but then zeroed out. The system will not allow a forecast quantity less than zero to be created.
- Update the Vendor/Item Master Lead Time. Note that Vendor/Item Lead Time changes will also be tracked, if **Days to Keep Vendor/Item Audit Activity** is greater than **0** in Purchasing System Options Maintenance (MENU XAFILE).

IM&P Monthly Update

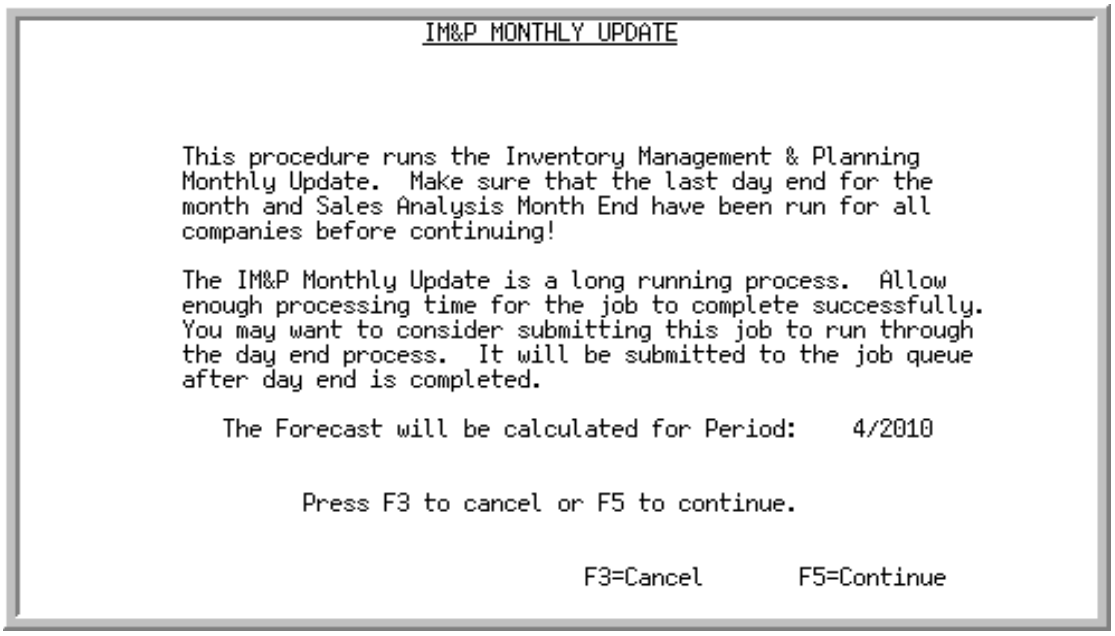
The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
IM&P Monthly Update Screen	Use to initiate the update.
Minimum/Maximum Balance Calculation Report	Prints items that were unable to have minimum/ maximum balances calculated.

Things to Know

This job is submitted to the job queue.

IM&P Monthly Update Screen



This screen appears after selecting option **4** - IM&P Monthly Update from MENU IMMAST.

Use this screen to perform the monthly update. No prompts or responses are required. Note the forecast date for the upcoming month is displayed for convenience. This date is automatically generated by adding a month to the current forecast date entered on the IM&P System Option Maintenance Screen (MENU IMFILE).

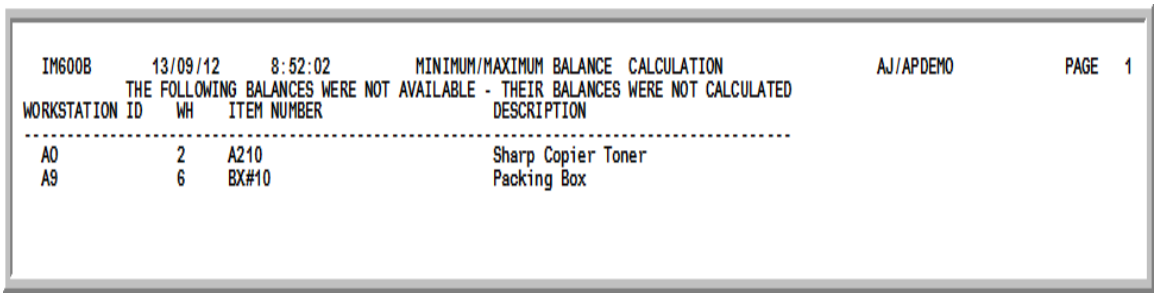
The update is run when the **F5=CONTINUE** function key is pressed.

Important: Before performing the monthly update, verify that Period End Processing (MENU SAMAST) has been run for all companies. If it has not been run, DO NOT proceed with this option until it has been performed for all companies.

IM&P Monthly Update Screen Fields and Function Keys

Field/Function Key	Description
F3=Cancel	Press **F3=CANCEL** to cancel this option and return to MENU IMMAST.
F5=Continue	Press **F5=CONTINUE** to run the monthly update; the update is executed immediately. As part of the update process, the **Current Forecast Period** for IM&P will be updated to the next period. When the update is done, MENU IMMAST will appear.

Minimum/Maximum Balance Calculation Report



```
IM600B      13/09/12     8:52:02        MINIMUM/MAXIMUM BALANCE  CALCULATION              AJ/APDEMO          PAGE   1
          THE FOLLOWING BALANCES WERE NOT AVAILABLE - THEIR BALANCES WERE NOT CALCULATED
WORKSTATION ID    WH    ITEM NUMBER                  DESCRIPTION
-------------------------------------------------------------------------------------------
  A0              2     A210                         Sharp Copier Toner
  A9              6     BX#10                        Packing Box
```

This report prints from the IM&P Monthly Update when there are problems with an item that prevent a new minimum and maximum stocking level to be calculated.

Minimum/Maximum Balance Calculation Report

Field/Function Key	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. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Workstation ID	The workstation ID that has the item record in-use and is preventing the minimum and maximum stocking level from being calculated.
WH	The warehouse in which the calculation could not happen.
Item Number	The item number affected by the in-use code.
Description	The item description of the affected item.

Chapter 39 Making IM&P Global Model Changes

Use the IM&P Global Model Change option to change the Model ID (and the corresponding additional growth percent) for a group or all items in the IM&P Balance File. You have the option to select the items to change by specifying the warehouse, item class, item number, and vendor; or all items may be selected for change.

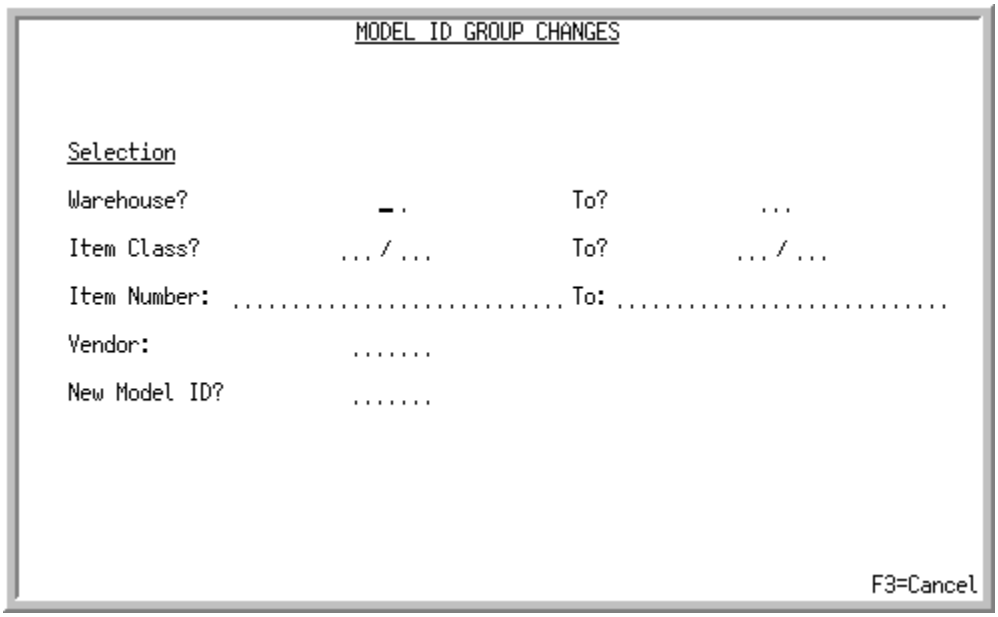
When adding new records to the IM&P Balance File, running the Create IM&P Balance Records option assigns the default model set up in IM&P System Options Maintenance (MENU IMFILE) to each of your items. To change this default model for more than one item, use this option.

IM&P Global Model Change

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
Model ID Group Changes Screen	Use to specify the new model ID and limiting criteria for selecting the items for the model.
Model ID Group Change Report	Prints a list of items assigned to the model.

Model ID Group Changes Screen



This screen displays after selecting option **5** - IM&P Global Model Change (MENU IMMAST). It is used to change the planning model and to select the items in the IM&P Balance File (**IMBAL**) that will be changed. Items may be selected by:

- Warehouse
- Item Class/Sub-Class
- Item Number
- Vendor
- Model ID

The values you enter in these fields determine the items that will be assigned the new model ID; only those items that match the criteria entered will be updated.

