Cross Applications

Guide to System Controls and Materials Maintenance Volume 1

INFINIUM
SOFTWARE

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About This Guide

This section focuses on the following information:

- Purpose of this guide
- Conventions used in this guide

Intended Audience

This guide is written for persons responsible for setting up and maintaining Infinium systems. This may include personnel from the following areas of your company: MIS, inventory/materials management, accounting, purchasing, customer orders, laboratory and production.

Purpose of This Guide

The purpose of the *Infinium CA Guide to System Controls and Materials Maintenance* is to provide an understanding of the various concepts on which Infinium Cross Applications is based and explain how to use Infinium.

Organization of This Guide

This guide is divided into chapters. Each chapter contains overview and detail information. Appendices in this guide provide you with additional reference information.

Conventions Used in This Guide

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

- Fonts and Wording

- Prompt and Selection Screens
- 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** 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.
Menu Selection Steps	Unless otherwise stated, the steps for each task always begin at the main menu.	Select *Control File Maintenance.* Select *Maintain Company Controls* [MCC].

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*.

Prompt and Selection Screens

A prompt screen, similar to Figure 1, is the screen in which you type information to access a record or a subset of records in a file.

A selection screen, similar to Figure 2, is the screen from which you select a record or records to perform an action.

When we first explain a task in this guide, we fully document how you access a prompt and selection screen. If a related task uses that prompt or selection screen, we include the prompt and selection steps in that task. However, we do not include the screen(s) again.

```
2/01/1998    9:00:00    Warehouse Security Maintenance    DMGWSM    DMDWSM


Company . . . . . . . . . . . . . .    IS1 +
User profile  . . . . . . . . . . .   MMTRAIN














F3=Exit  F4=Prompt  F10=QuikAccess
```
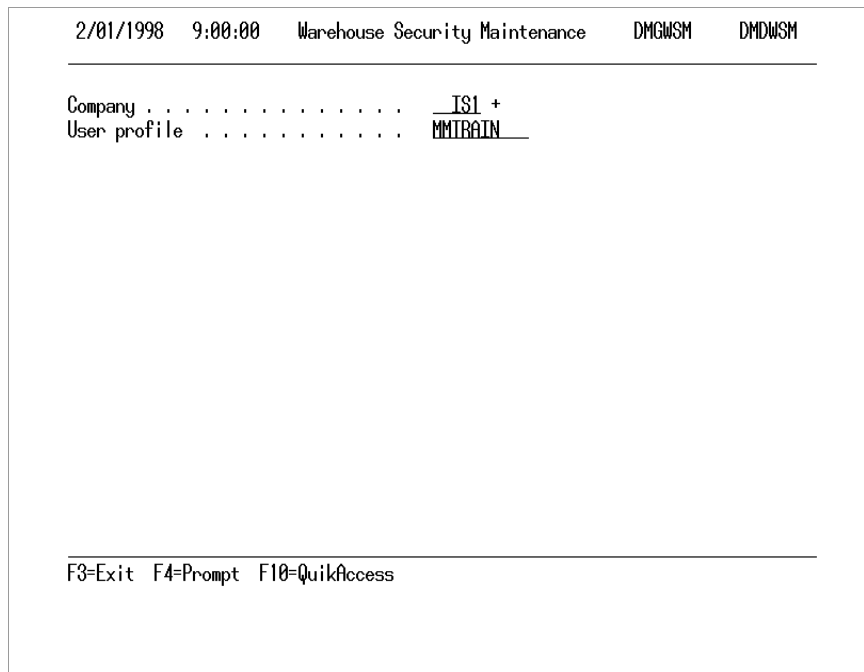
Figure 1: Warehouse Security Maintenance prompt screen

```
 2/01/1998   9:00:00    Warehouse Security Maintenance    DMGWSM    DMDWSM

 User profile  . . . . . . . . . . . :  MMTRAIN

 Enter 0 to restrict access ; 1 to allow access

    Cmpy  Whse      Description
 1    IS1 ISW1   INFINIUM WAREHOUSE #1        HYANNIS              MA
 1    IS1 ISW3   INFINIUM WAREHOUSE #3        DENNIS               MA




















                                                            Bottom
 _____
 F3=Exit  F10=QuikAccess
```
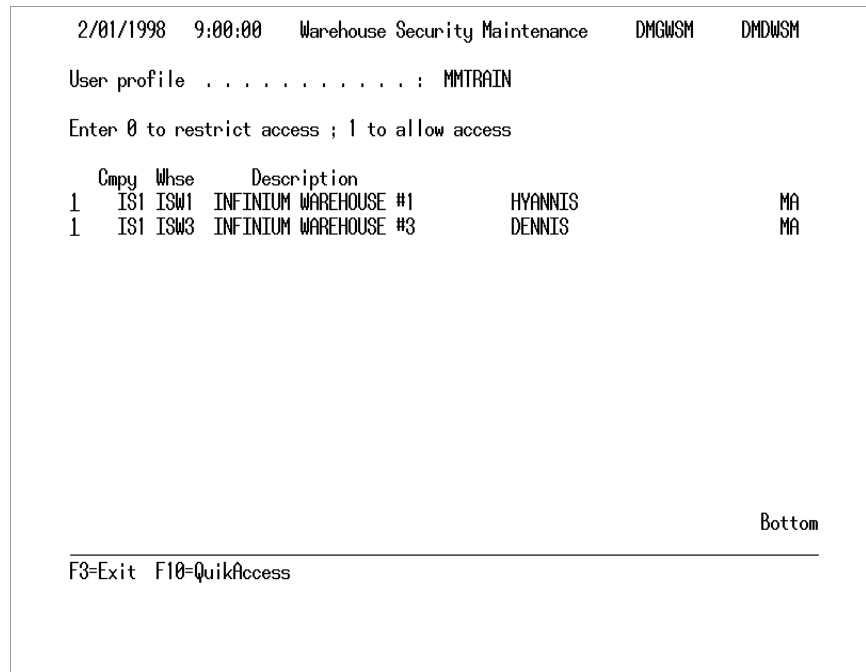
Figure 2: Warehouse Security Maintenance selection screen

Infinium and Corresponding Abbreviated Names

The following table 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 Name	Infinium Abbreviations
Infinium Process Manufacturing Suite	**Infinium PR**
Infinium Regulatory Management	Infinium RM
Infinium Laboratory Management	Infinium LA

Related Documentation

For further information about the Infinium Cross Applications system, refer to the following relevant documents:

- *Infinium MP Guide to Setup and Processing*

- Infinium IC Guide to Setup and Processing

- Infinium LA Guide to Setup and Processing

- Infinium MC Guide to Setup and Processing

- Infinium PF Guide to Formula Setup and Quality Control

- Infinium OP Guide to Setup and Processing

- Infinium PM Guide to Setup and Processing

- Infinium RM Guide to Setup and Processing

- Infinium CA Installation Details

- Infinium MM/PR Release Notes

- On-line help text

Notes

Chapter 1 Infinium CA: An Overview

1

The chapter consists of the following topics:

Overview of Infinium CA

Infinium CA is the system in which you establish controls and parameters that affect functions in the Infinium applications listed below. You must set up your system before using the options in these applications.

- Infinium MP
- Infinium IC
- Infinium LA
- Infinium PF
- Infinium MC
- Infinium OP
- Infinium PM
- Infinium RM

System Setup

Use Infinium CA to set up your system to process information based on how your organization conducts business. The following are some of the set up functions you can perform using this system.

Hierarchies

Build hierarchies of information that the system searches when it requires values. Generally the hierarchy is warehouse, company, and entity. The system searches the lowest level, the warehouse level first. If information is unavailable, the system references the company level. If the information is still unavailable, the system references the entity level. Generally, when you set up your system, you set up entity level controls and use the company, warehouse and any other lower levels to make exceptions to the controls and parameters at the higher levels.

Processing Information

Through Infinium CA you set up the system to perform certain functions. For example, you can set up units of measure and unit of measure conversions, size codes, if needed, and storage index validation.

Databases

Several databases reside in Infinium CA. You can establish records for raw materials and resources, products, non-inventory materials, bills of materials and customers. You can also create and maintain records in the Item Warehouse file using options in Infinium CA. These databases are the central source of information for all various systems.

Utilities

Infinium CA has several utility functions that you can use to maintain your system. These are primarily purge options that allow you to remove obsolete information from your system.

Terminology and Concepts

This section defines terms and concepts used throughout Infinium CA.

ABC

This is the actual cost of producing a product from a specific batch. The system stores the actual batch cost of an item in the Inventory file.

ABWAC

Actual batch weighted average costing uses the weighted average cost of raw materials and products to calculate the cost of items filled from a batch. You primarily use ABWAC for manufactured products.

Base Currency

You define base currency in the Infinium CA, *Work with Company Controls* option on the Base Application Information attribute. This represents the currency in which the designated GL Integration Company maintains its primary accounting entries and inventory costs.

Bills of Materials

Bills of materials are groups of items that you assemble into a single item for inventory and sale. A bill of materials may contain individual items or a subassembly that is another bill of materials on file.

Code Tables

Code tables include code types and code values. A code type refers to a field. Code values are valid entries you define for a particular field.

Cost Code

This code categorizes the cost associated with a raw material/resource. For example, **R** may refer to raw material cost and **A** may refer to administrative cost.

Cost Type

Cost type refers to the nine ways the system can track costs. Cost types are current, anticipated, previous cost, previous year cost, weighted average cost, and four user-defined cost fields.

Files and Records

A file consists of a group of records. For example, the individual records you create for the products your company purchases or manufactures for sale are in the Product file.

Formula by Location

Allows you to create formulas or bills of material that are specific to companies or warehouses. For example, you can create different versions of the same formula or bill of material for a specific location using the same formula identifier or bill of material identifier.

Hierarchy of Entity, Company, Plant, and Warehouse

You set controls and parameters that tell the system how to perform certain functions at the entity, company, plant, and warehouse levels. Infinium CA uses the following hierarchy for retrieving information:

- If an entry exists at the warehouse level, the system uses that value.

- If no entry exists at the warehouse level, but an entry exists at the plant level, the system uses the value at the plant level, and so on.

- If no information exists at the warehouse, plant, or company level, the system uses entity level information. Thus, your lower-level entries override your higher-level entries.

Infinium MM Suite

The Infinium MM Suite includes the following applications: Infinium CA, Infinium IC, Infinium PM, Infinium OP, and Infinium JP.

Infinium PR Suite

The Infinium PR Suite includes the following applications: Infinium PF, Infinium MP, Infinium RM, Infinium MC, and Infinium LA. Both the Infinium MM and Infinium PR suites use Infinium CA.

Inventory Type

Inventory types categorize inventory. On hand, scrap, and quarantine are three examples of inventory types. Establish storage index validation controls for individual inventory types.

Item Warehouse File

In the Item Warehouse file, define location-specific information for items in your Raw Material and Products files. Infinium PM uses information from this file for requisitions and purchase orders. Infinium IC uses information from this file for Physical Inventory, Reorder Point Processing, and ABC Analysis.

MSDS

Material Safety Data Sheet

Non-inventory Material

Non-inventory materials are those a company purchases, but generally does not repackage for sale or use in a formula, bill of materials, or kit. Examples include office supplies, consignment stock, or expensed items.

The options that allow you to create, maintain, and view records for these materials are similar to the options for raw material/resource records. However, the *Work with Non-inventory Materials* options contain only screens and fields with information relevant to non-inventory items. You have the General Information and Item/Warehouse attribute screens for non-inventory materials. These records are in the same file as raw material/resource records.

Do not confuse non-inventory materials with non-items. Non-items are items defined on-the-fly and you use them in Infinium PM, Infinium OP, and if defined in action definitions in Infinium JP. Non-items do not have a record as non-inventory items do.

Non-items

Items that are created as needed for Infinium PM and Infinium OP are referred to as non-items. You do not store these items anywhere. Examples may include a desk and a chair.

Normal Cost

This is the cost type used as the default costing method.

Reciprocal Rate Substitution

When an Infinium MM or Infinium PR application calls the Infinium CM API and sends XXX as the source currency and YYY as the target currency, Infinium CM looks for a valid exchange rate. If the system does not find a valid rate, it looks for YYY as the source currency and XXX as the target currency. If the system finds a valid rate and the *Allow Reciprocal Rate Substitution* field in exchange rate controls is **1** , allow reciprocals, the system returns the reciprocal rate to the interfacing application program.

SARA

Superfund Amendment Reauthorization Act

Size Code

Size codes describe how you package a finished good. Use these mainly when you have one product that you purchase, sell, or manufacture in various sizes.

For example, you may package PRODUCTX in an EA (each), a BOX, or a CRT (carton). When associated with a product, the Size code becomes part of the product identifier. Do not confuse Size codes with units of measure. Size codes define packaging; units of measure define quantities that make up a size.

Source Infinium CM Currency (From)

This Infinium CM term describes the first of two currencies that make up an exchange rate relationship. This exchange rate relationship requires a source currency, target currency, rate type, and date.

The interfacing application converts the source currency to the target currency using the exchange rate returned from Infinium CM.

Storage Index

The storage index is a three-part field that identifies the location of an inventory item. Use the storage index to indicate lot number, location, batch number, serial number, or other storage information. The system tracks a separate inventory balance for each item at each inventory type for each storage index. Name the headings of the storage index fields in the control files. Establish storage index validation at the item warehouse, entity, company and warehouse levels, and for individual inventory types.

Target Infinium CM Currency (To)

This Infinium CM term describes the second of two currencies that make up an exchange rate relationship. This exchange rate relationship requires a source currency, target currency, rate type, and date.

The interfacing application converts the source currency to the target currency using the exchange rate returned from Infinium CM.

Transaction Currency

This is the currency in which you enter transactions. In the Infinium MM/PR Product suites, transaction currency represents the currency that your buyer and vendor negotiate for a purchase order in Infinium PM. In Infinium OP and Infinium IC, transaction currency is the currency that you negotiate with your customers for a sales order or a warehouse transfer.

Unit of Measure

Units of measure are codes that define quantities, costs, and prices for items. Set up conversions between units of measure so that the system reports and displays totals in common units.

WAC

Weighted average cost is a method of costing where the system recalculates the average cost of a material when you receive additional quantities of the material.

Notes

Chapter 2 Establishing Control Files

2

The chapter consists of the following topics:

Overview of Establishing Control Files

Infinium CA contains several control files that affect processing for Infinium MM and PR applications. Some control files follow a hierarchy.

After you complete this chapter, you should be able to:

- Establish and maintain company controls and parameters
- Establish and maintain warehouse controls and parameters
- Establish and maintain entity controls and parameters
- Establish user warehouse security
- Establish user warehouse security for purchasing
- Establish defaults for master file attributes

Understanding the Hierarchy

Using the Infinium CA Control Files options, you define the following:

- Where the system stores information, such as costs and inventory balances

- How the system manages your data by setting up controls and parameters

- How to establish security so that users have access to the information they need

You establish controls and parameters at the levels listed below.

- Controls and parameters set at the entity level apply without regard to a particular location

- Controls and parameters set at the company level affect individual companies and all warehouses assigned to them

- Controls and parameters set at the warehouse level apply only to the warehouse at which you establish them

The system retrieves the information following the hierarchy shown in the Control Files Hierarchy diagram. The system refers to the Warehouse file, the lowest level, first. If the system does not find the required information, it refers to the Company file, and finally, the Entity file. Typically, you define basic business controls at the entity level and set up lower levels only for exceptions.

The system uses Plant Controls to retrieve only Infinium JP information.

Control Files Hierarchy
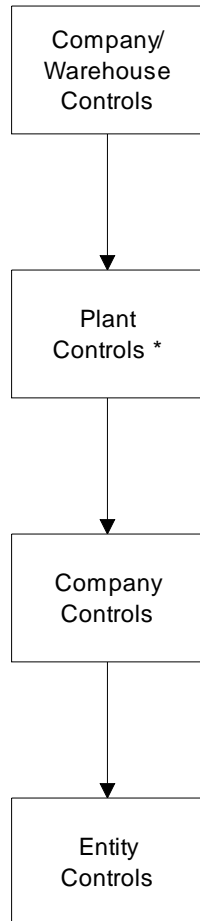
Figure 2-1: Control Files Hierarchy

Control File Setup

When you install your system, you must follow the steps listed below to set up control files for the first time.

1 Define the entity record and do not create entries for the default company and warehouse values.

2 Define a company record.

3 Define a warehouse record.

4 Define the entity-level default company and warehouse.

5 Define Commodity codes.

Note: If you do not install Infinium PM, raw material and product records do not require Commodity codes. However, if at a later date you plan to install Infinium PM, you must add a Commodity code to each raw material and product record because Infinium PM requires Commodity codes on requisitions and purchase order detail lines. See the "Setting up Code Files" topic for information on defining Commodity codes.

6 Define all other company and warehouse controls.

7 Establish default values and access to locations for all systems through the User Warehouse file.

8 Establish security for Infinium PM.

If you plan to use lot control, you must enable it at the entity level before you can enable lot control at the company and warehouse levels. How you set up your system for lot control affects entries you can make on the Inventory Information screens in the *Work with Company Controls* and *Work with Warehouse Controls* options.

When you maintain the control files, you can access the options in any order you choose.

Working with Entity Controls

The entity level is the highest level at which you can define controls and parameters. The system refers to this information only when it does not find required information at the company or warehouse level.

You must set inventory parameters and controls at the entity level before you can establish them at the company or warehouse level. Also, you must have at least one company and one warehouse record on file before you can specify a default location on the Base Application Information screen.

Once you access and open the Infinium CA control files, they remain open until you sign off. This means the system recognizes updates or changes only when you sign back onto the system. This design assists in improving system performance.

Use the menu path below.

▶ *Control Files*

▼ *Work with Entity Controls* [WWEC]

```
 7/27/00    15:29:51      Work with Entity Controls      PRGENM    PRDENM
_____

 Type options, press Enter
   2=Change

 Opt     Attributes
   _     Base Application Information
   _     Inventory Information
   _     Costing Information
   _     System Information
   _     G/L Integration Information
   _     Chemical Properties
   _     Available To Promise
   _     Purchasing Information
   _     Integration Programs
   _     CM Integration Information
   _     Workflow Information



_____
 F2=Function keys  F3=Exit  F9=Select All  F10=QuikAccess  F18=Message line
```

Figure 2-2: Work with Entity Controls selection screen

Entity Attributes

Select one or more attributes. This section discusses all entity level controls in the order they display on the Work with Entity Controls Attribute selection screen.

```
 8/04/00    09:10:10       Work with Entity Controls      PRGENM     PRDENM


                           Base Application Information            Page 1 of 2

 Date Format . . . . . . . . . . . .   3     1. Month/Day/Year
                                             2. Day/Month/Year
                                             3. Year/Month/Day
 Date Separator  . . . . . . . . . .   / +
 Date Display  . . . . . . . . . . .   1   (1=Numeric Month, 2=Character Month)
 Customer Installation Code  . . . .   _
 Recalculate Chemical Properties . .   Y     Y=Yes, N=No
 Require Valid Direct Conversion . .   N     Y=Yes, N=No
 Container Designator  . . . . . . .   EACH
 Report Quantity Totals UM . . . . .   KG    +
 Manufactured or Purchased . . . . .   1     1=Manufactured, 2=Purchased
 Use Size Code . . . . . . . . . . .   N     Y=Yes, N=No
 Use Advanced Planning . . . . . . .   Y     Y=Yes, N=No
 Cross Application Message File  . .   PRMSG




 F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
```

Figure 2-3: Base Application Information screen 1

Entity Base Application Information

You must complete the *Date Format*, *Date Separator*, and *Date Display* fields. Your entries affect how the date displays on screens throughout the system.

You cannot change the *Date Format* or the *Use Size Code* fields after you save your entries on this screen.

Customer Installation Code

Use this field to specify any custom programs your company uses. Contact your Infinium Account manager for assistance.

Recalculate Chemical Properties

Type **Y** in this field if you want the system to calculate chemical properties for MSDS raw material breakdown formulas created either in Infinium RM or PF. Type **N** in this field if you do not want the system to calculate chemical properties for raw material breakdowns.

Require Valid Direct Conversion

The system uses this field for unit of measure conversions. See the "Unit of Measure of Conversion Examples" appendix for more information on how the system uses this parameter. If you do not use direct conversion, the system converts quantities using the base unit of measure.

You can use F17 to access the Unit of Measure Definition screen. See the "Setting up Units of Measure" chapter for information on how to set up units of measure and unit of measure conversions.

Container Designator

Type a code that identifies containers. The system accepts this code in some options where the system requires a unit of measure. However, you should not enter a code here that you will set up as a unit of measure, and you should not specify an established unit of measure as the container designator. This is very important, and also do not use **EACH** as a container designator.

When you use the container designator as the unit of measure, it instructs the system to break the container down into the number of units it contains in the product's inventory unit of measure. The "Size Code Examples" appendix illustrates how the system uses the container designator.

You must make an entry in the *Container Designator* field if you plan to use Infinium IC options that generate results expressed as units per container.

Report Quantity Totals UM

This field is the common unit of measure to which the system converts all quantities and costs for reports and displays.

Manufactured or Purchased

Your entry in this field becomes the default value for the *Manufactured or Purchased* field in the *Work with Products* option.

Use Size Code

Type **Y** in this field if you want a Size code to be a required part of a product identifier. Otherwise, the Size code is optional.

Use Advanced Planning

If you plan to use Infinium MP, type **Y** in this field so that the system builds the necessary files from which it retrieves information for Master Production Schedules and Material Requirements Plans. Otherwise, you must type **N** in this field.

Cross Application Message File

Generally, you override the default value in this field only if you have created a file for messages translated to a different language. This field cannot be blank.

```
12/20/02    13:42:34       Work with Entity Controls      PRGENM     PRDENM

                           Base Application Information              Page 2 of 2
Defaults
  Company . . . . . . . . . . . . . .    _IS1 +   INFINIUM SOFTWARE (INSTRUCTOR)
  Warehouse . . . . . . . . . . .       ISW1  +   INFINIUM WAREHOUSE #1

  Back Order Issue Requisitions . .     Y     Y=Yes, N=No
  Back Order Transfer Requisitions      Y     Y=Yes, N=No
  Split Purchase Price Variance . .     2     0=None, 1=PL, 2=PM receiving & PL
  Print WAC Log from Purchase Recei     Y     Y=Yes, N=No
  Default Commodity Code  . . . . .     _____  +
  Default Material View . . . . . .     1     (1=Material Id, 2=Description)
Formula data
  Formula by Location . . . . . . :     Y     Y=Yes, N=No
  Number of lines for a new formula     _150_
  Number by which to reseq. formula     __10_
Loss Factor
  Allow at ingredient level . . . .     Y     Y=Yes, N=No

State/Province is required  . . . .     N     Y=Yes, N=No
_____
F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
```

Figure 2-4: Base Application Information screen 2

The system uses your entries in the *Company* and *Warehouse* fields as the default location if you do not establish a default user or terminal location through the *Work with User/Warehouse* option. The *Company* field is right justified.

You must complete the *Back Order Issue Requisitions*, *Back Order Transfer Requisitions*, *Split Purchase Price Variance*, and *Print WAC Log from Purchase Receipt* fields.

Back Order Issue Requisitions

Use this field to set backorder use for issue requisitions you create through Infinium PM. The value you specify here applies to issue requisitions within the company identified at the top of the screen. Valid entries are **Y** allow issue requisition backorders for this company, and **N** do not allow issue requisition backorders for this company.

Back Order Transfer Requisitions

Use this field to set back order use for transfer requisitions you create through Infinium PM. The value you specify here applies to transfer

requisitions within the company identified at the top of the screen. Valid entries are **Y** allow transfer requisition backorders for this company, and **N** do not allow transfer requisition backorders for this company

Split Purchase Price Variance

Your entry in this field determines how the system calculates standard cost variances. If you are not using standard cost as your normal cost, the system does not use the value in this field for any processing.

Type **1** to generate the cost variance only at invoice time. This variance is the difference between the standard cost and the invoice amount. The system books this variance to an account in the Infinium PL accounting group. Because the system does not generate a variance at receipt time, the system generates the RNI amount based on the item's cost.

Type **2** to generate a cost variance at receipt and invoice time. The variance at receipt time is the difference between the item's standard cost and the purchase order cost. The system books this variance to the account you define in Infinium JP. The variance at invoice time is the difference between the purchase order cost and the invoice cost. The system books this variance to an account in the Infinium PL accounting group. The system generates the RNI amount based on the purchase order cost.

The system does not default a value in the *Split Purchase Price Variance* field. If you type **0** in this field or leave it blank, the system assumes a value of **1** in the *Split Purchase Price Variance* field.

If your company does not require the additional variance accounting entries that the system generates when you type **2** in the *Split Purchase Price Variance* field, the same variance data is available for analysis purposes via a Query report when using Split Purchase Price Variance **1**.

If your accounting method is cash, the system will not accept a value of **2** in *Split Purchase Price Variance* field because the system will not generate accounting entries at receipt time.

Print WAC Log from Purchase Receipt

If you set your system to use ABWAC, you can request a cost report that prints when you receive an item through Infinium PM. Type **Y** in this field if you want the ABWAC report to print at receiving. If not, type **N** in this field.

Default Commodity Code

Type the Commodity code that applies to most of your raw materials and products in the *Default Commodity Code* field. The value you enter here becomes the default value on the General Information screen in the *Work with Raw Materials/Resource*, *Work with Products,* and *Work with Non-*

inventory Materials options. You can override the default in those options when necessary.

You must establish the Commodity code through the *Work with Commodity Codes* option explained in the "Setting up Code Files" chapter before you can enter it in the *Default Commodity Code* field.

If you do not install Infinium PM, raw material and product records do not require Commodity codes. However, if at a later date you plan to install Infinium PM, you must add a Commodity code to each raw material and product record because Infinium PM requires Commodity codes on requisitions and purchase order detail lines.

Default Material View

In the *Default Material View* field, specify whether you want product and raw material/resource selection listings to display records in alphanumeric order by item or description.

Formula by Location

Type **Y** if you want to create formulas specific to a company or warehouse. Otherwise leave the default value **N**.

Before you can change this field to **Y** you must first change *Maintain Costs for Multi Co/Whse* to **Y** on the Costing Information Screen and exit and save your changes. You can then select the *Work with Entity Controls* function again and change *Formula by Location* to **Y**. Once you set this field to **Y** and exit and save your changes, you cannot change the value.

Number of lines for a new formula

Complete the fields under the *Formula data* heading only if you have Infinium PF or Infinium LA installed.

Type the number of lines for which sequence numbers should appear in the *Work with Formulas* option in Infinium PF. This does not limit the number of lines that you can add to a formula; you can manually add and number additional lines in the *Work with Formula* option

Number by which to reseq. formula

Type the increments that should be used for pre-numbered lines that appear in the *Work with Formulas* option in Infinium PF. For example, type **10** here if line numbers should appear in increments of 10 (10, 20, 30, and so on).

Change line numbers manually through the *Work with Formula* option when needed. When you create a formula, line numbers in the increments you specify here appear on the Ingredients and Information screen. Lines in

existing formulas will be renumbered according to your entry here when records are updated and saved.

Allow at ingredient level

Type **Y** in this field if you want to be able to enter a loss factor for individual raw materials and products through the *Work with Raw Materials/Resources* and *Work with Product* options, respectively. Both options are on the *Master Files* menu. The loss factor you assign to items will be the default loss factor at the line item level in formulas you create using the *Work with Formulas* option which is available in Infinium PF and Infinium LA.

The system uses the ingredient loss factor in place of the loss factor assigned to the formula to calculate the required quantity of the item and its cost, unless you override this parameter in the formula record. Set the *Apply at ingredient level* field in the *Work with Formula* option to **N** to prevent loss factors from being applied at the line item level.

Type **N** in this field if you do not want to assign loss factors to raw material and product records. Doing so suppresses the field in the *Work with Raw Materials/Resources* and *Work with Product* options where the loss factor fields reside.

If you type **N** in this field, you cannot set the loss factor control at the company or warehouse level.

State/Province is required

Type **Y** in this field to require a state or province entry in the Customer file or in the Infinium CA Company and Warehouse files. The system validates states against the **SCT** State Code type in Infinium CA. The system always requires states and validates them if you use Vertex.

```
6/09/03    09:32:52       Work with Entity Controls      PRGENM     PRDENM

                                Inventory Information              Page 1 of 2

Update Batch Filled Inventory . . .     2   1=Final, 2=Release
Inventory Kits by . . . . . . . . .     2   1=Product, 2=Components

Lot Controlled  . . . . . . . . . :     Y   Y=Yes, N=No

Validations
  Material/Warehouse Combination  .     1   1=Validation, 2=Warning, 3=No
  First Part of Storage Index . . .     1   1=Validation, 2=Warning, 3=No
  Second Part of Storage Index  . .     1   1=Validation, 2=Warning, 3=No
  Third Part of Storage Index . . :         1=Validation, 2=Warning, 3=No
  Storage Index Capacity  . . . . .     1   1=Validation, 2=Warning, 3=No

Storage Control
  Store by Product  . . . . . . . .     _   1=Validation, 2=Warning, 3=No
  Store by Storage Type . . . . . .     _   1=Validation, 2=Warning, 3=No
  Storage Type  . . . . . . . . . .     ____  +


_____
F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
```

Figure 2-5: Inventory Information screen 1

Entity Inventory Information

Use this screen to establish storage index validations and lot control.

Update Batch Filled Inventory

Use this field to specify when the system should update filled inventory during the manufacturing process. Type **1** if the system should update filled inventory when you perform a final close for a batch. Type **2** if the system should update filled inventory when you release a batch from production.

Keep in mind that the system only generates general ledger entries during the final close, regardless of your entry in this field.

Also, if you assign a close number to a finished good, the system updates filled inventory only at the release stage.

If you type **1**, the following occur in Infinium MC:

▪ A full or partial release batch does not update the container inventory.

▪ Using the Close To Cost Batch (FINAL) function updates the on-hand inventory.

This field applies to containers as well.

If you use weighted average costing, you must type **1** in this field. Also, if you decide to change this value, be sure you perform the final close for all fully or partially closed batches first.

Inventory Kits by

Type **1** in this field if the system should inventory a kit product as a single component. Type **2** in this field if the system should inventory a kit product individually.

Lot Controlled?

Specify yes to enable lot control for inventory; otherwise, specify no. If you specify no here, you cannot override this field at the company and warehouse levels.

Once lot control is enabled at the entity level, you cannot disable it at that level; however, you can modify this value at the company, warehouse and item warehouse levels.

When lot control is enabled, the system maintains additional inventory information at the lot level. This information is used to allocate raw materials and manufactured products and to facilitate forward and backward traceability of inventory. The *Third Part of Storage Index* field is used to track lot information.

Caution: If you previously validated the third storage index and now want to enable lot control, we strongly advise that you first run a query to obtain a listing of validations. When you enable lot control, the system displays a warning message to alert you that the third storage index validation will be reset. If you decide not to enable lot control at this time, you can cancel your changes. Once you enable lot control, the system controls the validation for the third storage index and you cannot change it.

Storage Index Validations

The system follows a hierarchy to determine the type of storage index validation to perform when you add items to inventory.

The system searches the Item Warehouse file validation parameters first. If a parameter is **1** or **2**, the system refers to the Inventory Type file, which you establish in Infinium IC. If the validation controls in the Item Warehouse file are blank, the system searches the Infinium CA Control files.

In the Infinium CA Control files, the system follows the warehouse, company, entity hierarchy. If a validation control field is blank, the system moves up the hierarchy. For example, if a storage validation field in the Warehouse file is blank, the system searches the Company file. If a storage validation field in

the Company file is blank, the system looks to the Entity file. However, if at any level in the Infinium CA Control files the storage index parameter is **1** or **2**, the system refers to the Inventory Type file.

If a storage index validation field is **3** at any level, the system does not validate storage indexes.

Refer to the "Creating Storage Index Records" chapter and the "Understanding Storage Index Validation" appendix for more information on how to set up storage index validation and storage index records.

Material/Warehouse Combination
First Part of Storage Index
Second Part of Storage Index
Third Part of Storage Index

For each of these fields, specify one of the values below. If you enabled lot control, you must leave the *Third Part of Storage Index* blank.

1	Validation. If you enter an incorrect storage index, you cannot continue until you correct the entry with a valid storage index.
2	Warning. If you enter an incorrect storage index, the system displays a warning message. You can continue by pressing the update or Enter key.
3	No. No validation or warning occurs.

Storage Index Capacity

Specify the validation that the system uses if a transaction results in a quantity that exceeds the storage index capacity that you defined in the *Work with Storage Index.* option.

1	Validation. If the transaction results in a quantity that exceeds capacity, you cannot continue until you correct the transaction.
2	Warning. The system displays a warning message, if the transaction results in a quantity that exceeds capacity. You can continue by pressing the update or Enter key.
3	No. No validation or warning occurs.

Storage Control

Use the fields below to specify the validations for storage control.

Store by Product

Use the following values to indicate the type of storage index validation that the system will perform based on the product entered for a transaction:

1   Validation. If you enter an invalid storage index, you will not be able to continue until you correct the entry with a valid storage index.

2   Warning. If you enter an invalid storage index, the system displays a warning message. You can continue by pressing the update or Enter key.

3   No. No validation or warning

Store by Storage Type

Use the following values to indicate the type of storage index validation that the system will perform for the storage type you specify in the *Storage Type* field:

1   Validation. If an invalid storage index is entered you will not be able to continue until you correct the entry with a valid storage index.

2   Warning. If you enter an invalid storage index, the system displays a warning message. You can continue by pressing the update or Enter key.

3   No. No validation or warning occurs.

Storage Type

Type a valid code or press F4 to search for and select a valid storage type to indicate the type of storage that is valid.

