Materials Management

Sample Reports

INFINIUM
SOFTWARE

Table of Contents

About This Guide

Purpose of This Guide

This guide provides sample reports for Infinium MM.

Along with providing sample reports, this guide also lists the menu options you use to generate the reports and provides examples of most screens from which you make your report selections. This guide contains report samples for the following products:

- Infinium Cross Applications

- Infinium Inventory Control

- Physical Inventory Module

- ABC Analysis Module

- Reorder Point Processing Module

- Infinium Journal Processor

- Infinium Order Processing

- Sales Analysis Module

- Infinium Purchase Management

Reports listed in this guide may consist of more than one page. For example, if you have five raw materials, the Raw Material/Resource report prints one page per material, for a total of five pages. Because the purpose of this book is to familiarize you with the reports available, in most cases only one page of each report is included.

All reports that have a selection screen automatically generate a report cover page that identifies the selection criteria for the report.

Intended Audience

This guide is written for persons responsible for setting up and generating reports.

Conventions Used in This Guide

This section describes the following conventions we use in this guide:

- Fonts and Wording

- Infinium and Corresponding Abbreviated Names

Fonts and Wording

Convention	Description	Example
[F4]	Represents a key on your keyboard.	Press [F4] to display a list from which you can select a valid entry.
Menu Options and *Field Names*	*Italics* typeface for a menu option or a field name. This guide uses the same abbreviations that the system displays on the screen.	Select *Print Appl Hist by Cash Rcpt* and press [Enter]. The system enters a default value in the *Company code* field.
[Quick Access Codes]	A code in brackets [ ] that represents a quick access code for a menu option.	Select *Maintain Company Controls* [MCC].

`Data you type`
 	
and
 	
`System generated messages`
	A `bold monospaced` typeface for data that you type on your keyboard or for messages that the system displays on your screen.	Type `CA` in the *System* field.
		
		The system displays the following message:
		
		`Press Enter again to save your changes`

Select...	An instruction that tells you to choose a menu option. Position your cursor at the desired location, type any non-blank character, and then press [Enter].	Select *Submit Autocash to Batch* and press [Enter]. To select a draft session and change its information, type `2` next to the appropriate draft session and press [Enter].

Convention	Description	Example
Publication and course titles	Unless otherwise stated, titles refer to Infinium applications for the AS/400 or iSeries.	*Infinium Cross Applications Guide to System Controls and Materials Maintenance* is referred to as *Infinium CA Guide to System Controls and Materials Maintenance*.

Infinium and Corresponding Abbreviated Names

The table below lists Infinium names and the corresponding product abbreviations that are associated with this product.

Infinium Name	Infinium Abbreviations
Infinium Materials Management Suite	**Infinium MM**
Infinium Purchase Management	Infinium PM
Infinium Inventory Control	Infinium IC
Infinium Order Processing	Infinium OP
Infinium Electronic Exchange	Infinium EX
Infinium Journal Processor	Infinium JP
Infinium Cross Applications	Infinium CA
Infinium Process Manufacturing Suite	**Infinium PR**
Infinium Advanced Planning	Infinium MP
Infinium Formula Management	Infinium PF
Infinium Manufacturing Control	Infinium MC
Infinium Regulatory Management	Infinium RM
Infinium Laboratory Management	Infinium LA

Related Documentation

For further information about the Infinium MM Suite, refer to the following relevant documents:

- *Infinium CA Guide to System Controls and Materials Maintenance*

- *Infinium IC Guide to Setup and Processing*

- *Infinium JP Guide to Setup and Processing*

- *Infinium OP Guide to Setup and Processing*

- *Infinium PM Guide to Setup and Processing*

- On-line help text

Part 1
Printing Infinium CA Reports

1

The part consists of the following topics:

Printing the Working Days Calendar

You use calendars to establish the number of working days for each month of a year. Infinium OP, Infinium IC, Infinium MP and Infinium PM use calendars.

Use the menu path below.

▶ *Code Files*

　▼ *Print Working Days Calendar* [PWDC]

```
   2/13/98      8:02:51      Print Working Days Calendar      PRGPWCV     PRDPWCV


   Company . . . . . . . . . . . . . .    __IS1 +    INFINIUM SOFTWARE (INSTRUCTOR)
   Warehouse . . . . . . . . . . . . .    ISW1_ +    INFINIUM WAREHOUSE #1

   Specify range of months:
     Beginning year and month  . . . .    ____ __
     Ending year and month . . . . . .    ____ __












   F2=Function keys  F3=Exit  F4=Prompt  F5=Refresh  F24=More keys

                                                                            ▌
```

Figure 1-1: Print Working Days Calendar screen

After you complete the fields on the screen, press ⬚Enter⬚ to generate the report.

COMPANY . . . . :   IS1   INFINIUM SOFTWARE INC
WAREHOUSE . . . . :   ISW1   WAREHOUSE "1" (INSTRUCTORS)
YEAR AND MONTH . . . . :   1997   OCT.

```
 _____ _____ _____ _____ _____ _____ _____
| 01     | 02   W | 03   W | 04   W | 05   W | 06   W | 07     |
|_____|_____|_____|_____|_____|_____|_____|
| 08     | 09   W | 10   W | 11   W | 12   W | 13   W | 14     |
|_____|_____|_____|_____|_____|_____|_____|
| 15     | 16   W | 17   W | 18   W | 19   W | 20   W | 21     |
|_____|_____|_____|_____|_____|_____|_____|
| 22     | 23   W | 24   W | 25   W | 26   W | 27   W | 28     |
|_____|_____|_____|_____|_____|_____|_____|
| 29     | 30   W | 31   W |        |        |        |        |
|_____|_____|_____|_____|_____|_____|_____|
|        |        |        |
|_____|_____|_____|
```

COMPANY . . . . :   IS1   INFINIUM SOFTWARE INC
WAREHOUSE . . . . :   ISW1   WAREHOUSE "1" (INSTRUCTORS)
YEAR AND MONTH . . . . :   1997   NOV.

```
 _____ _____ _____ _____ _____ _____ _____
|        |        |        | 01   W | 02   W | 03   W | 04     |
|_____|_____|_____|_____|_____|_____|_____|
| 05     | 06   W | 07   W | 08   W | 09   W | 10   W | 11     |
|_____|_____|_____|_____|_____|_____|_____|
| 12     | 13   W | 14   W | 15   W | 16   W | 17   W | 18     |
|_____|_____|_____|_____|_____|_____|_____|
| 19     | 20   W | 21   W | 22   W | 23     | 24     | 25     |
|_____|_____|_____|_____|_____|_____|_____|
| 26     | 27   W | 28   W | 29   W | 30   W |        |        |
|_____|_____|_____|_____|_____|_____|_____|
|        |        |        |
|_____|_____|_____|
```

Printing the Raw Material/Resource Report

You can print a listing of the information contained in the raw material/resource records you have on file.

Use the menu path below.

▸ *Master Files*

   ▼ *Print Raw Material/Resource* [PRMR]

```
 2/13/98     8:03:30    Print Raw Material/Resource    PRGMTLP    PRDMTLP
 _____

 Beginning Material  . . . . . . . .   _____  +
 Ending Material . . . . . . . . . .   _____  +

 Attributes
 General Information . . . . . . . .   Y  Y=Yes, N=No
 Inventory Information . . . . . . .   Y  Y=Yes, N=No
 Chemical Properties Information . .   Y  Y=Yes, N=No
 Regulatory Information  . . . . . .   Y  Y=Yes, N=No
 Costing Information . . . . . . . .   Y  Y=Yes, N=No
 Miscellaneous Information . . . . .   Y  Y=Yes, N=No
 User Defined Fields . . . . . . . .   Y  Y=Yes, N=No




 _____

 F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F18=Message line

                                                                       ▮
```

Figure 1-2: Print Raw Material/Resource Request screen

Specify the range of raw material/resource records and the types of information you want to print. To print information for one raw material/resource only, use the *Beginning Material* field.

Press ⌑Enter⌑ to generate the report.

Material . . . . : RAW11
General Information
Active Code . . . . : 1   Weight Per Volume . . . . :   8.33000
Description - Line 1 . . . . . : PROCESS RAW MATERIAL-water   Specific Gravity . . . . : 1.001
Description - Line 2 . . . . . :   Alternate Material . . . . :
Material Unit of Measure . . . : GL   Liquid Solid Code . . . . : 1
Commodity Code . . . . : S2KCOMM1   Report Type . . . . :
Inventory G/L Partial Account . . :   Critical Resource . . . . : N
Material Revision Level . . . . :   Auto Source Capable Material . . : Y
Sort Code . . . . :
Inventory Information
Inventoried . . . . : Y
Inventoried Under . . . . :
Chemical Properties Information
                                   Weight   Volume   Weight   Volume
% Pigment Lead-Free   10.00   10.00   % Resin   90.00   90.00
% Pigment With Lead   % Vehicle
% Pigment Chromate   % Solvent Non-Exempt
% Pigment Other   % Solvent Exempt
% Additive
Regulatory Information
MSDS Reference Material . . . . . :   Reactivity Hazard Code . . . . . :
Special SARA Compound for MSDS . : N   Personal Hazard Code . . . . . . :
Health Hazard Code . . . . . . :   TSCA ID Assigned . . . . : N
Flammability Hazard Code . . . . :   Hazards Data Required . . . . . . : N
Purchased Hazardous Material . . : N   Inbound MSDS Number . . . . :
Costing Information
Cost Unit of Measure . . . . . : GL   Cost Code . . . . : R
Cost Weight Per Volume . . . . :   Process Material . . . . : N
Miscellaneous Information
QC Type Category . . . . :   Weight Per Bag . . . . :
Lab Breakdown Code . . . . . . : ADH   Batch Ticket Message . . . . . . :
Solvent Type . . . . :   Usage Loss Percentage . . . . . . :
Percent Oil Absorption . . . . :   Zero Loss Factor . . . . : N
Material Type . . . . :   Primary Company . . . . :
                                                            Primary Warehouse . . . . :

User Defined Fields
Raw Material Comments........ water   Is this hazardous?   no
Alpha Field 3 - RAWMATPF   Alpha Field 4 - RAWMATPF
Alpha Field 5 - RAWMATPF   No of Days
Numeric Field 2 - RAWMATPF   Numeric Field 3 - RAWMATPF
Numeric Field 4 - RAWMATPF   Numeric Field 5 - RAWMATPF
Date Last Inspected   00000000   Date Field 2 - RAWMATPF   00000000
Date Field 3 - RAWMATPF   00000000   Date Field 4 - RAWMATPF   00000000
Date Field 5 - RAWMATPF   00000000

Printing Product Records

You can print a listing of the information contained in the product records you have on file. Use the menu path below.

▶ *Master Files*

　▼ *Print Products* [PP]

```
  2/13/98      8:03:59            Print Products           PRG01     PRD01
  _____

  Beginning Product . . . . . . . . .   _____  +
  Beginning Size  . . . . . . . . . .   __
  Ending Product  . . . . . . . . . .   _____  +
  Ending Size . . . . . . . . . . . .   __
  Or,
  Beginning Product Category  . . . .   ____  +
  Ending Product Category . . . . . .   ____  +

  Attributes
  General Information . . . . . . . .   Y  Y=Yes, N=No
  Inventory Information . . . . . . .   Y  Y=Yes, N=No
  Customer Order Information  . . . .   Y  Y=Yes, N=No
  Miscellaneous Information . . . . .   Y  Y=Yes, N=No
  User Defined Fields . . . . . . . .   Y  Y=Yes, N=No




  _____

  F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys

                                                                      ▌
```

Figure 1-3: Print Products Request screen

Specify the range of products or product categories you want to print.

All fields under the heading *Attributes* default to **Y**, which means the system prints all information for the records you select. You can select a report that contains specific information by overriding the defaults in those fields with **N**. To only print information for one product, use the *Beginning Product* and *Beginning Size* (if you use Size codes) fields.

Press F8 to generate the report.

```
----------------------------------------------------------------------------------------------------------------
  PRODUCT . . . . . . . . . . . . :  ISITEM1
GENERAL INFORMATION
  ACTIVE RECORD . . . . . . . . . :  1     ACTIVE            AUTO SOURCE CAPABLE MATERIAL . . :  N     (Y=Yes, N=No)
  DESCRIPTION - LINE 1 . . . . . . :  ITEM#1
  DESCRIPTION - LINE 2 . . . . . . :                        EXTENDED DESCRIPTION . . . . . . . :  N     (Y=Yes, N=No)
  DISPLAY DESCRIPTION . . . . . . . :                        ITEM NOTES . . . . . . . . . . . . :  N     (Y=Yes, N=No)
  INVENTORY UNIT OF MEASURE . . . . :  EACH                 KIT PRODUCT . . . . . . . . . . . . :  N     (Y=Yes, N=No)
  COMMODITY CODE  . . . . . . . . . :  ISCOMM1              MANUFACTURED OR PURCHASED CODE  . :  2     PURCHASED
  INVENTORY G/L PARTIAL ACCOUNT . . :  AA                   FORMULA USED . . . . . . . . . . . :
  PRODUCT REVISION LEVEL . . . . . :                        CONTAINER BILL OF MATERIAL . . . :
  SORT CODE . . . . . . . . . . . . :                        WEIGHT PER VOLUME FACTOR . . . . :     1.00000
INVENTORY INFORMATION
  INVENTORIED UNITS PER CONTAINER . :         1.0000         PRODUCT FORECASTED . . . . . . . . :  N     (Y=Yes, N=No)
  INVENTORY UNIT OF MEASURE . . . . :  EACH                 FILL FACTOR . . . . . . . . . . . :  1.0000
  COST UNITS PER CONTAINER . . . . :         1.0000         BASE UNITS PER CONTAINER . . . . :         .0000
  COST UNIT OF MEASURE . . . . . . :  EACH                 BASE UNIT OF MEASURE . . . . . . :
CUSTOMER ORDER INFORMATION
  PAYMENT TERMS . . . . . . . . . . :                        PRICE UNITS PER CONTAINER . . . . :         1.0000
  CHARGE SALES TAX . . . . . . . . :  N     (Y=Yes, N=No)   PRICE UNIT OF MEASURE . . . . . . :  EACH
  SALES PRODUCT CATEGORY . . . . . :                        GIVE LARGE ORDER DISCOUNT . . . . :  N     (Y=Yes, N=No)
  PRICE CLASS CODE . . . . . . . . :                        LARGE ORDER DISCOUNT CODE . . . . :
  PRICE DISCOUNT PERCENT . . . . . :        .0000
  NET PRICE PRODUCT . . . . . . . . :  N                     SALES G/L PARTIAL ACCOUNT . . . . :
  PRODUCT PRICE GROUP . . . . . . . :                        COGS G/L PARTIAL ACCOUNT . . . . :
  PRICE 1 . . . . . . . . . . . . . :          12.000000    PRICE 6 . . . . . . . . . . . . . :              .000000
  PRICE 2 . . . . . . . . . . . . . :          15.000000    PRICE 7 . . . . . . . . . . . . . :              .000000
  PRICE 3 . . . . . . . . . . . . . :          18.000000    PRICE 8 . . . . . . . . . . . . . :              .000000
  PRICE 4 . . . . . . . . . . . . . :            .000000    PRICE 9 . . . . . . . . . . . . . :              .000000
  PRICE 5 . . . . . . . . . . . . . :            .000000
  NET WEIGHT PER UNIT . . . . . . . :          5.0000        GROSS WEIGHT PER UNIT . . . . . . :          7.0000
  NET WEIGHT UNIT OF MEASURE  . . . :  LB                   GROSS WEIGHT UNIT OF MEASURE  . . :  LB
MISCELLANEOUS INFORMATION
  INBOUND MSDS REQUIRED . . . . . . :  N     (Y=Yes, N=No)   FIXED LABOR COST PER CONTAINER  . :              .000000
  SARA COMPONENTS TRACKED . . . . . :  N     (Y=Yes, N=No)   FIXED BURDEN COST PER CONTAINER . :              .000000
  INBOUND MSDS NUMBER . . . . . . . :                        CAPITAL ITEM . . . . . . . . . . . :  0     NOT A CAPITAL ITEM
  PRODUCT REPORT TYPE . . . . . . . :                        DOT HAZARD CLASS  . . . . . . . . :
  PRODUCT TYPE  . . . . . . . . . . :                        DOT PACKAGING GROUP . . . . . . . :
  INVENTORY CLASS . . . . . . . . . :                        DOT LINE NUMBER . . . . . . . . . :
  SALES REFERENCE . . . . . . . . . :
  ALPHA SEARCH CODE . . . . . . . . :                        QC TYPE CATEGORY  . . . . . . . . :
  PRIVATE LABEL CODE  . . . . . . . :                        PROCESS COMMENTS  . . . . . . . . :
  PRODUCT LABEL CODE  . . . . . . . :
  PRIMARY COMPANY . . . . . . . . . :      IS1              USAGE LOSS PERCENTAGE . . . . . . :
  PRIMARY WAREHOUSE . . . . . . . . :                        ZERO LOSS FACTOR  . . . . . . . . :  N
```

Printing Customers

Use this option to print the names, addresses and phone numbers of the customers in your Customer file.

Use the menu path below.

▶ *Master Files*

    ▼ *Print Customers* [PC]

```
  2/13/98      8:04:32          Work with Customers          OPG260    OPD260
 _____
  Position to . . . Company . . . . .   ____ +
                    Sold-To . . . . .   _____

  Type options, press Enter.
    2=Change  3=Copy  5=Display  10=Ship-To Maint.  12=Bill-To Maint.
  Opt   Co Sold-To       Name               City           St/Pr A/I
  __    IS1 CMCUST1       Multi Currency Customer  BC             QUE   A
  __    IS1 REGCUST1      REGULATORY CUSTOMER SOLD- LOUISVILLE     KY    A
  __    IS1 REGCUST2      REGCUST2           Boston         MA    A
  __    IS1 1             EDI CUSTOMER       Hyannis        MA    A
  __    IS2 CUST1         Customer #1        Boston         MA    A




                                                               Bottom
 _____
  F2=Function keys  F3=Exit  F4=Prompt  F5=Name Seq  F24=More keys

                                                                       ▌
```

Figure 1-4: Work with Customers selection screen

Press F8 to access the print screen.

```
  7/18/97      9:07:03         Work with Customers          OPG260      OPD260
  _____

  To print One customer, enter a beginning number/name
  To print a Range of customers, enter beginning and ending numbers/names
  To print ALL customers, enter Y and the sequence

  Enter Beginning Company . . . . . .   ____  +
  Enter Ending Company  . . . . . . .   ____  +


  Enter Beginning Number  . . . . . .   _____  +
  Enter Ending Number . . . . . . . .   _____  +
       OR
  Enter Beginning Name  . . . . . . .   _____
  Enter Ending Name . . . . . . . . .   _____

       OR
  Print All Customers . . . . . . . .   N   (Y=Yes, N=No)
       Number Sequence . . . . . . . .  N   (Y=Yes, N=No)
       Name Sequence . . . . . . . . .  N   (Y=Yes, N=No)
  _____
  F2=Function keys  F3=Exit  F4=Prompt  F8=Print Report  F24=More keys
                                        ▌

   24-40      SA      MW      KS  CL  IM  DM  II      WHQ421     KB   SNA01S3
```

Figure 1-5: Print Customers Request screen

Specify the range of customers you want to print and/or the companies for which you want the system to list customer information. For a listing of all customers at all companies, type **Y** in the *Print All Customers* field.

Specify whether you want the listing to print sorted by customer name or customer identifier. The system uses the name you specified on the General Information screen if you request a listing in name sequence.

Press ⎡Enter⎤ to print the listing.

```
OPG250P   OPT250P                     C U S T O M E R   M A S T E R   F I L E   P R I N T                      PAGE    2
12/27/97   10:37:29                                                                                            PJT
------------------------------------------------------------------------------------------------------------------------
          COMP    IS      SOLD-TO  1
          NAME    IS CUSTOMER #1
          ADD2    ONE TOWER LANE
          ADD3
          ADD4
          ADD5
          CITY    OAKBROOK TERRACE       STATE  IL      ZIP  60067-4000      PHONE
------------------------------------------------------------------------------------------------------------------------
          COMP    IS      SOLD-TO  2
          NAME    IS CUSTOMER #2
          ADD2    Two Ravina Center
          ADD3    Suite 2500
          ADD4
          ADD5
          CITY    Atlanta                STATE  GA      ZIP  30346           PHONE
------------------------------------------------------------------------------------------------------------------------
          COMP    IS      SOLD-TO  100
          NAME    Warehouse #1
          ADD2    One 24th Street
          ADD3
          ADD4
          ADD5
          CITY    Dallas                 STATE  TX      ZIP  75201           PHONE
------------------------------------------------------------------------------------------------------------------------
          COMP    IS      SOLD-TO  200
          NAME    Warehouse #2
          ADD2    9 Greenway Plaza
          ADD3    Suite 3120
          ADD4
          ADD5
          CITY    Houston                STATE  TX      ZIP  77046           PHONE
------------------------------------------------------------------------------------------------------------------------
                                 ********** END OF REPORT **********
```

Printing Item Warehouse Records

You can print a listing of the information contained in the item warehouse records you have on file.

Use the menu path below.

▸ *Master Files*

    ▼ *Print Item Warehouse* [PIW]

```
  1/10/03    11:12:09          Print Item Warehouse          ICGPICW    ICDPICW
 _____

    Company . . . . . . . . . . . . . .      IS1  +
    Warehouse . . . . . . . . . . . . .    ISW1   +

    Beginning Product . . . . . . . . .    _____  ___ +
    Ending Product  . . . . . . . . . .    _____  ___ +

    Attributes
      General Information . . . . . . .    Y   Y=Yes, N=No
      Purchasing Information  . . . . .    Y   Y=Yes, N=No
      Inventory Information . . . . . .    Y   Y=Yes, N=No
      Lead Times Information  . . . . .    Y   Y=Yes, N=No
      User Defined Information  . . . .    Y   Y=Yes, N=No
      Order Processing Tax Information     Y   Y=Yes, N=No

    Submit to Jobq  . . . . . . . . . .    Y   Y=Yes, N=No



 _____
  F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys
```

Figure 1-6: Print Item Warehouse Request screen

The *Company* and *Warehouse* fields default to the codes established in your user profile. You can request a report of items that exist at any level by making the entries shown in the table below.

Company	Warehouse	Records that Print
delete the default; leave blank	delete the default; leave blank	entity level

Company	Warehouse	Records that Print
valid code	delete the default; leave blank	company level
valid code	valid code	warehouse level

Specify the range of item records you want to print. To print information for one item, use only the *Beginning Product* and *Size* (if you use size codes) fields.

All fields at the bottom of the screen default to **Y**, which means the system prints all information for the records you select. You can select a report that contains specific information by overriding the defaults in those fields with **N**.

Press F8 to generate your report.

```
-------------------------------------------------------------------------------------------------------------------
Company       1   Warehouse   11    INFINIUM SOFTWARE, INC.
Product Code PROD01                 Size EA    Desc. Cherry Pie

 Product Class Type  . . . . . . . :                        Daily Capacity  . . . . . . . . . :
 Product Sub Class . . . . . . . . :                        Daily Capacity UM . . . . . . . . :
 Global Tax Rate Code  . . . . . . :                        MPS Format  . . . . . . . . . . . :
 Order Strategy  . . . . . . . . . :                        Lot Size Technique  . . . . . . . :
                                                            Critical Resource . . . . . . . . : N

 Inventory Unit of Measure . . . . :                        Item Revision Level . . . . . . . :
 Purchasing Unit of Measure  . . . :                        Purchasing Tax Default  . . . . . : N
 Department Code . . . . . . . . . :                        Tax Authority Default . . . . . . :
 Inspection Required . . . . . . . : N                      Rate Code Default . . . . . . . . :
 Vendor  . . . . . . . . . . . . . :                        Recoverable . . . . . . . . . . . : N
 Primary Vendor  . . . . . . . . . :                        Tax Category Code Default . . . . :
 Buyer Sort Code . . . . . . . . . :

 Order Policy Code . . . . . . . . : 3                      Automatic Creation Method . . . . :
 Restocking Method . . . . . . . . :                        Full Allocation Only  . . . . . . :
 Restocking Warehouse  . . . . . . :                        Minimum Qty . . . . . . . . . . . :              UM
 Maximum Qty . . . . . . . . . . . :                UM      Maximum Reorder Qty . . . . . . . :              UM
 Order Policy/Lot Size Quantity  . :                UM      Safety Stock Qty  . . . . . . . . :              UM
 Product Family/Class  . . . . . . :                        Order Multiple Qty  . . . . . . . :              UM
 Planner Code  . . . . . . . . . . :                        Inventory Cycle Code  . . . . . . :
 Material/Warehouse Combination  . :                        Lot Controlled  . . . . . . . . . :
 First Part of Storage Index . . . :                        Second Part of Storage Index  . . :
 Third part of storage index . . . :                        Storage Index Capacity  . . . . . :
 Store by Product  . . . . . . . . :                        Store by Storage Type . . . . . . :
 Storage Type  . . . . . . . . . . :                        Days Reserved Prior Issue . . . . :
 First Default Storage Index . . . :                        Days Allocated Prior Transfer . . :
 Second Default Storage Index  . . :                        Days Allocated Prior Issue  . . . :
 Third Default Storage Index . . . :                        Backorder Issue Requisition . . . : N
                                                            Backorder Transfer Requisition  . : N
 Calculated ABC Code . . . . . . . : C                      Override ABC Code . . . . . . . . :
 Cycle Count Interval  . . . . . . :    90                  Last Cycle Count date . . . . . . :    12052002
 Next Cycle Count Date . . . . . . : 01072003

 Sourcing Lead Time  . . . . . . . :                        Vendor Lead Time  . . . . . . . . :
 Manuf Fixed Lead Time . . . . . . :                        Manuf Variable Lead Time  . . . . :
 Planning Lead Time  . . . . . . . :                        Order Prep Lead Time  . . . . . . :
 Receiving Lead Time . . . . . . . :                        Inspection Lead Time  . . . . . . :
 To Stock Lead Time  . . . . . . . :                        Total Lead Time . . . . . . . . . :
 Safety Lead Time  . . . . . . . . :

 Alpha1  . . . . . . . . . . . . . :                        Alpha2  . . . . . . . . . . . . . :
 Alpha3  . . . . . . . . . . . . . :                        Alpha4  . . . . . . . . . . . . . :
 Alpha5  . . . . . . . . . . . . . :                        Numeric1  . . . . . . . . . . . . :
 Numeric2  . . . . . . . . . . . . :                        Numeric3  . . . . . . . . . . . . :
 Numeric4  . . . . . . . . . . . . :                        Numeric5  . . . . . . . . . . . . :
 Date1 . . . . . . . . . . . . . . :                        Date2 . . . . . . . . . . . . . . :
 Date3 . . . . . . . . . . . . . . :                        Date4 . . . . . . . . . . . . . . :
 Date5 . . . . . . . . . . . . . . :
```

Printing Non-inventory Material Records

You can print a listing of the information contained in the non-inventory material records you have on file.
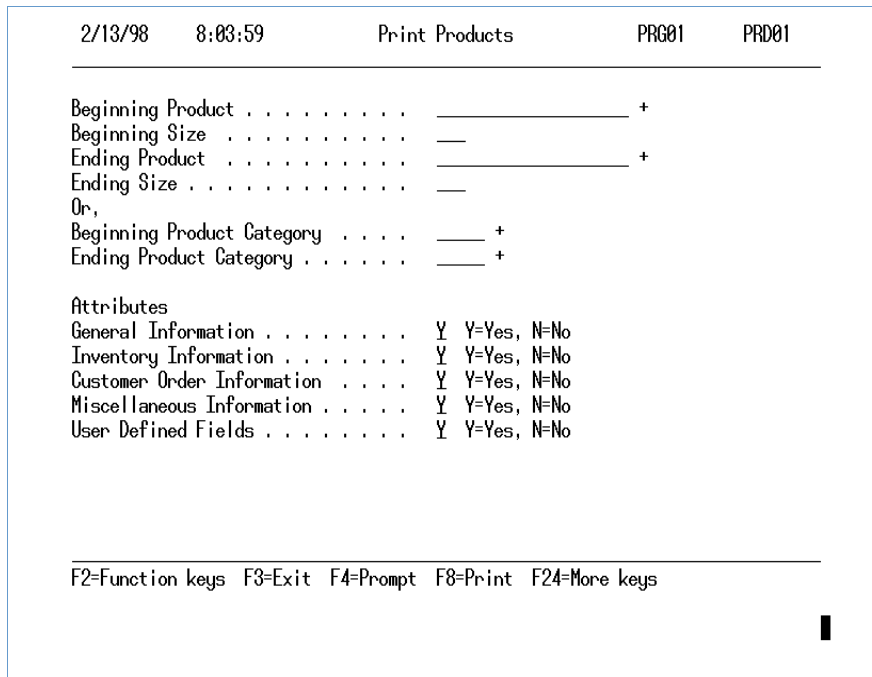
Use the menu path below.

▶ *Master Files*

  ▼ *Print Non-inventory Materials* [PNIM]

```
2/13/98      8:08:42     Print Noninventory Materials      PRGMTLP     PRDMTLP
_____

Beginning Material  . . . . . . . .   _____  +
Ending Material . . . . . . . . . .   _____  +

Attributes
General Information . . . . . . . .   Y  Y=Yes, N=No




User Defined Fields . . . . . . . .   Y  Y=Yes, N=No




     _____
     F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F18=Message line

                                                                    ▌
```

Figure 1-7: Print Non-inventory Materials Request screen

Specify the range of non-inventory material records and the types of information you want to print. To print information for one non-inventory item, use only the *Beginning Material* field.

Press ⌷Enter⌷ to generate the report.

PRGMTLP2   PRTMTLP   N O N - I N V E N T O R Y   M A T E R I A L   R E P O R T   PAGE   1
12/27/97   10:10:14   PJT
```
```

Material . . . . : NONINV#1
GENERAL INFORMATION
Active Code . . . . : 1
Description - Line 1 . . . . . . : Non-inventory item
Description - Line 2 . . . . . . :
Material Unit of Measure . . . . : EACH
Commodity Code . . . . : ISCOMM1
Inventory G/L Partial Account . . :
Material Revision Level . . . . . :   Auto Source Capable Material . . : N
Sort Code . . . . :
USER DEFINED FIELDS
Raw Material Comments......... none   Is this hazardous?   no
Alpha Field 3 - RAWMATPF   Alpha Field 4 - RAWMATPF
Alpha Field 5 - RAWMATPF   No of Days
Numeric Field 2 - RAWMATPF   Numeric Field 3 - RAWMATPF
Numeric Field 4 - RAWMATPF   Numeric Field 5 - RAWMATPF
Date Last Inspected   00000000   Date Field 2 - RAWMATPF   00000000
Date Field 3 - RAWMATPF   00000000   Date Field 4 - RAWMATPF   00000000
Date Field 5 - RAWMATPF   00000000
                                    ********** END OF REPORT **********
```

# Printing Cost Code Information

When you select the *Print Cost Codes* option, the system automatically generates three reports. These reports contain identical information; however, information prints in different sorting patterns. The following list contains the three reports:

- Cost Code Listing by Cost Code Sequence

- Cost Code Listing by Display Sequence

- Cost Code Listing by Description Sequence

Use the menu path below.

▶ *Costing Utilities*

▶ *Cost Controls Menu*

    ▼ *Print Cost Codes* [PCC]

A screen is not displayed when you use this function.

An example of the Cost Code Listing by Cost Code Sequence report is on the next page.

--------------------------------------------------------------------------------------------------------------------------------

|           |                      | ABBREVIATED  | PRINT    | DISPLAY  | SALES COST TYPE       |             |          |
|-----------|----------------------|--------------|----------|----------|-----------------------|-------------|----------|
| COST      |                      | COST         | SEQUENCE | SEQUENCE | L=LABOR, B=BURDEN     | APPLY       | USE WITH |
| CODE      | COST DESCRIPTION     | DESCRIPTION  | NUMBER   | NUMBER   | C=CONTAINER, O=OTHER  | LOSS FACTOR | SARA     |
| A         | Administrative       | Administ     | 16       | 16       | O                     | N           | N        |
| B         | Burden Cost          | Burden       | 03       | 03       | B                     | N           | N        |
| C         | Container Cost       | Container    | 06       | 06       | C                     | N           | N        |
| E         | Engineering Cost     | Engineerng   | 14       | 14       | O                     | N           | N        |
| G         | Freight Cost         | Freight      | 09       | 09       | O                     | N           | N        |
| J         | Packaging Labor Cost | Pkg Labor    | 05       | 05       | C                     | N           | N        |
| L         | Direct Labor         | Dir Labor    | 02       | 02       | L                     | N           | N        |
| M         | Machine Cost         | Machine      | 10       | 10       | O                     | N           | N        |
| N         | Cleanup              | Cleanup      | 07       | 07       | L                     | N           | N        |
| O         | Occupancy Cost       | Occupancy    | 15       | 15       | O                     | N           | N        |
| P         | Packaging Cost       | Packaging    | 04       | 04       | C                     | N           | N        |
| R         | Raw Material Cost    | Raw Mtl      | 01       | 01       | R                     | Y           | Y        |
| S         | Spoilage Cost        | Spoilage     | 11       | 11       | O                     | N           |          |
| T         | Total Cost           | Total        | 17       | 17       |                       |             |          |
| U         | Utility Cost         | Utility      | 13       | 13       | O                     | N           |          |
| V         | Setup                | Setup        | 08       | 08       | O                     | N           | N        |
| W         | Hardware Cost        | Hardware     | 12       | 12       | O                     | N           | N        |

                                         ***** RECORDS PRINTED                17
                                         ********** END OF REPORT **********

# Printing Item Costs

Use the Item Cost Report to review different cost types on raw materials, formulas, products or on everything.

Use the menu path below.

▸ *Costing Utilities*

▸ *Cost Management Menu*

▼ *Print Costs for Warehouse* [PCFW]

```
   2/13/98     8:10:03      Print Costs for Warehouse     FGR800    FG800FM


   Company . . . . . . . . . . . . .    _IS1_ +
   Location  . . . . . . . . . . . .   ISW1_ +
   Include Raw Materials on Report . .   _     Y=Yes, N=No
   Include Formulas on Report  . . . .   _     Y=Yes, N=No
   Include Products on Report  . . . .   _     Y=Yes, N=No


   Select Cost Types for Report
   1=Select
   Opt   Cost Type
   _     Current Cost
   _     Anticipated Cost
   _     Previous Cost
   _     Previous Year Cost
   _     Weighted Average Cst
   _     Standard Rollup=No
   _     Standard Rollup=Yes
   _     User defined #3
   _     Actual batch WAC

   _____
   F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys


                                                                    ▌
```

Figure 1-8: Print Costs for Warehouse screen

After you make your selections, press F8 to generate the report.

```
FGR810    MTLMSTLF                    I T E M   C O S T   R E P O R T                                    PAGE    1
12/27/97  14:25:50                                                                                                PJT
--------------------------------------------------------------------------------------------------------------------
                                                                 COST
Item              SIZE DESCRIPTION              CO   WHSE  UM   UM       Current    Anticipated       Previous
ISITEM1               ITEM#1                    IS1  ISW1 EACH EACH      7.750000                     8.750000
ISITEM2               ITEM#2                    IS1  ISW1 EACH EACH      6.750000                    13.600000
ISITEM3               ITEM#3                    IS1  ISW1 EACH EACH      8.400000                     9.800000
ISITEM4               ITEM#4                    IS1  ISW1 EACH EACH      6.000000                     8.500000
ISITEM6               ITEM#6                    IS1  ISW1 EACH EACH      6.000000
                                    ********** END OF REPORT **********
```

Printing Product Sales Categories

You use product sales categories to sort product records for reports and displays. You can also assign partial general ledger accounts to Product Sales categories for use with Infinium Journal Processor.

Use the menu path below.

▸ *Code Files*

   ▾ *Work with Product Sales Category* [WWPSC]

```
   2/13/98     8:10:34   Work with Product Sales Category    CAT01     CAT01FM


   Position To . . . Category  . . . . . . . . . . . . .   ____

   Type options, press Enter.
   2=Change   5=Display

   Opt     Category    Description
   _         CAT1       FLOW PROCESS ITEM
   _         CAT2       ELECTRICAL ITEM
   _         CAT3       ENGINEERING ITEM
   _         CAT4       FOOD PRODUCT
   _         CAT5       BEVERAGES
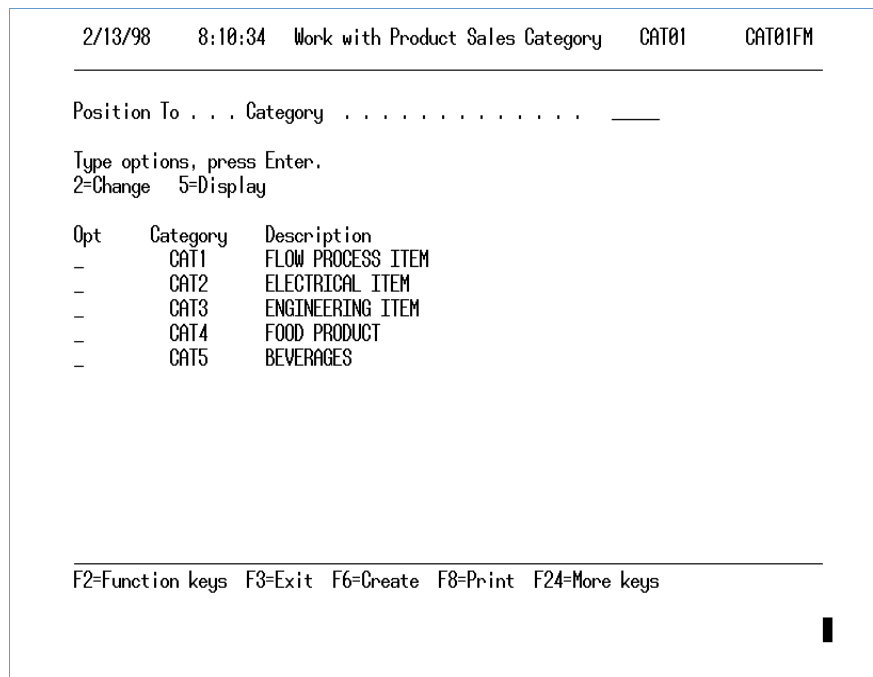




   F2=Function keys  F3=Exit  F6=Create  F8=Print  F24=More keys
```

Figure 1-9: Work with Product Sales Category selection screen

Press F8 to generate a report of all product sales categories.

```
PRGCATR    PRTCAT               P R O D U C T   S A L E S   C A T E G O R Y   L I S T I N G                    PAGE    1
2/13/98    8:11:10                                                                                              WMM
-------------------------------------------------------------------------------------------------------------------------
   CATEGORY       DESCRIPTION                    SALES PARTIAL GL      COST PARTIAL GL
   CAT1           FLOW PROCESS ITEM              000000000000          000000000000
   CAT2           ELECTRICAL ITEM               000000000000          000000000000
   CAT3           ENGINEERING ITEM              000000000000          000000000000
   CAT4           FOOD PRODUCT                  000000000000          000000000000
   CAT5           BEVERAGES                     000000000000          000000000000
                                                ***** RECORDS PRINTED                     5
                                                ********** END OF REPORT **********
```

•

Printing Department of Transportation Codes

Department of Transportation (DOT) records store information about government transportation requirements. You assign DOT codes to product records using the *Work with Products* option.

Use the menu path below.

▸ *Code Files*

   ▼ *Work with Dept of Transportation* [WWDOT]

```
 2/13/98      8:14:09    Work with Dept of Transportation    CAGDTM      CADDTM
 ─────────────────────────────────────────────────────────────────────────────

 Position To . . . DOT Id  . . . . . . . . . . . . .   _____

 Type options, press Enter.
   2=Change 5=Display

 Opt     DOT Id     Description
 _       AIR        AIR FREIGHT
 _       PERISH     PERISHABLE FOOD ITEM
 _       TARIFF     INTERSTATE MOTOR TRANSPORTATION TARIFF#








 ──────────────────────────────────────────────────────────────────────────────
 F2=Function keys  F3=Exit  F6=Create  F8=Print  F24=More keys
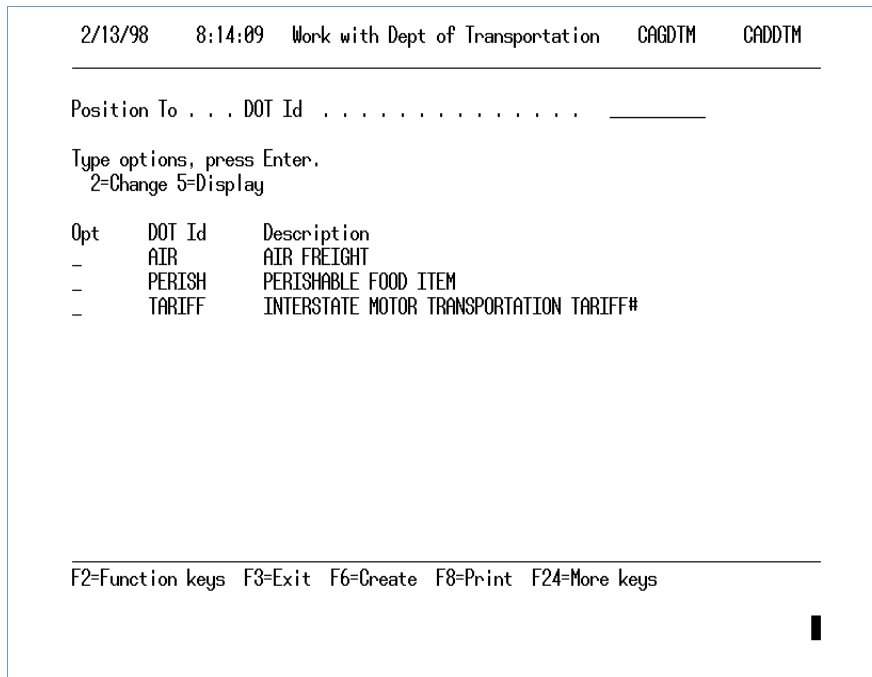
                                                                            ▌
```

Figure 1-10: Work with Dept of Transportation selection screen

Press F8 to generate a report of all the Department of Transportation records on the system.

         DOT ID   DOT Number   HAZARDOUS?   MAJOR DESCRIPTION
DESCRIPTION 2
  DESCRIPTION 3   DESCRIPTION 4
      AIR   99999   0   AIR FREIGHT   THIS
PRODUCT IS TO BE AIR FREIGHT ONLY
      PERISH   8334-54   0   PERISHABLE FOOD ITEM   TRANSPORT
IN REFRIDGERATED TRUCK
  MAINTAIN LESS THAN 20 DEGREES   FDA# 2548999762333
      TARIFF   69887   0   INTERSTATE MOTOR TRANSPORTATION TARIFF#   30%
DISCOUNT - TRUCKLOADS
  25% DISCOUNT - LESS THAN TRUCKLOADS
  FINAL TOTALS
  COUNT 3
  * * * E N D O F R E P O R T * * *

•

Printing Product Size Codes

You can use size codes with product records to differentiate packaging configurations.

Use the menu path below.

▶ *Master Files*

    ▼ *Work with Size Code* [WWSC]

```
 2/13/98      8:17:02           Work with Size Code        PZR100    PZ100FM


 Position To . . . Size Code . . . . . . . . . __

 Type options, press Enter.
 2=Change         5=Display

 Opt      Size      Description
 _        CSE       CASE
 _        EA        EA
 _        TNK       TANK
 _        10L       Ten pound container
 _        6PK       SIX PACK (6CANS)
 _        8PK       EIGHT PACKS (8CANS)




 F2=Function keys  F3=Exit  F6=Create  F8=Print  F24=More keys
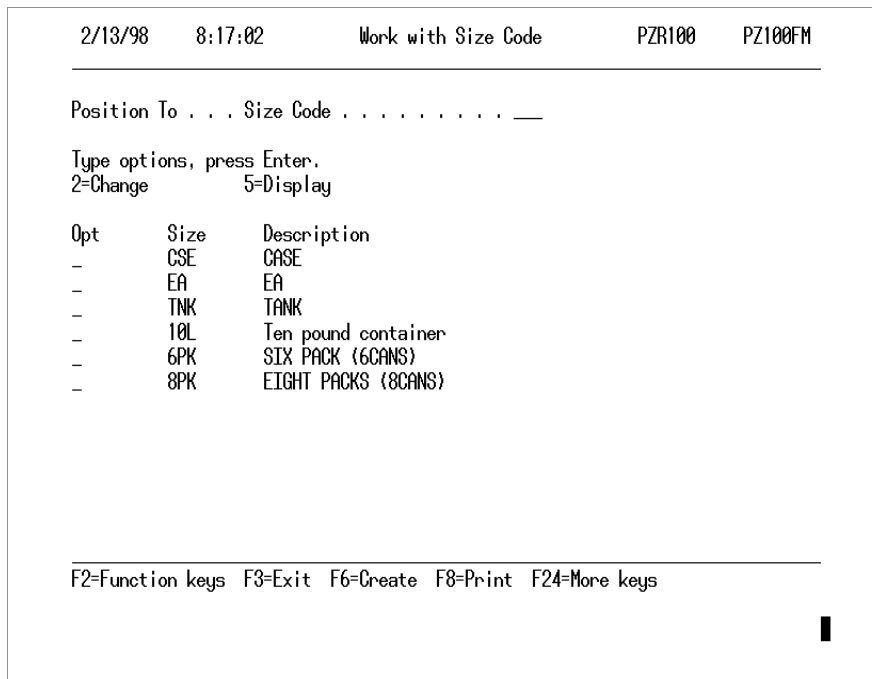
                                                                      ▌
```

Figure 1-11: Work with Size Code selection screen

Press F8 to generate a report of all the size codes defined on the system.

```
PZR101     PZT101                    P R O D U C T   S I Z E   C O D E   F I L E                              PAGE    1
 2/13/98    8:17:21
-----------------------------------------------------------------------------------------------------------------------
   SIZE     INV UNIT CNTR     PRC UNIT CNTR        CST UNIT CNTR       BASE UNIT CNTR      UM   CONTAINER DESC        LABEL DESC
   CSE          24.0000           1.0000               2.2500              24.0000         CAN  CASE                  CASE - 24 CANS
   EA            1.0000           1.0000               1.0000               1.0000              EA                    EA
   TNK          10.0000          10.0000              10.0000              10.0000         GL   TANK                  10 GALLON TANK
   10L           1.0000           1.0000               1.0000              10.0000         LB   Ten pound container   10 lb
   6PK           6.0000           1.0000               1.0000               6.0000         CAN  SIX PACK (6CANS)      INV/6CANS SOLD= 6PKS
   8PK           8.0000           1.0000               1.0000               8.0000         CAN  EIGHT PACKS (8CANS)   INV/8CANS SOLD=8PK'S
                                                  ********** END OF REPORT **********
```

•

Printing the FIFO Balancing Report

If your system is setup for FIFO/LIFO, you can generate a FIFO Balancing report. Use the menu path below.

▸ *Costing Utilities*

▸ *FIFO/LIFO Costing*

  ▾ *FIFO Balancing Report* [FBRS]

```
  2/13/98     8:19:03        FIFO Balancing Report        COR030S    COD030
 ▾
 Company . . . . . . . . . . . . . .    _IS1_ +
 Warehouse . . . . . . . . . . . .    ISW1_ +
 OR
 All warehouses for company  . . . .    _____ +
 OR
 All companies and warehouses  . . .   _  Y=Yes, N=No











  _____    _____
 F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys

                                                                   ▮
```

Figure 1-12: FIFO Balancing Report Request screen

Specify the location(s) you want your report to include. Press F8 to generate the report.

```
COR030     COT030                    F I F O   B A L A N C I N G   R E P O R T                      PAGE     1
12/26/97   16:44:25                                                                                 PJT
-------------------------------------------------------------------------------------------------------------------
   COMPANY     WAREHOUSE      PRODUCT              SIZE      FIFO AVAIL        INV AVAIL
     IS1         ISW1         ISITEM1                         8100.0000         301.0000        OUT OF BALANCE
     IS1         ISW1         ISITEM2                         9000.0000         462.0000        OUT OF BALANCE
     IS1         ISW1         ISITEM3                        20000.0000         470.0000        OUT OF BALANCE
                                            ********** END OF REPORT **********
```

Printing the FIFO/LIFO Inventory Report

If your system is setup for FIFO/LIFO, you can generate a FIFO/LIFO Inventory report.

Use the menu path below.

▸ *Costing Utilities*

▸ *FIFO/LIFO Costing*

   ▼ *FIFO/LIFO Inventory Report* [FLIR]

```
  2/13/98      8:19:29      FIFO/LIFO Inventory Report        COR031S    COD030
 ▾

Company . . . . . . . . . . . . . .    _IS1_ +
Warehouse . . . . . . . . . . . .    ISW1_ +
OR
All warehouses for company  . . . .   ____ +
OR
All companies and warehouses  . . .   _   Y=Yes, N=No










  F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys

                                                                    ▌
```

Figure 1-13: FIFO/LIFO Inventory Report Request screen

Specify the location(s) you want your report to include. Press F8 to generate the report.

```
COR031    COT031                        F I F O  /  L I F O   I N V E N T O R Y                              PAGE      1
12/26/97   16:44:34                                                                                          PJT
--------------------------------------------------------------------------------------------------------------------------
    CO   WHSE   ITEM      SIZE DESCRIPTION    DATE    ORIGINAL   INV   USED        AVAIL         COST   COST        TOTAL
                                                        QTY     U/M    QTY          QTY                 U/M          COST
    IS1  ISW1   ISITEM1   ITEM#1            11/01/97  5000.0000  EACH .0000      5000.0000     .800000  EACH   4000.000000
    IS1  ISW1   ISITEM1   ITEM#1            11/10/97  3000.0000  EACH .0000      3000.0000    1.000000  EACH   3000.000000
    IS1  ISW1   ISITEM1   ITEM#1            11/13/97   100.0000  EACH .0000       100.0000    2.000000  EACH    200.000000
                                                     -------------  -----      ---------   -----------       -----------
         ** SUB-TOTAL **                              8100.0000                 8100.0000     .888888         7200.000000
    IS1  ISW1   ISITEM2   ITEM#2            11/01/97  4000.0000  EACH .0000      4000.0000     .280000  EACH   1120.000000
    IS1  ISW1   ISITEM2   ITEM#2            11/13/97  5000.0000  EACH .0000      5000.0000     .250000  EACH   1250.000000
                                                     -------------  -----      ---------   -----------       -----------
         ** SUB-TOTAL **                              9000.0000                 9000.0000     .263333         2370.000000
                                                     -------------  -----      ---------   -----------       -----------
         ** GRAND TOTAL **                          17100.0000                17100.0000     .188814         9570.000000
                                        ********** END OF REPORT **********
```

Printing the Lot Audit Report

An audit history is maintained for changes you make to a lot through the *Work with Lots* function. You can use the *Print Lot Audit* to print a listing of lots with their associated changes. The listing includes only those lots that were changed that meet your selection criteria.

Use the menu path below.

▶ *Master Files*

    ▼ *Print Lot Audit* [PLA]

```
  6/09/03     11:37:48           Print Lot Audit          CAGLAB     CADLAB
 _____

  Beginning Lot . . . . . . . . . . .     0514030003 +
    Ending Lot  . . . . . . . . . . .     0514030012 +

  Beginning Item  . . . . . . . . . .     _____ ___ +
    Ending Item . . . . . . . . . . .     _____ ___ +

  Company . . . . . . . . . . . . . .     ____ +
  Warehouse . . . . . . . . . . . . .     ____ +

  Beginning Date  . . . . . . . . . .     _____
    Ending Date . . . . . . . . . . .     _____

  User  . . . . . . . . . . . . . . .     _____




 _____
  F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys
```

Figure 1-14: Print Lot Audit screen

Use this screen to specify the selection criteria for the lot audit listing and then press F8 to print the listing.

Beginning Lot
For a range of lots, specify the value of the first lot in the range.

To select only one lot, type that lot in this field only.

Leave this field and *Ending Lot* blank to select all lots.

Ending Lot

For a range of lots, specify the value of the last lot you want to print here.

Leave this field and *Beginning Lot* blank to select all lots.

Beginning Item

For a range of items, specify the value of the first item and its size code here.

To print only one item, type that item and its size code in this field only.

Leave this field and *Ending Item* blank to select all items.

Ending Item

For a range of items, specify the value of the last item and its size code here.

Leave this field and *Beginning Item* blank to select all items.

Leave this field blank to select all companies.

Company

To run the listing for a specific company only, specify that company identifier.

Leave blank to select all companies.

Warehouse

To run the listing for a specific warehouse only, specify that warehouse identifier. You must specify a company if you specify a warehouse.

Leave this field blank to select all warehouses for the specified company.

If you do not specify a company or warehouse, all companies and warehouses are selected.

Beginning Date

Type the value for the first change date to use if printing the listing for a range of dates.

Leave this field blank if you do not want to specify a range of dates.

Ending Date

Type the value for the last change date if you want to print the audit listing for a range of dates.

User

Type the identifier for the user ID that you want to use to select the data for the listing.

Leave blank to run the report for all users.