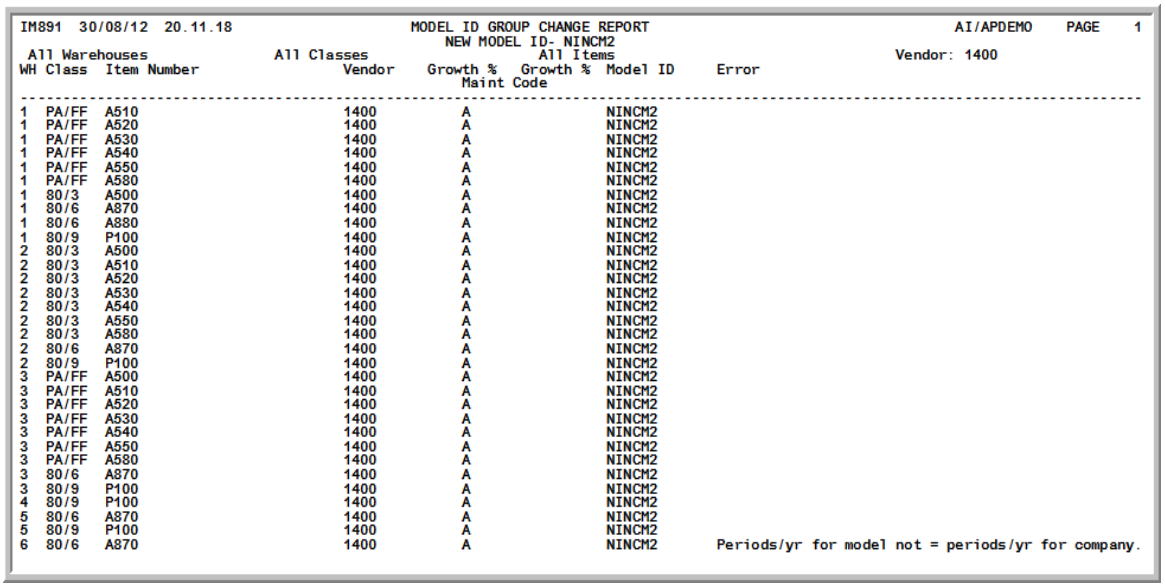
Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Model ID Group Changes Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Key the warehouse or range of warehouses in which to apply model changes to the items that match the selection criteria. (2 @ 2 A) Optional

Field/Function Key	Description
Item Class/Sub-Class	Key the item class or range of item classes in which to apply model changes to the items that match the selection criteria. If no sub-class is identified, all sub-classes within the selected item class range will be updated. (2 @ 2 A / 2 A) Optional
Item Number	Key the item number or range of item numbers in which to apply model changes to the items that match the selection criteria. The Model ID will be changed for the item or range of item numbers keyed here. (2 @ 27 A) Optional
Vendor	The items selected for a new Model ID by warehouse, item class, and item number, may be further limited by selecting only items that are assigned a specific primary vendor. Key the primary vendor assigned to items for which the Model ID will be changed. If left blank, the models for all items within the other selection criteria (warehouse, item class, and item number) will be changed, regardless of their primary vendors. (A 6) Optional
New Model ID	Key the Model ID that will replace the current Model ID for all of the items selected. The additional growth percent for this model will become the new percent used for the selected items in the IM&P Balance File. **Valid Values:** Any valid model defined in Planning Models Maintenance (MENU IMFILE/MENU AIFILE). (A 6) Required
F3=Cancel	Press **F3=CANCEL** to cancel this option and return to MENU IMMAST.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will appear. Refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen. After making your selections, the Model ID Group Change Report will print.

Model ID Group Change Report



```
IM891  30/08/12  20.11.18                MODEL ID GROUP CHANGE REPORT                          AI/APDEMO    PAGE    1
                                          NEW MODEL ID- NINCM2
 All Warehouses              All Classes              All Items                    Vendor: 1400
WH Class  Item Number              Vendor    Growth %   Growth %  Model ID     Error
                                             Maint Code
-------------------------------------------------------------------------------------------------------------------------
1  PA/FF  A510                     1400         A              NINCM2
1  PA/FF  A520                     1400         A              NINCM2
1  PA/FF  A530                     1400         A              NINCM2
1  PA/FF  A540                     1400         A              NINCM2
1  PA/FF  A550                     1400         A              NINCM2
1  PA/FF  A580                     1400         A              NINCM2
1  80/3   A500                     1400         A              NINCM2
1  80/6   A870                     1400         A              NINCM2
1  80/6   A880                     1400         A              NINCM2
1  80/9   P100                     1400         A              NINCM2
2  80/3   A500                     1400         A              NINCM2
2  80/3   A510                     1400         A              NINCM2
2  80/3   A520                     1400         A              NINCM2
2  80/3   A530                     1400         A              NINCM2
2  80/3   A540                     1400         A              NINCM2
2  80/3   A550                     1400         A              NINCM2
2  80/3   A580                     1400         A              NINCM2
2  80/6   A870                     1400         A              NINCM2
2  80/9   P100                     1400         A              NINCM2
3  PA/FF  A500                     1400         A              NINCM2
3  PA/FF  A510                     1400         A              NINCM2
3  PA/FF  A520                     1400         A              NINCM2
3  PA/FF  A530                     1400         A              NINCM2
3  PA/FF  A540                     1400         A              NINCM2
3  PA/FF  A550                     1400         A              NINCM2
3  PA/FF  A580                     1400         A              NINCM2
3  80/6   A870                     1400         A              NINCM2
3  80/9   P100                     1400         A              NINCM2
4  80/9   P100                     1400         A              NINCM2
5  80/6   A870                     1400         A              NINCM2
5  80/9   P100                     1400         A              NINCM2
6  80/6   A870                     1400         A              NINCM2      Periods/yr for model not = periods/yr for company.
```

This report prints following your selections on the Model ID Group Changes Screen, and the Report Options Screen. Items in the IM&P Balance File that have been assigned a new planning model are printed.

Model ID Group Change Report Fields and Function Keys

Field/Function Key	Description
WH	The warehouse storing the item(s) that have been assigned a new planning model.
Class	The item class and sub-class of the items that have been assigned to new planning models.
Item Number	The number of the item that has been assigned a new planning model.
Vendor	The primary vendor for the items that have been assigned a new planning model.
Growth % Maint Code	The growth percent maintenance code of the item. This column will print one of the following: • **A** if the additional growth percent of the item's default planning model is used in the forecast calculation. • **O** if you have permanently overridden the growth percent for the item. The additional growth percent of the model is not considered. • **1 through 9** if you have temporarily overridden the additional growth percent of the model, for the indicated number of months.

Field/Function Key	Description
Growth %	This is the additional growth percent for this item. It is used to increase or decrease the forecasted sales calculated by IM&P. If the item's growth percent maintenance code has been overridden (**O** or **1 through 9**), this is the overridden value. Otherwise, this is the same growth percent defined for the planning model assigned to the item. If the item does not use an additional growth percentage, this column is blank for the item.
Model ID	The planning model that is now assigned to each item.
Error	Indicates if the system detected an error while updating the Model ID. The error may be one of the following: • Invalid warehouse number • Invalid company in warehouse record • Periods/year for model not equal periods/year for company

Chapter 40 Creating IM&P Balance Records

Use the Create IM&P Balance Records option to create an IM&P Balance File record for each Item Balance File record for a stock item with has a valid vendor. A stock item is one defined through Item Master Maintenance (MENU IAFILE) with a **Y** keyed in the **Update Inventory** field indicating that the item is a stock item. The item is also defined in a warehouse through Item Balance Maintenance (MENU IAFILE).

One IM&P Balance File record contains the planning information required for IM&P to perform its calculations for that item. Therefore, this option creates default planning information for new items to be used in IM&P and should therefore be used when installing IM&P, and periodically to add new groups of items.

Note: In a multi-company environment, be aware of the **Default Model** used in IM&P System Options Maintenance (MENU IMFILE) on the IM&P System Option Maintenance Screen. If your companies have different fiscal years (i.e. 12 or 13 periods), you should run this option by warehouse and set the **Default Model** to one that has the correct number of forecast periods per year.

After this option is run, the following may occur:

- The IM&P Balance File Creation Error Report will print. This report shows the items for which default planning information was not created because an invalid primary vendor has been assigned (or a vendor has not been assigned) to the item in the specified warehouse.
- The **Planning Tool** flag in Item Balance Maintenance (MENU IAFILE) will be set to I for Inventory Management & Planning, and AIM data will be deleted for the item and warehouse that is now planned by IM&P.

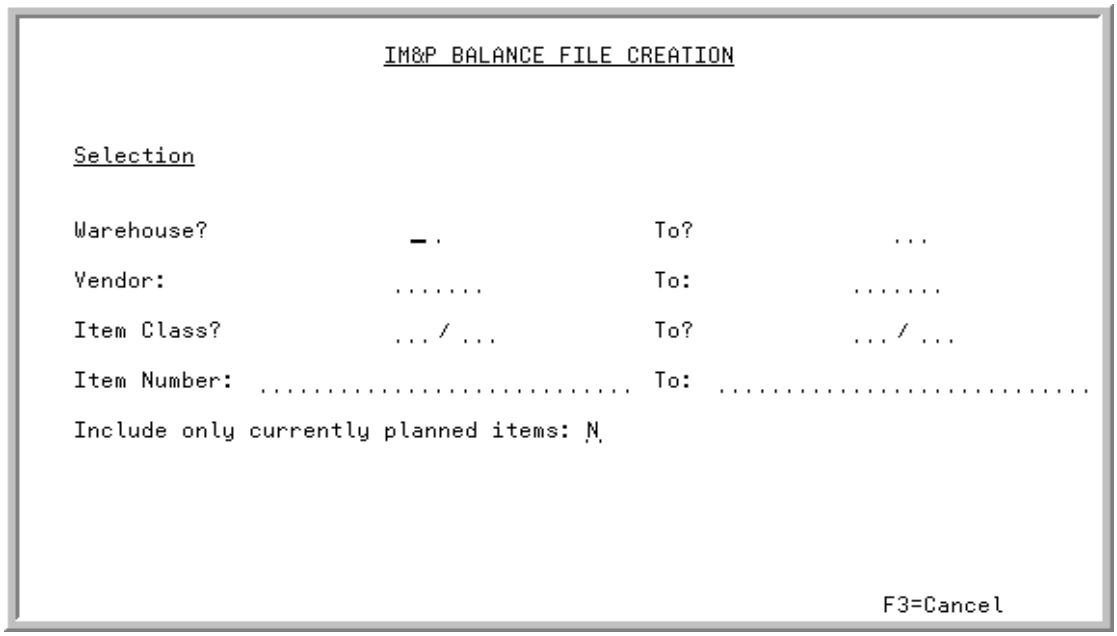
Create IM&P Balance Records

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
IM&P Balance File Creation Screen	Use to specify limiting criteria for the items that will be included in the file creation.

Title	Purpose
IM&P Balance File Creation Error Report	Prints a list of items for which default planning information was not created.

IM&P Balance File Creation Screen



This screen displays after selecting option **6** - Create IM&P Balance Records (MENU IMMAST).

IM&P Balance File records are created for the items in the Item Balance File selected on this screen. The default planning information to create can be selected for only currently planned items or all items, and by the following from and to ranges:

- Warehouse
- Vendor
- Item Class/Sub-class
- Item Number

The values you enter in these fields determine the items for which default planning information will be created. IM&P Balance records will be created for only those items that match the criteria entered.

Additionally, this option will update the **Plan** field in the Item Balance File (**ITBAL**) to **Y** for each IM&P Balance record created. If no record was created due to a missing or invalid primary vendor, the **Plan** field will reflect a **N**. The **Planning Tool** flag in the Item Balance File (**ITBAL**) will be set to **I** for Inventory Management & Planning.