If you type **1** or **2** in the *Store by Storage Type* field, you must complete the *Storage Type* field.

```
   2/03/98     10:59:29        Work with Entity Controls     PRGENM     PRDENM

                                  Inventory Information                 Page 2 of 2
        Headings
        First Part of Storage Index . . . .     Aisle_____
        Second Part of Storage Index  . . .     Bin_____
        Third Part of Storage Index . . . .     Lot#_____

        Lot Tracking
        Last assigned Lot Number  . . . . :     000000000188












        _____
        F2=Function keys  F3=Exit  F10=QuikAccess  F12=Cancel  F18=Message line
                                                                              ▌
```

Figure 2-6: Inventory Information screen 2

The system displays the names you specify in the *First Part of Storage Index*,
Second Part of Storage Index, and *Third Part of Storage Index* fields on
screens and reports where you use storage index locations. Use these fields
to define your headings.

Last assigned Lot Number

If you define your controls so that the system automatically generates lot
numbers and assigns them to items added to inventory, the last lot number
the system has assigned displays here. You can change the value of this
field using the *Reset Last Assigned Lot Number* function.

You can set up automatic lot number assignment for manufactured products.
To do so, type **2** in the *Automatically Assign Lot Number* field in the Infinium
MC Control files.

To use automatic lot number assignment during receiving in Infinium PM,
type **2** in the *Automatically Assign Lot Number* field in the Infinium PM
Control files.

```
  2/03/98    10:59:44       Work with Entity Controls      PRGENM    PRDENM

                               Costing Information

  Maintain Costs For Multi Co/Whse .    Y        Y=Yes, N=No

  Cost Based on FIFO/LIFO . . . . . .    3        1=Fifo, 2=Lifo, 3=Neither
  Normal Costing Method . . . . . . .    C +
  Standard Cost with GL Variances . .    Y        Y=Yes, N=No
  Standard Cost Effective Date  . . .    _____
  Actual Batch WAC System . . . . . .    N        Y=Yes, N=No
  Chase Costs . . . . . . . . . . . .    Y
  Cost Type To Move To Previous . . .    C +
  First Time Upd of Non-Rollup Costs     Y        (.xx)
  Raw Mtl/Purch Prod Cost Check . . .       .15

  Costing Job Controls
     Costing Job Delay Interval  . . .        30
     Costing Job Name  . . . . . . . .    CAMTLCOST


  _____
  F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys      ▌
```

Figure 2-7: Costing Information screen

Use the Costing Information screen to define costing controls.

Caution: Costing parameters are critical. Your company controller should advise you on how to set parameters that affect costing.

When you generate a JP transaction for a cost adjustment or update or copy costs, company/whse ####/#### is updated, so these transactions will hit a high level GL account.

If you are generating the GL account from the whs/co/entity GL Integration attribute, it can only use the entity level information. This means you need to establish your GL partial accounts at the entity level, as well as your JP integration company. Since you must establish your JP integration company on the entity level, all GL company account structures must be the same. Also, in a multi-currency environment, all base currencies must be the same.

Entity Costing Information

Maintain Costs for Multi Co/Whse

The *Maintain Costs for Multi Co/Whse* field is only on the entity level controls. This field allows you to specify whether you track inventory costs at the warehouse level or at the entity level.

An **N** in the *Maintain Costs for Multi Co/Whse* field indicates that the system should maintain inventory costs at the entity level. This means that the item

cost for all companies/warehouses is the same. When calculating WAC, the inventory used in the calculation is the inventory amount for all Infinium CA companies/warehouses. The system displays an informational message when this field is **N**. The message informs you that the system stores the entity level cost information in the cost matrix for Company #####/Warehouse #####. The system stores inventory costs in the company's base currency. Because all companies/warehouses have the same inventory costs, they also must have the same base currency.

If the *Maintain Costs for Multi Co/Warehouse* field contains an **N**, the system verifies that the base currency for all Infinium CA companies is the same. Each time you create a new Infinium CA company, the system verifies that the base currency of the new company is the same as the base currency of the existing companies; if not, the system displays the following message:

>   All companies do not have the same base currency...

The system will not allow you to proceed until the base currency for the new company is the same as the base currency for the existing companies. If the base currency defaults from Infinium GL and this system message displays, then you will not be able to utilize entity level costing because your Infinium GL companies use different base currencies.

You can temporarily delete the *Base Currency* and *GL Integration Company* field values so you can save the new company. The system sets your company to an inactive status because it is missing a GL Integration Company and Base Currency. You then can reset the *Maintain Costs for Multi Co/Whse* field to **Y**. Next reselect the new company, enter the *GL Integration Company* and *Base Currency* field values, and set the *Active* field to **Y**.

If you establish your companies first and then attempt to change the *Maintain Costs for Multi Co/Whse* field from a **Y** to an **N**, the system will not allow you to exit and save the change if the base currency of all companies is not the same.

A **Y** in the *Maintain Costs for Multi Co/Whse* field indicates to the system that you maintain inventory costs for each company/warehouse combination. When calculating WAC, the inventory used in the calculation is the inventory amount for the specific company/warehouse combination. Because you maintain inventory costs for each company/warehouse combination, the system allows you to create companies with different base currencies.

If you are implementing Formula by Location, you must set this field to **Y**. The cost of a formula instance that is location-specific is calculated based on the cost of the ingredients of the formula for the specified warehouse. The cost of a bill of material instance that is location-specific is calculated based on the cost of the items of the bill of material for the specified warehouse.

After you define a location-specific formula instance or location-specific bill of material instance, you cannot change the value in this field.

Caution: It is recommended that you do not change the value in this field within an accounting year. If you must change the field during an accounting year, stop and restart the material costing subsystem before generating costing transactions. Contact the Infinium Customer Support Center for information on the implications of changing the field.

Cost Based on FIFO/LIFO

If your company uses FIFO/LIFO costing, specify FIFO (first in, first out) or LIFO (last in, first out) by making the appropriate entry in this field.

Normal Costing Method

This field value establishes the default cost that displays in options throughout the system. The system still tracks costs for the other cost types and you can access those costs by overriding the default cost type. The system uses your normal cost to create general ledger account entries for each transaction.

Standard Cost with GL Variances

Use this field to specify whether you want the system to automatically make General Ledger accounting entries that show cost variances when the cost of an item changes. This works in conjunction with Infinium JP controls. This field only applies if you are using standard cost as your normal cost. The system handles variances for other normal costs, such as WAC and ABWAC, through the Costing program.

Standard Cost Effective Date

The system only uses this field if you are using Infinium CM and your normal cost method is standard cost. The value in this field represents the date that you establish the most recent standard cost. The system uses this date to convert the item cost from base currency to transaction currency.

Actual Batch WAC System

Type **Y** in this field to activate actual batch weighted average costing. Actual Batch Weighted Average Costs (ABWAC) are similar to Weighted Average Costs (WAC) except that WAC only retrieves the raw material cost code, and then it calculates using that cost. ABWAC retrieves the cost for every Cost code associated with a product and uses the total cost of those codes in the WAC calculation.

This value takes precedence over the value in the *Normal Costing Method* field.

If you are transferring inventory in Infinium IC, make sure the *INVWAC* field in the Inventory Type file is set to **N**.

Using the ABWAC costing method, if you exclude the inventory type from the WAC calculation, the system stores the cost associated with that inventory type in the inventory record by the inventory type and storage index.

For manufactured products, ABWAC uses either the WAC cost or the actual cost of the product's ingredients and resources to determine the actual production costs associated with the product. The system updates ABWAC costs only when you final close batches for manufactured products. Non-manufacturers can also use ABWAC to determine where the system stores product costs.

Chase Costs

Use this field to specify whether you want the Material Costing Program to recost formulas and manufactured products if the cost of an ingredient used to produce those formulas or products changes.

Cost Type to Move to Previous

Use this field to specify the cost type that the system should move to the cost type "previous" (P) when you update an item cost. Generally, you move the cost type specified as your normal cost in the *Normal Costing Method* field; however, you can specify any cost type.

For example, if your normal costing method is standard, which is generally set so that costs do not roll up, you may specify a cost type other than standard to move to previous. Remember that regardless of your normal costing method, the system tracks costs for all cost types.

First Time Upd of Non-Rollup Costs

The default value in this field is **N**. Override the default with **Y** if you use a cost type that is set not to roll up but you want the system to calculate costs for formulas and manufactured products the first time they are entered.

If you are setting up your system for Actual Batch Weighted Average Costing and are storing costs in the Product Cost file, your entry in this field should be **N** so that new records for manufactured products that you create through the *Work with Products* option are not assigned a cost until you actually produce them. If you type **Y** in this field and you have a formula with a manufactured product as an ingredient, the formula could have an ABWAC cost. When you specify that formula in a new product record, the system assigns the ABWAC formula cost to that new product, which is an incorrect cost for that product.

Raw Mtl/Purch Prod Cost Check

The system uses the value in this field when you or the system updates raw material and product costs. The value is the acceptable variance for the cost change. For example, if you type **5** in this field, raw material/resource and product cost changes must be within 5% plus or minus the cost on file or the system displays a warning message.

Costing Job Delay Interval

Specify the number of seconds you want the system to wait between the time the system completes costing jobs in the cost file and the time it checks the file again for additional costing jobs.

Costing Job Name

Use this field to name or rename the costing job.

```
10/04/01    23:21:24        Work with Entity Controls      PRGENM     PRDENM

                                System Information

  Accounts Receivable . . . . . . . .    S2K
  Advanced Planning . . . . . . . . .    S2K
  Core Manufacturing  . . . . . . . .    S2K
  Currency Management . . . . . . . .    __
  General Ledger  . . . . . . . . . .    S2K
  Inventory Control . . . . . . . . .    S2K
  Order Processing  . . . . . . . . .    S2K
     Integrate with Vertex . . . . . .   N   Y=Yes, N=No
     Integrate OP with Global Taxation  N   Y=Yes, N=No
  Payables Ledger . . . . . . . . . .    S2K
  Project Accounting  . . . . . . . .    S2K
  Purchase Management . . . . . . . .    S2K
  Regulatory Management . . . . . . .    S2K
  Customer Relationship Management. .    S2K
  Zero Decimal Precision used . . . .    N     Y=Yes, N=No



  _____
  F2=Function keys  F3=Exit  F10=QuikAccess  F12=Cancel  F18=Message line
```

Figure 2-8: System Information screen

System Information

If you are using Infinium applications, make sure **S2K** is in the appropriate fields. If you are not using an Infinium application, type **OTH** in the appropriate field to indicate you are using a similar package but not Infinium. Leave the field blank if you do not use any software in this category.

Core Manufacturing

Specify the manufacturing software with which your software interfaces.

Type **S2K** to indicate you use Infinium MC.

Your entry does not influence whether inventory balances can be negative in Infinium IC. Negative inventory balances are not allowed in Infinium IC except where noted.

Type **S2K** if you are using this field to set up automatic transfer orders in Infinium OP.

Currency Management

If you leave this field blank, the system populates Infinium PM transaction currency fields with the company base currency and then locks this down. A blank value causes the system to display the *Zero Decimal Precision Used* field. If you type **Y** in the *Zero Decimal Precision Used* field, extended amount fields round to the nearest whole value.

If you type **OTH** in the *Currency Management* field, the system assumes you are using a currency program, but not Infinium CM. Infinium PM transaction currency fields allow currency entry, and the system edits these entries against the Infinium CA Code Type **CUR**. Establish Code values for Code types in the *Work with Code Tables* option in the *Code Files* menu. The value **OTH** also causes the *Zero Decimal Precision Used* field to display.

A value of **OTH** in the *Currency Management* field causes Infinium PM to default all exchange rates to **1**.

If you are using a currency system other than Infinium CM and your data being passed to Infinium applications uses zero decimal precision (ZDP), your interface project to connect the systems must include turning off the Infinium CA *Zero Decimal Precision Used* field and retrieving ZDP values from the foreign currency system.

If you type **S2K** in the *Currency Management* field, Infinium PM transaction currency fields allow currency entry and edits against Infinium CM. The system accesses exchange rates for Infinium PM from Infinium CM.

A blank in the *Currency Management* field turns off currency fields in Infinium OP.

Integrate with Vertex

Type **Y** in the *Integrate with Vertex* field if you use the Vertex tax application for calculating sales tax for orders you enter through Infinium OP. Infinium PM does not use Vertex.

If you use Vertex, your entries in the *City*, *State/Province*, and *Zip Code* fields on the Warehouse Information screen in the *Work with Warehouse Controls* function will be validated against Vertex files.

Integrate OP with Global Taxation

Type **Y** in the *Integrate OP with Global Taxation* field if you use Infinium GT to calculate sales tax for orders you enter through Infinium OP.

You cannot specify **Y** in both the *Integrate with Vertex* and *Integrate with Global Taxation* fields.

Payables Ledger

In the *Payables Ledger* field, type **S2K** to identify Infinium PL. If you do not use an Infinium application, type **OTH** or leave this field blank.

Project Accounting

If you use Infinium Project Accounting software, type **S2K** in this field.

Customer Relationship Management

Type **S2K** to interface with Infinium CRM. You must type **S2K** to use Contract Management in Infinium OP.

Zero Decimal Precision Used

This field determines whether you use zero decimal precision if you do not use Infinium CM. If you do use Infinium CM, this field does not display.

```
2/03/98    11:00:16        Work with Entity Controls       PRGENM    PRDENM

                        G/L Integration Information

Associated JP Company . . . . . . .    _____  +
G/L Plant . . . . . . . . . . . . .    _____
G/L Warehouse . . . . . . . . . . .    _____

Partial Account Numbers
Raw Material Inventory  . . . . . .    000000000000
Raw Material Count Variance . . . .    000000000000
Raw Material Revaluation  . . . . .    000000000000
Finished Goods Sales  . . . . . . .    000000000000
Finished Goods Cost of Goods Sold .    000000000000
Finished Goods Inventory  . . . . .    000000000000
Finished Goods Count Variance . . .    000000000000
Finished Goods Revaluation  . . . .    000000000000
Sales Discount  . . . . . . . . . .    000000000000
Unvouchered Payables  . . . . . . .    000000000000
Purchase Price Variance . . . . . .    000000000000
Manufacturing Usage Variance  . . .    000000000000


F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
```

Figure 2-9: G/L Integration Information screen

Entity G/L Integration Information for Infinium JP

Use the G/L Integration Information screen to define partial account numbers for Infinium JP.

The *Associated JP Company* field identifies the Infinium JP company that the system uses to define the account number structure and construct accounts.

If you link an Infinium CA company to a Infinium GL company and an Infinium JP company, the general ledger company's account structure must be the same as the account structure for the Account Template Company in Infinium JP Company controls. If the account structures are not the same, the system generates the following error message

  GL Integration Company not valid with Associated JP Company.

The *G/L Plant* and *G/L Warehouse* field are additional fields that you can map in Infinium JP to flow to Infinium GL.

Use the fields under the *Partial Account Numbers* heading to specify a portion of the general ledger account that Infinium JP should use to construct general ledger account numbers required for each type of transaction. Refer to the *Infinium Journal Processor Guide to Setup and Processing* for more information.

```
 2/03/98    11:00:30      Work with Entity Controls      PRGENM    PRDENM

                              Chemical Properties
Chemical Properties Template
Description 1 . . . . . . . . . . .     % PIGMENT LEAD FREE
Description 2 . . . . . . . . . . .     % PIGMENT WITH LEAD
Description 3 . . . . . . . . . . .     % PIGMENT CHROMATE
Description 4 . . . . . . . . . . .     % PIGMENT OTHER
Description 5 . . . . . . . . . . .     % ADDITIVE
Description 6 . . . . . . . . . . .     % RESIN
Description 7 . . . . . . . . . . .     % VEHICLE








F2=Function keys  F3=Exit  F10=QuikAccess  F12=Cancel  F18=Message line
```

Figure 2-10: Chemical Properties screen

Chemical Properties Template

The names of the chemical properties fields you specify here display on the
Chemical Properties screen of the *Work with Raw Materials/Resource* option
and on the Formula Analysis screen in Infinium LA. They also print on reports
that list chemical property information.

```
  2/03/98    11:00:45      Work with Entity Controls     PRGENM    PRDENM

                              Available To Promise

  Available to Promise  . . . . . . .   Y     Y=Yes, N=No
  Number of Days in Search  . . . . .    120



















  F2=Function keys  F3=Exit  F10=QuikAccess  F12=Cancel  F18=Message line


                                                                        ▌
```

Figure 2-11: Available To Promise screen

Entity Available To Promise Information

If you want to use available to promise functionality, type **Y** in the *Available to Promise* field. This instructs the system to build the necessary files from which it can retrieve data.

Specify a default number of days to include in the calculation. You can override the default when you request available to promise quantities through Infinium IC or Infinium OP.

If you plan to use Infinium MP, type **Y** in the *Available to Promise* field.

```
 8/09/00    12:43:24       Work with Entity Controls      PRGENM      PRDENM
 _____
                           Purchasing Information

 Default Receiver Item View . . . .    _     1=Desc, 2=Item Code, 3=Vendor Item

 Purchasing Tax Default  . . . . . .   Y    Y=Yes, N=No
 Tax Authority Default . . . . . . .   MA  +
 Rate Code Default . . . . . . . . .   TAX   +
 Recoverable . . . . . . . . . . . .   _      Y=Yes, N=No
 Tax Category Code Default . . . . .   ___ +

 Include Tax In Cost . . . . . . . .   _      Y=Yes, N=No
 Cost Code For Tax . . . . . . . . .   X + Taxes
 Tax Type Included . . . . . . . . .   _      1=Total, 2=Non-Rec, 3=Rec
 Proration Method  . . . . . . . . .   3

 GL Partial Account  . . . . . . . .   T_____



 _____
 F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
```

Figure 2-12: Purchasing Information screen

Entity Infinium PM Default Tax Information

Use the fields below to define your default tax information hierarchy. This hierarchy allows you to set values that default onto the Purchase Order Detail line. The system then uses this information to access Infinium GT in order to calculate the appropriate tax amount on each Purchase Order Detail line.

Default Receiver Item View

Use this field to determine the default view for purchase order detail lines on the *Receiver Processing* detail screen. Valid values are:

- **1** to view the items by description

- **2** to view the items by item/commodity code

- **3** to view the items by vendor item code

If you leave this field blank the system assumes you are not defining this field at this level.

Purchasing Tax Default

Use this field to define the default taxable status for Infinium PM. Type **Y** to indicate a taxable status and **N** to indicate an exempt status. If this field is No, the system will not create a tax additional charge record in Infinium PM unless you override the flag on the Purchase Order detail screen. If this field

is Yes, the system creates a tax additional charge record, validates it, and generates an error message if needed tax information is invalid or missing in Infinium PM.

The *Purchasing Tax Default* field also resides in the Raw Material/Resource Master file, the Product file, all three levels of the Item Warehouse file, the Commodity Code Master file, the Code Values file (specifically the Ship to, SHP, code value), the Company Controls in Infinium CA, the Vendor Master Tax Controls in Infinium PL, and the Entity Controls in Infinium CA. The system searches for this value so it can default it into the Infinium PM Purchase Order Maintenance detail screen.

The system executes the search in the following order:

1 Company/Warehouse level record on the Item Warehouse file

2 Company level record on the Item Warehouse file

3 Entity level record on the Item Warehouse file

4 Product and Raw Material Master files

5 Commodity Code Master file

6 Warehouse or Ship to (SHP) code in the Infinium CA Code Values file

7 Infinium CA Company Control file

8 Vendor Master Tax Controls in Infinium PL

9 Infinium CA Entity Control file

If the system completes this search and finds no value, the system defaults **N** in the Infinium PM Maintenance detail screen.

The Infinium PL vendor controls do not contain a *Purchasing Tax Default* field. Therefore, the system skips this level of the tax hierarchy when retrieving a value for this field.

Tax Authority Default

Use this field to define the appropriate tax authority to default into the detail line item in Infinium PM. This field also resides at the same places the *Purchasing Tax Default* field resides, and the system searches for a value for this field the same as the *Purchasing Tax Default* field. If the system completes this search and finds no value, the system leaves this field blank.

Prompt on this field to select a valid tax authority. Create tax authorities in Infinium GT.

The system uses the Tax Authority code, together with the Rate code, to obtain tax distribution accounts for the invoice. The tax authority is the organization to which the tax is ultimately being paid. You can set this tax authority to the lowest level and resolve the rate on another level.

Rate Code Default

Use this field to define the appropriate Tax Rate code to default into the detail line item in Infinium PM. Define Rate codes in Infinium GT. The system uses the Rate code combined with the Tax Authority code to obtain percentages to use in calculating tax amounts.

Recoverable

Type **Y** in this field to instruct the system to go to Infinium GT to find the defined recoverable percentages for VAT taxes. If you type **N** in this field the system does not perform the check and the system considers the entire amount non-recoverable. This value defaults onto the Additional Charge Maintenance screen in Infinium PM.

Tax Category Code Default

Use this field to define the appropriate category code for tax purposes to default onto the Additional Charge Maintenance screen in Infinium PM. Use Tax Category codes to report tax history details from within Infinium GT. Define Tax Category codes in Infinium GT.

Costing and Tax Information

The entries you make in the fields below enable you to include in the item's inventory cost the total tax or a portion of the tax amount calculated on each Infinium PM purchase order detail line. These fields are also definable on the company level and follow the same entity/company hierarchy rules as other Control file fields.

Values in the *Include Tax in Cost*, *Cost Code for Tax*, and *Proration Method* fields default onto the Infinium PM Purchase Order Additional Charge Maintenance Add Tax Record screen. On this Infinium PM screen, you can change the *Include Tax in Cost* field value, but you cannot change values in the *Cost Code for Tax* and *Proration Method* fields.

Include Tax In Cost

The system uses the value in this field to determine if tax applied to an Infinium PM purchase order should or should not be included in the item's inventory cost. The default field value for this field is **N**.

Cost Code For Tax

Use this field to define the Cost code that the system updates with the tax amount. Applying different types of costs to the appropriate Cost code allows you to more accurately determine a product's cost components. The system uses **R** if you do not define a default value.

You must turn ABWAC on before the system can utilize costs in codes other than the primary Raw Material Cost code. If you do not turn ABWAC on, the system rolls the cost into the primary Raw Material Cost code that you assigned on the Purchasing Information screen. If you turn ABWAC on, but the item is a raw material, the system updates the primary Raw Material Cost code since raw materials do not utilize the cost code breakdown. Define the primary Raw Material Cost code in the *Cost Code* field on the Costing Information screen in the *Work with Raw Material/Resource* option. The system allows you to establish that a container update the Container Cost code and a raw material update the Raw Material Cost code. The primary Raw Material Cost code is **R** for raw materials. The system updates Cost type "4" for ABWAC manufactured product updates and Cost type W (WAC) for raw material updates if ABWAC is your normal cost.

Tax Type Included

Use this field to define which portion of the tax amount (total, non-recoverable, recoverable) the system should use for include in cost. If you generate both Sales and VAT taxes and for VAT taxes you only want to include the non-recoverable portion, set this field to non-recoverable because for sales tax the non-recoverable amount is the same as the total amount. If this field is blank, the system assumes the Tax type is non-recoverable and defaults **2** in this field.

Proration Method

In Infinium PM if you include a tax additional charge in the cost, the system must prorate the charges across all associated detail lines if you manually create a header tax additional charge.

Use the *Proration Method* field in connection with the *Include Tax in Cost* field so the system knows how to spread the total tax amount across all the associated detail lines. Depending upon your business requirements, you have the ability to prorate by purchase order dollar amount, quantity, weight, or volume. Type **1** to prorate by purchase order dollar amount, type **2** to prorate by quantity, type **3** to prorate by weight, or type **4** to prorate by volume. The default value is **1**.

The system spreads the total tax amount using the designated proration method across all associated detail lines; however, only inventoried detail lines generate an inventory account entry and update the cost matrix. Non-

inventoried items and non-items generate an expense account and have no cost implications.

If you choose to prorate by weight or volume, all of the items on the purchase order must have a specified weight or volume. If the system does not find a weight or volume for a specific line, proration percentage is zero. Establish the weight/volume on the raw material or product record or, for non-items, on the Commodity code.

GL Partial Account

Use this field to specify a portion of the general ledger account that the Infinium JP system should use when building Infinium PM accounts. This field is also definable on the company level and follows the same entity/company hierarchy rules as other Infinium CA Control file fields.

Press Enter for the system to accept your entries and to advance to the next attribute.

```
 7/27/00     15:32:53        Work with Entity Controls      PRGENM    PRDENM
 _____
                               Integration Programs                Page 1 of 5

 Payables Integration
   Distribution Code Prompt  . . . .    PXGAPIP2
   Payment Terms Prompt  . . . . . .    PXGAPIP2
   Vendor Address Prompt . . . . . .    PXGAPIP2
   Vendor Prompt . . . . . . . . . .    PXGAPIP2
   Division Prompt . . . . . . . . .    PXGAPIP2
   Voucher Existence . . . . . . . .    PMGPXA
   Voucher Inquiry . . . . . . . . .    PMGPOI1
   Vendor Validation . . . . . . . .    PMGV1V
   Integration Company . . . . . . .    PXGAPIM2
   Vendor Address  . . . . . . . . .    PMGA2V
   Standard Distribution & Terms . .    CAGPMV1
   Distribution Group Retrieval  . .    PMGDCV1




 _____
 F3=Exit  F12=Cancel  F18=Message line
```

Figure 2-13: Integration Programs screen 1

Infinium Integration Programs

Use the Integration Program screens to define prompt, validation, and retrieval programs for Infinium PA and Infinium CA and Infinium IC. Default values already exist.

```
  7/27/00      15:36:35      Work with Entity Controls      PRGENM      PRDENM
  ─────────────────────────────────────────────────────────────────────────
                             Integration Programs                 Page 2 of 5

  Project Accounting Integration
    Entity Retrieval  . . . . . . . .      PAGRSV
    Project ID Validation . . . . . .      PAGAPI
    Budget Amount Validations . . . .      PAGAPB
    Project Accounting Update . . . .      PAGSLI
    Project Accounting Prompts. . . .      PAGAPI




  ─────────────────────────────────────────────────────────────────────────
  F3=Exit  F12=Cancel  F18=Message line
```

Figure 2-14: Integration Programs screen 2

```
  7/27/00      15:37:56      Work with Entity Controls      PRGENM      PRDENM
  ─────────────────────────────────────────────────────────────────────────
                             Integration Programs                 Page 3 of 5

  Cross Application Integration
    Company Prompt  . . . . . . . . .      *PRLCCO
    Warehouse Prompt  . . . . . . . .      PMGWHD
    Item Prompt . . . . . . . . . . .      PRGRPFD
    Commodity Prompt  . . . . . . . .      *PRLCY1
    Storage Index Prompt  . . . . . .      PRGSID
    Unit of Measure Prompt  . . . . .      DMGUMD2
    Tax Calculation . . . . . . . . .      GTGAPITC
    Tax Code Validation . . . . . . .      GTGAPI
    Item Validation . . . . . . . . .      PRGITM
    Company Validation  . . . . . . .      PRGCCO
    Warehouse Validation  . . . . . .      PRGCLC




  ─────────────────────────────────────────────────────────────────────────
  F3=Exit  F12=Cancel  F18=Message line
```

Figure 2-15: Integration Programs screen 3

```
 7/27/00     15:39:25      Work with Entity Controls      PRGENM     PRDENM
_____
                              Integration Programs              Page 4 of 5

Cross Application Integration
  Commodity Validation  . . . . . .     PRGCYP____
  Storage Index Validation  . . . .     PRGSIV____
  Account Retrieval & Validation  .     GLGAPI____
  Warehouse Authority Validation  .     DMGWSC____
  Item Warehouse Validation . . . .     PRGPILA___
  Entity Retrieval  . . . . . . . .     PRGCFA____
  Default Company & Whse Retrieval      PRGCOLOC__
  Storage Index Retrieval . . . . .     PRGSIA____
  Cost Retrieval  . . . . . . . . .     PRGCST____
  Lead Time Retrieval . . . . . . .     PRGLTM____
  Log Key Number Retrieval  . . . .     PRGCMA01__
  Process QC  . . . . . . . . . . .     QCGXFER___




_____
 F3=Exit  F12=Cancel  F18=Message line
```

Figure 2-16: Integration Programs screen 4

```
 7/27/00     15:40:34      Work with Entity Controls      PRGENM     PRDENM
_____
                              Integration Programs              Page 5 of 5

Cross Application Integration
  Unit of Measure Maintenance . . .     PRGUMM____
  Unit of Measure Conversion  . . .     PRGUMC____
  Inventory Update  . . . . . . . .     MIR010____
  Inventory Receipts Update . . . .     PRGUPI____
  Inventory On Order Update . . . .     PRGUOO____
  Pick List Update  . . . . . . . .     PRGPKM____


Available To Promise Update . . . .     PRGATP____
Requisition Type Update . . . . . .     PFGOTYP___
Payables to Order System Update . .     _____
User Exit at PO Detail Update . . .     _____
User Exit at PO Receipts Update . .     _____
User Exit at Req Detail Update  . .     _____
Prorate Cost Exit Program . . . . .     _____

_____
 F3=Exit  F12=Cancel  F18=Message line
```

Figure 2-17: Integration Programs screen 5

```
  2/03/98     11:02:15        Work with Entity Controls       PRGENM     PRDENM

                              CM Integration Information


     CM Exchange Rate Types :
      CA:
       Item STD cost . . . . . . . . . . .  _____  +
      PM:
        Work with requisitions  . . . . . .  _____  +
        Receive purchase orders . . . . . . 1             1=PO, 2=PL
        Vendor item price . . . . . . . . .  _____  +

     CM Exchange Rate Type Defaults :
      IC:
       Warehouse transfer orders . . . . .  _____  +
      OP:
       Work with order processing  . . . .  _____  +
      PM:
       Work with purchase orders . . . . .  _____  +


  F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
```

Figure 2-18: CM Integration Information screen

Infinium CM Integration

Use the fields on this screen to define exchange rate type defaults within
Infinium CM. The system uses these defaults in Infinium PM, Infinium OP,
and Infinium IC.

The exchange rate type determines the frequency and method of calculating
the exchange rate. Maintain rate types in Infinium CM.

CM Exchange Rate Types: CA: Item STD cost

Use this field to specify the default exchange rate type to convert an item's
base standard cost per unit to the purchase order/invoice transaction
currency. The system uses the value in this field in conjunction with the
Standard Cost Effective Date field in the Costing Information attribute.

The cost matrix is maintained only in base currency; therefore, the system
uses this exchange rate type to convert the base standard cost currency to
the transaction currency when processing standard cost accounting entries
throughout the Materials Management and Process systems. For example,
the system uses this when you receive an intercompany transfer.

Each time a company establishes new standard costs, you must create the
exchange rate data in Infinium CM. When this occurs, you must also update
the *Standard Cost Effective Date* field.

CM Exchange Rate Types: PM: Work with requisitions

Use this field to specify the exchange rate type for requisitions and quotation requests in Infinium PM. The system uses the exchange rate type that you specify here for requisitions only if a value does not exist at the Infinium PM Requisition type or Infinium CA Company Control file. The system first searches the Infinium PM Requisition type, then the Infinium CA Company Control file, and finally the Infinium CA Entity Control file.

You cannot override the exchange rate type the system defaults to the requisition.

CM Exchange Rate Types: PM: Receive purchase orders

The system defaults **2** into the *Receive purchase orders* field. Use this field to specify the exchange rate type used when receiving purchase orders. Type **1** to use the exchange rate type from the purchase order. Type **2** to use the exchange rate type from the Infinium PL division.

If the *Receive purchase orders* field is blank, the system generates an error message and requires you to make an entry in this field before you can proceed.

CM Exchange Rate Types: PM: Vendor item price

Use this field to specify the default exchange rate type that defaults for vendor item price simulation in Infinium PM. You can override this default, if necessary in Infinium PM.

CM Exchange Rate Type Defaults: IC: Warehouse transfer orders

Use this field to specify the exchange rate type that defaults into the *Warehouse Transfer Orders* menu in Infinium IC. Override this default on the transfer order in Infinium IC if necessary.

CM Exchange Rate Type Defaults: OP: Work with order processing

Use this field to define the default rate type for order processing within Infinium OP. The exchange rate type you specify in this field defaults into Infinium OP functions. Override this default by typing a valid exchange rate type in Infinium OP fields.

CM Exchange Rate Type Defaults: PM: Work with purchase orders

Use this field to specify the exchange rate type to default to the purchase order header in Infinium PM. You can change this default in Infinium PM, if necessary. The system uses the exchange rate type you specify here only if a value does not exist at the purchase order type or company level.

For more information on the fields on the CM Integration Information screen refer to the applicable currency appendices in the *Infinium Inventory Control Guide to Setup and Processing*, *Infinium Order Processing Guide to Setup and Processing*, and the *Infinium Purchase Management Guide to Setup and Processing.*

```
 6/29/00     15:32:34        Work with Entity Controls      PRGENM     PRDENM
 _____
                               Workflow Information

 Infinium Order Processing
   Activate Workflow . . . . . . . .    Y     Y=Yes, N=No

 Infinium Purchase Management
   Activate Workflow . . . . . . . .    N     Y=Yes, N=No




 _____
 F2=Function keys  F3=Exit  F10=QuikAccess  F12=Cancel  F18=Message line
```

Figure 2-19: Workflow Information screen

Entity Workflow Information

Use this screen to activate workflows for Infinium OP and Infinium PM.

The Infinium PM workflow provides the capability to route and approve purchasing documents (requisitions, purchase orders, and quotation requests) via electronic mail. For more information on workflow refer to the *Infinium Purchase Management Guide to Setup and Processing*.