```
CAGLAR     CATLAR                      L O T   A U D I T   R E P O R T
  8/18/03   16:54:50                                                                                        GMC
-------------------------------------------------------------------------------------------------------------
                            _____
                            Beginning Lot . . . . . . . . . .  0121030160
                            Ending Lot  . . . . . . . . . . .
                            Beginning Item  . . . . . . . . .
                            Ending Item . . . . . . . . . . .
                            Beginning Date  . . . . . . . . .
                            Ending Date . . . . . . . . . . .
                            User  . . . . . . . . . . . . . .
CAGLAR     CATLAR                      L O T   A U D I T   R E P O R T                                  PAGE
  8/18/03   16:54:50                                                                                        GMC
-------------------------------------------------------------------------------------------------------------
DATE         TIME    USER    SOURCE      LOT         PRODUCT / SIZE CODE   CHANGE FROM            CHANGE TO
-------------------------------------------------------------------------------------------------------------
07/28/2003 11:04:14 CGK     QPADEV0004   0121030160 COOKIE DOUGH                                  ** ADDITION
                            Lot ID                                                        0121030160
                            Product / Size                                                COOKIE DOUGH
                            Description line 1
                            Description line 2
                            Extension number
                            Expiration date
                            Status
07/28/2003 15:45:51 CGK     QPADEV0004   0121030160 COOKIE DOUGH              08/27/2003          08/01/2003
                            Expiration date
                                      ********** END OF REPORT **********
```

Part 2
Printing Infinium IC Reports

2

The part consists of the following topics:

Overview

The Infinium IC reports present summary and detailed information about available and projected inventory, transaction history (including costed usage, production, receipts and adjustments), and inventory value. Only items that have an inventory record print on Infinium IC reports.

Each Infinium IC report option has a selection screen. You can leave any field blank on the selection screen (except a required field) to indicate you want to select all values for that particular field. After you make your entries, press F8 to print the report. For some report options, you can type selections for a second report or press F3 to return to the menu.

On most selection screens, you can specify to submit the report to a batch job queue, thus freeing you to continue with other tasks on your terminal or you can run the report interactively.

On some selection screens you can also select multiple warehouses. If you do so, each warehouse prints on a separate page of the report or as a separate block of information.

Each Infinium IC report has a cover page that lists your entries from the report selection screen.

If you do not enter the size file, product file or raw Material file information the system uses to convert an item's unit of measure to the report total units of measure, the report totals do not include the item.

Printing the Available Inventory by Type Report

The Available Inventory by Type report lists available inventory for each item. The report also lists the balances for the inventory types you selected through the *Work with Inventory Types* option in Infinium IC that the system uses to calculate available inventory. You can limit the selection by company, warehouse, product or raw material/resource range and/or Report Type code.

You define valid Report Type codes using the *Work with Code Values* option in Infinium CA. You assign Report Type codes to raw materials/resources and products in the Raw Material/Resource and Product files.

This report includes the following information:

- Company and warehouse
- Product or raw material/resource identifier and description
- On hand inventory balance
- Work in process usage inventory balance
- Customer order quantity
- Available inventory

Use the menu path below.

▶ *Inventory Control Reports*

　▼ *Print Available Inv. by Type* [PAIBT]

```
12/08/97      8:52:38    Print Available Inv. by Type      INR11      INR11FM
_____

Company . . . . . . . . . . . . . . .     _IS1_ +

Warehouse . . . . . . . . . . . . .     ISW1_ +

Beginning Product Code  . . . . . .    _____ + Size  . . . __

Ending Product Code . . . . . . . .    _____ + Size  . . . __

Report Type Code  . . . . . . . . .    ____ +




Submit to Jobq  . . . . . . . . . .    Y (Y=Yes, N=No)
_____

F3=Exit  F4=Prompt  F7=Cost Code  F8=Print  F24=More keys
                                                                          ▌
```

Figure 2-1: Print Available Inv. by Type prompt screen

The system requires an entry in the *Submit to Jobq* field.

If you press F4 in the *Warehouse* field, you can select multiple warehouses in the prompt window.

F7 is not a valid function key.

A sample report is on the next page.

```
INR221    INT221           A V A I L A B L E   I N V E N T O R Y   B Y   P R O D U C T            PAGE    1
10/17/97  14:09:28                                                                                RLL
---------------------------------------------------------------------------------------------------------------
  Company          IS1     Warehouse    ISW1    Name         WAREHOUSE "1" (INSTRUCTORS)
  PRODUCT#            SIZE DESCRIPTION              ON HAND  UM    OTHER ON HAND       SUPPLY        DEMAND       AVAILABLE
  RAW11                   PROCESS RAW MATERIAL        5.0000  GL                                                    5.0000
  RAW12                   PROCESS RAW MATERIAL        5.0000  LB                                                    5.0000
  RAW13                   PROCESS RAW MATERIAL        5.0000  GL                                                    5.0000
  RAW2                    RAW MATERIAL #2             5.0000  EACH                                                  5.0000
  RAW7                    HAZARDOUS RAW MATERI        5.0000  GL                                                    5.0000
  RAW8                    HAZARDOUS RAW MATERI        5.0000  LB                                                    5.0000
  ISFORM1            GL   IS's Formula One         7337.5000  GL                                                 7337.5000
  ISITEM1                 ITEM#1                     10.0000  EACH                                                 10.0000
  ISITEM2                 ITEM#2                     10.0000  EACH                                                 10.0000
  ISITEM3                 ITEM#3                     10.0000  EACH                                                 10.0000
  ISITEM4                 ITEM#4                      5.0000  EACH                                                  5.0000
  ISITEM6                 ITEM#6                      5.0000  EACH                                                  5.0000
                                          ********** END OF REPORT **********
```

Printing the Product Inventory Value by Company Warehouse Report

The Product Inventory Value by Company Warehouse report lists the unit cost, on hand balance, and extended cost for each item for a specific inventory type. You specify which cost type (for example, current) and Cost codes (for example, raw material, labor and burden) the system uses to calculate the unit and extended costs. You can also limit the selection by company, warehouse, product or raw material/resource range and/or Report Type code.

This report includes the following information:

- Company and warehouse

- Cost type

- Inventory type

- Product and raw material/resource identifier and description

- On hand balance

- Unit and extended costs

- Total extended cost at the warehouse, company and report levels

Items that do not have an inventory balance for the specified inventory type do not print on the report.

Use the menu path below.

▶ *Inventory Control Reports*

   ▼ *Print Inventory Value* [PIV]

```
12/08/97      8:53:48         Print Inventory Value      INR11     INR11FM
  _____

  Company . . . . . . . . . . . . .      IS1  +

  Warehouse . . . . . . . . . . . .     ISW1  +

  Beginning Product Code  . . . . . .    _____ + Size  . . . __

  Ending Product Code . . . . . . . .    _____ + Size  . . . __

  Report Type Code  . . . . . . . . .    ____  +

  Cost Type . . . . . . . . . . . .     C  +


  Inventory Type  . . . . . . . . . .    _  +

  Submit to Jobq  . . . . . . . . . .    Y (Y=Yes, N=No)

  _____

  F3=Exit  F4=Prompt  F7=Cost Code  F8=Print  F24=More keys
                                                                      ▌
```

Figure 2-2: Print Inventory Value prompt screen

The system requires entries in the *Inventory Type* and *Submit to Jobq* fields. If you
press F4 in the *Warehouse* field, you can select multiple warehouses.

Press F7 to access the Cost Code selection screen where you can select cost codes to
include. The default is to include all cost codes in the cost.

You definec codes using the *Work with Cost Code* option in Infinium CA. Examples
of cost codes that you can define include **R** for raw material cost and **L** for labor.

A sample report is on the next page.

```
INR220    INT220    P R O D U C T   I N V E N T O R Y   V A L U E   B Y   C O M P A N Y   W A R E H O U S E        PAGE   1
10/17/97  14:09:53                                                                                                 RLL
--------------------------------------------------------------------------------------------------------------------------
  Company       IS1     Warehouse     ISW1      Name        WAREHOUSE "1" (INSTRUCTORS)
  Cost          Current Cost                     Inv Type    ON HAND INVENTORY
  PRODUCT            SIZE    DESCRIPTION                      QUANTITY  UM          COST    UM    EXTENDED AMOUNT
  RAW11                     PROCESS RAW MATERIAL-water          5.0000  GL                  GL
  RAW12                     PROCESS RAW MATERIAL                5.0000  LB                  LB
  RAW13                     PROCESS RAW MATERIAL-alcohol        5.0000  GL                  GL
  RAW2                      RAW MATERIAL #2                     5.0000  EACH                EACH
  RAW7                      HAZARDOUS RAW MATERIAL #1           5.0000  GL                  GL
  RAW8                      HAZARDOUS RAW MATERIAL #2           5.0000  LB                  LB
  ISFORM1          GL       IS's Formula One                7337.5000  GL                  GL
  ISITEM1                   ITEM#1                             10.0000  EACH    6.000000    EACH       60.000000
  ISITEM2                   ITEM#2                             10.0000  EACH    8.850000    EACH       88.500000
  ISITEM3                   ITEM#3                             10.0000  EACH    8.900000    EACH       89.000000
  ISITEM4                   ITEM#4                              5.0000  EACH    6.000000    EACH       30.000000
  ISITEM6                   ITEM#6                              5.0000  EACH    6.000000    EACH       30.000000
                                                        IS1  ISW1  ** WAREHOUSE TOTAL **             297.500000
                                                              IS1  *** COMPANY TOTAL ***            297.500000
                                                                   **** GRAND TOTAL ****            297.500000
                                          ********** END OF REPORT **********
```

Printing the Inventory Status/Exception Report

You can print either a Status or an Exception report. The Exception report lists items for which available inventory plus on order inventory is less than the minimum quantity you specified in the Item Warehouse file. The Status report lists information for all items. You can limit the selection for both the status and exception reports by company, warehouse, product or raw material/resource range and/or report type code.

The Inventory Status/Exception report includes the following information:

- Company and warehouse

- Product or raw material/resource identifier and description

- Available inventory (A)

- Minimum quantity (B)

An item prints on the exception report if A is less than B. If you have not entered a minimum quantity for an item, the item does not print on the exception report.

The system calculates available inventory based on the inventory types you select through the *Work with Inventory Types* option in Infinium IC.

Use the menu path below.

▶ *Inventory Control Reports*

   ▼ *Print Status/Exception Report* [PSER]

```
12/08/97      8:55:04      Print Status/Exception Report      INR11      INR11FM
_____

Company . . . . . . . . . . . . . .      _IS1_ +

Warehouse . . . . . . . . . . . .      ISW1_ +

Beginning Product Code  . . . . . .      _____ + Size  . . . __

Ending Product Code . . . . . . . .      _____ + Size  . . . __

Report Type Code  . . . . . . . . .      ____ +


Exception Report  . . . . . . . .      N (Y=Yes, N=No)

Inventory Type  . . . . . . . . . .      _ +

Submit to Jobq  . . . . . . . . . .      Y (Y=Yes, N=No)

_____
F3=Exit  F4=Prompt  F7=Cost Code  F8=Print  F24=More keys
                                                                        ▌
```

Figure 2-3: Print Status/Exception Report prompt screen

The system requires entries in the *Exception Report*, *Inventory Type* and *Submit to Jobq* fields. However, your entry in the *Inventory Type* field does not affect the report. Type **Y** in the *Exception Report* field to generate an exception report. Type **N** to generate a status report.

Warehouse
If you press F4 in the *Warehouse* field, you can select multiple warehouses.

F7 is not a valid function key.

A sample status/exception report is on the next page.

```
INR226    INT226          I N V E N T O R Y   S T A T U S / E X C E P T I O N   R E P O R T                    PAGE   1
10/17/97  14:10:05                                                                                                   RLL
----------------------------------------------------------------------------------------------------------------------------
  Company     IS1    Warehouse  ISW1      Name     WAREHOUSE "1" (INSTRUCTORS)                              *** Status ***
  PRODUCT          SIZE  DESCRIPTION          ON HAND(A)   UM    OTH ONHAND(B)   SUPPLY(C)     DEMAND(D)    MINIMUM(E)
  RAW1                   RAW MATERIAL #1         7337.5000  GL
  RAW11                  PROCESS RAW MATERIAL-water  5.0000  GL                                               500.0000
  RAW12                  PROCESS RAW MATERIAL        5.0000  LB                                              3000.0000
  RAW13                  PROCESS RAW MATERIAL-alcohol 5.0000  GL                                                50.0000
  RAW14                  RAW MATERIAL - CAN                  EA                                               500.0000
  RAW15                  RAW MATERIAL - LID                  EA                                               500.0000
  RAW16                  RAW MATERIAL - LABEL                EA                                               500.0000
  RAW2                   RAW MATERIAL #2         5.0000  EACH                                             100000.0000
  RAW5                   RAW MATERIAL #5      7337.5000  GL
  RAW7                   HAZARDOUS RAW MATERIAL #1   5.0000  GL                                                25.0000
  RAW8                   HAZARDOUS RAW MATERIAL #2   5.0000  LB                                                50.0000
  ISFORM1        GL    IS's Formula One       7337.5000  GL
  ISITEM1              ITEM#1                    10.0000  EACH                                                500.0000
  ISITEM2              ITEM#2                    10.0000  EACH                                                800.0000
  ISITEM3              ITEM#3                    10.0000  EACH                                              10000.0000
  ISITEM4              ITEM#4                     5.0000  EACH
  ISITEM6              ITEM#6                     5.0000  EACH
  ISMFGP1        GL    MFG PRODUCT #1                     GL                                                 200.0000
  ISMFGP2        LB    MFG PRODUCT #2                     LB                                                 400.0000
  ISMFGP3        DR    MFG PRODUCT #3                     GL                                                 550.0000
                              ********** END OF REPORT **********
```

Printing the Minimum/Maximum Exception Report

You can print either a status or an exception report. The exception report lists items for which the sum of the available inventory, on order inventory from vendors and scheduled production is less than the minimum or greater than the maximum quantity you specified in the Item Warehouse file. The status report lists information for all items. You can limit the selection by company, warehouse, product or raw material/resource range and/or Report Type code.

The Minimum/Maximum Exception report includes the following information:

- Company and warehouse
- Product or raw material/resource identifier and description
- On hand (A)
- Other on hand (B)
- Supply (C)
- Demand (D)
- Minimum (E)
- Maximum (F)

An item prints on the exception report if available inventory plus B plus C is either less than D or greater than E. If you have not entered a minimum or maximum quantity for an item, the item does not print on the exception report.

Use the menu path below.

- ▶ *Inventory Control Reports*
  - ▼ *Print Minimum/Maximum Exception* [PMME]

```
12/08/97      8:56:00     Print Minimum/Maximum Exception      INR11      INR11FM
   _____

   Company . . . . . . . . . . . . .      _IS1 +

   Warehouse . . . . . . . . . . . .     ISW1  +

   Beginning Product Code  . . . . . .    _____ + Size  . . . __

   Ending Product Code . . . . . . . .    _____ + Size  . . . __

   Report Type Code  . . . . . . . . .    ____ +



   Exception Report  . . . . . . . . .    N (Y=Yes, N=No)



   Submit to Jobq  . . . . . . . . . .    Y (Y=Yes, N=No)

   _____
   F3=Exit  F4=Prompt  F7=Cost Code  F8=Print  F24=More keys


                                                                        █
```

Figure 2-4: Print Minimum/Maximum Exception prompt screen

The system requires entries in the *Exception Report* and *Submit to Jobq* fields. Type
Y in the *Exception Report* field to generate an exception report. Type **N** in the
Exception Report field to generate a status report. You can select multiple
warehouses in the prompt window.

F7 is not a valid function key.

A sample exception report is on the next page.

```
   Company        IS1    Warehouse     ISW1    Name      WAREHOUSE "1" (INSTRUCTORS)                    *** Status ***
   PRODUCT#            SIZE DESCRIPTION                   ON HAND(A)  UM   OTH ONHAND(B)  SUPPLY(C)        DEMAND(D)     AVAILABLE(E)      MINIMUM(F)        MAXIMUM(G)
   RAW11                   PROCESS RAW MATERIAL-water       5.0000  GL                                                    5.0000        500.0000        5000.0000
   RAW12                   PROCESS RAW MATERIAL             5.0000  LB                                                    5.0000       3000.0000       10000.0000
   RAW13                   PROCESS RAW MATERIAL-alcohol     5.0000  GL                                                    5.0000         50.0000        2000.0000
   RAW2                    RAW MATERIAL #2                  5.0000  EACH                                                  5.0000
   RAW7                    HAZARDOUS RAW MATERIAL #1        5.0000  GL                                                    5.0000         25.0000         400.0000
   RAW8                    HAZARDOUS RAW MATERIAL #2        5.0000  LB                                                    5.0000         50.0000         500.0000
   ISFORM1            GL   IS's Formula One             7337.5000  GL                                                 7337.5000
   ISITEM1                 ITEM#1                          10.0000  EACH                                                 10.0000        500.0000        1000.0000
   ISITEM2                 ITEM#2                          10.0000  EACH                                                 10.0000        800.0000        1500.0000
   ISITEM3                 ITEM#3                          10.0000  EACH                                                 10.0000      10000.0000      200000.0000
   ISITEM4                 ITEM#4                           5.0000  EACH                                                  5.0000
   ISITEM6                 ITEM#6                           5.0000  EACH                                                  5.0000
                                       ********** END OF REPORT **********
```

Printing the Product Transaction Journal Report

The Product Transaction Journal report is a printed version of the Display Product Transaction Jrnl screen. This report is useful for investigating errors in inventory balances, for audit purposes and for gaining an understanding of inventory control transactions. This report lists details of each inventory transaction performed for each item. You can limit the selection by company, warehouse, product or raw material/resource range, transaction date range, and/or transaction type.

When you purge records from the Product Transaction Journal file, they no longer print on this report or on other historical Infinium IC reports.

This report includes the following information:

- Company and warehouse

- Product or raw material/resource identifier and description

- Date and time of transaction

- Transaction type

- Transaction quantity

- Total quantity for the affected inventory type and storage index

- Vendor, batch, customer or order number

- Storage index

- User and program that initiated the transaction

Use the menu path below.

▶ *Inventory Control Reports*

   ▼ *Print Transaction Journal* [PTJ]

```
12/08/97      8:56:47        Print Transaction Journal        INR09B      INR09BFM
_____

Company . . . . . . . . . . . . . .      _IS1 +

Warehouse . . . . . . . . . . . .      ISW1_ +

Beginning Product Code  . . . . . .    _____ + Size  . . .  __

Ending Product Code . . . . . . . .    _____ + Size  . . .  __

Starting Date . . . . . . . . . . .    _____

Ending Date . . . . . . . . . . . .    _____

Transaction Type  . . . . . . . . .    _ +

Submit to Jobq  . . . . . . . . . .    Y (Y=Yes, N=No)


_____

F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys
                                                                          █
```

Figure 2-5: Print Transaction Journal prompt screen

The system requires an entry in the *Submit to Jobq* field.

A sample report is on the next two pages.

```
INR222    INT222                          P R O D U C T   T R A N S A C T I O N   J O U R N A L                              PAGE   1
10/17/97  14:10:49                                                                                                          RLL
-----------------------------------------------------------------------------------------------------------------------------------
Company     IS1            Warehouse    ISW1    Name      WAREHOUSE "1" (INSTRUCTORS)
Product     RAW10          Size                 Name      LABOR
DATE        TIME     TRN TYPE        TRN QTY   UM      TOTAL QTY   UM    TRANSACTION      aisle      row        bin        USER    PROGRAM
10/04/97  12:57:21  FPO Usg +         .9988   HR          .9988   HR    MX1004950002                                       RLL     PFGBCA
10/13/97  14:18:14  FPO Usg +         .9988   HR         1.9976   HR    MX1004950007                                       WMM     PFGBCA
10/13/97  15:15:57  FPO Usg -         .9988   HR          .9988   HR    MX1004950007                                       WMM     PFGBCA
10/13/97  15:15:58  SCH USG +         .9988   HR          .9988   HR    MX1004950007                                       WMM     PFGBCA
10/04/97   9:03:58  FPO Usg +       432.0000  LB         51.8607  GL    MX1004950001                                       RLL     PFGBCA
10/13/97  14:40:45  SCH USG +      1432.0001  LB        171.9088  GL    MX1004950011                                       WMM     PFGBCA
10/13/97  14:52:49  ON HAND +      1500.0000  GL       1500.0000  GL    000000991                                         WMM     ICGIAD
10/13/97  14:55:55  FPO Usg +       432.0000  LB        103.7214  GL    MX1004950015                                       WMM     PFGBCA
10/16/97   7:13:02  FPO Usg -       432.0000  LB         51.8607  GL    MX1004950001                                       WMM     PFGBCA
10/16/97   7:13:04  SCH USG +       432.0000  LB        223.7695  GL    MX1004950001                                       WMM     PFGBCA
10/17/97   8:28:42  ON HAND +      1450.0000- GL         50.0000  GL                                                       RLL     ICGPIPM
10/17/97   8:28:44  UPD FIELDS                           50.0000  GL                                                       RLL     ICGPIPM
10/17/97  11:27:18  ON HAND +        45.0000- GL          5.0000  GL                                                       RLL     ICGPIPM
10/17/97  11:27:20  UPD FIELDS                            5.0000  GL                                                       RLL     ICGPIPM
10/16/97  15:00:13  COM IS/T -                 LB                  LB    RLL453234-01                                       AM2000  PMGPLA
10/17/97   8:28:44  ON HAND +        45.0000   LB         45.0000  LB                                                       RLL     ICGPIPM
10/17/97   8:28:45  UPD FIELDS                            45.0000  LB                                                       RLL     ICGPIPM
10/17/97  11:27:21  ON HAND +        40.0000- LB          5.0000  LB                                                       RLL     ICGPIPM
10/17/97  11:27:21  UPD FIELDS                            5.0000  LB                                                       RLL     ICGPIPM
10/04/97  12:57:24  FPO Usg +        99.8812  GL         99.8812  GL    MX1004950002                                       RLL     PFGBCA
10/13/97  14:18:16  FPO Usg +        99.8812  GL        199.7624  GL    MX1004950007                                       WMM     PFGBCA
10/13/97  15:15:59  FPO Usg -        99.8812  GL         99.8812  GL    MX1004950007                                       WMM     PFGBCA
10/13/97  15:15:59  SCH USG +        99.8812  GL         99.8812  GL    MX1004950007                                       WMM     PFGBCA
10/17/97   8:28:45  ON HAND +        12.0000  GL         12.0000  GL                                                       RLL     ICGPIPM
10/17/97   8:28:45  UPD FIELDS                           12.0000  GL                                                       RLL     ICGPIPM
10/17/97  11:27:22  ON HAND +         7.0000- GL          5.0000  GL                                                       RLL     ICGPIPM
10/17/97  11:27:22  UPD FIELDS                            5.0000  GL                                                       RLL     ICGPIPM
10/16/97  15:16:57  ON ORD +          1.0000  EACH        1.0000  EACH  S2K-05005-PO                                       AM2000  PMGPDS
10/16/97  15:18:21  ON ORD -          1.0000  EACH                EACH  S2K-05005-PO                                       AM2000  PMGPDS
10/17/97   8:28:45  ON HAND +         1.0000  EACH        1.0000  EACH                                                     RLL     ICGPIPM
10/17/97   8:28:45  UPD FIELDS                            1.0000  EACH                                                     RLL     ICGPIPM
10/17/97  11:27:22  ON HAND +         4.0000  EACH        5.0000  EACH                                                     RLL     ICGPIPM
10/17/97  11:27:22  UPD FIELDS                            5.0000  EACH                                                     RLL     ICGPIPM
10/04/97  12:57:24  FPO Usg +        24.9700  GL         24.9700  GL    MX1004950002                                       RLL     PFGBCA
10/13/97  14:18:16  FPO Usg +        24.9700  GL         49.9400  GL    MX1004950007                                       WMM     PFGBCA
10/13/97  15:15:59  FPO Usg -        24.9700  GL         24.9700  GL    MX1004950007                                       WMM     PFGBCA
10/13/97  15:15:59  SCH USG +        24.9700  GL         24.9700  GL    MX1004950007                                       WMM     PFGBCA
10/17/97   8:28:45  ON HAND +        34.0000  GL         34.0000  GL                                                       RLL     ICGPIPM
10/17/97   8:28:45  UPD FIELDS                           34.0000  GL                                                       RLL     ICGPIPM
10/17/97  11:27:22  ON HAND +        29.0000- GL          5.0000  GL                                                       RLL     ICGPIPM
10/17/97  11:27:22  UPD FIELDS                            5.0000  GL                                                       RLL     ICGPIPM
10/04/97  12:57:24  FPO Usg +        24.9700  LB         24.9700  LB    MX1004950002                                       RLL     PFGBCA
10/13/97  14:18:16  FPO Usg +        24.9700  LB         49.9400  LB    MX1004950007                                       WMM     PFGBCA
10/13/97  15:15:59  FPO Usg -        24.9700  LB         24.9700  LB    MX1004950007                                       WMM     PFGBCA
10/13/97  15:15:59  SCH USG +        24.9700  LB         24.9700  LB    MX1004950007                                       WMM     PFGBCA
10/17/97   8:28:45  ON HAND +        76.0000  LB         76.0000  LB                                                       RLL     ICGPIPM
10/17/97   8:28:45  UPD FIELDS                           76.0000  LB                                                       RLL     ICGPIPM
10/17/97  11:27:23  ON HAND +        71.0000- LB          5.0000  LB                                                       RLL     ICGPIPM
10/17/97  11:27:23  UPD FIELDS                            5.0000  LB                                                       RLL     ICGPIPM
10/04/97  12:57:24  FPO Usg +         .4994   HR          .4994   HR    MX1004950002                                       RLL     PFGBCA
10/13/97  14:18:16  FPO Usg +         .4994   HR          .9988   HR    MX1004950007                                       WMM     PFGBCA
10/13/97  15:15:58  FPO Usg -         .4994   HR          .4994   HR    MX1004950007                                       WMM     PFGBCA
10/13/97  15:15:58  SCH USG +         .4994   HR          .4994   HR    MX1004950007                                       WMM     PFGBCA
10/13/97  14:24:39  ON HAND +      4300.0000  EACH      4300.0000  GL   000000989                                         AM2000  ICGIAD
10/13/97  14:24:41  ON HAND +      3214.0000  GL       7514.0000  GL    000000989                                         AM2000  ICGIAD
10/13/97  14:26:05  CMT IS/T +      150.0000  EACH       150.0000  GL   000000153-00                                      AM2000  ICGWTO
10/13/97  14:26:09  CMT IS/T +       12.0000  GL         162.0000  GL   000000153-00                                      AM2000  ICGWTO
10/13/97  15:07:19  COM IS/T -      150.0000  EACH        12.0000  GL   000000153-00                                      AM2000  ICGSTO
10/13/97  15:07:19  ON HAND -       150.0000  EACH      7364.0000  GL   000000153-00                                      AM2000  ICGSTO
10/13/97  15:07:21  COM IS/T -       12.0000  GL                   GL   000000153-00                                      AM2000  ICGSTO
10/13/97  15:07:21  ON HAND -        12.0000  GL       7352.0000  GL    000000153-00                                      AM2000  ICGSTO
```

```
--------------------------------------------------------------------------------------------------------------------------------------------------------
Company        IS1              Warehouse        ISW1    Name         WAREHOUSE "1" (INSTRUCTORS)
Product        RAW9             Size             Name             BURDEN
DATE         TIME       TRN TYPE          TRN QTY   UM        TOTAL QTY   UM     TRANSACTION          aisle        row          bin         USER        PROGRAM
10/16/97     14:55:56   ON ORD +           1.0000   EACH         1.0000   GL     S2K-05004-PO                                               AM2000      PMGPDS
10/16/97     14:56:26   ON ORD -           1.0000   EACH                  GL     S2K-05004-PO                                               AM2000      PMGPDS
10/16/97     14:56:27   ON ORD +           1.0000   EACH         1.0000   GL     S2K-05004-PO                                               AM2000      PMGPDS
10/16/97     15:16:54   ON ORD +          10.0000   GL          11.0000   GL     S2K-05005-PO                                               AM2000      PMGPDS
10/16/97     15:18:20   ON ORD -          10.0000   GL           1.0000   GL     S2K-05005-PO                                               AM2000      PMGPDS
10/16/97     15:24:20   CMT IS/T +        13.0000   GL          13.0000   GL     SAD-04547-S2K-R                                            AM2000      PMGPLA
10/16/97     15:33:59   CMT IS/T +         1.0000   GL          14.0000   GL     SAD-04549-S2K-R                                            AM2000      PMGPLA
10/16/97     15:58:56   ON ORD +          10.0000   GL          11.0000   GL     S2K-05006-PO                                               AM2000      PMGPDS
10/16/97     16:02:57   ON ORD +          23.5000   GL          34.5000   GL     S2K-05007-PO                                               AM2000      PMGPDS
10/16/97     16:05:55   CMT IS/T +        12.0000   GL          26.0000   GL     SAD-04551-S2K-R                                            AM2000      PMGPLA
10/16/97     16:47:00   CMT IS/T +      7352.0000   GL        7378.0000   GL     SAD-04553-S2K-R                                            AM2000      PMGPLA
10/16/97     16:51:34   COM IS/T -         1.0000   GL        7377.0000   GL     000000155-00                                               AM2000      ICGSTO
10/16/97     16:51:35   ON HAND -          1.0000   GL        7351.0000   GL     000000155-00                                               AM2000      ICGSTO
10/16/97     16:56:26   CMT IS/T +        13.5000   GL        7390.5000   GL     SAD-04554-S2K-R                                            AM2000      PMGPLA
10/16/97     16:59:08   COM IS/T -        13.5000   GL        7377.0000   GL     000000156-00                                               AM2000      ICGSTO
10/16/97     16:59:09   ON HAND -         13.5000   GL        7337.5000   GL     000000156-00                                               AM2000      ICGSTO
```

Printing the Product Transaction Tracking Report

The Product Transaction Tracking report presents Product Transaction Journal file information in a different format from the Product Transaction Journal report. This report lists each transaction and shows the resulting balance for the affected inventory type. You can limit the selection by company, warehouse, product or raw material/resource range, transaction date range and/or transaction type. Transactions for each item print on a separate page.

This report includes the following information:

- Company and warehouse

- Product or raw material/resource identifier and description

- Date and time of transaction

- Transaction type and quantity

- Balances for on hand, scheduled production, work in process usage, committed, scheduled usage, work in process production, on order, on hold, future sales, distressed, inspection, quarantine, in transit, return to vendor, rework and scrapped inventory.

The report shows three totals for each item. Accumulated Totals are the final balances for each inventory type for the ending date that you select. File totals are the balances in the Inventory file for each inventory type as of the date for which you print the report. The total difference is the difference between the accumulated and file totals.

Balances are displayed to six digits only. The system truncates any additional digits to the left.

Use the menu path below.

▶ *Inventory Control Reports*

   ▼ *Print Transaction Tracking* [PTT]

```
12/08/97      8:58:08      Print Transaction Tracking      INR09B      INR09BFM


Company . . . . . . . . . . . . . .      IS1 +

Warehouse . . . . . . . . . . . .      ISW1 +

Beginning Product Code  . . . . . .    _____ + Size  . . .  __

Ending Product Code . . . . . . . .    _____ + Size  . . .  __

Starting Date . . . . . . . . . . .    _____

Ending Date . . . . . . . . . . . .    _____

Transaction Type  . . . . . . . . .    __ +

Submit to Jobq  . . . . . . . . . .    Y (Y=Yes, N=No)



_____

F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys
                                                            ▮
```

Figure 2-6: Print Transaction Tracking prompt screen

The system requires an entry in the *Submit to Jobq* field. If you are authorized to one warehouse only, *Company* and *Warehouse* are display-only fields. Otherwise, the system requires entries in these fields.

A sample report is shown on the next page.

```
INR224     INT224                                   P R O D U C T   T R A N S A C T I O N   T R A C K I N G
PAGE   76
10/17/97    9:40:52
AM2000
------------------------------------------------------------------------------------------------------------------------------------
----------------------------------------------------------------
 Company          IS1              Warehouse      ISW1    Name         INFINIUM WAREHOUSE 1
 Product          ISITEM1          Size           EA      Name         INFINIUM RODUCT #1
 DATE       TIME      TRN TYPE          TRN QTY    UM   ONHAND    SCHPRD    WIPUSG    COMMIT    SCHUSG    WIPPRD    ONORDR    ONHOLD    FUTSAL
DISINV    COMIST     ONORWH    INSPEC   QUARN     PO REQ   INTRAN
 8/15/97  17:51:43   CMT SALE +         1.0000    EA                                      1
 9/12/97  16:19:18   CMT SALE -         1.0000-   EA
 9/12/97  16:19:23   CMT SALE +         1.0000    EA                                      1
 9/12/97  16:51:20   CMT SALE -         1.0000-   EA
 9/12/97  16:51:25   CMT SALE +         1.0000    EA                                      1
 9/15/97  10:42:30   CMT SALE +       300.0000    EA                                    301
 9/16/97  10:43:02   CMT SALE -       300.0000-   EA                                      1
 9/22/97  10:43:03   CMT SALE +       300.0000    EA                                    301
 9/22/97  10:43:19   CMT SALE -       300.0000-   EA                                      1
 9/22/97  10:43:19   CMT SALE +        10.0000    EA                                     11
          ACCUMULATED TOTALS                                                             11
          FILE TOTALS                                                                    11
          DIFFERENCE
                                          ********** END OF REPORT **********
```

Printing the Projected Inventory Report

The Projected Inventory report lists unit cost and projected inventory for each item. This report also lists the balance for each of the inventory types the system uses to calculate projected inventory: on hand, work in process usage, customer orders, scheduled batch usage, on order from vendor, scheduled (that is, work in process) production and in transit.

You specify the cost type and cost codes to be used. You can limit the selection by company, warehouse, product or raw material/resource range and/or Report Type code.

This report includes the following information:

- Company and warehouse
- Cost type used
- Product or raw material/resource identifier and description
- Unit cost
- Inventory balances for on hand (A), work in process usage (B), customer orders (C), scheduled batch usage (D), on order from vendor (E), scheduled (for example, work in process) production (F), in transit (G) and projected (H)
- Total on hand inventory at the warehouse, company and report levels

The system calculates projected inventory (H) as A minus B minus C minus D plus E plus F plus G.

Use the menu path below.

▶ *Inventory Control Reports*

    ▼ *Print Projected Inventory* [PPI]

```
12/08/97      8:58:49       Print Projected Inventory      INR11      INR11FM
_____

Company . . . . . . . . . . . . . .    _IS1 +

Warehouse . . . . . . . . . . . .     ISW1_ +

Beginning Product Code  . . . . . .   _____ + Size  . . . __

Ending Product Code . . . . . . . .   _____ + Size  . . . __

Report Type Code  . . . . . . . . .   ____ +

Cost Type . . . . . . . . . . . .     C +




Submit to Jobq  . . . . . . . . . .   Y (Y=Yes, N=No)
_____

F3=Exit  F4=Prompt  F7=Cost Code  F8=Print  F24=More keys
                                                                        █
```

Figure 2-7: Print Projected Inventory prompt screen

If you press F4 in the *Warehouse* field, you can select multiple warehouses.

Press F7 to access the Cost Code selection screen, where you can select cost codes to include. The default is to include all Ccost codes in the cost.

A sample report is shown on the next page.

```
IN228R      INT228                    P R O J E C T E D   I N V E N T O R Y   R E P O R T                                    PAGE    1
10/17/97    14:11:06                                                                                                              RLL
Company        IS1    Warehouse     ISW1    Name        WAREHOUSE "1" (INSTRUCTORS)       Cost          Current Cost         (A - B - C - D + E + F + G = H)
PRODUCT               SIZE DESCRIPTION           ON HAND(A)  UM     IN PROC(B)  CUST ORDERS(C)   SCH USAGE(D)  ON ORDER(E)  SCH PROD(F)  IN TRANSIT(G) PROJECTED(H)  COST UM
RAW10                 LABOR                                  HR                                      .9988                                                .9988-
                                                             HR
RAW9                  BURDEN                                 HR                                      .4994                                                .4994-
                                                             HR
               IS1 ISW1 COMPANY/WAREHOUSE TOTAL                                                    1.4982                                               1.4982-
                            ** GRAND TOTAL **                                                      1.4982                                               1.4982-
                                    ********** END OF REPORT **********
```

Printing the Available Inventory by Number of Containers Report

The Available Inventory by Number of Containers report shows quantities as containers rather than units. The report lists the available quantity for each product. The report also lists the balance of each inventory type the system uses to calculate available inventory as well as the minimum and maximum quantities you establish in the Item Warehouse file.

You can limit the selection by company, warehouse, product or raw material/resource range and/or Report Type code.

This report includes the following information:

- Company and warehouse

- Product identifier and description

- Number of containers on hand, in process, on order by customer and available

- Minimum and maximum number of containers

The report does not include raw materials/resources.

Use the menu path below.

▶ *Inventory Control Reports*

  ▼ *Print Inventory by Containers* [PIBC]

```
12/08/97      8:59:39      Print Inventory by Containers      INR11      INR11FM
─────────────────────────────────────────────────────────────────────────────
Company . . . . . . . . . . . . . . .      _IS1_ +

Warehouse . . . . . . . . . . . . .      ISW1_ +

Beginning Product Code  . . . . . .      _____ + Size  . . . __

Ending Product Code . . . . . . . .      _____ + Size  . . . __

Report Type Code  . . . . . . . . .      ____ +




Inventory Type  . . . . . . . . . .      _ +

Submit to Jobq  . . . . . . . . . .      Y (Y=Yes, N=No)
─────────────────────────────────────────────────────────────────────────────
F3=Exit  F4=Prompt  F7=Cost Code  F8=Print  F24=More keys
                                                                          ▌
```

Figure 2-8: Print Inventory by Containers prompt screen

The system requires entries in the *Inventory Type* and *Submit to Jobq* fields.
However, your entry in *Inventory Type* does not affect the report.

If you press F4 in the *Warehouse* field, you can select multiple warehouses.

F7 is not a valid function key.

A sample report is shown on the next page.

```
IN229R    INT229     A V A I L A B L E   I N V E N T O R Y   B Y   N U M B E R   O F   C O N T A I N E R S          PAGE    1
10/17/97   14:11:29                                                                                                RLL
-----------------------------------------------------------------------------------------------------------------------------
  Company         IS1     Warehouse    ISW1    Name          WAREHOUSE "1" (INSTRUCTORS)
  PRODUCT#          SIZE DESCRIPTION                   ON HAND  OTH ONHAND     SUPPLY      DEMAND    AVAILABLE
  ISFORM1          GL  IS's Formula One                  7337                                          7337
  ISITEM1             ITEM#1                               10                                            10
  ISITEM2             ITEM#2                               10                                            10
  ISITEM3             ITEM#3                               10                                            10
  ISITEM4             ITEM#4                                5                                             5
  ISITEM6             ITEM#6                                5                                             5
                                        ********** END OF REPORT **********
```

Printing Product Status/Exception by Number of Containers Report

The Product Status/Exception by Number of Containers report shows quantities as containers rather than units. You can print either a status or an exception report. The exception report lists products for which available inventory plus on order inventory from vendors plus scheduled production is either less than the minimum or greater than the maximum quantity you specify in the Item Warehouse file. The status report lists information for all products.

You can limit the selection for both the status and exception reports by company, warehouse, product range and/or Report Type code.

This report includes the following information:

- Company and warehouse
- Indication of status report or exception report
- Product identifier and description
- Available inventory (A)
- On order quantity (B)
- Scheduled production (C)
- Minimum quantity (D)
- Maximum quantity (E)

An item prints on the exception report if A plus B plus C is either less than D or greater than E. If you have not entered a minimum or maximum quantity for an item, the item does not print on the exception report.

The Product Status/Exception by Number of Containers report does not include raw materials/resources.

Use the menu path below.

▸ *Inventory Control Reports*

▾ *Print Status/Exception by # Cntr* [PSEB#C]

```
12/08/97     9:00:22   Print Status/Exception by # Cntr    INR11     INR11FM


Company . . . . . . . . . . . . .      IS1 +

Warehouse . . . . . . . . . . . .     ISW1 +

Beginning Product Code  . . . . . .   _____ + Size  . . . __

Ending Product Code . . . . . . . .   _____ + Size  . . . __

Report Type Code  . . . . . . . . .   ____ +


Exception Report  . . . . . . . .     N (Y=Yes, N=No)

Inventory Type  . . . . . . . . . .   _ +

Submit to Jobq  . . . . . . . . . .   Y (Y=Yes, N=No)


F3=Exit  F4=Prompt  F7=Cost Code  F8=Print  F24=More keys
```

Figure 2-9: Print Status/Exception by # Cntr prompt screen

The system requires entries in the *Exception Report*, *Inventory Type* and *Submit to Jobq* fields. However, your entry in *Inventory Type* does not affect the report. Type **Y** in *Exception Report* to generate an exception report. Type **N** in *Exception Report* to generate a status report.

You can select multiple warehouses.

F7 is not a valid function key.

A sample status and exception report is shown on the next page.

```
IN230R    INT230              P R O D U C T   S T A T U S / E X C E P T I O N   B Y   N U M B E R   O F   C O N T A I N E R S                              PAGE   1
10/17/97  14:11:32                                                                                                                                          RLL
---------------------------------------------------------------------------------------------------------------------------------------------------------------
   Company         IS1    Warehouse    ISW1    Name     WAREHOUSE "1" (INSTRUCTORS)                         *** Status ***
   PRODUCT#                SIZE    DESCRIPTION            ON HAND(A)   OTH ONHAND(B)   SUPPLY(C)    DEMAND(D)   AVAILABLE(E)     MINIMUM(F)     MAXIMUM(G)
   ISFORM1                 GL      IS's Formula One          7337                                               7337
   ISITEM1                         ITEM#1                      10                                                 10             500           1000
   ISITEM2                         ITEM#2                      10                                                 10             800           1500
   ISITEM3                         ITEM#3                      10                                                 10           10000         200000
   ISITEM4                         ITEM#4                       5                                                  5
   ISITEM6                         ITEM#6                       5                                                  5
                                          ********** END OF REPORT **********
```

Printing the Product Inventory by Storage Index Report

The Product Inventory by Storage Index report lists quantity and related information for every storage index for the items and inventory type you specify. This is a convenient way to see all of the storage indexes for an item. You can limit the selection by company, warehouse, product or raw material/resource range and/or Report Type code.

This report includes the following information:

- Company and warehouse

- Inventory type

- Product and raw material/resource identifier and description

- Storage index

- Quantity in storage index

- Expiration and last graded dates

- Physical location

- Customer

- Total quantity for each item (for the inventory type you specify)

Use the menu path below.

- ▶ *Inventory Control Reports*

  - ▼ *Print Inventory by Storage Index* [PIBSI]

```
12/08/97     9:01:03   Print Inventory by Storage Index    INR11      INR11FM
_____

Company . . . . . . . . . . . . .      _IS1 +

Warehouse . . . . . . . . . . . .     ISW1_ +

Beginning Product Code  . . . . . .   _____ + Size  . . . __

Ending Product Code . . . . . . . .   _____ + Size  . . . __

Report Type Code  . . . . . . . . .   ____ +




Inventory Type  . . . . . . . . . .   __ +

Submit to Jobq  . . . . . . . . . .   Y (Y=Yes, N=No)
_____

F3=Exit  F4=Prompt  F7=Cost Code  F8=Print  F24=More keys
                                                                    █
```

Figure 2-10: Print Inventory by Storage Index prompt screen

The system requires entries in the *Inventory Type* and *Submit to Jobq* fields.
However, this is not a costed report.

Warehouse
If you press F4 in the *Warehouse* field you can select multiple warehouses.

F7 is not a valid function key.

A sample report is shown on the next two pages.

```
INR223    INT223              P R O D U C T   I N V E N T O R Y   B Y   S T O R A G E   I N D E X                    PAGE    1
10/17/97   14:11:46                                                                                                 RLL
--------------------------------------------------------------------------------------------------------------------------------
   Company          IS1    Warehouse     ISW1     Name          WAREHOUSE "1" (INSTRUCTORS)
                                                  Inv Type      ON HAND INVENTORY
   Product        RAW11             Size          Name              PROCESS RAW MATERIAL-water
                                                                     LAST GRADED       PHYSICAL
 aisle      row         bin              CURRENT QTY   UM     EXP. DATE        DATE           LOCATION
                                              5.0000   GL        0/00/00      0/00/00
           Total Product Qty                  5.0000
   Product        RAW12             Size          Name              PROCESS RAW MATERIAL
                                                                     LAST GRADED       PHYSICAL
 aisle      row         bin              CURRENT QTY   UM     EXP. DATE        DATE           LOCATION
                                              5.0000   LB        0/00/00      0/00/00
           Total Product Qty                  5.0000
   Product        RAW13             Size          Name              PROCESS RAW MATERIAL-alcohol
                                                                     LAST GRADED       PHYSICAL
 aisle      row         bin              CURRENT QTY   UM     EXP. DATE        DATE           LOCATION
                                              5.0000   GL        0/00/00      0/00/00
           Total Product Qty                  5.0000
   Product        RAW2              Size          Name              RAW MATERIAL #2
                                                                     LAST GRADED       PHYSICAL
 aisle      row         bin              CURRENT QTY   UM     EXP. DATE        DATE           LOCATION
                                              5.0000   EACH      0/00/00      0/00/00
           Total Product Qty                  5.0000
   Product        RAW7              Size          Name              HAZARDOUS RAW MATERIAL #1
                                                                     LAST GRADED       PHYSICAL
 aisle      row         bin              CURRENT QTY   UM     EXP. DATE        DATE           LOCATION
                                              5.0000   GL        0/00/00      0/00/00
           Total Product Qty                  5.0000
   Product        RAW8              Size          Name              HAZARDOUS RAW MATERIAL #2
                                                                     LAST GRADED       PHYSICAL
 aisle      row         bin              CURRENT QTY   UM     EXP. DATE        DATE           LOCATION
```

```
INR223    INT223          P R O D U C T   I N V E N T O R Y   B Y   S T O R A G E   I N D E X          PAGE    2
10/17/97   14:11:46                                                                                     RLL
-----------------------------------------------------------------------------------------------------------------------
  Company          IS1      Warehouse      ISW1    Name          WAREHOUSE "1" (INSTRUCTORS)
                                                   Inv Type      ON HAND INVENTORY
                                                   5.0000   LB        0/00/00        0/00/00
            Total Product Qty                      5.0000
  Product         ISFORM1           Size         GL  Name          IS's Formula One
                                                                 LAST GRADED      PHYSICAL
aisle        row            bin            CURRENT QTY   UM    EXP. DATE       DATE       LOCATION
                                           7337.5000    GL        0/00/00        0/00/00
            Total Product Qty              7337.5000
  Product         ISITEM1           Size              Name          ITEM#1
                                                                 LAST GRADED      PHYSICAL
aisle        row            bin            CURRENT QTY   UM    EXP. DATE       DATE       LOCATION
                                           5.0000       EACH      0/00/00        0/00/00
A1           ROW1           BIN1           5.0000       EACH      0/00/00        10/16/97
            Total Product Qty              10.0000
  Product         ISITEM2           Size              Name          ITEM#2
                                                                 LAST GRADED      PHYSICAL
aisle        row            bin            CURRENT QTY   UM    EXP. DATE       DATE       LOCATION
                                           5.0000       EACH      0/00/00        0/00/00
A1           ROW1           BIN2           5.0000       EACH      0/00/00        0/00/00
            Total Product Qty              10.0000
  Product         ISITEM3           Size              Name          ITEM#3
                                                                 LAST GRADED      PHYSICAL
aisle        row            bin            CURRENT QTY   UM    EXP. DATE       DATE       LOCATION
                                           5.0000       EACH      0/00/00        0/00/00
A1           ROW1           BIN2           5.0000       EACH      0/00/00        0/00/00
            Total Product Qty              10.0000
```

Printing the Negative Inventory Report

The Negative Inventory report lists items that have a negative balance for the on hand, on hold, distressed, inspection, quarantine, in transit, or rework inventory types. You can specify that the report is to include raw materials/resources only, products only, or both. You can limit the selection by company, warehouse and/or product or raw material/ resource range.

This report includes the following information:

- Company and warehouse

- Storage index location

- Product or raw material/resource identifier and description

- Balances for on hand, on hold, distressed, inspection, quarantine, in transit and rework inventory types

- Total quantities at the warehouse and report levels

Use the menu path below.

▶ *Inventory Control Reports*

   ▼ *Print Negative Inventory* [PNI]

```
12/08/97      9:02:29        Print Negative Inventory        INGNID      INDNID
_____

Company . . . . . . . . . . . . . .      IS1 +

Warehouse . . . . . . . . . . . . .      ISW1 +

Beginning Product Code  . . . . . .   _____ + Size  . . .  __

Ending Product Code . . . . . . . .   _____ + Size  . . .  __

Unit of Measure for Totals  . . . .   EA  +

Report Selection  . . . . . . . . .   3  1. Raw Material
                                         2. Product
                                         3. Both




_____

F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys
                                                                        ▌
```

Figure 2-11: Print Negative Inventory prompt screen

The system requires entries in the *Unit of Measure for Totals* and *Report Selection* fields.

Warehouse
If you press [F4] in the *Warehouse* field, you can select multiple warehouses.

A sample report is shown on the next page.