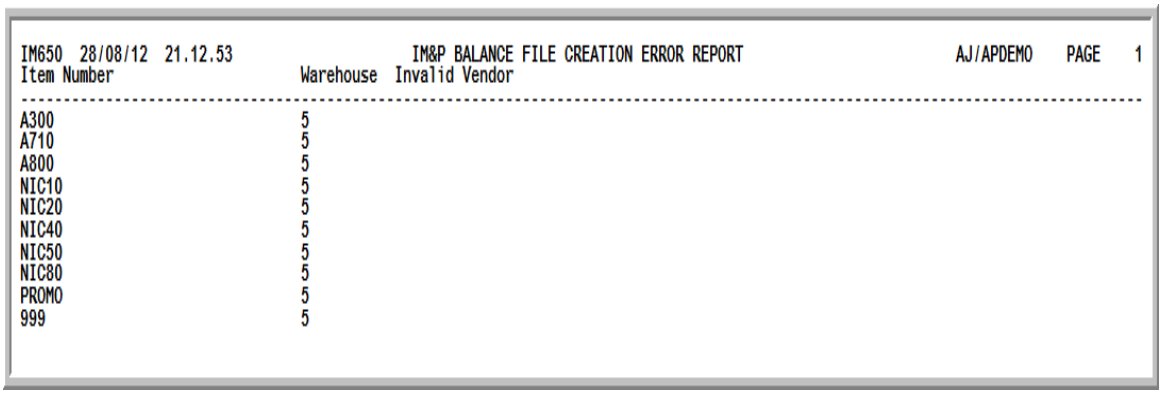
Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

IM&P Balance File Creation Screen Field and Function Keys

Field/Function Key	Description
Warehouse Criteria	Key the warehouse or range of warehouses that store the items for which IM&P Balance records will be created. **Note:** If your companies have different fiscal years (i.e. 12 or 13 periods), you should run this option by warehouse and set the **Default Model** on the IM&P System Option Maintenance Screen to one that has the correct number of forecast periods per year. **Valid Values:** A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2) Optional
Vendor	Key the primary vendors assigned to the items for which IM&P Balance records will be created. **Valid Values:** A vendor defined through Vendors Maintenance (MENU POFILE/MENU APFILE). (2 @ A 6) Optional
Item Class	Key the item class/sub-class or range of item classes/sub-classes of the items for which IM&P Balance records will be created. If the sub-class is left blank, all sub-classes within the item class indicated will be included. **Valid Values:** Item classes are defined through Item Class/Sub Class Maintenance (MENU IAFILE) and are assigned to items through Item Master Maintenance (MENU IAFILE). (2 @ A 2 / A 2) Optional
Item Number	Key the item number or range of item numbers for which IM&P Balance records will be created. **Valid Values:** A valid item number defined through Item Master Maintenance (MENU IAFILE). (2 @ A 27) Optional

Field/Function Key	Description
Include only currently planned items	Key **Y** to include only items that are currently planned items for which IM&P Balance File records will be created. If you key **Y**, this allows for the current Planning Tool to be changed to the Planning Tool that this option is being used for (see Note below). Key **N** to include both currently planned and currently unplanned items for which IM&P Balance File records will be created. If you key **N**, this allows for currently unplanned items to now be planned items and change any currently planned items to the Planning Tool that this option is being used for (see Note below). **Note:** • This field resides in both IM&P and AIM. • If this option is run through IM&P, an item that is already planned by AIM can be selected (**Planning Tool = A**) and changed to be a planned item by IM&P (**Planning Tool = I**). • If this option is run through AIM, an item that is already planned by IM&P can be selected (**Planning Tool = I** for IM&P) and changed to be a planned item by AIM (**Planning Tool = A** for AIM). **Default Value:** N **Valid Values:** Y or N (A 1) Optional
F3=Cancel	Press **F3=CANCEL** to cancel this option and return to MENU IMMAST.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will appear. Refer the Infor Distribution A+ Cross Applications User Guide for details about this screen. After making your report selections, the IM&P Balance File Creation Error Report will print a list of items for which default planning information was not created because an invalid primary vendor has been assigned to the item in the specified warehouse are printed.

IM&P Balance File Creation Error Report



```
IM650  28/08/12  21.12.53                IM&P BALANCE FILE CREATION ERROR REPORT                AJ/APDEMO    PAGE    1
Item Number                 Warehouse  Invalid Vendor
-------------------------------------------------------------------------------------------------------------------
A300                        5
A710                        5
A800                        5
NIC10                       5
NIC20                       5
NIC40                       5
NIC50                       5
NIC80                       5
PROMO                       5
999                         5
```

This report prints following your selections on the IM&P Balance File Creation Screen, and the Report Options Screen, if an invalid primary vendor has been assigned (or a vendor has not been assigned) to one or more items.

The items for which default planning information was not created because an invalid primary vendor has been assigned (or a vendor has not been assigned) to the item in the specified warehouse are printed.

IM&P Balance File Creation Error 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 for which an IM&P Balance record was not created.
Warehouse	The warehouse in which the attempt was made to create an IM&P Balance record for the item.
Invalid Vendor	The invalid vendor number that exists for this item in this warehouse. A vendor number is invalid if it has not been defined through Vendor Master Maintenance (MENU POFILE). This column is blank if no vendor has been assigned to the item, which will also prevent the IM&P Balance record from being created. To specify a valid, primary vendor for the item and warehouse so that an IM&P Balance record can be created, use Item Balance Maintenance (MENU IAFILE).

Chapter 41 Manually Adjusting Item Demand

Use the Demand Variance Utility option to manually adjust demand for items. This option allows you to review demand variances caused by unusual sales events that skew demand (such as back orders, drop shipments, etc.). Using this option allows you to rely more on Distribution A+ to calculate adjustments by pre-defined calculations and less on Customer Service Representatives to adjust demand by order.

The system will provide you with suggested demand adjustments based on a selected calculation method. You can choose to calculate the demand variances by Average Demand vs. Period Demand (the difference between the average demand of a specified number of previous periods and actual demand of the specified adjustment period) or Period Forecast vs. Period Demand (the difference between forecasted and actual demand of the specified adjustment period). You can either accept or override the system suggested demand adjustments.

Note: If Advanced Inventory Management (AIM) is being used and the item/warehouse you are working with is a planned item in AIM, then this option will also adjust demand for the planned items in AIM.

Important: Exercise caution when using the recommended adjustment on seasonal items or unusual models. Such adjustments may need to be based upon more complicated calculations than the ones offered in this option. Recommended adjustments are suggestions and are based on criteria you enter.

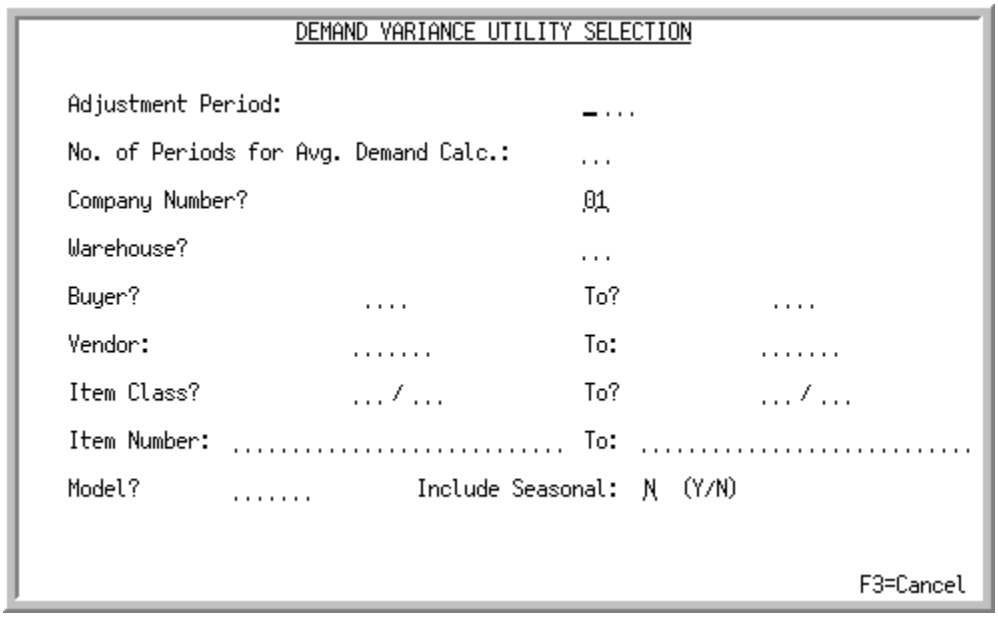
Demand Variance Utility

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
Demand Variance Utility Selection Screen	Use to specify limiting criteria for the items that you want to display demand variances.
Demand Variance Utility Prompt Screen	Use to specify the demand calculation method to use and the smallest variance percent to include.
Demand Variance Utility Maintenance Screen	Lists items with a demand variance that matches the limiting criteria.

Title	Purpose
Demand Variance Utility Statistics Screen	Use to review variance details and make changes

Demand Variance Utility Selection Screen



This screen appears after selecting option **7** - Demand Variance Utility (MENU IMMAST). Use this screen to enter limiting criteria for the items for which you want to display demand variances.

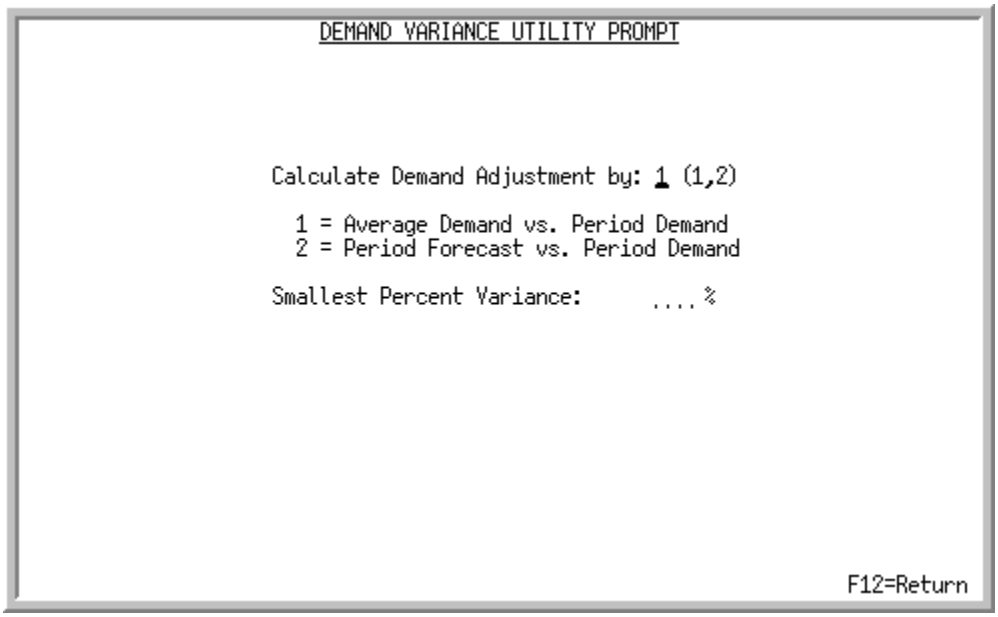
Demand Variance Utility Selection Screen Fields and Function Keys