The Infinium OP workflow routes an electronic message to the appropriate individuals (analyst, salesperson, customer support representative, customer) when a customer exceeds their credit limit during a sales order or when the order is manually put on hold. Simultaneously, the system routes an electronic message to a credit analyst. The analyst can retain or remove the credit hold status. Once you change the credit hold status, the system sends another electronic message to the designated individuals advising them of the new status. For more information on workflow refer to the *Infinium Order Processing Guide to Setup and Processing*.

Working with Company Controls

A company is an umbrella location in an organization to which you assign plant and warehouse locations. The company records you create using the *Work with Company Controls* option store information the system uses to process information entered through all applications in the Infinium MM and PR Suites.

Companies are not active until you define the Company's base currency and the General Ledger Integration Company.

For Infinium PM, you also create company groups for security. You assign the companies you establish using the *Work with Company Controls* to groups, and then authorize access to each group by user. See the "Working with User Warehouse Security" section later in this chapter for more information.

Several of the fields on the Company Control and Warehouse Control files are the same as the Entity Control files. This allows you to be precise about location specific parameters. For specific field definitions on fields at multiple levels, refer to the "Working with Entity Controls" topic.

Caution: If you plan to use Infinium e-business Solutions with Infinium OP or Infinium PM, do not use an apostrophe (') when naming a company.

Use the menu path below.

▶ *Control Files*

   ▼ *Work with Company Controls* [WWCOC]

```
  8/04/00    10:19:39      Work with Company Controls      PRGCCOM    PRDCCOM


Company . . . . . . . . . . . . . .    _CO +



                                    _










 F2=Function keys  F3=Exit  F4=Prompt  F6=Create  F24=More keys
```

Figure 2-20: Work with Company Controls prompt screen

To create a new company record, type the code you want to use to identify the company, and press F6.

If you are editing an existing company record, the system takes you directly to the Work with Company Controls Attribute selection screen after you press Enter on the Work with Company Controls Entry screen. When the Work with Company Controls Attribute selection screen displays, you can select one or more attributes to update.

The Purchasing Information attribute displays only if you have Infinium PM installed. The fields on these company screens accept the same entries as those in the *Work with Entity Controls* option. See the "Working with Entity Controls" section discussed previously for more information. Also, only one new Purchasing Information screen field is identified.

```
  8/18/00    16:25:43      Work with Company Controls      PRGCCOM    PRDCCOM

                               Company Information
 Company . . . . . . . . . . . . . :      CO    COMPANY
 Active  . . . . . . . . . . . . .       N  Y=Yes, N=No
 State/Province is required  . . . .      N  Y=Yes, N=No
 Name  . . . . . . . . . . . . . .       COMPANY
 Address 1 . . . . . . . . . . . .       25 communication way
 Address 2 . . . . . . . . . . . .       _____
 Address 3 . . . . . . . . . . . .       _____
 Address 4 . . . . . . . . . . . .       _____
 City  . . . . . . . . . . . . . .       Hyannis
 County  . . . . . . . . . . . . .       ____
 State/Province  . . . . . . . . .       MA  +
 Country . . . . . . . . . . . . .       __
 Zip Code  . . . . . . . . . . . .       _____
 Telephone . . . . . . . . . . . .       _____
 Fax . . . . . . . . . . . . . . .       _____
 Alias . . . . . . . . . . . . . .       _____
 Contact Name  . . . . . . . . . .       _____


 _____
 F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
```

Figure 2-21: Company Information screen

General Company Information

Complete the fields with appropriate company information. You must complete the *Active*, *Name*, *Address 1*, *City*, and *State/Province is required* fields.

Use as many of the address fields as you want. For example, you might use the *Address 1* field for the street address, the *Address 2* field for the room, floor, or suite number and the *Address 3* field for a department name. Information from these fields print or display whenever you or the system requests company address data.

If you mail invoices and other correspondence to a different address, enter that information on the Mailing Information screen.

```
   8/18/00    16:24:20      Work with Company Controls      PRGCCOM     PRDCCOM

                                 Mailing Information
   Company . . . . . . . . . . . . . :      CO      COMPANY


   Name   . . . . . . . . . . . . . .      _____
   Address 1 . . . . . . . . . . . .       _____
   Address 2 . . . . . . . . . . . .       _____
   Address 3 . . . . . . . . . . . .       _____
   Address 4 . . . . . . . . . . . .       _____
   City  . . . . . . . . . . . . . .       _____
   County  . . . . . . . . . . . . .       ____
   State/Province  . . . . . . . . .       __  +
   Country . . . . . . . . . . . . .       __
   Zip Code  . . . . . . . . . . . .       _____
   Telephone . . . . . . . . . . . .       _____
   Fax . . . . . . . . . . . . . . .       _____






   _____
   F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
```

Figure 2-22: Mailing Information screen

Company Mailing Information

The information you type here prints on invoices and bills of lading. It also prints as the bill-to address on purchase orders.

Infinium PM uses the company name and address from the Company Information screen on purchase orders unless you complete the Mailing Information screen. If you add an address to the Mailing Information screen but not a company name, Infinium PM takes the company name from the Company Information screen and the address from the Mailing Information screen.

```
   8/04/00    10:21:13     Work with Company Controls      PRGCCOM     PRDCCOM
  _____
                        Base Application Information
  Company . . . . . . . . . . . . . :     CO      COMPANY
  Customer Installation Code  . . . .    __
  Update Batch Filled Inventory . . .    _   1=Final, 2=Release
  Apply loss factor-ingredient level     _   Y=Yes, N=No
  Require Valid Direct Conversion . .    _   Y=Yes, N=No
  Container Designator  . . . . . . .    ___
  Report Quantity Totals UM . . . . .    ____ +
  Manufactured or Purchased . . . . .    _   1=Manufactured, 2=Purchased
  Use Advanced Planning . . . . . . .    _   Y=Yes, N=No
  Back Order Issue Requisitions . . .    _   Y=Yes, N=No
  Back Order Transfer Requisitions  .    _   Y=Yes, N=No
  GL Integration Company  . . . . . .    ____ +
  Base Currency . . . . . . . . . . .    USD +
  Payables Integration Company  . . .    ____ +
  Payables Integration Division . . .    _____ +
  Accounting Method . . . . . . . . .    2  1=Cash, 2=Accrual
  Split Purchase Price Variance . . .    _   0=None, 1=PL, 2=PM receiving & PL
  Use Project Accounting  . . . . . .    _   Y=Yes, N=No
  _____
  F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
```

Figure 2-23: Base Application Information screen

Company Base Application Information

Use this screen to define basic information for your company.

Infinium MC uses the *Update Batch Filled Inventory* field to determine the point at which it should update finished goods inventory.

Apply loss factor-ingredient level

Specify **Yes** to copy the loss factor that is entered for a Raw Material into a formula ingredient when the raw material is used. You can then override or change this loss factor for the formula ingredient.

GL Integration Company, Base Currency

Use the *GL Integration Company* field to define the GL Integration Company associated with this Infinium CA's company. When you type or prompt a value into the *GL Integration Company* field, the system defaults a value from Infinium GL into the *Base Currency* field once you press Enter . When the system retrieves the base currency from Infinium GL, the system displays the following message:

Base currency defaulted from GL company.

If the system does not default the base currency from Infinium GL and the *Base Currency* field value does not match the GL Integration Company's base currency, the system displays the following message:

> GL Integration Company base currency not valid for CA Company.

You cannot exit from the screen until you correct this situation. To correct this error, FieldExit through the value in the *Base Currency* field and press Enter . The system then retrieves the *Base Currency* field value from Infinium GL for the GL Integration Company.

The system maintains inventory costs in base currency.

If either the *GL Integration Company* or the *Base Currency* fields are blank on the Base Application screen, the system automatically sets the company to inactive and displays the following message:

> Warning: Company set to inactive, base currency or GL company are blank.

Once values are in both the *GL Integration Company* and *Base Currency* fields, the system protects these fields once you save the record. However, the system does not automatically activate the company. You must access the Company Information attribute and reset the *Active* field to **Y**.

If the *Base Currency* field has no value, the Infinium GL Company's base currency defaults into the Infinium CA *Base Currency* field after you update the record. If either the *GL Integration Company* or the *Base Currency* fields are blank on the Base Application screen, the system automatically sets the company to inactive. Once values are in both the *GL Integration Company* and the *Base Currency* fields, the system activates the company and locks down these fields.

Infinium CA, Infinium JP, and Infinium GL Relationship

CA Company	CA001	CA002	CA003	CA004
JP Company	JP001			JP002
GL Company	GL001	GL002		GL003

The table above identifies the links that the companies within these various systems can have. Each Infinium CA company can coincide to only one Infinium JP company. Many Infinium CA companies can have the same Infinium JP company. Additionally, many Infinium JP companies can have the same Infinium GL company.

Payables Integration Company, Payables Integration Division

Complete the *Payables Integration Company* and *Payables Integration Division* fields if you use Infinium PL and Infinium PM. Your entries here identify the company and division from which you pay your invoices.

The system checks to make sure your entry in the *Payables Integration Company* field matches the value in the *GL Integration Company* field for this particular Infinium CA company.

Assign the same payables integration company to multiple companies. See the *Infinium Payables Ledger/Infinium Purchase Management Guide to Integration* for more information.

Accounting Method

Your entry in the *Accounting Method* field determines how Infinium PM makes entries. The field default value of **2** indicates the accrual accounting method. Override the default with **1** if your company uses the cash accounting method.

If you have a cash company, type either **0** or **1** in the *Split Purchase Price Variance* field. The system will not accept a value of **2** in the *Split Purchase Price Variance* field if you have a cash company.

Caution: If you type **1** (cash) in the *Accounting Method* field and save your entry, the system will not allow you to change the field to **2** (accrual).

Use Project Accounting

Use this field to specify whether to use Infinium PA.

The system displays this field only if you type **S2K** in the *Project Accounting* field in the System Information attribute of entity controls.

```
8/04/00    10:22:14      Work with Company Controls      PRGCCOM    PRDCCOM
_____
                          Inventory Information
Company . . . . . . . . . . . . . :      CO      COMPANY


Headings
  First Part of Storage Index . . .    _____
  Second Part of Storage Index  . .    _____
  Third Part of Storage Index . . .    _____
Validations
  Material/Warehouse Combination  .   _   1=Validation, 2=Warning, 3=No
  Lot Controlled  . . . . . . . . .   _   1=Validation, 2=Warning, 3=No
  First Part of Storage Index . . .   _   1=Validation, 2=Warning, 3=No
  Second Part of Storage Index  . .   _   1=Validation, 2=Warning, 3=No
  Third Part of Storage Index . . .   _   1=Validation, 2=Warning, 3=No
  Storage Index Capacity  . . . . .   _   1=Validation, 2=Warning, 3=No


Storage Control
  Store by Product  . . . . . . . .   _   1=Validation, 2=Warning, 3=No
  Store by Storage Type . . . . . .   _   1=Validation, 2=Warning, 3=No
  Storage Type  . . . . . . . . . .   ____   +

_____
F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
```

Figure 2-24: Inventory Information screen

Company Inventory Information

Use the fields listed under *Headings* to name the three storage index fields. These names display on the screens and reports that use storage index locations.

The fields under the *Validations* and *Storage Control* headings allow you to specify how you want the system to perform validation.

Lot Controlled?

If lot control is enabled at the entity level and you want to disable it for this company, specify no; otherwise, leave this field blank to use the resolution hierarchy or specify yes. When lot control is enabled, the system maintains additional inventory information at the lot level. You can modify this value at the warehouse and item warehouse levels if lot control is enabled at the entity level.

This information is used to allocate raw materials and manufactured products and to facilitate forward and backward traceability of inventory. The *Third Part of Storage Index* field is used to track lot information.

Third Part of Storage Index

If you enabled lot control, you must leave the *Third Part of Storage Index* blank.

Store by Storage Type

If you type **1** or **2** in the *Store by Storage Type* field, you must also complete the *Storage Type* field.

Validation Hierarchy

The system looks to the validation parameters established on the Item Warehouse file first (using the company/warehouse, company, entity hierarchy). If the storage index parameter is **1** or **2**, the system refers to the Inventory Type file. If the validation controls at the Item Warehouse file are blank, the system searches the Infinium CA Control files.

In the Infinium CA Control files, the system follows the warehouse-company-entity hierarchy. If a validation control field is blank, the system moves up the hierarchy. For example, if a storage validation field in the Warehouse file is blank, the system searches the Company file. If a storage validation field in the Company file is blank, the system searches the Entity file. However, if at any level in the control files the storage index parameter is **1** or **2**, the system refers to the Inventory Type file.

If a storage index validation field is **3** at any level, the system does not perform any storage index validation.

```
 8/04/00    10:22:56      Work with Company Controls      PRGCCOM    PRDCCOM
_____
                          Costing Information
Company . . . . . . . . . . . . . :    CO     COMPANY

Cost Based on FIFO/LIFO . . . . . .    _        1=Fifo, 2=Lifo, 3=Neither
Normal Costing Method . . . . . . .    _ +
Standard Cost with GL Variances . .    _        Y=Yes, N=No
Standard Cost Effective Date  . . .    _____
Actual Batch WAC System . . . . . .    _        Y=Yes, N=No
Chase Costs . . . . . . . . . . . .    _        Y=Yes, N=No
Cost Type To Move To Previous . . .    _ +
First Time Upd of Non-Rollup Costs     _        Y=Yes, N=No
Raw Mtl/Purch Prod Cost Check . . .    ___.00  (.xx)




_____
 F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
```

Figure 2-25: Costing Information screen

Company Costing Information

Complete the fields as described in the Entity Costing Information screen.

```
 8/04/00     11:40:35      Work with Company Controls      PRGCCOM    PRDCCOM
_____
                        GL Integration Information
Company . . . . . . . . . . . . . :     CO     COMPANY

Associated JP Company . . . . . . .   ____  +         GL Company  . . :
G/L Plant . . . . . . . . . . . .     ____            GL Currency . . :   USD
G/L Warehouse . . . . . . . . . .     ____
Partial Account Numbers
  Raw Material Inventory  . . . . .   000000000000
  Raw Material Count Variance . . .   000000000000
  Raw Material Revaluation  . . . .   000000000000
  Finished Goods Sales  . . . . . .   000000000000
  Finished Goods Cost of Goods Sold   000000000000
  Finished Goods Inventory  . . . .   000000000000
  Finished Goods Count Variance . .   000000000000
  Finished Goods Revaluation  . . .   000000000000
  Sales Discount  . . . . . . . . .   000000000000
  Unvouchered Payables  . . . . . .   000000000000
  Purchase Price Variance . . . . .   000000000000
  Manufacturing Usage Variance  . .   000000000000
_____
 F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
```

Figure 2-26: GL Integration Information screen

Company GL Integration Information

Complete the fields as described on the Entity GL Integration screen. If you have associated an Infinium GL company to your Infinium CA company, a value displays in the *GL Company* field. If you are using Infinium CM and you have set your base currency, a value displays in the *GL Currency* field.

Assign an Infinium GL company to an Infinium CA company on the company level Base Application Information screen.

The account structure in the Infinium GL and Infinium JP companies must match.

```
 8/04/00     11:41:40      Work with Company Controls      PRGCCOM     PRDCCOM
_____
                            Available To Promise
Company . . . . . . . . . . . . . :     CO     COMPANY

Available to Promise  . . . . . . .  _      Y=Yes, N=No
Number of Days in Search  . . . . .  _____




















_____
F2=Function keys  F3=Exit  F10=QuikAccess  F12=Cancel  F18=Message line
```

Figure 2-27: Available to Promise screen

Company Available to Promise Information

Complete this screen as described earlier in the Entity Available to Promise screen.

```
  8/09/00    12:56:11     Work with Company Controls     PRGCCOM    PRDCCOM
 _____
                         Purchasing Information
 Company . . . . . . . . . . . . . :     CO     COMPANY

 Default Receiver Item View . . . .    _     1=Desc, 2=Item Code, 3=Vendor Item

 Purchasing Tax Default  . . . . . .   _     Y=Yes, N=No
 Tax Authority Default . . . . . . .   ___ +
 Rate Code Default . . . . . . . . .   ____  +
 Recoverable . . . . . . . . . . . .   _     Y=Yes, N=No
 Tax Category Code Default . . . . .   ___ +

 Include Tax In Cost . . . . . . . .   _     Y=Yes, N=No
 Cost Code For Tax . . . . . . . . .   _ +
 Tax Type Included . . . . . . . . .   _     1=Total, 2=Non-Rec, 3=Rec
 Proration Method  . . . . . . . . .   _

 GL Partial Account  . . . . . . . .   _____

 EX API program name . . . . . . . .   _____
 _____
 F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
```

Figure 2-28: Purchasing Information screen

Company Infinium PM Default Tax Information

Only Infinium PM uses your entries in the fields on this screen. Most of these fields also reside at the entity level. Refer to that section within this chapter for field details. If you do not have Infinium PM installed, this screen does not display.

Default Receiver Item View

Use this field to determine the default view for purchase order detail lines on the *Receiver Processing* detail screen. Valid values are:

1   View the items by description

2   View the items by item/commodity code

3   View the items by vendor item code

If you leave this field blank the system assumes you are not defining this field at this level.

EX API program name

If you are using Infinium EX, type **EXGEX** in the *EX API program name* field. This provides you with a data validation and retrieval program to transmit

information to and from Infinium applications using EDI, FAX, and other software.

Define the Infinium EX Data Validation program only at the company level. Refer to the *Infinium Electronic Exchange Guide to Setup and Processing* for more information about transmitting information electronically.

```
2000/08/04  11:46:10          Company Tolerance          DMGTIM    DMDTIM
_____
Company . . . . :     CO  COMPANY                              Page 1 of 1




Type calculation selections, press Enter
  Method for tolerance  . . . .   1    1  Working 2  Calendar
  Time period for tolerance .     1    1  Days

Select tolerance performance detail, press Enter or Function Key to select all
  2=Edit tolerance
 Opt     Performance tolerance description
  _      On time performance tolerance
  _      Quantity performance tolerance
  _      Quality performance tolerance
  _      Unit price performance tolerance
  _      Extended amount performance tolerance
  _      Invoice price performance tolerance
_____
 F3=Exit  F5=Select All  F10=QuikAccess  F12=Cancel  F24=More keys
```

Figure 2-29: Company Tolerance screen

Company Tolerance Levels

Infinium PM and Infinium PL use tolerances. The tolerances you define using this screen apply to all commodities and items within your company unless you establish tolerances as part of a Commodity code or for a specific item warehouse record.

Company tolerances are important in controlling the purchasing cycle. Tolerances enable you to set limits for various areas within Infinium PM to determine whether you accept or reject goods. The system also uses tolerances with invoice matching.

Be aware that the only way to do a total invoice match in Infinium PM and Infinium PL is to use the invoice price performance tolerance at the company level. If you try to create this at a non-company level, the system displays the following message:

Invoice amount tolerance is only valid at the Company level.

Non-company tolerance levels include the Commodity code and item warehouse entity levels. Base currency only affects the unit price and extended amount tolerances at non-company levels. Currency affects the *Not to Exceed* and *Amount* fields.

When you establish tolerances, indicate whether the time period covers only working days or all calendar days. You also define the time period the tolerance is in effect. Establish working days for each company using the *Work with Calendar* option.

Define each tolerance as follows:

- A level (for example, time period or quantity)

- An action to take if the level is exceeded

- A message to be sent if the level is exceeded

- The user who should receive the message

The tolerances you define at the company level are the default tolerances unless you override them at a lower level, as shown in the Tolerance Hierarchy diagram. The system searches all levels within the Item Warehouse first and uses the tolerance values with action fields that are not blank. The system then searches the Commodity code for tolerances and uses any values not found on the Item Warehouse file. The system then searches the company level and uses any values not previously found.

Base Currency and Tolerances

The Infinium PL/Infinium PM interface requires all tolerances to be in the company base currency. When you define tolerances at the company or item warehouse company level, the system defaults and protects the base currency. This defaults from the Company Base Application Information screen. If you define tolerances at the Commodity code or item warehouse entity level, you must enter a company base currency. If your currency entry does not match the company defined base currency, the system displays an error message during Infinium PL/Infinium PM matching due to the unbalanced currencies.

The quality performance tolerance is for future use.

For detailed information on tolerances refer to the *Infinium Purchase Management Guide to Setup and Processing*.

Tolerance Hierarchy
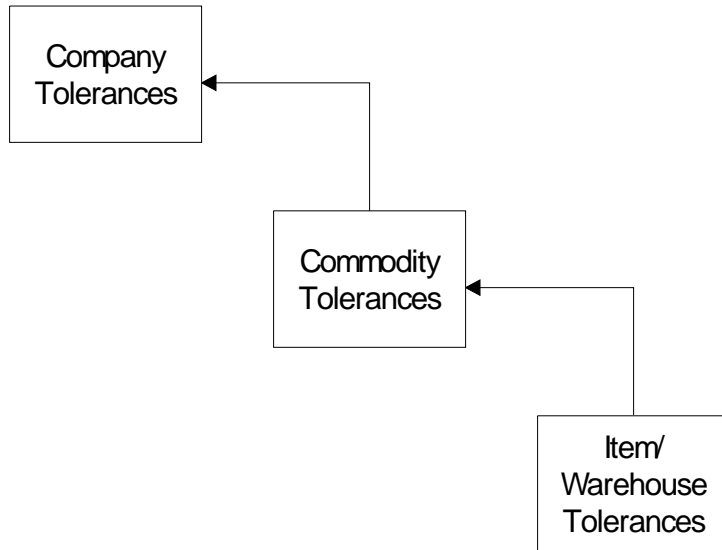
Figure 2-30: Tolerance Hierarchy

Example

Company 1 has item **PEN** that is attached to the Commodity code **MARKER**. The Item Warehouse file tolerance for **PEN** is On time. All other tolerance values are blank. The Commodity code level for **MARKER** is Unit price. All other tolerance values are blank. The company level tolerance is Total invoice. All other tolerance values are blank.

The tolerance that the system returns for **PEN** during Infinium PM receiving and invoice processing contains the values for On time, Unit price, and Total invoice. If **PEN** had a different Commodity code, the values the system returned would contain On time and Total invoice.

You do not have to define tolerances in the Company files. If you leave tolerances blank in the Company files, the system searches starting at the Item Warehouse file, then searches the Commodity code, and if the system fines nothing, it searches the Company record.

```
JUN/25/2003 10:13:04            Company Tolerance              DMGTIM    DMDTIM
_____
Company . . . . :    CC1  CC COMPANY 1                      Page 1 of 1




On time tolerance:

  Days late . . . . . .  ____
  Days late action  . .  _              1  Accept  2  Reject  3  No message



  Days early  . . . . .  ____
  Days early action . .  _              1  Accept  2  Reject  3  No message



 _____

 F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel
```

Figure 2-31: On Time Tolerance screen

The system displays this screen when you select the On time performance tolerance from the Company Tolerance screen.

If you type **3** in the action fields and you exceed the tolerances, the system accepts the item without sending a message.

If you reject an item, you cannot receive the item.

```
2000/08/04  11:47:58         Company Tolerance          DMGTIM    DMDTIM
─────────────────────────────────────────────────────────────────────
Company . . . . :      CO  COMPANY                        Page 1 of 1




Quantity tolerance:

  Over percentage . . .  _____
  Not to exceed (qty) .  _____
  Over action . . . . .  _            1  Accept  2  Reject  3  No message



  Under percentage  . .  _____
  Not to exceed (qty) .  _____
  Under action  . . . .  _            1  Accept  2  Reject  3  No message


─────────────────────────────────────────────────────────────────────
F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel
```

Figure 2-32: Quantity Tolerance screen

The system displays this screen when you select Quantity performance tolerance from the Company Tolerance screen. You can establish quantity tolerances either by percentage or quantity amount.

```
2000/08/04  11:49:23         Company Tolerance          DMGTIM    DMDTIM
─────────────────────────────────────────────────────────────────────
Company . . . . :      CO  COMPANY                        Page 1 of 1




Unit Price tolerance:
  Currency  . . . . . .  USD   United States Dollars

  Over percentage . . .  _____
  Not to exceed . . . .  _____
  Over action . . . . .  _            1  Accept  2  Reject  3  No message



  Under percentage  . .  _____
  Not to exceed . . . .  _____
  Under action  . . . .  _            1  Accept  2  Reject  3  No message


─────────────────────────────────────────────────────────────────────
F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel
```

Figure 2-33: Unit Price Tolerance screen

The system displays this screen when you select Unit price performance tolerance from the Company Tolerance screen.

Currency

Your company's base currency defaults into this field. The system uses this in connection with the *Not to exceed* field's tolerance calculation. If you define tolerances at the Commodity code or item warehouse entity level, you must enter a company base currency.

The Extended Amount and Invoice Price tolerance screens accept the same entries as this screen. Use these screens to create tolerances for those amounts just as you did for Unit Price tolerances, as shown above.

```
 8/04/00     11:50:17      Work with Company Controls      PRGCCOM    PRDCCOM
 _____
                          CM Integration Information
 Company . . . . . . . . . . . . . . :    CO   COMPANY
 GL Company  . . . . . . . . . . . . :            GL Currency . . . . . . : USD

 CM Exchange Rate Types
   CA:
      Item STD cost . . . . . . . . .   _____  +
   PM:
      Work with requisitions  . . . .   _____  +
      Receive purchase orders . . . .   _              1=PO, 2=PL
      Vendor item price . . . . . . .   _____  +

 CM Exchange Rate Type Defaults
   IC:
      Warehouse transfer orders . . .   _____  +
   OP:
      Work with order processing  . .   _____  +
   PM:
      Work with purchase orders . . .   _____  +
 _____
 F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
```

Figure 2-34: CM Integration Information screen

Company Infinium CM Integration Information

Use this screen to establish which exchange rate types default for various systems. The rate type prompts are only valid if you install Infinium CM.

```
  8/04/00    11:50:57      Work with Company Controls      PRGCCOM    PRDCCOM
 _____
                            Workflow Information
  Company . . . . . . . . . . . . . . :     CO     COMPANY

  Infinium Order Processing
    Activate Workflow . . . . . . . .   _     Y=Yes, N=No

  Infinium Purchase Management
    Activate Workflow . . . . . . . .   _     Y=Yes, N=No








 _____
   F3=Exit  F10=QuikAccess  F12=Cancel  F18=Message line
```

Figure 2-35: Workflow Information screen

Workflow Information

This screen functions the same as at the entity level. To activate workflows at the company level type **Y** in the appropriate fields.

Working with Warehouse Controls

A warehouse is a location within a company. Warehouse level controls that you define using the *Work with Warehouse Controls* option apply only to established warehouses.

Several Warehouse level fields are the same as the company or entity level fields. Those fields are not repeated in this section.

The system automatically creates a Costing Location record when you create a warehouse. This ensures a Costing Location record exists should the system require it during any costing process.

Caution: If you plan to use Infinium e-business Solutions with Infinium OP or Infinium PM, do not use an apostrophe (') when naming a warehouse.

Use the menu path below.

▶ *Control Files*

▼ *Work with Warehouse Controls* [WWWC]

```
  8/04/00     12:13:19     Work with Warehouse Controls     PRGCLCM     PRDCLCM
  _____


  Company . . . . . . . . . . . . . .      ____1 +
  Warehouse . . . . . . . . . . . . .      1____  +

















  _____
  F2=Function keys  F3=Exit  F4=Prompt  F6=Create  F24=More keys
```

Figure 2-36: Work with Warehouse Controls prompt screen

To create a new warehouse record, identify the company to which the warehouse belongs. Type the code that you want to identify the warehouse record you are creating. Press F6.

To edit an existing warehouse record, type the company and warehouse in their appropriate fields and press Enter. The system takes you to the Work with Warehouse Controls Attribute selection screen. From this screen, select one or more attributes just as you do when you create or maintain a company record.

The screens not covered in this section have fields that accept the same entries as those in the *Work with Company Controls* or *Work with Entity Controls* options. Refer back to those sections for information.

```
   8/18/00    16:20:59    Work with Warehouse Controls     PRGCLCM    PRDCLCM
  _____
                               Warehouse Information
   Company . . . . . . . . . . . . . :      1     STAN'S COMPANY
   Warehouse . . . . . . . . . . . . :   1          STAN'S BLENDING PLANT

   Active  . . . . . . . . . . . .    Y     Y=Yes, N=No
   Name  . . . . . . . . . . . . .    STAN'S BLENDING PLANT____
   Address 1 . . . . . . . . . . .    101 MAIN STREET_____
   Address 2 . . . . . . . . . . .    _____
   Address 3 . . . . . . . . . . .    _____
   Address 4 . . . . . . . . . . .    _____
   City  . . . . . . . . . . . . .    LOUISVILLE_____
   County  . . . . . . . . . . . .    ____
   State/Province  . . . . . . . .    KY  +
   Country . . . . . . . . . . . .    __
   Zip Code  . . . . . . . . . . .    40277_____
   Telephone . . . . . . . . . . .    _____
   Fax . . . . . . . . . . . . . .    _____
   Alias . . . . . . . . . . . . .    _____
   Contact Name  . . . . . . . . .    _____
  _____
   F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
```

Figure 2-37: Warehouse Information screen

General Warehouse Information

You must complete the *Active*, *Name*, *Address Line 1, City*, *State/Province* and *Zip Code* fields.

Use as many of the address fields as necessary. For example, you might use the *Address 1* field for the street address, the *Address 2* field for the room, floor, or suite number and the *Address 3* field for a department name. This information prints or displays when you or the system requests warehouse data.

Remember, if you mail invoices and other correspondence to a different address, you can enter that information on the Mailing Information screen.

The system uses warehouse information for many applications. For example, the system retrieves the Infinium PM ship-to address and the Infinium OP ship-from address from this file.

If you have the Vertex tax application installed, the *City*, *State/Province,* and *ZIP Code* fields are mandatory. The system displays the Geo Tax Information screen when you press Enter. This only occurs if you install Vertex. On the Geo Tax Information screen, the Geo code default values come from the Vertex files and from your entries in the *City*, *State/Province*, and *ZIP Code* fields on the Warehouse Information screen. You can override these values if necessary. Your entry in the *Geo City Code* field indicates whether a warehouse is subject to city tax. The Vertex files store tax percentages.

Infinium PM does not use Vertex.

```
  8/04/00    12:14:41     Work with Warehouse Controls      PRGCLCM    PRDCLCM


                          Base Application Information
  Company . . . . . . . . . . . . . :      1     STAN'S COMPANY
  Warehouse . . . . . . . . . . . . :   1           STAN'S BLENDING PLANT


  Associated Plant  . . . . . . . . .   ____  +
  Customer Installation Code  . . . .   __
  Update Batch Filled Inventory . . .   _     1=Final, 2=Release
  Report Quantity Totals UM . . . . .   ____  +
  Manufactured or Purchased . . . . .   _     1=Manufactured, 2=Purchased
  Use Advanced Planning . . . . . . .   _     Y=Yes, N=No


  Loss Factor
    Apply at ingredient level . . . .   _   Y=Yes, N=No







  _____

  F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
```

Figure 2-38: Base Application Information screen

Warehouse Base Application Information

If you want to associate this warehouse with other warehouses, complete the *Associated Plant* field. Assigning a warehouse to a plant only affects how the system posts transactions to the general ledger.

All other fields on this screen accept the same values as the fields on the Base Application Information screen in the *Work with Entity Controls* option.

Establishing the User/Warehouse File

Use the *Work with User/Warehouse File* option to establish the company and warehouse that default in options throughout the system. You also use this option to restrict user access to one company and warehouse location, or to authorize user access to all companies and warehouses.

Use the menu path below.

▸ *Control Files*

  ▾ *Work with User/Warehouse File* [WWUWF]

```
   2/03/98    11:29:48    Work with User/Warehouse File    UTR300    UTR300FM


   Position To . . .   User Id or Work Station Id  _____

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

            User Id or
   Opt      Workstation Id
    2       AM2000
    _       BLS
    _       MMTRAIN
    _       PJT
    _       RWL
    _       WMM




   _____
   F2=Function keys  F3=Exit  F6=Create  F10=QuikAccess  F24=More keys        ▌
```

Figure 2-39: Work with User/Warehouse File selection screen

To create a new user or workstation identifier, enter it in the *User ID or Work Station ID field* and press F6. To edit an existing profile, select the profile from the list to alter defaults and authority or to display this information.

From this screen, press F14 to pre-select attribute screens for options on the *Master Files* menu. See the "Establishing User Selections" section later in this chapter for more information.

```
 2/03/98     11:30:12      Work with User/Warehouse File      UTR300      UTR300FM


     User Id or Work Station Id  . . . :    AM2000



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

     Is User Allowed To Work With All  .    Y       Y=Yes, N=No








     _____

     F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
                                                                          ▌
```

Figure 2-40: Work with User/Warehouse File Definition screen

Establish the default company and warehouse using the *Work with Company Controls* and *Work with Warehouse Controls* options, respectively. Both options are on the Infinium CA *Control Files* menu.

Type **Y** in the *Is User Allowed To Work With All* field if the user should have access to information at all companies and warehouses in all Infinium MM and PR applications, except in Infinium PM. Type **N** to restrict the user to only the default company and warehouse.

Formula by Location

If you implemented Formula by Location, the level of formulas that users can create or change is determined by the value in the *Is User Allowed To Work With All* field in addition to allowing users to access all warehouses or restricting users from specific warehouses.

Authorizing Users to All Formulas

To authorize a user to create and work with all formulas, including entity level formulas, follow the steps below.