```
ICGNIR     ICTNIR                        N E G A T I V E   I N V E N T O R Y   R E P O R T                         PAGE 1
12/15/97   14:39:24                                                                                               PJT
-----------------------------------------------------------------------------------------------------------------------
     COMP  WHSE    STORAGE INDEX LOCATION    PRODUCT             SIZE DESCRIPTION                 UM   QUANTITY   INVENTORY TYPE
     IS1   ISW1    A1            B1           PROD01                   CHERRY PIE                  EA   100.0000-  ON HAND INVENTORY

                   Inventory type Totals                                                         EA   100.0000-


     IS1   ISW1    AISLE 2       BIN 8        PROD02                   APPLE PIE                   EA   110.0000-  ON HAND INVENTORY

                   Inventory type Totals                                                         EA   110.0000-

                   Company/Warehouse Totals                                                      EA   210.0000-

                   Final Totals                                                                  EA   210.0000-

                                        ********** END OF REPORT **********
```

•

Printing the Product/Raw Material Usage Report

The Product/Raw Material Usage report lists items and quantities the system uses in production per month, for up to 12 months. It also prints an average monthly usage for the months reported. You can specify that the report is to include raw materials/resources only, products only or both. You can limit the selection by company, warehouse and/or product or raw material/resource range.

This report includes the following information:

- Company and warehouse
- Product or raw material/resource identifier and description
- Month
- Quantity used in month
- Average monthly quantity used
- Totals by warehouse for each month and for all months
- Totals for report for each month

The system does not print items that have a zero usage for all of the months listed on the report.

Use the menu path below.

▶ *Inventory Control Reports*

  ▼ *Print RM/Product Usage* [PRMPU]

```
  12/08/97      9:03:13        Print RM/Product Usage        INGPUD      INDPUD
  _____

  Company . . . . . . . . . . . . . .     _IS1 +

  Warehouse . . . . . . . . . . . .      ISW1_ +

  Beginning Product Code  . . . . . .     _____ + Size  . . .  __

  Ending Product Code . . . . . . . .     _____ + Size  . . .  __

  Unit of Measure for Totals  . . . .     EA__ +

  Ending Period . . . . . . . . . .      121997

  Number of Months to Include . . . .    12

  Type Selection  . . . . . . . . . .    3  (1=RM, 2=PRD, 3=BOTH)

  Usage Selection . . . . . . . . . .    _ _ _  (1=MFG, 2=SLS, 3=ISS)

  _____
  F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys
                                                                    ▌
```

Figure 2-12: Print RM/Product Usage prompt screen

The system requires entries in the *Unit of Measure for Totals*, *Ending Period*, *Number of Months to Include* and *Type Selection* fields.

Warehouse
If you press F4 in the *Warehouse* field, you can select multiple warehouses.

Type Selection
Type the number that represents the kind of inventory you want to report. You can print a report for raw materials, products or both.

Usage Selection
Type the number that represents the kind of usage you want to print on the report. You can print usage for units used in manufacturing, customer sales or units issued from inventory. The information that prints is retrieved from where you determined the system should list usage information according to your entries in the *Work with Adjustment Type* function. The usage information prints only if lot control is established at the entity, company, warehouse and item levels in Infinium CA.

The three selections listed are just a few of the history categories that you can specify in the *Product History Slot* field on the Work with Adjustment Type screen. If you type **1** (MFG) in the *Usage Selection* field, usage information prints for all of the units listed in adjustment types for which you assigned a **3** (manufactured units) in the *Product History Slot* field.

Therefore, it is important to note where you determined the system should list the usage information for units assigned to a particular adjustment type before you specify a usage selection.

A sample report is shown on the next page.

```
INGPUR      INTPUR                                      P R O D U C T / R A W M A T E R I A L   U S A G E   R E P O R T
PAGE    1
 9/26/97  10:16:33
AM2000
-------------------------------------------------------------------------------------------------------------------------------------
-----------------------------------------------------------------
                                                                                     12/94          1/97          2/97
3/97          4/97          5/97
  COMP      WHSE     PRODUCT              SIZE    DESCRIPTION              UM          6/97          7/97          8/97
9/97         10/97         11/97       AVERAGE
-------------------------------------------------------------------------------------------------------------------------------------
-----------------------------------------------------------------
                                                                                     110                          440
330
  IS1       ISW1     S2KFORM1             GL      INTERMEDIATE BASE        GL          556           560           66
500          400          550           440
                                                                                     10            10            10
20          10
  IS1       ISW1     RAW1                 LB      RAW MATERIAL #1          LB          10            10
20          20           10            11
-------------------------------------------------------------------------------------------------------------------------------------
-----------------------------------------------------------------
                                                                                     120           10            450
20         340       TOTAL
  IS1       ISW1     WAREHOUSE TOTALS BY BS                                           566           570           66
520         420          570          3586
*************************************************************************************************************************************
*****************************************************************

                          FINAL TOTALS BY GL                                         666           560           506
500          400          890
                                          ********** END OF REPORT **********
```

Printing the Obsolete Inventory Report

The Obsolete Inventory report lists obsolete materials (that is, materials that have an inventory record but have not been used for the period of time you specify). The report also identifies as orphans any raw materials/resources that are not used in a formula.

You can specify that the report is to include raw materials/resources only, products only, or both. You can limit the selection by company, warehouse and/or product or raw material/resource range.

This report includes the following information:

- Company and warehouse

- Product or raw material/resource identifier and description

- Orphan indicator

Use the menu path below.

▶ *Inventory Control Reports*

  ▼ *Print Obsolete Inventory* [POI]

```
12/08/97      9:05:01         Print Obsolete Inventory          INGOID      INDOID
_____

Company . . . . . . . . . . . . . .      _IS1 +

Warehouse . . . . . . . . . . . .      ISW1_ +

Beginning Product Code  . . . . . .      _____ + Size  . . .  __

Ending Product Code . . . . . . . .      _____ + Size  . . .  __


Ending Period . . . . . . . . . .      121997

Number of Months to Include . . . .      12

Report Selection  . . . . . . . . .      3  1. Raw Material
                                            2. Product
                                            3. Both
_____

F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys
                                                                            ▌
```

Figure 2-13: Print Obsolete Inventory prompt screen

Ending Period, *Number of Months to Include* and *Report Selection* are required
fields. The *Number of Months to Include* field defaults to **12**, meaning that the
system reports items you have not used in the past year as obsolete. You can override
this value.

Warehouse
If you type ⌷F4⌷ in the *Warehouse* field, you can select multiple warehouses.

A sample report is shown on the next page.

```
INGOIR     INTOIR                   O B S O L E T E   I N V E N T O R Y   R E P O R T                          PAGE    1
10/17/97   10:16:49                                                                                            AM2000
-------------------------------------------------------------------------------------------------------------------------
   COMP    WHSE    PRODUCT                SIZE  DESCRIPTION
   IS1     ISW1    RAW13                        IS RAW MATERIAL 13
   IS1     ISW1    S2KITEM6               LB    IS PRODUCT 6


                                        ********** END OF REPORT **********
```

Printing the Inventory Turns Report

The Inventory Turns report lists the estimated number of inventory turns represented by the on hand balance of each item. The system calculates the number of turns as the usage during the time period you specify divided by the on-hand balance.

You can specify that the report is to include raw materials/resources only, products only, or both. You can limit the selection by company, warehouse and/or product or raw material/resource range.

This report includes the following information:

- Company and warehouse
- Product or raw material/resource identifier and description
- Quantity used during the time period you specify
- Quantity on hand
- Inventory turns
- Totals for usage, on hand, and inventory turns at the warehouse and report levels.

Use the menu path below.

▶ *Inventory Control Reports*

　　▼ *Print Inventory Turns* [PIT]

```
12/08/97      9:05:52          Print Inventory Turns          INGITD      INDITD
_____

Company . . . . . . . . . . . . .      __IS1_ *

Warehouse . . . . . . . . . . . .      ISW1_ *

Beginning Product Code  . . . . . .    _____ * Size  . . .  __

Ending Product Code . . . . . . . .    _____ * Size  . . .  __

Unit of Measure for Totals  . . . .    EA__ *

Number of Months to Include . . . .    12

Report Selection  . . . . . . . . .    3  1. Raw Material
                                          2. Product
                                          3. Both



_____

F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys
                                                                          ▌
```

Figure 2-14: Print Inventory Turns prompt screen

The system requires entries in the *Unit of Measure for Totals*, *Number of Months to Include* and *Report Selection* fields.

Warehouse
If you type [F4] in the *Warehouse* field, you can select multiple warehouses.

A sample report is shown on the next page.

```
INGITR     INTITR                    I N V E N T O R Y   T U R N S   R  E P O R T                        PAGE    1
 10/17/97   10:17:09                                                                                      AM2000
-----------------------------------------------------------------------------------------------------------------
                                                                        TOTAL USAGE                    INVENTORY
      COMP   WHSE   PRODUCT          SIZE DESCRIPTION            UM     12/94 -  9/97        ON HAND       TURNS
      IS1    ISW1   ISITEM4          GL   IS PRODUCT #3          GL          345             345-         1.000-

      IS1    ISW1   ISFORM3          GL   IS FORMULA 3ASE        GL         1682.000      1234543.00-     1.000-

                    FINAL TOTALS BY GL                                     1727.000      1234888.00

                            ********** END OF REPORT **********
```

Printing the Inventory by Receipt Date Report

The Inventory by Receipt Date report is a convenient way to identify your oldest inventory. It lists on hand quantities for items by storage index, sorted by receipt date.

You can specify that the report is to include raw materials/resources only, products only, or both. You can limit the selection by company, warehouse, product or raw material/resource range and/or last receipt date.

This report includes the following information:

- Company and warehouse
- Product or raw material/resource identifier and description
- Storage index
- Receipt date
- Quantity on hand
- Total on hand quantity at the warehouse and report levels

Use the menu path below.

- ▶ *Inventory Control Reports*
  - ▼ *Print Inventory by Receipt Date* [PIBRD]

```
12/08/97      9:06:41    Print Inventory by Receipt Date    INGIRDD    INDIRDD
_____

Company . . . . . . . . . . . . . .     _IS1 +

Warehouse . . . . . . . . . . . .    ISW1_ +

Beginning Product Code  . . . . . .   _____ + Size  . . .  __

Ending Product Code . . . . . . . .   _____ + Size  . . .  __

Unit of Measure for Totals  . . . .  EA__ +

Ending Period . . . . . . . . . .    121997    YYYYMM or MMYYYY only

Report Selection  . . . . . . . .    3  1. Raw Material
                                        2. Product
                                        3. Both


    _____

F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys
                                                               ▌
```

Figure 2-15: Print Inventory by Receipt Date prompt screen

The system requires entries in the *Unit of Measure for Totals*, *Ending Period* and
Report Selection fields.

Warehouse
If you type [F4] in the *Warehouse* field, you can select multiple warehouses.

A sample report is shown on the next page.

```
INGIRDR     INTIRDR              I N V E N T O R Y   B Y   R E C E I P T   D A T E   R E P O R T              PAGE    1
10/17/97   10:17:38                                                                                          AM2000
--------------------------------------------------------------------------------------------------------------------------
                                                                                                      RECEIPT
   COMP WHSE   PRODUCT         SIZE DESCRIPTION               Stor Ind 1   Stor Ind 2   Stor Ind 3   UM   DATE      ON HAND

   IS1  ISW1   ISITEM1         EA    IS PRODUCT 1             LOC1         BIN3         ROW3         GL   10/2/97   3456.00
   IS1  ISW1   ISFORM1         GL    IS FORMULA 1             LOCK         BIN15        ROW9         LB   10/3/97   1500.00

                              FINAL TOTALS BY GL                                                                   3456.00

                      ********** END OF REPORT **********
```

Printing the Costed Product Receipt Report

The Costed Product Receipt report lists the quantity and cost from the cost file of each item that you have received through Infinium PM or the *Post Receipts for P/O* option during the date range you specify. The report includes only those transactions stored in the Product Transaction Journal file with adjustment type PORCPT.

You can print either a detail or summary report. The detail report lists quantity and cost for each purchase order for each item, while the summary report lists quantity and cost for each item.

You can specify that the report is to include raw materials/resources only, products only, or both. You can limit the selection by company, warehouse and/or product or raw material/resource range.

This report includes the following information:

- Company and warehouse
- Product or raw material/resource identifier and description
- Purchase order number (on detail report)
- Quantity received
- Unit and extended costs
- Total quantity and costs at the product, warehouse, and report levels
- Total quantity at the warehouse and report levels prints in the report totals unit of measure you specified in control files

Use the menu path below.

▶ *Inventory Control Reports*

 ▼ *Print Costed Product Receipts* [PCPR]

```
12/08/97      9:07:21      Print Costed Product Receipts      INV500      INV500F
_____

Company . . . . . . . . . . . . . .       IS1  +

Warehouse . . . . . . . . . . . .     ISW1  +

Beginning Product Code  . . . . . .    _____ + Size  . . .  __

Ending Product Code . . . . . . . .    _____ + Size  . . .  __

Date Range  . . . . . . . . . . . .    _____   _____

Cost Type . . . . . . . . . . . . .    _ +

Report Selection  . . . . . . . . .    3  1. Raw Material
                                          2. Product
                                          3. Both

Report Type . . . . . . . . . . . .    1  1. Detail
                                          2. Summary
_____
F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys
                                                                        ▌
```

Figure 2-16: Print Costed Product Receipts prompt screen

The system requires entries in the *Cost Type*, *Report Selection* and *Report Type* fields. If you are authorized to one warehouse only, *Company* and *Warehouse* are display-only fields. Otherwise, they are optional entry fields.

A sample report is shown on the next page.

```
INV500R    INT500R                           C O S T E D   P R O D U C T   R E C E I P T   R E P O R T
PAGE    1
10/17/97   15:46:55
RLL
--------------------------------------------------------------------------------------------------------------------------
----------------------------------------------------------------
                                                                    TRANSACTION                         QUANTITY
INV              UNIT        CST       EXTENDED
   COMP    WHSE     MATERIAL              SIZE     DESCRIPTION            NUMBER              DATE        RECEIVED
UM              COST       UM            COST
   IS1     ISW1      ISITEM1                       ITEM#1                                     10/13/97    500.0000
EACH            6.000000   EACH       3000.000000
   IS1     ISW1      ISITEM1                       ITEM#1                 IS-04990-PO          10/16/97    100.0000
EACH            6.000000   EACH        600.000000
                                                                                                       --------------
---------------               ---------------
                                                  TOTAL FOR S2KITEM1                                       600.0000
EACH            6.000000   EACH       3600.000000
   IS1     ISW1      ISITEM6                       ITEM#6                 IS-04963-PO          10/04/97   6000.0000
EACH            6.000000   EACH      36000.000000
                                                                                                       --------------
---------------               ---------------
                                                  TOTAL FOR  ISITEM6                                      6000.0000
EACH            6.000000   EACH      36000.000000
                                                  TOTAL FOR WAREHOUSE   IS1   ISW1                        6600.0000
EACH                                 39600.000000
                                                  GRAND TOTAL                                             6600.0000
EACH                                 39600.000000
                                        ********** END OF REPORT **********
```

Printing the Costed Inventory Adjustments Report

The Costed Inventory Adjustments report shows transaction quantities and costs for each adjustment type for the items you select. You can print a detail or summary report. The detail report lists each transaction for each adjustment type, while the summary report shows the totals for each adjustment type.

You can specify that the report is to include raw materials/resources only, products only, or both. You can limit the selection by company, warehouse, product or raw material/resource range, date range and/or adjustment type. You also specify to include up to five cost codes.

This report includes the following information:

- Company and warehouse

- Product or raw material/resource identifier and description

- Adjustment type

- Quantity

- Up to five Cost codes and costs

- Total value for the transaction

- Total quantity and cost at the adjustment type, product, warehouse and report levels

- Total quantity at the warehouse and report levels prints in the report totals unit of measure you specified in control files

Use the menu path below.

▸ *Inventory Control Reports*

  ▾ *Print Costed Inv. Adjustment* [PCIA]

```
12/08/97      9:08:07     Print Costed Inv. Adjustment      INV501     INV501F
_____

Company . . . . . . . . . . . . . .      __IS1 +
Warehouse . . . . . . . . . . . .        ISW1  +

Beginning Product Code  . . . . . .      _____ + Size  . . .  __
Ending Product Code . . . . . . . .      _____ + Size  . . .  __

Date Range  . . . . . . . . . . .        _____   _____

Cost Type . . . . . . . . . . . .        _ +
Adjustment Type Code  . . . . . . .      _____ +
Cost Code . . . . . . . . . . . .        _ _ _ _ _ +

Report Selection  . . . . . . . .        3  1. Raw Material
                                            2. Product
                                            3. Both

Report Type . . . . . . . . . . .        1  1. Detail
                                            2. Summary
_____

F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys
                                                                        ▮
```

Figure 2-17: Print Costed Inv. Adjustment prompt screen

The system requires entries in the *Cost Type*, *Cost Code*, *Report Selection* and *Report Type* fields. If you are authorized to one warehouse only, *Company* and *Warehouse* are display-only fields. Otherwise, they are optional entry fields.

Sample detail and summary reports are shown on the next few pages.

```
-----------------------------------------------------------------------------------------------------------------------------------
------------------------------------------------------------------------
    COMP WHSE  PRODUCT          SIZE DESCRIPTION      ADJUSTMENT TYPE       QUANTITY  U/M    Raw Mtl
TOTAL VALUE
    IS1  ISW1 RAW11                 PROCESS RAW MATERIAL PHYSICAL INVENTORY A    1450.00- GL            .00           .00
.00           .00         .00              .00
    IS1  ISW1 RAW11                 PROCESS RAW MATERIAL PHYSICAL INVENTORY A      45.00- GL            .00           .00
.00           .00         .00              .00
                                                                          ------------  ------------- ------------- ----
--------- ------------- -------------   --------------
                                    SUBTOTAL          PHYSICAL INVENTORY A    1495.00- GL            .00           .00
.00           .00         .00              .00
    IS1  ISW1 RAW11                 PROCESS RAW MATERIAL CYCLE COUNT          1500.00  GL            .00           .00
.00           .00         .00              .00
                                                                          ------------  ------------- ------------- ----
--------- ------------- -------------   --------------
                                    SUBTOTAL          CYCLE COUNT             1500.00  GL            .00           .00
.00           .00         .00              .00
                                    SUBTOTAL FOR RAW11                          5.00  GL            .00           .00
.00           .00         .00              .00
    IS1  ISW1 RAW12                 PROCESS RAW MATERIAL PHYSICAL INVENTORY A      45.00  LB            .00           .00
.00           .00         .00              .00
    IS1  ISW1 RAW12                 PROCESS RAW MATERIAL PHYSICAL INVENTORY A      40.00- LB            .00           .00
.00           .00         .00              .00
                                                                          ------------  ------------- ------------- ----
--------- ------------- -------------   --------------
                                    SUBTOTAL          PHYSICAL INVENTORY A       5.00  LB            .00           .00
.00           .00         .00              .00
                                    SUBTOTAL FOR RAW12                          5.00  LB            .00           .00
.00           .00         .00              .00
    IS1  ISW1 RAW13                 PROCESS RAW MATERIAL PHYSICAL INVENTORY A      12.00  GL            .00           .00
.00           .00         .00              .00
    IS1  ISW1 RAW13                 PROCESS RAW MATERIAL PHYSICAL INVENTORY A       7.00- GL            .00           .00
.00           .00         .00              .00
                                                                          ------------  ------------- ------------- ----
--------- ------------- -------------   --------------
                                    SUBTOTAL          PHYSICAL INVENTORY A       5.00  GL            .00           .00
.00           .00         .00              .00
                                    SUBTOTAL FOR RAW13                          5.00  GL            .00           .00
.00           .00         .00              .00
    IS1  ISW1 RAW2                  RAW MATERIAL #2      PHYSICAL INVENTORY A       1.00  EACH          .00           .00
.00           .00         .00              .00
    IS1  ISW1 RAW2                  RAW MATERIAL #2      PHYSICAL INVENTORY A       4.00  EACH          .00           .00
.00           .00         .00              .00
                                                                          ------------  ------------- ------------- ----
--------- ------------- -------------   --------------
                                    SUBTOTAL          PHYSICAL INVENTORY A       5.00  EACH          .00           .00
.00           .00         .00              .00
                                    SUBTOTAL FOR RAW2                           5.00  EACH          .00           .00
.00           .00         .00              .00
    IS1  ISW1 RAW7                  HAZARDOUS RAW MATERI PHYSICAL INVENTORY A      34.00  GL            .00           .00
.00           .00         .00              .00
```

```
   IS1  ISW1 RAW7                     HAZARDOUS RAW MATERI PHYSICAL INVENTORY A        29.00- GL             .00            .00
.00           .00            .00              .00
                                                                            ------------    ------------ ------------ ----
---------  ------------  ------------   --------------
                                      SUBTOTAL         PHYSICAL INVENTORY A         5.00  GL             .00            .00
.00           .00            .00              .00
                                      SUBTOTAL FOR RAW7                             5.00  GL             .00            .00
.00           .00            .00              .00
   IS1  ISW1 RAW8                     HAZARDOUS RAW MATERI PHYSICAL INVENTORY A        76.00  LB             .00            .00
.00           .00            .00              .00
   IS1  ISW1 RAW8                     HAZARDOUS RAW MATERI PHYSICAL INVENTORY A        71.00- LB             .00            .00
.00           .00            .00              .00
                                                                            ------------    ------------ ------------ ----
---------  ------------  ------------   --------------
                                      SUBTOTAL         PHYSICAL INVENTORY A         5.00  LB             .00            .00
.00           .00            .00              .00
                                      SUBTOTAL FOR RAW8                             5.00  LB             .00            .00
.00           .00            .00              .00
   IS1  ISW1  ISFORM1        GL   IS's Formula One     INVENTORY TRANSFERS        150.00- GL             .00            .00
.00           .00            .00              .00
   IS1  ISW1  ISFORM1        GL   IS's Formula One     INVENTORY TRANSFERS         12.00- GL             .00            .00
.00           .00            .00              .00
   IS1  ISW1  ISFORM1        GL   IS's Formula One     INVENTORY TRANSFERS          1.00- GL             .00            .00
.00           .00            .00              .00
   IS1  ISW1  ISFORM1        GL   IS's Formula One     INVENTORY TRANSFERS         13.50- GL             .00            .00
.00           .00            .00              .00
                                                                            ------------    ------------ ------------ ----
---------  ------------  ------------   --------------
                                      SUBTOTAL         INVENTORY TRANSFERS        176.50- GL             .00            .00
.00           .00            .00              .00
   IS1  ISW1  ISFORM1        GL   IS's Formula One     CYCLE COUNT               4300.00  GL             .00            .00
.00           .00            .00              .00
   IS1  ISW1  ISFORM1        GL   IS's Formula One     CYCLE COUNT               3214.00  GL             .00            .00
.00           .00            .00              .00
                                                                            ------------    ------------ ------------ ----
---------  ------------  ------------   --------------
                                      SUBTOTAL         CYCLE COUNT               7514.00  GL             .00            .00
.00           .00            .00              .00
                                      SUBTOTAL FOR ISFORM1          GL        7337.50  GL             .00            .00
.00           .00            .00              .00
   IS1  ISW1  ISITEM1        ITEM#1               ORDER PROCESSING SAL         1.00- EACH         5.00-          .00
.00           .00            .00             5.00-
   IS1  ISW1  ISITEM1        ITEM#1               ORDER PROCESSING SAL        15.00- EACH        75.00-          .00
.00           .00            .00            75.00-
   IS1  ISW1  ISITEM1        ITEM#1               ORDER PROCESSING SAL        15.00  EACH        75.00           .00
.00           .00            .00            75.00
   IS1  ISW1  ISITEM1        ITEM#1               ORDER PROCESSING SAL        15.00- EACH        75.00-          .00
.00           .00            .00            75.00-
   IS1  ISW1  ISITEM1        ITEM#1               ORDER PROCESSING SAL         5.00- EACH        25.00-          .00
.00           .00            .00            25.00-
                                                                            ------------    ------------ ------------ ----
---------  ------------  ------------   --------------
                                      SUBTOTAL         ORDER PROCESSING SAL        21.00- EACH       105.00-          .00
.00           .00            .00           105.00-
   IS1  ISW1  ISITEM1        ITEM#1               PHYSICAL INVENTORY A        50.00  EACH       250.00           .00
.00           .00            .00           250.00
```

```
   IS1  ISW1  ISITEM1              ITEM#1          PHYSICAL INVENTORY A     1806.00- EACH      9030.00-              .00
   .00          .00          .00         9030.00-
   IS1  ISW1  ISITEM1              ITEM#1          PHYSICAL INVENTORY A       40.00- EACH       200.00-              .00
   .00          .00          .00          200.00-
   IS1  ISW1  ISITEM1              ITEM#1          PHYSICAL INVENTORY A      328.00- EACH      1640.00-              .00
   .00          .00          .00         1640.00-
                                                                          ------------    ------------  ------------  ----
   ---------  ------------  ------------   --------------
                                   SUBTOTAL        PHYSICAL INVENTORY A     2124.00- EACH     10620.00-              .00
   .00          .00          .00        10620.00-
   IS1  ISW1  ISITEM1              ITEM#1          PURCHASE ORDER RECEI      500.00  EACH      2500.00               .00
   .00          .00          .00         2500.00
   IS1  ISW1  ISITEM1              ITEM#1          PURCHASE ORDER RECEI      100.00  EACH       500.00               .00
   .00          .00          .00          500.00
                                                                          ------------    ------------  ------------  ----
   ---------  ------------  ------------   --------------
                                   SUBTOTAL        PURCHASE ORDER RECEI      600.00  EACH      3000.00               .00
   .00          .00          .00         3000.00
   IS1  ISW1  ISITEM1              ITEM#1          INVENTORY TRANSFERS        24.00- EACH       120.00-              .00
   .00          .00          .00          120.00-
INV501R    INT501R                     C O S T E D   I N V E N T O R Y   A D J U S T M E N T S   R E P O R T
PAGE   2
10/17/97  14:12:36
RLL
-------------------------------------------------------------------------------------------------------------------------------
-----------------------------------------------------------------------
   COMP WHSE  PRODUCT            SIZE DESCRIPTION      ADJUSTMENT TYPE       QUANTITY  U/M   Raw Mtl
TOTAL VALUE
                                   SUBTOTAL        INVENTORY TRANSFERS        24.00- EACH       120.00-              .00
   .00          .00          .00          120.00-
   IS1  ISW1  ISITEM1              ITEM#1          CYCLE COUNT              1324.00  EACH      6620.00               .00
   .00          .00          .00         6620.00
                                                                          ------------    ------------  ------------  ----
   ---------  ------------  ------------   --------------
                                   SUBTOTAL        CYCLE COUNT              1324.00  EACH      6620.00               .00
   .00          .00          .00         6620.00
   IS1  ISW1  ISITEM1              ITEM#1          FOUND                     300.00  EACH      1500.00               .00
   .00          .00          .00         1500.00
                                                                          ------------    ------------  ------------  ----
   ---------  ------------  ------------   --------------
                                   SUBTOTAL        FOUND                     300.00  EACH      1500.00               .00
   .00          .00          .00         1500.00
   IS1  ISW1  ISITEM1              ITEM#1          ISSUE FROM INV.            45.00- EACH       225.00-              .00
   .00          .00          .00          225.00-
                                                                          ------------    ------------  ------------  ----
   ---------  ------------  ------------   --------------
                                   SUBTOTAL        ISSUE FROM INV.            45.00- EACH       225.00-              .00
   .00          .00          .00          225.00-
                                   SUBTOTAL FOR ISITEM1                      10.00  EACH        50.00               .00
   .00          .00          .00           50.00
   IS1  ISW1  ISITEM2              ITEM#2          ORDER PROCESSING SAL        5.00- EACH        28.75-              .00
   .00          .00          .00           28.75-
   IS1  ISW1  ISITEM2              ITEM#2          ORDER PROCESSING SAL        1.00- EACH         5.75-              .00
   .00          .00          .00            5.75-
   IS1  ISW1  ISITEM2              ITEM#2          ORDER PROCESSING SAL       20.00- EACH       115.00-              .00
   .00          .00          .00          115.00-
```

```
   IS1  ISW1  ISITEM2              ITEM#2              ORDER PROCESSING SAL      20.00  EACH        115.00              .00
.00           .00         .00          115.00
   IS1  ISW1  ISITEM2              ITEM#2              ORDER PROCESSING SAL      20.00- EACH        115.00-             .00
.00           .00         .00          115.00-
   IS1  ISW1  ISITEM2              ITEM#2              ORDER PROCESSING SAL       9.00- EACH         51.75-             .00
.00           .00         .00           51.75-
   IS1  ISW1  ISITEM2              ITEM#2              ORDER PROCESSING SAL       9.00  EACH         51.75              .00
.00           .00         .00           51.75
```

Printing the Item Warehouse Report

The Item Warehouse report lists information from the Item Warehouse file. You can limit the selection by company, warehouse and/or item range.

Use the menu path below.

▸ *Inventory Control Reports*

    ▾ *Print Item Warehouse* [PIW]

```
 12/18/97      8:22:39         Print Item Warehouse        ICGPICW    ICDPICW
 _____

 Company . . . . . . . . . . . . .    ____  +

 Warehouse . . . . . . . . . . . .    ____  +

 Beginning Product . . . . . . . .    _____  + Size  . . .  __

 Ending Product  . . . . . . . . .    _____  + Size  . . .  __

 Attributes
 General Information . . . . . . . .   Y    Y=Yes, N=No
 Purchasing Information  . . . . . .   Y    Y=Yes, N=No
 Inventory Information . . . . . . .   Y    Y=Yes, N=No
 Lead Times Information  . . . . . .   Y    Y=Yes, N=No
 User Defined Information  . . . . .   Y    Y=Yes, N=No



 Submit to Jobq  . . . . . . . . . .   Y    Y=Yes, N=No

 _____
 F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys
                                                                        ▌
```

Figure 2-18: Print Item Warehouse prompt screen

If you type [F4] in the *Warehouse* field, you can select multiple warehouses.

A sample report is shown on the next page.

```
ICGICWR    ICTPICW                    I T E M   W A R E H O U S E   R E P O R T                        PAGE   34
12/18/97    9:09:49                                                                                    PJT
---------------------------------------------------------------------------------------------------------------
Company       IS1    Warehouse    ISW1    INFINIUM SOFTWARE, INC.
Product Code PROD01                 Size EA    Desc. Cherry Pie

 Product Class Type  . . . . . . . :                       Daily Capacity  . . . . . . . . . :
 Product Sub Class . . . . . . . . :                       Daily Capacity UM . . . . . . . . :
 Global Tax Rate Code  . . . . . . :                       MPS Format  . . . . . . . . . . . :
 Order Strategy  . . . . . . . . . :                       Lot Size Technique  . . . . . . . :
                                                           Critical Resource . . . . . . . . : N

 Inventory Unit of Measure . . . . :                       Item Revision Level . . . . . . . :
 Purchasing Unit of Measure  . . . :                       Purchasing Tax Default  . . . . . : N
 Department Code . . . . . . . . . :                       Tax Authority Default . . . . . . :
 Inspection Required . . . . . . . : N                     Rate Code Default . . . . . . . . :
 Vendor  . . . . . . . . . . . . . :                       Recoverable . . . . . . . . . . . : N
 Primary Vendor  . . . . . . . . . :                       Tax Category Code Default . . . . :
 Buyer Sort Code . . . . . . . . . :

 Order Policy Code . . . . . . . . : 3                     Automatic Creation Method . . . . :
 Restocking Method . . . . . . . . :                       Full Allocation Only  . . . . . . :
 Restocking Warehouse  . . . . . . :                       Minimum Qty . . . . . . . . . . . :                   UM
 Maximum Qty . . . . . . . . . . . :               UM      Maximum Reorder Qty . . . . . . . :                   UM
 Order Policy/Lot Size Quantity  . :               UM      Safety Stock Qty  . . . . . . . . :                   UM
 Product Family/Class  . . . . . . :                       Order Multiple Qty  . . . . . . . :                   UM
 Planner Code  . . . . . . . . . . :                       Inventory Cycle Code  . . . . . . :
 Material/Warehouse Combination  . :                       Lot Controlled  . . . . . . . . . :
 First Part of Storage Index . . . :                       Second Part of Storage Index  . . :
 Third part of storage index . . . :                       Storage Index Capacity  . . . . . :
 Store by Product  . . . . . . . . :                       Store by Storage Type . . . . . . :
 Storage Type  . . . . . . . . . . :                       Days Reserved Prior Issue . . . . :
 First Default Storage Index . . . :                       Days Allocated Prior Transfer . . :
 Second Default Storage Index  . . :                       Days Allocated Prior Issue  . . . :
 Third Default Storage Index . . . :                       Backorder Issue Requisition . . . : N
                                                           Backorder Transfer Requisition  . : N
 Calculated ABC Code . . . . . . . : C                     Override ABC Code . . . . . . . . :
 Cycle Count Interval  . . . . . . :  90                   Last Cycle Count date . . . . . . :    8301997
 Next Cycle Count Date . . . . . . : 11281997

 Sourcing Lead Time  . . . . . . . :                       Vendor Lead Time  . . . . . . . . :
 Manuf Fixed Lead Time . . . . . . :                       Manuf Variable Lead Time  . . . . :
 Planning Lead Time  . . . . . . . :                       Order Prep Lead Time  . . . . . . :
 Receiving Lead Time . . . . . . . :                       Inspection Lead Time  . . . . . . :
 To Stock Lead Time  . . . . . . . :                       Total Lead Time . . . . . . . . . :
 Safety Lead Time  . . . . . . . . :

 Alpha1  . . . . . . . . . . . . . :                       Alpha2  . . . . . . . . . . . . . :
 Alpha3  . . . . . . . . . . . . . :                       Alpha4  . . . . . . . . . . . . . :
 Alpha5  . . . . . . . . . . . . . :                       Numeric1  . . . . . . . . . . . . :
 Numeric2  . . . . . . . . . . . . :                       Numeric3  . . . . . . . . . . . . :
 Numeric4  . . . . . . . . . . . . :                       Numeric5  . . . . . . . . . . . . :
 Date1 . . . . . . . . . . . . . . :                       Date2 . . . . . . . . . . . . . . :
 Date3 . . . . . . . . . . . . . . :                       Date4 . . . . . . . . . . . . . . :
 Date5 . . . . . . . . . . . . . . :
```

Printing the Lot Traceability Report

Use the *Print Lot Traceability* function to print a trace report for lot-controlled items by lot number. You can print the report for a forward trace, backward trace or both:

- Forward Trace

  You can trace a raw material or finished product from its original entry in the system through batch creation and customer sales.

- Backward Trace

  You can trace a finished product from batch production to the purchase of raw materials from a vendor. The Lot Traceability report lists all transactions of the items or products containing the item that match the lot number you specify to trace. With this report, you can perform an internal tracking of material and products from the product to the supplier of the product or raw material the system uses to make the item.

Use the menu path below.

▶ *Inventory Control Reports*

  ▼ *Print Lot Traceability* [PLTB]

```
   8/18/03    18:33:57       Print Lot Traceability      ICGPLTB    ICDPLTB
 _____
   Beginning Lot . . . . . . . . . . .    0121030160 +
     Ending Lot  . . . . . . . . . . .    _____ +

   Beginning Item  . . . . . . . . . .    _____ ___ +
     Ending Item . . . . . . . . . . .    _____ ___ +

   Requested Trace . . . . . . . . . .    2    0=Forward, 1=Backward, 2=Both
   Lot Status  . . . . . . . . . . . .    __ +
   Include Which Lots  . . . . . . . .    2    0=Unexpired, 1=Expired, 2=Both
   Expiration as of Date . . . . . . .    _____

   Vendor  . . . . . . . . . . . . . .    _____ +
   Vendor Lot  . . . . . . . . . . . .    _____
   Customer  . . . . . . . . . . . . .    _____ +

   Company . . . . . . . . . . . . . .    ____ +
   Warehouse . . . . . . . . . . . . .    ____ +
   Beginning Mfg Batch . . . . . . . .    _____ +
     Ending Mfg Batch  . . . . . . . .    _____ +
 _____
   F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys
```

Figure 2-19: Print Lot Traceability prompt screen

On the Print Lot Traceability screen you can select the criteria for those lots you want to print. Once you complete the information on the screen, press F8 to generate the report.

Beginning Lot
For a range of lots, specify the value of the first lot in the range. To select only one lot, type that lot in this field only. Leave this field and *Ending Lot* blank to select all lots.

Ending Lot
For a range of lots, specify the value of the last lot you want to select here. Leave this field and *Beginning Lot* blank to select all lots.

Beginning Item
For a range of items, specify the value of the first item and its size code. To select only one item, type that item and its size code in this field only. Leave this field and *Ending Item* blank to select all items.

Ending Item

For a range of items, specify the value of the last item and its size code.

Leave this field and *Beginning Item* blank to select all items.

Requested Trace
Specify whether to print a forward trace, backward trace or both.

Lot Status
To display the list of lots for a single lot status only, specify that lot status. Leave blank to select the lots regardless of their status.

Include Which Lots
Specify whether to change unexpired, expired lots or both.

Expiration as of Date
Type the date to compare with the lot's expiration date to determine if the lot is expired. Leave blank to use the current system date.

Summary/Detail
Specify whether to print summary or detail information.

Vendor
To display the list of lots for a specific vendor only, specify that vendor identifier. Leave blank to select all vendors.

Vendor Lot
To display only a specific lot for a purchased product, specify that lot number.

Customer
To display the list of lots for a specific customer only, specify that customer identifier. Leave blank to select all customers.

Company
To select manufacturing batches for specific company only, specify that company identifier. Leave blank to select all companies.

Warehouse
To select manufacturing batches for a specific warehouse only, specify that warehouse identifier. You must specify a company if you specify a warehouse. Leave this field blank to select all warehouses for the specified company. If you do not specify a company or warehouse, all companies and warehouses are selected.

Beginning Mfg Batch
For a range of manufacturing batches, specify the batch number of the first manufacturing batch. To select only one manufacturing batch, type that batch number in this field only. Leave this field and *Ending Mfg Batch* blank to select all manufacturing batches.

Ending Mfg Batch

For a range of manufacturing batches, specify the batch number of the last manufacturing batch.

Leave this field and *Beginning Mfg Batch* blank to select all manufacturing batches.

Leave this field blank to select all manufacturing batches.

A sample report is shown on the next page.

```
ICGPLTR    ICTPLTR                          L O T   T R A C E A B I L I T Y   R E P O R T
  8/18/03   18:37:21
---------------------------------------------------------------------------------------------------------------------
         Lot              :   0121030160
         Item Code        :  COOKIE DOUGH           basic cookie dough
         Lot UOM          :  EA                  Expiration Date   :  8/01/2003
         Current Balance  :          10.0000     Status            :
                                                  FORWARD TRACE
  Lvl To Product / Customer    Lot           Date     Act  Reference
---------------------------------------------------------------------------------------------------------------------
  1    COOKIE DOUGH             0121030160  07/28/03  FIL   -012103-0160        Warehouse :  LOT1 WHSE1
  1    COOKIE DOUGH             0121030160  07/28/03  FIL   -012103-0160        Warehouse :  LOT1 WHSE1
  1    COOKIE CHOC BARS         0121030161  07/28/03  USG   -012103-0161        Warehouse :  LOT1 WHSE1
  1    COOKIE CHOC CHIP         0121030162  07/28/03  USG   -012103-0162        Warehouse :  LOT1 WHSE1
  .2   COOKIE CHEWY CHIP        0121030163  07/28/03  USG   -012103-0163        Warehouse :  LOT1 WHSE1
  ..3  CGK001                   0121030163  07/28/03  SLD  000000295-00         Ship from :  LOT1 WHSE1    COOKIE CHEWY CHIP
  ..3  COOKIE CHEWY BARS        0121030169  07/28/03  USG   -012103-0169        Warehouse :  LOT1 WHSE1
  ..4  CGK001                   0121030169  07/28/03  SLD  000000296-00         Ship from :  LOT1 WHSE1    COOKIE CHEWY BARS


         Lot              :   0121030160
         Item Code        :  COOKIE DOUGH           basic cookie dough
         Lot UOM          :  EA                  Expiration Date   :  8/01/2003
         Current Balance  :          10.0000     Status            :
                                                  BACKWARD TRACE
  Lvl From Product            Lot           Date     Act  Reference
---------------------------------------------------------------------------------------------------------------------
  1    COOKIE DOUGH             0121030160  07/28/03  FIL   -012103-0160        Warehouse :  LOT1 WHSE1
  .2   EGGS                    L-630-001    07/07/03  PUR  LOT.01237.07072003   PO# *LOT1/01577/PO                        Vend:
  .2   EGGS                    L-630-001    06/30/03  PUR  LOT.01215.06302003   PO# *LOT1/01556/PO        L-630-001       Vend:
  .2   WHITE FLOUR             VL-728-002   07/28/03  PUR  LOT.01505.07282003   PO# *LOT1/01784/PO        VL-728-002      Vend:
  .2   VANILLA EXTRACT         L-630-004    06/30/03  PUR  LOT.01220.06302003   PO# *LOT1/01559/PO        L-630-004       Vend:    L
  .2   BUTTER                  000000000478 07/25/03  PUR  LOT.01501.07252003   PO# *LOT1/01789/PO                        Vend:
  .2   BUTTER                  000000000478 07/25/03  PUR  LOT.01499.07252003   PO# *LOT1/01789/PO                        Vend:
  1    COOKIE DOUGH             0121030160  07/28/03  FIL   -012103-0160        Warehouse :  LOT1 WHSE1
  .2   EGGS                    L-630-001    07/28/03  USG   -012103-0160 ***
  .2   WHITE FLOUR             VL-728-002   07/28/03  USG   -012103-0160 ***
  .2   VANILLA EXTRACT         L-630-004    07/28/03  USG   -012103-0160 ***
  .2   BUTTER                  000000000478 07/28/03  USG   -012103-0160 ***
                                                                                                                 More...
                              ********** END OF REPORT *********
```

Printing Pick Lists

Use the *Print Pick Lists* option to indicate picking order. Each item must be an issue or transfer requisition created in Infinium PM or a warehouse transfer order created in Infinium IC. You can select from a transaction list and print either a group of transactions, consolidating all transaction types for a specific item, or you can choose to print a pick list for each transaction type.

Use the menu path below.

▶ *Inventory Control*

▶ *Pick Processing*

  ▼ *Print Pick List* [PPL]

```
12/05/97    14:52:51           Print Pick List          ICGPKP    ICDPKP

                                                              Page 1 of 5
Type options, press a function key

Company . . . . . . . . . . . . . .     _IS1 +  INFINIUM SOFTWARE (INSTRUCTOR)
Warehouse . . . . . . . . . . . . .   ISW1  +  INFINIUM WAREHOUSE #1

Pick List Sequence  . . . . . . . .   1   1=Item
                                           2=Storage Index ascending
                                           3=Storage Index descending
Consolidate Pick List:
   To one pick list  . . . . . . . .   Y  (Y=Yes, N=No)
   To one pick list per item . . . .   N  (Y=Yes, N=No)
   To one pick list per pick type  .   N  (Y=Yes, N=No)
   To one pick list per transaction    N  (Y=Yes, N=No)

Process Issue . . . . . . . . . . .   N  (Y=Yes, N=No)
Process Transfer  . . . . . . . . .   Y  (Y=Yes, N=No)
Process returns . . . . . . . . . .   N  (Y=Yes, N=No)


F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys
                                                              ▌
```

Figure 2-21: Print Pick List screen 1

From this screen, you select parameters that format your pick list. You can indicate transaction types to include on the list and the sequence of transactions. You must complete all the fields on this screen.

Type **Y** in only one of the four *Consolidate Pick List* fields and type **N** in the remaining three.

To create a particular sequence of items, press ⬜F13.

Press ⬜F8 to send the pick list to the printer. The system displays a message confirming that the job is in a job queue. When the pick list prints, the system displays a message indicating the date and time that the job completes. You can print from any of the first four Pick List screens.

Printing hard copy pick lists may involve working with system batch jobs that identify what you submit to the printer. This can vary from installation to installation. Your department or your IS department should have specific instructions on printing hard-copy pick lists for your facility.

```
 12/05/97    14:53:27           Print Pick List          ICGPKP    ICDPKP
 _____
                                                            Page 2 of 5
 Enter Sort Levels and Field Data
 Type options, press ENTER

 01=Highest Sort  06=Lowest Sort  (Used for interactive selection sequence only)

        Company . . . . . . . . . . . :     IS1   INFINIUM SOFTWARE (INSTRUCTOR)
        Warehouse . . . . . . . . . . :   ISW1   INFINIUM WAREHOUSE #1
     __ Deliver to . . . . . . . . . .    _____
     __ Transaction ID  . . . . . . . .   _____  +
     __ Need Date . . . . . . . . . . .   _____  to  _____
     __ Commodity Code . . . . . . . .    _____  +
     __ Item Code . . . . . . . . . . .   _____  +  __
     __ Aisle . . . . . . . . . . . . .   _____  +
        Bin . . . . . . . . . . . . . .   _____  +
        Lot#  . . . . . . . . . . . . .   _____  +


 _____
 F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys
```

Figure 2-22: Print Pick List screen 2

The system displays this screen when you press ⬜F13 from the Print Pick List screen 1.

You determine sort codes based on a scale of 1—6; that is, *01=Highest Sort, 06=Lowest Sort*. The codes you type to the left of each field establish the pick list item sequence and display.

The data you type in the right-hand fields is optional. You complete as many fields as you need. You can press ⬜F4 to prompt on the *Transaction ID*, *Commodity Code*, *Item Code* and storage location fields.

Press ⬜F8 to print the pick list.

Press ⬜F12 to return to the Print Pick List screen 1.

Press ⬜F14 to work with items on the pick list.

Defining Your Pick List with Specific Items

```
    12/05/97    14:54:03           Print Pick List        ICGPKP    ICDPKP

                                                              Page 3 of 5
    Company . . . . . . . . . . . . .     IS1  INFINIUM SOFTWARE (INSTRUCTOR)

    Type options, press ENTER
      1=Select    4=Deselect     5=Display transaction

        From    To
    Opt Whse   Whse  Type  Item Code          Size Need date      Quantity  UM
      _  ISW1   ISW3    T    PROD01                               100.0000  EA
      _  ISW1   ISW3    T    PROD01                                 5.0000  EA
      _  ISW1   ISW3    T    PROD02                                75.0000  EA
      _  ISW1   ISW3    T    PROD02                                10.0000  EA
      _  ISW1   ISW3    T    PROD04                                50.0000  GL
      _  ISW1   ISW3    T    PROD04                                50.0000  GL




                                                                    Bottom

    F2=Function keys  F3=Exit  F8=Print  F10=QuikAccess  F24=More keys        ▌
```

Figure 2-23: Print Pick List screen 3

The system displays this screen when you press F14 from the Print Pick List Page screen 1 or the Print Pick List Page screen 2.

The system displays items on this screen based on the values you type on the previous screens. You can use this screen to print pick lists for selected items.

To select an item for printing, type **1** in the *Opt* field. The system highlights selected items. To deselect an item, type **4** in the *Opt* field.

Type **5** in the *Opt* field to display individual transaction details.

Press F20 to shift the display window to the right and display item storage locations.

Press F8 to print pick lists for selected items. When you print pick lists, items on those lists are marked as ready for shipping. You cannot modify transfer orders once items are ready to ship.

Press F12 to return to the Print Pick List screen 2.

Defining Your Pick List with Specific Storage Index Locations

```
12/05/97      14:54:49            Print Pick List          ICGPKP     ICDPKP

                                                              Page 4 of 5
Company . . . . . . . . . . . . .       IS1   INFINIUM SOFTWARE (INSTRUCTOR)

Type options, press ENTER
   1=Select     4=Deselect     5=Display transaction


Opt Item Code          Size        Quantity  Aisle        Bin      Lot#
 _  PROD01                        100.0000
 _  PROD01                          5.0000
 _  PROD02                         75.0000
 _  PROD02                         10.0000
 5  PROD04                         50.0000
 _  PROD04                         50.0000




                                                              Bottom

F2=Function keys  F3=Exit  F8=Print  F10=QuikAccess  F24=More keys       █
```

Figure 2-24: Print Pick List screen 4

When you press F20 from the Print Pick List screen 3, the system displays the storage index location of each pick list item.

Press F19 to redisplay Print Pick List screen 3.

Press F8 to print.

Viewing Pick Items

```
12/05/97     14:55:20            Print Pick List            ICGPKP     ICDPKP

                                                              Page 5 of 5
Company . . . . . . . . . . . . . .     IS1   INFINIUM SOFTWARE (INSTRUCTOR)
Transaction . . . . . . . . . . . .     000000063-00
Pick Type . . . . . . . . . . . .   T      Transfers


          From     To      Line
    Seq    Whse     Whse    Status   Cust Order & Line
     1     ISW1     ISW3
     2     ISW1     ISW3
     3     ISW1     ISW3




                                                              Bottom


   F2=Function keys   F10=QuikAccess   F12=Cancel   F18=Message line
```

Figure 2-25: Print Pick List screen 5

If you type **5** in the field to the left of a transaction line item from the Print Pick List screen 4, you can view individual transactions.

Press ⌈Enter⌋ to redisplay the pick selection list shown on the Print Pick List screen 3.

You can print a pick ticket by pressing ⌈F8⌋ from any of the first four Print Pick List screens.

An example of a pick ticket is printed on the following page.