Field/Function Key	Description
Adjustment Period	Use this field to specify the period in which you want to adjust demand variances. Depending on whether a 12 or 13 period fiscal year is used, the adjustment period must be no more than 12 (or 13) periods earlier than the current Sales Analysis period identified in the Sales Analysis Options (MENU XAFILE). Key the adjustment period in calendar form of MM/YY. **Valid Values:** A period prior to the current period but not earlier than 12 (or 13) periods ago. (N 4,0) Required
No. of Periods for Avg. Demand Calc.	Use this field to specify the number of previous periods to include in the average demand calculation. This average can be compared to the actual demand to determine if any variances exist. **Note:** The current period is not included in the calculation. **Valid Values:** A number between 1 and 13. You can use 13 periods only if the selected company uses 13 period sales accounting. (N 2,0) Required

Field/Function Key	Description
Company Number	This field appears only if the **Multi Company** field is set to **Y** through System Options Maintenance (MENU XAFILE). Use this field to specify the number of the company for which you want to adjust demand variances. **Default Value:** The default company specified for your user ID through Security Maintenance (MENU XASCTY). **Valid Values:** A company number defined though Company Name Maintenance (MENU XAFILE). (N 2,0) Required
Warehouse	Use this field to limit the demand variance calculation to items associated with a specific warehouse. Leave this field blank to include items associated with all non-consignment warehouses in the calculation. **Valid Values:** A non-consignment warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Optional
Buyer	Use these fields to limit the demand variance calculation to items associated with a specific buyer or a range of buyers. Leave these fields blank to include items associated with all buyers in the calculation. (A 3) Optional
Vendor	Use these fields to limit the demand variance calculation to items associated with a specific vendor or a range of vendors. Leave these fields blank to include items associated with all vendors in the calculation. (A 6) Optional
Item Class	Use these fields to limit the demand variance calculation to items associated with a specific item class/subclass or a range of classes/subclasses. Leave these fields blank to include items associated with all classes/subclasses in the calculation. (A 2/A 2) Optional
Item Number	Use these fields to limit the demand variance calculation to a specific item or range of items. Leave these fields blank to include all items in the calculation. (A 27) Optional

Field/Function Key	Description
Model	Use this field to limit the demand variance calculation to items associated with a specific planning model. Leave this field blank to include items associated with all planning models in the calculation. **Valid Values:** A planning model defined through Planning Models Maintenance (MENU IMFILE/MENU AIFILE). (A 6) Optional
Include Seasonal	Use this field to specify whether or not you want to include items associated with seasonal demand models in the demand variance calculation. A planning model is identified as a seasonal demand model through Planning Models Maintenance (MENU IMFILE/MENU AIFILE). Key **Y** if you want to include items associated with seasonal demand models in the demand variance calculation. Key **N** if you do not want to include items associated with seasonal demand models in the demand variance calculation. (A 1) Required
F3=Cancel	Press the **F3=CANCEL** key to exit this option and return to MENU IMMAST.
Enter	Press the **ENTER** key to confirm your entries and continue. The Demand Variance Utility Prompt Screen appears.

Demand Variance Utility Prompt Screen



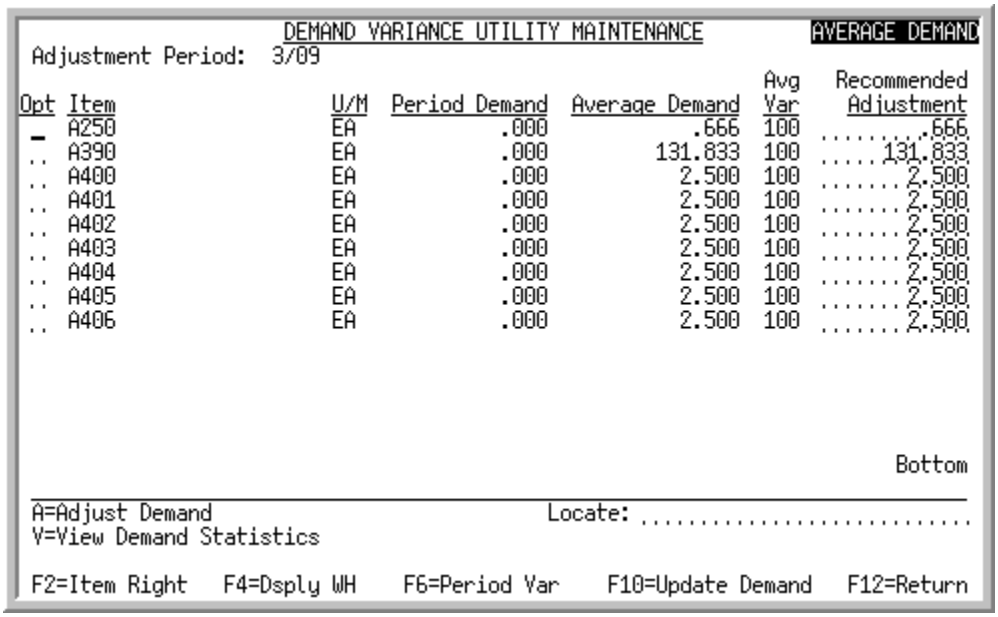
This screen appears after you press **ENTER** on the Demand Variance Utility Selection Screen. Use this screen to select the calculation method you want Distribution A+ to use when it calculates demand variances. You can also limit the list of items you want to consider for demand variance adjustments to items with a percentage variance amount equal to or greater than a specific variance percent.

Demand Variance Utility Prompt Screen Fields and Function Keys

Field/Function Key	Description
Calculate Demand Adjustment by	Key **1** to calculate the demand variances by Average Demand vs. Period Demand (the difference between the average demand of a specified number of previous periods and actual demand of the specified adjustment period). Key **2** to calculate the demand variances by Period Forecast vs. Period Demand (the difference between forecasted and actual demand of the specified adjustment period). **Default Value:** Use this field to specify the calculation method you want Distribution A+ to use when calculating demand variances for items. (A 1) Required

Field/Function Key	Description
Smallest Percent Variance	Use this field to specify the smallest percentage of demand variance you want Distribution A+ to recognize when it creates a list of items for you to consider for demand adjustment. Items with a demand variance whose absolute value is greater than the percentage amount that you key in this field will be included in the list of items on the Demand Variance Utility Maintenance Screen. Leave this field blank to include items with any percentage of demand variance on the Demand Variance Utility Maintenance Screen. (N 3,0) Optional
F12=Return	Press the **F12=RETURN** key to return to the Demand Variance Utility Selection Screen.
Enter	Press the **ENTER** key to confirm your entries and continue. The Demand Variance Utility Maintenance Screen appears.

Demand Variance Utility Maintenance Screen



This screen appears after you press **ENTER** on the Demand Variance Utility Prompt Screen. This screen lists the items with demand variances that match the selection criteria entered on the previous screens. Use this screen to review the demand adjustments recommended by Distribution A+, based on the calculation method you selected. You can accept the suggested adjustments or override them.

For each item in the list, the following information displays:

- Item Number
- Default Stocking Unit of Measure/Warehouse
- Period Demand
- Average Demand/Period Forecast
- Average Variance/Period Variance
- Recommended Adjustment

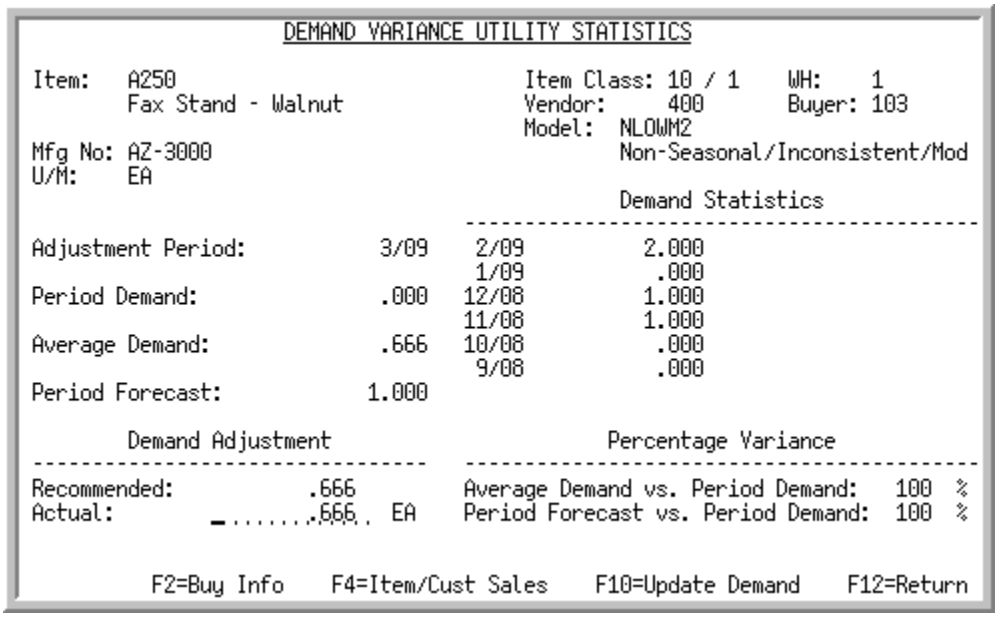
Although you must select a calculation method on the Demand Variance Utility Prompt Screen, you can toggle between displaying values for both calculation methods on this screen. The calculation method selected on the Demand Variance Utility Prompt Screen is the method used to calculate values in the Recommended Adjustment field when you first access this screen.

Demand Variance Utility Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Opt	Use this field to specify the action you want to perform on a particular item. Key **A** if you want to create a demand adjustment for the item. The value in the Recommended Adjustment field will be used to adjust the demand when you press **F10**. Key **V** if you want to review demand details for an item. You can key an **A** or a **V** in more than one **Opt** field for multiple items. Pressing **ENTER** will process the items marked with **V**; pressing **F10=UPDATE DEMAND** will process items marked with **A**. (A 1) Required
Recommended Adjustment	Use this field to specify the amount of the demand adjustment. You can accept the value calculated by Distribution A+ or override it with a new value. **Default Value:** The value calculated by Distribution A+, based on the calculation method selected on the Demand Variance Utility Prompt Screen. (N 11,3) Required
Locate	Use this field to position the cursor to the first item number containing the characters you enter. Key the search characters and press **ENTER**. (A 27) Optional
F2=Item Right / F2=Item Left	Press the **F2=ITEM RIGHT / F2=ITEM LEFT** function key to toggle between displaying the first 18 characters or the last 18 characters of an item number displayed in the Item column.
F4=Display WH/ F4=Display U/M	Press the **F4=DISPLAY WH / F4=DISPLAY U/M** function key to toggle between displaying the warehouse or stocking unit of measure associated with the items. The **U/M** and **WH** columns will display accordingly.
F6=Period Var / F6=Average Var	Press the **F6=PERIOD VAR / F6=AVERAGE VAR** function key to toggle between displaying the demand variance values calculated by Average Demand vs. Period Demand or Period Forecast vs. Period Demand.