1 Type **Y** in Is User Allowed To Work With All.

2 Allow the user access to all companies and warehouses in the *Work with User/Whse Security* function.

The combination of setting *Is User Allowed To Work With All* to **Y** and allowing the user access to all warehouses authorizes the user to create and change all formulas, including entity level formulas.

Authorizing Users to Formulas for Multiple Locations

To authorize a user to create and change formulas for multiple locations if you have implemented Formula by Location, follow the steps below.

1 Type **Y** in Is User Allowed To Work With All.

2 Restrict the user from those companies and warehouses to which that user should not be authorized in the *Work with User/Whse Security* function. The user cannot create or change entity level formulas.

Authorizing Users to Formulas for a Single Warehouse Only

To authorize a user to create and change formulas for only one warehouse if you have implemented formula by location, follow the steps below.

1 Type **N** in Is User Allowed To Work With All.

2 Complete *Company* and *Warehouse.*

Infinium PM Security

Establish warehouse-level security for Infinium PM using the *Work with User/Whse Security* option. However, you must establish the defaults and user authority with this option before you can establish security for Infinium PM.

The default company you define for a user in this option and in the *Work with User/Whse Security* option must be the same. If they are different, the company you specify in this option is the overriding value.

If a user profile you establish using the *Work with User Profile* option in Infinium PM has access to a specific company group, the company you specify on this screen must be valid for that company group. Use the Infinium PM *Work with Purchasing Company Grp* option on the *Control Files* menu to establish company groups and to assign companies to them.

Defining User Warehouse Security

Warehouse security restricts users from a warehouse. If a new warehouse is added to the system, all users automatically have access to the warehouse; therefore, restrictions must be established where they apply. Warehouse security restrictions are added or removed in Infinium CA.

The warehouse security option affects Infinium IC, Infinium PM, Infinium OP, Infinium LA, Infinium MC, Infinium MP, Infinium RM and Infinium PF. The *Defining User Warehouse Security* section of this guide covers the information for all applications.

Prerequisites

Before you set up warehouse security in Infinium CA, you must enter a profile in the *Work with User/Warehouse File* option to establish the user's company and warehouse defaults and whether the user has access to more than the defaults. If you do not enter a profile in the *Work with User/Warehouse File* function, you cannot access the *Work with User/Whse Security* function to set up restrictions. After you set up a profile and its defaults, you can access the *Work with User/Whse Security* function and establish whether the user has access to each warehouse within a company.

Infinium OP and Infinium PM do not use the values from the *Work with User/Warehouse File* option as the defaults on the initial security screen.

Use the menu path below.

▸ *Control Files*

 ▾ *Work with User/Whse Security* [WWUWS]

```
    6/28/00    11:18:49     Work with User/Whse Security     DMGWSM     DMDWSM
  ─────────────────────────────────────────────────────────────────────────

   User profile  . . . . . . . . . . .     NLD_____


   Type options, press Enter
     2=Change

    Opt   Company









  ─────────────────────────────────────────────────────────────────────────
   F2=Function keys  F3=Exit  F4=Prompt  F6=Add  F24=More keys
```

Figure 2-41: Warehouse Security Maintenance prompt screen

This screen provides access to the user's current warehouse security by company. Only companies with at least one user warehouse restriction display on this screen.

Type **2** in the *Opt* field to change an existing user warehouse security assignment.

To add a user warehouse security assignment by company, press F6 and a screen similar to the one below is displayed.

```
  9/27/00    15:10:51     Work with User/Whse Security     DMGWSM     DMDWSM
 _____

 User profile  . . . . . . . . . . .     NLD_____
 Company . . . . . . . . . . . . . .      INF +

 Type options, press Enter
   2=Change

  Opt  Company









 _____
 F2=Function keys  F3=Exit  F4=Prompt  F6=Add  F24=More keys
 No items to display.
```

Figure 2-42: Work with User/Whse Security Maintenance prompt screen

Specify a company for which you want to set up restrictions in the *Company* field. Press Enter to continue.

```
  9/27/00    15:20:51     Work with User/Whse Security     DMGWSM     DMDWSM
 _____
 User profile  . . . . . . . . . . :    NLD
 Company . . . . . . . . . . . . . :     INF

 Enter 0 to restrict access ; 1 to allow access
 Opt  Whse   Description                   City                  State
  1   INFW1  HYANNIS WAREHOUSE             HYANNIS               MA
  0   INFW2  LOUISVILLE WAREHOUSE          LOUISVILLE            KY







                                                               Bottom
 _____
 F2=Function keys  F3=Exit  F6=Save  F10=QuikAccess  F24=More keys
```

Figure 2-43: Work with User/Whse Security Maintenance screen

The system also displays this screen when you type **2** in the *Opt* field on the Work with User/Whse Security Maintenance prompt screen.

The Warehouse Security Maintenance screen initially displays with a **1** in the *Opt* field next to all warehouses indicating that the user is authorized to access those warehouses. To restrict the user from access to a warehouse, type **0** in the *Opt* field.

When you type **0** in the *Opt* field to restrict a user from a warehouse, the company associated with the warehouse displays on the Work with User/Whse Security Maintenance prompt screen as shown in the screen below.

```
  9/27/00     15:24:20      Work with User/Whse Security      DMGWSM     DMDWSM
  _____

  User profile  . . . . . . . . . . .      NLD_____


  Type options, press Enter
    2=Change

  Opt   Company
   2       INF









                                                                       Bottom
  _____
  F2=Function keys  F3=Exit  F4=Prompt  F6=Add  F24=More keys
```

Figure 2-44: Work with User/Whse Security Maintenance prompt screen

To change the existing warehouse security restrictions, type **2** in the *Opt* field. When you press Enter, the Work with User/Whse Security Maintenance screen displays.

Removing User Warehouse Restrictions

Delete all warehouse restrictions for a company by typing **1** in the *Opt* field in each of the company and warehouse combinations on the Warehouse Security Maintenance screen and pressing Enter. You must press F3 to exit.

User Warehouse Security in Infinium Inventory Control

Warehouse security restrictions for Infinium IC are set up in *the Work with User/Whse Security* function in Infinium CA. Infinium IC functions that require a company and warehouse to be specified are governed by the *User/Whse Security* function. If an Infinium IC menu option allows the *Warehouse* field value to be blank, the system checks security for all warehouses. If a warehouse restriction exists, the system will not allow access to all warehouses.

You must enter warehouses one at a time. The same check occurs if a menu option allows the multi-selection of warehouses. The system checks the warehouses included in the multi-selection and if a restriction is found, the system does not allow multi-selection.

In the work with menu options where the override default screen allows you to override the warehouse entered on the selection screen, the system still performs a security check on the override screen.

User Warehouse Security in Infinium Purchase Management

Warehouse security within Infinium PM restricts the warehouse locations that you can access. Certain authorities for warehouse security in Infinium PM are set up in Infinium CA. Warehouse restrictions exist in the *Work with requisitions* function, *Work with quotation requests* function, *Work with purchase orders* function, *Work with sourcing support* function, *Work with auto-sourcing* function, *Receive purchase orders* function and *Work with returns* function.

A user can also access the Infinium CA *Work with User/Whse Security* function from Infinium PM by using the User warehouse security attribute in the *Work with User Profile* function.

In the General Information attribute in the *Work with User Profile* function, you can specify the warehouse that defaults into warehouse fields within Infinium PM. The system checks all entries in the warehouse fields to ensure the user is not restricted from that warehouse.

User Warehouse Security in Infinium Order Processing

Warehouse security within Infinium OP restricts the warehouse locations that you can access. You change warehouse security restrictions for Infinium OP in the Infinium CA *Work with User/Whse Security* function.

You will not be able to process an order (order creation, modification, shipping, receiving, invoicing, authorizing returns, proofing/posting EDI orders, copying orders, reports and inquiries) if you do not have authority to the default ship from warehouse assigned to the order. For warehouse transfer orders, you must be authorized to both the ship to as well as the ship from warehouse. Unauthorized warehouses will not display on the warehouse selection displays, the order selection displays (shipping, invoicing), or reports.

User Warehouse Security in Infinium Laboratory Management

Warehouse security within Infinium LA restricts the warehouse locations that you can access. You change warehouse security restrictions for Infinium LA in the Infinium CA *Work with User/Whse Security* function. Warehouse security is added to the work with, display and report options.

For menu options where a warehouse is not required, the system still checks the warehouse that you enter on the screen. If no warehouse is entered, the system checks Infinium CA to see if you are restricted from any warehouses. If you are restricted to certain warehouses, you can not leave the *Warehouse* field blank.

In the work with menu options where the override default screen allows you to override the warehouse entered on the selection screen, the system still performs a security check on the override screen.

If you implemented Formula by Location and you want to work with entity level formulas, you must have authority to all companies and warehouses and the *Is User Allowed To Work With All* field in the *Work with User/Whse Security* function must be **Y**.

User Warehouse Security in Infinium Manufacturing Control

Warehouse security within Infinium MC restricts the warehouse locations that you can access. You change warehouse security restrictions for Infinium MC

in the Infinium CA *Work with User/Whse Security* function. Warehouse security is added to the work with, display and report options.

For menu options where a warehouse is not required, the system still checks the warehouse that you enter on the screen. If no warehouse is entered, the system checks Infinium CA to see if you are restricted from any warehouses. If you are restricted to certain warehouses, you can not leave the *Warehouse* field blank.

In the work with menu options where the override default screen allows you to override the warehouse entered on the selection screen, the system still performs a security check on the override screen.

User Warehouse Security in Infinium Advanced Planning

Warehouse security within Infinium MP restricts the warehouse locations that you can access. You change warehouse security restrictions for Infinium MP in the Infinium CA *Work with User/Whse Security* function. Warehouse security is added to the work with, display and report options.

For menu options where a warehouse is not required, the system still checks the warehouse that you enter on the screen. If no warehouse is entered, the system checks Infinium CA to see if you are restricted from any warehouses. If you are restricted to certain warehouses, you can not leave the *Warehouse* field blank.

Open Plan ID's will not be available in all menu options if the user is not authorized to a specific warehouse. Open plans can be created for long periods of time, but if the user warehouse security changes, the plan availability also changes.

In the work with menu options where the override default screen allows you to override the warehouse entered on the selection screen, the system still performs a security check on the override screen.

User Warehouse Security in Infinium Regulatory Management

Warehouse security within Infinium RM restricts the warehouse locations that you can access. You change warehouse security restrictions for Infinium RM in the Infinium CA *Work with User/Whse Security* function. Warehouse security is added to the work with, display and report options.

For menu options where a warehouse is not required, the system still checks the warehouse that you enter on the screen. If no warehouse is entered, the system checks Infinium CA to see if you are restricted from any warehouses. If you are restricted to certain warehouses, you can not leave the *Warehouse* field blank.

In the work with menu options where the override default screen allows you to override the warehouse entered on the selection screen, the system still performs a security check on the override screen.

User Warehouse Security in Infinium Formula Management

Warehouse security within Infinium PF restricts the warehouse locations that you can access. You change warehouse security restrictions for Infinium PF in the Infinium CA *Work with User/Whse Security* function. Warehouse security is added to the work with, display and report options.

For menu options where a warehouse is not required, the system still checks the warehouse that you enter on the screen. If no warehouse is entered, the system checks Infinium CA to see if you are restricted from any warehouses. If you are restricted to certain warehouses, you can not leave the *Warehouse* field blank.

In the work with menu options where the override default screen allows you to override the warehouse entered on the selection screen, the system still performs a security check on the override screen.

If you implemented Formula by Location and you want to work with entity level formulas, you must have authority to all companies and warehouses and the *Is User Allowed To Work With All* field in the *Work with User/Whse Security* function must be **Y**.

Establishing User Selections

User Selections

To expedite data entry, choose attribute screens you want to preselect when you use options from the *Master Files* menu. You will be able to override the pre-selections on the attribute screens of the individual options.

Use the menu path below.

▶ *Control Files*

▼ *Work with User Selections* [WWUS]

```
2/03/98    11:31:11       Work with User Selections      CAGUPM    CADUPM


User Profile  . . . . . .:  PJT         Patty Sears's AM Profile
Position to . . . Sequence  00000

Type options, press Enter.
  2=Change

Opt   Description                Sequence
 2    Work with Products         00001
 _    Work with Item Warehouse   00002
 _    Work with Raw Materials    00003
 _    Work with Non-Inventory    00004
 _    Work with MP Workbench     00005




                                                                  Bottom

F2=Function keys  F3=Exit  F10=QuikAccess  F18=Message line  F22=Delete  ▮
```

Figure 2-45: Work with User Selections selection screen

The defaults you establish using this option affect only the user currently signed onto the system. Choose the option or options for which you want to pre-select attributes.

If you want to pre-select attributes for several users, you must establish defaults for each individually. You can also access this option from the *Work with User/Warehouse File* option and copy the defaults from one profile to

another. The "Copying User Selections" topic explains how to use the copy function.

```
 2/03/98    11:31:22       Work with User Selections       CAGUPM     CADUPM


 User Profile  . . . . . . . . . .  :  PJT         Patty Sears's AM Profile
 Defaults for  . . . . . . . . . .  :  Work with Products

 Select one or more of the following.   Then press Enter
   0=No Default   1=Default

   1     General Information
   1     Inventory Information
   0     Customer Order Information
   0     Purchasing Information
   0     Miscellaneous Information
   0     Maintain Synonym
   0     Maintain Cost
   1     Maintain Item/Warehouse Information




 F2=Function keys  F3=Exit  F7=Clear Defaults  F24=More keys
```

Figure 2-46: Work with User Selections screen

User Selection Attributes for the Product File

A screen similar to the one shown above that lists the attributes available for the option displays. For the purposes of this guide, the screen for the *Work with Products* option is shown as an example.

All fields default to **0**. To select the attributes that you want the system to automatically select when you access the option named in the *Defaults for* field at the top of the screen, type **1** in the field to the left of the attribute name. You can override the default when you access the option.

If you are changing selections, you can override **1** in any field with **0**, or press F7 to reset all selections to **0**.

Copying User Selections

Copy pre-selected defaults that you set up in the *Work with User Selections* option by accessing it through the *Work with User/Warehouse File* option.

Use the menu path below.

▶ *Control Files*

  ▼ *Work with User/Warehouse File* [WWUWF]

```
  2/03/98    11:31:51     Work with User/Warehouse File     UTR300     UTR300FM


  Position To . . .  User Id or Work Station Id   _____


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


            User Id or
  Opt       Workstation Id
    _       AM2000
    _       BLS
    _       MMTRAIN
    _       PJT
    _       RWL
    _       WMM





  _____
  F2=Function keys  F3=Exit  F6=Create  F10=QuikAccess  F24=More keys
                                                                    ▌
```

Figure 2-47: Work with User/Warehouse File selection screen

From either the User/Warehouse File selection screen or the User Warehouse Definition screen shown in the last section of this chapter, press F14 to access the *Work with User Selections* option to pre-select attribute screens for options on the *Master Files* menu.

```
 2/03/98    11:32:14       Work with User Selections       CAGUPM    CADUPM
 _____

 User Profile  . . . . . .:  PJT         Patty Sears's AM Profile
 Position to . . . Sequence  00000

 Type options, press Enter.
   2=Change   3=Copy

 Opt    Description                 Sequence
  3     Work with Products          00001
  _     Work with Item Warehouse    00002
  _     Work with Raw Materials     00003
  _     Work with Non-Inventory     00004
  _     Work with MP Workbench      00005




                                                               Bottom
 _____
 F2=Function keys  F3=Exit  F10=QuikAccess  F18=Message line  F22=Delete
```

Figure 2-48: Work with User Selections selection screen

User Selection Screen

Choose the option or options for which you want to copy pre-selected attributes for another user by typing **3** in the *Opt* field.

```
 7/29/98    10:47:25        Work with User Selections      CAGUPM     CADUPM


  User Profile  . . . . . . . . . . :  PJT       Patty Sears's AM Profile

  Copy User Profile Defaults (ALL)

  From Profile  . . . . . . . . . . .   _____
  To Profile  . . . . . . . . . . . .   _____
















  F2=Function keys  F3=Exit  F6=Copy  F10=QuikAccess  F24=More keys
                                                                   ▌
```
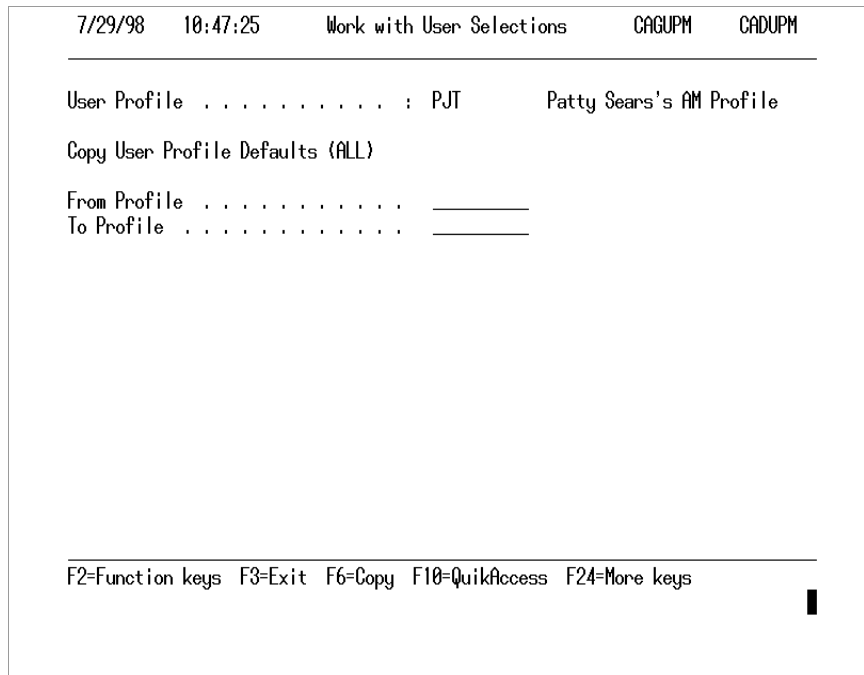
Figure 2-49: Work with User Selections Copy screen

Copying User Selections

Type the user profile identifiers in the *From Profile* and *To Profile* fields.
Press F6 to copy the selections.

Notes

Chapter 3 Setting up Code Files

3

The chapter consists of the following topics:

Overview of Setting up Code Files

Infinium CA contains several code files that the system uses throughout Infinium MM and PR applications.

After you complete this chapter, you should know how to define and maintain the following:

- Calendar, which Infinium PM, Infinium IC, and Infinium MP use

- Code tables, which contain codes that you enter in various applications throughout the system

- Commodity code, which you assign to raw material and product records for use by Infinium PM

- Product Sales Category codes, which you assign to product records to sort various displays and reports

- Department of Transportation codes, which you assign to product records for use by Infinium OP

- User-defined fields, which allow you to set up fields for options throughout the system so that users can enter additional information that your company requires

- Lead times that Infinium IC, Infinium MP, and Infinium PM use

Working with Calendar

Use this option to establish the number of working days for each month of a year. You must define calendars so various applications can calculate information accurately. The system uses this file in various applications.

- Infinium OP uses this file to determine scheduled shipping dates and to ensure that dates for master orders and future orders are working days.

- From Infinium IC, the system refers to this file and adds working days to the last cycle count date for individual items (as you established in the *Work with Item Warehouse* option) to determine the next cycle count date for Reorder Point Processing.

- In Infinium MP, the system refers to this file to calculate need and start dates for items on Master Production Schedules and Material Requirements Plans.

- Infinium PM uses the Calendar file to calculate need dates.

Use the menu path below.

▶ *Code Files*

　▼　*Work with Calendar* [WWCAL]

```
  2/03/98      13:34:17          Work with Calendar         PRGWDCM    PRDWDCM


 Position to . . . Company . . . . . . . . . . . . . .       IS1  +
                   Warehouse . . . . . . . . . . . .        ISW1  +
                   Year and Month  . . . . . . . . . .       ___  _
 Type options, press Enter.
   2=Change  3=Copy  4=Delete  5=Display  6=Print

 Opt    Company    Warehouse     Year     Month
   _       IS1       ISW1        1997       01
   _       IS1       ISW1        1997       02
   _       IS1       ISW1        1997       03
   _       IS1       ISW1        1997       04
   _       IS1       ISW1        1997       05
   _       IS1       ISW1        1997       06
   _       IS1       ISW1        1997       07
   _       IS1       ISW1        1997       08
   _       IS1       ISW1        1997       09
   2       IS1       ISW1        1997       10
                                                               More...


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

Figure 3-1: Work with Calendar selection screen

You can create calendar records for a company that affects all warehouses that belong to that company, or for a specific warehouse.

To create a new calendar record for a company, type a valid company in the *Company* and *Warehouse* fields. Complete the *Year and Month* field.

To create a new calendar record for a warehouse, type a valid company and warehouse in the *Company* and *Warehouse* fields. Complete the *Year and Month* fields.

To edit an existing calendar record, type **2** beside it and press Enter .

To copy an existing calendar record to another company and/or warehouse, type **3** in the *Opt* field.

```
   2/03/98     13:34:38              Work with Calendar           PRGWDCM    PRDWDCM


   Company . . . . . . . . . . . . . . :     IS1     INFINIUM SOFTWARE (INSTRUCTOR)
   Warehouse . . . . . . . . . . . . :     ISW1    INFINIUM WAREHOUSE #1
   Year and Month  . . . . . . . . . :     1997    10

      Sunday      Monday     Tuesday    Wednesday   Thursday     Friday      Saturday
   |          |          |          |  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    W  |  24    W  |  25    _  |
   |_____|_____|_____|_____|_____|_____|_____|
   |  26    _  |  27    W  |  28    W  |  29    W  |  30    W  |  31    W  |           |
   |_____|_____|_____|_____|_____|_____|_____|
   |          |          |          |
   |_____|_____|_____|


   F2=Function keys  F3=Exit  F10=QuikAccess  F12=Cancel  F18=Message line
```

Figure 3-2: Work with Calendar screen

Calendar Specifics

Monday through Friday have the default value **W**. Add or delete working days as needed.

Press Enter to display the calendar for the next month.

Press F3 to save your entries and return to the first screen of the option.

Use the *Print Working Days Calendar* option to print calendar records by company. You can request the report for a range of months.

Working with Code Tables

The system uses Code Value tables to validate information that you enter in specific fields for associated code types. While multiple applications use some of these code values, others are specific to a single application, such as Infinium PM or Infinium IC.

Code tables have the following two elements:

- Code types refer to fields for which you can define input
- Code values refer to input those fields will accept

Use the *Work With Code Tables* option to define both code types and code values. However, if you plan to add code types, be sure you have made the appropriate database changes and that program logic exists in Infinium applications to support the new types.

Use the menu path below.

▸ *Code Files*

    ▾ *Work With Code Tables* [WWCT]

```
  2/03/1998  13:34:57           Code Maintenance            DMGCDM    DMDCDM


   Position to . . .    System designator . . . .  __  Code type . . . .  __

   Type options, press enter
     2=Change   4=Delete   5=Display   12=Work with code values

   Search  ___   _____  _  __  _
   Opt  Code type  Code type description       Active  System  Source
    12    SHP      Ship-to Location Table         1     PM       1
    __    VPT      Vendor Price Type              1     PM       1
    __    FMT      MSDS Print Format              1     RM       1
    __    INT      Input Temperature UM           1     RM       1
    __    TMP      Temperature UM                 1     RM       1




   F3=Exit  F5=Refresh  F6=Add New Type  F10=QuikAccess  F24=More keys
```

Figure 3-3: Code Maintenance selection screen

Type **12** next to the code type for which you want to define or update code values.

If you are using Infinium CM, the system validates currency values against currency information in Infinium CM. If you do not use Infinium CM, the system validates currency against the Infinium CA code types you create for the code value **CUR**. Also, the currency for Infinium PM and Infinium PL should be the same.

```
   2/03/1998  13:37:05        Code Value Maintenance        DMGCVM    DMDCVM
   ────────────────────────────────────────────────────────────────────────

   Code type . . . . :  SHP  Ship-to.Location.Table........

   Position to . . . .    Code Value  .  _____
                          Company . . .  ____  +
   Type options, press enter
      2=Change   4=Delete   5=Display
   ─────────────────────────────── S e a r c h ───────────────────────────
      _____    ____  _____   _
   Opt Ship-to location . .     Company Description  . . . .        Active
    2  BLDG1                             CORPORATE HEADQUARTERS        1
    _  BLDG2                             TRAINING CENTER               1




      _____
   F3=Exit  F4=Prompt  F5=Refresh  F6=Add  F10=QuikAccess  F24=More keys
                                                                      █
```

Figure 3-4: Code Value Maintenance selection screen

Adding Code Values

To add a new code value, press F6 to proceed to the Code Value Maintenance Definition screen. When you add a code value be sure to type the code value in upper case letters because application programs that use code values require this. The description does not have to be in upper case letters.

You can also select an existing code value to update, delete, or view.

Caution: Do not delete or change code values that the system currently uses in any of the applications. Do not delete any State Code values under the code type **SCT**.

Remember that code values are entries the system can validate when you enter them in fields identified by the code type for which you establish them.

In some cases, the system uses one code type and its code values to validate the responses of another code type. For example, the system uses the **FOV** Code type and its code values, **0** for origin and **D** for destination, to validate the responses of the *Obligation* field on the **FOB** code type.

```
 2/03/1998  13:37:05        Code Value Maintenance         DMGCVM    DMDCVM


 Code type . . . . . . :  SHP      Ship-to.Location.Table........
 Company number  . . .    ____
 Active code type  . . .  1        ( 0   Inactive,  1   Active )

 Ship-to location . .     BLDG1____

 Description  . . . .     CORPORATE HEADQUARTERS_____

 Address line 1 . . .     MAIN ST_____

 Address line 2 . . .     _____

 Address line 3 . . .     _____

 Address line 4 . . .     _____

 Address line 5 . . .     BOSTON, MA 02670_____
                                                              +

 F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F18=Message line

                                                              █
```

Figure 3-5: Code Value Maintenance Definition screen

Defining Code Values

Define the code value by making the following entries:

- Type a company in the *Company number* field if a code value should be valid for only one company. Otherwise, leave the field blank and the code value will be valid for all companies. Depending on the code type you are working with, the system may require an entry in the *Company number* field.

- Indicate whether this code value is active. The system cannot validate inactive codes.

- Type the code value.

- Type a description for the code value.

If you are creating a new code value, press Enter to save your entries. The system clears all fields on the screen and you can enter another code value.

When you finish updating and you have entered all your new code values, press F3 to return to the Code Value Maintenance selection screen. Press F5 to refresh the screen and display the code values you just created.

The code type **PHR** allows for eighteen, 30-character description lines so you can allow additional information to print on your purchase orders. Also, if you have Infinium CM installed, do not make entries in the *Exchange Rate* and *Effective* fields on the code type **CUR**.

Establishing Commodity Codes

Commodity codes provide you an additional way to track and group items. Infinium PM uses Commodity codes to establish the source of the cost per unit tax information that defaults to the Purchase Order detail screen in the *Work with Purchase Order* option. The system also uses Commodity codes for reporting and approval routing.

Use this option to define valid Commodity codes, which include the following information:

- A cost source for the commodity:

  The default cost source applies to all items within the commodity and defaults when you add the item to a requisition or purchase order.

- Tolerances for the commodity, such as time and quantity:

  These tolerances override the tolerances defined at the company level and apply to all items assigned the Commodity code.

- Purchasing tax default information:

  Tax default information established on the Commodity code defaults into Infinium PM.

After you establish valid Commodity codes, the system requires that you assign a Commodity code to each product and raw material you create if you use Infinium PM.

Establish a default Commodity code that the system assigns to every raw material and product record you create by completing the *Default Commodity Code* field in the *Work with Entity Controls* option. For more information about this field, refer to the Base Application Information screen explained in the "Working with Entity Controls" topic of the "Establishing Control Files" chapter.

Use the menu path below.

- *Code Files*
  - *Work with Commodity Code* [WWCC]

```
  2/03/98      13:39:08     Work with Commodity Code        PRGCYM     PRDCYM
  _____

  Commodity code  . . . . . . . . . .    MRO_____  +

















  _____
  F2=Function keys  F3=Exit  F4=Prompt  F6=Create  F24=More keys
                                                                        ▐
```
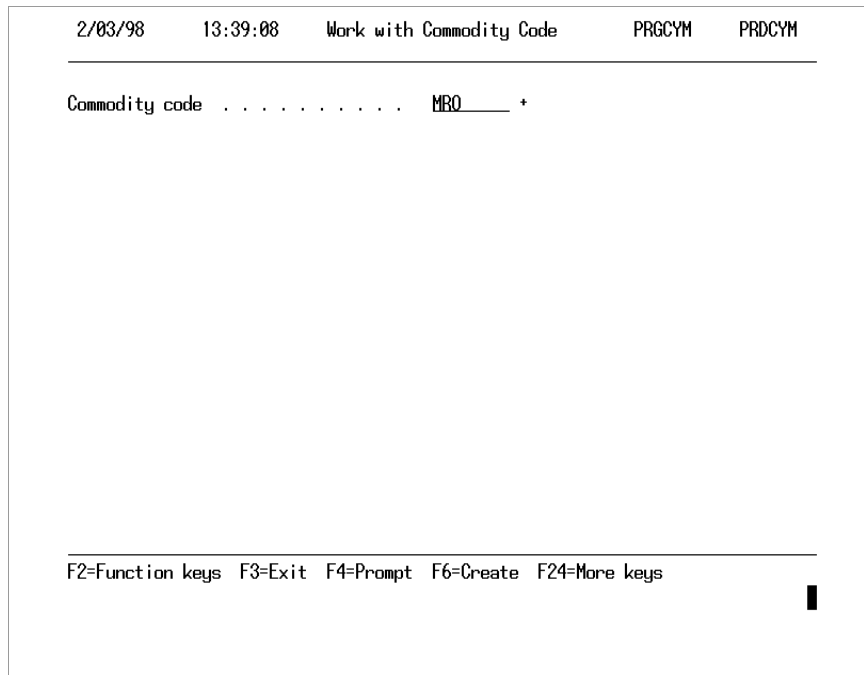
Figure 3-6: Work with Commodity Code prompt screen

To create a new Commodity code, complete the *Commodity code* field. To
update an existing record, select one of the codes that display.

```
  2/03/98      13:39:20     Work with Commodity Code        PRGCYM     PRDCYM
  _____

  Commodity code  . . . . . . . . . :    MRO


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

  Opt     Attribute
   2      Purchasing Information
   2      Maintain Tolerance Definition








  _____
  F2=Function keys  F3=Exit  F6=Save  F10=QuikAccess  F24=More keys
                                                                        ▐
```
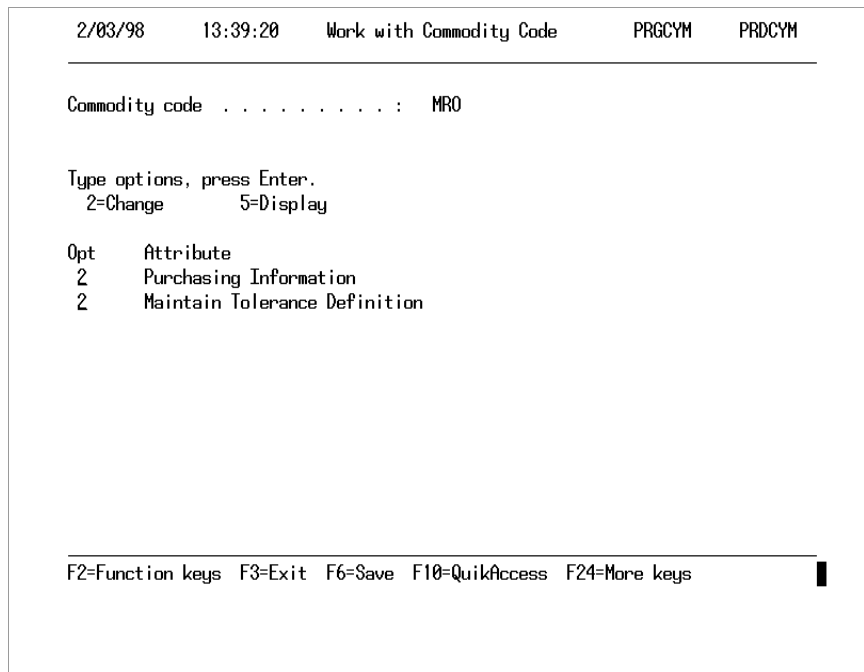
Figure 3-7: Work with Commodity Code Attribute selection screen

Defining Commodity Codes

Select one or more attributes. This chapter discusses attribute screens in the order they display on the screen.

```
  2/03/98        13:39:41      Work with Commodity Code        PRGCYM      PRDCYM
 _____

  Commodity code  . . . . . . . . . :  MRO
  Commodity description . . . . . . .  MAINTENANCE/REPAIR/OPERATING

  Enter
  Inventory Cost  . . . . . . . . . .  _
  Vendor Item Cost  . . . . . . . . .  _

  Purchasing Tax Default  . . . . . .  Y  Y=Yes, N=No
  Tax Authority Default . . . . . . .  MA_ +
  Rate Code Default . . . . . . . . .  5%___ +
  Recoverable . . . . . . . . . . . .  N  Y=Yes, N=No
  Tax Category Code Default . . . . .  MAJ +

  Gross Weight per Unit . . . . . . .  _____
  Gross Weight Unit of Measure  . . .  ___ +

  Cube per Unit . . . . . . . . . . .  _____
  Cube Unit of Measure  . . . . . . .  ___ +
 _____

  F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys

```

Figure 3-8: Work with Commodity Code Purchasing Information screen

Commodity Code Cost Information

If you want the cost of an item to be the default value in the *Cost per unit* field when you create requisitions and purchase orders, type **1** next to the cost source you want the system to use.

Inventory Cost

If you type **1** in the *Inventory Cost* field, the system uses the normal cost you define on the Costing Information screen in the control files.

Vendor Item Cost

If you type **1** in the *Vendor Item Cost* field, you set up the vendor item cost in Infinium PM using the *Work with vendor price* option with a price type of **BAS**.

If the system does not find a cost for the item and cost you select, or if you do not select a cost on this screen, the *Cost per unit* field will be blank.

The *Purchasing Tax Default*, *Tax Authority Default, Rate Code Default*, *Recoverable*, and *Tax Category Code Default* fields function the same as they did in the Infinium CA Control files.