```
ICGPLL    ICTPLL                              P I C K   T I C K E T                                    PAGE    1
10/16/97   14:20:45                                                                                    RLL
 Pick control  :       3055
 From Company   :    IS1
 From Warehouse :    ISW1      WAREHOUSE "1" (INSTRUCTORS)    Picker         :  _____
--------------------------------------------------------------------------------------------------------------------
 ITEM / DESCRIPTION                          LOT         SUBLOT      BIN         TO-BE-PICKED   UM    PICKED QTY
 Tran Id / Line              Ship Date       To Comp/Whse   Pick Type   Deliver To                Sales Order/Receipt#/line
--------------------------------------------------------------------------------------------------------------------
 ISITEM1                    ITEM#1           A1          ROW1        BIN1          45.0000   EACH   _____
 000000987                 2   10/13/1997                Issues
 ISITEM4                    ITEM#4                                                 456.0000  EACH   _____
 000000987                 3   10/13/1997                Returns
```

Printing the Lot Report

You use the Print Lots function to print lot information by lot name, item name, date created and status. You can also print additional lot information.

Use the menu path below.

▶ *Inventory Control Reports*

    ▼ *Print Lots* [PLB]

```
  1/04/05     16:32:46              Print Lots              ICGPLB     ICDPLB


   Beginning Lot . . . . . . . . . . .    _____  +
   Ending Lot  . . . . . . . . . . . .   _____  +

   Beginning Item  . . . . . . . . . .   _____ ___  +
   Ending Item . . . . . . . . . . . .   _____ ___  +

   Lot Status  . . . . . . . . . . . .   __  +
   Beginning Date Created  . . . . . .   _____
   Ending Date Created . . . . . . . .   _____
   Include Which Lots  . . . . . . . .   0    0=Unexpired, 1=Expired, 2=Both
   Expiration as of Date . . . . . . .   _____

   Print Lot Detail  . . . . . . . . .   Y    (Y=Yes, N=No)
   Print Balance Detail  . . . . . . .   Y    (Y=Yes, N=No)
   Print Transactions  . . . . . . . .   Y    (Y=Yes, N=No)
   Print User Fields . . . . . . . . .   Y    (Y=Yes, N=No)
   Print Lot Notes . . . . . . . . . .   Y    (Y=Yes, N=No)


   F2=Function keys  F3=Exit  F4=Prompt  F8-Print  F24=More keys
```

Figure B-25: Print Lots screen

Use this screen to specify the selection criteria for the lot audit listing and then press [F8] to print the listing.

Beginning Lot
For a range of lots, specify the value of the first lot in the range.

To select only one lot, type that lot in this field only.

Leave this field and *Ending Lot* blank to select all lots.

Ending Lot
For a range of lots, specify the value of the last lot you want to print here.

Leave this field and *Beginning Lot* blank to select all lots.

Beginning Item
For a range of items, specify the value of the first item and its size code here.

To print only one item, type that item and its size code in this field only.

Leave this field and *Ending Item* blank to select all items.

Ending Item
For a range of items, specify the value of the last item and its size code here.

Leave this field and *Beginning Item* blank to select all items.

Lot Status
To print the report for a single lot status only, specify that lot status.

Leave blank to select the lots regardless of their status.

Beginning Date Created
Type the value for the first date to use if printing the listing for a range of dates.

Leave this field blank if you do not want to specify a range of dates.

Ending Date Created
Type the value for the last date if you want to print the listing for a range of dates.

Include Which Lots
Specify whether to change expired or unexpired lots.

0	Unexpired lots only
1	Expired lots only
2	Both expired and unexpired lots

Expiration as of Date
Type the date to compare with the lot's expiration date to determine if the lot is expired.

Leave blank to use the current system date.

Print Lot Detail
Specify yes to print detailed lot information; otherwise, specify no.

Print Balance Detail
Specify yes to print balance information; otherwise, specify no.

Print Transactions
Specify yes to print the transactions for the selected lots; otherwise, specify no.

Print User Fields
Specify yes to print user field information for the selected lots; otherwise, specify no.

Print Lot Notes
Specify yes to print the lot notes for the selected lots; otherwise, specify no.

```
ICGPLR    ICTPLR                        L O T   B A L A N C E   R E P O R T                        GMC
 8/18/03  18:12:48                                                                                PAGE     2
---------------------------------------------------------------------------------------------------------------------
          Lot                 :    0121030160
          Item Code           :  COOKIE DOUGH          basic cookie dough
          Lot UOM             :  EA
          Expiration Date     :   8/01/2003
          Status              :          Date last status changed    :
          Creation Date       :   7/28/2003               Source    :  Manufactured
          User Alpha Numeric Fields              User Numeric Fields        User Date Fields
          1.                                     1. 000000000000000         1.
          2.                                     2. 000000000000000         2.
          3.                                     3. 000000000000000         3.
          4.                                     4. 000000000000000         4.
          5.                                     5. 000000000000000         5.
          Current Balance     :        10.0000
          Available Balance   :        10.0000
          Original Balance    :

                  Total Receipts     :        12.0000      Total Issue        :         2.0000
                  Transfer In        :                     Transfer Out       :
                  Adjustments In     :                     Adjustments Out    :
                  On-Hold            :                     Distressed         :
                  Inspection         :                     Quarantined        :
                  In Transit         :                     Return To Vendor   :
                  Rework             :                     Scrapped           :
           Date       Time   Seq #      Change    Quantity       Current Balance Available Balance  Transaction ID  User
          7/28/2003 11:04:14    55542  PRD WIP +      10.0000                           10.0000                      CGK
          7/28/2003 11:04:14    55543  PRD WIP +       2.0000                           12.0000                      CGK
          7/28/2003 11:08:37    55556  PRD WIP -      10.0000                            2.0000                      CGK
          7/28/2003 11:08:37    55557  BATCH +        10.0000        10.0000            12.0000                      CGK
          7/28/2003 11:08:37    55557  UPD FIELDS                    10.0000            12.0000                      CGK
          7/28/2003 11:08:37    55558  PRD WIP -       2.0000        10.0000            10.0000                      CGK
          7/28/2003 11:08:37    55559  BATCH +         2.0000        12.0000            12.0000                      CGK
          7/28/2003 11:08:37    55559  UPD FIELDS                    12.0000            12.0000                      CGK
          7/28/2003 11:12:57    55570  WIP USG +       1.0000        12.0000            11.0000                      CGK
          7/28/2003 11:19:16    55572  WIP USG -       1.0000        12.0000            12.0000                      CGK
          7/28/2003 11:19:16    55573  IN BATCH -      1.0000        11.0000            11.0000                      CGK
          7/28/2003 11:20:38    55577  WIP USG +       1.0000        11.0000            10.0000                      CGK
          7/28/2003 11:21:33    55579  WIP USG -       1.0000        11.0000            11.0000                      CGK
          7/28/2003 11:21:33    55580  IN BATCH -      1.0000        10.0000            10.0000                      CGK
                                       ********** END OF REPORT *********
```

Notes

Part 3
Printing Infinium IC Physical Inventory Reports

<div style="text-align: right">3</div>

The part consists of the following topics:

Overview

The Physical Inventory reports present information about tags, tag errors, and cost and quantity variances between the physical counts and the frozen balances. An option that prints pre-numbered tags or cycle count sheets is also available. You can print reports for a control identifier as many times as needed until you delete the control identifier using the *Purge PI Files* option. Likewise, you can print tags and/or cycle count sheets as many times as needed until you complete the *Post To On Hand* option for the control identifier.

The Security and Selection Check screen discussed in the "Performing Physical Inventory Processing" part of the *Infinium IC Guide to Setup and Processing* is displayed for each option. Thus, each report contains information for the specified control identifier only.

A cover page listing the control identifier, selection criteria for the control identifier, and report selection information (if any) prints for each report. The format of most reports differs slightly from the examples presented in this appendix if the control identifier includes only one warehouse.

The system stores and displays inventory values in the base currency defined in Infinium CA. If you have Infinium CM on your system, you can transfer inventory (and its associated costs) between companies with different base currencies.

Printing Tags or Cycle Count Sheets

Use the *Print Tags/Cycle Count Sheets* option to print tags or a cycle count sheet for tags you created using the *Create Tags for Frozen Inventory* option. You can select a range of tag numbers to print. The tags or cycle count sheet you print using this option have the same format as those you print using the *Create Tags for Frozen Inventory* option. However, tags or sheets that you print using the *Print Tags/Cycle Count Sheets* option list information you type using the *Work with Tags* option.

Standard tags print two per page and contain the following information:

- Control identifier and description

- Company and warehouse

- Tag number

- Product or raw material/resource identifier

- Item description

- File quantity (You can select to have the system print or not print system inventory quantities on the tags in the *Work with Company* option)

- Counted quantity (blank until you type a value using the *Work with Tags* option)

- Transaction code

- Storage index and physical location

- Sort codes, cost override, and control batch number (blank until you type a value using the *Work with Tags* option)

Standard cycle count sheets list one item per line and contain the following information:

- Company and warehouse

- Tag number

- Product or raw material/resource identifier

- Item description

- File quantity (You can select to have the system print or not print system inventory quantities on the tags in the *Work with Company* option)

- Actual count (blank until you type a value using the *Work with Tags* option)

- Transaction code

- Storage index
- Total number of tags

Use the menu path below.

▶ *Physical Inventory*

▶ *Physical Inventory Reports*

▼ *Print Tags/Cycle Count Sheets* [PTCCS]

Type your physical inventory security code and control ID and press [Enter].

```
12/08/97      9:17:51     Print Tags/Cycle Count Sheets     ICGTCSL     ICDTCSL


   Control Id  . . . . . . . . . . . :     MONTHLY
   Control Description . . . . . . . :     MONTHLY RAW MATERIAL COUNT

   Specify range of Tags:
      Beginning Tag . . . . . . . . . .     _____
      Ending Tag  . . . . . . . . . . .     _____

   Print Option  . . . . . . . . . . .   _  (1=Tags, 2=Cycle Count Sheets)











   _____
   F2=Function keys  F3=Exit  F5=Refresh  F10=QuikAccess  F18=Message line
```

Figure 3-1: Print Tags/Cycle Count Sheets screen

This screen is displayed when you complete the security fields and press [Enter] from the Security and Selection Check screen.

Print Option
The *Print Option* field is required.

Beginning Tag, Ending Tag
To print all the tags or count sheet lines generated using the *Create Tags for Frozen Inventory* option, leave the *Beginning Tag* and *Ending Tag* fields blank.

Samples of standard tags and a cycle count sheet are shown on the next two pages.

```
ICGFITL    ICTFITL                    T A G S   F O R   F R O Z E N   I N V E N T O R Y
10/17/97  11:45:44                                                                                              PJT
--------------------------------------------------------------------------------------------------------------------
 CONTROL ID . . . . . . . . . . :    MAIN        Main Warehouse


 COMPANY . . . . . . . . . . . . :    IS1         INFINIUM SOFTWARE (INSTRUCTOR)

 TAG . . . . . . . . . . . . . . :     1

 WAREHOUSE . . . . . . . . . . . :    ISW1

 MATERIAL  . . . . . . . . . . . :    CLEANSER     WINDOW WASHING CLEANSER

 TRANSACTION CODE . . . . . . . . :   20

 Aisle . . . . . . . . . . . . . :    _____

 Row . . . . . . . . . . . . . . :    _____

 Bin . . . . . . . . . . . . . . :    _____

 PHYSICAL LOCATION . . . . . . . :    _____

 SORT CODE 1 . . . . . . . . . . .   ___              SORT CODE 2 . . . . . . . . . . . .   _____

 COST OVERRIDE . . . . . . . . . .   _____

 CONTROL BATCH NUMBER  . . . . . . .   _____

 COUNTED QUANTITY AND UM . . . . . .   _____  __EA_
```

```
ICGCCSL    ICTCCSL                        C Y C L E   C O U N T   S H E E T                      PAGE    1
10/17/97   11:45:55                                                                             PJT
-----------------------------------------------------------------------------------------------------------------
 COMPANY . . . . . . . . . . . . . . :    IS1
    TAG WHSE   PRODUCT    SIZE DESCRIPTION              UM  TRN Aisle       Row         Bin          ACTUAL COUNT

      1 ISW1 CLEANSER          WINDOW WASHING CLEANSER  EA   20                                      _____ ____

      2 ISW1 HAZRAW1           ALCOHOL                  GL   20                                      _____ ____

      3 ISW1 HAZRAW02          XYLENE                   GL   20                                      _____ ____

      4 ISW1 HAZRAW04          ETHYL BENZENE            LB   20                                      _____ ____

      5 ISW1 HAZRAW05          CHLORINE                 GL   20                                      _____ ____
```

Printing the Error Tag Listing

The Physical Inventory Tags Exception report identifies void tags and tag errors. The same report that you print using this option prints automatically when you use the *Post To On Hand* option. You must correct each tag error before you can close or post to on hand.

This report includes the following information:

- Company and warehouse
- Product or raw material/resource identifier
- Quantity
- Control batch and tag numbers
- Type of error
- Total number of errors
- Total number of voided tags and tags with errors

Use the menu path below.

▶ *Physical Inventory*
▶ *Physical Inventory Reports*
    ▼ *Print Error Tag Listing* [PETL]

Type your security code and control ID and press [Enter].

A sample report is shown on the next page.

```
ICGETR    ICTETR                          P H Y S I C A L   I N V E N T O R Y   T A G S
PAGE    1
10/17/97   11:27:13                                   EXCEPTION REPORT
RLL
-------------------------------------------------------------------------------------------------------------------------
----------------------------------------------------------------
 COMPANY AND WAREHOUSE . . . . . .      IS1    ISW1

CONTROL BATCH             TYPE OF EXCEPTION
          MATERIAL             SIZE      QUANTITY  UM       aisle       row        bin        NUMBER        TAG
(1=VOID; 2=ERROR)             REASON
          ISITEM9                                          GL                                                 1
178        2      ZERO QUANTITY
          ISITEM10                                         GL                                                 2
179        2      ZERO QUANTITY
          ISITEM11                                         GL                                                 3
180        2      ZERO QUANTITY

                                       ********** END OF REPORT **********
```

Printing the Missing Tags Report

The Missing Tags report identifies missing tags. You can perform the *Post to On Hand* option even if there are missing tags. Thus, this report is for information and audit purposes only.

This report includes the following information:

- Missing tag numbers
- Total number of tags missing

Use the menu path below.

▸ *Physical Inventory*

▸ *Physical Inventory Reports*

　▾ *Print Missing Tag Numbers* [PMTN]

Complete the security fields and press [Enter]. A sample report is shown on the next page.

```
ICGMTR      ICTMTR                           M I S S I N G   T A G S   R E P O R T                          PAGE    1
10/17/97   11:37:06                                                                                         RLL
------------------------------------------------------------------------------------------------------------------------
 STARTING FROM      ENDING AT
        128            199
 TOTAL NUMBER OF MISSING TAGS  . . :  000072
                                      ********** END OF REPORT **********
```

Printing the Physical Inventory Tag Listing

The Physical Inventory Tag Listing presents tag file information sorted by tag number for all tags. This listing includes the following information:

- Company and warehouse
- Tag number
- Product or raw material/resource identifier
- Quantity
- Transaction code
- Storage index and physical location
- Sort codes
- Cost override
- Exception Type
- Control batch number
- User who entered the tag and work station where the tag was entered
- Total number of tags

Tags for work in process (WIP) have a different transaction code at the end of the report.

Use the menu path below.

▶ *Physical Inventory*

▶ *Physical Inventory Reports*

   ▼ *Print Physical Inventory Tags* [PPIT]

Complete the security fields and press [Enter]. A sample report is shown on the next page.

```
ICGPITL   ICTPITL                          P H Y S I C A L   I N V E N T O R Y   T A G S   L I S T I N G                                          PAGE   1
10/17/97  11:37:18                                                                                                                               RLL
-----------------------------------------------------------------------------------------------------------------------------------------------------------
   COMPANY AND WAREHOUSE . . . . . .    IS1   ISW1
                                                                                                 SORT  SORT                        EXCEP
   TAG         PRODUCT          SIZE        QUANTITY   UM   TRN  aisle    row     bin    PHY LOC  CODE 1 CODE 2  COST OVERRIDE      TYPE   BATCH  USER      JOB
   100         RAW11                        234.0000   GL   20                                                                            123    RLL       TRN6006S1
   101         RAW12                        543.0000   LB   20                                                                            123    RLL       TRN6006S1
   102         RAW13                       1234.0000   GL   20                                                                            123    RLL       TRN6006S1
   103         RAW2                         765.0000   EACH 20                                                                            123    RLL       TRN6006S1
   104         RAW7                         986.0000   GL   20                                                                            123    RLL       TRN6006S1
   105         RAW8                          23.0000   LB   20                                                                            123    RLL       TRN6006S1
   106         ISITEM1                        1.0000   EACH 20                                                                            123    RLL       TRN6006S1
   107         ISITEM1                      753.0000   EACH 20  A1       ROW1    BIN1                                                      123    RLL       TRN6006S1
   108         ISITEM2                      987.0000   EACH 20                                                                            123    RLL       TRN6006S1
   109         ISITEM2                     2345.0000   EACH 20  A1       ROW1    BIN2                                                      123    RLL       TRN6006S1
   110         ISITEM3                       23.0000   EACH 20                                                                            123    RLL       TRN6006S1
   111         ISITEM3                     5343.0000   EACH 20  A1       ROW1    BIN2                                                      123    RLL       TRN6006S1
   112         ISITEM4                       63.0000   EACH 20                                                                            123    RLL       TRN6006S1
```

Listing Materials That Have an On Hand Balance but No Physical Count

The Materials with On Hand Balance and Zero Physical Count report lists all items that have an inventory balance but no physical count. When you post to on hand, inventory balances for these items are adjusted to zero.

This report includes the following information:

- Company and warehouse

- Product or raw material/resource identifier

- Inventory type

- Storage index

- Frozen quantity

The frozen quantity listed under On Hand Quantity is the quantity for the specified inventory type, which may not be on hand inventory.

Use the menu path below.

▶ *Physical Inventory*

▶ *Physical Inventory Reports*

   ▼ *Print Materials with On Hand* [PPO]

Complete the security fields and press [Enter]. A sample report is shown on the next page.

```
ICGZPCR    ICTZPCR                    M A T E R I A L S   W I T H   O N H A N D   B A L A N C E                PAGE    1
10/17/97    9:14:21                        A N D   Z E R O   P H Y S I C A L   C O U N T                       AM2000
-----------------------------------------------------------------------------------------------------------------------
COMPANY AND WAREHOUSE . . . . . .          IS1        ISW1
         PRODUCT              SIZE    INVENTORY TYPE              Row        Shelf        Bin       ONHAND QUANTITY UM

         ISITEM9                     ON HAND INVENTORY                                                  4.0000  EA
         ISITEM10                    ON HAND INVENTORY                                                 10.0000  EA
         ISITEM11                    ON HAND INVENTORY                                                 23.0000  EA
                             ***** RECORDS SELECTED        000003
                                       ********** END OF REPORT **********
```

Printing the Inventory Adjustment Quantity Report

The Inventory Adjustment Quantity report lists the adjustment that the system made to the inventory balance for each item at posting. This report includes the following information:

- Company and warehouse
- Product or raw material/resource identifier
- Inventory type
- Storage index
- Frozen quantity
- Physical count
- Adjustment quantity

The frozen quantity listed under On Hand Quantity is the quantity for the specified inventory type, which may not be on hand inventory.

The system adjusts the inventory quantity to zero for items with no physical count.

Use the menu path below.

▸ *Physical Inventory*

▸ *Physical Inventory Reports*

  ▾ *Print Inventory Adjustment Qty* [PIAQ]

Complete the security fields and press [Enter]. A sample report is shown on the next page.

```
ICGIAQR   ICTIAQR                    I N V E N T O R Y   A D J U S T M E N T   Q U A N T I T Y   R E P O R T                         PAGE    1
10/17/97  11:37:43                                                                                                                  RLL
--------------------------------------------------------------------------------------------------------------------------------------------
   COMPANY AND WAREHOUSE . . . . . .     S2K   S2KW1
                                                                                          ONHAND              PHYSICAL            ADJUSTMENT
           PRODUCT            SIZE   INVENTORY TYPE      aisle      row        bin     QUANTITY    UM       COUNT     UM      QUANTITY    UM
           RAW11                     ON HAND +                                           5.0000    GL    1143.0000    GL     1138.0000    GL
           RAW12                     ON HAND +                                           5.0000    LB     815.0000    LB      810.0000    LB
           RAW13                     ON HAND +                                           5.0000    GL    5212.0000    GL     5207.0000    GL
           RAW2                      ON HAND +                                           5.0000  EACH   12768.0000  EACH    12763.0000  EACH
           RAW7                      ON HAND +                                           5.0000    GL   10656.0000    GL    10651.0000    GL
           RAW8                      ON HAND +                                           5.0000    LB     321.0000    LB      316.0000    LB
           ISITEM1                   ON HAND +                                           5.0000  EACH     469.0000  EACH      464.0000  EACH
           ISITEM1                   ON HAND +         A1         ROW1       BIN1         5.0000  EACH    1443.0000  EACH     1438.0000  EACH
           ISITEM2                   ON HAND +                                           5.0000  EACH    2185.0000  EACH     2180.0000  EACH
           ISITEM2                   ON HAND +         A1         ROW1       BIN2         5.0000  EACH   11111.0000  EACH    11106.0000  EACH
           ISITEM3                   ON HAND +                                           5.0000  EACH     931.0000  EACH      926.0000  EACH
           ISITEM3                   ON HAND +         A1         ROW1       BIN2         5.0000  EACH   12450.0000  EACH    12445.0000  EACH
           ISITEM4                   ON HAND +                                           5.0000  EACH     521.0000  EACH      516.0000  EACH
           ISITEM6                   ON HAND +                                           5.0000  EACH    8680.0000  EACH     8675.0000  EACH
                          ***** RECORDS SELECTED       000014
                                    ********** END OF REPORT **********
```

Printing the Cost Variance Report

The Cost Variance report lists cost and quantity variances between the physical count and the frozen quantity. Information is presented for each storage index and inventory type for each item.

You can limit the selection by warehouse, inventory type, and material type (raw material/ resources only, products only, or both). You can also specify which cost type is used.

This report includes the following information:

- Warehouse
- Product or raw material/resource identifier
- Storage index
- Inventory type
- Unit cost
- Physical count quantity and extended cost
- Frozen balance and extended cost
- Cost and quantity variances
- Total by inventory type for each item
- Totals at the warehouse and report levels

Use the menu path below.

▶ *Physical Inventory*

▶ *Physical Inventory Reports*

   ▼ *Print PI vs On Hand Variance* [PPIVSOHV]

Type your security code and control ID and press [Enter].

```
12/08/97      9:23:11     Print PI vs On Hand Variance      ICGCVB     ICDCVB
_____

Control Id  . . . . . . . . . . . :    MONTHLY
Control Description . . . . . . . :    MONTHLY RAW MATERIAL COUNT
Company . . . . . . . . . . . . . :     IS1
Warehouse . . . . . . . . . . . . :    ISW1
Cost Type . . . . . . . . . . . . :    C +
Inventory Type  . . . . . . . . . :    __ +
Material Type . . . . . . . . . . :    1      (1=RM, 2=FG, 3=Both)













_____
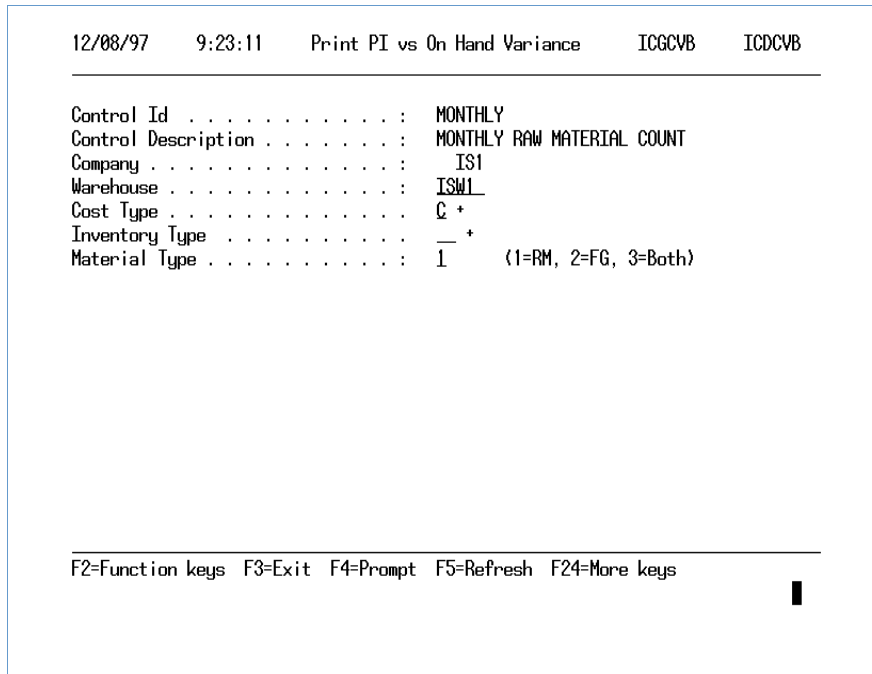
F2=Function keys  F3=Exit  F4=Prompt  F5=Refresh  F24=More keys
                                                                        █
```

Figure 3-2: Print PI vs. On Hand Variance prompt screen

Complete the *Cost Type*, *Inventory Type* and *Material Type* fields to print a report
with criteria other than the default.

A sample report is shown on the next page.

```
---------------------------------------------------------------------------------------------------------------------------------------------
                                               ---------------QUANTITY---------------              ----------EXTENSION COST-------  -----------VARIANCE--
-----------
MATERIAL            SIZE aisle     row     bin   PHYSICAL COUNT  UM  FROZEN INVENTORY UM     COST      UM     PHYSICAL      FROZEN      EXTENSION COST      QUANTITY
RAW11                                               1143.0000   GL       5.0000 GL                    GL                                                   1138.0000
PROCESS RAW MATERIAL-water    *** MATERIAL TOTAL *** 1143.0000            5.0000                                                                           1138.0000
---------------------------------------------------------------------------------------------------------------------------------------------
RAW12                                                815.0000   LB       5.0000 LB                    LB                                                    810.0000
PROCESS RAW MATERIAL          *** MATERIAL TOTAL ***  815.0000            5.0000                                                                            810.0000
---------------------------------------------------------------------------------------------------------------------------------------------
RAW13                                               5212.0000   GL       5.0000 GL                    GL                                                   5207.0000
PROCESS RAW MATERIAL-alcohol  *** MATERIAL TOTAL *** 5212.0000            5.0000                                                                           5207.0000
---------------------------------------------------------------------------------------------------------------------------------------------
RAW2                                               12768.0000   EACH     5.0000 EACH                  EACH                                                12763.0000
RAW MATERIAL #2               *** MATERIAL TOTAL *** 12768.0000           5.0000                                                                          12763.0000
---------------------------------------------------------------------------------------------------------------------------------------------
RAW7                                               10656.0000   GL       5.0000 GL                    GL                                                  10651.0000
HAZARDOUS RAW MATERIAL #1     *** MATERIAL TOTAL *** 10656.0000           5.0000                                                                          10651.0000
---------------------------------------------------------------------------------------------------------------------------------------------
RAW8                                                 321.0000   LB       5.0000 LB                    LB                                                    316.0000
HAZARDOUS RAW MATERIAL #2     *** MATERIAL TOTAL ***  321.0000            5.0000                                                                            316.0000
---------------------------------------------------------------------------------------------------------------------------------------------
ISITEM1                                              469.0000   EACH     5.0000 EACH     6.000000 EACH 2814.00000    30.00000  2784.000000              464.0000
ISITEM1             A1        ROW1    BIN1          1443.0000   EACH     5.0000 EACH     6.000000 EACH 8658.00000    30.00000  8628.000000             1438.0000
ITEM#1                        *** MATERIAL TOTAL *** 1912.0000           10.0000                      11472.00000    60.00000 11412.000000             1902.0000
---------------------------------------------------------------------------------------------------------------------------------------------
ISITEM2                                             2185.0000   EACH     5.0000 EACH     8.850000 EACH 19337.25000   44.25000 19293.00000              2180.0000
ISITEM2             A1        ROW1    BIN2         11111.0000   EACH     5.0000 EACH     8.850000 EACH 98332.35000   44.25000 98288.100000            11106.0000
ITEM#2                        *** MATERIAL TOTAL *** 13296.0000          10.0000                     117669.60000   88.50000 117581.100000            13286.0000
```

Printing the Physical Inventory by Material Accumulation Report

The Physical Inventory by Material Accumulation report lists tag and cost information sorted by item, warehouse and storage index, with totals by item.

You can limit the selection by warehouse, material type, material range, and transaction code. You can also specify the cost type and cost codes to be used.

This report includes the following information:

- Warehouse

- Product or raw material/resource identifier

- Storage index

- Quantity from tag

- Unit and extended costs

- Tag and control batch numbers

- Indicator for tags in error

- Totals at the warehouse, item, and report levels

Use the menu path below.

▸ *Physical Inventory*

▸ *Physical Inventory Reports*

   ▾ *Print Material Accumulation* [DPA]

Type your security code and control ID and then press [Enter].

```
12/08/97      9:24:27      Print Material Accumulation      ICGPIAB    ICDPIAB


Control Id  . . . . . . . . . . . :    MONTHLY
Control Description . . . . . . . :    MONTHLY RAW MATERIAL COUNT
Company . . . . . . . . . . . . . :      IS1
Warehouse . . . . . . . . . . . . :    ISW1
Material Type . . . . . . . . . . :    1      (1=RM, 2=FG, 3=Both)

Specify range of Materials:
   Beginning Material and Size . . .    _____ + __
   Ending Material and Size  . . . .    _____ + __

Cost Type . . . . . . . . . . . . :    C +
Transaction Code  . . . . . . . . :    20 +




_____
F2=Function keys  F3=Exit  F4=Prompt  F5=Refresh  F24=More keys
                                                                  █
```

Figure 3-3: Print Material Accumulation prompt screen

Press [F7] (**Cost Code**) to access the Cost Code selection screen, where you can select cost codes to include. The default is that the cost includes all cost codes.

You define cost codes using the *Work with Cost Code* option in Infinium CA. Examples of cost codes you can define include **R** for raw material cost and **L** for labor.

A sample report is shown on the next page.

```
ICGPIAR    ICTPIAR              P h Y S I C A L   I N V E N T O R Y   B Y   M A T E R I A L   A C C U M U L A T I O N                    PAGE    1
10/17/97   11:45:56                                                                                                                       RLL
-----------------------------------------------------------------------------------------------------------------------------------------------
          PRODUCT           SIZE  aisle        row          bin              QUANTITY  UM     COST / UNIT    UM  EXTENSION COST    TAG  CONTROL BATCH    ERROR
          RAW11                                                              234.0000  GL                    GL                   100  123
          RAW11                                                               75.0000  GL                    GL                   114  123
          RAW11                                                              834.0000  GL                    GL                   200  123
                            ISW1     WAREHOUSE TOTAL
 PROCESS RAW MATERIAL-water          *** HASH TOTAL ***
-----------------------------------------------------------------------------------------------------------------------------------------------
          RAW12                                                              543.0000  LB                    LB                   101  123
          RAW12                                                               37.0000  LB                    LB                   115  123
          RAW12                                                              235.0000  LB                    LB                   201  123
                            ISW1     WAREHOUSE TOTAL
 PROCESS RAW MATERIAL                *** HASH TOTAL ***
-----------------------------------------------------------------------------------------------------------------------------------------------
          RAW13                                                             1234.0000  GL                    GL                   102  123
          RAW13                                                             3254.0000  GL                    GL                   116  123
          RAW13                                                              724.0000  GL                    GL                   202  123
                            ISW1     WAREHOUSE TOTAL
```

Printing the Physical Inventory by Warehouse Report

The Physical Inventory by Warehouse report presents the same information as the Physical Inventory by Material Accumulation report, but it is sorted by warehouse and item rather than by item and warehouse.

You can limit the selection by warehouse, material type, material range, tag range, sort code and transaction code. You can also specify the cost type and cost codes to be used.

This report includes the following information:

- Warehouse

- Product or raw material/resource identifier

- Storage index

- Quantity from tag

- Unit and extended cost

- Tag and control batch numbers

- Indicator for tags in error

- Totals at the item, warehouse, and report levels

Use the menu path below.

▶ *Physical Inventory*

▶ *Physical Inventory Reports*

   ▼ *Print by Warehouse* [DW]

Complete the *Security Code* and *Control Id* fields and press [Enter].

```
12/08/97        9:26:34          Print by Warehouse          ICGPIWB    ICDPIWB
_____

Control Id  . . . . . . . . . . . :   MONTHLY
Control Description . . . . . . . :   MONTHLY RAW MATERIAL COUNT
Company . . . . . . . . . . . . . :    IS1
Warehouse . . . . . . . . . . . . :   ISW1
Material Type . . . . . . . . . . :   1      (1=RM, 2=FG, 3=Both)

Specify range of Materials:
   Beginning Material  . . . . . . .   _____ + __
   Ending Material . . . . . . . . .   _____ + __
Specify range of Tags:
   Beginning Tag . . . . . . . . . .   _____
   Ending Tag  . . . . . . . . . . .   _____

Sort Code 1 . . . . . . . . . . .   __
Sort Code 2 . . . . . . . . . . .   ____
Cost Type . . . . . . . . . . . .   C +
Transaction Code  . . . . . . . .   20 +

_____

F2=Function keys  F3=Exit  F4=Prompt  F5=Refresh  F24=More keys
                                                              ▌
```

Figure 3-4: Print by Warehouse prompt screen

Press [F7] (**Cost Code**) to access the Cost Code Selection screen, where you can select cost codes to include. The default is that the cost includes all cost codes.

A sample report is shown on the next page.

```
ICGPIWR   ICTPIWR                    P H Y S I C A L   I N V E N T O R Y   B Y   W A R E H O U S E                                    PAGE   1
10/17/97  11:45:56                                                                                                                            RLL
-------------------------------------------------------------------------------------------------------------------------------------------------
          PRODUCT            SIZE aisle        row          bin         QUANTITY   UM        COST / UNIT   UM      EXTENSION COST     TAG     CONTROL BATCH      ERROR
          RAW11                                                         234.0000   GL                      GL                        100         123
          RAW11                                                          75.0000   GL                      GL                        114         123
          RAW11                                                         834.0000   GL                      GL                        200         123
                             *** HASH TOTAL ***
          RAW12                                                         543.0000   LB                      LB                        101         123
          RAW12                                                          37.0000   LB                      LB                        115         123
          RAW12                                                         235.0000   LB                      LB                        201         123
                             *** HASH TOTAL ***
          RAW13                                                        1234.0000   GL                      GL                        102         123
          RAW13                                                        3254.0000   GL                      GL                        116         123
          RAW13                                                         724.0000   GL                      GL                        202         123
                             *** HASH TOTAL ***
          RAW2                                                          765.0000   EACH                    EACH                      103         123
          RAW2                                                         9767.0000   EACH                    EACH                      117         123
          RAW2                                                         2436.0000   EACH                    EACH                      203         123
                             *** HASH TOTAL ***
          RAW7                                                          986.0000   GL                      GL                        104         123
          RAW7                                                           23.0000   GL                      GL                        118         123
          RAW7                                                         9647.0000   GL                      GL                        204         123
                             *** HASH TOTAL ***
```

Printing the Physical Inventory by Control Batch Number Report

The Physical Inventory by Control Batch Number report presents the same information as the Physical Inventory by Material Accumulation report, but it is sorted by control batch number and tag rather than by item and warehouse. You can limit the selection by warehouse, material type, control batch number range and transaction code. You can also specify the cost type and cost codes to be used.

This report includes the following information:

- Control batch and tag numbers
- Warehouse
- Product or raw material/resource identifier
- Storage index
- Quantity from tag
- Unit and extended costs
- Flag for error tags
- Totals at the control batch number and report levels

Use the menu path below.

▶ *Physical Inventory*

▶ *Physical Inventory Reports*

　▼　*Print by Batch Control* [PBBC]

Complete the *Security Code* and *Control Id* fields and press [Enter].

```
12/08/97      9:29:09        Print by Batch Control        ICGPIBB    ICDPIBB
_____

       Control Id  . . . . . . . . . . . :   MONTHLY
       Control Description . . . . . . . :   MONTHLY RAW MATERIAL COUNT
       Company . . . . . . . . . . . . . :     IS1
       Warehouse . . . . . . . . . . . . :   ISW1
       Material Type . . . . . . . . . . :   1      (1=RM, 2=FG, 3=Both)

       Specify range of Control Batches:
          Beginning Control Batch Number  .   _____
          Ending Control Batch Number . . .   _____

       Cost Type . . . . . . . . . . . .   C +
       Transaction Code  . . . . . . . .   20 +




       _____

       F2=Function keys  F3=Exit  F4=Prompt  F5=Refresh  F24=More keys
                                                                        ▐
```

Figure 3-5: Print by Batch Control prompt screen

Press [F7] (**Cost Code**) to access the Cost Code selection screen, where you can select cost codes to include. The default is that the cost includes all cost codes.

A sample report is shown on the next page.

```
ICGPIBR    ICTPIBR              P H Y S I C A L   I N V E N T O R Y   B Y   C O N T R O L   B A T C H   N U M B E R                PAGE   1
10/17/97   16:56:47                                                                                                                         RLL
--------------------------------------------------------------------------------------------------------------------------------------------
CONTROL BATCH      TAG       PRODUCT           SIZE ROW       SHELF       BIN          QUANTITY  UM      COST / UNIT   UM     EXTENSION COST          ERROR
    123            100       RAW1              LB                                      550.0000  LB         4.340032   LB        2387.017600
    123            101       RAW2              GL                                       65.0000  GL        23.623278   GL        1535.513070
    123            102       ISITEM1           LB                                      678.0000  LB          .365385   LB         247.731030
    123            103       ISITEM2           LB                                       23.0000  LB         4.340032   LB          99.820736
    123            104       ISITEM3           GL                                      234.0000  GL        23.623278   GL        5527.847052

    123            105       ISFORM1           LB                                        6.0000  LB          .365385   LB           2.192310
TOTAL TAGS                     6                      *** CONTROL BATCH TOTAL ***                                                9800.121798
GRAND TOTAL TAGS               6                      ***** GRAND TOTAL *****                                                    9800.121798
                                             ********** END OF REPORT **********
```

Part 4
Printing Infinium IC ABC Analysis Reports

4

The part consists of the following topics:

Understanding the Assign Cycle Count Report

This report lists the proposed cycle count interval and proposed next cycle count date for each item specified by the control identifier.

This report includes the following information:

- Company and warehouse

- Raw material/resource or product identifier and description

- Stored values for ABC code, cycle count interval, last cycle count date and next cycle count date

- Proposed values for cycle count interval and next cycle count date

Use the menu path below.

▶ *ABC Analysis*

　　▼ *Assign Cycle Count Intervals* [ACCI]

A sample report is shown on the next page.

```
ICGACCR    ICTACCR              A S S I G N   C Y C L E   C O U N T   R E P O R T                        PAGE    1
10/03/97   12:59:24                                                                                      RLL
-----------------------------------------------------------------------------------------------------------------------
Company        IS1     Warehouse      ISW1
                                                        Proposed   Stored     Last       Next       Proposed
                                                        Cycle      Cycle      Cycle      Cycle      Cycle
                                               ABC      Count      Count      Count      Count      Count
Product          Size Description              Value    Interval   Interval   Date       Date       Date
RAW1                  RAW MATERIAL #1          B        50                                          11221997
RAW11                 PROCESS RAW MATERIAL-water C       90                                          1011996
RAW12                 PROCESS RAW MATERIAL     C        90                                           1011996
RAW13                 PROCESS RAW MATERIAL-alcohol C     90                                          1011996
RAW14                 RAW MATERIAL - CAN       C        90                                           1011996
RAW15                 RAW MATERIAL - LID       C        90                                           1011996
RAW16                 RAW MATERIAL - LABEL     C        90                                           1011996
RAW2                  RAW MATERIAL #2          B        50                                          11221997
RAW3                  RAW MATERIAL #3          B        50                                          11221997
RAW7                  HAZARDOUS RAW MATERIAL #1 B       50                                          11221997
RAW8                  HAZARDOUS RAW MATERIAL #2 C       90                                           1011996
ISITEM1               ITEM#1                   A        30                    10031997   10031997   11021997
ISITEM2               ITEM#2                   B        50                    10031997   10031997   11221997
ISITEM3               ITEM#3                   A        30                    10031997   10031997   11021997
ISMFGP1          GL   MFG PRODUCT #1           C        90                                           1011996
ISMFGP2          LB   MFG PRODUCT #2           C        90                                           1011996
ISMFGP3          DR   MFG PRODUCT #3           C        90                                           1011996
                              ********** END OF REPORT **********
```

Updating the Item Warehouse File with Cycle Count Dates

When you select the *Update Cycle Count Intervals* option, the system defaults your entries for the proposed cycle count intervals and dates into the *Cycle Count Interval* and *Next Cycle Count Date* fields in the Item Warehouse file.

Perform this step after you are satisfied with the proposed cycle count intervals and dates that you calculate and print using the *Assign Cycle Count Interval* option.

Perform this step when no one else is accessing the Item Warehouse file.

Use the menu path below.

▶ *ABC Analysis*

  ▼ *Update Cycle Count Intervals* [UCCI]

```
12/04/97    16:23:04    Update Cycle Count Intervals    ICGUCCI    ICDUCCI


ABC Control Id  . . . . . . . . . .    INFABC1
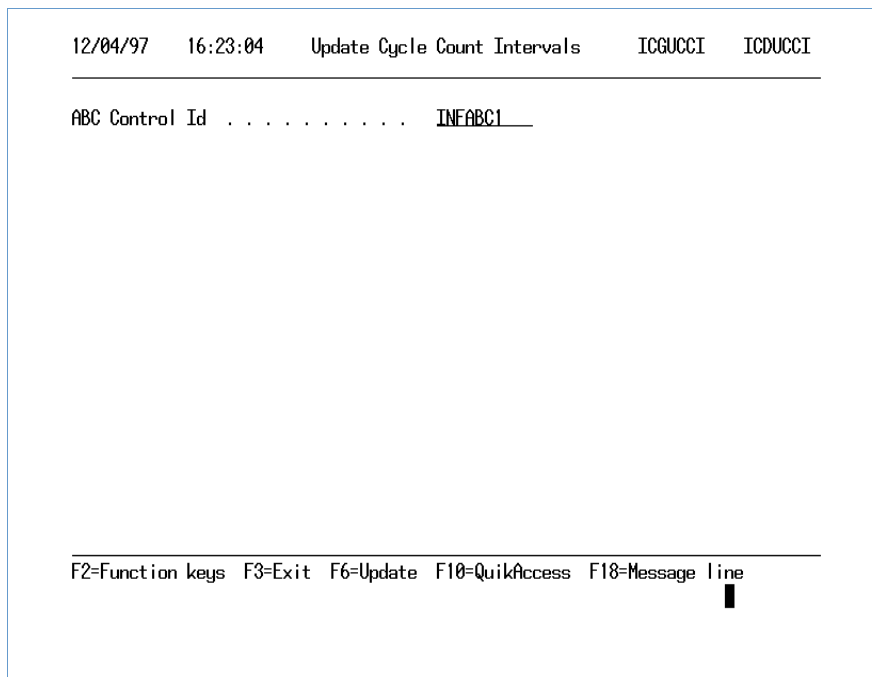

















F2=Function keys  F3=Exit  F6=Update  F10=QuikAccess  F18=Message line
```

Figure 4-1: Update Cycle Count Intervals screen

The system requires an entry in the *ABC Control Id* field. Press [F6] to update the Item Warehouse file.

Printing the ABC Detail Report

The ABC Detail report shows the proposed ABC code and calculation information for each item and is sorted by warehouse and item. A cover sheet lists the control identifier and the selections you made for the control identifier using the *Assign ABC Code* option.

This report is the same as the report the *Assign ABC Code* option generates when you type **1** (Detail) in the *Generate Report* field. You can print this report any time after you run the *Assign ABC Code* option and before you reset or delete the control identifier.

The ABC Detail report contains the following information:

- Company and warehouse

- Item identifier and description

- Usage or total inventory units (for analysis types **1** and **2**, respectively)

- Unit cost and extended cost units

- Current and proposed ABC codes

- Proposed ABC code change

- Total extended cost units at the warehouse level

An asterisk is printed beside lines for which the proposed value differs from the override or stored value. If you update the ABC codes, the system updates the Item Warehouse file with only the lines that have the asterisk.

Use the menu path below.

▶ *ABC Analysis*

▶ *ABC Analysis Reports*

  ▼ *Print ABC Detail Report* [PABCDR]

```
12/04/97    16:24:12        Print ABC Detail Report        ICGADRD    ICDADRD


ABC Control Id  . . . . . . . . . .    INFABC1















    F2=Function keys  F3=Exit  F8=Print  F10=QuikAccess  F18=Message line
                                                             ▌
```

Figure 4-2: Print ABC Detail Report screen

The system requires an entry in the *ABC Control Id* field. Press [F8] after completing the field.

A sample report is shown on the next page.

Company   IS1   Warehouse   ISW1

                                                                                               Props Store Overd Cha
Product   Size Description   Converted Cost   Total Units   Extended Cost Units UM   Value Value Value nge
RAW1   RAW MATERIAL #1   EACH B   *
RAW11   PROCESS RAW MATERIAL-water   GL   C   *
RAW12   PROCESS RAW MATERIAL   LB   C   *
RAW13   PROCESS RAW MATERIAL-alcohol   GL   C   *
RAW14   RAW MATERIAL - CAN   EA   C   *
RAW15   RAW MATERIAL - LID   EA   C   *
RAW16   RAW MATERIAL - LABEL   EA   C   *
RAW2   RAW MATERIAL #2   EACH B   *
RAW3   RAW MATERIAL #3   EACH B   *
RAW7   HAZARDOUS RAW MATERIAL #1   GL   B   *
RAW8   HAZARDOUS RAW MATERIAL #2   LB   C   *
ISITEM1   ITEM#1   9.750000   597.0000   5801.2500 EACH   A   *
ISITEM2   ITEM#2   8.850000   246.0000   2177.1000 EACH   B   *
ISITEM3   ITEM#3   8.900000   1888.0000   16803.2000 EACH   A   *
ISMFGP1   GL   MFG PRODUCT #1   GL   C   *
ISMFGP2   LB   MFG PRODUCT #2   LB   C   *
ISMFGP3   DR   MFG PRODUCT #3   GL   C   *

Total for Company/Warehouse   24781.5500
                              ********** END OF REPORT **********

Printing the ABC Class Report

The ABC Class report presents the same information as the ABC Detail report, but it includes information for one ABC code only. The report also lists summary information (the number of items, total value, and percentage) for the ABC code.

If you print this report from the *Assign ABC Code* option (by typing **2** in the *Generate Report* field), the system does the following:

- includes all ABC codes
- does not include summary information
- sorts the report by ABC code
- prints a cover sheet that lists the control identifier and the selections made for the control identifier

You can print this report any time after you run the *Assign ABC Code* option and before you reset or delete the control identifier.

The ABC Class report contains the following information:

- Company and warehouse
- Item identifier and description
- Usage or total inventory units (for analysis types **1** and **2**, respectively)
- Unit cost and extended cost units
- Current and proposed ABC codes
- Proposed ABC code change
- Total extended cost units at the warehouse level
- Number and percentage of items assigned to the ABC code

Use the menu path below.

- ▶ *ABC Analysis*
- ▶ *ABC Analysis Reports*
  - ▼ *Print ABC Class Report* [PABCCR]

```
12/04/97    16:25:04         Print ABC Class Report         ICGACRD    ICDACRD
_____

ABC Control Id  . . . . . . . . . .    INFABC1___

ABC Class Code  . . . . . . . . . .    A____   +




 _____

F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys
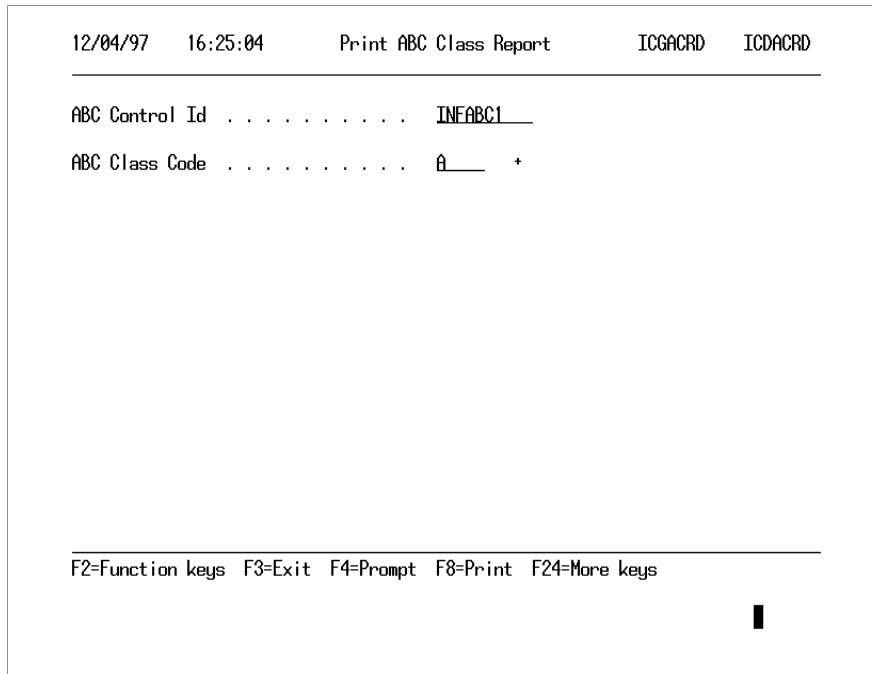
                                                                            ▌
```

Figure 4-3: Print ABC Class Report screen

The system requires entries in both fields on these screens. You must specify an ABC code that you assigned to this control identifier using the *Assign ABC Code* or *Assign Cycle Count Intervals* option. Press [F8] after making your entries.

A sample report is shown on the next page.

```
ICGACR     ICTACR                                    A B C   C L A S S   R E P O R T                           PAGE   1
10/04/97   14:40:06                                                                                                  RLL
--------------------------------------------------------------------------------------------------------------------------
 Proposed ABC Code      C        Company      IS1    Warehouse    ISW1
                                                                                                              Props Store
Overd Cha
 Product         Size Description              Converted Cost      Total Units      Extended Cost Units UM    Value Value Value nge
 RAW11                PROCESS RAW MATERIAL-water                                                        GL    C     C
 RAW12                PROCESS RAW MATERIAL                                                              LB    C     C
 RAW13                PROCESS RAW MATERIAL-alcohol                                                      GL    C     C
 RAW14                RAW MATERIAL - CAN                                                                EA    C     C
 RAW15                RAW MATERIAL - LID                                                                EA    C     C
 RAW16                RAW MATERIAL - LABEL                                                              EA    C     C
 RAW3                 RAW MATERIAL #3                                                                   EACH  C     C
 RAW7                 HAZARDOUS RAW MATERIAL #1    12.45                 325            4046.25         GL    C     C
 RAW8                 HAZARDOUS RAW MATERIAL #2                                                         LB    C     C
 ISMFGP1      GL  MFG PRODUCT #1                                                                        GL    C     C
 ISMFGP2      LB  MFG PRODUCT #2                                                                        LB    C     C
 ISMFGP3      DR  MFG PRODUCT #3                                                                        GL    C     C
                                                                                                              ----------
 Total for Company/Warehouse                                                           4046.25
 Total for ABC Code                                                                    4046.25

ICGACR     ICTACR                                    A B C   C L A S S   R E P O R T
10/04/97   14:40:06                                                                                                  RLL
--------------------------------------------------------------------------------------------------------------------------
        _____
        ABC Code                            C               CLASS CODE C               *
        Total Items                12
        Total Amount Value              4046.25
        Percentage                    70.0000
                              ********** END OF REPORT **********
```

Printing the ABC Summary Report

The ABC Summary report lists the number of items, total value, and percentage for each ABC code that you assigned to the control identifier using the *Assign ABC Code* option. You can print this report any time after you run the *Assign ABC Code* option and before you reset or delete the control identifier.

This report contains the following information:

- ABC code
- Number of items
- Total value (that is, total extended cost units)
- Percentage

Use the menu path below.

▶ *ABC Analysis*

▶ *ABC Analysis Reports*

    ▼ *Print ABC Summary Report* [PABCSR]

```
12/04/97    16:25:53       Print ABC Summary Report        ICGASRD    ICDASRD


ABC Control Id  . . . . . . . . . .    INFABC1
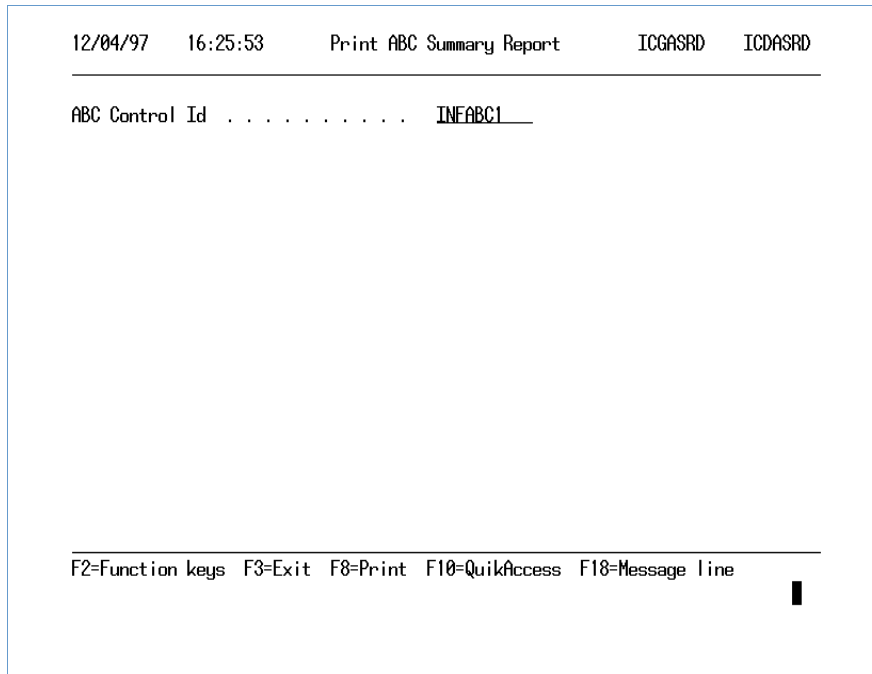



















    F2=Function keys  F3=Exit  F8=Print  F10=QuikAccess  F18=Message line
                                                                        █
```

Figure 4-4: Print ABC Summary Report screen

The system requires an entry in the *ABC Control Id* field. Press [F8] after making your entry.

A sample report is shown on the next page.