Field/Function Key	Description
F10=Update Demand	Press the **F10=UPDATE DEMAND** function key after making changes to or confirming the Distribution A+ calculated values in the **Recommended Adjustment** field. The demand will be updated for each item for which you keyed an **A** in the **Opt** field. A record will be written to the Item Sales Demand Manual Adjustments File (**ITADJ**) for the recommended adjustment amount. Also, the Item Sales Demand File (**ITDMD**) adjustments will be updated to include this quantity.
F12=Return	Press the **F12=RETURN** function key to return to the Demand Variance Utility Prompt Screen.
Enter	Press the **ENTER** key after keying search characters in the Locate field. The cursor will be positioned to the first item number that contains the search characters entered. Press this key after keying **V** in the **Opt** field for one or more items to access detailed demand statistics. The Demand Variance Utility Statistics Screen appears.

Demand Variance Utility Statistics Screen



This screen appears after you key **V** in the **Opt** field and press **ENTER** on the Demand Variance Utility Maintenance Screen. Use this screen to review detailed demand statistics for the selected item. You can also accept the suggested demand variance adjustment calculated by Distribution A+ for this item or override it. For the selected item, the following information displays:

- Item number and description
- Manufacturing item number
- Default stocking unit of measure
- Item class/subclass
- Warehouse
- Primary vendor
- Buyer
- Planning model
- Adjustment period specified on the Demand Variance Utility Selection Screen
- Demand for the item in the adjustment period specified on the Demand Variance Utility Selection Screen
- Average demand for the item, calculated by using the sum of the demand for the number of periods specified on the Demand Variance Utility Selection Screen, starting with the prior period.
- Forecast for this item for the adjustment period specified on the Demand Variance Utility Selection Screen.
- Recommended demand adjustment amount, calculated by Distribution A+ using the calculation method selected on the Demand Variance Utility Prompt Screen. Can be changed using the **Actual** field.

- Demand value for each period used in the average demand calculation
- Percentage variance for this item determined for each calculation method

If you keyed **V** in the **Opt** field for more than one item on the Demand Variance Utility Maintenance Screen, the first item in that list will display here first. The next item you selected will display when you press **F10=UPDATE DEMAND** or **ENTER** on this screen.

Demand Variance Utility Statistics Screen Fields and Function Keys

Field/Function Key	Description
Actual	Use this field to specify the amount by which to adjust the demand. You can accept the value calculated by Distribution A+ or override it with a new value. **Default Value:** The value calculated by Distribution A+, based on the calculation method selected on the Demand Variance Utility Prompt Screen. (N 11,3) Required
F2=Buy Info	Press the **F2=BUY INFO** function key to access the item's buying information. The Buying Information Screen - IM&P or the Buying Information Screen - AIM appears.
F4=Item/Customer Sales	Press the **F4=ITEM/CUSTOMER SALES** function key to review: • customers who purchased this item • sales revenue, quantity and gross profit % for this item for a fiscal year-to-date • monthly detailed sales information for this item The Item/Customer Sales Inquiry Selection Screen appears. Refer to the Infor Distribution A+ Sales Analysis User Guide for an explanation of that screen.
F10=Update Demand	Press the **F10=UPDATE DEMAND** function key after making changes to or confirming the Distribution A+ calculated values in the Actual field. The demand will be updated for this item. If you keyed **V** in the **Opt** field for more than one item on the Demand Variance Utility Maintenance Screen, the next item displays on this screen.
F12=Return	Press the **F12=RETURN** function key to return to the Demand Variance Utility Maintenance Screen.
Enter	If you keyed **V** in the **Opt** field for more than one item on the Demand Variance Utility Maintenance Screen, the next item you selected will display on this screen when you press the **ENTER** key.

Chapter 42 Activating IM&P

Use the Activate IM&P option to activate IM&P after its initial installation.

Before you begin using IM&P, you must supply the closing month and year of the last company closed through Period End Processing (MENU SAMAST) in the Sales Analysis module. To determine what the current period is for all companies, refer to the IM&P Checklist in the Infor Distribution A+ Cross Applications User Guide. Once you have determined the month and year needed, you must activate IM&P through this option and key the data.

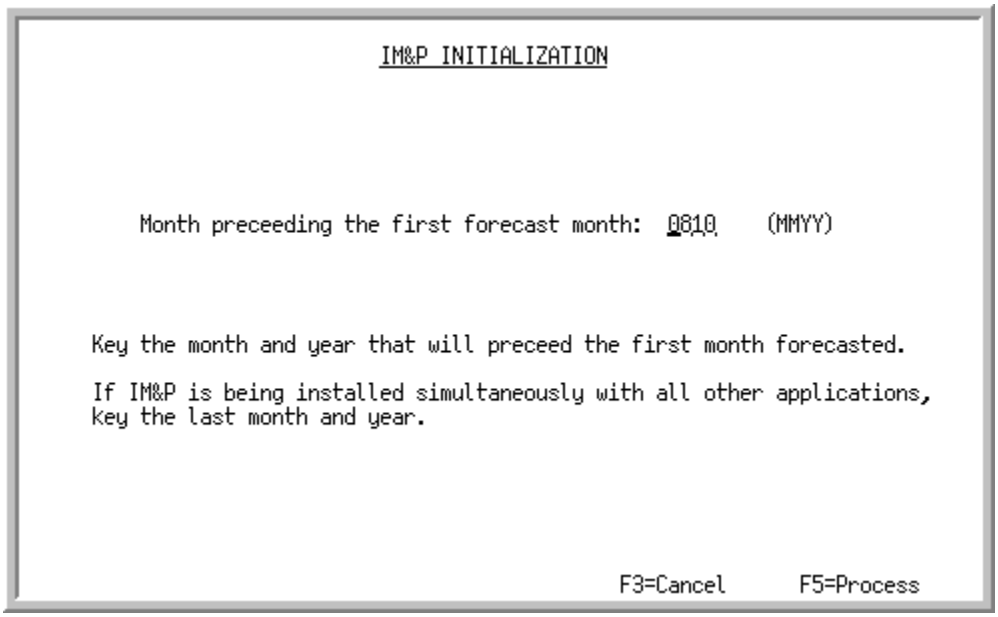
Note: This process can only be run once and must be run before you can begin planning items with IM&P. Also, once IM&P has been started, the **Plan** field in Item Balance Maintenance (MENU IAFILE) will exist. The Create Default Planning information for your items (MENU IMMAST) can only be run after Activate IM&P has been executed.

Activate IM&P

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
IM&P Initialization Screen	Use to specify the month preceding the first forecast month.

IM&P Initialization Screen



This screen displays after selecting option 10 - Activate IM&P on Menu IMMAST and is used to start processing data through IM&P. You must key the month and year of the last Sales Analysis Calendar Period End Processing, regardless of whether your business operates on a calendar basis or a fiscal basis.

Example: First Forecast Month

If your business runs on a calendar year and you are installing IM&P in February of 2010, and the last Period End Processing was performed for January of 2010, you would fill the field on the prompt screen with 01 for the month and 10 for the year.

If your business runs on a fiscal year and your year runs from July 2009 through June 2010, and you are installing IM&P in February of 2010, and the last Period End Processing was performed for calendar January 2010, you would still fill the field on the prompt screen with 01 for calendar month and 10 for the year.

Note: This process can only be run once and must be run before you can begin planning items with M&P. Also, once IM&P has been started, the **Plan** field in Item Balance Maintenance (MENU IAFILE) will exist. The Create Default Planning information for your items (MENU IMMAST) can only be run after Activate IM&P has been executed.

If this option has already been run and an attempt is made to run it again, an error message will be presented.

IM&P Initialization Screen Fields and Function Keys

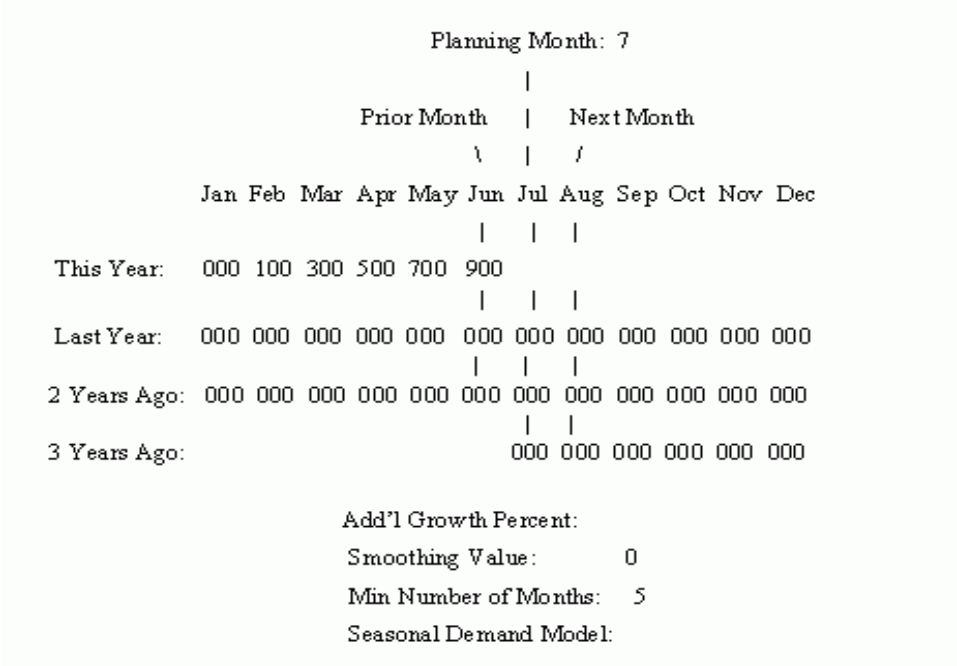
Field/Function Key	Description
Month	Use this field to identify the last full month/year (MMYY format) that will be closed before the first IM&P Monthly Update (MENU IMMAST) will be run. Distribution A+ will utilize the next month as the first month to be forecasted through IM&P. See example on previous page. (N 4,0) Required
F3=Cancel	Press **F3=CANCEL** to cancel this option and return to MENU IMMAST.
F5=Process	Press **F5=PROCESS** to initialize IM&P. When the update is done, MENU IMMAST will display. Once IM&P has been started, the **Plan** field in Item Balance Maintenance (MENU IAFILE) will exist. The Create Default Planning information for your items (MENU IMMAST) can only be run after Activate IM&P has been executed.