```
   2/03/1998  13:40:38        Commodity Tolerance          DMGTIM    DMDTIM
                                                             Page 1 of 1
   Commodity code  :   MRO..... MAINTENANCE/REPAIR/OPERATING..




   Type calculation selections, press Enter
     Method for tolerance  . . . .   1     1  Working 2  Calendar
     Time period for tolerance .    1     1  Days

   Select tolerance performance detail, press Enter or Function Key to select all
     2=Edit tolerance
    Opt      Performance tolerance description
     _       On time performance tolerance
     _       Quantity performance tolerance
     _       Quality performance tolerance
     _       Unit price performance tolerance
     _       Extended amount performance tolerance
     _       Invoice price performance tolerance

   F3=Exit  F5=Select All  F10=QuikAccess  F12=Cancel  F24=More keys
```

Figure 3-9: Commodity Tolerances selection screen

Commodity Code Tolerances

The tolerances you define using this screen override the tolerances you defined at the company level. Through the *Work with Item Warehouse* option you can also create tolerances that override the commodity level tolerances.

Because you create purchase orders at the company level, the system works with the Invoice price performance tolerance only at the company level. This is necessary to ensure that the system compares the purchase order and invoice information at the same level.

If you define Unit Price, Extended Amount, or Invoice Price tolerances and use the *Not to exceed* fields, make sure an entry exists in the *Currency* field on those screens.

For detailed information on tolerances refer to the *Infinium Purchase Management Guide to Setup and Processing*.

Creating Product Sales Categories

Assign Product Sales Category codes to product records so you can categorize items for displays and reports. For example, the *Display Costs* option discussed in the "Managing Costs" chapter allows you to view individual product costs when you request a product sales category. You can also assign a partial general ledger account to Product Sales Category codes for use with Infinium JP.

Use the menu path below.

▸ *Code Files*

   ▾ *Work with Product Sales Category* [WWPSC]

```
  2/03/98    13:41:29   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
 2         CAT5      BEVERAGES






  _____
  F2=Function keys  F3=Exit  F6=Create  F8=Print  F24=More keys
                                                              ▌
```
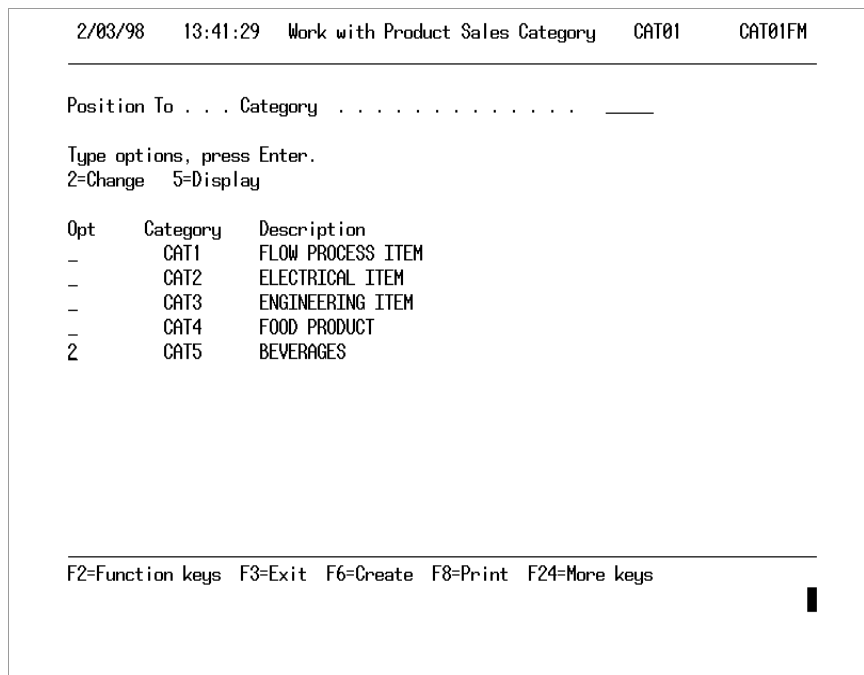
Figure 3-10: Work with Product Sales Category selection screen

To create a new code, complete the *Category* field. To update an existing record, make a selection from the codes that display.

```
2/03/98    13:42:00   Work with Product Sales Category    CAT01      CAT01FM


Category  . . . . . . . . . . . . :    CAT5



Sales Partial GL  . . . . . . . .     000000000000

Cost Partial GL . . . . . . . . .     000000000000

Category Description  . . . . . .     BEVERAGES








F2=Function keys  F3=Exit  F10=QuikAccess  F12=Cancel  F24=More keys
```
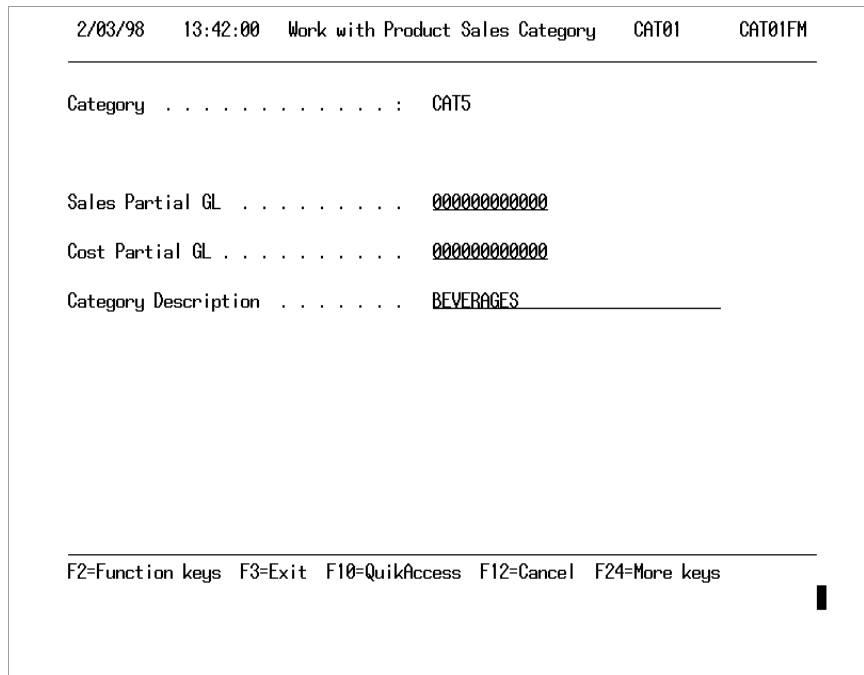
Figure 3-11: Work with Product Sales Category screen

Product Sales Categories and Infinium JP

Infinium JP can use the *Sales Partial GL* and *Cost Partial GL* fields to construct accounts for products assigned to this category.

Defining Department of Transportation Codes

Department of Transportation (DOT) records store information about government transportation requirements. 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]

```
 2/03/98    13:42:55   Work with Dept of Transportation    CAGDTM    CADDTM


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

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

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








   F2=Function keys  F3=Exit  F6=Create  F8=Print  F24=More keys       ▮
```
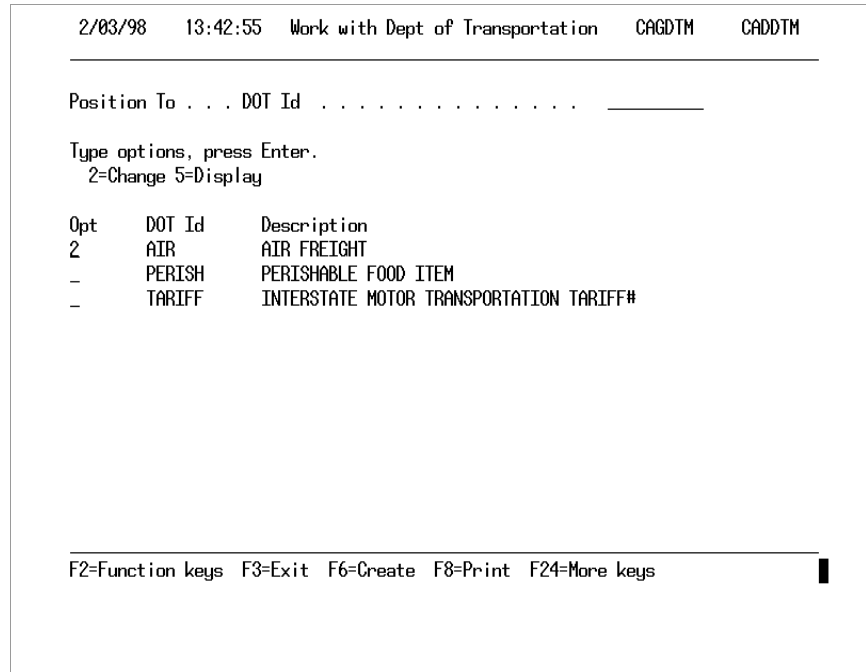
Figure 3-12: Work with Department of Transportation selection screen

To create a new code, complete the *DOT Id* field. To update an existing record, make a selection from the codes that display.

```
2/03/98    13:43:07   Work with Dept of Transportation     CAGDTM     CADDTM


DOT Id  . . . . . . . . . . . . . :     AIR



DOT Number  . . . . . . . . . . .     99999

Major Description . . . . . . . . .     AIR FREIGHT

Description Line 2  . . . . . . . .     THIS PRODUCT IS TO BE AIR FREIGHT ONLY

Description Line 3  . . . . . . . .

Description Line 4  . . . . . . . .

Hazardous Material  . . . . . . . .     N   Y=Yes, N=No




F2=Function keys  F3=Exit  F10=QuikAccess  F12=Cancel  F24=More keys
```

Figure 3-13: Work with Department of Transportation screen

DOT Specifics

The system prints the descriptions you type on this screen on your forms, if you customize them to accept this information.

If you type **Y** in the *Hazardous Material* field, **Y** prints on the bill of lading.

Working with User-Defined Fields

Options in various applications throughout the Infinium MM and PR Suites have fields that you can define for your organization. Five fields accept alphanumeric entries, five accept numeric entries, and five accept date entries. You can define as many of these fields as necessary and set parameters that govern input.

Use the menu path below.

▶ *Code Files*

▼ *Work with User Defined Fields* [WWUDF]

```
 2/03/98    13:43:30     Work with User Defined Fields     PRGUFM     PRDUFM


 Position to . . .  File Name _____


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


        File
 Opt  Name        Description
  __   ICPAJ       Inventory Adjustment Journal
  __   KLCUSFIL    Sold-To Customer File
  _2   MANFILPF    Product Master File
  __   MFGCHDR     Manufacturing Batch Header
  __   MPPMF       Manual Forecast
  __   MPPTP       Time Bucket Master
  __   OPPODT      Order Processing Detail File
  __   OPPOHD      Order Processing Header File
  __   OPPOMC      Order Processing Misc. Charges
  __   PHYSICPF    Formula Physical Properties                          +


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

Figure 3-14: Work with User-Defined Fields selection screen

Select the file for which you want to define, update, or view user-defined fields.

```
     2/03/98     13:43:45     Work with User Defined Fields     PRGUFM     PRDUFM
    ─────────────────────────────────────────────────────────────────────────────
     File  . . . . . . . . . . . . . . :     MANFILPF Product Master File
     Type options, press Enter.
       1=Select
     Opt   Attribute            Description
      1    Alpha Field 1        user field 1
      _    Alpha Field 2        ** Not Active **
      _    Alpha Field 3        ** Not Active **
      _    Alpha Field 4        ** Not Active **
      _    Alpha Field 5        ** Not Active **
      _    Numeric Field 1      ** Not Active **
      _    Numeric Field 2      ** Not Active **
      _    Numeric Field 3      ** Not Active **
      _    Numeric Field 4      ** Not Active **
      _    Numeric Field 5      ** Not Active **
      _    Date Field 1         ** Not Active **
      _    Date Field 2         ** Not Active **
      _    Date Field 3         ** Not Active **
      _    Date Field 4         ** Not Active **
      _    Date Field 5         ** Not Active **
    ─────────────────────────────────────────────────────────────────────────────
     F2=Function keys  F3=Exit  F6=Save  F9=Select All  F24=More keys            ▌
```

Figure 3-15: Work with User Defined Fields Field selection screen

Defining User-Defined Fields

```
     2/03/98     13:43:57     Work with User Defined Fields     PRGUFM     PRDUFM
    ─────────────────────────────────────────────────────────────────────────────
                               Alpha Field 1


     File  . . . . . . . . . . . . . . :     MANFILPF Product Master File


     Field Name  . . . . . . . . . . .     user field 1_____
     Active Field  . . . . . . . . . .     Y  (Y=yes, N=no)
     Minimum Length  . . . . . . . . .      1
     Maximum Length  . . . . . . . . .      5
     Required Entry  . . . . . . . . .     N  (Y=yes, N=no)
     Edited Against Code Table . . . . .   N  (Y=yes, N=no)
     Code Type . . . . . . . . . . . .     ___  +
     Exit Program Name . . . . . . . .     _____




    ─────────────────────────────────────────────────────────────────────────────
     F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys          ▌
```

Figure 3-16: Work with User Defined Fields Definition screen

User-Defined Field Specifics

The system requires entries in the *Active Field*, *Maximum Length*, *Required Entry*, and *Edited Against Code Table* fields.

The *Minimum Length* and *Maximum Length* field values must be within the following ranges:

Field	Range
Alphanumeric	1 – 30
Numeric	1 – 12
Date	1 – 11

If you type **Y** in the *Edited Against Code Table* field, you must also complete the *Code Type* field.

If you edit against a code type, be aware that some code type files are company specific and some are not.

Typing **Y** in the *Edited Against Code Table* and *Code Type* fields is applicable only for alpha user fields.

In order to use user-defined fields in Infinium OP for miscellaneous charges associated with returns, you need to add a record for OPPRMC (OP RGA Miscellaneous Charge File) to the PR User Defined Field Controls file (PRPUF). The OPPRMC file will then be available for creating and maintaining user fields associated with miscellaneous charge returns.

If you selected more than one field on the previous screen, press Enter to access the field definition for the next field.

Maintaining Lead Time Controls

Lead time controls allow you to select the categories of lead time days the system uses to calculate the total number of lead time days required for the following functions:

- Master Production Scheduling and Materials Requirements Planning, which are options in Infinium MP

- Infinium PM processing

- The Reorder Point Processing options available through Infinium IC.

For example, the system totals the lead times you select for the Purchase category to determine the standard lead time for requisition, purchase order, and vendor item price processing.

Use the menu path below.

▶ *Code Files*

  ▼ *Work with Lead Time Control* [WWLTC]

```
 2/03/98    13:44:18    Work with Lead Time Control    PRGLTC    PRDLTC
 _____

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









 _____
 F2=Function keys  F3=Exit  F4=Prompt  F6=Create  F24=More keys
```

Figure 3-17: Work with Lead Time Control prompt screen

The codes in the *Company* and *Warehouse* fields default to the codes established in your user profile. If you have authorization to work with other locations, you can override the defaults.

You can establish lead time controls at three levels by making the following entries:

Level	Company	Warehouse
Entity	blank	blank
Company	valid code	blank
Company/Warehouse	valid code	valid warehouse ID

```
 2/03/98    13:44:31     Work with Lead Time Control     PRGLTC    PRDLTC


Company . . . . . . . . . . . . . :      IS1
Warehouse . . . . . . . . . . . . :      ISW1

Select the lead times to include in planning options
Y=Yes, N=No
                                        MPS   MRP   REORDER  PURCHASE
Sourcing Lead Time  . . . . . . . .      Y     Y      Y        Y
Vendor Lead Time  . . . . . . . . .      Y     Y      Y        Y
Manufacturing Fixed Lead Time . . .      Y     Y      Y        Y
Manufacturing Variable Lead Time  .      Y     Y      Y        Y
Planning Lead Time  . . . . . . . .      Y     Y      Y        N
Order Preparation Lead Time . . . .      N     N      N        N
Receiving Lead Time . . . . . . . .      Y     Y      Y        Y
Inspection Lead Time  . . . . . . .      Y     Y      Y        Y
To Stock Lead Time  . . . . . . . .      Y     N      N        N
Safety Lead Time  . . . . . . . . .      Y     Y      _        _
Total Lead Time . . . . . . . . . .      _     _      _        _


F2=Function keys  F3=Exit  F4=Prompt  F6=Save  F24=More keys
```

Figure 3-18: Work with Lead Time Control screen

Establishing Lead Time Usage For Specific Modules or Systems

Select the lead times that you want the system to include in the calculations for each of the functions listed across the top of this screen.

If you leave a field blank, the system assumes **N**.

Press F6 to save your entries and return to the previous screen.

Notes

Chapter 4 Setting up Units of Measure

<div style="text-align: right">4</div>

The chapter consists of the following topics:

Overview of Setting up Units of Measure

Use units of measure to qualify quantities, costs, and prices. Define unit of measures and then establish conversions between the units of measure.

After you complete this chapter, you should be able to:

▪ Define units of measure and base units of measure

▪ Set up unit of measure conversions

▪ Display unit of measure conversions

Defining a Unit of Measure

Use the *Work with UM Definition* option to define units of measure. Use units of measure to qualify quantities, costs, and prices. The "Establishing Unit of Measure Conversions" topic within this chapter explains how you use these records to set up conversion records that allow the system to calculate quantities, costs, and prices in different units of measure.

Use this option to define base units of measure. A base unit of measure is a common unit to which you can convert other units of measure. For example, you may create the base unit of measure (EA) and assign it to the units of measure BOX and CTN (carton). When the system calculates total inventory received for items with the unit of measure BOX and CTN, it can convert those units to EA and calculate an accumulated total quantity for all items.

The system can also use base units of measure to make conversions between units of measure for which no conversion record exists. Refer to the "Establishing Unit of Measure Conversions" topic in this chapter, and the "Unit of Measure Conversion Examples" appendix for more information about how the system uses base units for conversions.

Use the menu path below.

▸ *Master Files*

▸ *Unit of Measure*

   ▾ *Work with UM Definition* [WWUMD]

```
 2/11/98    11:59:42       Work with UM Definition      PRGUMM     PRDUMM
 _____


   Company . . . . . . . . . . . . . .   ____  +
   Item  . . . . . . . . . . . . . .   _____  +  __








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

Figure 4-1: Work with UM Definition screen

Define a unit of measure or base unit of measure at the following levels:

■   Entity

■   Company

■   Item

■   Company and item

When you specify a unit of measure in an option, the system follows a hierarchy to determine whether the entry is valid. It searches for the company and item level unit of measure first. If it does not find a valid unit of measure, the system searches for a unit of measure at the item level, then the company level, and finally the entity level.

To create a unit of measure at the entity level, leave both of the fields on this screen blank and press Enter.

```
  2/11/98     12:00:17       Work with Unit of Measure      PRGUMM     PRDUMM

                        Unit of Measure Definition Maintenance


     Position to . . . . . . . . . . . .    ____

           Base                              Companion  Accum  Liquid/Solid/
      UM    UM   Description                    UM       Y/N      Other
      ___  ___   _____          ___        N         S
     BOX   BOX   Basic Box                     EA__        N         S
     BX10  BX10  Box of 10                     EA__        N         S
     BX15  BX15  Box of 15                     EA__        N         S
     BX20  BX20  Box of 20                     EA__        N         S
     BX25  BX25  Box of 25                     EA__        N         S
     BX30  BX30  Box of 30                     EA__        N         S
     BX35  BX35  Box of 35                     EA__        N         S
     BX40  BX40  Box of 40                     EA__        N         S
     BX45  BX45  Box of 45                     EA__        N         S
     BX50  BX50  Box of 50                     EA__        N         S
                                                              More...


     F2=Function keys  F3=Exit  F6=Save  F10=QuikAccess  F24=More keys
```

Figure 4-2: Unit of Measure Definition Maintenance screen

Use this screen to set up the following two types of units of measure:

- Base units of measure that the system uses for conversions

- Units of measure for codes you will assign to quantities and costs

You must establish base units of measure first. The system requires an entry in the *Base UM* field and accepts only units of measure that are already on file.

Creating a Base Unit of Measure

To create a base unit of measure, complete the *UM* and *Base UM* fields with the same code. A base unit of measure is a common unit to which you can convert quantities and costs defined by other units of measure. For example, you can assign the base unit of measure EA to BX (boxes), CT (cartons), and CR (crates). Inventory or cost reports show all quantities and costs in EA (each).

Type a code in the *Companion UM* field, if desired. The companion unit is generally a unit of measure in a different state. For example, the companion to gallons can be pounds. In various options in Infinium FM, Infinium LA, and Infinium MC, the system automatically converts quantities to companion units.

Override the defaults in the *Accum Y/N* and *Liquid/Solid/Other* fields, if necessary. Infinium PF, Infinium LA, and Infinium MC use the values you specify in these fields.

Once you define a unit of measure as a base unit, you cannot assign a different base unit of measure to it, regardless of the level at which you define the record. The system protects base units of measure in unit of measure definitions once you save the record.

For example, if you set up gallons as a base unit at the company level (*UM* field = GL and *Base UM* field = GL), you cannot assign a different base unit of measure to GL at the company level, or at any other level. However, you can use GL in the *Base UM* field to define it as the base unit of measure for other units of measure, such as ounces and drums.

Defining Other Units of Measure

Create other units of measure to establish valid units of measure that you can use to qualify quantities and costs. To create a unit of measure record, complete the *UM* field and assign a base unit of measure. The base unit of measure must already exist in the system.

Complete the *Companion UM*, *Accum Y/N* and *Liquid/Solid/Other* fields just as you do when you establish a base unit of measure.

After you define a unit of measure, you cannot assign a different base unit to it, regardless of the level at which you define the record. For example, if you set up BX (box) at the entity level and assign the base unit of measure EA, you cannot set up BX for a company I and assign the base unit of measure LB.

If you are creating a new unit of measure, the conversion window displays after you press Enter, which allows you to create the conversion between the unit of measure and the base unit of measure assigned to it. To update the conversion for an existing unit of measure, press F13. The "Establishing Unit of Measure Conversions" topic in this chapter explains how to set up conversion records.

If you will be converting liquids to solids you should establish those base relationships with this option and then create further conversions in the *Work with UM Conversions* option. For example, you would create the base definition of LB to GL in the *Work with UM Definition* option, and then create conversions such as OZ to LB, OZ to TON, GL to LTR (liter) and LB to LTR in the *Work with UM Conversions* option.

Establishing Unit of Measure Conversions

Use the *Work with UM Conversions* option to establish unit of measure conversion records that store information the system uses to convert quantities, costs, or prices from one unit of measure to another.

The following are some examples of the types of unit of measure conversions you can set up:

- Conversions between a unit of measure and a base unit of measure

- Conversions between two units of measure that have a direct relationship, such as gallons and ounces

- Conversions between two units of measure that do not have a direct relationship but for which a conversion should be valid

The *Require Direct Conversion* field on the Base Application Information screen of the *Work with Entity Controls* and *Work with Company Controls* options on the *Control Files* menu governs how the system performs conversions. Examples of how this parameter affects unit of measure conversions are in the "Unit of Measure Conversion Examples" appendix.

Use the menu path below.

▶ *Master Files*

▶ *Unit of Measure*

   ▼ *Work with UM Conversion* [WWUMC]

```
2/11/98    12:02:45       Work with UM Conversion       PRGUMM    PRDUMM
_____


    Company . . . . . . . . . . . . . .    ____ +
    Item  . . . . . . . . . . . . . .     _____ + __








                                      _____

    F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F18=Message line
                                                              ▮
```
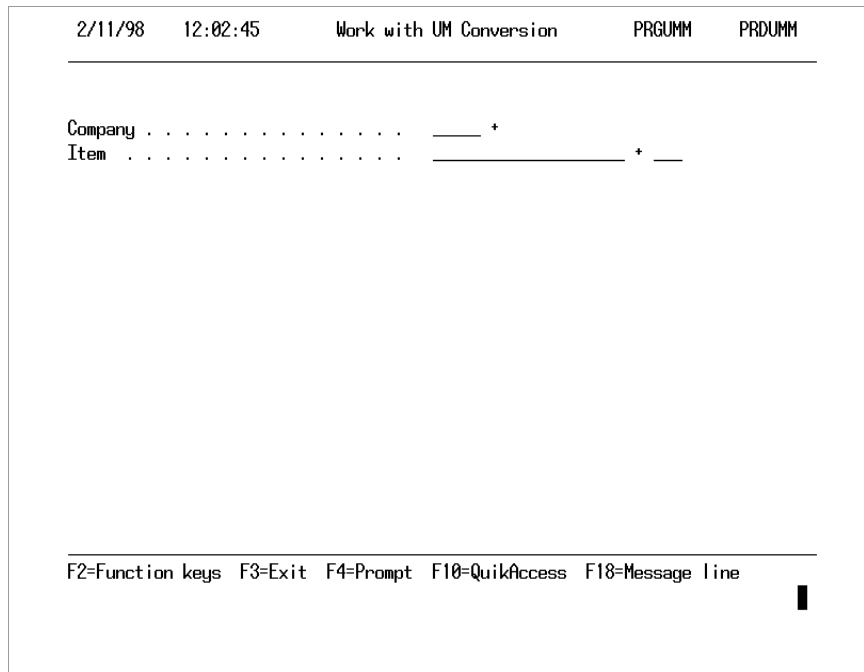
Figure 4-3: Work with UM Conversion screen

Define unit of measure conversions at the same four levels that you define
unit of measure codes. When the system requires a conversion, the system
follows the same company/item-item-company-entity hierarchy to retrieve
conversion information as it does when it validates a unit of measure.

```
2/04/98    10:57:18       Work with Unit of Measure      PRGUMM    PRDUMM
_____
                     Unit of Measure Conversion Maintenance


    Position to . . . . . . . . . . . .    ____
    Type options, press Enter.
      4=Delete
     Opt           Quantity  UM +       UM +

    Add      _____  ____  =  1  ____

     _          25.0000000  CAN   =  1  EA
     _          10.5999570  CAN   =  1  GL
     _         100.0000000  CM    =  1  M
     _           8.0000000  DD    =  1  DO
     _         282.1600000  DD    =  1  KG
     _         128.0000000  DD    =  1  LB
     _          35.2700000  DO    =  1  KG
     _          16.0000000  DO    =  1  LB
                                             More...

    _____
    F2=Function keys  F3=Exit  F4=Prompt  F6=Save  F24=More keys
```
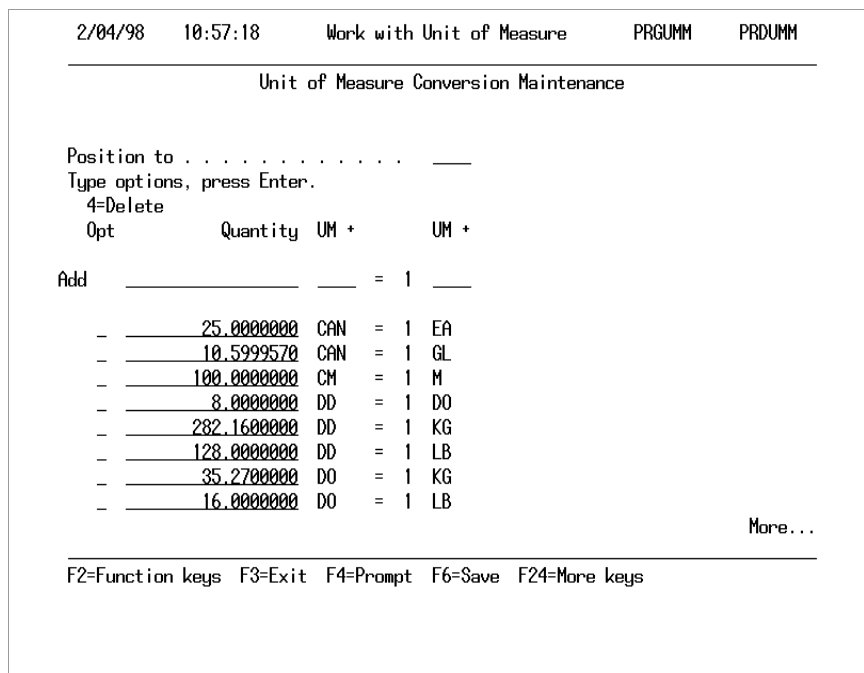
Figure 4-4: Unit of Measure Conversion Maintenance screen

To add a unit of measure conversion record, complete the fields on the *Add* field line.

In the *Quantity* field, type the value that you want the system to use as the multiplier for the conversion.

In the *UM* fields, type the code for the units of measure you want to convert between. For example, if you type **12** in the *Quantity* field, in the first *UM* field (left), you specify the unit of measure that defines the 12. In the second *UM* field (right), you specify what single unit that 12 represents.

That is, if 12 boxes equal 1 dozen, you type **12** in the *Quantity* field, **BOX** in the first *UM* field and **DOZ** in the second *UM* field. The units of measure you specify, such as **BOX** and **DOZ** in this example must exist on the system.

Existing conversion records display below the *Add* line. You can update a unit of measure record, by overriding the value in the *Quantity* field, as needed.

If the *Direct Conversion Required* field value on the Base Application Information screen in the *Work with Entity Controls* and *Work with Company Controls* option is **Y**, you can set up validation records for units that do not have a direct relationship. To do so, type **0** in the *Quantity* field. The system uses this record to determine whether the conversion is valid and then perform the conversion using base units or the weight per volume factor. See the "Unit of Measure Conversion Examples" appendix for more information.

Press F20 to display the *Wt/Vol factor* and *Description* fields.

```
   2/04/98    10:57:56      Work with Unit of Measure      PRGUMM    PRDUMM

                     Unit of Measure Conversion Maintenance


   Position to . . . . . . . . . . . .    ___
   Type options, press Enter.
     4=Delete
    Opt          Quantity  UM +      UM +  Wt/Vol     Description
                                           factor
  Add     _____  ___  =  1  ___   N   _____

    _        25.0000000  CAN  =  1  EA    N  CAN
    _        10.5999570  CAN  =  1  GL    N
    _       100.0000000  CM   =  1  M     N
    _         8.0000000  DD   =  1  DO    N
    _       282.1600000  DD   =  1  KG    N
    _       128.0000000  DD   =  1  LB    N
    _        35.2700000  DO   =  1  KG    N
    _        16.0000000  DO   =  1  LB    N
                                                              More...

   _____
   F2=Function keys  F3=Exit  F4=Prompt  F6=Save  F24=More keys
                                                              ▮
```

Figure 4-5: Unit of Measure Conversion Maintenance screen 2

The default value in the *Wt/Vol factor* field is **N**, which means the system will use the value in the *Quantity* field on this screen as the multiplier for the conversion.

If you want the system to use the weight per volume factor assigned to the item for which the unit of measure conversion is being requested, type **Y** in the *Wt/Vol Factor* field. If you type **Y** in the field, the *Quantity* field must be **0**.

The system retrieves weight per volume values as follows:

- For raw materials, the system retrieves the weight per volume value from the raw material record.

- For formulas or manufactured products, the system retrieves the weight per volume value from the formula record.

The system determines the weight per volume in one of two ways: it calculates the weight per volume of a formula based on the weight per volume of the individual ingredients used to produce that formula, or you can enter an established weight per volume in the formula record. You specify the formula used to produce a product in the *Formula Used* field in the *Work with Products* option.

For manufactured products, you can also specify a weight per volume value using the *Work with Products* option. When you do, the system uses the value from the product record instead of the weight per volume calculated for

the formula. Keep in mind that values you manually enter in the product record do not reflect changes to the formula used to produce the product.

- For purchased products, the system retrieves the weight per volume from the product record.

  When you enter purchased products using the *Work with Products* option, you can specify a weight per volume on the General Information screen.

Displaying Unit of Measure Conversions

Use to ensure that the system is correctly performing unit of measure conversions for raw materials/resources, formulas/bills of materials and products. For more information, see the "Unit of Measure Conversion Examples" appendix.

Use the menu path below.

▶ *Master Files*

▶ *Unit of Measure*

▼ *Display UM Conversions* [DUMC]

```
 3/20/00    14:58:29         Display UM Conversions         PRGUMI      PRDUMI
_____

 Company . . . . . . . . . . . . . .    IS1 +
 Material Id . . . . . . . . . . . .    _____ ___ +
 Quantity  . . . . . . . . . . . . .    _____
 From UM . . . . . . . . . . . . . .    ____ +
 To UM . . . . . . . . . . . . . . .    ____ +
 From Cost . . . . . . . . . . . . .    _____
 Price Weight Per Vol Override . . .    _____




_____
 F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
```

Figure 4-6: Display UM Conversions prompt screen

You can set up conversions at the entity, company, company and item, or item level. Complete the *Company*, *Material Id*, and *Size* fields accordingly. If you leave the *Material Id* field blank, the *From UM* field is required.

Type a value in the *Quantity* field.

Specify the units of measure you want to convert between by completing the *From UM* and *To UM* fields. Or, you can leave these fields blank for the

system to use a default unit of measure based on your entry in the *Material Id* field.

If you enter a raw material/resource or formula/bill of material in the *Material Id* field and leave the *From UM* field blank, the system uses the inventory unit of measure on file for the item. The system retrieves that value from the raw material/resource, formula/bill of material record.

If you enter a product in the *Material Id* field and leave the *From UM* field blank, the system uses the container designator you established using the *Work with Entity Controls* or *Work with Company Controls* option.

If you request a conversion for a raw material/resource or formula/bill of material and leave the *To UM* field blank, the system converts quantities and costs to the companion unit of measure assigned to the unit of measure specified in the *From UM* field. If the *From UM* has no companion unit of measure assigned to it, the system cannot perform the conversion and the next screen that displays is blank.

If both the *From UM* and *To UM* fields are blank for a raw material/resource or formula/bill of material, the system uses the inventory unit of measure on file for the item specified, and converts quantities and costs to the companion assigned to that unit of measure. If those fields remain blank for a product, the system uses the container designator for both fields, which means both quantities will be the same.

To see the effect of the conversion on the cost of an item, complete the *From Cost* field. The value must be the cost per unit of measure specified in the *From UM* field.

Complete the *Price Weight Per Vol Override* field only when requesting a unit of measure conversion for a product. Type the weight per volume you want the system to use instead of the weight per volume in the product record to calculate the product pricing quantity.