```
ICGASR      ICTASR                          A B C   S U M M A R Y   R E P O R T
10/04/97   14:45:32                                                                                                RLL
--------------------------------------------------------------------------------------------------------------------------
                            _____
                            Control Id                        INFABC1        Infinium Software ABC #1
ICGASR      ICTASR                          A B C   S U M M A R Y   R E P O R T                              PAGE    1
10/04/97   14:45:32                                                                                                RLL
--------------------------------------------------------------------------------------------------------------------------
                            ABC Code                          A                CLASS CODE A              *
                            Total Items                        2
                            Total Amount Value                        8298.2500
                            Percentage                       10.0000
                            ABC Code                          B                CLASS CODE B              *
                            Total Items                        3
                            Total Amount Value                        2769.0000
                            Percentage                       20.0000
                            ABC Code                          C                CLASS CODE C              *
                            Total Items                       12
                            Total Amount Value
                            Percentage                       70.0000
                                       ********** END OF REPORT **********
```

Printing the Cycle Count Report

The Cycle Count report lists the cycle count interval and cycle count dates for each item included in the control identifier you specified. You can print this report after you complete the *Update Cycle Count Intervals* option and before you reset or delete the control identifier.

This report includes the following information:

- Company and warehouse
- Raw material/resource or product identifier and description
- ABC code
- Cycle count interval
- Last cycle count date
- Next cycle count date

Use the menu path below.

▶ *ABC Analysis*

▶ *ABC Analysis Reports*

  ▼ *Print Cycle Count Report* [PCCR]

```
12/04/97    16:26:34       Print Cycle Count Report       ICGCCRD    ICDCCRD
_____

ABC Control Id  . . . . . . . . . .    INFABC1___




















_____
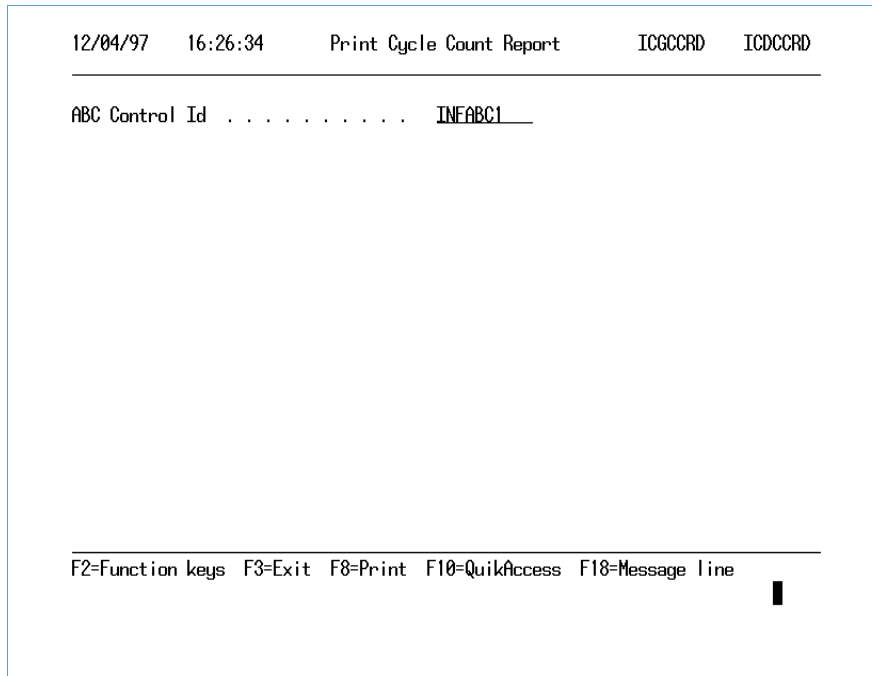
F2=Function keys  F3=Exit  F8=Print  F10=QuikAccess  F18=Message line
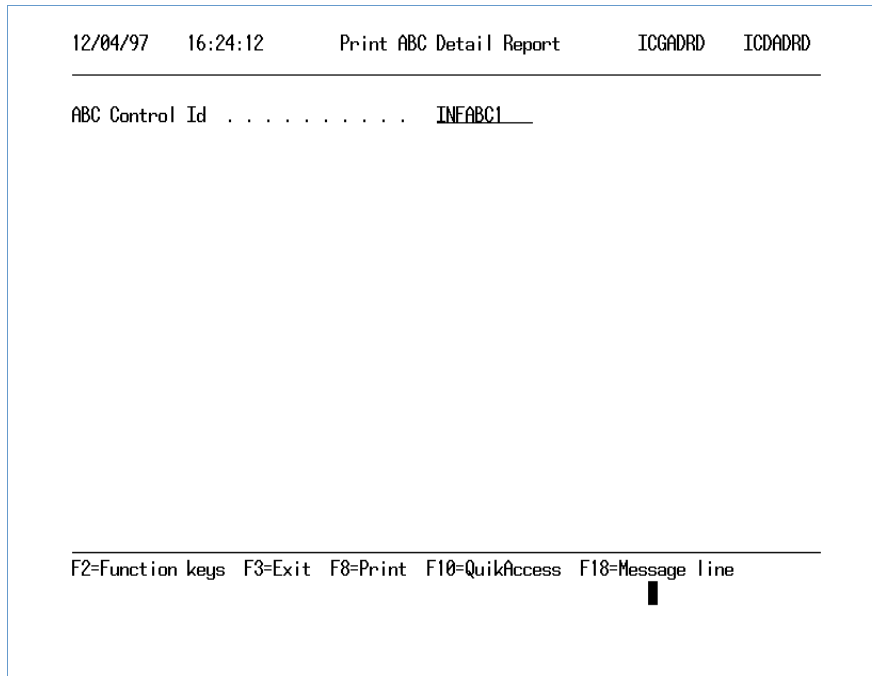                                                                        ▐
```

Figure 4-5: Print Cycle Count Report screen

The system requires an entry in the *ABC Control Id* field. Press [F8] after making your entry.

A sample report is shown on the next page.

```
ICGCCR    ICTCCR                    P R I N T   C Y C L E   C O U N T   R E P O R T
10/19/97    9:53:38                                                                                              VHR
--------------------------------------------------------------------------------------------------------------------
                         _____
                         Control Id                        CO2RM              Company 2, Raw Materials
                         ABC Codes & Cycle Count Interval  A        30        CLASS CODE A                    *
                                                           B        60        CLASS CODE B
                                                           C       120        CLASS CODE C




ICGCCR    ICTCCR                    P R I N T   C Y C L E   C O U N T   R E P O R T                    PAGE    1
10/19/97    9:53:38                                                                                              VHR
--------------------------------------------------------------------------------------------------------------------
Company          2     Warehouse
                                                            Stored     Last        Next
                                                            Cycle      Cycle       Cycle
                                                 ABC        Count      Count       Count
Product          Size Description                Value      Interval   Date        Date
PG-RM1               Rawmaterial PG-RM1      *    B            60                   12181996
PG-RM2               PG-RM2, raw material 2  *    C           120                    2161996


                         ********** END OF REPORT **********
```

Part 5
Printing Infinium IC Reorder Point Processing Reports

5

The part consists of the following topics:

Printing the Purchase Product Report

The Purchase Product report identifies items that are low in inventory that you normally purchase. An item can print on any ROP report even if it does not have an inventory record.

This report lists items in the Item Warehouse file that meet the following criteria:

- Have an entry of **3** in the *Order Strategy* field in the Item Warehouse file

- Contain an entry of **1** or **2** in the *Order Policy Code* field in the Item Warehouse file

- Have the specified buyer and planner codes as indicated on the Create Reorder Point Requirement screen

- Are in the specified item range as indicated on the Create Reorder Point Requirement screen

- Have a **1** in the *Restocking Method* field in the Item Warehouse file

- Have an available quantity less than or equal to the minimum quantity at one or more of the specified warehouses

Use the menu path below.

▸ *Reorder Point Processing*

　　▾ *Create Reorder Point Requirement*

A sample report is on the next page.

Co	Whse	Product	Size	Ord Pol	Create in PM	Buyer	Planner	Onhand	Supply	Demand	Safety Stock	Available	Minimum Quantity	Suggested Quantity	Inv UM
INF	INFW1	PROD01	1		Y			50.00				50.00	1000.00	1000.00	EA
INF	INFW1	PROD12	2		Y			1000.00			250.00	1000.00	1250.00	500.00	EA

END OF REPORT

Printing the Transfer Products Report

The Transfer Product report identifies items that are low in inventory that you normally transfer from one warehouse to another. An item can print on any ROP report even if it does not have an inventory record.

This report lists items in the Item Warehouse file that meet the following criteria:

- Have an entry of **3** in the *Order Strategy* field in the Item Warehouse file

- Have an entry of **1** or **2** in the *Order Policy Code* field in the Item Warehouse file

- Have the specified buyer and planner codes as indicated on the Create Reorder Point Requirement screen

- Are in the specified item range as indicated on the Create Reorder Point Requirement screen

- Have a **2** in the *Restocking Method* field in the Item Warehouse file

- Have an available quantity less than or equal to the minimum quantity at one or more of the specified warehouses

Use the menu path below.

▶ *Reorder Point Processing*

  ▼ *Create Reorder Point Requirement*

A sample report follows.

Co	Whse	Product	Size Ord Pol	Create in PM	Buyer	Planner	Onhand	Supply	Demand	Safety Stock	Available	Minimum Quantity	Suggested Quantity	Inv UM
INF	INFW1	PROD06	1	Y			50.00				50.00	500.00	500.00	EA
INF	INFW1	PROD07	2	Y			1000.00			750.00	1000.00	1100.00	1000.00	EA

END OF REPORT

Manufactured Products Report

The Manufactured Product report identifies items that are low in inventory that you normally manufacture.

This report lists items in the Item Warehouse file that meet the following criteria:

- Have an entry of **3** in the *Order Strategy* field in the Item Warehouse file

- Have an entry of **1** or **2** in the *Order Policy Code* field in the Item Warehouse file

- Have the specified buyer and planner codes as indicated on the Create Reorder Point Requirement screen

- Are in the specified item range as indicated on the Create Reorder Point Requirement screen

- Have a **3** in the *Restocking Method* field in the Item Warehouse file

- Have an available quantity less than or equal to the minimum quantity at one or more of the specified warehouses

Use the menu path below.

▶ *Reorder Point Processing*

▼ *Create Reorder Point Requirement*

A sample report follows.

Co	Whse	Product	Size Ord Pol	Create in PM	Buyer	Planner	Onhand	Supply	Demand	Safety Stock	Available	Minimum Quantity	Suggested Quantity	Inv UM
INF	INFW1	PROD11	1	Y			50.00				50.00	800.00	800.00	EA
INF	INFW1	PROD12	2	Y			1000.00			750.00	1000.00	1100.00	1000.00	EA
INF	INFW1	PROD14	1	Y			50.00				50.00	580.00	580.00	EA
INF	INFW1	PROD15	2	Y			1000.00			750.00	1000.00	1100.00	1000.00	EA

END OF REPORT

Reviewing Uploaded Inventory Transactions Reports

The table below identifies the reports the system generates after you upload and process inventory transaction records.

The error reports are the same as those generated for processing issues and returns in Infinium IC. You can use the Inventory Transactions Error Exception report to help you troubleshoot upload errors. Typically, errors occur because data is either missing or improperly formatted.

Report Name	Report Information
ICTVPA—Inventory Transaction Audit report	Successful updates to the Inventory Control Production files
ICTVPAB—Inventory Transactions Error Exception report	Work file errors; records that do not update
ICTVPA2—Inventory Transactions Error report from Common Services	Errors preventing updates to Work file (ICPTRNWK)
ICTVPA3—Inventory Transactions Error report from Flat File (ICPTRNFF)	Errors preventing updates to Work file (ICPTRNWK)
ICTITP - Inventory Transaction Purge report	Purged records

A sample of each report follows.

Inventory Transaction Audit Report

```
ICGITA     ICTITA                    INVENTORY TRANSACTION AUDIT REPORT                                    PAGE 1
2/06/1998   18:58:03                  SUCCESSFUL UPDATES TO THE PRODUCTION FILES


COMPANY:  SOCAL      SOUTHERN CALIFORNIA PRODUCTS

WAREHOUSE:  CURR    CURR  ADDR1
=========================================================

        ##TRTN  - REMOTE INVENTORY RETURNS
        ----------------------------------
PRODUCT                        SIZE    STG INDEX 1    STG INDEX 2    STG INDEX 3    QUANTITY    UOM    TRANS DATE    CUR
-------                        ----    ----------     ----------     ----------     --------    ---    ----------    ---
SURFBOARD                      EA                     STGEA2         STGEA3          20.0000    EA                   USD
        # Warning:  Invalid GL account number.

        *    20 - Increase On Hand Inv TRANSACTION TYPE TOTAL               20.0000
        **   CURR WAREHOUSE TOTAL                                           20.0000

WAREHOUSE:  STND    STND ADDR1
=========================================================

        ##TRTN  - REMOTE INVENTORY RETURNS
        ----------------------------------
PRODUCT                        SIZE    STG INDEX 1    STG INDEX 2    STG INDEX 3    QUANTITY    UOM    TRANS DATE    CUR
-------                        ----    ----------     ----------     ----------     --------    ---    ----------    ---
ACORNS                         TN      XXX                                          30.0000    TN                   USD
        # Warning:  Invalid GL account number.
BOOGIEBRD                      EA                     STGEA2         STGEA3          60.0000    DZ                   USD
        # Warning:  Invalid GL account number.
FINS                           DZ                                                   70.0000    BOX                  USD
        # Warning:  Invalid GL account number
SURFBOARD                      EA                                                   25.0000    EA                   USD
        # Warning:  Invalid GL account number

        *    20 - Increase On Hand Inv TRANSACTION TYPE TOTAL              185.0000

        ##TISS - REMOTE INVENTORY ISSUES
PRODUCT                        SIZE    STG INDEX 1    STG INDEX 2    STG INDEX 3    QUANTITY    UOM    TRANS DATE    CUR
-------                        ----    ----------     ----------     ----------     --------    ---    ----------    ---
FINS                           DZ                                                   35.0000    BOX                  USD
        # Warning:  Invalid GL account number.

        *   21 - Decrease On Hand Inv TRANSACTION TYPE TOTAL               35.0000
        ** STND  WAREHOUSE TOTAL                                          220.0000

        *** REPORT TOTAL TRANSACTION QUANTITY                             240.0000
                          ************* END OF REPORT *************
```

Inventory Transactions Error Exception Report

```
ICGITA     ICTITAB                  INVENTORY TRANSACTIONS ERROR EXCEPTION REPORT                          PAGE      1
2/06/1998  18:10:33                        ICPTRNWK WORK FILE ERRORS
                                         THESE RECORDS WERE NOT UPDATED
                                         ------------------------------
COMPANY:     SOCAL    SOUTHERN CALIFORNIA PRODUCTS


WAREHOUSE:   CURR   CURR ADDR1
===========================================================
PRODUCT                SIZE    STG INDEX 1    STG INDEX 2    STG INDEX 3    QUANTITY    UOM    TRANS DATE    CUR    TYPE
-------                ----    -----------    -----------    -----------    --------    ---    ----------    ---    ----
BOOGIEBRD              EA                     STGEA2         STGEA3          50.0000     DZ                   USD    2
        #  Storage Index is invalid for warehouse

        *   CURR WAREHOUSE TOTAL                                            50.0000


WAREHOUSE:   FIFO   FIFO ADDR1
===========================================================
    # No records exist in the work file for the company SOCAL/warehouse FIFO section.


WAREHOUSE:   LIFO   LIFO ADDR1
===========================================================
    # No records exist in the work file for the company SOCAL/warehouse LIFO section.


WAREHOUSE:   LIFO   LIFO ADDR1
===========================================================
PRODUCT                SIZE    STG INDEX 1    STG INDEX 2    STG INDEX 3    QUANTITY    UOM    TRANS DATE    CUR    TYPE
-------                ----    -----------    -----------    -----------    --------    ---    ----------    ---    ----
ACORNS                 LB                     LOT2           LOT3            20.0000     LB                   USD    I
    # Invalid value of 'I' in the Increase/Decrease field.  Must be '1' for increase, '2' for decrease.
BOOGIEBRD              EA                                                    30.0000     DZ                   USD    1
    # Specify a valid date.
BOOGIEBRD              CDS                    STG2CDS        STG3CDS         40.0000     DZ                   USD    2
    # The Quantity greater than the Balance in the file for this storage index.
BOOGIEBRD15           CDT                                                    5.0000     DZ                   USD    2
    # The Quantity is greater than the Balance in the file for this storage index.
FINS                  DZ                      STGF2          STGF3           10.0000     BOX1                 USD1   2
    # UM not defined or conversion not set up.

        *   STND WAREHOUSE TOTAL                                            105.0000
        **  REPORT TOTAL TRANSACTION QUANTITY                               155.0000

                    *******************END OF REPORT *******************
```

Inventory Transactions Error Report from Common Services - Invalid Keyword

```
ICGITA2      ICTITA2                          INVENTORY TRANSACTIONS ERROR EXCEPTION REPORT                        PAGE  1
2/03/1998   18:02:20                           ERRORS PREVENTING UPDATES TO ICPTRNWK WORK FILE
                                                  DATA FROM THE AMPTF COMMON SERVICES FILE
                                               ----------------------------------------
   MEMBER    IC001TEST3
   ------
        TFTRGR      ICERR
             ## Invalid Trigger Keyword for this operation.
        TFTRGR      ICOTHER
             ## Invalid Trigger Keyword for this operation.

                                      ********** END OF REPORT *********
```

Inventory Transactions Error Report from Common Services - No Errors Found

```
ICGITA2    ICTITA2                   INVENTORY TRANSACTIONS ERROR EXCEPTION REPORT                      PAGE   1
2/03/1998  18:02:24                  ERRORS PREVENTING UPDATES TO ICPTRNWK WORK FILE
                                        DATA FROM THE AMPTF COMMON SERVICES FILE
                                        ---------------------------------------

MEMBER    IC001TEST4
------

THERE WERE NO ERORRS IN THIS MEMBER.  THE DATA WAS UPDATED TO THE WORK FILE(S).
                                    ********** END OF REPORT *********
```

Inventory Transactions Error Report from Flat File

```
ICGITA3    ICTITA3                        INVENTORY TRANSACTIONS ERROR EXCEPTION REPORT                      PAGE 1
12/03/1998  17:28:47                      ERRORS PREVENTING UPDATES TO ICPTRNWK WORK FILE
                                          PURGED DATA FROM THE ICPTRNFF FLAT FILE
                                          ------------------------------------
COMPANY    SOCAL
WAREHOUSE  STND
   PRODUCT                 SIZE  STG INDEX 1    STG INDEX 2    STG INDEX 3    QUANTITY     UOM    TRANS DATE     CUR    TYPE
   -------                 ----  -----------    -----------    -----------    --------     ---    ----------     ---    ----
   SURFBOARD               EA                   STGEA2         STGEA3         15.5000      DZ     3   4   97            2
           ## Invalid data in numeric field TRN DATE.


COMPANY    SOCAL
WAREHOUSE  STND
   PRODUCT                 SIZE  STG INDEX 1    STG INDEX 2    STG INDEX 3    QUANTITY     UOM    TRANS DATE     CUR    TYPE
   -------                 ----  -----------    -----------    -----------    --------     ---    ----------     ---    ----
   BOOGIEBRD               EA                   STGEA2         STGEA3         41.0000      04     00  30             1
           ## Invalid data in numeric field TRN DATE.


COMPANY    SOCAL
WAREHOUSE  STND
   PRODUCT                 SIZE  STG INDEX 1    STG INDEX 2    STG INDEX 3    QUANTITY     UOM    TRANS DATE     CUR    TYPE
   -------                 ----  -----------    -----------    -----------    --------     ---    ----------     ----   ----
   SURFBOARD               EA    STREA1         STGEA2         STGEA3                      DZ     03  5   97            2
           ## Invalid data in numeric field TRN DATE.


COMPANY    SO
WAREHOUSE  CAL
   PRODUCT                 SIZE  STG INDEX 1    STG INDEX 2    STG INDEX 3    QUANTITY     UOM    TRANS DATE     CUR    TYPE
   -------                 ----  -----------    -----------    -----------    --------     -----  ----------     ---    ----
   STND                    BOO   EA             STGEA2         STGEA3                      50     00  4              1
           ## Invalid data in numeric field QUANTITY.
           ## Invalid data in numeric field TRN DATE.
```

Inventory Transactions Purge Report

```
ICGITP     ICTITP                          IC TRANSACTIONS WORK FILE PURGE                              PAGE    1
2/03/1998  17:56:36                  LISTING OF PURGED RECORDS FOR COMPANY: SOCAL  SOUTHERN CALIFORNIA
                                     -------------------------------------------------------------
WAREHOUSE:  CURR    CURR ADDR1
PRODUCT                    SIZE    STG INDEX 1    STG INDEX 2    STG INDEX 3    QUANTITY    UOM    TRANS DATE    CUR    TYPE
-------                    ----    -----------    -----------    -----------    --------    ---    ----------    ----   ----
SURFBOARD                  EA                     STGEA2         STGEA3         20.0000     EA                          RTN
BOOGIEBRD                  EA                     STGEA2         STGEA3         50.0000     DZ                          ISS

      **   CURR  WAREHOUSE TOTAL                                              70.0000


WAREHOUSE:  STND    STND ADDR1
PRODUCT                    SIZE    STG INDEX 1    STG INDEX 2    STG INDEX 3    QUANTITY    UOM    TRANS DATE    CUR    TYPE
-------                    ----    -----------    -----------    -----------    --------    ---    ----------    ---    ----
ACORNS                     LB                     LOT2           LOT3           20.0000     LB                          ISS
ACORN                      TN      XXX                                          30.0000     TN                          RTN
BOOGIEBRD                  EA                                                   30.0000                                 RTN
BOOGIEBRD                  EA                     STG2EA         STG3EA         60.0000     DZ                          RTN
FINS                       DZ                                                   70.0000     BOX                         RTN
SURFBOARD                  EA                                                   25.0000                                 RTN
BOOGIEBRD                  CDS                    STG2CDS        STG3CDS        40.0000     DZ                          ISS
BOOGIEBRD15                CDT                                                   5.0000     DZ                          ISS
FINS                       DZ                     STGF2          STGF3          35.0000                                 ISS
FINS                       DZ                     STGF2          STGF3          10.0000     BOX1                        ISS
             **   STND  WAREHOUSE TOTAL                                        325.0000

# No records exist in the work file for the company SOCAL/warehouse FIFO selection.
        # No records exist in the work file for the company SOCAL/warehouse LIFO selection.


*** TOTAL INVENTORY TRANSACTION QUANTITY                                      395.0000
              *** TOTAL NUMBER OF PURGED RECORDS        12
                                    ********** END OF REPORT *********
```

Part 6
Printing Infinium JP Reports

6

The part consists of the following topics:

Overview

Infinium JP reports identify setup information and data collection errors.

The options you use are found within the *Definition & Field Reports* and *Data Collection Reports* options.

From the *Definition & Field Reports* option, you can print the following documents:

- Action Program List
- Action Definition Report
- Definition Worksheet
- Action Definition Fields
- Cross-Reference Report
- Field Where-Used Report
- Field Lookup Report
- Missing Definition Report

From the *Data Collection Reports* option, you can print the following reports:

- Account Error Report
- Definition Error Report
- Inactive Definition Report

Printing a Report

When you select any of the report options, the system displays a screen similar to the one shown below. The example below is the screen the system displays when you select the *Print action program list* option.

Rather than immediately printing a report, the system allows you to cancel your selection.

```
                    Print account error report              *JPPRTPRM

        Type parameters, press Enter.




                        Do you want to print report?

                                     Y

                           Press F12 to Cancel







        F4=Prompt  F10=Quick access  F12=Cancel  F15=Change Job
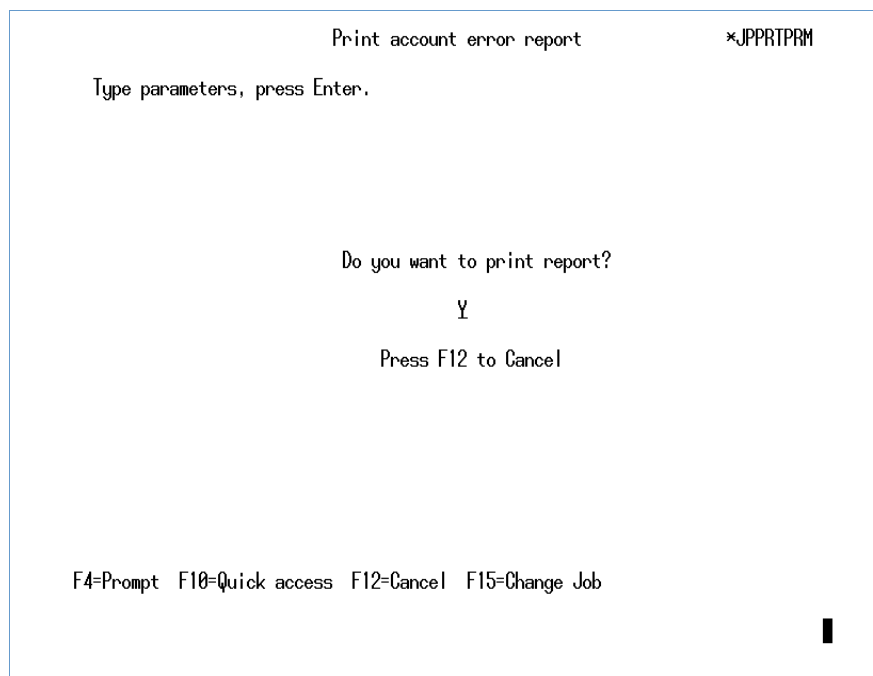
                                                              ▮
```

Figure 6-1: Print account error report screen

For most reporting options, the system displays the default value **Y** in the appropriate field. Press [Enter] to print the report.

Press [F12] to cancel printing.

Printing the Action Program List

This report lists, by action program, the number of action codes within each action program.

This report is useful to identify the number of action codes on your system and enables you to compare action definitions established to action definitions possible.

This report includes the following information:

- Program name
- Module code
- Number of action codes within the program name

Use the menu path below.

▶ *Definition & Field Reports*

　　▼ *Print action program list* [PAPL]

A sample report is shown on the next page.

```
JPGACL     JPTACL                                    Action Program List                                              Page    1
 1/19/1998  10:40:01                                                                                                    1
          Program ID        Module Code           No. of Actions
---------------------------------------------------------------------------------------------------------------------JPJPMSGC
          ICGCAD2           IC                          2
          ICGGLT            IC                         11
          ICGIAB            IC                          4
          ICGIAD            IC                         10
          ICGIRP            IC                          7
          ICGIRR            IC                         10
          ICGITF            IC                          2
          ICGPIPM           IC                          2
          INR04B            IC                          2
          MCR025            MC                         18
          OPGFIGL           OP                         18
          OPGGLA            OP                          8
          PCR020            CA                          2
          PCR630            CA                          2
          PMGATM1           PM                          2
          PMGATM2           PM                          2
          PMGDM             PM                          6
          PMGEDFT           PM                          5
          PMGPHM            PM                          5
          PMGPRM1           PM                         13
          PMGRHA01          PM                          6
          PMGRHM            PM                          9
          ZZZALLOP          OP                          1
     Total Programs:    23*                 Total Actions:    147*
                                    **********  E N D   O F   R E P O R T  **********
```

Printing the Action Definition Report

This report is useful because it identifies all cross-referenced fields in an action code, and their use within the action definition.

This report prints by action program and action code. This report lists all of the fields attached to each action code and identifies:

- Which fields are being used in the definition
- Where fields are being used in the definition

This report includes the following information:

- All action definition header data
- Fields
- Field descriptions
- Field usage
- Value data
- Actual field usage or lookup with chase
- Segment data
- General ledger account position placement

Use the menu path below.

▸ *Definition & Field Reports*

  ▾ *Print action definition report* [PADR]

A sample report is shown on the next page.

```
 Company        Program       Action Code      Pass Number  Action Description
 CA1 -          ICGIAD        101               1           RAW MATERIAL INVENTORY TRANSACTIONS - NEGATIVE ADJUSTMENTS (DECREASE)
                                                            MENU: WORK WITH INVENTORY ADJUSTMENTS (CODES: 21,55,57,61,63,65,67,69)
                      Report Type:            Trans/Type: Posting & Statistical       Debit/Credit: CREDIT    Debit on Pos. Amt:
 Transaction Description: INVENTORY ADJUSTMENTS        Pass:  RAW MATERIALS - WORK WITH INVENTORY ADJUSTMENTS
                                                             INVENTORY SIDE - ACCOUNT GENERATION & POSTING TRANSACTION
 Field          Description           Field Usage   Amount%   Constant        Actual/Lookup   Chase   ----- Segment ----- Start/Pos
                                                                                                      Start/Pos Length   In Acct #
 ENDCOC                               CHART OF ACCTS                           LOOK-UP          0        003       03        01
 ENGLLC                               CHART OF ACCTS                           ACTUAL           0        004       01        05
 ENGRIN                               CHART OF ACCTS                           ACTUAL           0        009       04        13
 JSLOC                                CHART OF ACCTS                           ACTUAL           0        004       01        20
 RMGLTY                               CHART OF ACCTS                           ACTUAL           0        001       03        09
 RMGLTY                               CHART OF ACCTS                           ACTUAL           0        005       02        18
 RMUDA1                               CHART OF ACCTS                           ACTUAL           0        001       01        06
 RMUDA2                               CHART OF ACCTS                           ACTUAL           0        001       01        07
 JSTDAT                               DDMMYY DATE                              ACTUAL           0        000       00        00
 JSATYP                               JOURNAL                                  ACTUAL           0        000       00        00
 JSECST                               MONETARY       100.00                    ACTUAL           0        000       00        00
 JSCVTQ                               STATISTIC VALUE 100.00                   ACTUAL           0        000       00        00
 JSTRNN                               USER FIELD 5                             ACTUAL           0        000       00        00
```

Printing the Definition Worksheet

This worksheet serves as a template for setting up action definitions. The worksheet lists all fields that are currently cross-referenced and allows you to view how the system uses the fields.

This report includes the following information:

- All action definition header data

- Fields

- Field descriptions

- Field usage

- Value data

- Actual field usage or lookup with/without chase

- Segment descriptions

- Segment data

- General ledger account position placement

Use the menu path below.

▶ *Definition & Field Reports*

  ▼ *Print definition work sheet* [PDWS]

A sample report is shown on the next page.

```
Program Name    Action Code    Pass Number    System Code    Action Description
 PMGRHM            002             1             PM           RAW MATERIAL - ACCOUNT NUMBER GENERATION - EXPENSE ACCOUNT
                                                             MENU:    WORK WITH REQUISITIONS    - PURCHASE NON-INVENTORY ITMS
 Trans/Type: (C M S B)  Validate: (Y N)  Single field: (Y N)  Detail/Sum: (D S)  Debit/Credit: (D C V)  Debit on Pos. Amount: (Y N)
Transaction Description:  _____    Pass: _____
```

Field	Field Description	Field/Usg (Acct, Stat, etc)	Amount%	Fld/Val (A L)	Chase (Y)	Segment Description	Segment Start/Pos	Length	Start/Pos In Acct #
ENGLLC	GL LOCATION	_____	_____	_	_	_____	___	___	___
ENGRIN	GL PARTIAL ACCT-RAW MA	_____	_____	_	_	_____	___	___	___
PADCLS	ITEM WHS PRODUCT FAMIL	_____	_____	_	_	_____	___	___	___
PADCLT	ITEM WHS PRODUCT CLASS	_____	_____	_	_	_____	___	___	___
PADSUB	ITEM WHS PRODUCT SUB C	_____	_____	_	_	_____	___	___	___
PSDID	DEPARTMENT ID	_____	_____	_	_	_____	___	___	___
PSPID	PROJECT ID - MULTI-SHI	_____	_____	_	_	_____	___	___	___
PSSHIP	SHIP TO	_____	_____	_	_	_____	___	___	___
RDBID	BUYER ID	_____	_____	_	_	_____	___	___	___
RDCCDE	COMMODITY CODE - REQ D	_____	_____	_	_	_____	___	___	___
RDDID	REQUISITION DETAIL DEP	_____	_____	_	_	_____	___	___	___
RDICDE	ITEM CODE	_____	_____	_	_	_____	___	___	___
RDPID	PROJECT ID - REQ DETAI	_____	_____	_	_	_____	___	___	___
RDSHPF	SHIP FROM LOCATION	_____	_____	_	_	_____	___	___	___
RDSHPT	SHIP TO LOCATION	_____	_____	_	_	_____	___	___	___
RDSIZE	SIZE CODE	_____	_____	_	_	_____	___	___	___
RDUDF1	USER DEFINED FIELD ALP	_____	_____	_	_	_____	___	___	___
RDUDF2	USER DEFINED FIELD ALP	_____	_____	_	_	_____	___	___	___
RDUDF3	USER DEFINED FIELD ALP	_____	_____	_	_	_____	___	___	___
RDUDF4	USER DEFINED FIELD ALP	_____	_____	_	_	_____	___	___	___
RDUDF5	USER DEFINED FIELD NUM	_____	_____	_	_	_____	___	___	___

Printing the Action Definition Fields

This report prints all of the Infinium JP defined fields in:

- Infinium CA
- Infinium IC
- Infinium MC
- Infinium OP
- Infinium PM

This report is useful for identifying fields already defined to Infinium JP that may be available for action code cross-referencing.

This report includes the following information:

- Field name
- Type of field (numeric or alphanumeric)
- Length of field
- Decimal positions
- Field descriptions
- Total fields

Use the menu path below.

▶ *Definition & Field Reports*

  ▼ *Print action definition fields* [PADF]

A sample report is shown on the next page.

```
          Field Name          Type          Length   Dec Pos     Description
--------------------------------------------------------------------------------------------------JPJPMSGC
          $CADEC             NUMERIC          15        6         ICGCAD2 - EXTENDED COST
          $FIGAC             NUMERIC          15        6         OPGFIGL - EXTENDED COST - ADJUSTMENT - FOR TRANSFR
          $FIGIA             ALPHANUMERIC     36                  OPGFIGL - INVENTORY ACCOUNT - FROM TRANSFER WHS
          $FIGIP             NUMERIC           9                  OPGFIGL - INVENTORY ACCOUNT PAGE NUMBER
          $FIGLT             NUMERIC          15        6         OPGFIGL - TAX ON SALES ORDER LINE ITEMS
          $FIGMC             NUMERIC          15        6         OPGFIGL - MISCELLANEOUS CHARGES
          $FIGNC             ALPHANUMERIC     30                  OPGFIGL - GL PARTIAL ACCT-COGS FOR NO CHARGE ITEM
          $FIGOC             NUMERIC          15        6         OPGFIGL - LINE ITEM EXTENDED COST
          $FIGOP             NUMERIC          15        6         OPGFIGL - LINE ITEM SALES PRICE
          $FIGPV             NUMERIC          15        6         OPGFIGL - VARIANCE AMOUNT - TRANSFERS
          $FIGRA             ALPHANUMERIC     36                  OPGFIGL - INTERCOMPANY RECEIVABLES ACCOUNT
          $FIGRC             NUMERIC          15        6         OPGFIGL - EXTENDED COST - RECEIPT - FOR TRANSFERS
          $FIGRP             NUMERIC           9                  OPGFIGL - INTERCOMPANY RECEIVABLES PAGE NUMBER
          $FIGSC             NUMERIC          15        6         OPGFIGL - EXTENDED COST - SHIP - FOR TRANSFERS
          $FIGTO             NUMERIC          15        6         OPGFIGL - TOTAL SALES ORDER AMOUNT
          $GLANC             ALPHANUMERIC      8                  GL PARTIAL ACCT-CODE TABLE/GCD GRATIS CODE
          $GLTAC             NUMERIC          15        6         ICGGLT - EXTENDED COST - ADJUSTMENT - TO WAREHOUSE
          $GLTAQ             NUMERIC          15        6         ICGGLT - QUANTITY - ADJUSTMENT - TO WAREHOUSE
          $GLTPV             NUMERIC          15        6         ICGGLT - VARIANCE AMOUNT - TO WAREHOUSE
          $GLTRC             NUMERIC          15        6         ICGGLT - EXTENDED COST - TO WAREHOUSE
          $GLTSC             NUMERIC          15        6         ICGGLT - EXTENDED COST - FROM WAREHOUSE
          $INRPC             NUMERIC          15        6         INR04B - PURCHASE COST (FROM INR04B SCREEN)
          $INRPV             NUMERIC          15        6         INR04B - VARIANCE AMOUNT (INR04B)
          $INRRC             NUMERIC          15        6         INR04B - RECEIPT COST (FROM COST MATRIX)
          $IRPCC             NUMERIC          15        6         ICGIRP - EXTENDED COST - CONTAINER - FROM SIZE
          $IRPPC             NUMERIC          15        6         ICGIRP - EXTENDED COST - PRODUCT - FROM SIZE
          $IRPPV             NUMERIC          15        6         ICGIRP - VARIANCE AMOUNT (ICGIRP)
          $IRPRC             NUMERIC          15        6         ICGIRP - EXTENDED COST - RAW MATERIAL - FROM SIZE
          $IRRRC             NUMERIC          15        6         ICGIRR - RETURN COST
          $ITFFW             ALPHANUMERIC      5                  ICGITF - FROM WAREHOUSE (ICGITF)
          $ITFPV             NUMERIC          15        6         ICGITF - VARIANCE AMOUNT (ICGITF)
          $MCRCC             NUMERIC          15        6         MCR025 - EXTENDED COST - CONTAINER
          $MCRFC             NUMERIC          15        6         MCR025 - EXTENDED COST - BATCH FILL
          $MCRIC             NUMERIC          15        6         MCR025 - EXTENDED COST - INGREDIENT
          $MCRSC             NUMERIC          15        6         MCR025 - EXTENDED COST - BATCH FILL (STD COST)
          $MCRVC             NUMERIC          15        6         MCR025 - VARIANCE AMT - STD COST (INGREDIENT/FILL)
          $PCRED             NUMERIC          15        6         PCR020 - EXTENDED COST DIFFERENCE
          $PCRTI             NUMERIC          15        6         PCR020 - TOTAL INVENTORY COST
          $PCRUD             NUMERIC          15        6         PCR020 - UNIT COST DIFFERENCE
          $PIPEC             NUMERIC          15        6         ICGPIPM - EXTENDED COST
          $RTOAC             NUMERIC          15        6         ICGRTO - EXTENDED COST - ADJUSTMENT - TO WAREHOUSE
          $RTOAQ             NUMERIC          15        6         ICGRTO - QUANTITY - ADJUSTMENT - TO WAREHOUSE
          $RTOPV             NUMERIC          15        6         ICGRTO - VARIANCE AMOUNT - TO WAREHOUSE
          $RTORC             NUMERIC          15        6         ICGRTO - EXTENDED COST - TO WAREHOUSE
          $RTOSC             NUMERIC          15        6         ICGRTO - EXTENDED COST - FROM WAREHOUSE
          $020ED             NUMERIC          15        6         PCR020 - EXTENDED COST DIFFERENCE
          $020TI             NUMERIC          15        6         PCR020 - TOTAL INVENTORY COST
          $020UD             NUMERIC          15        6         PCR020 - UNIT COST DIFFERENCE
          $630ED             NUMERIC          15        6         PCR630 - EXTENDED COST DIFFERENCE
```

```
$630TI          NUMERIC              15      6          PCR630 - TOTAL INVENTORY COST
$630UD          NUMERIC              15      6          PCR630 - UNIT COST DIFFERENCE
@AXCST          NUMERIC              15      2          EXTENDED COST OR EXTENDED AMOUNT 1
@AXPRC          NUMERIC              15      2          EXTENDED PRICE OR EXTENDED AMOUNT 2
```

Printing the Field Cross-Reference Report

This report prints field cross-references by program name and action code.

This report is useful for identifying all fields attached to each action code.

This report includes the following information:

- Field name
- Field description

Use the menu path below.

▶ *Definition & Field Reports*

    ▼ *Print cross-reference report* [PCRR]

A sample report is shown on the next page.

```
JPGAXR    JPTAXR                          Field Cross Reference Listing                          Page    18
 1/19/1998 13:59:54
     Program Name      Action Code     System        Action Description
------------------------------------------------------------------------------------------------------JPJPMSGC
     ICGIAD               1            IC          RAW MATERIAL - ACCOUNT NUMBER DEFINITION - ADJUSTMENT ACCOUNT
                                                   MENU:  WORK WITH INVENTORY ADJUSTMENTS
            Field Name        Field Description
            AJUDA1            USER DEFINED FIELD ALPHA 1 -  ADJUSTMENT JOURNAL
            AJUDN1            USER DEFINED FIELD NUMERIC 1 - ADJUSTMENT JOURNAL
            ENDCOC            COMPANY
            ENGLLC            GL LOCATION
            ENGLPL            GL PLANT
            ENGRIN            GL PARTIAL ACCT-RAW MATERIAL INVENTORY-ENTITY/CO/W
            JSUDA1            USER DEFINED FIELD ALPHA 1
            JSUDA2            USER DEFINED FIELD ALPHA 2
            JSUDN1            USER DEFINED FIELD NUMERIC 1
            RMGLTY            GL PARTIAL ACCT-RAW MATERIAL INVENTRY-RAW MTL FILE
            RMUDA1            USER DEFINED FIELD ALPHA 1
            RMUDA2            USER DEFINED FIELD ALPHA 2
            RMUDA3            USER DEFINED FIELD ALPHA 3
            RMUDA4            USER DEFINED FIELD ALPHA 4
            RMUDA5            USER DEFINED FIELD ALPHA 5
            RMUDN1            USER DEFINED FIELD NUMERIC 1
     ICGIAD              11            IC          PRODUCT - ACCOUNT NUMBER DEFINITION - ADJUSTMENT ACCOUNT
                                                   MENU:  WORK WITH INVENTORY ADJUSTMENTS
            Field Name        Field Description
            ADJGL#            GL PARTIAL ACCT-ADJUSTMENT TYPE
            AJUDA1            USER DEFINED FIELD ALPHA 1 -  ADJUSTMENT JOURNAL
            AJUDN1            USER DEFINED FIELD NUMERIC 1 - ADJUSTMENT JOURNAL
            ENDCOC            COMPANY
            ENGLLC            GL LOCATION
            ENGLPL            GL PLANT
            ENGPIN            GL PARTIAL ACCT-PRODUCT INVENTORY-ENTITY/CO/WHS
            JSUDA1            USER DEFINED FIELD ALPHA 1
            JSUDA2            USER DEFINED FIELD ALPHA 2
            JSUDN1            USER DEFINED FIELD NUMERIC 1
            MNPRGL            GL PARTIAL ACCT-PRODUCT INVENTORY-PRODUCT FILE
            MNUDA1            USER DEFINED FIELD ALPHA 1
            MNUDA2            USER DEFINED FIELD ALPHA 2
            MNUDA3            USER DEFINED FIELD ALPHA 3
            MNUDA4            USER DEFINED FIELD ALPHA 4
            MNUDA5            USER DEFINED FIELD ALPHA 5
            MNUDN1            USER DEFINED FIELD NUMERIC 1
     ICGIAD             101            IC          RAW MATERIAL INVENTORY TRANSACTIONS - NEGATIVE ADJUSTMENTS (DECREASE)
                                                   MENU: WORK WITH INVENTORY ADJUSTMENTS (CODES: 21,55,57,61,63,65,67,69)
            Field Name        Field Description
            @AXCST            EXTENDED COST OR EXTENDED AMOUNT 1
            @Q1               QUANTITY 1
            @Q1UM             QUANTITY 1 U/M
            @XPROD            PRODUCT/RAW MATERIAL/FORMULA
            @XWHS             WAREHOUSE
            @XWHSC            COMPANY ASSOCIATED WITH WAREHOUSE
```

Printing the Field Where-Used Report

This report lists, by field, all program names and action codes where the system is using each field.

This report is useful in identifying field usage within an action definition.

This report includes the following information:

- Field name

- Field description

- Program name

- Action code

Use the menu path below.

▶ *Definition & Field Reports*

    ▼ *Print field where-used report* [PFWUR]

A sample report is shown on the next page.

```
JPGAFR1    JPTAFR1                          Fields Where Used List                                     Page   17

 1/19/1998  14:20:14


    Field Name    Description                                         Program Name    Action Code

--------------------------------------------------------------------------------------------------------------JPJPMSGC

    ADJGL#        GL PARTIAL ACCT-ADJUSTMENT TYPE                      ICGIAD          103

                                                                      ICGIAD          104

                                                                      ICGIAD          113

                                                                      ICGIAD          114

    ADJTYP        ADJUSTMENT TYPE                                      ICGIAD          101

                                                                      ICGIAD          102

                                                                      ICGIAD          111

                                                                      ICGIAD          112

                                                                      ICGGLT          105

                                                                      ICGGLT          115

                                                                      ICGIRP          101

                                                                      ICGIRP          111

                                                                      ICGIRP          141

                                                                      ICGITF          101

                                                                      ICGIRR          101

                                                                      ICGIRR          102

                                                                      ICGIRR          103

                                                                      ICGIRR          104
```

ICGIRR	111
ICGIRR	112
ICGIRR	113
ICGIRR	114
ICGITF	111
ICGGLT	101
ICGGLT	102
ICGGLT	103
ICGGLT	104
ICGGLT	111
ICGGLT	112
ICGGLT	113
ICGGLT	114
ICGIAB	101
ICGIAB	102
ICGIAB	111
ICGIAB	112
ICGIRP	102
ICGIRP	112
ICGIRP	151
ICGIRP	142
ICGIAD	103

	ICGIAD	104
	ICGIAD	113
	ICGIAD	114
AJTRNN ADJUSTMENT TRANSACTION NUMBER	ICGIAD	101
	ICGIAD	102
	ICGIAD	111
	ICGIAD	112
	ICGGLT	105
	ICGGLT	115
	ICGIRP	101

Printing the Field Lookup Report

You can print lookup tables for a specific company or all lookup tables for all companies.

This report includes the following information:

- Field name

- Program name

- Action code

- Lookup value

- Replacement value

Use the menu path below.

▶ *Definition & Field Reports*

  ▼ *Print field lookup report* [PFLR]

A sample report is shown on the next page.

```
JPGALR      JPTALR                                 Field Look Up Listing                                      Page    1
1/19/1998  14:37:00                                CA1                         01
Field Name  Program Name   Action Code   Look Up Value                         Replacement Value
----------------------------------------------------------------------------------------------------------JPJPMSGC
ATCCDE      PMGRM1         101           123                                   39990
                          101           310                                   98765
                          101           515                                   72727
ATIACC      PMGRM1         101           123                                   45600
                          101           199                                   89000
                          101           201                                   89000
                          101           254                                   67101
                          101           456                                   12900
                          101           45600                                 55000
                          101           55000                                 89000
                          101           778                                   55000
                          101           89000                                 32000
PDCCDE      PMGPHM         001           CACOM1                                PO
                          001           CACOM2                                PO
                          001           CACOM3                                PO
```

Printing the Missing Definition Report

This report identifies the action codes your system uses that do not have an associated action definition. If an action definition is not defined, Infinium JP cannot process the data.

Use this report to identify the action definitions you need to create.

The report includes the following information:

- Company
- Program name
- Action code
- Action description

Use the menu path below.

▶ *Definition & Field Reports*

    ▼ *Print missing definition reports* [PMDR]

A sample report is shown on the next page.

```
JPGAHR     JPTAHR                         Journal Processor Undefined Action Listing                              Page    1
1/19/1998  14:55:33
   Company       Program       Action Code        Action Description
------------------------------------------------------------------------------------------------------------JPJPMSGC
            -                *** All Availible Actions Have Been Defined for This Company      ***
                                ********** E N D   O F   R E P O R T   **********
```

Printing the Account Error Report (Type E Error)

The Account Error report identifies accounts Infinium JP did not move out of the Data Collector file because you chose to validate the accounts and they did not pass the validation criteria.

This report also identifies transactions in error due to recursive lookups.

This report includes the following information:

- Company number
- Error type
- Invalid account number

The report lists the types of errors below.

1	Recursive lookup
2	Invalid account
3	Inactive account
4	Non-posting account on general ledger

Use the menu path below.

▶ *Data Collection Reports*

▼ *Print account error report* [PAER]

A sample report is shown on the next page.

```
JPGDCR    JPTDCR                           Transactions with account errors                            Page    1
1998/01/16  14:02:35
 Company Program/Action     Error Type                      Tran ID#      Account Number                      PASS#
-----------------------------------------------------------------------------------------------------------------JPJPMSGC
 JPCA1    ICGGLT    /115    2  INVALID ACCOUNT NUMBER        00000009377                                       001
 JPCA1    ICGIAD    /111    2  INVALID ACCOUNT NUMBER        00000009527    J'D-T  -  T-0000                   001
 JPCA1    ICGSTO    /152    2  INVALID ACCOUNT NUMBER        00000009378                                       001
      Total Errors:     3*
                              **********  E N D   O F   R E P O R T   **********
```

Printing the Definition Error Report (Type N Error)

This report identifies transaction errors, including action definitions that do not exist, posting amounts that are negative, or undefined monetary or statistical transactions.

This report includes the following information:

- Company number
- Program name
- Action code
- Transaction ID number
- Error type

Use the menu path below.

▶ *Data Collection Reports*

   ▼ *Print definition error report* [PMDRPT]

One page of a sample report is shown on the next page.