Appendix A Suggested Planning Models

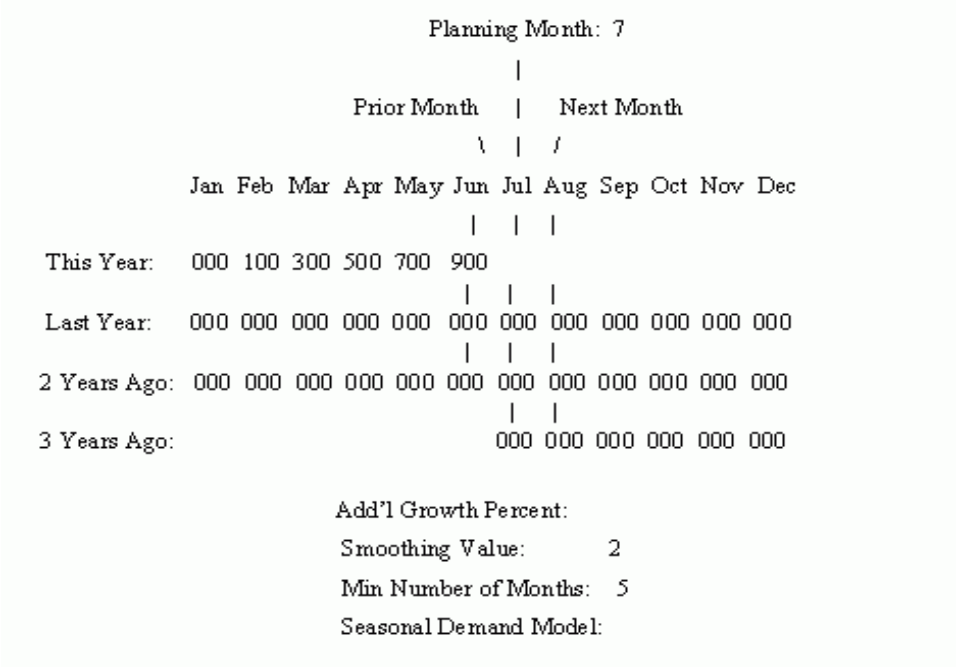
This appendix describes the thirteen models that you may want to set up in IM&P. Depending on the seasonality and consistency of your items' demand, you may need some or all of the suggested models. This appendix shows the suggested models as they would be entered through Planning Models Maintenance (MENU IMFILE/MENU AIFILE). Refer to CHAPTER 28: Maintaining Planning Models for a complete description of that option.

Product Type	Sales Type	Smoothing	Model ID
Seasonal	Short Season 1-2 Months	Moderate	SSHTM2
		None	SSMTM0
	Medium Season 2-3 Months	Moderate	SSMEDM2
		None	SSMEDM0
	Long Season 4 or more months	Moderate	SLNGM2
		Light	SLNGM1
		None	SLNGM0
Non-Seasonal	Consistent	Moderate	NCONM2
		None	NCONM0
	Inconsistent	Moderate	NINCM2
		Light	NINCM1
		None	NINCM0
	Very Inconsistent	Moderate	NLOWM2

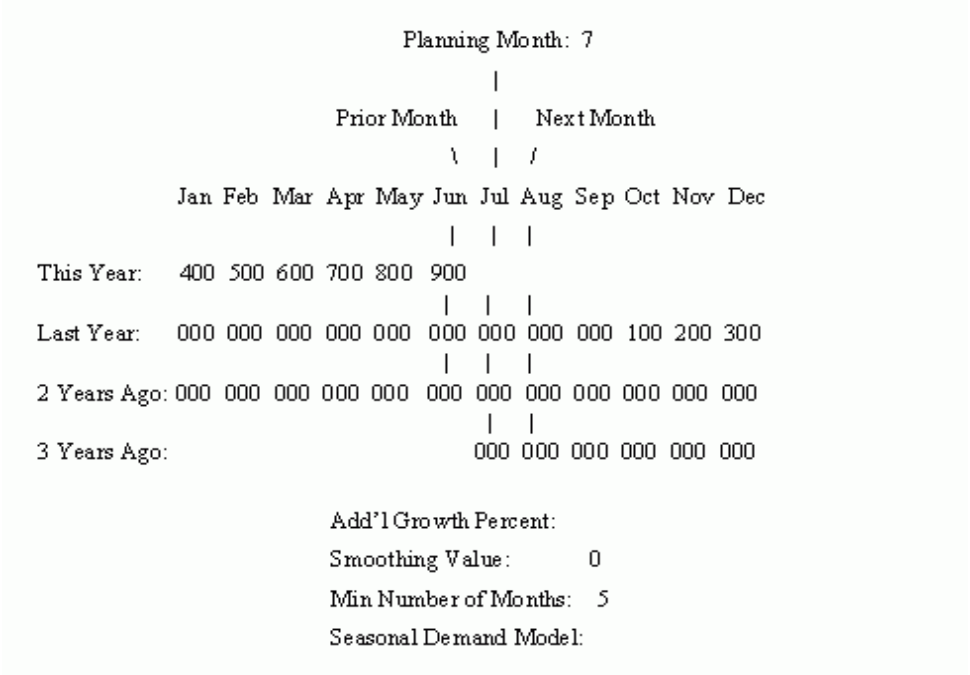
NCONM0: Non-seasonal/Consistent/No Smoothing



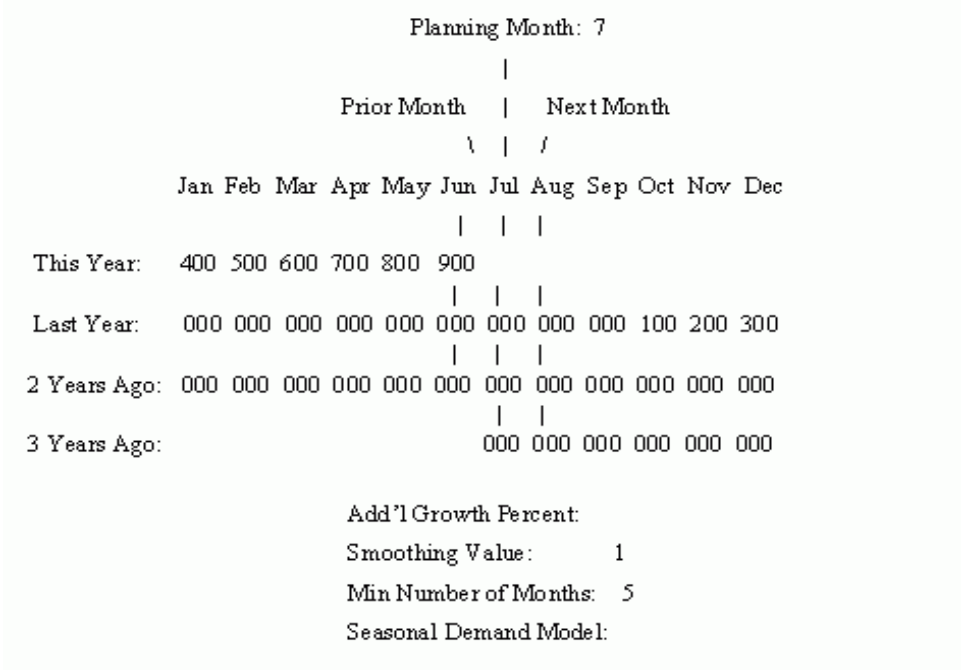
NCONM2: Non-seasonal/Consistent/Moderate Smoothing



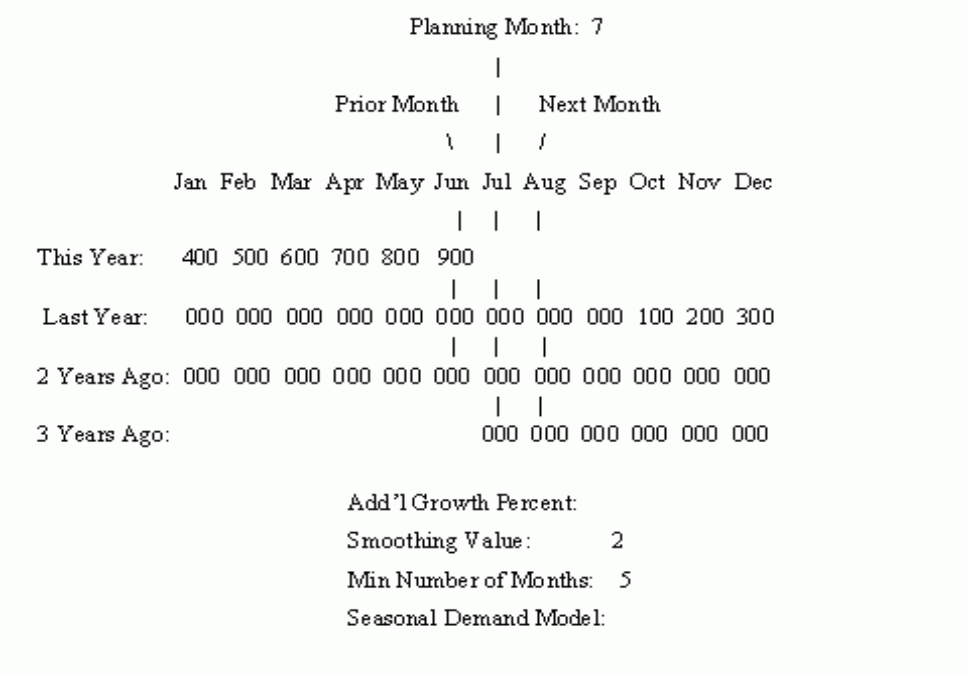
NINCM0: Non-seasonal/Inconsistent/No Smoothing