```
2/04/98    11:01:11        Display UM Conversions        PRGUMI     PRDUMI
_____

Company . . . . . . . . . . . . . :      IS1
Material Id . . . . . . . . . . . :      PROD05
Size  . . . . . . . . . . . . . . :      10L
From Quantity . . . . . . . . . . :         1000.0000  LB
To Quantity . . . . . . . . . . . :          122.9288  GL
From Cost . . . . . . . . . . . . :                    LB
To Cost . . . . . . . . . . . . . :                    GL
Price Weight Per Vol Override . . :
Weight Per Vol Conv Factor  . . . :         8.13479
Fill Factor . . . . . . . . . . . :      1.0000


                                Units Per          Extended
                       UM       Container          Quantity    Error ID
Inventory . . . . : LB            1.0000         1,000.0000
Pricing . . . . . : LB            1.0000         1,000.0000
Cost  . . . . . . : LB            1.0000         1,000.0000
Base  . . . . . . : EA           10.0000         1,000.0000
Override  . . . . : GL                             122.9288
_____

F2=Function keys  F3=Exit  F10=QuikAccess  F12=Cancel  F18=Message line
```

Figure 4-7: Display UM Conversions Product screen

Displaying a Product Conversion

The screen above displays when you request a conversion for a product. The system retrieves the value in the *Fill Factor* field from the product record and the value in the *Weight Per Vol Conv Factor* field from either the product or formula record. The system uses these values in the calculations that produce the values in the *Extended Quantity* column. The system retrieves the values in the *Units per Container* field from the size file, unless you have entered override values for the product.

If you did not specify a unit of measure in the *From UM* field, the system uses the container designator you established using the *Work with Entity Controls* or *Work with Company Controls* option.

```
2/04/98    11:02:15        Display UM Conversions        PRGUMI      PRDUMI
_____

Company . . . . . . . . . . . . . :      IS1
Material Id . . . . . . . . . . . :      FORM02
From Quantity . . . . . . . . . . :          500.0000  LB
To Quantity . . . . . . . . . . . :           60.9320  GL
From Cost . . . . . . . . . . . . :            1.500000  LB
To Cost . . . . . . . . . . . . . :           12.308805  GL
Weight Per Vol Conv Factor  . . . :        8.20587



                    UM            Quantity                Cost
Inventory . . . . : LB            500.0000

Cost  . . . . . . : LB                                  1.500000




    _____
    F2=Function keys  F3=Exit  F10=QuikAccess  F12=Cancel  F18=Message line
                                                                          ▌
```

Figure 4-8: Display UM Conversions Raw Material or Formula/BOM screen

Displaying Raw Material or Formula/BOM Conversions

This screen displays when you request a conversion for a raw material or formula/bill of materials. It also shows the cost conversion performed when you specify a value in the *From Cost* field on the Display UM Conversions Request screen.

Notes

Chapter 5 Working with Cost Controls

5

The chapter consists of the following topics:

Overview of Working with Cost Controls

The *Cost Controls Menu* has options you can use to establish codes that identify categories of costs, costing methods, and locations where the system retrieves and stores costs. These codes reside in various files throughout the system and govern how the system maintains costs.

After you complete this part, you should know how to use the following options:

- *Work with Cost Type*

- Work with Cost Code

- Work with Costing Location

- Copy Cost Type To Other Type

- Start Material Costing

- End Material Costing

Working with Cost Types

Use this option to rename Cost Type codes that describe different methods of costing. The system displays the names you define on applicable screens and reports.

Use this option to specify whether a Cost Type code should roll up. If a Cost Type code is set to roll up, a change in the cost of an item causes the system to recost formulas and products that use that item as well.

Use the menu path below.

▸ *Costing Utilities*

▸ *Cost Controls Menu*

   ▼ *Work with Cost Type* [WWCSTT]

```
  2/11/98   10:27:00          Work with Cost Type        CSTTYPR    CSTTYPFM


  Position To . . . Cost Type . . . . . . . . . _

  Type options, press Enter.
    2=Change

  Opt          Type      Description
    _            C        Current Cost
    _            N        Anticipated Cost
    _            P        Previous Cost
    _            R        Previous Year Cost
    _            W        Weighted Average Cst
    2            1        Standard Rollup=No
    _            2        Standard Rollup=Yes
    _            3        User defined #3
    _            4        Actual batch WAC

                                                                     Bottom


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

Figure 5-1: Work with Cost Type selection screen

Select the Cost Type code you want to rename. You cannot add Cost Type codes to the system.

```
2/11/98     10:27:47          Work with Cost Type        CSTTYPR    CSTTYPFM
_____

Cost Type . . . . . . . . . . . . :   1



Description . . . . . . . . . . .     Standard Rollup=No

Abbreviated Cost Description  . . .     Stnd Fixed

Recost  . . . . . . . . . . . . .     Y     (Y=Auto Rollup, N=No Auto Rollup)







_____

F2=Function keys  F3=Exit  F10=QuikAccess  F12=Cancel  F18=Message line
                                                                        █
```

Figure 5-2: Work with Cost Type Definition screen

Defining a Cost Type

If you type **Y** in the *Recost* field, you must have the *Chase Cost* field in the Infinium CA Control files set to **Y** and the Material Costing program must be active in order for recosting to occur at the time the cost of the ingredient changes.

Set the costing parameters in the Infinium CA Control file options at the entity, company, and warehouse levels. You must meet the conditions described above at the level at which recosting is to occur in order for the system to perform the calculations.

Use the *Start Material Costing* option in *Cost Management Utilities* to activate costing, if necessary.

Working with Cost Codes

Use this option to maintain Cost codes. Assign these codes to raw material/resource records. The system uses the codes to classify cost components of formulas/bills of material (BOM) and products.

Use the menu path below.

▸ *Costing Utilities*

▸ *Cost Controls Menu*

　　▼　*Work with Cost Code* [WWCSTC]

```
   2/11/98    10:28:15         Work with Cost Code       CSTCODR    CSTCODFM


   Position To . . . . . . .  Cost Code . . _

   Type options, press Enter.
     2=Change

   Opt        Code      Description
     _          A        Administrative
     _          B        Burden Cost
     _          C        Container Cost
     2          E        Engineering Cost
     _          F        Freight Cost
     _          G        Cleanup
     _          J        Packaging Labor Cost
     _          L        Direct Labor
     _          M        Machine Cost
     _          N        Tint Charge
                                                        More...


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

Figure 5-3: Work with Cost Code selection screen

Select a Cost code to redefine.

```
  2/11/98    10:28:46          Work with Cost Code      CSTCODR    CSTCODFM
  ──────────────────────────────────────────────────────────────────────
  Cost Code . . . . . . . . . . . . :    E

  Description . . . . . . . . . . .     Engineering Cost

  Abbreviated Cost Description  . . .   Engineerng

  Sales Cost Type . . . . . . . . . .   O      (R=Raw Material,
                                                B=Burden,
                                                L=Labor,
                                                C=Container,
                                                O=Other)

  Apply Loss Factor . . . . . . . . .   N      Y=Yes, N=No

  Use with SARA Module  . . . . . . .   N      Y=Yes, N=No



  ──────────────────────────────────────────────────────────────────────
  F2=Function keys  F3=Exit  F10=QuikAccess  F12=Cancel  F18=Message line
                                                                       ▮
```

Figure 5-4: Work with Cost Code Definition screen

Defining a Cost Code

The system displays your entries in the *Description* and *Abbreviated Cost Description* fields on screens and reports where Cost codes appear.

The system uses the *Apply Loss Factor* field value in Infinium FM, Infinium LA and Infinium MC.

If you use a cost code of type **P** for an ingredient, you must set the *Apply Loss Factor* field to **Yes** for the correct amount to be displayed in the Extended Cost with Loss Factor column on the Product Cost Inquiry report.

If you change the value of the *Sales Cost Type* field and you are using products in Infinium OP that are affected by this value, you must stop and restart the Infinium OP costing job in order for the change to take effect.

Do not make entries for the Cost code, **T**. This code represents total costs in system calculations.

Working with Costing Location

Use this option to perform the following:

- Define a hierarchy of cost retrieval or

- Assign a cost retrieval and/or cost storage locations to a warehouse other than the warehouse identified

When you create a warehouse, the system automatically creates a costing location (company/warehouse) for you. This is helpful for the standard cost method because it reduces the time required to establish individual item costs at the warehouse level. It is also helpful if you use WAC/ABWAC with multiple warehouses but manufacture at only one location.

Use the menu path below.

▶ *Costing Utilities*

▶ *Cost Controls Menu*

    ▼ *Work with Costing Location* [WWCSTL]

```
 2/11/98    10:29:22     Work with Costing Location    CSTLOCR    CSTLOCFM


 Company . . . . . . . . . . . . .      IS1  +
 Warehouse . . . . . . . . . . . .     ISW1   +
 Type options, press Enter.
   2=Change

 Opt      Company    Warehouse
  2         IS1        ISW1
  _         IS1        ISW3
  _         IS2        ISW2
  _         IS2        ISW4
  _         901        W901
  _         902        W902
  _        ISCAN       ISCA2




 _____
 F2=Function keys  F3=Exit  F4=Prompt  F6=Create  F24=More keys
                                                                   ▌
```
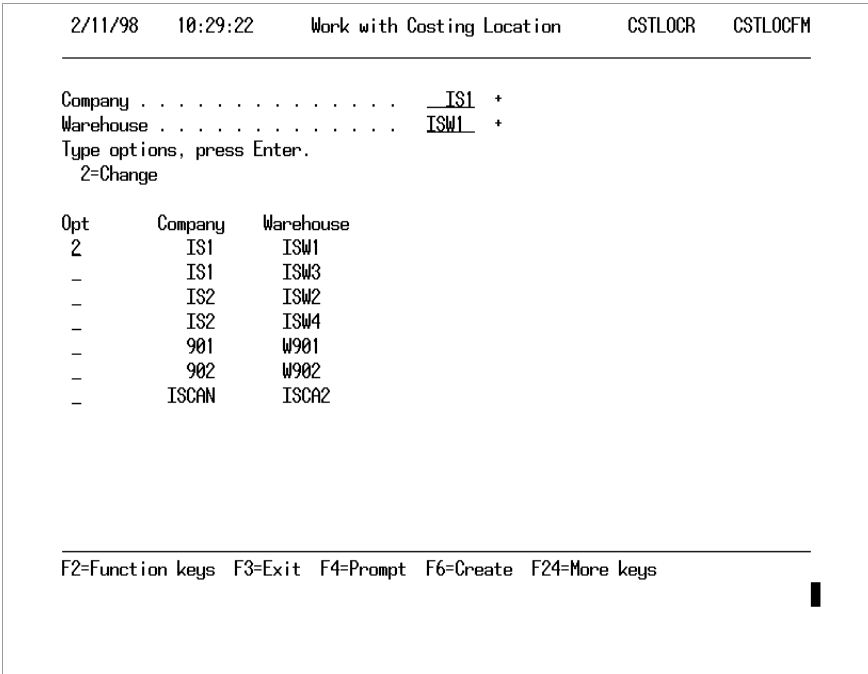
Figure 5-5: Work with Costing Location selection screen

The codes in the *Company* and *Warehouse* fields default to the costing location that you establish for your system. They identify the location for

which you are establishing the hierarchy. You can override the default if your user or terminal profile has the necessary authorization to access information for other locations.

If you are storing costs under different locations, the original warehouse and the actual cost storage warehouse must have the same base currency.

```
   2/11/98    10:29:49      Work with Costing Location      CSTLOCR    CSTLOCFM

  Company . . . . . . . . . . . . . :      IS1                       Page 1 of 2
  Warehouse . . . . . . . . . . . . :      ISW1

  Cost Retrieval Locations            Company +    Warehouse +

  Raw Material Costs                     IS1        ISW1
                                        ____        __
                                        ____        ____
                                        ____        ____
                                        ____        ____

  Formula Costs                          IS1        ISW1
                                        ____        __
                                        ____        ____
                                        ____        ____
                                        ____        ____



  _____
  F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
```

Figure 5-6: Work with Costing Location Definition screen 1

Defining a Costing Location

The codes in the *Company* and *Warehouse* fields on the first line in each category default to the codes you entered on the previous screen.

On subsequent lines, type the company and warehouse codes that make up the hierarchy. The system refers to the locations in the order you enter them. It retrieves costs from the company/warehouse on the top line first, if costs exist. If no costs are on file at that location, the system refers to the company/warehouse specified on the second line, and so on, until it finds a cost.

```
 2/11/98    10:30:33     Work with Costing Location     CSTLOCR     CSTLOCFM

 Company . . . . . . . . . . . . . :     IS1                    Page 2 of 2
 Warehouse . . . . . . . . . . . . :     ISW1

 Cost Retrieval Locations          Company +    Warehouse +

 Finished Goods Costs                 IS1         ISW1
                                     ____        ____
                                     ____        ___
                                     ____        ____
                                     ____        ____



 F/G Costs Maintained in Location     IS1         ISW1




 _____
 F2=Function keys  F3=Exit  F4=Prompt  F6=Create  F24=More keys
                                                                       ▌
```
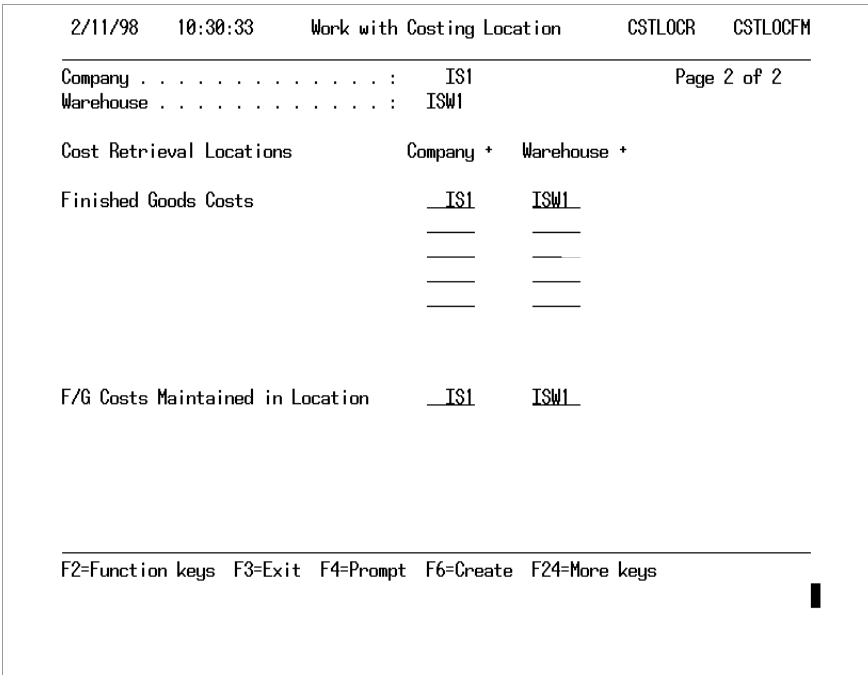
Figure 5-7: Work with Costing Location Definition screen 2

Defining a Costing Location

You may want to maintain costs for finished goods at a common company and warehouse location for all companies and warehouses. To do so, type the same company and warehouse identifiers in the *F/G Costs Maintained in Location* field for all companies and warehouses for which you establish the costing location hierarchy.

If you maintain finished goods costs in one location, you must specify the same company and warehouse in the *Cost Retrieval Locations* fields for finished goods as you do for the *F/G Costs Maintained in Location* fields. All companies and warehouses for which you establish the costing location hierarchy must have the same company and warehouse codes in these fields.

If you use standard cost, the following setup instructs the system to retrieve the standard cost from one location and store it in another location:

Cost retrieval at Warehouse B, then Warehouse A
Costs maintained at Warehouse B.

If the standard cost is established in Warehouse A only, the first time you process a transaction for that item in Warehouse B, the system writes the cost from Warehouse A to Warehouse B.

Copying One Cost Type to Another Type

This function allows you to copy costs for a selected type of materials and locations from one Cost type to another. For example, you may want to use this function at year end to copy costs you have on file for the Cost type "current" to the Cost type "previous year."

Before using this function, turn off the Material Costing program by selecting the *End Material Costing* option.

Use the menu path below.

▶ *Costing Utilities*

▶ *Cost Controls Menu*

   ▼ *Copy Cost Type To Other Type* [CCTTOT]

```
 2/11/98   10:31:21    Copy Cost Type To Other Type    PCR620    PCR620FM
 _____




              WARNING:
              This will copy costs from one cost type to another type. The
              FROM cost will overlay the TO cost


              It is STRONGLY RECOMMENDED to save the Cost File before proceeding!




 _____
 F2=Function keys  F3=Exit  F10=QuikAccess  F18=Message line              █
```
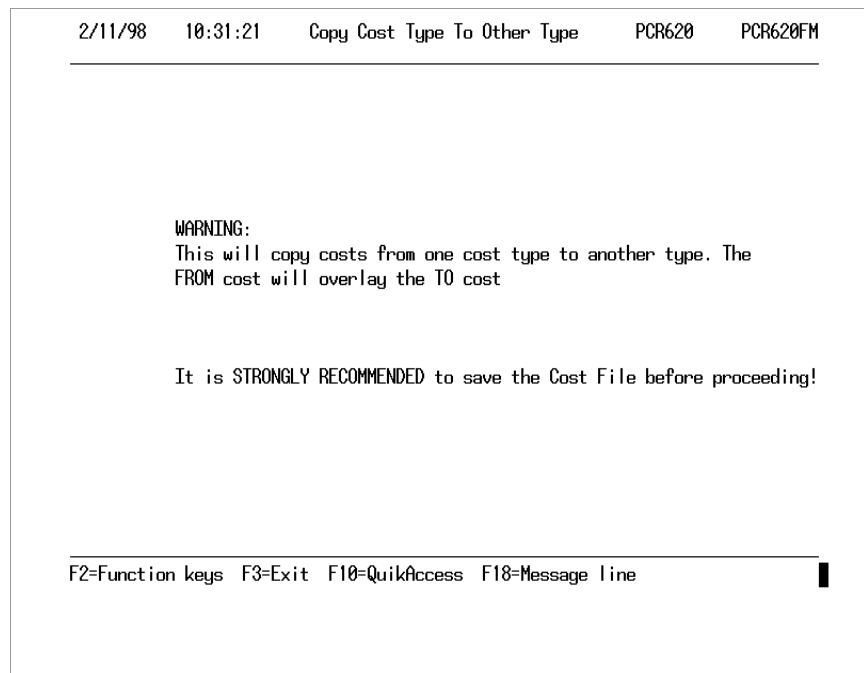
Figure 5-8: Copy Cost Type to Other Type warning screen

Caution: Do not proceed unless you have a current backup of your cost files.

```
 2/11/98    10:31:45    Copy Cost Type To Other Type      PCR620      PCR620FM
 _____

 Company . . . . . . . . . . . . . .    _IS1_ +
 Warehouse . . . . . . . . . . . .     ISW1_ +
 OR
 All Companies and Warehouse . . . .    _   Y=Yes, N=No

 Materials Type  . . . . . . . . . .    A    (A=All, F=Formulas,
                                               P=Finished Products,
                                               R=Raw Materials-No Intermediates)

 Print Any Variances Over  . . . . .    _____ %

 Copy From Cost Type . . . . . . . .    _   +
 Copy To Cost Type . . . . . . . . .    _   +




 _____
 F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
                                                                      █
```

Figure 5-9: Copy Cost Type To Other Type screen

Specify the location and type of materials for which you want to copy costs.

Company, Warehouse

If you typed **N** in the *Maintain Costs for Multi Co/Whse* field in the *Work with Entity Controls* option, the system defaults the *Company* and *Warehouse* fields as Company #####, Warehouse ##### . These fields are protected.

If you typed **Y** in the *Maintain Costs for Multi Co/Whse* field, these fields default to the company/warehouse established in your user or terminal profile. These codes identify the location of the item for which you change the cost. If you are authorized to access other locations, override the default with another valid company/warehouse or press F4 to search for and select a valid code.

You can request a report of costs that exceed a specific percentage of change by completing the *Print Any Variances Over* field.

Specify the Cost Type code from which to copy and the Cost Type code to which to copy.

When the copy function is complete, select the *Start Material Costing* option to activate costing.

Starting Material Costing

The *Start Material Costing* option in the *Cost Controls Menu* activates the Material Costing program. The system uses this program to track costs for raw materials, formulas, and products. Each time you make a change to a raw material, formula or product, or if any other function triggers a cost change, the system updates costs.

The system stores requests for recosting in a file. After all recosting requests in the file have been recosted, the system waits for the period of time you specified in the *Costing Job Delay Interval* field on the Costing Information screen in the *Work with Entity Controls* option before it looks at the file again for new requests.

The Material Costing program also performs unit of measure conversions and chemical properties updates.

Generally, the costing program should be running at all times. During installations, or if there is ever a problem with costing, you may need to turn the costing program off using the *End Material Costing* option.

There is no request screen for this option. Simply select the *Start Material Costing* option to activate the program. The system displays a message if the program is already active.

Infinium suggests to periodically shut down the costing subsystem because a program exists (CACCAA) which reorganizes the Costing file, CAPCA, prior to starting the costing system. This reorganization removes deleted costing records.

Ending Material Costing

The *End Material Costing* option in the *Cost Controls Menu* deactivates the Material Costing program.

Generally, the Material Costing program should be running at all times. During installation, or if a costing problem occurs, you may need to turn the Material Costing program off using this option.

Following installation, or after you have corrected any costing problem, you must turn the Material Costing program back on using the *Start Material Costing* option. If this program ends abnormally, you may also need to use the *Calculate All Costs for Whse* option to bring your costs up to date.

There is no request screen for this option. Simply select the *End Material Costing* option to deactivate the program.

There may be a delay before the Material Costing program ends if any costing jobs are pending.

Notes

Chapter 6 Working with Raw Materials/Resources

6

The chapter consists of the following topics:

Overview of Working with Raw Materials/Resources

The Raw Material/Resource file is part of the materials database. This file contains records for items used as ingredients in formulas or components of bill of materials, or items that are intermediates produced by a formula. The file can contain records for raw materials that your company purchases from outside vendors or that you produce but do not sell. It can also contain records for resources that contribute to the cost of production, but for which you do not track inventory, such as labor or machine time.

Use these options for creating, maintaining, and viewing records for non-inventory materials. However, separate menu options are available for non-inventory items that allow you to perform those functions much more quickly and easily. Refer to the "Working with Non-inventory Materials" chapter for more information.

Most of the information stored in these records is entity level information, which means that the system uses the same data, regardless of the item location. The only exceptions include cost and inventory information that is warehouse specific.

After you complete this chapter, you should be able to:

- Enter and update raw material/resource records
- Copy raw material/resource records
- Display raw material/resource records
- Print raw material/resource records

Creating and Maintaining Raw Materials/Resources

The Raw Material file that you create and maintain using the *Work with Raw Materials/Resources* option is a database that stores information for various functions. The system refers to the information from the records when you:

- Specify materials and resources as components of formulas/bill of materials using the Formula Management menu in Infinium PF or using Infinium LA

- Add a material or resource to a batch in Infinium MC

- Purchase items using Infinium PM

Use the menu path below.

▶ *Master Files*

　▼ *Work with Raw Materials/Resource* [WWRM]

```
 2/11/98    10:39:11    Work with Raw Material/Resource    PRGMTLM    PRDMTLM


 Position To . . . Material   . . . . . . . . . . . .   _____
                   Material Id Search  . . . . . . . .  _____
 Type options, press Enter.
   2=Change  3=Copy  5=Display  12=Material usage


 Opt     Material          Description               Remove
  2_     RAW01             WATER
  _      RAW02             FLOUR
  _      RAW03             BUTTER
  _      RAW04             SUGAR
  _      RAW05             CINNAMON
  _      RAW06             NUTMEG
  _      RAW07             APPLES
  _      RAW08             CHERRIES
  _      RAW09             PIE TIN COVER
  _      RAW10             PIE TIN
                                                        More...


 F2=Function keys  F3=Exit  F6=Create  F10=QuikAccess  F24=More keys        █
```
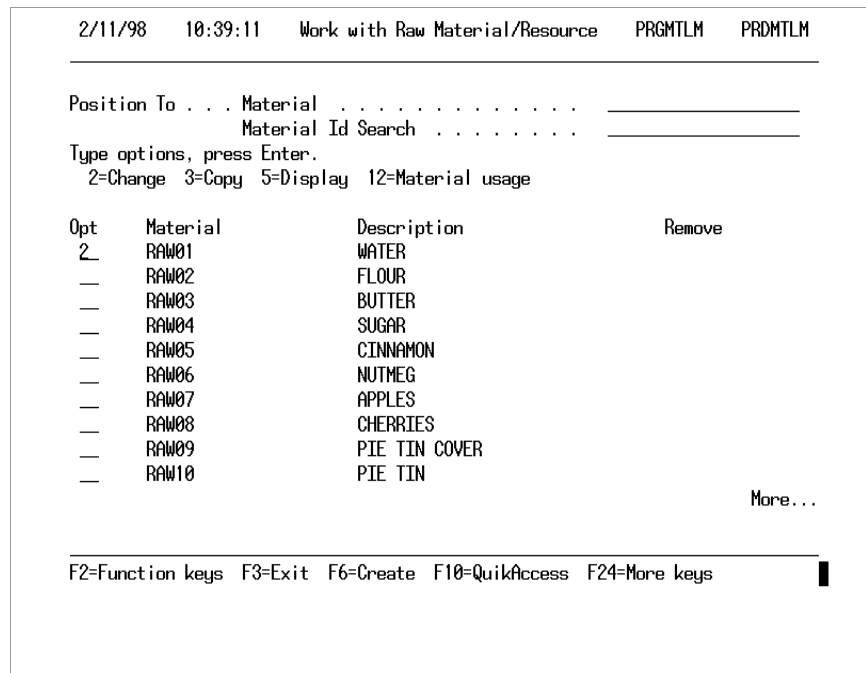
Figure 6-1: Work with Raw Material/Resource selection screen

Identify the raw material/resource record you want to create or maintain. Create a new record by copying one that is already on file. See the "Copying Raw Material/Resource Records" topic for more information.

If you are creating a record, complete the *Material* field and press F6. This displays the General Information screen shown on the next page.

If you are updating a record, select a material. Use the *Material* field to reposition the list of items that displays, or use the *Material Id Search* field to display a list of items that have the combination of characters you type in the field. Press F11 to search for a material by its description or Shift + F5 to search by synonym.

Once you select a material, from the List menu, select *Change* (or type **2** in the *Opt* field and press Enter). This displays the Work with Raw Material/Resource Attribute selection screen. Select the attributes to maintain and press Enter. Those screens display following the General Information screen.

When you maintain an attribute and press Enter to exit, the change is immediately updated to the file.

```
   2/11/98    10:39:54    Work with Raw Material/Resource    PRGMTLM    PRDMTLM
  ─────────────────────────────────────────────────────────────────────────
                                 General Information
   Material   . . . . . . . . . . . . :   RAW01
   Active Code . . . . . . . . . . . .   1  1=Active, 2=Experimental, 3=Remove
   Description - Line 1  . . . . . . .   WATER_____
   Description - Line 2  . . . . . . .   _____
   Material Unit of Measure  . . . . .   GL
   Commodity Code  . . . . . . . . . .   MISC____  +
   G/L Partial Account . . . . . . . .   _____
   Material Revision Level . . . . . .   ___
   Sort Code . . . . . . . . . . . . .   _____
   Auto Source Capable Material  . . .   Y  Y=Yes, N=No
   Extended Description  . . . . . . :   N  Y=Yes, N=No
   Item Notes  . . . . . . . . . . . :   N  Y=Yes, N=No
   Weight Per Volume . . . . . . . . .   ___8.33000
   Specific Gravity  . . . . . . . . .   1.001
   Alternate Material  . . . . . . . .   _____  +
   Liquid Solid Code . . . . . . . . .   1  1=Liquid, 2=Solid, 3=Both
   Report Type . . . . . . . . . . . .   ____  +
   Critical Resource . . . . . . . . .   N  Y=Yes, N=No
  ─────────────────────────────────────────────────────────────────────────
   F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys
                                                                         ▌
```

Figure 6-2: General Information screen

General Information

The system requires entries in the *Active Code*, *Material Unit of Measure*, *Commodity Code*, *Auto Source Capable Material*, and *Critical Resource* fields.

Active Code

The *Active Code* field defaults to *Active*, which indicates that the material is valid for purchasing or for use in formulas/bills of materials. An entry of *Experimental* is also valid and allows you to use the material in other systems.

Description - Line 1

Type a description of the material or resource in this field. The system displays or prints this wherever a material or resource description appears. The system also adds your entry to the Synonym file and users can access this synonym record throughout various Infinium PR applications.

Description - Line 2

Use this field to type additional descriptive information for this material or resource. The system automatically adds your entry to the Synonym file.

Material Unit of Measure

To define the unit of measure in which the system will inventory or stock this item, select a valid unit of measure in the *Material Unit of Measure* field.

If you leave the *Liquid Solid Code* blank, the system retrieves the value established in the *Material Unit of Measure* field after you update this raw material/resource and determines the liquid/solid specification from this entry.

The value in this field defaults to the *Inventory Unit of Measure* and *Costing Unit of Measure* fields. One *Inventory Unit of Measure* field is located on the Inventory Information attribute and the other is located on the Purchasing Information attribute on the Item Warehouse file.

If you do not have inventory, you can override the *Costing Unit of Measure* field on the Costing Information screen. Prior to adding inventory, if you change the value in the *Material Unit of Measure* field, the system defaults this new value to the *Inventory Unit of Measure* fields. However, this new value defaults to the *Costing Unit of Measure* field only if you have not previously altered the *Costing Unit of Measure* field.

Once you have inventory for this raw material the system protects this field.

Commodity Code

Set the default value in the *Commodity Code* field in the *Work with Entity Controls* option.

G/L Partial Account

Use this field to define part of the general ledger account number for this item's inventory. The system feeds this information to Infinium JP, and then eventually to Infinium GL.

Material Revision Level

To track revision to this item, such as re-engineering phases, make an entry in this field. The system does not track revision levels automatically, and Infinium applications do not currently use them.

Sort Code

Use this field to group raw material/resource records for reporting. Your entry in this field is for your information only, or can be used for Query reporting.

Auto Source Capable Material

The *Auto Source Capable Material* field allows you to specify whether the system automatically enters this item on purchase orders created from requisitions. When you specify yes in this field and this material is a line item on a purchase requisition, it will be a line item on the purchase order created from that requisition through the *Work with sourcing* option on the *Purchase Order* menu in Infinium PM.

Extended Description

This field indicates if an extended description exists for this item. Access the extended description window by pressing Shift + F1.

Item Notes

This field indicates if an extended description exists for this item. Access the extended description window by pressing Shift + F2.

Weight Per Volume

For raw materials, type the value that represents the density of the item. For resources, leave this field blank. If you leave this field blank, the system calculates this value as 8.32 times the specific gravity, if you enter a value in the *Specific Gravity* field below. The system uses the weight per volume value in unit of measure conversions.

Specific Gravity

Complete this field for raw materials only. Type the value that represents the ratio of the weight per volume of this material compared to water. If you enter a weight per volume value in the field above, leave this field blank. The system automatically calculates this value as 8.32 divided by the weight per

volume; however, the system does not display the value until you exit the record and access it again.

Alternate Material

Use this field to specify a raw material/resource that you can substitute for this one. Specify a valid Raw Material/Resource. Alternate material data is for informational purposes only.

Liquid Solid Code

Use this field to specify where information about this raw material/resource prints on batch tickets.

If you select…	Or you type…	Then this code will print…
Liquid	1	in the spaces provided for liquid materials on batch tickets.
Solid	2	in the spaces provided for solid materials on batch tickets.
Both	3	in spaces for both solid and liquid information.

If you leave this field blank, the system references the unit of measure record specified by your entry in the *Material Unit of Measure* field above and retrieves the Liquid/Solid code stored there. You will not see this value until you exit, and then re-access this screen.

Report Type

Specify a valid Report Type code in this field. Your entry here classifies this record for reporting purposes. Create Report Type codes in the *Work with Code Values* option in Infinium CA.

Critical Resource

The *Critical Resource* field defaults to **No**. When you request Infinium MP reports that allow you to select critical resources, the system will not include items with no in this field in the reports. Override the default by specifying yes if you want items listed as critical resources on Infinium MP reports.

If you do not install Infinium PM, raw material and product records do not require Commodity codes. However, if at a later date you plan to install Infinium PM, you must add a Commodity code to each raw material and product record because Infinium PM requires Commodity codes on requisitions and purchase order detail lines.

If you want this raw material to print on Material Safety Data Sheets, you must complete either the *Weight Per Volume* or *Specific Gravity* field. The system can use the value you specify in the *Weight Per Volume* field to perform unit of measure conversions and to calculate the weight per volume of formulas where this item is an ingredient.

If you are updating an existing record, the following restrictions apply:

- You cannot use the *Active Code* field to mark the item for deletion if you use this item as an ingredient in a formula/bill of materials, or if an inventory balance exists for the item.

- You cannot change the *Material Unit of Measure* field if you have any inventory activity for this raw material.

If you do not have inventory on a material and you change the *Material Unit of Measure* field, the system updates the inventory unit of measure on the Purchasing Information screen in the Item Warehouse file. The system also updates the *Inventory Unit of Measure* field on the General Information screen.

You can prompt on the *Alternate Material* field on this screen and on the *Inventoried Under* field on the Inventory Information screen to search for another item. This prompt also allows you to search by Commodity code and by description. To search by Commodity code, press Shift + F9 and to search by description, press F11.

From the General Information screen, you have access to the following screens:

- Press Shift + F1 for the Extended Item Description window.

- Press Shift + F2 for the Item Notes window.

- Press Shift + F5 for the Unit of Measure Conversion Maintenance option (see the "Setting up Units of Measure" chapter for more information).

- Press Shift + F9 to access the User-Defined Fields screen.