```
JPGDCR1    JPTDCR1                        Transaction Definition Error List                              Page   1
1998/01/16  14:02:38
 Company    Program Name   Action Code    Tran ID#     Error Type
 ------------------------------------------------------------------------------------------------------------------
     01     ICGIAD         102              8321
     01     PMGPRM1        101              8133
     01     PMGPRM1        101              8134
     01     PMGPRM1        101              8136
     01     PMGPRM1        101              8137
     01     PMGPRM1        101              8140
     01     PMGPRM1        101              8141
     01     PMGPRM1        101              8142
     01     PMGPRM1        101              8143
     01     PMGPRM1        101              8144
     01     PMGPRM1        101              8171
     01     PMGPRM1        101              8276
     01     PMGPRM1        101              8325
     01     PMGPRM1        101              8911
     01     PMGPRM1        101              8921
     01     PMGPRM1        101              8923
     01     PMGPRM1        101              9484
     01     PMGPRM1        101              9485
     01     PMGPRM1        121              8135
     01     PMGPRM1        121              8172
     01     PMGPRM1        121              8212
     01     PMGPRM1        121              8213
     01     PMGPRM1        121              8214
     01     PMGPRM1        121              8322
     01     PMGPRM1        121              8912
     01     PMGPRM1        121              8913
     01     PMGPRM1        121              8914
     01     PMGPRM1        121              8915
     01     PMGPRM1        121              8916
     01     PMGPRM1        121              8917
     01     PMGPRM1        121              8918
     01     PMGPRM1        121              8919
     01     PMGPRM1        121              8920
     BLS    ICGIAD         102              6762
     BLS    ICGIAD         102              6763
     BLS    ICGIAD         102              6767
Total Errors:  2365*
                                  **********   E N D   O F   R E P O R T   **********
```

Printing the Inactive Definition Report (Type I Error)

You can specify an action code to be inactive. Use this report to identify action definitions in Infinium JP that are inactive and unable to process data.

Infinium Software recommends you purge inactive data periodically using the *Purge data collection file* option.

This report includes the following information:

- Company number
- Program name
- Action code
- Transaction ID number
- Total number of transactions with inactive action codes

    The system does not include an action code unless every pass within the action code is inactive.

Use the menu path below.

▶ *Data Collection Reports*

   ▼ *Print inactive definition report* [PIDR]

A sample report is shown on the next page.

```
JPGDCR2    JPTDCR2                         Transactions with Inactive Definitions                              Page    1
1998/01/16  14:19:18
 Company Program/Action          Tran ID#
 --------------------------------------------------------------------------------------------------------------JPJPMSGC
 JPCA1   PMGPRM1   /101          00000009529
      Total Errors:     1*
                                 **********  E N D   O F   R E P O R T  **********
```

Part 7
Printing Infinium OP Reports

7

The part consists of the following topics:

Printing the Order Analysis Report

This option allows you to print up to five reports which analyze your open orders by customer, salesperson, product, formula or order number.

The reports vary based on your selection criteria, but they generally include the following:

- Order number

- Order date and/or scheduled ship date

- Order total

- Order status

Use the menu path below.

▸ *Order Processing*

▸ *Order Processing Reports*

   ▼ *Print Order Analysis Reports* [POAR]

```
12/12/97    14:50:08     Print Order Analysis Reports     OPG350     OPD350
_____

Company .   IS1 +      Warehouse  ISW1  +     Order Type   _

Select Company, Location and Order Type
If all companies and/or locations are desired, leave blank
Order types   1-Regular,  2-Backorder  or  9-All

If different selection for a report, change options beside selection
Enter 1 to Select report          Enter 9 for all reports   _

Select  Co      Whse     Type  Report
  _     ____    ____      _   By Sold-To
  1     ____    ____      _   By Salesperson
  _     ____    ____      _   By Product
  1     ____    ____      _   By Formula
  _     ____    ____      _   By Order Number




_____
F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F18=Message line
                                                                      ▮
```

Figure 7-1: Print Order Analysis Reports prompt screen

Depending on which fields you use, the *Order Type*, *Type* and *Enter 9 for all reports*, or *Type* and *Select* are required fields.

Using the fields at the bottom of the screen, you can run individual reports by typing `1` in the *Select* field for each report request. You can vary the company and location for each report and also select different order types, as shown in the example above. Press [Enter] to run the report.

The next page shows an example of the Order Analysis report.

```
OPG370    OPT370                    O R D E R   A N A L Y S I S   B Y   C U S T O M E R
 1/08/98   10:03:39                                                                                                ACD
------------------------------------------------------------------------------------------------------------------------
                       COMPANY . . . . . . . . . . . . .        IS1
                       WAREHOUSE . . . . . . . . . . . .        ISW1
                       REPORT TYPE . . . . . . . . . .          ALL
OPG370    OPT370                    O R D E R   A N A L Y S I S   B Y   C U S T O M E R                  PAGE    1
 1/08/98   10:03:39                                                                                                ACD
------------------------------------------------------------------------------------------------------------------------
 COMPANY . . . . . . . . . . . . . :        IS1
 WAREHOUSE . . . . . . . . . . . . :        ISW1
 ORDER TYPE  . . . . . . . . . . . :        ALL
    ORDER NO      SCH SHP DT ORDER DATE    ORDER TOTAL  ORDER STATUS         PO NUMBER
 SOLD-TO CMCUST1        NAME  Multi Currency Customer
    000000039 - 00 1997/12/22 1997/12/08        24.93  RDY FOR SHIP                                                 CAD
    000000126 - 00 2000/06/19 1997/09/24               RDY FOR INV                                                  USD
                  **** SOLD-TO  CMCUST1      TOTALS>>> ORDERS:    2  AMOUNT:          24.93
 SOLD-TO REGCUST1        NAME  REGULATORY CUSTOMER SOLD-TO
    000000001 - 00 1997/08/07 1997/08/04        50.00  RDY FOR SHIP                                                 USD
    000000002 - 00 1997/08/07 1997/08/04        50.00  RDY FOR INV                                                  USD
    000000003 - 00 1997/08/07 1997/08/04        15.00  RDY FOR INV                                                  USD
    000000005 - 00 1997/10/21 1997/10/07      1159.37  RDY FOR INV                                                  USD
    000000007 - 00 1997/08/07 1997/08/04        25.00  RDY FOR SHIP                                                 USD
    000000008 - 00 1997/08/07 1997/08/04        10.00  RDY FOR SHIP                                                 USD
    000000011 - 00 1997/08/07 1997/08/04        85.00  RDY FOR INV                                                  USD
    000000013 - 00 1997/08/07 1997/08/04       105.00  RDY FOR SHIP                                                 USD
    000000014 - 00 1997/08/07 1997/08/04        51.00  RDY FOR SHIP                                                 USD
    000000015 - 00 1997/08/07 1997/08/04        50.00- RDY FOR INV                                                  USD
    000000021 - 00 1997/08/07 1997/08/04       250.00  RDY FOR SHIP                                                 USD
    000000022 - 00 1997/08/07 1997/08/04        90.00  RDY FOR SHIP                                                 USD
    000000029 - 00 1997/12/15 1997/12/01        95.00  RDY FOR INV                                                  USD
    000000030 - 00 1997/12/16 1997/12/02       105.00  RDY FOR SHIP                                                 USD
    000000031 - 00 1997/12/16 1997/12/02        21.90  RDY FOR SHIP                                                 USD
    000000032 - 00 1997/12/16 1997/12/02        50.00- RDY FOR INV                                                  USD
    000000033 - 00 1997/12/16 1997/12/02        30.00  RDY FOR INV                                                  USD
    000000034 - 00            1997/12/02        36.00- RDY FOR INV                                                  USD
    000000038 - 00 1997/12/18 1997/12/08               RDY FOR PICK
    000000042 - 00 1997/12/25 1997/12/11               RDY FOR SHIP                                                 USD
    000000047 - 00 1997/12/26 1997/12/12               RDY FOR SHIP                                                 USD
    000000048 - 00 1997/12/29 1997/12/15       500.00  RDY FOR INV                                                  USD
    000000049 - 00 1997/12/10 1997/12/02       300.00  RDY FOR SHIP                                                 USD
    000000052 - 00 1997/12/30 1997/12/16        50.00  RDY FOR INV                                                  USD
    000000056 - 00 1997/12/19 1997/12/18        50.00  RDY FOR SHIP                                                 USD
    000000102 - 00 1997/09/18 1997/09/09         5.00  RDY FOR INV                                                  USD
    000000669 - 00 2000/06/19 1997/09/24       150.00  RDY FOR PICK                                                 USD
                  **** SOLD-TO  REGCUST1      TOTALS>>> ORDERS:   27  AMOUNT:        3061.27
 SOLD-TO REGCUST2        NAME  REGCUST2
    000000018 - 00 1997/08/07 1997/08/04               RDY FOR INV                                                  USD
    000000020 - 00 1997/08/07 1997/08/04               RDY FOR INV                                                  USD
    000000035 - 00 1997/12/16 1997/12/02               RDY FOR SHIP                                                 USD
    000000036 - 00 1997/12/03 1997/12/02               RDY FOR INV                                                  USD
    000000037 - 00 1997/12/04 1997/12/04               RDY FOR INV                                                  USD
                  **** SOLD-TO  REGCUST2      TOTALS>>> ORDERS:    5  AMOUNT:
                       *** LOCATION ISW1  TOTALS>>> ORDERS:   34  AMOUNT:        3086.20
                        ** COMPANY   IS1 TOTALS>>> ORDERS:   34  AMOUNT:        3086.20
```

```
ORDER TYPE  . . . . . . . . . . . :    ALL
    ORDER NO       SCH SHP DT ORDER DATE     ORDER TOTAL   ORDER STATUS          PO NUMBER
                             * GRAND TOTALS----------> ORDERS:    34  AMOUNT:         3086.20
                                       ********** END OF REPORT **********
```

Printing the Order Detail Cost Report

This report lists orders detailing, by line, the product sold, total sales amount, total cost and cost percent. The report also indicates where there is a price override by printing an asterisk in the *Price Override* field.

The report includes:

- Customer number
- Order number
- Total dollars
- Sales dollars
- Cost

Use the menu path below.

▶ *Order Processing*

▶ *Order Processing Reports*

  ▼ *Print Order Detail Cost Report* [PODCR]

```
12/12/97     14:51:10    Print Order Detail Cost Report     OPG490     OPD490
_____

   Beginning Range    Company  _____ +   Order No  _____ + BO   __

       Ending Range    Company  99999 +   Order No  999999999 + BO   99



   If you only want a single order to print detail, enter just that order number
   in both low and high.  For all orders, use screen defaults







   _____
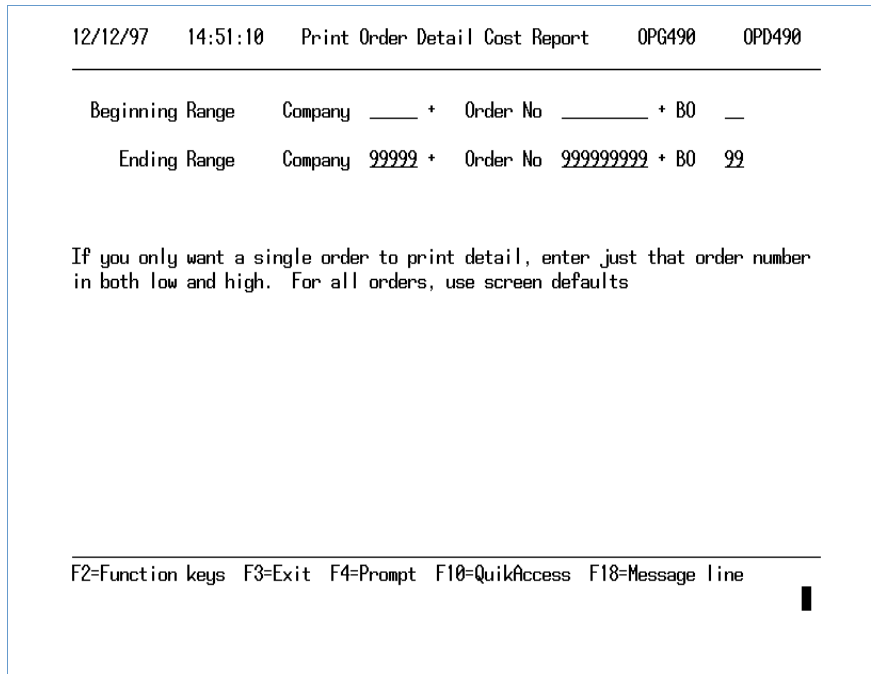
   F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F18=Message line
                                                                        ▌
```

Figure 7-2: Print Order Detail Cost Report prompt screen

To print a report that includes all orders, leave the *Beginning Range* fields blank and enter all nines in the *Ending Range* fields, as shown above.

After making your selections, press [Enter] to run the report.

The next page shows an example of the Order Detail Cost report.

```
OPG500     OPT500                        O R D E R   D E T A I L   C O S T   R E P O R T
 1/08/98   12:21:52                                                                                              ACD
-----------------------------------------------------------------------------------------------------------------------
                          _____
                          COMPANY . . . . .    IS1        THRU   IS1
                          ORDER . . . . . .   000000001-00 THRU 000000013-00
OPG500     OPT500                        O R D E R   D E T A I L   C O S T   R E P O R T                    PAGE    1
 1/08/98   12:21:52                                                                                              ACD
-----------------------------------------------------------------------------------------------------------------------
                          COMPANY:   IS1 ORDER: 000000001-00  THRU  COMPANY:   IS1 ORDER: 000000013-00
COMPANY:   IS1
                                                             ORDER              SALES              ORDER     TOTAL    PRICE
ORDER NO     SOLD-TO       NAME                              TOTAL             AMOUNT              COST      COST %   OVERRIDE
000000001-00 REGCUST1      REGULATORY CUSTOMER SOLD-TO       50.00              50.00
       LINE NO:     1  PRODUCT:    PROD01            SIZE:                      50.00
000000002-00 REGCUST1      REGULATORY CUSTOMER SOLD-TO       50.00              50.00
       LINE NO:     1  PRODUCT:    PROD01            SIZE:                      50.00
000000003-00 REGCUST1      REGULATORY CUSTOMER SOLD-TO       15.00              15.00
       LINE NO:     1  PRODUCT:    PROD01            SIZE:                      15.00
000000005-00 REGCUST1      REGULATORY CUSTOMER SOLD-TO      1159.37           1159.37
       LINE NO:     1  PRODUCT:    SODA              SIZE: CSE                1050.00
                    2              SODA                    CSE                 109.37
000000007-00 REGCUST1      REGULATORY CUSTOMER SOLD-TO       25.00              25.00
       LINE NO:     1  PRODUCT:    PROD01            SIZE:                      25.00
000000008-00 REGCUST1      REGULATORY CUSTOMER SOLD-TO       10.00              10.00
       LINE NO:     1  PRODUCT:    PROD01            SIZE:                      10.00
000000011-00 REGCUST1      REGULATORY CUSTOMER SOLD-TO       85.00              85.00
       LINE NO:     1  PRODUCT:    PROD01            SIZE:                      85.00
000000013-00 REGCUST1      REGULATORY CUSTOMER SOLD-TO      105.00             105.00
       LINE NO:     1  PRODUCT:    PROD01            SIZE:                     105.00
                                        ********** END OF REPORT **********
```

Printing the Scheduled or Actual Shipments Report

The Scheduled and Actual Shipments reports generate complete lists of orders based on the company number, location and date range you type. Scheduled or actual shipment reports sort by ship date, company, location and order number.

With the exception of the quantity shipped and the ship date, the information presented is the same and includes:

- Customer and Ship-To number
- Customer name
- Ship quantity - scheduled or actual
- Product number and size
- Product description

Use the menu path below.

▶ *Order Processing*

▶ *Order Processing Reports*

   ▼ *Print Actual/Scheduled Shipments* [PASS]

```
12/12/97    14:51:47   Print Actual/Scheduled Shipments    OPG320     OPD320
_____



      Company . . . . . . . . . . . . . .      IS1  +
      Warehouse . . . . . . . . . . . . .      ____ +

      From Date . . . . . . . . . . . . .      _____
      To Date . . . . . . . . . . . . . .      _____


      Report Type
        Scheduled Shipments . . . . . . .   N       (Y=Yes, N=No)
         Actual Shipments  . . . . . . . .   N       (Y=Yes, N=No)




      _____
      F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys          ▌
```

Figure 7-3: Print Actual/Scheduled Shipments prompt screen

Depending on which report you are running, *Scheduled Shipments* or *Actual Shipments* is a required field.

Company, Warehouse

If you type a C*ompany* and leave *Warehouse* blank, the report lists orders for a single company and all warehouses. If you leave both fields blank, your report lists all locations for all companies.

From Date, To Date

You can further limit the selection of records by typing a date range in the *From Date* and *To Date* fields.

The next page shows an example of the Scheduled Shipments report.

```
OPG322    OPT322                    O R D E R   S H I P M E N T S   B Y   S C H E D U L E D   S H I P   D A T E
 1/08/98   12:28:50
-----------------------------------------------------------------------------------------------------------------------
                             _____
                             COMPANY . . . . .   IS1
                             WAREHOUSE . . . .   ISW1
                             FROM  . . . . . .   1997/11/01
                             TO  . . . . . . .   1998/01/01
OPG322    OPT322                    O R D E R   S H I P M E N T S   B Y   S C H E D U L E D   S H I P   D A T E
 1/08/98   12:28:50
-----------------------------------------------------------------------------------------------------------------------
                                                  COMPANY:   IS1   WHSE  . . ISW1    FROM    1997/11/01   TO   1998/01/0
  SCHED                                                                                                              ORDR
  SHIP DATE     CO     LOC    ORDER NO    BO   SOLD-TO         SHIP-TO       SOLD-TO/ SHIP-TO               ORDER QTY   U/M
  1997/12/10    IS1    ISW1   000000049   00   REGCUST1                      REGULATORY CUSTOMER SOLD-TO     100.0000
  1997/12/16    IS1    ISW1   000000030   00   REGCUST1                      REGULATORY CUSTOMER SOLD-TO      12.0000
                                                                                                             15.0000
  1997/12/16    IS1    ISW1   000000031   00   REGCUST1                      REGULATORY CUSTOMER SOLD-TO      10.0000
                                                                                                              2.0000
  1997/12/19    IS1    ISW1   000000056   00   REGCUST1                      REGULATORY CUSTOMER SOLD-TO      50.0000
                                                                                                             10.0000
  1997/12/22    IS1    ISW1   000000039   00   CMCUST1                       Multi Currency Customer          12.0000
                                                                                                             10.0000
                                                                                                             15.0000
  1997/12/25    IS1    ISW1   000000042   00   REGCUST1                      REGULATORY CUSTOMER SOLD-TO       2.0000
```

Printing the Profitability Report

This report lists orders whose gross profit percent is outside the range you enter, either high or low. The report includes:

- Customer number and name
- Invoice and order numbers
- Total invoice amount
- Sales amount
- Order cost and cost percent
- Profit amount and profit percent
- High/Low indicator

Use the menu path below.

▶ *Order Processing*

▶ *Order Processing Reports*

    ▼ *Print Profitability Report* [PPR]

```
12/12/97     14:52:25      Print Profitability Report        OPGPRFA    OPDPRFA
_____

Low Profit Percentage . . . . . . .    __.00

High Profit Percentage  . . . . . .    __.00


Company . . . . . . . . . . . . . .    _IS1 +

From Order No . . . . . . . . . . .    _____ +
To Order No . . . . . . . . . . . .    _____ +


Enter the Low and High Profit Percentages and an order range.
Enter only the from order to select a single order.

The orders selected will only print if the percentage of profit is lower or
higher than the percentages you selected


_____

F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F18=Message line    █
```

Figure 7-4: Print Profitability Report prompt screen

Low Profit Percentage, *Company* and *From Order No* are required fields. Leave fields or ranges blank to select all.

The percentage you type should be in whole numbers. For example, enter a low percentage of twenty-five percent as `25.00`, not `.25`.

The next page shows an example of the Profitability report.

```
OPGPRFC    OPTPRFC                        P R O F I T A B I L I T Y   R E P O R T
 1/08/98   12:36:28
-----------------------------------------------------------------------------------------------------------------
                      _____
                      REPORT  . . . . .  BY SOLD-TO
                      PERCENTAGES . . .  LOW 10.00      HIGH   .00
                      ORDER NUMBERS . .  LOW 000000001 HIGH 000000011
OPGPRFC    OPTPRFC                        P R O F I T A B I L I T Y   R E P O R T   B Y   S O L D - T O
 1/08/98   12:36:28
-----------------------------------------------------------------------------------------------------------------
                      WAREHOUSE ISW1           PERCENTAGES: LOW 10.00 HIGH   .00      ORDER NUMBERS: LOW 000000001 HIGH
SOLD-TO    NAME                           INVOICE    ORDER          TOTAL             SALES              ORDE
                                          NUMBER     NUMBER         INVOICE           AMOUNT             COS
REGCUST1   REGULATORY CUSTOMER SOLD-TO               000000001-00     50.00             50.00
REGCUST1   REGULATORY CUSTOMER SOLD-TO               000000002-00     50.00             50.00
REGCUST1   REGULATORY CUSTOMER SOLD-TO               000000003-00     15.00             15.00
REGCUST1   REGULATORY CUSTOMER SOLD-TO               000000005-00   1159.37           1159.37
REGCUST1   REGULATORY CUSTOMER SOLD-TO               000000007-00     25.00             25.00
REGCUST1   REGULATORY CUSTOMER SOLD-TO               000000008-00     10.00             10.00
REGCUST1   REGULATORY CUSTOMER SOLD-TO               000000011-00     85.00             85.00
REGCUST1   REGULATORY CUSTOMER SOLD-TO  000000001    000000009-00     36.00             36.00
REGCUST1   REGULATORY CUSTOMER SOLD-TO  000000010    000000010-00    107.50            107.50
                      WAREHOUSE ISW1  TOTAL INVOICES         9       1537.87           1537.87
                          COMPANY    IS1 TOTAL INVOICES      9       1537.87           1537.87
                              GRAND TOTAL INVOICES           9       1537.87           1537.87
                      ********** END OF REPORT **********
```

Printing the History Cost Summary

The History Cost Summary report provides, by order, a breakdown of the total invoice amount into various cost components including material, burden, labor and other costs. The system organizes the report by:

- Order and invoice number

- Sold-To customer number

- Total invoice in dollars

- Net sales which deducts miscellaneous charges, tax and other non-sales items

- Total cost

- Total profit (Total cost - net sales)

- Profit percent ((Total cost - Net sales) / Net sales)

Use the menu path below.

▶ *Order Processing*

▶ *Order Processing Reports*

  ▼ *Print History Cost Summary* [PHCS]

```
12/12/97      14:52:57        Print History Cost Summary        OPGHSTP      OPDHSTP
_____

                                    From                  To
        Company . . . . . . . . . . .    IS1  +              IS2  +
        Warehouse . . . . . . . . .    ISW1  +             ISW2  +

        Invoice Number  . . . . . . .   _____            _____
        Invoice Date  . . . . . . . .   _____            _____

        Order Type  . . . . . . . . .   ____  +

        Sold-To . . . . . . . . . . .    _____  +        _____  +




        _____
        F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys
                                                                    ▌
```

Figure 7-5: Print History Cost Summary prompt screen

Use this screen to establish the criteria the system uses for selecting the orders to
include on the report. Type ranges in the *From* and *To* fields or limit the report to a
single selection by entering the same value in both fields. Leave fields or ranges
blank to select all.

After you make your selections, press [F8] to print the report. The next page shows an
example of the History Cost Summary report.

```
OPGCSTS    OPTCSTS                                    H I S T O R Y   C O S T   S U M M A R Y
 1/08/98   12:43:24
ACD
---------------------------------------------------------------------------------------------------------------------------
-----------------------------------------------------------------
                          _____
                          From                  To
 Company                  IS1                   IS1
 Warehouse                ISW1                  ISW1
 Invoice Number
 Invoice Date
 Order Type               REG
 Sold-To                  REGCUST1              REGCUST1
OPGCSTS    OPTCSTS                                    H I S T O R Y   C O S T   S U M M A R Y
PAGE
 1/08/98   12:43:24
ACD
---------------------------------------------------------------------------------------------------------------------------
-----------------------------------------------------------------
 ORDER NO BO SOLD-TO          INV NO INV DATE    TOTAL INVOICE        NET SALES      TOT RM COST  TOT BURDEN COST   TOT LABOR
COST    TOT OTHER COST        TOTAL COST    TOTAL PROFIT PRFT %
000000010 00 REGCUST1         000000010 1997/12/19        107.50           107.50
107.50  100.0
                         WAREHOUSE ISW1  TOTALS          107.50           107.50
107.50  100.0
                              1  INVOICES
                         COMPANY  IS1 TOTALS             107.50           107.50
107.50  100.0
                              1  INVOICES
                                               ********** END OF REPORT **********
```

Printing the History Invoice Register

The History Invoice Register presents information in the same format as the invoice register, which prints when you run final or preliminary invoices. This option provides the ability to run the invoice register on demand and include selected invoices in the report.

The report includes the following information:

- Sold-To customer number and name
- Invoice and order numbers
- Total invoice amount in dollars
- Sales and miscellaneous taxes
- Miscellaneous charges
- Sales (total invoice - taxes - miscellaneous charges)
- Discount
- Net sales (sales - discount)
- Total cost
- Gross profit percent ((net sales - cost) / net sales)

Use the menu path below.

▶ *Order Processing*

▶ *Order Processing Reports*

    ▼ *Print History Invoice Register* [PHIR]

```
12/12/97    14:54:19    Print History Invoice Register    OPGHSTP    OPDHSTP
_____

                                From              To
         Company . . . . . . . . . . .    IS1  +        IS1  +
         Warehouse . . . . . . . . . .   ISW1  +       ISW1  +

         Invoice Number  . . . . . . .   _____      _____
         Invoice Date  . . . . . . . .   12011997      12311997

         Order Type  . . . . . . . . .   ____  +

         Sold-To . . . . . . . . . . .   _____  +     _____  +




         _____

         F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys      █
```

Figure 7-6: Print History Invoice Register prompt screen

Use this screen to establish the criteria the system uses in selecting the orders to include on the report. Type ranges in the *From* and *To* fields or limit the report to a single selection by entering the same value in both fields. Leave fields or ranges blank to select all.

After you make your selections, press [F8] to print the report. The next page shows an example of the History Invoice Register report.

```
OPGINVR     OPTINVR                                                    H I S T O R Y   I N V O I C E   R E G I S T E R
 1/08/98   12:50:37
ACD
----------------------------------------------------------------------------------------------------------------------------------
----------------------------------------------------------------
                                        _____
                                        From                    To
 Company . . . . . . . . . . .           IS1 +                  IS1
 Warehouse . . . . . . . . . .          ISW1                   ISW1
 Invoice Number  . . . . . . .
 Invoice Date  . . . . . . . .          1997/10/01             1998/01/01
 Order Type  . . . . . . . . .          REG
 Sold-To . . . . . . . . . . .          REGCUST1        +      REGCUST1
OPGINVR     OPTINVR                                                    H I S T O R Y   I N V O I C E   R E G I S T E R
PAGE
 1/08/98   12:50:37
ACD
----------------------------------------------------------------------------------------------------------------------------------
----------------------------------------------------------------
SOLD-TO         NAME            INV NO   ORDER NO BO   TOTAL INVOICE      SALES TAX    MISC CHARGE      MISC TAX
SALES        DISCOUNT          NET SALES              COST G/P %
REGCUST1        REGULATORY CUST 000000010 000000010 00       107.50
107.50                        107.50                       100.0
                              TRANS. CURR.: USD
107.50                        107.50
                WAREHOUSE ISW1  TOTALS                        107.50
107.50                        107.50                       100.0
                        1  INVOICES
                COMPANY   IS1 TOTALS                          107.50
107.50                        107.50                       100.0
                        1  INVOICES
                                              ********** END OF REPORT **********
```

Printing the Master Order Expiration Report

This report provides a listing of all master orders due to expire during the date range you enter on the report selection screen. The report includes the following information:

- Sold-To customer number and ship-to number
- Ship-To name
- Order Number
- Order type
- Order date
- Expiration date

Use the menu path below.

▶ *Order Processing*

▶ *Order Processing Reports*

    ▼ *Master Order Expiration Report* [MOER]

```
12/12/97     14:47:40    Master Order Expiration Report     OPGCQTX    OPDCQTX
_____



    Company . . . . . . . . . . . . . .    IS1  +
    Warehouse . . . . . . . . . . . .    ISW1  +
    Order Type  . . . . . . . . . . .    ____ +  ____ +  ____ +
                                         ____ +  ____ +

                                       From           To
    Expiration Date . . . . . . . . .    1011997        12311997

    Submit to batch . . . . . . . . .    N   (Y=Yes, N=No)




    _____

    F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F18=Message line      █
```

Figure 7-7: Master Order Expiration Report prompt screen

Use this screen to establish the criteria the system uses in selecting the orders to include on the report. Type ranges in the *From* and *To* fields or limit the report to a single selection by entering the same value in both fields. Leave fields or ranges blank to select all.

After you make your selections, press [F8] to print the report. The next page shows an example of the Master Order Expiration report.

                                         COMPANY: IS1   FROM   1/01/97   TO 12/31/97

SOLD-TO   SHIP-TO   SHIP-TO NAME   ORDER NUMBER   ORDER TYPE   ORDER DATE   EXPIRATION DATE

REGCUST1   01   00000000100   1   9/19/97   12/31/97
REGCUST1   00000000120   2   2/11/97   12/31/97
********** END OF REPORT **********

Printing the Open Master Order Report

This report provides a list of open master orders based on your entries on the selection screen. The report sorts by company, sold-to/ship-to and order number.

The report includes the following information:

- Company

- Sold-to/Ship-to number, name and address

- Order type

- Order Number

- Product code and size

- Product description

- Order quantity

Use the menu path below.

▶ *Order Pro*

▶ *Order Processing Reports*

    ▼ *Open Master Orders Report* [OMOR]

```
12/12/97    14:55:26        Open Master Orders Report       OPGCQTO    OPDCQTO
_____



        Company . . . . . . . . . . .    _IS1_ +
        Warehouse . . . . . . . . . .    ISW1_ +
        Order Type  . . . . . . . . .    ____ +  ____ +  ____ +  ____ +  ____ +

                                         From            To
        Sold-To . . . . . . . . . . .    _____ +      _____ +
        Order Number/BO Number  . . .    _____ __ +       _____ __ +

        Product . . . . . . . . . . .    _____ __ +



        Submit to Batch . . . . . . .    N    (Y=Yes, N=No)



        _____
        F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F18=Message line      ▌
```

Figure 7-8: Open Master Orders Report prompt screen

Use this screen to establish the criteria the system uses in selecting the orders to include on the report. Type ranges in the *From* and *To* fields or limit the report to a single selection by entering the same value in both fields. Leave fields or ranges blank to select all.

After you make your selections, press [F6] to print the report. An example of the Open Master Orders report is shown on the following page.

```
OPGCQTOS    OPTCQTO                              O P E N   M A S T E R   O R D E R S   R E P O R T
 1/08/98    13:04:43
----------------------------------------------------------------------------------------------------------------------
 COMPANY     SOLD-TO         SHIP-TO      NAME                        ADDRESS                        ADDRESS
   IS1       REGCUST1                     REGULATORY CUSTOMER 1        MAPLE AVE
                                          ORDER TYPE   ORDER NO. BO    PRODUCT              SIZE  DESCRIPTION
                                          MAXRC        000000130 00    PROD1                 EA   apple pie
                                          MAXRC        000000131 00    PROD2                 EA   cherry pie
                                                      ********** END OF REPORT **********
```

Printing the Credit Action Report

The Credit Action report provides a listing of all open orders on hold and the customer's current credit status. The report includes the following information:

- Company

- Sold-to number and name

- Bill-to number

- Order number

- Order total in dollars

- Credit available

- Credit limit

Use the menu path below.

▶ *Order Processing*

▶ *Order Processing Reports*

    ▼ *Credit Action Report* [CAR]

```
12/12/97      14:56:09            Credit Action Report          OPGCAR1     OPDCAR1
_____


        Enter Company and Sold-to Number Range or leave blank for all



        Company . . . . . . . . . . . . . .     IS1 +

        Begining Sold-to Number . . . . . .   _____ +

        Ending Sold-to Number . . . . . . .   _____ +





        _____
        F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys      ▌
```

Figure 7-9: Credit Action Report prompt screen

Complete these fields and press [F8] to print the report. The next page shows an
example of the Credit Action report.

```
OPGCAR      OPTCAR                        C R E D I T   A C T I O N   R E P O R T
 1/08/98   13:14:30                                                                                                              ACD
-----------------------------------------------------------------------------------------------------------------------------------
                          _____
                          COMPANY . . . . . . . . . . . . . . ALL
                          BEGINNING SOLD-TO NUMBER  . . . . . ALL
                          ENDING SOLD-TO NUMBER . . . . . . . ALL
OPGCAR      OPTCAR                        C R E D I T   A C T I O N   R E P O R T                                          PAGE    1
 1/08/98   13:14:30                                                                                                              ACD
-----------------------------------------------------------------------------------------------------------------------------------
    CO SOLD-TO      SOLD-TO NAME        BILL-TO        ORDER NO BO      ORDER TOTAL      CREDIT AVAILABLE      CREDIT LIMIT
    INF MJR DIST    Major Distributor   MJR DIST 000000033 00                                   30.52-
                                        ********** END OF REPORT **********
```

Printing Cumulative Discounts

You can generate a report showing the cumulative discount information for customers. You should generate this report at the end of a quarter or fiscal period to calculate the FOC items or rebate amounts the customer is entitled to according to their cumulative order totals.

Use the menu path below.

▶ *Order Processing*

▶ *Order Processing Reports*

  ▼ *Print Cumulative Discount* [PCDR]

```
2/12/01    12:01:02        Print Cumulative Discount      OPGCDR      OPDCDR
_____



          Promotion Code
          From  . . . . . . . . .  _____  +
          To  . . . . . . . . . .  _____  +

          Sold-To Customer
          From  . . . . . . . . .  ____  _____  +
          To  . . . . . . . . . .  ____  _____  +

          Start Date  . . . . . .  20000101
          End Date  . . . . . . .  20001231

          Summary / Detail. . . .  1   (0=Summary, 1=Detail, 2=Both)




_____
 F2=Function keys  F3=Exit  F4=Prompt  F8=Submit  F24=More keys
```

Figure 7-10: Print Cumulative Discount selection screen

On the Print Cumulative Discount selection screen you can determine the information needed to print the cumulative order totals for customers. Use the fields on the screen to narrow the amount of information that is printed.

Part 8
Printing Infinium OP Sales Analysis Reports

8

The part consists of the following topics:

Overview

This part explains how you generate the Sales Analysis reports in Infinium OP.

The report options in the *Sales Analysis* option provide various methods of selecting and sorting information. In many cases, sales information is provided in the same format, but records are retrieved based on different selection criteria. You can generate reports that provide sales information in units, sales dollars, cost and profit by month and year.

Printing Sales Analysis Reports by Product

The system prints the reports in the same format regardless of the factor by which you sort. Consequently, the report selection screen is shown for only one. Depending on which report you select, the presentation of each report is the same with the exception of the summary breaks which occur based on the selection criteria of the report selected.

Report information is provided for the current month, last year current month, current year to date and year to date last year and includes the following:

- Product code, size and description
- Units
- Dollars (sales dollars)
- Profit (calculated by subtracting product cost from sales)
- Percent profit (calculated by dividing cost by sales)

Use the menu path below.

▶ *Sales Analysis*

▶ *Sales Analysis Reports*

  ▼ *Product* [P], *Product by Customer* [PBC]

```
12/15/97      8:30:05                 Product              SAG012     SAD012
_____

        Sales Analysis Current Year . . . :   1997

        Current Period For This Report  . .   DEC +
        Company To Include on This Report .    IS1 +
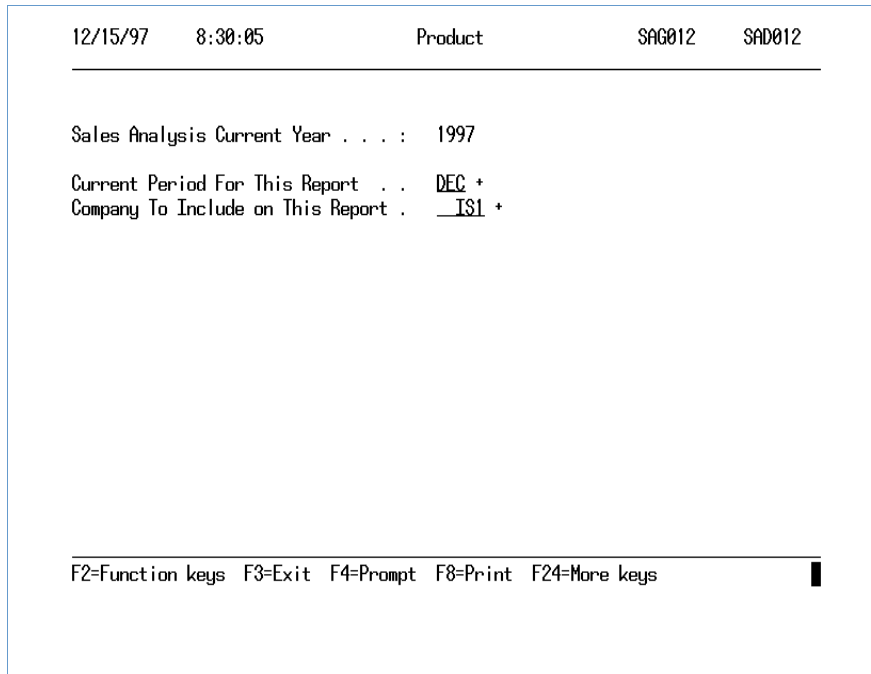











        _____
        F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys        █
```

Figure 8-1: Product prompt screen

The units shown on the resulting reports are in the unit of measure you type in the *Convert sales quantities to UM* field found in the Order Processing Parameters attribute in the Work with Entity Controls attribute in the *Work with Entity Controls* option.

An example of a Sales Analysis by Product report is shown on the next page.

```
SAG030     SAT030                         S A L E S   A N A L Y S I S - P R O D U C T
 1/08/98   14:57:16
---------------------------------------------------------------------------------------------------            \/\/\/\
                        Current Period . . . . . . . . . . DEC  12                                             \/\/\/\
                        Current Year  . . . . . . . . . . . 1997                                               \/\/\/\
                        Company To Include on This Report .  IS1                                               \/\/\/\
                                                                                                               \/\/\/\
                                                                                                               \/\/\/\
                        ---------------------------- C U R R E N T   P E R I O D ---------------------------   \/\/\/
                        ------- U N I T S ------- ------- S A L E S ------- --- PROFIT AMOUNT --- PROFIT %
PRODUCT                 SIZ    CURRENT        LAST       CURRENT        LAST     CURRENT      LAST  CUR LAST
PROD1                   55D      55.00       62.00           550         574         106       109   19   19
PROD5                   EA      250.00      268.00          5180        5322        1186      1217   23   23

 **** TOTAL FOR CO    IS1      305.00      330.00          5730        5896        1292      1326   23   23
```

```
                                                                                          PAGE     1
                                                                                          ACD
       \/\/\/\  -------------------------------------------------------------------------------------------
       \/\/\/\  ---------------------------- Y E A R   T O   D A T E ---------------------------
       \/\/\/\  ------- U N I T S ------ ------- S A L E S -------- --- PROFIT AMOUNT --- PROFIT %
       \/\/\/\      CURRENT        LAST       CURRENT        LAST     CURRENT      LAST  CUR LAST
       \/\/\/\
       \/\/\/\      495.00      433.00          4820        4039         940       808   20   20
       \/\/\/\      250.00      268.00          5180        5322        1186      1217   23   23
       \/\/\/\
       \/\/\/\      745.00      701.00         10000        9361        2126      2025   21   22
       \/\/\/\
                ********** END OF REPORT **********
```

Printing Sales Analysis Reports by Customer

The system prints the two reports you can choose by customer in the same format. Consequently, the report selection screen is shown for only one. The presentation of each report is the same with the exception of the summary breaks which occur when the customer changes on the Customer by Product report.

Report information is provided for the current month, last year current month, current year to date and year to date last year and includes the following:

- Product code, size and description
- Units
- Dollars (sales dollars)
- Profit (calculated by subtracting product cost from sales)
- Percent profit (calculated by dividing cost by sales)

Use the menu path below.

▸ *Sales Analysis*

▸ *Sales Analysis Reports*

    ▾ *Customer* [C], *Customer by Product* [CBP]

```
12/15/97      8:31:22                Customer              SAG012    SAD012
_____

      Sales Analysis Current Year . . . :    1997

      Current Period For This Report   . .   DEC +
      Company To Include on This Report .    _IS1 +

      _____
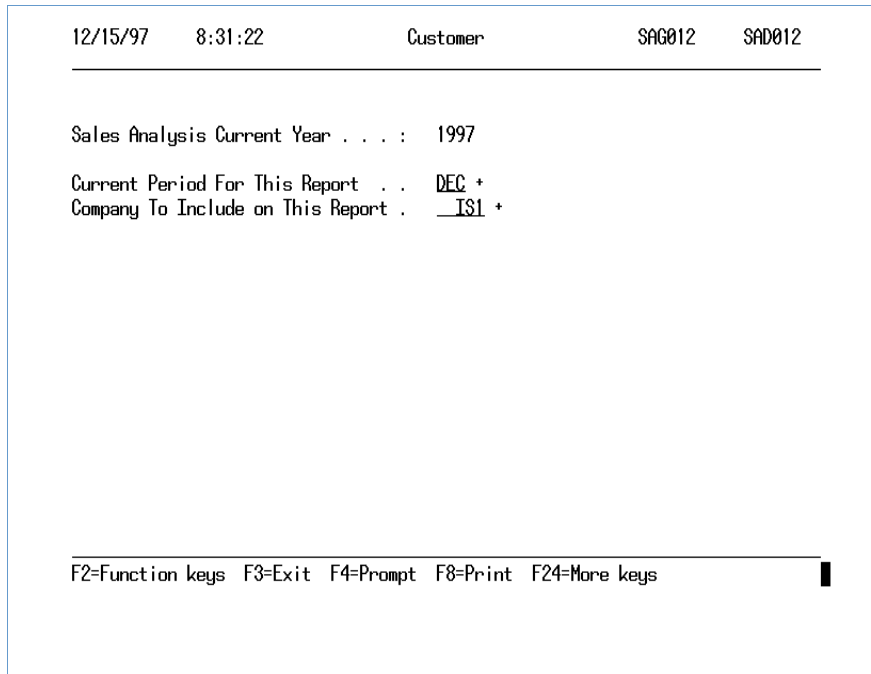
      F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys        █
```

Figure 8-2: Customer prompt screen

The units shown on the resulting reports are in the unit of measure you type in the *Convert sales quantities to UM* field found in the Order Processing Parameters attribute in the *Work with Entity Controls* option.

An example of a Sales Analysis by Customer report is shown on the next page.

```
SAG350    SAT350                   S A L E S   A N A L Y S I S - C U S T O M E R
 1/08/98   15:00:37
-----------------------------------------------------------------------------------------------------
                        Current Period  . . . . . . . . . . DEC  12
                        Current Year  . . . . . . . . . . . 1997
                        Company To Include on This Report .   IS1
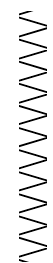

                        -------------------------- C U R R E N T   P E R I O D --------------------------
                        ------- U N I T S ------- -------- S A L E S -------- --- PROFIT AMOUNT ---   PROFIT %
CUSTOMER                    CURRENT      LAST       CURRENT        LAST       CURRENT       LAST     CUR LAST

REGCUST1                     55.00      62.00         550          574          106          109     19  19
REGCUST2                    250.00     268.00        5180         5322         1186         1217     23  24

 *** TOTAL FOR CO    IS1    305.00     330.00        5730         5896         1292         1326     23  23
```

```
                                                                            PAGE    1
                                                                            ACD
                   ------------------------------------------------------------------------
                   --------------------------- Y E A R   T O   D A T E ---------------------
                   ------ U N I T S ------ ------- S A L E S ------- --- PROFIT AMOUNT --- PROFIT %
                   CURRENT      LAST      CURRENT        LAST       CURRENT      LAST    CUR  LAST

                    495.00     433.00       4820         4039          940        808     20   20
                    250.00     268.00       5180         5322         1186       1217     23   19

                    745.00     701.00      10000         9361         2126       2025     21   22

                   ******** END OF REPORT ********
```

Printing Customer Ranking by Sales

Use this option to produce a report listing customers, from highest to lowest, ranked by total sales. The totals include sales from all locations for all customer ship-to locations.

Report information includes:

- Customer number and name
- This year's total sales to date in dollars
- Last year's total sales in dollars
- Variance showing the difference from last year
- Subtotals by location and/or company as they change
- Grand total for all companies and locations

Use the menu path below.

▶ *Sales Analysis*

▶ *Sales Analysis Reports*

▼ *Customer Ranking by Sales* [CRBS]

```
  12/15/97      8:32:03       Customer Ranking by Sales       SAG012     SAD012
  _____


  Sales Analysis Current Year . . . :   1997

  Current Period For This Report   . .   DEC +
  Company To Include on This Report .    IS1 +
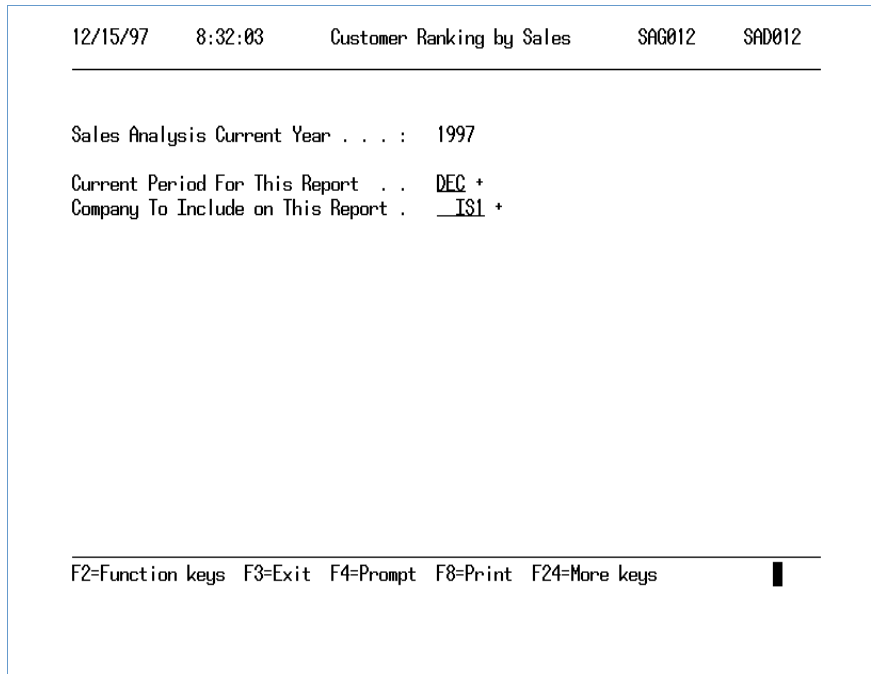










  _____
  F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys              ▌
```

Figure 8-3: Customer Ranking by Sales prompt screen

This report calculates and prints subtotals based on your entries in the sales analysis parameters in the *Order Processing Control Files* menu.

If you specify location for the report, subtotals are calculated and print when the location and company change. If you specify company, subtotals are calculated when the company changes and include all locations for that company. Grand totals for all companies print at the end of the report.

An example of a Customer Ranking by Sales report is shown on the next page.

```
SAG070    SAT070                              S A L E S   A N A L Y S I S - C U S T O M E R   R A N K I N G
 1/08/98   13:24:12
ACD
-----------------------------------------------------------------------------------------------------------------------
--------------------------------------------------------
                            _____
                            Current Period  . . . . . . . . . . DEC  12
                            Current Year  . . . . . . . . . . . 1997
                            Company To Include on This Report .  IS1
SAG070    SAT070                              S A L E S   A N A L Y S I S - C U S T O M E R   R A N K I N G
PAGE
 1/08/98   13:24:12
ACD
-----------------------------------------------------------------------------------------------------------------------
--------------------------------------------------------
                                    ---------- C U R R E N T   P E R I O D ----------   ----------- Y E A R   T O   D A T E -----------
--
CUSTOMER      NAME                      CURRENT       LAST      VARIANCE  VAR %       CURRENT      LAST      VARIANCE  VAR
%
REGCUST1      REGULATORY CUSTOMER SOLD-      93            93                            329                     329
 *** TOTAL FOR CO    IS1                  93            93                            329                     329
                            ********** END OF REPORT **********
```

Printing Product Ranking by Sales

Two product ranking reports, with or without size codes, are available which list products in order, from highest to lowest, based on total sales. These reports include sales of products at all locations and companies.

Report information includes:

- Product code, size, and description

- This year's total sales to date in dollars

- Last year's total sales in dollars

- Variance showing the difference from last year

- Subtotals by location and/or company as they change

- Grand total for all companies and locations

Use the menu path below.

▶ *Sales Analysis*

▶ *Sales Analysis Reports*

    ▼ *Product w/Size Ranking by Sales* [PWSRBS], *Product w/o Size Ranking by Sales* [PWOSRBS]

```
12/15/97      8:32:52    Product w/Size Ranking by Sales     SAG012     SAD012
_____


        Sales Analysis Current Year . . . :    1997

        Current Period For This Report   . .    DEC +
        Company To Include on This Report .     IS1 +
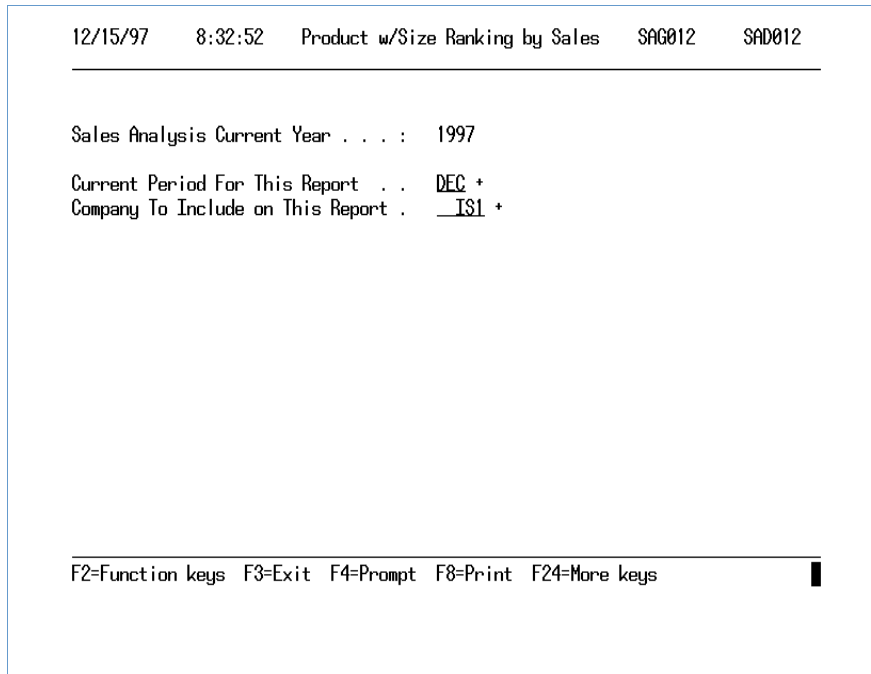
















        _____
        F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys        ▌
```

Figure 8-4: Product w/ Size Ranking by Sales prompt screen

These reports calculate and print subtotal based on your entries in the sales analysis parameters in the *Order Processing Control Files* menu.

If you specify location for the report, subtotals are calculated and print when the location and company change. If you specify company, subtotals are calculated when the company changes and include all locations for that company. Grand totals for all companies print at the end of the report.

An example of a Product Ranking by Sales report is shown on the next page.