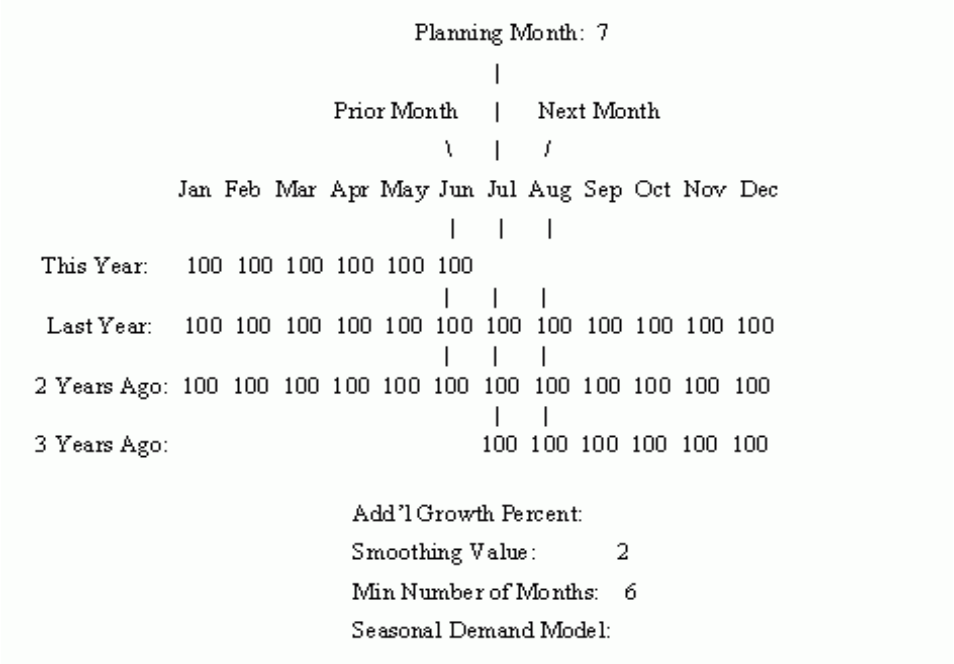
NINCM1: Non-seasonal/Inconsistent/Light Smoothing



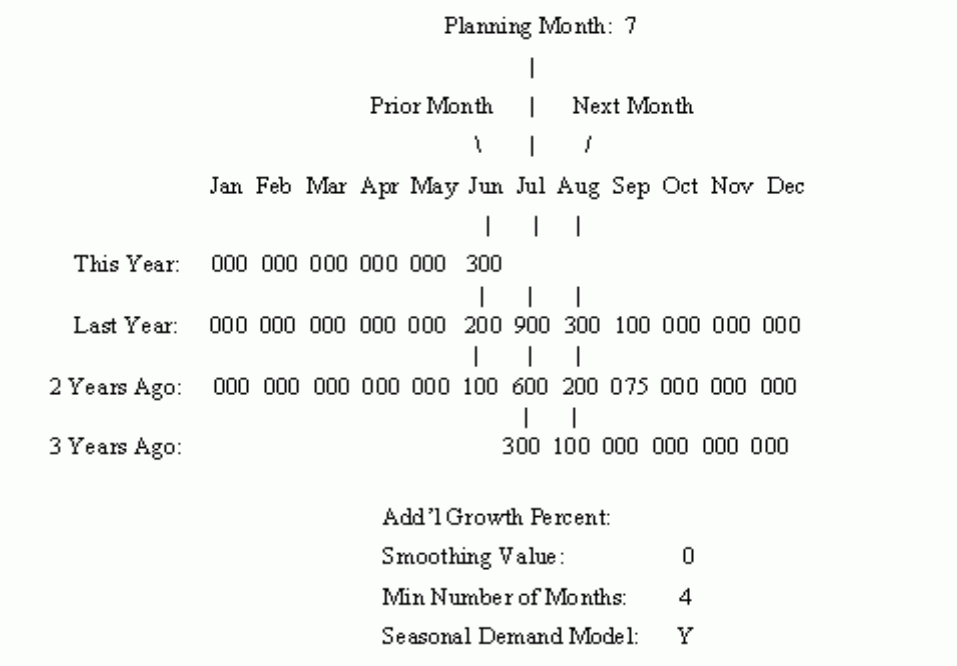
NINCM2: Non-seasonal/Inconsistent/Moderate Smoothing