```
2/11/98    10:40:13    Work with Raw Material/Resource    PRGMTLM    PRDMTLM

                            General Information
Material  . . . . . . . . . . . . :    RAW01
Active Code . . . . . . . . . . .      1  1=Active, 2=Experimental, 3=Remove
Description - Line 1  . . . . . .      WATER_____
Description - Line 2  . . . . . .      _____
Material Unit of Measure  . . . . .    GL
Commodity Code  . . . . . . . . .      MISC____  +
G/L Partial Account . . . . . . .      _____

    Line #  . . . . . .    00000
    Title . . . . . . .    _____
    Next action date  .   _____              Personal note?  . . 0
    Print on Req/Qte . . 0  Print on P.O.  . . . 0  Print on Receipt . . 0
                                                          More...
    _____
    _____
    _____
    _____
    _____

        ** Enter new notes **
```

Figure 6-3: Extended Item Description Window

Extended Item Description

Press Shift + F1 for the Extended Item Description window. Write extended descriptions if you want additional information about this item carried to requisition details, purchase order details, and receiving in Infinium PM. Select the item and then select *Change* from the List menu (or type **2** in the *Opt* field and press Enter). The system displays a second Extended Item Description window.

Type the title for the description that you want to display on the initial description screen after you exit and update.

Select yes in the *Personal note?* field to add a description that displays for your sign-on only. You cannot choose a print option for a description marked as a personal note and it will not display when other users work with this item.

You can elect to print an extended description on documents in Infinium PM by selecting yes in the *Print on Req/Qte, Print on P.O.* and/or *Print on Receipt* fields.

After typing the extended description, press F7 to properly format the text. Press Enter to save your entries.

Exit the Extended Item Description windows.

```
   2/11/98     11:06:04    Work with Raw Material/Resource    PRGMTLM    PRDMTLM
   ─────────────────────────────────────────────────────────────────────────
                                  General Information
   Material  . . . . . . . . . . . . :    RAW01
   Active Code . . . . . . . . . . .      1  1=Active, 2=Experimental, 3=Remove
   Description - Line 1  . . . . . . .    WATER_____
   Description - Line 2  . . . . . . .    _____
   Material Unit of Measure  . . . . .    GL
   Commodity Code  . . . . . . . . . .    MISC____  +
   G/L Partial Account . . . . . . . .    _____

   ┌──────────────────────────────────────────────────────────────────┐
   │  Line #  . . . . . .    00000                                     │
   │  Title . . . . . . .    _____                │
   │  Next action date  .   _____                 Personal note?  . . 0│
   │  Print on Req/Qte . . 0  Print on P.O.  . . . 0  Print on Receipt . . 0│
   │                                                          More...   │
   │  _____       │
   │  _____       │
   │  _____       │
   │  _____       │
   │                                                                    │
   │      ** Enter new notes **                                         │
   └──────────────────────────────────────────────────────────────────┘
```

Figure 6-4: Item Notes Window

Item Notes

Press Shift + F2 for the Item Notes window. Write item notes if you want additional information about this item carried to requisition details, purchase order details, and receiving in Infinium PM.

Type a title for the note and type information as you did on the previous screen.

Select yes in the *Personal note?* field to add a note that displays for your sign-on only. You cannot choose a print option for personal notes and the note will not display when other users work with this item.

You can elect to print an extended description on documents in Infinium PM by selecting yes in the *Print on Req/Qte*, *Print on P.O.* and/or *Print on Receipt* fields.

You can edit, display, or add to the list of item notes on file.

Exit the Item Notes windows.

```
2/11/98    11:06:43    Work with Raw Material/Resource    MMGUDFM    MMDUDFM
_____

User Alpha Numeric Fields
Alpha Field 1 . . . . . . . . . . .    _____
ALpha Field 2 . . . . . . . . . .     _____
Alpha Field 3 . . . . . . . . . . .    _____
Alpha Field 4 . . . . . . . . . . .    _____
Alpha Field 5 . . . . . . . . . . .    _____
User Numeric Fields
Numberic Field 1 . . . . . . . .      _____
Numeric Field 2 . . . . . . . . . .   _____
Numeric Field 3 . . . . . . . . . .   _____
Numeric Field 4 . . . . . . . . . .   _____
Numeric Field 5 . . . . . . . . . .   _____
User Date Fields
Date Field 1  . . . . . . . . . . .    _____
Date Field 2  . . . . . . . . . . .    _____
Date Field 3  . . . . . . . . . . .    _____
Date Field 4  . . . . . . . . . . .    _____
Date Field 5  . . . . . . . . . . .    _____
_____

F2=Function keys  F4=Prompt  F10=QuikAccess  F12=Cancel  F18=Message line
```

Figure 6-5: User Defined Fields screen

User Defined Fields

Access this screen by pressing Shift + F9 on the General Information screen.

If you established any of these fields as mandatory using the *Work with User Defined Fields* option on the *Code Files* menu, this screen displays automatically after the screen for the last attribute you selected displays.

Some files that have User Defined fields do not allow you to create company specific User Defined fields. The following is a list of files that do not allow company specific user defined fields: RAWMATPF, Raw Material/Resource file, MANFILPF, Product file, RAWMSDPF, Hazardous Raw Material file, PHYSICPF, Hazardous Formula file, and QCFORMPF, Formula Target Values file.

Complete the fields on this screen as required by the field definitions set up using the *Work with User Defined Fields* option.

You can enter partial general ledger account numbers in the five alphanumeric and five numeric fields. You can define Infinium JP to use this information.

```
   2/11/98    11:07:12    Work with Raw Material/Resource    PRGMTLM    PRDMTLM


   Material  . . . . . . . . . . . . :    RAW01

   Select one or more of the following.   Then press Enter

Opt  Attribute
  _    General Information
  _    Inventory Information
  _    Chemical Properties Information
  _    Regulatory Information
  _    Costing Information
  _    Miscellaneous Information
  _    Purchasing Information
  _    Maintain Synonyms
  _    Maintain Costs
  _    Maintain Item/Warehouse Information




   F2=Function keys  F3=Exit  F8=Print  F9=Select All  F24=More keys            ▌
```

Figure 6-6: Work with Raw Material/Resource Attribute selection screen

Attribute Selections

Choose the type of information you want to enter or update. If you are
creating a raw material/resource record, the General Information screen
displays before the Work with Raw Material/Resource Attribute selection
screen. The default value of **1** displays in the field next to the attribute that
has been pre-selected using the *Work with User Selections* option on the
Control Files menu. If you do not want to access pre-selected screens,
remove the default.

Press F9 to select all the attributes.

This guide discusses each attribute in the order it displays on the Work with
Raw Material/Resource Attribute selection screen.

If the entry in the *Reorder Point Processing Used* field in the *Work with Entity
Controls* option of Infinium IC is **Y**, you must create an item warehouse
record for every raw material/resource record you create. When this is the
case, the system automatically selects the Maintain Item/Warehouse
Information attribute.

If you plan to use Physical Inventory, Reorder Point Processing, ABC
Analysis, or Infinium PM, you must create an Item Warehouse file record.
Refer to the "Maintaining the Item Warehouse File" chapter for more
information on this file.

```
 2/11/98    11:07:31   Work with Raw Material/Resource    PRGMTLM    PRDMTLM

                            Inventory Information

 Material  . . . . . . . . . . . . :   RAW01
                                       WATER
 Inventory Unit of Measure . . . . :   GL
 Inventoried . . . . . . . . . . . :   Y  Y=Yes, N=No
 Inventoried Under . . . . . . . . :




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

Figure 6-7: Inventory Information screen

Inventory Information

The value in the *Inventory Unit of Measure* field defaults from the *Material Unit of Measure* field on the General Information screen. The *Inventory Unit of Measure* field is display only.

The default value, **Y**, in the *Inventoried* field, indicates that this raw material is an inventory item that the system tracks using the material identifier assigned to this record. When you add inventory for this item, the system creates and maintains an inventory record for this material using the identifier that displays in the *Material* field at the top of the screen.

Select no in the *Inventoried* field if the record you are creating is:

- A resource
- A raw material you want to inventory as a product because it is an item you sell

When you select no in the *Inventoried* field, you can specify that the system track inventory for this item under a different identifier by completing the *Inventoried Under* field.

For example, the material you are working with is a raw material that you sell, so there must be a product record on file. (Infinium OP does not accept raw material identifiers as line items on orders.) However, for inventory purposes,

you only want the system to maintain one record: the record for the product. Thus, in the *Inventoried Under* field, you can specify the product identifier associated with the material.

When you purchase the item, the system adds the inventory to the inventory record for the product identifier specified in the *Inventoried under* field, even if you order and receive it as the material specified in the *Material* field.

When you select no in the *Inventoried* field and leave the *Inventoried Under* field blank, the system assumes it is a non-inventory item. The material displays in prompt windows for non-inventory items. Create and maintain non-inventory items using the *Work with Non-inventory Materials* option so that you are entering the correct information for those items.

Once you create a record with an inventory balance, the system protects all fields on the Inventory Information screen.

```
 2/11/98    11:07:42    Work with Raw Material/Resource    PRGMTLM    PRDMTLM

                         Chemical Properties Information

 Material  . . . . . . . . . . . . :    RAW01
                                        WATER

                                        Weight    Volume
                                        Percent   Percent
 % PIGMENT LEAD FREE                     _____     _____
 % PIGMENT WITH LEAD                     _____     _____
 % PIGMENT CHROMATE                      _____     _____
 % PIGMENT OTHER                         _____     _____
 % ADDITIVE                              _____     _____
 % RESIN                                 _____     _____
 % Solvent Non-Exempt                    _____     _____
 % Solvent Exempt                        _____     _____


 % VEHICLE                               _____     _____



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

Figure 6-8: Chemical Properties Information screen

Chemical Properties Information

Infinium LA uses this information.

Define the names of the chemical properties fields, except the solvent fields, using the *Work with Entity Controls* option on the Infinium CA *Control Files* menu. However, regardless of field names, you cannot change the way the system uses your entries for calculations it performs in Infinium LA. The

entries in both the Weight Percent and Volume Percent columns must total 100.

The last field on this screen is not included in the total for either column.

```
  2/11/98    11:07:54    Work with Raw Material/Resource    PRGMTLM    PRDMTLM

                              Regulatory Information

  Material  . . . . . . . . . . . . :    RAW01
                                         WATER
  MSDS Reference Material . . . . . .    _____  +
  Special SARA Compound for MSDS  . .    N   Y=Yes, N=No
  Health Hazard Code  . . . . . . . .    _   0,1,2,3,4
  Flammability Hazard Code  . . . . .    _   0,1,2,3,4
  Reactivity Hazard Code  . . . . . .    _   0,1,2,3,4
  Personal Hazard Code  . . . . . . .    _   A-K,X
  TSCA ID Assigned  . . . . . . . . .    N   Y=Yes, N=No
  Hazards Data Required . . . . . . .    N   Y=Yes, N=No
  Inbound MSDS Required . . . . . . .    N   Y=Yes, N=No
  Inbound MSDS Number . . . . . . . .    _____




  _____
  F2=Function keys  F3=Exit  F4=Prompt  F13=Hazards Data  F24=More keys
                                                              ▌
```

Figure 6-9: Regulatory Information screen

Regulatory Information

For detailed information on these fields, refer to the *Infinium Regulatory Management Guide to Setup and Processing*.

Select a code in the *MSDS Reference Material* field if you have set up a record for regulatory information that applies to the item.

Establish Material Safety Data Sheet (MSDS) reference material records for regulatory purposes. If several raw materials have the same properties, you can establish a single record to store that regulatory data. Then you can assign the record with the regulatory information to all items to which those properties apply. This can help expedite data entry and ensure accuracy.

If the *Hazards Data Required* field is yes and regulatory data is not on file for this raw material, the system will not generate a Material Safety Data Sheet containing this material. Select no if you do not require hazardous information on this material.

Infinium PM uses your entry in the *Inbound MSDS Required* field for matching purchase orders and invoices. If you use that functionality,

complete this field. Generally, you type the Material Safety Data Sheet identifier that the vendor supplies in this field. Infinium PM does not match MSDS numbers, but does check to make sure all fields that accept MSDS numbers have entries.

If the material you are creating is hazardous, create a hazardous material record by pressing Shift + F1 to access the *Work with Hazardous Materials* option.

If you specify a raw material identifier in the *MSDS Reference Material* field and use Shift + F1 to access the Hazardous Material file, you will be updating the record for the reference material, not for the raw material record you are creating or updating.

```
  2/11/98    11:08:10    Work with Raw Material/Resource    PRGMTLM    PRDMTLM

                                Costing Information

  Material  . . . . . . . . . . . . :    RAW01
                                         WATER
  Cost Unit of Measure  . . . . . . .    GL   *
  Cost Weight Per Volume  . . . . . .    _____
  Cost Code . . . . . . . . . . . . :    R
  Process Material  . . . . . . . . .    N   Y=Yes, N=No

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

Figure 6-10: Costing Information screen

Costing Information

The value in the *Cost Unit of Measure* field defaults to the code selected in the *Material Unit of Measure* field on the General Information screen. You can override the default with another valid unit of measure if you do not have inventory yet, but you cannot leave the field blank. If you change the *Cost Unit of Measure* field, you must type a value in the *Cost Weight Per Volume* field.

If you change the value in the *Material Unit of Measure* field, this new value only defaults to the *Costing Unit of Measure* field if you have not previously altered the *Costing Unit of Measure* field.

If the cost unit of measure you specify is different from the raw material unit of measure, a conversion between those units of measure must be on file. You can access the *Work with UM Conversion* option by pressing Shift + F5 on this screen.

Cost Code

Complete the *Cost Code* field. If you leave this field blank, the system tracks costs for this item under the Cost code "R," which you generally use to indicate a raw material. Name Cost codes using the *Work with Cost Codes* option on the *Costing Utilities* menu in Infinium CA. You cannot override a Cost code once it is on file for a raw material/resource.

Process Material

The *Process Material* field defaults to **No**. Generally, you override the default only for resources. Process materials add to the cost of a formula/bill of materials but not to its weight and volume.

For example, a vat requires a rinse prior to manufacturing a batch. The rinse solution is a cost you incur, but it is not an ingredient of the formula and does not add to the weight and volume of the formula. Thus, the raw material record for the rinse solution should have yes selected in the *Process Material* field.

```
  2/11/98    11:08:41    Work with Raw Material/Resource    PRGMTLM    PRDMTLM

                              Miscellaneous Information

  Material  . . . . . . . . . . . . :    RAW01
                                         WATER
  QC Type Category  . . . . . . . .      CON +
  Lab Breakdown Code  . . . . . . .      ___ +
  Solvent Type  . . . . . . . . . .      _
  Percent Oil Absorption  . . . . .      _____
  Material Type . . . . . . . . . .      _____ +
  Weight Per Bag  . . . . . . . . .      __
  Batch Ticket Message  . . . . . .      _____
  Usage Loss Percentage . . . . . .      _____
  Zero Loss Factor  . . . . . . . .      N  Y=Yes, N=No




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

                                                                        █
```

Figure 6-11: Miscellaneous Information screen

Miscellaneous Information

Infinium LA and Infinium MC use your entries on this screen.

Your entries on this screen affect formulas you create using Infinium LA or the *Formula Management* menu in Infinium FM.

QC Type Category

You can associate a raw material/resource with a quality control test. A QC Type refers the system to a template. The template lists quality control tests, characteristics, and descriptive data you can use for quality checks when you receive this item. Establish QC Type Category codes in the *Work with QC Test Type* option and create templates in the *Work with QC Template* option. Both of these options are in Infinium FM.

Lab Breakdown Code

Establish Laboratory Breakdown codes in the *Work with Laboratory Breakdown Codes* option in Infinium LA. These codes allow you to classify materials by characteristic. For example, the code "ADH" may refer to high density additives, while the code "ADL" may refer to low density additives.

Solvent Type

If you use Infinium LA and this material is a solvent, use one of the following codes to assign it a classification: **A** - Active Solvent, **D** - Diluent, **L** - Latent, **S** - Solvent, and **0** - Other Solvent. You can also type **W** in this field to indicate that water is present. In Infinium RM, the system bases flammability classifications on flashpoint and if the product contains an ingredient with **W** in the *Solvent Type* field. Refer to the *Infinium Regulatory Management Guide to Setup and Processing* for more information.

Percent Oil Absorption

Use this field to indicate information on pigments. You can also use it to generate Query reports.

Material Type

Use Material Type codes to group materials for *Reorder Point Processing*, an option available through Infinium IC. Maintain Material Type codes in the *Work with Code Values* option of Infinium CA.

Weight Per Bag

Infinium applications do not use this field at this time.

Batch Ticket Message

Use this field to print raw material specific messages on a batch ticket, if your batch ticket is custom-designed to include this information on it.

Zero Loss Factor, Usage Loss Percentage

The Zero Loss Factor field displays only if the Apply at Ingredient Level field in the Work with Entity Controls option is yes.

You can specify the system to only apply a loss percentage to this material in a formula or instruct the system to apply the loss factor specified for the formula to this material by completing the *Usage Loss Percentage* and *Zero Loss Factor* fields as shown in the table below.

When the *Usage Loss Percentage* field entry is:	And the *Zero Loss Factor* field entry selected is:	The system applies this loss factor:
Any value	**No**	loss percentage assigned in the material record
0	**No**	loss factor specified in the formula header
0	**Yes**	**0**

Advance to the next attribute.

```
 2/11/98    11:08:52    Work with Raw Material/Resource    PRGMTLM    PRDMTLM

                            Purchasing Information

 Material  . . . . . . . . . . . . :    RAW01
                                        WATER
 Purchasing Tax Default  . . . . . .    _  Y=Yes, N=No
 Tax Authority Default . . . . . . .    ___  +
 Rate Code Default . . . . . . . . .    ____  +
 Recoverable . . . . . . . . . . . .    _  Y=Yes, N=No
 Tax Category Code Default . . . . .    ___  +

 Gross Weight per Unit . . . . . . .    _____
 Gross Weight Unit of Measure  . . .    ____  +

 Cube per Unit . . . . . . . . . . .    _____
 Cube Unit of Measure  . . . . . . .    ____  +




 _____

 F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys

                                                                   ▌
```

Figure 6-12: Purchasing Information screen

Purchasing Information

Use the tax and rate fields to define default values for Infinium PM. These fields function the same as they do in the Infinium CA Control files.

Use the *Gross Weight per Unit*, *Gross Weight Unit of Measure*, *Cube per Unit* and *Cube Unit of Measure* fields for proration purposes in Infinium PM. For more information on proration refer to the *Infinium PM Guide to Setup and Processing*.

```
   2/11/98    11:09:11         Work with Synonyms        SYN010    SYN010FM


   Material  . . . . . . . . . . . . :    RAW01

    Type options, press Enter.
                              5=Inquiry  6=Print

   Opt Synonym
    _ WATER





                                                              Bottom

   F2=Function keys  F3=Exit  F6=Create  F10=QuikAccess  F24=More keys     ▮
```
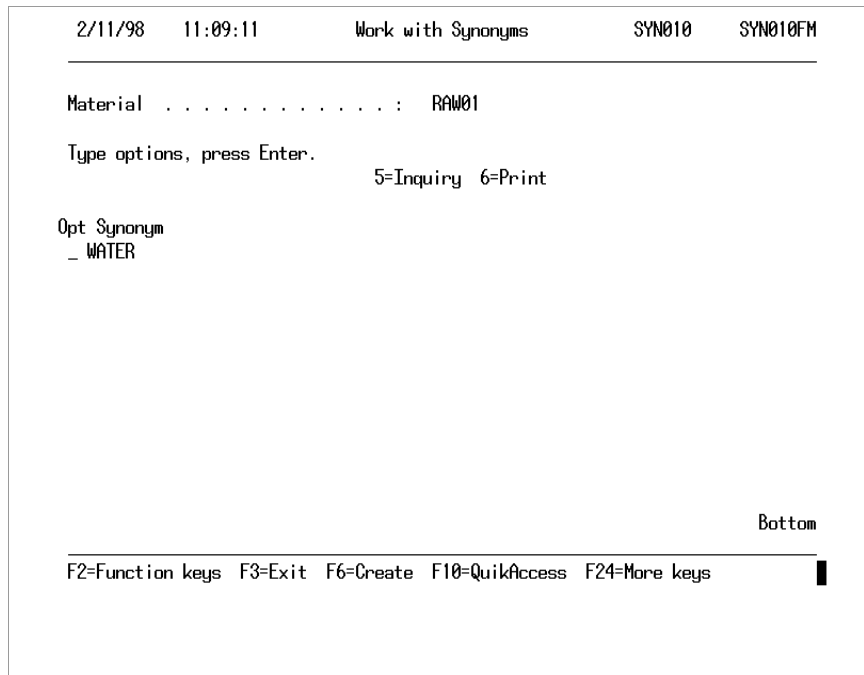
Figure 6-13: Work with Synonyms selection screen

Synonyms

Use synonyms to cross reference materials, resources, formulas, bills of materials, and products in options throughout applications in the Infinium PR suite. You can have as many synonyms for a material as you need.

The synonym that displays on this screen defaults from your entry in the *Description Line 1* field on the General Information screen. You can change this entry only by changing your entry in the *Description Line 1* field.

The system automatically adds other synonym entries when you create product and hazardous material records using the *Work with Products* or the *Work with Hazardous Materials* option, which is accessible from the Regulatory Information screen of this option or through Infinium RM.

To create additional synonyms for this record, press F6.

Exit the synonym screen to exit without creating or updating synonyms.

```
  2/11/98    11:09:26          Work with Synonyms         SYN010    SYN010FM
  _____

  Material  . . . . . . . . . . . . :    RAW01

  Synonym . . . . . . . . . . . . .     H20_____

  Description . . . . . . . . . . .
                             Chemical name for water._____









  _____
  F2=Function keys  F3=Exit  F10=QuikAccess  F12=Cancel  F24=More keys
                                                                    ▌
```

Figure 6-14: Work with Synonyms Entry screen

Creating a Synonym

To add a new synonym, complete the *Synonym* field and, if desired, type a description for it. Save your entries.

```
 2/11/98    11:09:54          Work with Synonyms        SYN010    SYN010FM


   Material  . . . . . . . . . . . . :   RAW01

   Type options, press Enter.
              2=Change  4=Delete  5=Inquiry  6=Print

 Opt Synonym
   _ H20                          Chemical name for water.
   _ WATER







                                                              Bottom

   F2=Function keys  F3=Exit  F6=Create  F10=QuikAccess  F24=More keys
```

Figure 6-15: Work with Synonyms selection screen

Maintaining Synonyms

When you add a synonym manually by completing the previous screen, the synonym displays underlined. You can change or delete only underlined synonyms. You cannot change or delete synonyms the system automatically adds to the file.

Proceed to the next attribute screen.

```
 2/11/98    11:10:06             Update Costs           PCR027    PCR027FM
 _____

 Item  . . . . . . . . . . . . . :      RAW01

 Size  . . . . . . . . . . . . . :

 Select a Valid Cost Type  . . . . .    C +

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




 _____

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

Figure 6-16: Update Costs prompt screen

Updating Costs

You can override the default code in the *Select a Valid Cost Type* field with another valid Cost code to update a different Cost code for the material and location specified on this screen.

The *Company* and *Warehouse* field values default from your user sign-on, or from the *Work with Entity Controls* option if you do not establish a default for the user or terminal. You can override these defaults only if:

- Your user or terminal profile is set up so that you are authorized to access other locations

- Your system is set up to maintain costs at multiple locations

Maintain costs for all cost types, except previous and weighted average cost (cost types **P** and **W**), using this screen.

```
 2/12/98    11:31:07              Update Costs              PCR027    PCR027FM
─────────────────────────────────────────────────────────────────────────────
 Company :   IS1                    Warehouse : ISW1
 Item  . : RAW01
                                    Current Cost
 Raw Material Cost                        2.250000
 Direct Labor                      _____
 Burden Cost                       _____
 Packaging Cost                    _____
 Packaging Labor Cost              _____
 Container Cost                    _____
 Tint Charge                       _____
 Variable Cost                     _____
 Cleanup                           _____
 Machine Cost                      _____
 Spoilage Cost                     _____
 Hardware Cost                     _____
 Utility Cost                      _____
 Engineering Cost                  _____
                                                              More...
 Cost Summary────>        GL              2.250000
─────────────────────────────────────────────────────────────────────────────
 F12=Cancel  F18=Message line  F21=Override  F24=More keys
 Cost has been summarized.  Press function key to update.
                                                              █
```

Figure 6-17: Update Costs screen

Updating Costs

Type the new cost for the item in the appropriate Cost code field.

Press PgDn to see additional Cost codes. You can maintain only one Cost code for raw materials.

Press Enter after making your entry. The system displays the summarized cost at the bottom of the screen. If the summarized cost falls outside the variance you established in the *Raw Mtl/Purch Prod Cost Check* field on the Costing Information screen of the Infinium CA *Control Files* menu, the system displays a warning message. You can override the warning and accept the new cost, or change the cost so it is within the variance.

Press F6 to update the item cost and then exit the cost update program and access the next attribute screen.

Your entries override the cost that is currently on file for the item, cost type, and location you specify. Remember that the costing program runs continuously in most situations. If functions in Infinium MC, Infinium IC, or other systems that automatically submit changes to the costing routing, occur after you update the cost here, those changes override your entries here.

To update costs for the item for another cost type or another company and warehouse, override the codes on the first Maintain Costs screen, and repeat the process.

```
   2/11/98     14:02:38       Work with Item Warehouse      PRGPILM    PRDPILM


   Position to . . . Company     IS1 +              Warehouse ISW1 +
                     Item  :   RAW01               Size  . :
   Type options, press Enter.
     2=Change  3=Copy  4=Delete  5=Display

   Opt   Comp   Whse   Item                 Size  Description
     _    IS1   ISW1   RAW01                      WATER




                                                                    Bottom


   F2=Function keys  F3=Exit  F4=Prompt  F6=Create/Update  F24=More keys
```

Figure 6-18: Work with Item Warehouse selection screen

Item Warehouse File

Create an item warehouse record at one of three levels by completing the fields as follows:

- Entity, by deleting the default *Company* and *Warehouse* field values and leaving those fields blank.

- Company, by deleting the *Warehouse* field default; you can override the company if you have the authority to access other locations.

- Company/warehouse, by leaving the defaults in the *Company* and *Warehouse* fields or changing them, if you have the authority to access other locations.

Press F6 to continue.

If the entry in the *Reorder Point Processing Used* field in the *Work with Entity Controls* option of Infinium IC is **Yes**, the system automatically displays the Work with Item Warehouse screen. You must create an item warehouse record for every raw material/resource record you add to your database. The item warehouse record allows you to use Infinium PM and Infinium IC's Physical Inventory, Reorder Point Processing, and ABC Analysis.

The system does not allow you to exit without making the required entries for the Item Warehouse record.

For complete information on the Item Warehouse file, refer to the "Maintaining the Item Warehouse File" chapter in the *Infinium Cross Applications Guide to System Controls and Materials Maintenance, Infinium Inventory Control Guide to Setup and Processing*, or *Infinium Purchase Management Guide to Setup and Processing.*

Press F6 to create an item warehouse record.

```
    2/11/98    14:03:05      Work with Item Warehouse      PRGPILM    PRDPILM


    Company . . . :   IS1              Warehouse . . : ISW1
    Product . . . : RAW01             Size  . . . . :
    Product Desc  : WATER
    Select one or more of the following.   Then press Enter

    Opt  Attribute
     _   General Information
     _   Purchasing Information
     _   Inventory Information
     _   Lead Times
     _   Maintain Tolerance Definition




    F2=Function keys  F3=Exit  F6=Save  F9=Select All  F24=More keys           ▮
```
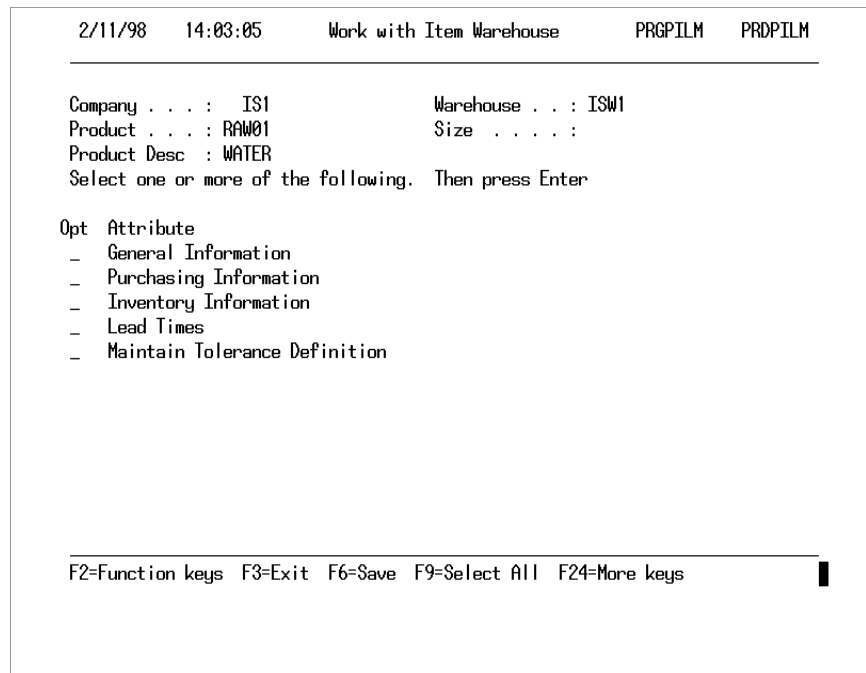
Figure 6-19: Work with Item Warehouse Attribute selection screen

Item Warehouse Attributes

The system only requires inventory information when you access the Item Warehouse file using the *Work with Raw Material/Resource* option.

```
 6/09/03    10:05:39       Work with Item Warehouse      PRGPILM    PRDPILM
 _____
                            Inventory Information            Page 1 of 3
 Company . . . :   IS1                  Warehouse . . : ISW1
 Product . . . : RAWS01                     SAFETY STOCK RAW 01
 Planner Code  . . . . . . . . . . .     ____  +
 Product Family/Class  . . . . . . .     ____  +
 Inventory Cycle Code  . . . . . . .     ____  +
 Lot Controlled  . . . . . . . . . .     _   Y=Yes, N=No, blank
 Default Storage Index . . . . . . .     _____ _____ _____  +
 Validations
   Material/Warehouse Combination  .     _   1=Validation, 2=Warning, 3=No
   First Part of Storage Index . . .     _   1=Validation, 2=Warning, 3=No
   Second Part of Storage Index  . .     _   1=Validation, 2=Warning, 3=No
   Third Part of Storage Index . . .     _   1=Validation, 2=Warning, 3=No
   Storage Index Capacity  . . . . .     _   1=Validation, 2=Warning, 3=No
 Storage Control
   Store by Product  . . . . . . . .     _   1=Validation, 2=Warning, 3=No
   Store by Storage Type . . . . . .     _   1=Validation, 2=Warning, 3=No
   Storage Type  . . . . . . . . . .     ____  +
   Shelf Life Days . . . . . . . . .     ____
 _____
 F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
```

Figure 6-20: Work with Item Warehouse Inventory Information screen 1

Item Warehouse Inventory Information

This is the first Inventory Information screen.

On this screen you specify how the system validates lot control, storage indexes and capacities for a particular item.

If you enabled lot control, you can specify the number calendar days in the *Shelf Life Days* field this item can be on hand before it is unusable. This value is added to the date inventory was entered to calculate the expiration date for a lot.

Generally, you type validation criteria for individual items only if the type of validation to be performed for the item is different from the type of validation specified by your entries in the *Work with Warehouse Controls*, *Work with Company Controls*, and *Work with Entity Controls* options on the Infinium CA *Control Files* menu.