```
SAG081     SAT081                          S A L E S   A N A L Y S I S - P R O D U C T   W I T H O U T   S I Z E   R A N K I N G
1/08/98   13:27:31
ACD
--------------------------------------------------------------------------------------------------------------------------------
----------------------------------------
                            _____
                            Current Period . . . . . . . . . . DEC  12
                            Current Year . . . . . . . . . . . 1997
                            Company To Include on This Report .   IS1
SAG081     SAT081                          S A L E S   A N A L Y S I S - P R O D U C T   W I T H O U T   S I Z E   R A N K I N G
PAGE
1/08/98   13:27:31
ACD
--------------------------------------------------------------------------------------------------------------------------------
----------------------------------------
                                          ---------- C U R R E N T   P E R I O D ----------- ----------- Y E A R   T O   D A T E --------
-----
PRODUCT FAMILY       DESCRIPTION (OF 1ST PRODUCT)        CURRENT        LAST      VARIANCE VAR %      CURRENT        LAST      VARIANCE
VAR %
NON-INV                                                      93            93                          293                         293
PROD02             APPLE PIE                                                                           36                          36
 *** TOTAL FOR CO   IS1                                      93            93                          329                         329
                                          ********** END OF REPORT **********
```

Printing Sales Tax Detail Report

This option provides a report of sales and tax paid for the period you select. The report is organized by state and includes the following information:

- Order number and back order number
- Order date or invoice date
- Invoice number and date
- Customer number and name
- Net sales in dollars
- Trade discount in dollars
- Taxable sales in dollars
- Total sales tax in dollars
- Sales tax by jurisdiction

Use the menu path below.

▸ *Sales Analysis*

▸ *Sales Analysis Reports*

  ▾ *Sales Tax Detail* [STD]

```
12/15/97      8:33:38              Sales Tax Detail              SAG095    SAD095
_____


      Select which date to use for date range for selection of invoices.
      Or, type Y to select all invoices.


      Select by Date  . . . . . . . . . .   2         (1=Order Date  2=Invoice Date)
        Company . . . . . . . . . . . . .     IS1 +
        From Date . . . . . . . . . . . .   01011998
        To Date . . . . . . . . . . . . .   01311998

      OR

      All Invoices  . . . . . . . . . . .   N
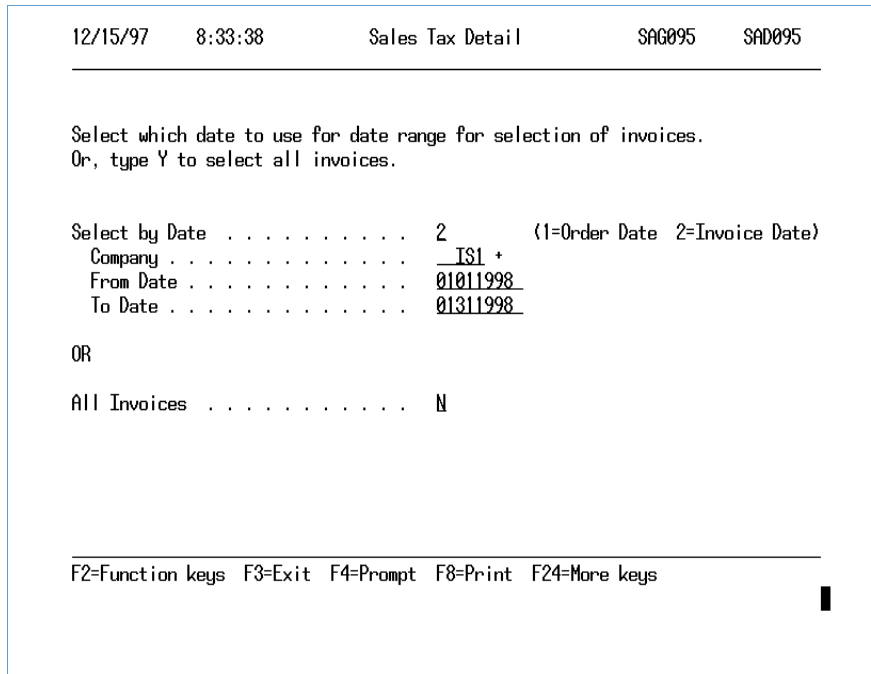



      _____
      F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys
                                                                          ▌
```

Figure 8-5: Sales Tax Detail prompt screen

Totals of net sales and sales tax are calculated and print when the state changes. Additionally, the resulting reports subtotal based on your entries in the sales analysis parameters in the *Order Processing Control Files* menu.

If you specify location for the report, subtotals are calculated and print when the location and company change. If you specify company, subtotals are calculated when the company changes and include all locations for that company. Grand totals for all companies print at the end of the report.

An example of a Sales Tax Detail report is shown on the next page.

```
SAG100     SAT100              S A L E S   T A X   D E T A I L   B Y   T A X   C O D E                    PAGE    1
 1/08/98   15:04:54                                                                                       SHL
-------------------------------------------------------------------------------------------------------------------

   INVOICE   INV DATE    ORDER     BO CUSTOMER       NAME                    NET SALES       TAXABLE     TRADE DSC     SALES TAX

 000000006 1997/08/04 000000006 00REGCUST1       Regulatory Customer1         550.00           .00           .00          .00
 000000009 1997/09/02 000000009 00REGCUST1       Regulatory Customer1.       5180.42       5180.42           .00       259.02  OR Kentucky st.


                                 COMPANY     IS1 TOTALS                      5180.42       5180.42           .00       259.02




SAG100     SAT100              S A L E S   T A X   D E T A I L   B Y   T A X   C O D E                    PAGE    2
 1/08/98   15:04:54                                                                                       ACD
-------------------------------------------------------------------------------------------------------------------

   STATE TAX CODE      STATE TAX DESCRIPTION           OTHER TAX CODE     OTHER TAX CODE DESCRIPTION             TAX AMOUNT

        OR          Kentucky State Sales tax                                                                        259.02
                                                                                         SUMMARY TOTALS            259.02
                                     ********** END OF REPORT **********
```

Printing Sales Tax Summary Report

This option provides two reports giving summary tax information by state, one for sales and a separate report showing taxes on miscellaneous charges. Under each state, report information includes:

- Location code

- State tax codes

- Taxable, non-taxable and total sales in dollars

- State sales tax in dollars

- Other taxes in dollars

- Totals by taxing jurisdiction

Use the menu path below.

▶ *Sales Analy*

▶ *Sales Analysis Reports*

    ▼ *Sales Tax Summary* [STS]

```
12/15/97       8:34:49           Sales Tax Summary          SAG095     SAD095
    _____


       Select which date to use for date range for selection of invoices.
       Or, type Y to select all invoices.


       Select by Date  . . . . . . . . . .   2        (1=Order Date  2=Invoice Date)
         Company . . . . . . . . . . . . .    IS1 +
         From Date . . . . . . . . . . .    01011996
         To Date . . . . . . . . . . . .    01011997

       OR

       All Invoices  . . . . . . . . . .    N




    _____
    F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys          █
```

Figure 8-6: Sales Tax Summary prompt screen

The resulting report calculates and prints subtotals based on entries you made in the sales analysis parameters in the *Order Processing Control Files* menu.

If you specify location for the report, subtotals are calculated and print when the location changes and when the company changes. If you specify company, subtotals are calculated when the company changes and include all locations for that company. Grand totals for all companies print at the end of the report.

Examples of the Tax Summary by Location and Miscellaneous Tax reports are shown on the following pages.

•

```
SAG110     SAT110                                                    S T A T E   T A X   S U M M A R Y
 1/08/98   13:36:07
ACD
-------------------------------------------------------------------------------------------------------------------------
                         _____
                         SELECT BY DATE  . . . . . . . . . . 1            (1=Order Date 2=Invoice Date)
                         COMPANY . . . . . . . . . . . . .    IS1
                         FROM DATE . . . . . . . . . . . . 1997/09/01
                         TO DATE . . . . . . . . . . . . . 1998/01/01
                         ALL INVOICES  . . . . . . . . . .
SAG110     SAT110                                                    S T A T E   T A X   S U M M A R Y
PAGE
 1/08/98   13:36:07
ACD
-------------------------------------------------------------------------------------------------------------------------
                              TAXABLE           NON-TAXABLE          SALES LESS          STATE           OTHER          ITEM
   WHSE   STATE                SALES              SALES              TRADE DSC           TAX             TAXES          TOTAL

ISW1                            .00                .00                 .00                .00             .00            .00
ISW1 OR MA STATE             5180.42                                 5180.42           259.02                         5439.44
COMPANY   IS1 TOTALS           .00                .00                 .00                .00             .00            .00
                                                           ********** END OF REPORT **********
```

```
SAG125     SAT125                               MISCELLANEOUS TAXES REPORT
 1/08/98   13:36:08                                                                                     ACD
-------------------------------------------------------------------------------------------------------------------------
                         _____
                         SELECT BY DATE  . . . . . . . . . . 1            (1=Order Date 2=Invoice Date)
                         COMPANY . . . . . . . . . . . . .    IS1
                         FROM DATE . . . . . . . . . . . . 1997/09/01
                         TO DATE . . . . . . . . . . . . . 1998/01/01
                         ALL INVOICES  . . . . . . . . . .
SAG125     SAT125                               MISCELLANEOUS TAXES REPORT                    PAGE  1
 1/08/98   13:36:08                                                                                     ACD
-------------------------------------------------------------------------------------------------------------------------
                              MISCELLANEOUS CHARGES         MISCELLANEOUS TAXES
       COMPANY   IS1 TOTALS             50.00
                                      ********** END OF REPORT **********
```

Printing the Volume and Sales Report

This option allows you the flexibility of designing your own report. By the entries you make on the report definition screen, you specify the order in which data is sorted, when page breaks providing subtotals occur, and range fields to use in determining which records to include in the report.

The selection fields available for the report are:

- Region (Market Code)
- Salesperson
- Sold-To Customer
- Category Number (Product Sales Category from the product record)
- Formula (Product Number)
- Sales Volume (Units)
- Sales Amount (Dollars)

The volume and sales are reported for the current year and last year, both month to date and year to date totals for units and amount (dollars).

Report information includes:

- Product number
- Description
- Units (total sold)
- Amount (in dollars)

Use the menu path below.

▸ *Sales Analysis*

▸ *Sales Analysis Reports*

　▾ *Volume and Sales Report* [VASR]

```
12/15/97      8:35:46        Volume and Sales Report        SAG150    SAD150
_____

SORT                         SORT  PAGE  LOW                  HIGH
FIELDS                       ORDER BREAK RANGE                 RANGE

Region (Market Code)  . .  1      _   ____                    ____
Salesperson . . . . . . .  2      _   ____                    ____
Sold-To . . . . . . . . .  3      _   _____             _____
Category Number . . . . .  4      _   ____                    ____
Product . . . . . . . . .  5      _   _____         _____
Sales Volume (Units)  . .              _____.0000         _____.0000
Sales Amount  . . . . . .               ____1000.00        ____99999999.00




            _____

    F2=Function keys  F3=Exit  F8=Print  F10=QuikAccess  F18=Message line
                                                                         ▌
```

Figure 8-7: Volume and Sales Report prompt screen

Determine the sorting sequence for your report by typing a value from **1** to **5** in the
SORT ORDER field corresponding to the appropriate fields in the SORT FIELDS
column. Type **0** in the *SORT ORDER* field to exclude the field from the report.

PAGE BREAK

Specify page breaks for the report by typing **P** in the *PAGE BREAK* field that
corresponds to the field where you want a new page to start. Summary totals will
print each time a page break is encountered, such as when the salesperson changes.
You can specify as many page breaks as needed.

Sales Volume (Units), Sales Amount

For each SORT FIELD, including *Sale Volume (Units)* and *Sales Amount*, you can
enter a range of codes or amounts that you want to display on the report.

LOW RANGE, HIGH RANGE

Use the *LOW RANGE* and *HIGH RANGE* fields to determine the records to use for
the report. Select all records within a SORT FIELD by leaving both fields blank.
Select a single record by entering the same code in both fields or select multiple
records by entering a range of codes or values.

When you have completed your entries, press [F8] to process the report. An example
of this report is shown on the next page.

```
SAG170    SAT170                              V O L U M E   A N D   S A L E S   R E P O R T
 1/08/98   15:07:43
-----------------------------------------------------------------------------------------------------------------
                                           -------------------- C U R R E N T   Y E A R ----------------------------
                                            MONTH-TO-DATE         MONTH-TO-DATE          YEAR-TO-DATE         YEAR-TO-DATE
PRODUCT          DESCRIPTION                     UNITS                AMOUNT                UNITS                AMOUNT
PRODUCT2         APPLE PIE                                                                 12.00                36.00

REGCUST1                    TOTAL ****                                                     12.00                36.00

                 COMPANY  IS1 TOTALS                                                       12.00                36.00


                                                                                      PAGE    1
                                                                                      ACD
                              ---------------------------------------------------------------------------

                              ------------------------- L A S T   Y E A R -------------------------
                              MONTH-TO-DATE         MONTH-TO-DATE          YEAR-TO-DATE         YEAR-TO-DATE
                                  UNITS                AMOUNT                  UNITS                AMOUNT

                                 268.00                5,322                  268.00                5,322

                                 268.00                5,322                  268.00                5,322

                                 268.00                5,322                  268.00                5,322
                              ********** END OF REPORT **********
```

Printing Summary and Sales Analysis by Salesperson

These reports provide sales by salesperson in either detail by customer or in summary giving total sales per salesperson.

Report information is provided for the current month and last year current month and for the current year to date and year to date last year and includes:

- Salesperson number and name

- Customer number and name (detail report)

- Units

- Dollars

- Profit

- Percent profit

Use the menu path below.

▸ *Sales Analysis*

▸ *Sales Analysis Reports*

   ▾ *Salesperson* [S], *Salesperson by Customer* [SBC]

```
12/15/97      8:37:12        Salesperson by Customer        SAG012    SAD012
_____


       Sales Analysis Current Year . . . :    1997

       Current Period For This Report   . .   DEC +
       Company To Include on This Report .    IS1 +








       _____
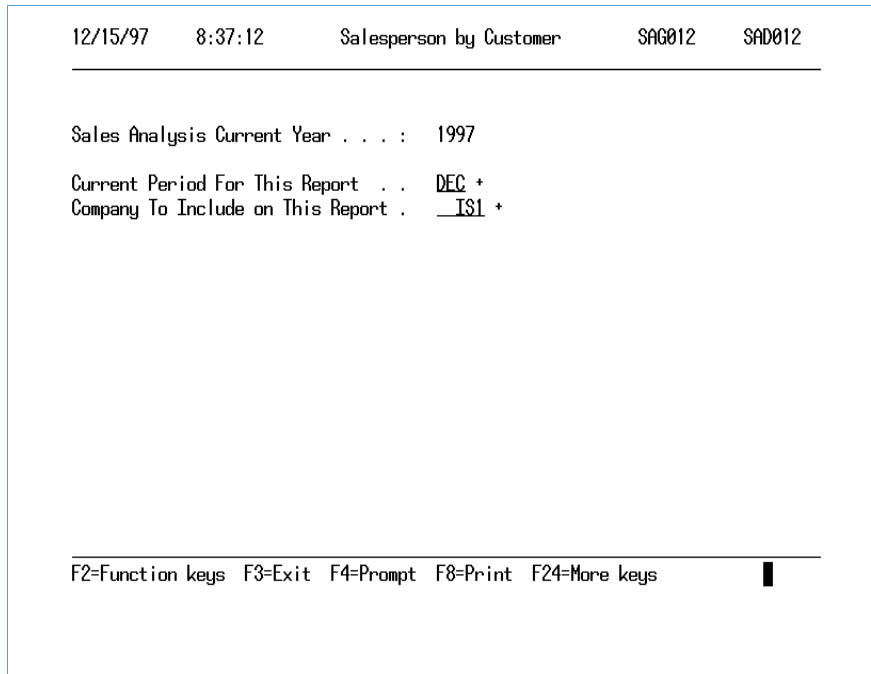
       F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys        ▮
```

Figure 8-8: Salesperson by Customer prompt screen

In addition to the salesperson totals provided on the summary report, the detail report breaks out the totals for each of the customers the sales people sold to during the month.

A sample Salesperson by Customer report is shown on the next page.

```
SAG370    SAT370                                    S A L E S   A N A L Y S I S - S A L E S P E R S O N
 1/08/98   15:10:17
--------------------------------------------------------------------------------------------------------
                         --------------------------- C U R R E N T   P E R I O D ---------------------------
                         ------- U N I T S ------- -------- S A L E S -------- --- PROFIT AMOUNT --- PROFIT %
SLS ID NAME                   CURRENT        LAST      CURRENT         LAST      CURRENT      LAST   CUR  LAST

  1   Jonathan Smith           250.00      268.00         5180         5322         1186      1217   23   23


 *** TOTAL FOR CO    IS1      305.00      330.00         5730         5896         1292      1326   23   23
```

```
                                                                                      PAGE    1
                                                                                              ACD
              --------------------------------------------------------------------------------------
              ------------------------------ Y E A R   T O   D A T E ------------------------------
              ------- U N I T S ------- -------- S A L E S -------- --- PROFIT AMOUNT --- PROFIT %
                 CURRENT        LAST       CURRENT         LAST      CURRENT      LAST   CUR  LAST

                  250.00      268.00          5180         5322         1186      1217   23   23
                  495.00      433.00          4820         4039          940       808   20   20

                  745.00      701.00         10000         9361         2126      2025   21   22

              ********** END OF REPORT **********
```

Printing Detail Salesperson Analysis with Variance

This option produces a report of customer sales activity by salesperson comparing this month and year to date sales with this month last year and last year to date sales. Report information includes:

- Salesperson name and number

- Customer number and name

- Sales dollars this month (to date), this month last year and the variance (difference)

- Sales dollars this year to date, last year to date and the variance (difference)

Use the menu path below.

▶ *Sales Analysis*

▶ *Sales Analysis Reports*

  ▼ *Salesperson by Customer Variance* [SBCV]

```
12/15/97      8:37:45    Salesperson by Customer Variance    SAG012    SAD012
_____


    Sales Analysis Current Year . . . :    1997

    Current Period For This Report  . .    DEC +
    Company To Include on This Report .    __IS1 +
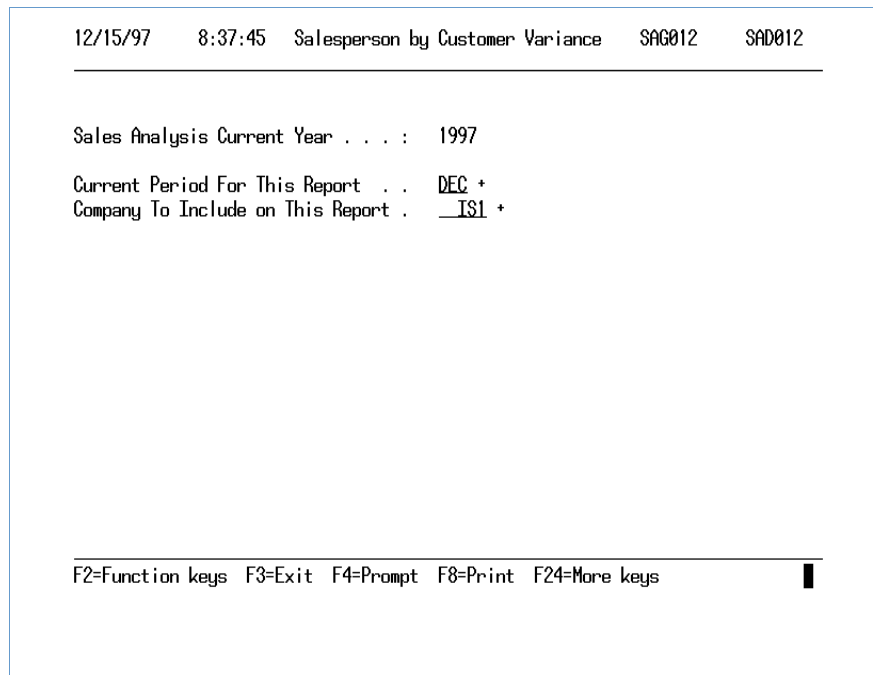











    _____
    F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys           ▌
```

Figure 8-9: Salesperson by Customer Variance screen

Type the correct period and company and press [F8] to print the report. The resulting report includes this month's activity.

An example of this report is shown on the next page.

```
SAG410      SAT410        S A L E S   A N A L Y S I S - S A L E S P E R S O N / C U S T   W I T H   V A R I A N C E        PAGE    1
 1/08/98    15:11:09                                                                                                      ACD


                                           Current Period . . . . . . . . . . DEC  12
                                           Current Year . . . . . . . . . . . 1997
                                           Company To Include on This Report .   IS1

------------------------------------------------------------------------------------------------------------------------------

                                    --------- C U R R E N T   P E R I O D ----------    ------------ Y E A R   T O   D A T E --------------
CUSTOMER   CUSTOMER NAME              CURRENT        LAST       VARIANCE   VAR %         CURRENT         LAST         VARIANCE   VAR %

SALESPERSON:  1 Jonathan Smith
REGCUST1 Regulatory Customer Sold-To 550            574           24-     4.2-           4820           4039             781     19.3

 *** TOTAL FOR SALESPERSON    1      550            574           24-     4.2-           4820           4039             781     19.3

**** TOTAL FOR CO    IS1             550            574                                                  4039

                                        ********** END OF REPORT **********
```

Printing the Sales Budget Report

Use this option to print a report comparing each salesperson's unit and dollar sales against the budget figures entered in *Sales Budget Maintenance*. The system prints month to date and year to date totals and include:

- Salesperson name and number

- Actual sales (in dollars and units)

- Budget sales (in dollars and units)

- Variance between actual and budget

- Variance percent

Use the menu path below.

▸ *Sales Analysis*

▸ *Sales Analysis Reports*

   ▼ *Sales Budget* [SB]

```
12/15/97      8:38:11              Sales Budget           SAG580     SAD580
_____

1.  Enter an X beside processing month
2.  Enter the working day number beside the processing month

 Select            Day      Working Days in Month
    _   January     _0           0
    X   February    _4           0
    _   March       _0           0
    _   April       _0           0
    _   May         _0           0
    _   June        _0           0
    _   July        _0           0
    _   August      _0           0
    _   September   _0           0
    _   October     _0           0
    _   November    _0           0
    _   December    _0           0
    _ Extra Period _0            0


 _____
 F2=Function keys  F3=Exit  F8=Print  F10=QuikAccess  F18=Message line
```

Figure 8-10:   Sales Budget screen

Type **x** in the *Select* field to specify the processing month and the working day in the *Day* field and press [F8] to process the report.

An example of the Sales Budget report is shown on the next page.

```
SAG600     22202121                              S A L E S   T O   B U D G E T   C O M P A R
 1/08/98   15:09:19
-----------------------------------------------------------------------------------------------------
                                                FOR MAY 14 WORKING DAYS OF 20 - DAYS REMA
                                         BUDGETED DOLLARS:           6000    BUDGETED QUAN

                              ---------------------- CURRENT MONTH ------------------------
SALES                              ACTUAL SALES       BUDGET SALES    SALES VARIANCE SALES %
ID      SALESPERSON NAME         ACTUAL QUANTITY    BUDGET QUANTITY  QUANTITY VARIANCE  QTY %

  1  Jonathan Smith                         550                750               200-  26.7-
                                             55                 75                20-  26.7-

  2  Susan Jones                          5,180              5,000               180    3.6
                                            250                250                 0      0

    *** TOTAL FOR CO      IS1            5,730              5,750                20-   0.3-
                                            305                325                20-   6.2-

**** TOTAL FOR REPORT                    5,730              5,750                20-   0.3-
                                            305                325                20-   6.2-
```

```
           I S O N                                        PAGE     1
                                                          ACD
           ---------------------------------------------------------------
           INING 6
           TITY:       350

           ---------------------- YEAR-TO-DATE -------------------------
                ACTUAL SALES       BUDGET SALES    SALES VARIANCE SALES %
              ACTUAL QUANTITY    BUDGET QUANTITY  QUANTITY VARIANCE  QTY %

                     4,820              5,000               180-   3.6-
                       495                500                 5-   1.0-

                     5,180              5,000               180    3.6
                       250                250                 0      0

                    10,000             10,000                 0      0
                       745                750                 5-   0.6-

                    10,000             10,000                 0      0
                       745                750                 5-   0.6-
```

Part 9
Printing Infinium PM Reports

9

The part consists of the following topics:

Printing Purchasing Documents

You can print Infinium PM purchasing documents (requisitions, quotation requests and purchase orders) in a variety of ways. You can print a purchasing document as you exit, if your user defaults or the purchasing document type control specifies to display the Print window.

You can also print purchasing documents with the following options:

- *Print selective requisitions*

- *Print quotation requests*

- *Process selected purchase orders*

Printing Requisitions

The *Print selective requisitions* option enables you to print a single requisition or multiple requisitions. The system generates a report that resembles the actual requisition, including the requisition ID, requester ID, and the requisition description. Line items on the requisition, item description, detail notes, need date, quantity, unit of measure, estimated cost, and extended cost are also included on the report.

Use the menu path below.

▶ *Requisitions*

　　▼ *Print selective requisitions* [PSR]

```
     5/01/1997   9:00:00     Print Selective Requisitions      PMGRHD     PMDRHD


     Company . . . . . . . . __INF + INFINIUM.SOFTWARE,.INC........

   Type options, press Enter
    1=Req Header 2=Req Detail 6=Print

     Locate:
     _____                      ___ +   _____ +    Header
   Opt Req Number           Req Description    Type   Requester ID  STS Printed
     __ INF-RWL-000019-R     Parts for kit #33   AIR    RWL           01   No
     __ INF-RWL-000018-R     Spare parts for cont AIR   RWL           00   No
     __ INF-RWL-000015-R     Entire kit line     AIR    RWL           92   No
     __ INF-RWL-000012-R     All kits            AIR    RWL           10   No
     __ INF-RWL-000011-R     Global Positioning S AIR   RWL           92   No
     6_ INF-RWL-000010-R     Windshield repair ki AIR   RWL           92   No
     __ INF-RWL-000009-R     Conversion kit      AIR    RWL           02   No
     __ INF-RWL-000008-R     Engine overhaul kit AIR    RWL           92   No
     __ INF-RWL-000007-R     Control surfaces reb AIR   RWL           92   No
     __ INF-RWL-000006-R     Avionics spare parts AIR   RWL           01   No  +
     _____

   F3=Exit  F4=Prompt  F7=Number Sort  F8=Requester Sort  F24=More keys
```

Figure 9-1: Print Selective Requisitions selection screen

Use this screen to select a requisition to print.

To print a requisition, type **6** in the *Opt* field and press [Enter].

You cannot print requisitions that exceed your user requisition restrictions.

A sample requisition is shown on the next page.

```
| Requisition ID:INF-ROL-968145-R        Print Number:   1   |                              Page
|                                                            |
| Requester ID:  RWL                                         |
| Description: Request for aviation fuel.                    |
| Requisition Type: AIR                                      |

                  25 COMMUNICATIONS WAY
                  HYANNIS, MA    02601

| Line #      Item Code     Size Rev        Description         Need Date    Quantity    UOM    Cost Per Unit    Extended Cost    Curr|
|       |           |         |   |                             |          |           |     |              |              |    |
|   1  |AV100       |GL       |   |    AV 100 Fuel              |          |           |     |              |       119.00 |USD |
|      |            |         |   |              PHRASE CODE #1 |          |           |     |              |              |    |
|      |            |         |   |    Deliver to:Roger        |          |           |     |              |              |    |
|      |            |         |   |    Vendor ID: AVFUEL        |          |           |     |              |              |    |
|      |            |         |   |    Ship to:   HYANNIS WAREHOUSE  2/20/1998 |  50.0000  |GL  |    1.190000 |        59.50 |USD |
|      |            |         |   |               ONE PARK CENTER   |          |           |     |              |              |    |
|      |            |         |   |               HYANNIS, MA    02601          |           |     |              |              |    |
|      |            |         |   |    Ship to:   LOUISVILLE WAREHOUSE 2/20/1998 |  50.0000  |GL  |    1.190000 |        59.50 |USD |
|      |            |         |   |               4350 BROWNSBORO ROAD |          |           |     |              |              |    |
|      |            |         |   |               SUITE 200     |          |           |     |              |              |    |
|      |            |         |   |               LOUISVILLE, KY    40207       |           |     |              |              |    |
|      |            |         |   |    Acct Code: INF-000-000-1015 |          |           |     |              |              |    |
```

```
                                                              |                              |
                                                              |    Total            119.00   USD |

                                                              |                                  |
                                                              |                                  |
                                                              | Requester _____  |
                                                              |                                  |
                                                              | Approval  _____  |
           _____                    |                                  |
                                                              | Approval  _____  |
           |   KIT PARTS FOR AIRFRAMES    |                   |                                  |
           _____
```

Printing Quotation Requests

Use the *Print quotation requests* option to print quotation requests for vendors and non-PL vendors.

Use the menu path below.

▶ *Quotation Requests*

  ▼ *Print quotation requests* [PQR]

```
   5/01/1997   9:00:00      Print Quotation Requests       PMGRHD     PMDRHD


   Company . . . . . . . __INF + INFINIUM.SOFTWARE,.INC........

 Type options, press Enter
  1=Qte Header 2=Qte Detail 6=Print

 Locate:
 _____                    __ +  _____ +    Header
 Opt Qte Number          Qte Description    Type  Requester ID  STS Printed
  __ INF-RWL-000040-R    Spare tires for kit AFM   RWL          00   No
  __ INF-RWL-000039-R    Quote for spare part AFM  RWL          00   No
  __ INF-RWL-000027-R    Quote for new hanger AFM  RWL          00   No
  __ INF-RWL-000023-R    Extra tie-downs     AFM   RWL          00   No
  __ INF-RWL-000022-R    Engine rebuild kits AFM   RWL          92   No
  __ INF-RWL-000021-R    Fuel Tanks          AFM   RWL          15   No
  __ INF-RWL-000020-R    Quote for spare part AFM  RWL          92   No
  __ INF-RWL-000017-R    Quote for experiment AFM  RWL          92   No
  __ INF-RWL-000016-R    Quote for entire kit AFM  RWL          00   No
  __ INF-RWL-000014-R    Quote for kit       RFQ   RWL          15   Yes +
                                                   _____

 F3=Exit  F4=Prompt  F7=Number Sort  F8=Requester Sort  F24=More keys
```

Figure 9-2: Print Quotation Requests selection screen

Use this screen to select a quotation request to print.

To print a requisition, type **6** in the *Opt* field and press [Enter].

You cannot print quotation requests that exceed your user requisition restrictions.

A sample quotation request is shown on the next page.

```
                                          Request for Quotation
                                     Originator's Name : Roger Williams
                                     Telephone number  : (502) 123-4567
                                     Fax number  . . . : (502) 123-4568

INFINIUM, INC.
25 COMMUNICATIONS WAY
HYANNIS, MA     02601
Quotation number :  INF-RWL-000050-R
Description  . . :  Quote for new tie-downs.
Issue Date . . . :   4/22/1997
Quote deadline . :   6/23/1997
To               :  Fabrique Aeronautics
Address  . . . . :  1298 West Portland
City . . . . . . :  Seattle
State  . . . . . :  WA
Postal code  . . :  89434
Country  . . . . :
                    * * * * * * * * * * * *  THIS IS NOT AN ORDER  * * * * * * * * * * * * *
Ship Via  . . : _____
F.O.B.  . . . : _____
Freight Terms : _____
Payment Terms : _____
Authorizing signature : _____
                                                              Request for Quotation
```

```
|                                                         |
| Quotation ID  :INF-RWL-000050-R                         |                                        PAGE    1
|                                                         |

|                                                         |
| Requester ID:  RWL                                      |
| Description: Quote for new tie-downs.                   |
| Requisition Type: AFM                                   |

            25 COMMUNICATIONS WAY
            HYANNIS, MA     02601
```

Line#	Item Code	Rev	Description	Delivery Required	Quantity	UOM	Cost Per Unit	Extended Cost	Curr
			This text comes from the phrase code(s) specified at the quotation request header.						
1	AIRPLANE ASSY		Airplane assembly NOTE:This is a detail note. This text comes from the phrase code(s) specified at the quotation request detail. Ship to: HYANNIS WAREHOUSE ONE PARK CENTER HYANNIS, MA 02601	6/23/1997	1.0000	EA			
2	AIRFRAME		General airframe components Ship to: HYANNIS WAREHOUSE ONE PARK CENTER HYANNIS, MA 02601	6/23/1997	1.0000	EA			

Printing Purchase Orders

You can use the *Process selected purchase orders* option to print purchase orders.

Use the menu path below.

▶ *Purchase Orders*

   ▼ *Process selected purchase orders* [PSPO]

```
   5/01/1997    9:00:00     Print/Process Purchase Orders      PMGPHD2    PMDPHD2


   Company . . . . . . . . __INF_ +  INFINIUM.SOFTWARE,.INC........

 Type options, press Enter
  4=PO Header  5=PO Detail  6=Print/Prc  7=Chg EX Flg

  Locate:
   _____      _____ _____ +  Header
 Opt PO Number           PO description      Vendor ID  Buyer ID  STS Printed
  __ INF-00093-ROL-PO    ASI for kitplanes      VEND3 RWL      00   No
  __ INF-00092-ROL-PO    Kitplane #105          VEND2 RWL      00   No
  __ INF-00091-ROL-PO    Fuel for rentals.      VEND1 RWL      00   No
  __ INF-00090-ROL-PO-003 Parts                 VEND1 RWL      01   No
  __ INF-00090-ROL-PO-002 Blanket parent for f  VEND1 RWL      01   No
  __ INF-00090-ROL-PO-001 Blanket parent for f  VEND1 RWL      01   No
  __ INF-00090-ROL-PO    Blanket parent for f   VEND1 RWL      03   No
  __ INF-00089-ROL-PO    Windshield repair ki         RWL      00   No
  __ INF-00088-ROL-PO    Avionics spare parts   VEND1 RWL      01   No
  __ INF-00087-ROL-PO    Kitplane #1003         LAWTON RWL     00   No   +
                                               _____
 F3=Exit  F4=Prompt  F7=PO Sort  F8=Vendor Sort  F24=More keys
```

Figure 9-3: Print/Process Purchase Orders selection screen

The system displays this screen when you type a company in the *Company* field and press [Enter].

To print a non-EX-capable purchase order, type **6** in the *Opt* field and press [Enter].

The purchase order authority defined for you in the *Work with user profile* option determines which purchase orders you can select with this option.

A sample purchase order is shown on the next page.

```
|                                                        |   |                                                      |                  |
| Purchase Order:INF-ROL-53157-PO        Print Number:  1 |   | Payment Terms:                                       |  PAGE    1       |
|                                                        |   | FO:         Origin                                   |                  |
|                                                        |   | Ship via:    United Parcel Service                   |                  |
| Confirmed to:                                          |   | Freight Terms:                                       |                  |
| Description:Request for aviation fuel.                 |   | Issue Date: 1/12/1998  Revision Number: 000 Currency: USD |              |
```

```
      Vendor:  AVFUEL                          Ship to:                          Bill to:  Infinium
               CRANSTON AVE                                                                3420 West Loop #1
               PLYMOUTH, MA                                                                Hyannis, MA    02356
```

```
|                                                                                                                              |
| Line #      Item Code     Size Rev        Description          Need Date    Quantity    UOM    Unit Cost    Extended Cost    |
```

```
|    |            |     |   |                          |          |          |      |          |                |
|  1 |AV100       |GL   |   | AV 100 Fuel              |          |          |      |          |                |
|    |            |     |   |         PHRASE CODE #1    |          |          |      |          |                |
|    |            |     |   | Deliver to:Roger         |          |          |      |          |                |
|    |            |     |   | Ship to:   HYANNIS WAREHOUSE | 2/20/1998|  50.0000 |GL    | 1.190000 |          59.50 |
|    |            |     |   |            ONE PARK CENTER|          |          |      |          |                |
|    |            |     |   |            HYANNIS, MA    02601 |    |          |      |          |                |
|    |            |     |   | Ship to:   LOUISVILLE WAREHOUSE | 2/20/1998| 50.0000 |GL   | 1.190000 |          59.50 |
|    |            |     |   |            4350 BROWNSBORO ROAD |     |          |      |          |                |
|    |            |     |   |            SUITE 200     |          |          |      |          |                |
|    |            |     |   |            LOUISVILLE, KY    40207 USA |   |      |          |                |
|    |            |     |   | Acct Code: INF-000-000-1015 |        |          |      |          |                |
```

```
                                                                              |   Tax                   .00  |
                                                                              |   Total              119.00  |
```

```
                                                                              |                              |
                                                                              | Buyer    _____   |
                                                                              |                              |
                                                                              | Approval _____   |
```

Printing Purchasing Document Lists

Infinium PM enables you to print requisition and purchase order lists.

You use the following options to print requisition or purchase order lists:

- *Print requisition list*
- *Process purchase order list*

Printing Requisition Lists

This report prints a list of requisitions and/or quotation requests based on the selection criteria you use.

Use the menu path below.

▶ *Requisitions*

   ▼ *Print requisition list* [PRL]

```
5/01/1997   9:00:00         Requisition Inquiry List     PMGRQI    PMDRQI
                                      Prompt

_____
Enter Sort Levels, Field Data and Report Format, press Enter.
01=Highest Sort   14=Lowest Sort


       Report Format . . .  S    (D=Detail/S=Summary)
    __ Status  . . . . . .  __ +
    __ Company . . . . . .  _INF +
    _1 Requisition ID  . .  _____ +
    __ Requisition Type  .  __ +
    __ Line Type . . . . .  __   (P=Purchase/I=Issue/T=Transfer/Q=Quote)
    __ Commodity Code  . .  _____ +
    __ Item Code . . . . .  _____ __ +
    __ Item Description  .  _____
    __ Ship-to Location  .  _____ +
    __ Date Needed . . . .  _____  to  _____
    __ Vendor ID . . . . .  _____ +
    __ Project ID  . . . .  _____ +
    __ Department ID . . .  _____ +
    __ Requester ID  . . .  _____ +
_____

F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel
```

Figure 9-4: Requisition Inquiry List prompt screen

Use this screen to type selection criteria for this report. The system includes an entire requisition in the list if matches any of your selection criteria.

For example, if you select **VEND1** in the Requisition Inquiry List Prompt screen the system lists the entire requisition in the list, even if this vendor is associated with only one detail line.

The system does not include requisitions in the report that exceed your user requisition restrictions. If this occurs, the system displays the following message at the bottom of the report:

** List limited by user authority

A sample summary requisition list is shown on the next page.

```
PMGRQL     PMTRQL                         P M / 4 0 0   R E Q U I S I T I O N   L I S T
PAGE
5/01/1997    09:00:00                                    S U M M A R Y
_____

                                                                     Detail
Requisition ID        Description                          Status    lines         Total Cost
_____

INF-ROL-000067-R      Airfoil kit                          IN PRO      3            10,604.20
INF-ROL-000090-R      New experimental airframe #200.      OPEN        2                89.96
INF-ROL-000092-R      New experimental airframe #469.      AUTO C      1                  .42
INF-ROL-000095-R      New experimental airframe #3345.     AUTO C      2             5,400.00
INF-ROL-000099-R      Kitplane #105                        AUTO C      1            10,995.00
INF-ROL-000102-R      Kitplane #1815                       AUTO C      2                19.87
INF-ROL-000103-R      Kitplane #145                        AUTO C      2             3,798.00
INF-ROL-000104-R      Kitplane #15                         AUTO C      2                23.24
INF-ROL-000105-R      Kitplane #133                        AUTO C      3                29.49
INF-ROL-000106-R      Kitplane #199                        OPEN        2                23.24
INF-ROL-000109-R      Kitplane #113A                       OPEN        2                23.24
INF-ROL-000113-R      New experimental airframe #200.      AUTO C      1             2,700.00
INF-ROL-000115-R      New experimental airframe #222.      AUTO C      1             2,700.00
INF-ROL-000116-R      New experimental airframe #222.      OPEN        1             2,700.00
INF-ROL-000131-R      Kitplane #112                        AUTO C      2               564.75
INF-ROL-000133-R      Kitplane #709                        APV PE      1             2,499.00
INF-ROL-000134-R      Kitplane #345                        APV PE      1             1,279.50
INF-ROL-000136-R      Kitplane #653                        APV PE      1            12,999.00
INF-ROL-000159-R      Experimental                         AUTO C      2               138.35
INF-ROL-000171-R      Parts for experimental.              APV PE      2               249.90
INF-RWL-000004-R      Landing gear components              AUTO C      1                  .00
INF-RWL-000009-R      Conversion kit                       ON HOL      1                  .00
INF-RWL-000010-R      Windshield repair kit                AUTO C      1                21.99
INF-RWL-000015-R      Entire kit line                      AUTO C      4             6,429.00
INF-RWL-000018-R      Spare parts for control surfaces     IN PRO      1                  .00
INF-RWL-000019-R      Parts for kit #33                    OPEN        1                  .00
INF-RWL-000024-R      Requisition for new electronics      IN PRO      1            39,980.00
INF-RWL-000029-R      Avionics Housing                     AUTO C      1         1,234,350.00
INF-SAD-000172-R      Parts                                OPEN        1            12,100.00
INF-0DM-000166-R      Kitplane #2389                       IN PRO      1               100.00
INF-00099-ROL-R       Kitplane #4878                       OPEN        1                  .00
INF-00100-ROL-R       Kitplane #5198                       IN PRO      1                  .00
00INF-0000000001      Parts for X10 Experimental           AUTO C      3                  .00
                                                                                ----------------------
                                 Number of Requisitions:            33         1,349,818.15  USD
                                                                                ======================
```

Printing Purchase Order Lists

This report prints a list of purchase orders based on the selection criteria you use.

Use the menu path below.

▸ *Purchase Orders*

    ▾ *Print purchase order list* [PPOL]

```
   5/01/1997   9:00:00        Purchase Order Inquiry List    PMGPLI     PMDPLI
                                         Prompt
  _____

  Enter Sort Levels, Field Data and Report Format, press Enter.
  01=Highest Sort    13=Lowest Sort

          Report format . . . S    (D=Detail/S=Summary)
     __   Status  . . . . . . 01 +
     __   Company . . . . . . _INF +
     __   Purchase order ID . _____ +
     __   Purchase order type __ +
     __   Commodity code  . . _____ +
     __   Item code . . . . . _____   __ +
     __   Item description  . _____
     __   Ship-to location  . _____ +
     __   Date needed . . . . _____  to  _____
     __   Vendor ID . . . . . _____ +
     __   Project ID  . . . . _____ +
     __   Department ID . . . _____ +
     __   Buyer ID  . . . . . _____ +


  _____

  F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F18=Message line
```

Figure 9-5: Purchase Order Inquiry List prompt screen

Use this screen to type selection criteria for this report.

The system does not include purchase orders in the report that exceed your user purchase order restrictions. If this occurs, the system displays the following message at the bottom of the report:

`** List limited by user authority`

The sample summary purchase order lists that are shown on the following pages were generated using various selection criteria, as noted on each report.

Summary List of Open Purchase Orders

(Selection criteria: Company INF of PO Type AIR for Item Code AV100 GL)

```
PMGPLL    PMTPLL                                        P M / 4 0 0   P U R C H A S E   O R D E R   L I S T
 1/01/1998   10:00:00                                                    S U M M A R Y
                                                         Detail
Purchase Order      Description                          Status  lines     Total Cost
INF-00065-ROL-PO    Fuel                                 OPEN      1            119.00
INF-00071-ROL-PO    Fuel                                 OPEN      1             18.29
INF-00072-ROL-PO    Fuel                                 OPEN      1             18.29
INF-00073-ROL-PO    Fuel                                 OPEN      1             18.29
INF-00074-ROL-PO    Test                                 OPEN      2         25,146.28
                    Additional Charges                                         200.00
INF-00119-ROL-PO    Test of ATP.                         OPEN      1             30.50
INF-00121-ROL-PO    Parts                                OPEN     10          1,819.75
                    Additional Charges                                         591.01
INF-00126-ROL-PO    Yes, it will work.                   OPEN      1            122.00
                    Additional Charges                                       2,351.10
INF-00175-ROL-PO    Parts                                OPEN      1            183.00
                    Additional Charges                                           9.15
INF-00405-ROL-PO    Parts                                OPEN      2            532.48
                    Additional Charges                                          26.62
INF-00410-ROL-PO    This is a test of VIP retrieval for address.  OPEN  1       12.59
                    Additional Charges                                            .63
INF-ROL-05556-PO    Fuel requirements.                   OPEN      1            149.00
                    Additional Charges                                           7.45
INF-ROL-00686-PO    Fuel requirement for January.        OPEN      2            261.79
                    Additional Charges                                          13.00
INF-ROL-00558-PO    This is a test of lot tracking.      OPEN      1              1.90
INF-ROL-08709-PO    This is from my user defaults.       OPEN      2             11.70
                                                                         ----------------------
                        Number of Purchase Orders:    15                     31,643.82   USD
                                                                         ======================
```

Summary List of Partially Received Purchase Orders

(Selection criteria: Company INF)

```
PMGPLL    PMTPLL                                        P M / 4 0 0   P U R C H A S E   O R D E R   L I S T
 1/01/1998   10:00:00                                                    S U M M A R Y
                                                         Detail
Purchase Order      Description                          Status  lines     Total Cost
INF-00009-ROL-PO    AV Fuel                              PARTIAL   1            119.00
INF-00010-ROL-PO    AV Fuel                              PARTIAL   1             18.29
INF-00011-ROL-PO    AV Fuel                              PARTIAL   1             18.29
INF-00012-ROL-PO    Airframe                             PARTIAL   1             18.29
INF-00013-ROL-PO    Airplane Assembly                    PARTIAL   2          5,046.28
```

```
Additional Charges                                              200.00
                                                          ----------------------
                       Number of Purchase Orders:      5               5,420.15   USD
                                                          ======================
```

Summary List of Fully Received Purchase Orders

(Selection criteria: Company INF)

```
PMGPLL     PMTPLL                                P M / 4 0 0   P U R C H A S E   O R D E R   L I S T
 1/01/1998    10:00:00                                        S U M M A R Y
                                                        Detail
Purchase Order      Description                         Status  lines     Total Cost
INF-00089-ROL-PO    AV Fuel                             FULLY RCV  1           119.00
INF-00090-ROL-PO    AV Fuel                             FULLY RCV  1            18.29
INF-00091-ROL-PO    AV Fuel                             FULLY RCV  1            18.29
INF-00092-ROL-PO    Airframe                            FULLY RCV  1            18.29
INF-00093-ROL-PO    Airplane Assembly                   FULLY RCV  2         1,346.51
                    Additional Charges                                        200.00
INF-00094-ROL-PO    AV Fuel                             FULLY RCV  1            18.29
INF-00095-ROL-PO    Airframe                            FULLY RCV  1            18.29
INF-00096-ROL-PO    Airplane Assembly                   FULLY RCV  2         2,461.98
                    Additional Charges                                        112.00

                                                          ----------------------
                       Number of Purchase Orders:      8               4,330.94   USD
                                                          ======================
```

Summary List of Purchase Orders Awaiting Approval

(Selection criteria: Company INF)

```
PMGPLL     PMTPLL                                P M / 4 0 0   P U R C H A S E   O R D E R   L I S T
 1/01/1998    10:00:00                                        S U M M A R Y
                                                        Detail
Purchase Order      Description                         Status  lines     Total Cost
INF-ROL-00039-PO    Kitplane #38.                       APV PE   2         1,999.00
                    Additional Charges                                        929.95
INF-ROL-00042-PO    Kitplane #100.                      APV PE   2         4,123.00
                    Additional Charges                                      1,200.00
INF-ROL-00046-PO    Kitplane #33.                       APV PE   2           199.00
                    Additional Charges                                          9.95
INF-00052-ROL-PO    Kitplane #8.                        APV PE   1         1,001.00
                    Additional Charges                                          9.05
INF-00056-ROL-PO    Kitplane #345.                      APV PE   1            89.00
                    Additional Charges                                          4.05
```

```
INF-00066-ROL-PO     kit                               APV PE   1          1,980.00
INF-00102-ROL-PO     Avionics spare parts              APV PE   3             14.99
                     Additional Charges                                      68.35
INF-00132-ROL-PO     Airfoil kit                       APV PE   1          2,599.80
                     Additional Charges                                     129.99
INF-00133-ROL-PO     Parts                             APV PE   3            148.60
                     Additional Charges                                       7.43
INF-00161-ROL-PO     Parts                             APV PE   2            208.00
                     Additional Charges                                      10.40
INF-00148-ROL-PO     AV100 Fuel (100 gallons).         APV PE   1            121.00
                     Additional Charges                                      16.94
INF-ROL-00600-PO     Parts for airplane #5351.         APV PE   2             56.87
                     Additional Charges                                       2.84
INF-ROL-00700-PO     Parts for airplane #4352.         APV PE   1             33.99
                     Additional Charges                                       1.70
INF-ROL-00800-PO     Parts for airplane #4355.         APV PE   1             33.99
                     Additional Charges                                       1.70
INF-ROL-00900-PO     Parts for airplane #4390.         APV PE   1             33.99
                     Additional Charges                                       1.70

                                                             ----------------------
                     Number of Purchase Orders:     15              15,036.28   USD
                                                             ======================
```

Summary List of Open Purchase Orders

(Selection criteria: Company INF with a ship-to location of warehouse INFW1)