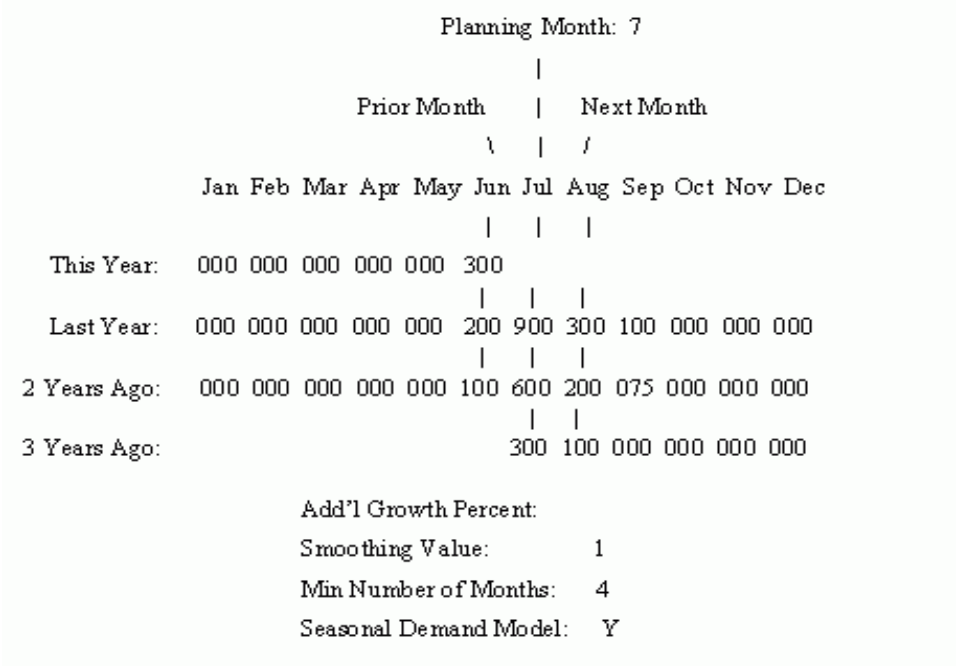
NLOWM2: Low Usage Model



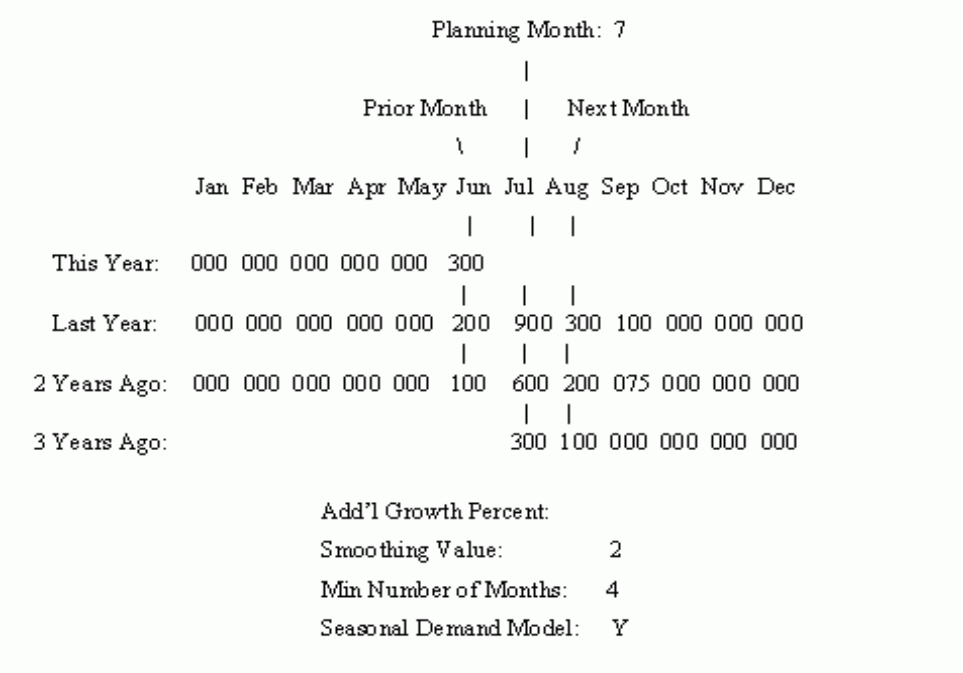
SLNGM0: Long Season/No Smoothing



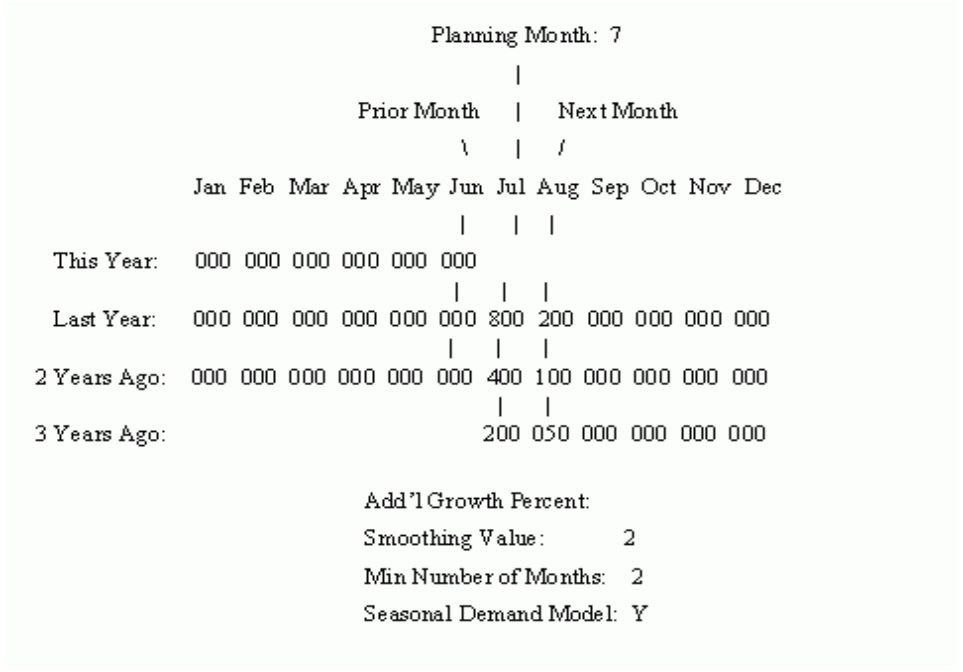
SLNGM1: Long Season/Light Smoothing



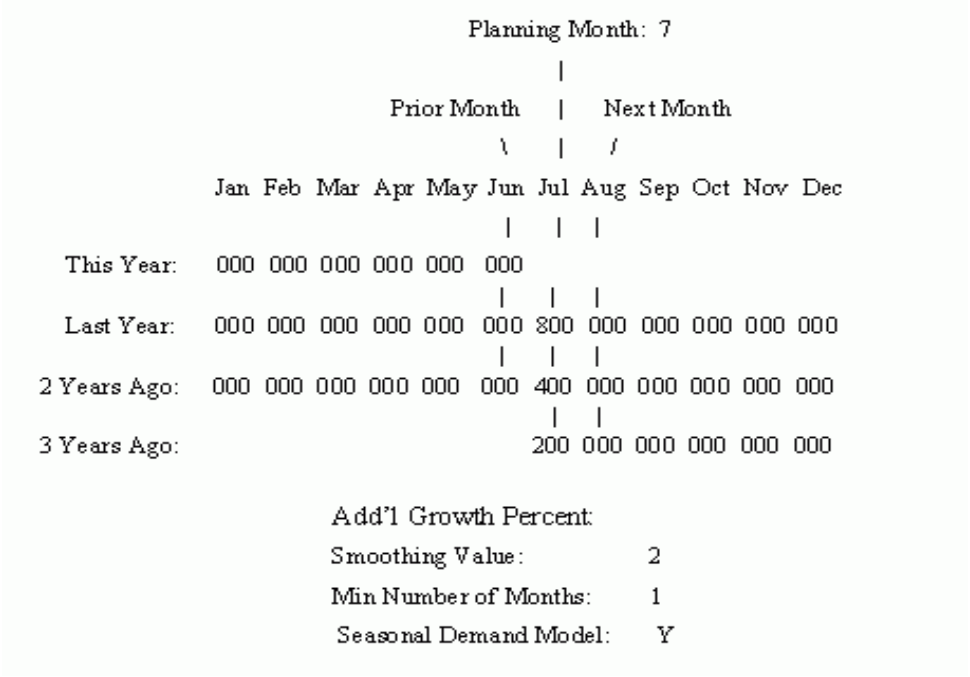
SLNGM2: Long Season/Moderate Smoothing



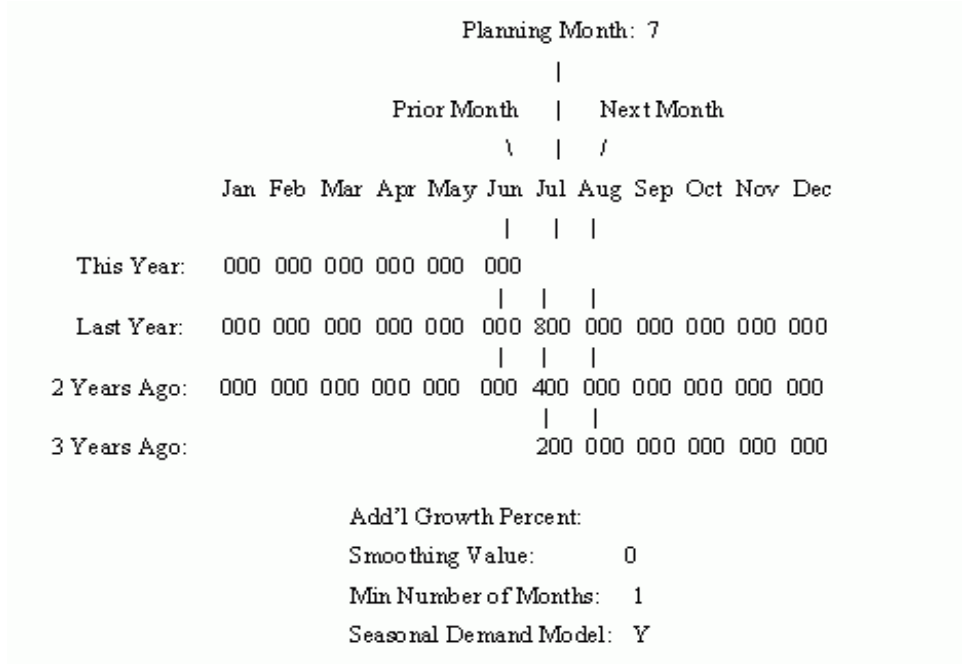
SMEDM0: Seasonal/No Smoothing



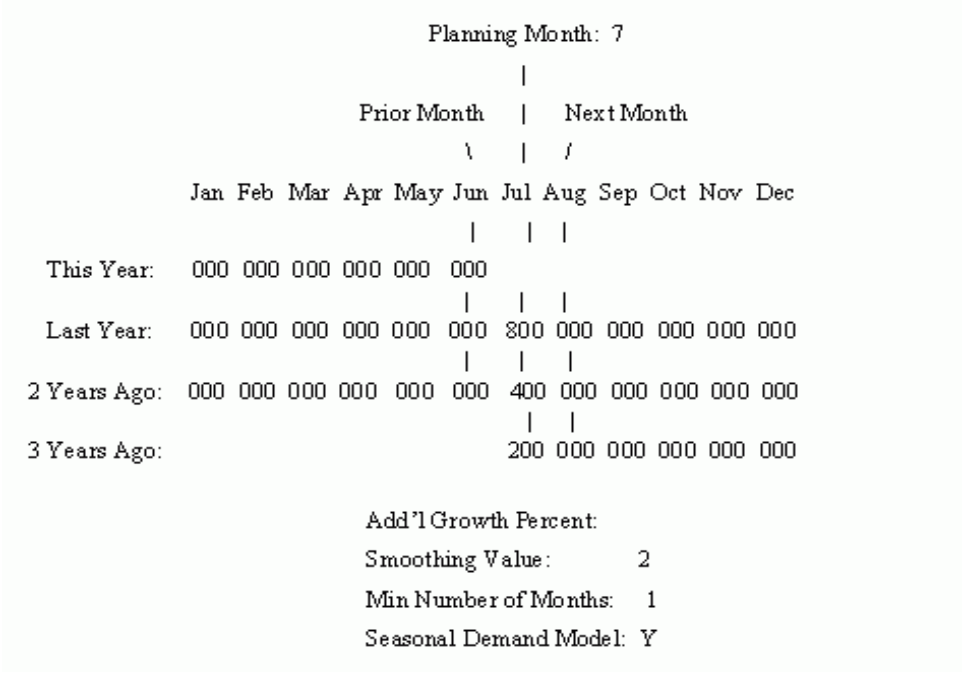
SMEDM2: Seasonal/Moderate Smoothing



SSHTM0: Short Season/No Smoothing



SSHTM2: Short Season/Moderate Smoothing



Glossary

Forecast Usage	The sales forecast of an item for each of the next 12 months. This forecast is calculated by IM&P at the beginning of each month using the item's previous demand history.
IM&P Balance Information	Information stored in the IM&P Balance File for an individual item in a warehouse. Also called planning information, it is used by IM&P to perform sales forecast and stocking level calculations. See Planning Information within this section for additional information. IM&P Balance information is maintained through Item Balance Maintenance (MENU IAFILE).
IM&P Variables	The IM&P variables are lead time, service level, order frequency, and order level. They are referred to collectively because they are stored in a single file called the IM&P Variables File. Although stored in a single file, each variable is maintained separately from the File Maintenance Menu (MENU IMFILE). These variables are used by IM&P to calculate an item's forecast usage, minimum balance, and maximum balance.
Item Balance Information	Detailed information that pertains to an individual item in a specific warehouse. Primarily used in the Inventory Accounting module, it contains current quantities and specific characteristics of an item. It is used in IM&P to determine if an item is a planned item that will be used in IM&P forecasting calculations. A planned item must also be assigned to a valid vendor. Item balance information is maintained through Item Balance Maintenance (MENU IAFILE).
Lead Time	An IM&P variable that indicates, in weeks, the amount of time required for you to receive an item from the time that it was ordered.
Maximum Balance	The highest desired quantity of that item that should be on-hand at any time. If an item exceeds this quantity, it is in danger of being overstocked, causing inefficient utility of storage. Suggested order processing in Purchasing uses the maximum balance quantity to suggest the quantity of items that should be ordered for applicable items. The maximum balance is used as the restock quantity.

Minimum Balance	The lowest stock quantity on-hand of that item allowed before requiring more of the item be ordered. If an item falls below its minimum balance, it is in danger of stocking out. Suggested order processing in Purchasing suggests that a purchase order be created for any item having an on-hand quantity equal to, or below, its minimum balance.
Safety Stock	The quantity of the item in inventory that is used as a buffer to compensate for excess customer demand, or longer than usual lead times. Its purpose is to prevent stockouts or backorders, both of which may be damaging to your business. Items with a relatively smooth demand require a minimum safety stock, while items with erratic demand require higher levels. Although it is not an IM&P variable that requires separate file maintenance, it has a direct relationship with an item's service level, and may be maintained for an individual item. The safety stock of an item may change, however, even if the item's service level remains constant.
Service Level	An IM&P variable expressed in a percentage. It represents the quantity of items ordered that can be supplied from stock. For example, a service level of 80% indicates that 80 out of 100 orders can successfully be shipped. It is directly related to, and used to calculate, the safety stock of an item.
Order Frequency	An IM&P variable that indicates, in weeks, how frequently an order is placed with the vendor who supplies the item. It is used to calculate minimum and maximum balances.
Order Level	An IM&P variable that indicates the quantity of the item that is usually ordered. This quantity is measured by the number of weeks supply that is ordered. It is used to calculate the item's maximum balance.
Planned Item	Any item that will have minimum balance, maximum balance, and forecast usage calculated by IM&P. If an item is not planned, it cannot be assigned planning information, and therefore cannot have any calculations performed for it. The minimum and maximum balances are set through Item Balance Maintenance (MENU IAFILE). If an item is planned, it contains a Y in the Plan field when maintained through Item Balance Maintenance (MENU IAFILE). All planned items must be assigned a valid vendor in the item balance information.

Planning Information	Information that is used by IM&P to perform its calculations. It pertains to planned items only, and consists of the item's planning model, IM&P variables, safety stock quantity, additional growth percentage, minimum balance, and maximum balance. All planning information is maintained automatically by IM&P, but may be overridden temporarily or permanently. Planning information is stored in the IM&P Balance File, which is maintained through Item Balance Maintenance (MENU IAFILE2).
Planning Model	A definition of how demand history is used to forecast the sales of an item. It defines the relative weights for up to 36 months (or 39 periods) of demand history. These weights indicate how each period of history influences the sales forecast. Demand history for periods that are not assigned weights are not considered in the item's forecast. Planning models also contain a smoothing factor and an additional growth percent.
Sales History/ Demand History	A record of your items previous sales that have been processed through (or converted to) Distribution A+. Demand history is sales history plus certain transaction adjustments, such as those for substituted items, warehouse transfers, etc. All this data is stored in, and may be reported or inquired upon, through the Sales Analysis module. Sales demand is used by IM&P to calculate the forecast usage of an item. Using a planning model, the relative importance of sales demand for each previous period is defined.
Suggested Order Processing	A feature of the Purchasing module that may be used to create purchase orders based on an item's minimum and maximum balances. When an item's on-hand quantity falls below its minimum balance, an order for the item is suggested in the quantity that will replenish it to its maximum balance. Suggested order processing utilizes the minimum balance and maximum balance calculations performed by IM&P.
Planning Model	A definition of how demand history is used to forecast the sales of an item. It defines the relative weights for up to 36 months (or 39 periods) of demand history. These weights indicate how each period of history influences the sales forecast. Demand history for periods that are not assigned weights are not considered in the item's forecast. Planning models also contain a smoothing factor and an additional growth percent.