```
PMGPLL     PMTPLL                                    P M / 4 0 0   P U R C H A S E   O R D E R   L I S T
 1/01/1998   10:00:00                                              S U M M A R Y
                                                           Detail
Purchase Order     Description                      Status lines     Total Cost
0000002548-00INF   Miscellaneous supplies           OPEN    1          1,000.00
INF-ROL-00018-PO   Clean and re-pave runway 18      OPEN    1          9,900.00
                   Additional Charges                                    495.00
INF-ROL-00019-PO   Airplane #100 & #200             OPEN    2         49,800.00
                   Additional Charges                                  2,490.00
INF-00058-AKS-PO   Kitplane hardware                OPEN    1            590.00
INF-00059-AKS-PO   Kitplane #33                     OPEN    1            595.00
INF-00060-AKS-PO   Kitplane #50                     OPEN    1            445.00
INF-00061-AKS-PO   Kitplane parts for Rotax 277     OPEN    1            284.85
INF-00119-ROL-PO   Kitplane #43                     OPEN    1             30.50
INF-00149-ROL-PO   Fuel needed                      OPEN    1             60.50
                   Additional Charges                                      3.03
INF-ROL-08709-PO   Kitplane #1312                   OPEN    2             11.70
INF-00183-ROL-PO   Kitplane #133                    OPEN    2              2.20
INF-00184-ROL-PO   Kitplane #1455                   OPEN    2              2.20
INF-00185-ROL-PO   Kitplane #12                     OPEN    2              2.20
                                                             ----------------------
                   Number of Purchase Orders:     13              65,712.18   USD
```

Printing Receiving/Invoicing Reports

Infinium PM provides several receiving and invoicing reports to keep you informed of these purchasing and other accounting activities. These include the following reports:

- Receiver
- Received Not Invoiced
- Invoiced Not Received
- General Ledger Reconciliation
- Purchase Price Variance
- On Order
- Requisition Allocation

Printing the Receiver Report

You can use the *Print receipt list* option to print a list of receipts processed through Infinium PM.

The Receiver report prints the receipt number, purchase order number, item and item description, warehouse and storage index information, date received, quantity received and receiving unit of measure. The report also includes any associated header or detail notes.

Use the menu path below.

- ▶ *Receiving*
  - ▼ *Print receipt list* [PRL]

```
5/01/1997    9:00:00          Receiving Inquiry List       PMGRSI      PMDRSI
                                      Prompt

_____
Enter Sort Levels, Field Data and Report Format, press Enter.
01=Highest Sort    12=Lowest Sort

              Company . . . . . .   _INF +
         __   Receiving ID. . . .   _____  +
         __   Purchase Order # .    _____  +
         __   Item Code . . . . .   _____ __ +
         __   Item Description .    _____
         __   Ship-to/Warehouse .   _____  +
         __   W/H location  . . .   _____ _____ _____
         __   Received date . . .   _____  to  _____
         __   Vendor ID . . . . .   _____  +
         __   Vendor Item Code  .   _____ __
         __   Ship Via  . . . . .   ____ +
         __   Receiver ID.  . . .   _____  +
         __   Packing Slip #  . .   _____


         _____
F3=Exit  F4=Prompt  F10=QuikAccess  F18=Message line
```

Figure 9-6: Receiving Inquiry List prompt screen

Use this screen to type selection criteria for this report.

The sample Receiver reports that are shown on the following pages were generated using various selection criteria, as noted on each report.

Receiver Report by Company and Warehouse

```
PMGPRL      PMTPRL      1/01/1998   10:00:00           P M / 4 0 0   R E C E I V E R   R E P O R T                          PAGE     1
Receipt_Number_____P.O._Number_____Seq_#_____Item_____Item_Description_____Warehouse___Loc1_____Loc2_____Loc3_____D
Vendor ID           Trace Number        Packing Slip number        Bill of Lading                       Receiver ID            Deliver to
_____
INF-AKS-00013-RV    INF-00057-AKS-PO         1   AIRFRAME           General airframe components          INFW2
     VEND2                                                                                               AKS
INF-AKS-00014-RV    INF-00058-AKS-PO         1   AIRFRAME           General airframe components          INFW2
     VEND2                                                                                               AKS
                    INF-00058-AKS-PO         1   AIRFRAME           General airframe components          INFW2
     VEND2                                                                                               AKS
INF-AKS-00015-RV    INF-00059-AKS-PO         1   AIRFRAME           General airframe components          INFW2                                  00000000015
     VEND2                                                                                               AKS
                    INF-00059-AKS-PO         1   AIRFRAME           General airframe components          INFW2                                  00000000016
     VEND2                                                                                               AKS
INF-AKS-00016-RV    INF-00060-AKS-PO         1   AIRFRAME           General airframe components          INFW2                                  00000000016
     VEND1                                                                                               AKS
INF-RWL-00040-RV    INF-00175-ROL-PO         1   AV100         GL   AV 100 Fuel                          INFW2     TANK                         100861
VNDR 33                                                                                                  RWL                Roger
INF-RWL-00056-RV    INF-ROL-00686-PO         1   AV100         GL   AV 100 Fuel                          INFW2     TANK                         00000000028
     CAVEND1                                                                                             RWL                Ron
INF-RWL-00066-RV    INF-ROL-08709-PO         2   AV100         GL   AV 100 Fuel                          INFW2     TANK
VNDR 33                                                                                                  RWL                Ron
0000000849-00INF    0000002548-00INF         1   APPLES        LB   Apples by the Pound                  INFW2
     TONI1                                                                                               RWL

                                                                             Number of Receipts:      8

                                                                         **** E N D   O F   R E P O R T ****
```

Receiver Report by Item, Company, and Warehouse

```
PMGPRL      PMTPRL      1/01/1998   10:00:00           P M / 4 0 0   R E C E I V E R   R E P O R T                          PAGE     1
Receipt_Number_____P.O._Number_____Seq_#_____Item_____Item_Description_____Warehouse___Loc1_____Loc2_____Loc3_____D
Vendor ID           Trace Number        Packing Slip number        Bill of Lading                       Receiver ID            Deliver to
_____
INF-RWL-00040-RV    INF-00175-ROL-PO         1   AV100         GL   AV 100 Fuel                          INFW2     TANK                         100861
VNDR 33                                                                                                  RWL                Roger
INF-RWL-00056-RV    INF-ROL-00686-PO         1   AV100         GL   AV 100 Fuel                          INFW2     TANK                         00000000028
     CAVEND1                                                                                             RWL                Ron
INF-RWL-00066-RV    INF-ROL-08709-PO         2   AV100         GL   AV 100 Fuel                          INFW2     TANK
VNDR 33                                                                                                  RWL                Ron
0000000849-00INF    0000002548-00INF         1   APPLES        LB   Apples by the Pound                  INFW2
     TONI1                                                                                               RWL

                                                                             Number of Receipts:      3

                                                                         **** E N D   O F   R E P O R T ****
```

Receiver Report by Receiver ID, Company and Warehouse

```
PMGPRL     PMTPRL     1/01/1998   10:00:00          P M / 4 0 0   R E C E I V E R   R E P O R T                        PAGE    1
Receipt_Number_____P.O._Number_____Seq_#____Item_____Item_Description_____Warehouse___Loc1_____Loc2_____Loc3_____D
Vendor ID           Trace Number      Packing Slip number          Bill of Lading             Receiver ID             Deliver to
_____
INF-RWL-00040-RV    INF-00175-ROL-PO     1    AV100               GL  AV 100 Fuel             INFW2      TANK                   100861
VNDR 33                                                                                       RWL                     Roger
INF-RWL-00056-RV    INF-ROL-00686-PO     1    AV100               GL  AV 100 Fuel             INFW2      TANK                   00000000028
    CAVEND1                                                                                   RWL                     Ron
INF-RWL-00066-RV    INF-ROL-08709-PO     2    AV100               GL  AV 100 Fuel             INFW2      TANK
VNDR 33                                                                                       RWL                     Ron
0000000849-00INF    0000002548-00INF     1    APPLES              LB  Apples by the Pound     INFW2
    TONI1                                                                                     RWL

                                                                   Number of Receipts:     4

                                                                   **** E N D   O F   R E P O R T ****
```

Printing the Received Not Invoiced Report

This report displays purchase orders that have been received but not invoiced.

Use the menu path below.

‣ *Purchase Orders*

  ▼ *Print RNI report* [PRNIR]

```
   5/01/1997   9:00:00          Print RNI report         PMGJC50    PMDJC50
   _____

   Type information, press Enter.                           Page 1 of 2

   Payables company . . . . . . . . . .    ____ +
   Purchasing company . . . . . . . . .    _INF +
   Vendor . . . . . . . . . . . . . .      _____ +
   Account number . . . . . . . . . . .    _____ +
   Date Range . . . . . . . . . . . .      00000000 to 00000000


   Include only non item items. . . . .    0 (1-Yes, 0-No)


   Summary or Detail Report . . . . . .    D (S-Summary, D-Detail)
   Sort report by . . . . . . . . . . .    C (C-Company, A-Account Number)



   _____

   F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F17-Subset  F18=Message line
```

Figure 9-7: Print RNI Report prompt screen

You can sort the information by company or account number and display the information in summary or detail format.

Infinium Software recommends that you run this report and the Invoiced Not Received report in detail format. Then run the Reconciliation report in summary format.

Press [F17] for more selection criteria.

You can run the Received Not Invoiced, Invoiced Not Received, Purchase Price Variance, and the Reconciliation reports at the end of the month when you close. When you do this, you can compare the information on each report to the information in your general ledger system.

```
   5/01/1997   9:00:00         Print RNI report          PMGJC50    PMDJC50
  ─────────────────────────────────────────────────────────────────────

   Type information, press Enter.                          Page 2 of 2

   Item . . . . . . . . . . .   _____ __  +
   Item description . . . . .   _____
   Commodity code . . . . . .   _____  +
   Storage Index. . . . . . .   _____ _____ _____  +

   Ship-to. . . . . . . . . .   _____  +

   Purchase order number. . .   _____  +
   Receipt number . . . . . .   _____  +




  ─────────────────────────────────────────────────────────────────────
   F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F18=Message line
```

Figure 9-8: Print RNI Report information screen

The system displays this screen when you press [F17] from the previous screen.

A sample Received Not Invoiced report is shown on the next page.

```
PMGATR    PMTATR                        Received not Invoiced Report                        Page    1
5/01/1997  09:00:00
   Purchase Order Number    Seq#     Receipt Number      Date Received     RNI Account Number                    Amount
===========================================================================================================================
Payables Company    INF
      Purchasing Company    01
         Vendor VEND1
      CONTROL-001            00001   00001-RAT-000032-R    4/26/1997       INF-000-000-0010                        50.00
      RAT-00001-000007-P     00001   00001-RAT-000026-R    4/26/1997       INF-000-000-0020                       350.00
      RAT-00001-000008-P     00001   00001-RAT-000027-R    4/26/1997       INF-000-000-0020                       350.00
      RAT-00001-000009-P     00001   00001-RAT-000028-R    4/26/1997       INF-000-000-0030                       365.00
      RAT-00001-000010-P     00002   00001-RAT-000029-R    4/26/1997       INF-000-000-0040                       355.55
      RAT-00001-000011-P     00001   00001-RAT-000030-R    4/26/1997       INF-000-000-0080                       500.00
      RAT-00001-000115-P     00001   00001-RAT-000025-R    4/25/1997       INF-000-000-0070                       125.00
                                                                              Vendor Total               2095.55 **
                                                                              Purchasing Company Total    2095.55 ***
      Purchasing Company    INF
         Vendor VEND1
      INF-00102-ROL-PO       00001   INF-RWL-00030-RV      4/08/1997       INF-000-000-0040                       321.00
      INF-00130-ROL-PO-002   00002   INF-RWL-00033-RV      4/12/1997       INF-000-000-0035                       976.00
      INF-00137-ROL-PO       00001   INF-RWL-00032-RV      4/12/1997       INF-000-000-0980                       119.00
      INF-00175-ROL-PO       00001   INF-RWL-00038-RV      4/12/1997       INF-000-000-0770                       183.00
      INF-00180-ROL-PO       00001   INF-RWL-00034-RV      4/12/1997       INF-000-000-0340                      1199.85
      INF-00190-ROL-PO       00001   INF-RWL-00035-RV      4/12/1997       INF-000-000-0550                      3999.50
      INF-00195-ROL-PO       00001   INF-RWL-00036-RV      4/12/1997       INF-000-000-0700                      3443.58
                                                                              Vendor Total              10241.93 **
                                                                              Purchasing Company Total   10241.93 ***
                                                                              Payables Company Total     12337.48 ****
                                     ***** END OF REPORT *****
```

Printing the Invoiced Not Received Report

This report displays purchase orders that have been invoiced but not received.

Use the menu path below.

▶ *Purchase Orders*

  ▼ *Print INR report* [PINRR]

```
  5/01/1997    9:00:00           Print INR report        PMGJC50    PMDJC50
  _____

  Type information, press Enter.                            Page 1 of 2

  Payables company . . . . . . . . . .    ____ +
  Purchasing company . . . . . . . . .    _INF +
  Vendor . . . . . . . . . . . . . .      _____ +
  Account number . . . . . . . . . . .    _____ +
  Date Range . . . . . . . . . . . .      00000000 to 00000000


  Include only non item items. . . . .    0 (1-Yes, 0-No)


  Summary or Detail Report . . . . . .    D (S-Summary, D-Detail)
  Sort report by . . . . . . . . . . .    C (C-Company, A-Account Number)




  _____

  F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F17-Subset  F18=Message line

```

Figure 9-9: Print INR Report prompt screen

You can sort the information by company or account number and display the information in summary or detail format.

Infinium Software recommends that you run this report and the Received Not Invoiced report in detail format. Then run the Reconciliation report in summary format.

Press [F17] for more selection criteria.

You can run the Received Not Invoiced, Invoiced Not Received, Purchase Price Variance and the Reconciliation reports at the end of the month when you close. When you do this, you can compare the information on each report to the information in your general ledger system.

```
  5/01/1997    9:00:00           Print INR report          PMGJC50     PMDJC50
  _____

  Type information, press Enter.                           Page 2 of 2

    Item . . . . . . . . . . .    _____ __  +
    Item description . . . . .    _____
    Commodity code . . . . . .    _____  +
    Storage Index. . . . . . .    _____ _____ _____  +

    Ship-to. . . . . . . . . .    _____  +

    Purchase order number. . .    _____  +
    Receipt number . . . . . .    _____  +




                              _____

  F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F18=Message line
```

Figure 9-10: Print INR Report information screen

The system displays this screen when you press [F17] from the previous screen.

A sample Invoiced Not Received report is shown on the next page.

```
PMGATR    PMTATR                          Invoiced not Received Report                              Page    1
5/01/1997  09:00:00
    Purchase Order Number   Seq#    Invoice Number      Date         INR Account Number                      Amount
===========================================================================================================================
Payables Company   INF
       Purchasing Company   01
            Vendor VEND1
    CONTROL-001             00001   001-RAT-00032-R     4/26/1997    INF-000-000-0010                          50.00
    RAT-00001-000007-P      00001   001-RAT-00026-R     4/26/1997    INF-000-000-0020                         350.00
    RAT-00001-000008-P      00001   001-RAT-00027-R     4/26/1997    INF-000-000-0020                         350.00
    RAT-00001-000009-P      00001   001-RAT-00028-R     4/26/1997    INF-000-000-0030                         365.00
    RAT-00001-000010-P      00002   001-RAT-00029-R     4/26/1997    INF-000-000-0040                         355.55
    RAT-00001-000011-P      00001   001-RAT-00030-R     4/26/1997    INF-000-000-0080                         500.00
    RAT-00001-000115-P      00001   001-RAT-00025-R     4/25/1997    INF-000-000-0070                         125.00
                                                                     Vendor Total                         2095.55 **
                                                                     Purchasing Company Total             2095.55 ***
       Purchasing Company   INF
            Vendor VEND1
    INF-00102-ROL-PO        00001   INF-RWL-00030-RV    4/08/1997    INF-000-000-0040                         321.00
    INF-00130-ROL-PO-002    00002   INF-RWL-00033-RV    4/12/1997    INF-000-000-0035                         976.00
    INF-00137-ROL-PO        00001   INF-RWL-00032-RV    4/12/1997    INF-000-000-0980                         119.00
    INF-00175-ROL-PO        00001   INF-RWL-00038-RV    4/12/1997    INF-000-000-0770                         183.00
    INF-00180-ROL-PO        00001   INF-RWL-00034-RV    4/12/1997    INF-000-000-0340                        1199.85
    INF-00190-ROL-PO        00001   INF-RWL-00035-RV    4/12/1997    INF-000-000-0550                        3999.50
    INF-00195-ROL-PO        00001   INF-RWL-00036-RV    4/12/1997    INF-000-000-0700                        3443.58
                                                                     Vendor Total                        10241.93 **
                                                                     Purchasing Company Total            10241.93 ***
                                                                     Payables Company Total              12337.48 ****
                                                                     Report Total                        12337.48 *****
                                        ***** END OF REPORT *****
```

Printing the General Ledger Reconciliation Report

This report displays the data from both the Received Not Invoiced and Invoiced Not Received reports.

Use the menu path below.

▸ *Purchase Orders*

  ▾ *Print reconciliation report* [PRR]

```
   5/01/1997   9:00:00    Print reconciliation report    PMGJC50   PMDJC50


  Type information, press Enter.                          Page 1 of 2

  Payables company . . . . . . . . . .    ____ +
  Purchasing company . . . . . . . . .    _INF +
  Vendor . . . . . . . . . . . . . . .    _____ +
  Account number . . . . . . . . . . .    _____ +
  Date Range . . . . . . . . . . . .      00000000 to 00000000


  Include only non item items. . . . .    0 (1-Yes, 0-No)




  F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F17=Subset  F18=Message line
```

Figure 9-11: Print Reconciliation Report selection screen

You can print this report to view RNI and INR information.

The information displayed on this report is divided into sections. The left side of the report displays RNI. The right side of the report displays INR. The information shown on these reports should display on either side of the reconciliation report. It should not display on both sides of the reconciliation report. If this occurs, accounting errors exist.

Press [F17] for more selection criteria.

```
5/01/1997   9:00:00    Print reconciliation report      PMGJC50    PMDJC50
_____

Type information, press Enter.                          Page 2 of 2

  Item . . . . . . . . . . .    _____ ___  +
  Item description . . . . .    _____
  Commodity code . . . . . .    _____  +
  Storage Index. . . . . . .    _____ _____ _____  +

  Ship-to. . . . . . . . . .    _____  +

  Purchase order number. . .    _____  +
  Receipt number . . . . . .    _____  +
  Invoice number . . . . . .    _____  +




  _____

  F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F18=Message line
```

Figure 9-12: Print Reconciliation Report additional selection screen

The system displays this screen when you press [F17] from the previous screen.

A sample of a General Ledger Reconciliation report is shown on the next page.

```
PMGATR1    PMTATR1                           Reconciliation Report                               Page    1
5/01/1997  09:00:00
Purchase Order Number  Receipt Number    Date Received      Amount      Invoice Number    Invoice Date     Amount
=================================================================================================================
Payables Company   INF
     Purchasing Company    INF
          Vendor VEND1
INF-00102-ROL-PO        INF-RWL-00030-RV      4/08/1997         121.00
                        INF-RWL-00031-RV      4/08/1997         200.00
                                                                            PURCHASE ORDER TOTAL          321.00 *
INF-00130-ROL-PO-002  INF-RWL-00033-RV      4/12/1997         976.00
                                                                            PURCHASE ORDER TOTAL          976.00 *
INF-00137-ROL-PO        INF-RWL-00032-RV      4/12/1997          59.50
                        INF-RWL-00032-RV      4/12/1997          59.50
                                                                            PURCHASE ORDER TOTAL          119.00 *
INF-00175-ROL-PO        INF-RWL-00038-RV      4/12/1997          61.00
                        INF-RWL-00039-RV      4/15/1997          61.00
                        INF-RWL-00040-RV      4/16/1997          61.00
                                                                            PURCHASE ORDER TOTAL          183.00 *
INF-00180-ROL-PO        INF-RWL-00034-RV      4/12/1997         799.90
                        INF-RWL-00037-RV      4/15/1997         399.95
                                                                            PURCHASE ORDER TOTAL         1199.85 *
INF-00190-ROL-PO        INF-RWL-00035-RV      4/12/1997        3999.50
                                                                            PURCHASE ORDER TOTAL         3999.50 *
INF-00195-ROL-PO        INF-RWL-00036-RV      4/12/1997        3443.58
                                                                            PURCHASE ORDER TOTAL         3443.58 *
                                                                            Vendor Total               10241.93 **
                                                                            Purchasing Company Total   10241.93 ***
                                                                            Payables Company Total     10241.93 ****

                                         ***** END OF REPORT *****
```

Printing the Purchase Price Variance Report

You can print a detailed or summary Purchase Price Variance report.

Use the menu path below.

▸ *Purchase Orders*

  ▾ *Purchase price variance report* [PPVR]

```
  5/01/1997   9:00:00    Purchase price variance report    PMGJC50     PMDJC50
  _____

  Type information, press Enter.                            Page 1 of 2

  Payables company . . . . . . . . . .   ____ +
  Purchasing company . . . . . . . . .    INF +
  Vendor . . . . . . . . . . . . . . .   _____ +
  Account number . . . . . . . . . . .   _____ +
  Date Range . . . . . . . . . . . .   00000000 to 00000000


  Include only non item items. . . . .   0 (1-Yes, 0-No)


  Summary or Detail Report . . . . . .   D (S-Summary, D-Detail)




  _____

  F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F17-Subset  F18=Message line
```

Figure 9-13: Purchase Price Variance Report selection screen

Press [F17] for more selection criteria.

You can run the Received Not Invoiced, Invoiced Not Received, Purchase Price
Variance and the Reconciliation reports at the end of the month when you close.
When you do this, you can compare the information on each report to the information
in your general ledger system.

```
     5/01/1997    9:00:00    Purchase price variance report    PMGJC50      PMDJC50
     _____

     Type information, press Enter.                            Page 2 of 2

        Item . . . . . . . . . . .   _____ ___  +
        Item description . . . . .   _____
        Commodity code . . . . . .   _____  +
        Storage Index. . . . . . .   _____ _____ _____  +

        Ship-to. . . . . . . . . .   _____  +

        Purchase order number. . .   _____  +
        Receipt number . . . . . .   _____  +




     _____

     F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F18=Message line
```

Figure 9-14: Purchase Price Variance additional selection screen

The system displays this screen when you press [F17] from the previous screen.

A sample Purchase Price Variance report is shown on the next page.

```
PMGATR2    PMTATR2                        Purchase Price Variance Report                              Page    1
5/01/1997  09:00:00
Purchase Order Number  Item                Size Quantity      Standard $      P.O. $            Invoice $      Variance $
================================================================================================================================
Payables Company    JD
     Purchasing Company DAWNS
          Vendor JUDYS
DAW-000252-JED-P    Z.P.002              SML                                  20.00           25.00             5.00
                    non-inspect, non-haz product                  Variance account   JD-000-000-1000-300
                                                                  Inventory account
                                                                  RNI/INR account    JD-000-000-1000-400
                                                                  AP/PL trade account JD-000-000-2000-002
                    Z.R.002                                                2000.00         1500.00           500.00-
                    inventoried raw mat                           Variance account   JD-000-000-1000-300
                                                                  Inventory account
                                                                  RNI/INR account    JD-000-000-1000-400
                                                                  AP/PL trade account JD-000-000-2000-002
                                                                  PURCHASE ORDER TOTAL                       495.00- *
DAW-000253-JED-P    Z.P.002              SML                                  19.50           20.00              .50
                    non-inspect, non-haz product                  Variance account   JD-000-000-1000-300
                                                                  Inventory account
                                                                  RNI/INR account    JD-000-000-1000-400
                                                                  AP/PL trade account JD-000-000-2000-002
                    Z.R.002                                                2001.00         2000.00             1.00-
                    inventoried raw mat                           Variance account   JD-000-000-1000-300
                                                                  Inventory account
                                                                  RNI/INR account    JD-000-000-1000-400
                                                                  AP/PL trade account JD-000-000-2000-002
                                                                  PURCHASE ORDER TOTAL                         .50- *
                                                                  Vendor Total
                                                                                                            496.00- **
                                                                  Purchasing Company Total                  496.00- ***
                                                                  Payables Company Total                    496.00- ****
                                                                  Report Total                              496.00- *****
                              ***** END OF REPORT *****
```

Printing the On Order Report

This report lists the purchase orders that are open or partially received for a valid company/item code/size code combination. The report includes regular and blanket purchase orders.

This report lists information by purchase order number in chronological order.

Use the menu path below.

▶ *Purchase Orders*

　　▼ *Print on order report [POOR]*

```
5/01/1997   9:00:00        Item On Order Report       PMGIOR     PMDIOR

Type required information and press Enter.


    Company . . . . . . . . .   __INF +
    Item code . . . . . . . .  AV100_____  GL_ +
















F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel
```

Figure 9-15: Item On Order Report screen

Use this screen to type selection criteria for this report.

A sample On Order report is shown on the next page.

5/01/97   09:00:00
Report for item . . : AV100   GL   Item description . . :AV 100 Fuel   On order for company . . :   INF

P.O. ID	Unit of Measure	Quantity Ordered	Quantity Received	Quantity Remaining	Date Needed	Vendor ID	Ship-to Location	Ordered By
INF-00065-ROL-PO	EA	100.0000		100.0000	6/23/1997	VEND1	INFW1	RWL
INF-00071-ROL-PO	GL	15.0000		15.0000	6/05/1997	VEND1	INFW1	RWL
INF-00072-ROL-PO	GL	15.0000		15.0000	6/11/1997	VEND1	INFW1	RWL
INF-00073-ROL-PO	GL	15.0000		15.0000	12/08/1997	VEND1	INFW1	RWL
INF-00076-ROL-PO	GL	15.0000		15.0000		VEND1	INFW1	RWL
INF-00076-ROL-PO-002	GL	15.0000		15.0000	6/23/1997	VEND1	INFW1	RWL
INF-00084-ROL-PO	GL	15.0000		15.0000	7/31/1997	VEND1	INFW1	RWL
INF-00090-ROL-PO	GL	100.0000		100.0000		VEND1	INFW1	RWL
INF-00090-ROL-PO	GL	50.0000		50.0000		VEND1	INFW1	RWL
INF-00090-ROL-PO-001	GL	100.0000		100.0000	8/11/1997	VEND1	INFW1	RWL
INF-00090-ROL-PO-002	GL	100.0000		100.0000	8/11/1997	VEND1	INFW1	RWL
INF-00091-ROL-PO	GL	100.0000		100.0000	8/11/1997	VEND1	INFW1	RWL
INF-00104-ROL-PO	GL	1.0000		1.0000	8/11/1997	VEND1	INFW1	RWL
INF-00105-ROL-PO	GL	12.0000		12.0000	8/11/1997	VEND3	INFW1	RWL
INF-00106-ROL-PO	GL	1.0000		1.0000	8/11/1997	VEND1	INFW1	RWL
INF-00090-ROL-PO-003	GL	5.0000		5.0000	9/11/1997	VEND1	INFW1	RWL
INF-00112-ROL-PO	GL	100.0000		100.0000	11/17/1997	LAWTON	INFW1	RWL
INF-00119-ROL-PO	GL	25.0000		25.0000	9/16/1997		INFW2	RWL
INF-00121-ROL-PO	GL	100.0000		100.0000	11/11/1997	SOUND11	BACKDOOR	RWL
INF-00129-ROL-PO	GL	100.0000		100.0000		SOUND11	INFW1	RWL
INF-00130-ROL-PO	GL	100.0000		100.0000		SOUND11	INFW1	RWL
INF-00130-ROL-PO-001	GL	100.0000		100.0000	11/11/1997	SOUND11	INFW1	RWL
INF-00130-ROL-PO-002	GL	100.0000		100.0000	11/11/1997	SOUND11	INFW1	RWL
INF-00130-ROL-PO-002	GL	850.0000	800.0000	50.0000	11/11/1997	SOUND11	INFW1	RWL
INF-00131-ROL-PO	GL	1,100.0000		1,100.0000		SOUND11	INFW1	RWL
INF-00134-ROL-PO	GL	1.0000		1.0000	9/11/1997	SOUND11	INFW1	RWL
INF-00121-ROL-PO	GL	100.0000		100.0000	11/11/1997	SOUND11	INFW1	RWL
INF-00121-ROL-PO	GL	10.0000		10.0000	11/11/1997	SOUND11	INFW1	RWL
INF-00121-ROL-PO	GL	10.0000		10.0000	11/11/1997	SOUND11	INFW1	RWL
INF-00121-ROL-PO	GL	10.0000		10.0000	11/11/1997	SOUND11	INFW1	RWL
INF-00121-ROL-PO	GL	10.0000		10.0000	11/11/1997	SOUND11	INFW1	RWL
INF-00121-ROL-PO	GL	15.0000		15.0000	11/11/1997	SOUND11	INFW1	RWL
INF-00210-ROL-PO	GL	50.0000		50.0000		SOUND11	INFW1	RWL
INF-00405-ROL-PO	GL	25.0000		25.0000	11/11/1997	SOUND11	INFW1	RWL
INF-00410-ROL-PO	GL	10.0000		10.0000	11/11/1997	NISSAN	INFW1	AM2000

******* END OF REPORT *******

Printing the Requisition Allocation Report

Printing the Requisition Allocation report gives you the ability to view requisition detail lines that are either backorders or future allocations.

This report prints only for issue and transfer requisitions that have a header status of `01`.

Use the menu path below.

▸ *Stock Allocations*

    ▼ *Print allocations report* [PAR]

```
   5/01/1997   9:00:00     Requisition Allocation Report     PMGRBP1     PMDRBP1


   Company . . .   _INF + ............................

     Report what . . . . . .  3   1. Backorders        (Status 06)
                                  2. Future allocations (Status 05)
                                  3. Both

     Report sequence . . . .  1   1. Requisition ID - print full requisition
                                  2. Need date      - print full requisition
                                  3. Need date      - print only status 05/06











   F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel
```

Figure 9-16: Requisition Alocation Report screen

Regardless of the value you type in the *Report sequence* field, the system does not print any detail lines that have a status of `92`.

If you type `2` in the *Report sequence* field, the system prints requisitions in chronological order by the earliest need date on the entire requisition.

A sample Requisition Allocation report is shown on the next page.

```
Requisition ID        Req    Item Code           Line Line Ship From   Full/  Sales/   Requisition qty     Completed qty      Date needed
                      Seq    Item Size Code      Type Stat             Partl  Other    In Transit qty      Allocated qty      Unallocated qty
INF-LDS-000126-R        2 AV100                  ISS  06   INFW1        PARTL  OTHER          1.0000              .0000          12/18/1997
                          GL                                                                  .0000              .0000            1.0000
INF-LDS-000127-R        1 AV100                  ISS  06   INFW1        PARTL  OTHER          1.0000              .0000           8/01/1997
                          GL                                                                  .0000              .0000            1.0000
INF-LDS-000128-R        2 ISOPROPYL ALCOHOL      ISS  06   INFW1        PARTL  OTHER         12.0000              .0000           8/01/1997
                                                                                             .0000              .0000           12.0000
LDS-O2                  1 AVIONICS               TRF  06   INFW1        PARTL  OTHER          1.0000              .0000          12/18/1997
                          EA                                                                  .0000              .0000            1.0000
LDS-O2                  2 BOXES                  TRF  06   INFW1        PARTL  OTHER          2.0000              .0000          12/18/1997
                          EA                                                                  .0000              .0000            2.0000
LDS-O2                  3 AIRFRAME               TRF  06   INFW1        PARTL  OTHER          1.0000              .0000          10/02/1997
                                                                                             .0000              .0000            1.0000
LDS-O3                  1 INTERMEDIATE           TRF  06   INFW1        PARTL  OTHER          1.0000              .0000          11/26/1997
                                                                                             .0000              .0000            1.0000
```

Printing Sourcing Reports

Infinium PM provides several reports that provide feedback on automatic sourcing. The system generates these reports automatically at the completion of the automatic sourcing batch job. They include the following reports:

- Auto Source Requisition Exception report (if errors exist)

  This report identifies requisition detail lines you selected for automatic sourcing that the system cannot automatic source. This report prints a list of vendors that are invalid, vendors to which you are not authorized, and a list of line items that are not automatic source capable.

- Auto Source Detail Listing (always created)

  This report verifies the purchase orders created through automatic sourcing. The system generates this report each time you run automatic sourcing. This report contains information such as the purchase order number, vendor item code, commodity code, and so on.

- Auto Source Error Listing (if errors exist)

  This report identifies errors that exist on sourced purchase orders. This report prints any purchase order header or detail errors that exist. For example, invalid field entries or entries that are missing for required fields.

Sample Auto Source Requisition Exception, Auto Source Detail Listing, and Auto Source Error Listing reports are shown next.

```
PMGSSB2     PMTSSB2                      AUTO SOURCE REQUISITION EXCEPTION REPORT                                    PAGE    1
5/01/1997  09:00:00
COMPANY:    INF
REQUISITION ID         SEQUENCE    VENDOR       ITEM CODE                 SIZE        COMMODITY   UNIT OF
                       NUMBER                                             CODE        CODE        MEASURE
-----------------------------------------------------------------------------------------------------------------------------
INF-RWL-000009-R        00001                   AIRFRAME                              COMM1       EA
     #  This requisition detail cannot be sourced because the vendor is blank.
INF-RWL-000019-R        00001                   AIRFRAME                              COMM1       EA
     #  This requisition detail cannot be sourced because the vendor is blank.
                                       **********  E N D   O F   R E P O R T  **********
```

```
PMGSSB       PMTSSB                               AUTO SOURCE DETAIL LISTING                                    PAGE      1
5/01/1997  09:00:00
COMPANY    PURCHASE ORDER    SEQUENCE    VENDOR    ADDRESS    ITEM CODE           SIZE  COMMODITY UNIT OF   REQUISITION ID      REQUISITION
NUMBER                                             TYPE                           CODE  CODE     MEASURE                        SEQUENCE
-------------------------------------------------------------------------------------------------------------------------------
INF   INF-00099-ROL-PO    00001       VEND2     BOTH      AIRPLANE ASSY                 COMM1     EA      INF-RWL-000007-R       00001
INF   INF-00100-ROL-PO    00001       VEND1     BOTH      AIRPLANE ASSY                 COMM1     EA      INF-RWL-000008-R       00001
                                      **********  E N D   O F   R E P O R T   **********
```

```
PMGSSB      PMTSSB1                              AUTO SOURCE ERROR LISTING                                      PAGE    1
5/01/1997  09:00:00
COMPANY:      INF   INFINIUM SOFTWARE, INC.
PURCHASE ORDER              VENDOR   SIZE    COMMODITY  UNIT OF       REQUISITION ID       REQUISITION
  SEQUENCE    ITEM CODE              CODE      CODE     MEASURE                            SEQUENCE
---------------------------------------------------------------------------------------------------------------------
INF-00099-ROL-PO            VEND2
    #  Freight Terms is required.
  00001    AIRPLANE ASSY                       COMM1      EA           INF-RWL-000007-R      00001
    #  Cost per unit is required.
INF-00100-ROL-PO            VEND1
    #  Freight Terms is required.
  00001    AIRPLANE ASSY                       COMM1      EA           INF-RWL-000008-R      00001
    #  Cost per unit is required.
                                    **********  E N D   O F   R E P O R T   **********
```

Printing Approval Reports

Infinium PM provides two reports specific to your approval processing of purchasing documents. They include the following reports:

- Approval Routing Summary
- Approval Audit Trail

Printing the Approval Routing Summary Report

The Approval Routing Summary report provides a list of approval routings for the approval type in which you are working.

You can press [F7] from an Approval Routing Maintenance Type Setup screen to print a summary report of the established approval routing.

A sample Approval Routing Summary report is shown on the next page.

```
PMGAVR      PMTAVR                    Approval Routing Maintenance                        Page :    1
  5/01/1997  9:00:00                      Summary Report                                   ADMIN
Company . . . . .  :   INF  INFINIUM SOFTWARE, INC.
Routing Type  . .  : USER APPROVAL
   ------------------------------------------------------------------------------
   User Restriction         Description
   ------------------------------------------------------------------------------
   AKS                      Andrea Stanford
   AMW                      Toni Williams
   DTL                      Daniel Lawson
   RWL                      Roger Williams
   SRM                      Susan Meyers
   SLP                      Sally Pembroke
   TMS                      Theodore Simmons


                            ***** END OF REPORT *****
```

Printing the Approval Audit Trail Report

You can print the Approval Audit Trail report using on the methods below.

- Press [F7] from the Approval Audit Trail screen. You can access the Approval Audit Trail screen with the *Work with approval cycle* option.

- Type option **8** in the Display Approvals selection screen for the appropriate purchasing document. You can access the Display Approvals selection screen with the *Display approvals* option.

A sample Approval Audit Trail report is shown on the next page.

```
PMGAUR                          A p p r o v a l   A u d i t   T r a i l   R e p o r t              PAGE            1
 5/01/1997  9:00:00                                    Purchase Order                                      RWL
Company . . . . .       INF  INFINIUM SOFTWARE, INC.          Base Currency .:
Document ID . . . .   INF-00148-ROL-PO      AV100 Fuel (100 gallons).
------------------------------------------------------------------------------------------------------------------
Action                 Approved by    Date        Time       Total Amount      Total Additional Charges
------------------------------------------------------------------------------------------------------------------
*Created                              4/22/1997   10:01:55            .00                    .00
*Approved              RWL            4/22/1997   10:32:55         121.00                   6.05
*Rerouted                             4/28/1997   16:07:42            .00                    .00
*Approved              RWL            4/29/1997   11:22:13         121.00                   6.05
```

Printing Vendor Item Price Reports

Infinium PM provides three reports specific to your existing vendor item price information and your upload of vendor item price information. They include the following reports:

- Vendor Item Summary

- Vendor Item Price Error Exception

- Vendor Item Price Audit

Printing the Vendor Item Summary Report

You can use the *Work with vendor price* option to print a list of all (active and inactive) vendor item price records in Infinium PM. The Vendor Item Summary report prints the company, vendor, item code, vendor item code, unit of measure, and currency information for each vendor item price record.

Use the menu path below.

▶ *Control Files*

▼ *Work with vendor price* [WWVP]

```
5/01/1997    9:00:00         Vendor Item Price          PMGVPW      PMDVPW
    _____
    Type options, press Enter.
       2=Change Header    3=Copy   4=Delete   5=Work with detail   6=Print
       8=Display   9=Activate/Inactivate
       Company  Vendor      Item Code              Size  UOM  Currency  Act
    Loc  ____    _____   _____        __
    __    INF      VEND1    AVIONICS              EA    EA      USD      1
    __    INF      VEND1    PRODUCT1                    REAM    USD      1
    __    INF      VEND1    PRODUCT2                    BX24    USD      1
    __    INF      VEND1    PRODUCT3                    BX24    USD      1
    __    INF      VEND1    PRODUCT4                    EA      USD      1
    __    INF      VEND2    AIRFRAME                    EA      USD      1
    __    INF      VEND2    AIRPLANE ASSY               DZ      USD      1
    __    INF      VEND2    AIRPLANE ASSY               EA      USD      1
    __    INF      VEND3    AIRFRAME                    EA      USD      1
    __    INF      VEND3    AIRPLANE ASSY               EA      USD      1
    __    INF      CDSVND   AIRFRAME                    EA      USD      1
    __    INF    JUDYSC     AIRPLANE ASSY               EA      USD      1
                                                                    More...


    _____
    F3=Exit  F5=Refresh  F6=Create  F7=Vndr Performance  F24=More keys
```

Figure 9-17: Vendor Item Price screen

You press [F19] from the Vendor Item Price selection screen to print the Vendor Item Summary report.

A sample Vendor Item Summary report is shown on the next page.

```
                          V E N D O R    I T E M    S U M M A R Y    R E P O R T              PAGE              1
              9:00:00
----------------------------------------------------------------------------------------------------------------------------
Company    Vendor Id    Item Code        Size      Vendor Item        Size      UOM     Currency    Active
----------------------------------------------------------------------------------------------------------------------------
   1       FOPS         APPLE JUICE      GL                                      QT      CAD         1
   1       FOPS         APPLE JUICE      GL                                      QT      USD         1
   1       FOPS         APPLE JUICE      GL                                      GL      CAD         1
   1       FOPS         APPLE JUICE      GL                                      GL      USD         1
  01       FOPS         APPLE BUTTER               APPLB                        ML      CAD         1
  01       FOPS         APPLE BUTTER               APPLB                        ML      USD         1
  01       FOPS         APPLE BUTTER               APPLB                        LITR    CAD         1
  01       FOPS         APPLE BUTTER               APPLB                        LITR    USD         1
  01       FOPS         BANANAS          EA                                      EA      CAD         1
  01       FOPS         BANANAS          EA                                      EA      USD         1
  01       FOPS         CELERY                                                   LB      CAD         1
  01       FOPS         CELERY                                                   LB      USD         1
  01       FOPS         CELERY                                                   CRT     USD         1
  01       FOPS         COCONUT                                                  QT      USD         1
  01       FOPS         COCONUT                                                  GL      USD         1
  01       FOPS         FRENCH FRIES                                             EA      USD         1
  01       FOPS         FRENCH FRIES                                             DZ      USD         1
  01       FOPS         GARLIC                                                   BX24    USD         1
  01       FOPS         GARLIC                                                   DZ      USD         0
  01       FOPS         GARLIC                                                   EA      USD         1
  01       FOPS         GARLIC JUICE                                             ML      USD         1
  01       FOPS         GARLIC JUICE                                             LITR    USD         1
  01       FOPS         GARLIC JUICE                                             GL      USD         1
  01       FOPS         ONIONS                                                   LB      CAD         1
  01       FOPS         ONIONS                                                   LB      USD         1
  01       FOPS         ONIONS                                                   CRT     USD         1
  01       FOPS         POTATOES                   PSSM                          LB      USD         1
  01       FOPS         POTATOES                   PSSM                          LB      CAD         1
  01       FOPS         POTATOES                   PSSM                          CRT     USD         1
  01       FOPS         POTATOES                   PSSM                          TON     USD         0
  01       FOPS         TURNIPS                                                  LB      CAD         1
  01       FOPS         TURNIPS                                                  LB      USD         1
  01       FOPS         TURNIPS                                                  CRT     USD         1

                                           **** E N D   O F   R E P O R T ****
```

Printing the Vendor Item Price Error Exception Reports

The system automatically prints the Vendor Item Price Error Exception reports following an upload of vendor item price information to the vendor item price work files and production files.

VIP Error Exception Report (PMTVPA3)

The system automatically generates this report when you run the *VIP work file batch update* option and there are errors that prevented the system from updating the vendor item price work files.

VIP Error Exception Report (PMTVPA2)

The system automatically generates this report when you run the *Vendor item price batch update* option and there are errors that prevented the system from updating the vendor item price production files.

Sample Exception reports are shown next.

```
PMGVPA2     PMTVPA3                    Vendor Item Price Error Exception Report              PAGE    1
  5/01/1997   9:00:00                  Errors Preventing Updates to VIP Work Files
                                        Data from the AMPTF Common Services File
                                       ------------------------------------------
   MEMBER    PM001TEST2
   -------
       TFTRGR =   VIPERR
             ** Invalid Trigger Keyword for this operation. Data was not processed.

       TFTRGR =   VIPDERR
             ** Invalid Trigger Keyword for this operation. Data was not processed.

                            **********   E N D   O F   R E P O R T   **********
```

```
PMGVPA      PMTVPA2                        Vendor Item Price Error Exception Report                        PAGE    1
8/21/1997   9:01:25                              Header and Detail Work File Errors
                                            THESE RECORDS WERE NOT UPDATED TO PRODUCTION
                                          ---------------------------------------------
  HEADER:
  Company    Vendor        Item Code          Size      Vendor Item        SIZE   UOM   Ld Tim   Cur
  -------    ------        ---------          ----      -----------        ----   ---   ------   ---
   SOCAL       VENDOR1    FINS               DZ        FINS               BOX        .0   USD
                                                       Vendor Item Desc: FINS1
      ## Fatal  - Vendor is inactive or invalid.
     DETAIL:
     From Date      End Date         Qty Break             Price/Cost          SIZE   UOM   Ld Tim   Cur
     ---------      --------         ---------             ----------          ----   ---   ------   ---
      1/01/1997   12/31/1997          150.0000                3.000000

  HEADER:
  Company    Vendor        Item Code          Size      Vendor Item
  -------    ------        ---------          ----      -----------
   SOCAL      RJPVENDOR    FINS               DZ        FINS
                                                        Vendor Item Desc:

      ## Fatal  - Header record does not exist in production file.  Record not updated.
     DETAIL:
     From Date      End Date         Qty Break             Price/Cost          SIZE   UOM   Ld Tim   Cur
     ---------      --------         ---------             ----------          ----   ---   ------   ---
      7/01/1996   12/31/1997           10.0000                5.000000                CS     5.0   USD

  HEADER:
  Company    Vendor        Item Code          Size      Vendor Item
  -------    ------        ---------          ----      -----------
   SOCAL      RJPVENDOR    FINS               DZ        FINS
                                                        Vendor Item Desc: FINS2 CS

      ## Fatal  - Header record does not exist in production file.  Record not updated.
     DETAIL:
     From Date      End Date         Qty Break             Price/Cost          SIZE   UOM   Ld Tim   Cur
     ---------      --------         ---------             ----------          ----   ---   ------   ---
      1/01/1996   12/31/1997          100.0000                4.250000                CS     5.0   USD

                          **********  E N D   O F   R E P O R T  **********
```

Printing the Vendor Item Price Audit Report

The system automatically prints the Vendor Item Price Audit report when you run the *Vendor item price batch update* option. This report lists all successful updates to the Vendor Item Price Production files.

A sample Vendor Item Price Audit report is shown on the next page.

```
PMGVPA      PMTVPA                          Vendor Item Price Audit Report                       PAGE    1
  8/21/1997   9:41:53                      Successful Updates to the Production Files
                                           -----------------------------------------
  LIBRARY:   PMDBFA070D
  HEADER:
  Company    Vendor      Item Code         Size    Vendor Item      Size   UOM   Ld Tim   Cur   Act
  -------    ------      ---------         ----    -----------      ----   ---   ------   ---   ---
   SOCAL     RJPVENDOR   SURFBOARD         EA      SURF2            BOX      1.0   USD    1
                                                   Vendor Item Desc: SURF2
  HEADER:
  Company    Vendor      Item Code         Size    Vendor Item      Size   UOM   Ld Tim   Cur   Act
  -------    ------      ---------         ----    -----------      ----   ---   ------   ---   ---
   SOCAL     RJPVENDOR   SURFBOARD         EA      SURF1            BX       2.0   USD    1
                                                   Vendor Item Desc: SURF1


                          **********   E N D   O F   R E P O R T   **********
```

Printing the Vendor Item Price Work File Purge Report

You can use the *Purge VIP work files* option to read the vendor item price work files and purge the data based on your selections. In addition, you can print a report of all purged vendor item price records.

Use the menu path below.

▶ *Supervisor Functions*

▼ *Purge VIP work files* [PVIPWF]

```
5/01/1997    9:00:00  Vendor Item Price Work File Purge     PMGVPB3     PMDVPB3
_____

     This function will submit a program which will purge the records in the
     Vendor Item Price Work Files based on the screen selections.
     The records will be deleted from the work files!


     Processing Selection:
         Company. . . . .  __INF_ +       INFINIUM.SOFTWARE,.I
         Vendor ID. . . .  _____  +    ....................    (Blank for all)
         Print report . . Y             (Y=Yes, N=No)
         Default Library: PMDBFA070_
         From files:
         × PMPVIWK   VIP header work file
         × PMPVPWK   VIP detail work file




     _____
     F3=Exit  F4=Prompt  F7=Submit Purge  F10=QuikAccess  F12=Cancel

```

Figure 9-18: Vendor Item Price Work File Purge screen

You use this screen to specify the data to purge from the vendor item price work files (PMPVIWK and PMPVPWK) based on your selections. The system performs the data purge using a batch job.

You use the *Print report* field to specify whether to print the Vendor Item Price Purge report. This report lists all data purged from the vendor item price work files. The system defaults **Y** in the *Print report* field.

After you press [F7] to submit the purge batch job, the system prints the report, if applicable.

A sample Vendor Item Price Purge report is shown on the next page.

```
PMGVPA4    PMTVPA4                          VENDOR ITEM PRICE WORK FILE PURGE REPORT                                    PAGE
1
    9/17/1997   8:58:51                      PURGED WORK FILE RECORDS FOR COMPANY:  SOCAL  SOUTHERN CALIFORNIA
                                            --------------------------------------------------------------------------------

   LIBRARY:   PMDBFA070D
   HEADER:    PMPVIWK
   COMPANY    VENDOR         ITEM CODE          SIZE    VENDOR ITEM        SIZE   UOM    LD TIM    CUR   ACT
   -------    ------         ---------          ----    ----------         ----   ---    ------    ---   ---
    SOCAL          17    CA005                                                    CN        .0
             **         17 VENDOR TOTAL                                     1
   HEADER:    PMPVIWK
   COMPANY    VENDOR         ITEM CODE          SIZE    VENDOR ITEM        SIZE   UOM    LD TIM    CUR   ACT
   -------    ------         ---------          ----    ----------         ----   ---    ------    ---   ---
    SOCAL          23    CA002                                                    BOX       .0
             **         23 VENDOR TOTAL                                     1
   HEADER:    PMPVIWK
   COMPANY    VENDOR         ITEM CODE          SIZE    VENDOR ITEM        SIZE   UOM    LD TIM    CUR   ACT
   -------    ------         ---------          ----    ----------         ----   ---    ------    ---   ---
    SOCAL       BEACH    CA004                          ca004                     BG        .0
             **      BEACH VENDOR TOTAL                                     1
   HEADER:    PMPVIWK
   COMPANY    VENDOR         ITEM CODE          SIZE    VENDOR ITEM        SIZE   UOM    LD TIM    CUR   ACT
   -------    ------         ---------          ----    ----------         ----   ---    ------    ---   ---
    SOCAL       LEAH2    BOOGIEBRD          EA                                    CS       5.0
                                                        VENDOR ITEM DESC:
    SOCAL       LEAH2    CA011                                                    DZ        .0
                                                        VENDOR ITEM DESC:
    SOCAL       LEAH2    CA012                                                    BOX       .0
                                                        VENDOR ITEM DESC:
    SOCAL       LEAH2    SURFBOARD          EA          surfboard          xx     BX       2.0

             **      LEAH2 VENDOR TOTAL                                     4

   DETAIL:    PMPVPWK
   COMPANY    VENDOR         ITEM CODE          SIZE  UOM   CUR   FROM DATE  END DATE    QTY BREAK           PRICE/COST
   -------    ------         ---------          ----  ---   ---   ---------  ---------   ---------           ----------
    SOCAL          17    CA005                              USD   01021993   31121993         1.0000
2.000000
             **         17 VENDOR TOTAL                                     1
   DETAIL:    PMPVPWK
   COMPANY    VENDOR         ITEM CODE          SIZE  UOM   CUR   FROM DATE  END DATE    QTY BREAK           PRICE/COST
   -------    ------         ---------          ----  ---   ---   ---------  ---------   ---------           ----------
    SOCAL       BEACH    CA004                              USD   01021993   01091993         1.0000
3.000000
             **      BEACH VENDOR TOTAL                                     1
             *** TOTAL NUMBER OF RECORDS PURGED                            9
                               **********  E N D   O F   R E P O R T   *******
```

Printing the Purchase Audit History

Use to print purchase order audit history information. Infinium PM records audit history information for a purchase order after it has been sent to a vendor (printed or processed).

▶ *Purchase Orders*

　　▼ *Print Purchase Audit History* [PPAH]

No screen is displayed when you select this function.