```
 2/11/98    14:03:22       Work with Item Warehouse       PRGPILM    PRDPILM

                            Inventory Information                  Page 2 of 3
   Company . . . :   IS1              Warehouse . . : ISW1
   Product . . . : RAW01              Size  . . . . :
   Product Desc  : WATER
   Order Policy Code . . . . . . . . .   3  1=Ord Pol, 2=Avail, 3=Discrete
   Automatic Creation Method . . . . .   1  1=Create, 2=Send to Work File
   Restocking Method . . . . . . . . .   _  1=Pur, 2=Trnf, 3=Mfg
   Full Allocation Only  . . . . . . .   _  Y=Yes, N=No
   Restocking Warehouse  . . . . . . .   ____ +
   Minimum Quantity  . . . . . . . . .   _____   U/M . . . . ___ +
   Maximum Quantity  . . . . . . . . .   _____   U/M . . . . ___ +
   Order Policy/Lot Size Quantity  . .   _____   U/M . . . . ___ +
   Safety Stock Quantity . . . . . . .   _____   U/M . . . . ___ +
   Maximum Reorder Quantity  . . . . .     20.0000      U/M . . . . ___ +
   Order Multiple Quantity . . . . . .   _____   U/M . . . . ___ +




   F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
                                                                       ▮
```

Figure 6-21: Work with Item Warehouse Inventory Information screen 2

This is the second Inventory Information screen.

The system uses your entries on this screen for Reorder Point Processing and Infinium MP options.

Complete the *Order Policy Code* field if you have specified in Infinium IC that you are using Reorder Point Processing.

If your entry in the *Inventoried* field on the Inventory Information screen is **No**, the default value in the *Order Policy Code* field on the above screen is **3**. This value indicates that the system will not include the item in Reorder Point Processing calculations.

For more information on how to complete the fields in the Item Warehouse file, see the "Maintaining the Item Warehouse File" chapter.

Exit item warehouse maintenance.

Copying Raw Materials/Resources

Create new raw material/resource and product records by copying records that exist in the Raw Material/Resource file using the same option you use to enter records, the *Work with Raw Materials/Resource* option.

Copying records can help expedite data entry if you have several materials that require the same information, or when you need to create a product record for a raw material that you sell. After you copy the record, you can access the newly created record and make any changes or additions necessary.

The system copies only information stored in the raw material/resource record you copy. The system does not copy costs, item warehouse information, or any additional notes and/or descriptions.

Use the menu path below.

▸ *Master Files*

  ▾ *Work with Raw Materials/Resource* [WWRMR]

```
  2/11/98     14:04:16     Work with Raw Material/Resource     PRGMTLM     PRDMTLM


   Position To . . . Material  . . . . . . . . . . . . .   _____
                     Material Id Search  . . . . . . . .   _____
   Type options, press Enter.
     2=Change  3=Copy  5=Display  12=Material usage

   Opt     Material            Description                 Remove
   3_      RAW01               WATER
   __      RAW02               FLOUR
   __      RAW03               BUTTER
   __      RAW04               SUGAR
   __      RAW05               CINNAMON
   __      RAW06               NUTMEG
   __      RAW07               APPLES
   __      RAW08               CHERRIES
   __      RAW09               PIE TIN COVER
   __      RAW10               PIE TIN
                                                              More...


   _____
    F2=Function keys  F3=Exit  F6=Create  F10=QuikAccess  F24=More keys
                                                                       █
```

Figure 6-22: Work with Raw Material/Resource selection screen

Select the material. From the List menu, select *Copy* (or type **3** in the *Opt* field and press Enter). Remember, you can use the *Material* field to reposition the list that displays or use the *Material Id Search* field to display a list of items that have the combination of characters you type in the field.

Press F11 to search for a material by its description or Shift + F5 to search by synonym.

```
   2/11/98    14:04:45    Work with Raw Material/Resource   PRGMTLM    PRDMTLM
   _____


   Copy from:
     Raw Material  . . . . . . . . . :    RAW01

   Copy to:
     Item Type . . . . . . . . . . .    1  (1=Mtl, 2=Product)
     Item  . . . . . . . . . . . . .    _____
     Size Code . . . . . . . . . . .    ___ +












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


                                                                        ▌
```

Figure 6-23: Work with Raw Material/Resource Copy screen

If you are creating a product record from the material record, you must access the newly created record using the *Work with Products* option.

The system generates an audit report when the copy function is complete.

Displaying Raw Materials/Resources

You can view the raw material/resource records you have on file. There are two ways to access records for viewing:

- Use the *Work with Raw Materials/Resource* option and select one or more existing records. From the List menu, select *Display* (or type **5** in the *Opt* field)

- Use the *Display Raw Materials/Resources* option and select one or more existing records. From the List menu, select *Display* (or type **5** in the *Opt* field)

Either way, when you select the record you want to view, the system displays the Work with Raw Material/Resource Attribute selection screen. Select attributes just as you do when you add or maintain records.

To move from screen to screen, press Enter. The information you have on file displays. After all the screens you have selected for one record have displayed, the system returns to the Work with Raw Material/Resource Attribute selection screen for the record you just viewed. Press Enter again to display the Work with Raw Material/Resource Attribute selection screen for the next raw material/resource record you selected.

When you access records for display, you cannot make changes on the screens.

Printing Raw Materials/Resources

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]

```
  2/11/98    14:05:27      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 6-24: Print Raw Material/Resource prompt 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.

Purging Raw Material/Resource Records

You can delete raw material/resource records that have *Remove* in the *Active Code* field on the General Information screen.

Be sure you have a current backup of your Raw Material/Resource file before you execute the purge option.

Use the menu path below.

▸ *Master Files*

   ▾ *Purge Deleted RM Records* [PDRMR]

The system requires no input here. Select the option and press Enter to confirm that you want to execute the purge. If the system deletes a raw material/resource record from the Raw Material file, the system deletes any records associated with it as well or deactivates them, including records in the following files:

File Identifier	File Description
RAWMATPF	Raw Material file
PRDCSTPF	Product Cost file
PRPPIL	Item Warehouse file
PRPUM	Unit of Measure and Conversion file
MRPMEL	Regulatory Exposure Limit file
MRPPA	Regulatory Phrase Assignments file
RAWMSDPF	Hazardous Material file
PRPSI	Storage Index file

The system also deactivates extended descriptions and item notes (DMPNH and DMPND files).

When processing is complete, the system generates a report that lists deleted materials, their company and warehouse, the total number of records on file, and the total number of records deleted.

Chapter 7 Working with Products

7

The chapter consists of the following topics:

Overview of Working with Products

The Product file stores information about the finished goods that your company manufactures or purchases for sale.

A product can have a Size code as part of its identifier. Use Size codes to define how to package an item. These identifiers are ideal for manufacturers that:

- Produce products sold in various sizes, such as items sold to bulk versus those sold to retail distributors

- Have standard containers in which you package various products

Depending on how you set up your controls, the system may require Size codes as part of the product identifier. If the *Use Size Code* field in the *Work with Entity Controls* option is **Y**, the Size code is a mandatory entry. If the entry in the *Use Size Code* field is **N**, the Size code is optional. In either situation, you must define a Size code in the Size Code file before you can assign it as part of the product identifier.

After you complete this chapter, you should be able to:

- Create Size codes

- Create product records

- Copy product records

- Display product records

- Print product records

Understanding Size Codes

Use Size codes to describe the packaging size of an item. Assign Size codes to products to distinguish how you purchase, use, or sell an item. For example, if your business is soda, you may sell your products in a 6-pack, an 8-pack, and a case. You can set up Size codes to describe each of those packages: 6PK, 8PK, and CSE.

Each Size code record contains information the system can use for inventory, cost, and price calculations. For each of these calculations, you assign a number of units per container. The system uses this value as a multiplier when calculating inventory balances, costs, and price for an item. Assign a unit of measure code to those values for individual products using the *Work with Products* option.

In the case of soda, the Size code record will have values that indicate the number of cans each size contains. You will specify values for inventory, cost, and price. You can base these on different units of measure, if need be. For example, you may inventory soda by cans, but you want to track costs for the soda as a single unit: for example, the 6-pack.

Assign Size codes to products you enter using the *Work with Products* option. Because the Size code identifies the packaging size of an item, you may have several records for the same item in different sizes. Using the example above, you may have these products on file:

- ORANGE SODA 6PK

- ORANGE SODA 8PK

- ORANGE SODA CSE

In each product record where you assign a Size code, you define the units per container values you set up in the Size code record. For example, if the number of inventory units per container for the size 6PK is 6, the unit of measure you assign in the product record for ORANGE 6PK may be CAN; if the number of units per container for price is 1, you may enter EACH as the price unit of measure, which indicates the system should price the 6-pack as a single unit.

The following explanation gives general instructions on how to establish Size code records. The "Size Code Examples" appendix discusses how the system uses the Size code.

Working with Size Codes

Use the *Work with Size Code* option to create and define your Size codes.

Use the menu path below.

▶ *Master Files*

  ▼ *Work with Size Code* [WWSC]

```
    2/11/98     11:24:15          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
   2       6PK       SIX PACK (6CANS)
   _       8PK       EIGHT PACKS (8CANS)







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

Figure 7-1: Work with Size Code selection screen

Type a Size code and press F6 to create a new Size code, or select from the codes that display on the screen to update or view a record that is already on file.

```
  2/11/98    11:24:29          Work with Size Code        PZR100    PZ100FM


  Size Code . . . . . . . . . . . . :    6PK



  Size Container Desc . . . . . . . .    SIX PACK (6CANS)
  Size Label Description  . . . . . .    INV/6CANS SOLD= 6PKS
  Inventory Units Cntr  . . . . . . .           6.0000
  Price Units Container . . . . . . .           1.0000
  Cost Units Container  . . . . . . .           1.0000
  Base Unit of Measure  . . . . . . .    CAN  +
  Base Units Container  . . . . . . .           6.0000






  F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
```

Figure 7-2: Work with Size Code Definition screen

Defining Size Codes

The *Inventory Units Cntr*, *Price Units Container*, *Cost Units Container* and *Base Units Container* default to **1.0000**, which means the system will inventory, cost, and price the product as one unit. Assign a unit of measure code that qualifies each quantity in individual product records using the *Work with Products* option.

You can assign a different number of units per container to describe what the size (package) contains. For example, if you plan to inventory products assigned the size **6PK** as individual cans, type **6** in the *Inventory Units Cntr* field. Assign the unit of measure that defines the quantity, **CAN**, in the *Inventory Unit of Measure* field on the Inventory Information screen of the *Work with Products* option.

You can set up a Size code with a different value in the *Inventory Units Cntr*, *Price Units Container* and *Cost Units Container* fields. In the *Work with Products* option, assign a different unit of measure to each value. The system can use these values to calculate quantities, costs and prices. The "Size Code Examples" appendix has more information about when the system uses these values.

The *Base Units of Measure* and *Base Units Container* fields are values the system uses to perform unit of measure conversions if the system cannot resolve the conversion using the Unit of Measure file. Here you specify the

number of units contained in the size and qualify it by assigning a unit of measure.

It is important to remember that your entry in the *Base UM* field does not define any value on this screen other than that in the *Base Units Container* field. The "Size Code Examples" appendix has examples of how the system uses these values.

Your entry does not have to be a base unit of measure defined in the *Work with UM Definition* option, but it must be a unit of measure defined for your system through that option.

When you assign a base unit of measure to a Size code, you are defining a unit of measure the system can use as a base unit for conversions that involve only those items that have this Size code. Remember, you can override any Size code values for individual products using the *Work with Products* option.

Creating and Updating Products

The system uses information in product records when you use options in Infinium IC, Infinium OP, Infinium MC, and other systems where you can specify product codes.

Use the menu path below.

▶ *Master Files*

   ▼   *Work with Products* [WWP]

```
  2/11/98    11:26:34          Work with Products        PRGPRDM    PRDPRDM


  Position to . . . Product . . . . . .  _____  Size  . . . __ +
                    Product Id Search .  _____
  Type options, press Enter.
    2=Change  3=Copy  5=Display  6=Print  12=Product usage

  Opt  Product           Size  Name                        Status
    __  COLA              6PK   ORANGE SODA (SIX PACK UNIT)    Active
    __  COLA              8PK   ORANGE SODA (EIGHT PACK UNIT)  Active
    __  GOLF BAG          EA    GOLF BAG                       Active
    __  GOLF IRONS        EA    GOLF IRONS                     Active
    __  GOLF KIT          EA    GOLF KIT                       Active
    __  GOLF WOODS        EA    GOLF WOODS                     Active
    2_  PROD01                  CHERRY PIE                     Active
    __  PROD02                  APPLE PIE                      Active
    __  PROD03                  KITTY LITTER                   Active
    __  PROD04                  WHITE PAINT                    Active
                                                          More...


  F2=Function keys  F3=Exit  F4=Prompt  F6=Create/Update  F24=More keys      ▌
```

Figure 7-3: Work with Products selection screen

To create a new product, type a code in the *Product* field and press F6 to display the General Information screen.

A parameter you set in the *Work with Entity Controls* option controls whether the system requires an entry in the *Size* field or if the field is optional. If the Size code is an optional entry, the system does not accept a code that is already used to identify a raw material or formula record. If you plan to use a Size code, you must establish the code in the *Work with Size Code* option first. The system validates size field entries using the Size file.

You can also create a new product by copying one that already exists. See the "Copying Product Records" topic for more information.

To update a record, make a selection from the records that display and press Enter. Use the *Product* field to reposition the list of items that display, or use the *Product Id Search* field to display a list of items that have the combination of characters you type in the field. Press F11 to search for a material by its description or F17 to search by synonym.

To make your selection, type **2** in the *Opt* field and press Enter. This displays a Work with Products Attribute selection screen. Select the attributes you want to maintain and press Enter. Those screens display following the General Information screen.

When you maintain an attribute and press Enter to exit, the change is immediately updated to the file.

```
  2/11/98    11:27:01          Work with Products        PRGPRDM    PRDPRDM
 ─────────────────────────────────────────────────────────────────────────
                              General Information
    Product . . . . . . . . . . . . . :    PROD01
    Active Record . . . . . . . . . .      1  1=Active, 2=Obsolete, 3=Remove
    Description - Line 1  . . . . . . .     CHERRY PIE_____
    Description - Line 2  . . . . . . .     _____
    Display Description . . . . . . . .     _____
    Inventory Unit of Measure . . . . .     EA__
    Commodity Code  . . . . . . . . . .     MISC____  +
    Inventory G/L Partial Account . . .     _____
    Product Revision Level  . . . . . .     __
    Sort Code . . . . . . . . . . . . .     _____
    Auto Source Capable Material  . . .     Y  Y=Yes, N=No
    Extended Description  . . . . . . :      N  Y=Yes, N=No
    Item Notes  . . . . . . . . . . . :      N  Y=Yes, N=No
    Kit Product . . . . . . . . . . . .     N  Y=Yes, N=No
    Manufactured or Purchased Code  . .     1  1=Manufactured, 2=Purchased
    Formula used  . . . . . . . . . . .     FORM02_____  +
    Container Bill of Material  . . . .     FORM07_____  +
    Weight per Volume Factor  . . . . .     _____
 ─────────────────────────────────────────────────────────────────────────
    F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys


                                                                   ▮
```

Figure 7-4: General Information screen

General Information

The system requires entries in the *Active Record*, *Description - Line 1*, *Inventory Unit of Measure*, *Commodity Code*, *Auto Source Capable Material,* and *Manufactured or Purchased Code* fields. Complete those fields as follows:

Active Record

A **1** in this field indicates that this is an active product. You cannot use records for products with a **2** or **3** in the *Active Record* field, nor can you sell them. If you are updating an existing record, you cannot mark a record for deletion if the product is an ingredient in a formula/bill of materials, or if it has an inventory balance.

Description - Line 1

Type a description of the product in the *Description - Line 1* field. The system automatically adds your entry to the Synonym file, which you can use to search for this product when the synonym search capability is available.

Description - Line 2

Type any additional descriptive information about the product in this field. The system displays or prints your entry here wherever a description appears, such as on the Filling Information screen of Infinium MC or on the Item Entry screen of the *Order Entry* option in Infinium OP. The system also automatically adds your entry to the Synonym file.

Display Description

If you want a description other than the descriptions from the *Description - Line 1* and *Description - Line 2* fields to appear on the Item Entry screen in Infinium OP, type a description in this field.

Inventory Unit of Measure

In the *Inventory Unit of Measure* field, type the code that identifies the unit of measure that defines quantities of this product.

If you do not have inventory on a product and you change the *Inventory Unit of Measure* field, the system updates the inventory unit of measure on the Purchasing Information screen in the Item Warehouse file. Once you create the product record and you have inventory activity on the product, you cannot change the value in the *Inventory Unit of Measure* field.

Commodity Code

Establish the default value in the *Commodity Code* field using the *Work with Entity Controls* option. You can override this value.

If you do not install Infinium PM, raw material and product records do not require Commodity codes. However, if at a later date you plan to install Infinium PM, you must add a Commodity code to each raw material and product record because the system may require Commodity codes on

requisitions and purchase order detail lines. This depends on your Infinium PM setup.

Inventory G/L Partial Account

Use this field to indicate the inventory account associated with this product. This information feeds to Infinium JP, which in turn can feed Infinium GL.

Product Revision Level

Type a number that indicates the number or level of revisions for this record. Infinium Software programs do not currently use this information.

Sort Code

Infinium Software programs do not currently use this field.

Auto Source Capable Material

The *Auto Source Capable Material* field allows you to specify whether the system automatically enter this item on purchase orders created from requisitions.

When you type **Y** in this field and this material is a line item on a purchase requisition, it will be a line item on the purchase order you create from that requisition using the *Work with sourcing* option on the *Purchase Order* menu in Infinium PM.

Extended Description

This field indicates if an extended description exists for this item. A **Y** indicates an extended description exists. You can access the extended description window by pressing F13.

Item Notes

This field indicates whether an item note exists for this item. A **Y** indicates that a note exists. You can access the item notes window by pressing F14.

Kit Product

This field defaults to **N**, which means this product is a single entity. If the product is a kit made up of two or more components, override the default with **Y**. Kit products require a formula or bill of material. A parameter in the *Work with Entity Controls* option of Infinium CA determines whether the system tracks inventory for a kit as a single entity or as each component.

Manufactured or Purchased Code

Establish the default value in the *Manufactured or Purchase Code* field on the Base Application Information screen in the *Work with Entity Controls* option. You can override the default, if necessary.

Formula used

Type the identifier for the formula that the system uses to produce this product. Or, press F4 to search for and select a valid formula identifier.

If multiple instances of a formula exist, the formula you enter here is the entity formula. However, when resolved, the system uses the correct instance of the formula during processing, inquiring or reporting:

- If a company and warehouse is specified

- If formula instances with effective dates exist

The system requires this field if you have specified that it is a manufactured product. Generally, if you have specified that this is a purchased product, leave this field blank. If this product will be used in formulas and a raw material breakdown formula can be used to generate the MSDS and calculate chemical properties correctly, enter the code for the raw material breakdown formula here.

If this is a manufactured product, you must type a formula, a kit, or an intermediate in either test or active status in this field.

WARNING: If you produce products that require a unique MSDS due to ingredient differences in the hazardous raw materials, you must create a separate formula and product (finished good). This formula must be an entity-level formula with no corresponding formula instances. In this scenario, Infinium RM generates the appropriate MSDS.

Container Bill of Material

If you want to track container materials for products, type the identifier for the formula or raw material that comprises the packaging materials for this product.

If multiple instances of a container bill of material exist, the container bill of material you enter here is the entity container bill of material. However, when resolved, the system uses the correct instance of the container bill of material during processing, inquiring or reporting:

- If a company and warehouse is specified

- If a container bill of material exists with effective dates

If this is a manufactured product, you can type only an active bill of materials/kit, formula or intermediate in this field.

Weight per Volume Factor

For purchased products, type the density of this product expressed as pounds per gallon. The system uses this value to convert quantities and costs between different units of measure. If this product is a manufactured product, the system calculates the value automatically, based on the ingredient of the formula specified in the *Formula Used* field above.

See the "Working with Control Files" chapter, the "Setting up Units of Measure" chapter, and the "Unit of Measure Conversion Examples" appendix for more information on when and how the system uses this value.

For manufactured products that use formulas, the system retrieves the weight per volume value from the formula record.

If you use Infinium MC and you are creating an active, purchased product without a weight per volume, the system displays a warning message informing you of this. Update the *Weight per Volume Factor* field or press Enter to proceed.

At this point you can press F3 to exit and save your product or press Enter to return to the Work with Products Attribute selection screen and select other attributes for updating.

Function Keys

Additional screens are available when you use the following function keys:

- Press F13 to access the Extended Description window where you can enter descriptive information.

- Press F14 to access the Item Notes window where you can maintain additional information for a product record.

Infinium PM can use Item Notes and Extended Description information. Enter Item Notes and Extended Descriptions the same way you did for raw material/resource records. Refer to the "Working with Raw Materials/ Resources" chapter if you need information on how to complete the fields in these windows.

- Press F17 to access the *Work with Unit of Measure Conversions* option if you need to establish a new record for the inventory unit of measure you assign to this product. See the "Setting up Units of Measure" chapter for more information.

- Press F21 to access the User-Defined Fields screen. Define these fields using the *Work with User Defined Fields* option on the Infinium CA *Code Files* menu.

Some files that have User-Defined fields do not allow you to create company specific User-Defined fields. The following is a list of files that do not allow company specific user-defined fields: RAWMATPF, Raw Material/ Resource file, MANFILPF, Product file, RAWMSDPF, Hazardous Raw Material file, PHYSICPF, Hazardous Formula file, and QCFORMPF, Formula Target Values file.

```
  2/11/98    11:27:13         Work with Products        PRGPRDM    PRDPRDM


Product . . . . . . . . . . . . . :    PROD01
                                       CHERRY PIE
Select one or more of the following.   Then press Enter

   Attribute
_  General Information
_  Inventory Information
_  Customer Order Information
_  Purchasing Information
_  Miscellaneous Information
_  Maintain Synonyms
_  Maintain Costs
_  Maintain Item/Warehouse Information




F2=Function keys  F3=Exit  F8=Print  F9=Select All  F24=More keys
```
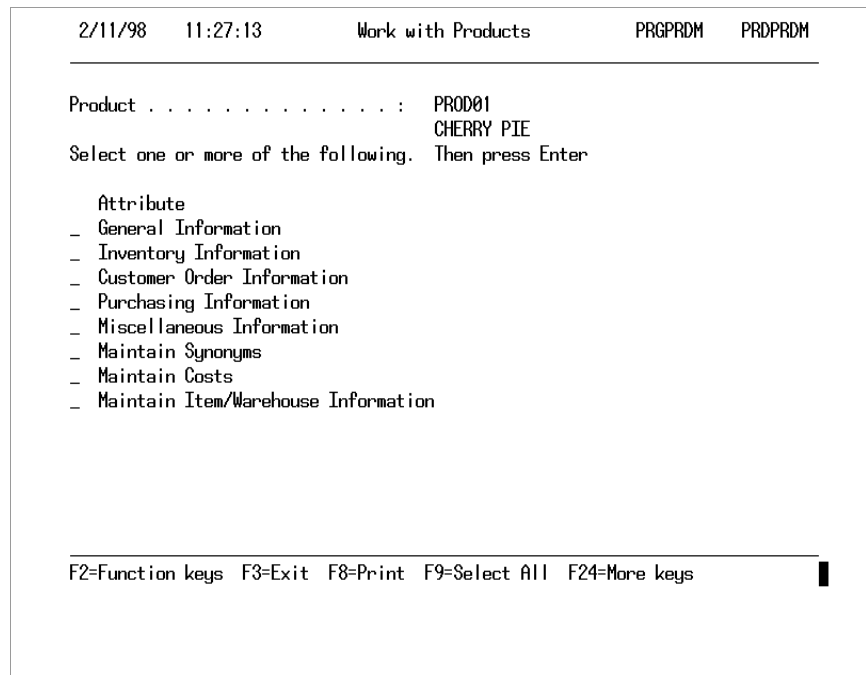
Figure 7-5: Work with Products Attribute selection screen

Product Attributes

Choose the type of information you want to enter/update or press F9 to access all screens. Remember, if you are creating a record, the General Information screen displays before the Work with Products Attribute selection screen.

The default value of **1** displays in the field next to attributes you pre-selected using the *Work with User Selections* option on the *Control Files* menu. If you do not want to access pre-selected screens, remove the default.

This guide discusses each attribute in the order it displays on the Work with Products Attribute selection screen.

```
 2/11/98    11:27:38        Work with Products      PRGPRDM    PRDPRDM

                         Inventory Information
 Product . . . . . . . . . . . . . :    PROD01
                                        CHERRY PIE
 Inventoried Units per Container . .        1.0000
 Inventory Unit of Measure . . . . :    EA

 Cost Units per Container  . . . . .        5.0000
 Cost Unit of Measure  . . . . . . .    EA   +

 Product Forecasted  . . . . . . . .    Y  Y=Yes, N=No
 Fill Factor . . . . . . . . . . . .     .9000

 Base Units per Container  . . . . .        5.0000
 Base Unit of Measure  . . . . . . .    EA   +




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

                                                                     ▮
```

Figure 7-6: Inventory Information screen

Inventory Information

On this screen, you cannot change the *Inventory Unit of Measure* field value that defaults from the General Information screen. To specify a different unit of measure, return to that screen and change the *Inventory Unit of Measure* field entry there.

Inventory Units per Container, Cost Units per Container

The *Inventoried Units per Container* and *Cost Units per Container* fields default to **1.000**. If you assigned a Size code to the product, the system refers to the Size file to retrieve the values when performing unit of measure calculations that require this information.

You can override the Size file values for this product by overriding the defaults. When you do, the system uses the values you specify here as the multiplier to perform unit of measure calculations for this product.

If you are not using a Size code as part of the product identifier, be sure the number of inventory units per container and cost units per container are correct. The system uses **1.0000** in unit of measure calculations unless you override the default.

The inventory, cost, and base number of units per container can be different. If they are and if you are using the Size code to identify this product, be sure

the values in the *Inventory Units per Container*, *Cost Units per Container,* and/or *Base Units per Container* fields are correct.

If you specify units of measure in the *Cost Unit of Measure* and/or *Base Unit of Measure* fields that are different from the inventory unit of measure, a conversion record for those units of measure must be on file. You can access the *Work with UM Conversion* option by pressing F17 on this screen.

Cost Unit of Measure

This field defaults to the unit of measure in the *Inventory Unit of Measure* field on the Inventory Information screen of this option. This defines the cost units per container in the previous field. To override the default, enter a valid Unit of Measure code or press F4 to search for and select a valid code to complete this field.

Product Forecasted

Infinium Software programs do not currently use this field.

Fill Factor

When you create a new record, this field defaults to **1.0000**, which means the container specified by the Size code is at capacity. For a product that contains less than the quantity defined by the Size code, override the default. For example, type **.8** to indicate that a container is filled to 80% capacity to allow for expansion. The system will use your entry here in this field to calculate inventory quantities, prices, and costs for this product.

Base Units per Container

Type the number of units in the base unit of measure that this product contains. Define this value by entering in the *Base Unit of Measure* field. The system uses this value to facilitate conversions between standard and non-standard units of measure and vice versa. For example, the system will use base units per container to calculate the number of gallons per one "EACH" and vice versa.

Base Unit of Measure

Type a valid Unit of Measure code or press F4 to search for and select a valid Unit of Measure code.

```
 2/11/98     11:27:54          Work with Products        PRGPRDM    PRDPRDM

                           Customer Order Information            Page 1 of 3
 Product . . . . . . . . . . . . . :      PROD01
 Description . . . . . . . . . . . :      CHERRY PIE
 Payment Terms . . . . . . . . . .        NET30 +
 Charge Sales Tax  . . . . . . . . .      N  Y=Yes, N=No

 Sales Product Category  . . . . . .      CAT4  +
 Price Class Code  . . . . . . . . .      _
 Price Discount Percent  . . . . . .      _____
 Net Price Product . . . . . . . . .      N  Y=Yes, N=No
 Product Price Group . . . . . . . .      __  +
 Price Units per Container . . . . .      _____1.0000_
 Price Unit of Measure . . . . . . .      EA_  +

 Give Large Order Discount . . . . .      N  Y=Yes, N=No
 Large Order Discount Code . . . . .      _  +

 Sales G/L Partial Account . . . . .      _____
 COGS G/L Partial Account  . . . . .      _____

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

Figure 7-7: Customer Order Information screen 1

Customer Order Information

Infinium OP uses your entries on this screen. If you do not have Infinium OP installed, you can bypass the three Customer Order Information screens.

Payment Terms

The system validates the *Payment Terms* field against the Infinium Accounts Receivable Payment Terms file. The system uses this field if this product has a unique payment term associated with it.

If a customer orders this product and you use the *Order Processing Entry* option in Infinium OP and the customer has payment terms different from those established for this product, the original order is split into two orders: one that lists products for which the customer payment terms apply and one for which the product payment terms apply.

Charge Sales Tax

When you are creating a new record, this field defaults to **N** which means sales tax is not applicable to this product. If this is a taxable product, override the default with **Y**. A parameter in the *Work with Entity* option in Infinium OP uses this value along with information from the record for the customer ordering the product to determine how to calculate sales tax.

Vertex Transaction Code

Type the appropriate Vertex Transaction code. This is for tax purposes. This field displays on the Customer Order Information screen 1 only if you have your Infinium CA Entity Control file defined to use Vertex.

The following are the valid entries:

1	Sale item that ships
2	Sale item that will not ship
3	Lease item that ships
4	Lease item that will not ship
5	Rental item that ships
6	Rental item that will not ship
7	Service item that ships
8	Service item that will not ship
9	Purchase item that ships
10	Purchase item that will not ship

Sales Product Category

Define Sales Product Category codes in the *Work with Product Sales Category* option on the *Code Files* menu in Infinium CA. Use Product Sales Category codes to group products for sales analysis. These codes may also have a partial general ledger account assigned that you can use with Infinium JP to construct general ledger accounts for posting transactions to the general ledger.

Price Class Code

Infinium Software applications do not currently use this field.

Price Discount Percent

Type the percentage discount the system should apply to the selling price of this product. For example, type **.10** to indicate a 10% discount. The system uses this entry when Infinium OP calculates the price for this product.

Net Price Product

This field defaults to **N** which means this product is eligible for any discounts indicated by your entries in the Price Discount Percent, Large Order Discount, and other fields the system uses for calculating the price of a product. If the product is a net item, and no discounts apply, override the default with **Y**.

Product Price Group

Use Product Price Groups in Infinium OP. Define them in Infinium OP's Base Price file.

Price Units per Container

This field defaults to **1** which means the system defaults to the Size Code file value if this product has a Size code. If you do not use Size codes, the system assumes a single pricing unit. You can override this value. Establish Size codes in the *Work with Size File* option in Infinium CA.

If you are not using a Size code as part of the product identifier, be sure the number of price units per container is correct. The system uses 1.000 in unit of measure calculations unless you override the default.

Price Unit of Measure

This field defaults to the value in the *Inventory Unit of Measure* field specified on the Inventory Information screen. You can override the default. The price unit of measure value controls the value in the *Price Units per Container* field.

If you override the default in the *Price Unit of Measure,* be sure you have a conversion record for the inventory unit of measure and price unit of measure on file. You can access the *Work with UM Conversion* option by pressing F17 on this screen. See the "Setting up Units of Measure" chapter for more information.

Give Large Order Discount

When you create a new product record, this field defaults to **N**, which means large order discounts do not apply to this product. If this product is eligible for a large order discount, override the default with **Y**. The system uses this entry in calculating this product's price in Infinium OP.

Large Order Discount Code

If you type **Y** in the *Give Large Order Discount* field, type a valid Large Order Discount code here, or press F4 to search for and select a valid code. Define Large Order Discount codes in Infinium OP.

Sales G/L Partial Account

In this field type a partial general ledger account to which sales of this product may apply. Infinium JP can use this code to construct general ledger accounts for posting transactions to Infinium GL.

COGS G/L Partial Account

Type the partial general ledger account to which the cost of this product may apply. Infinium JP can use this partial account to construct general ledger accounts for posting transactions to the general ledger.

```
   2/11/98    11:28:19          Work with Products      PRGPRDM    PRDPRDM


                              Customer Order Information              Page 2 of 3
   Product . . . . . . . . . . . . . :    PROD01
                                          CHERRY PIE

   Price 1 . . . . . . . . . . . . .          5.000000
   Price 2 . . . . . . . . . . . . .          4.000000
   Price 3 . . . . . . . . . . . . .       _____
   Price 4 . . . . . . . . . . . . .       _____
   Price 5 . . . . . . . . . . . . .       _____
   Price 6 . . . . . . . . . . . . .       _____
   Price 7 . . . . . . . . . . . . .       _____
   Price 8 . . . . . . . . . . . . .       _____
   Price 9 . . . . . . . . . . . . .       _____





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

                                                                       ▌
```

Figure 7-8: Customer Order Information screen 2

The system uses the prices you specify here to calculate the price of the product. Establish pricing schemes using the Infinium OP *Pricing* options.

```
    2/11/98     11:28:30         Work with Products        PRGPRDM
  PRDPRDM
                            Customer Order Information           Page 3 of 3
    Product . . . . . . . . . . . . . :     PROD01
                                            CHERRY PIE


    Net Weight per Unit . . . . . . . .     _____
    Net Weight Unit of Measure  . . . .     ___ +

    Gross Weight per Unit . . . . . . .     _____
    Gross Weight Unit of Measure  . . .     ___ +

    Cube per Unit . . . . . . . . . . .     _____
    Cube Unit of Measure  . . . . . . .     ___ +







    _____

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


                                                                    ▌
```

Figure 7-9: Customer Order Information screen 3

Use the Gross Weight per Unit, Gross Weight Unit of Measure, Cube per Unit, and Cube Unit of Measure fields for tax proration in Infinium PM.

For more information on proration refer to the *Infinium Purchase Management Guide to Setup and Processing.*

```
 2/11/98    11:29:21        Work with Products        PRGPRDM    PRDPRDM


                             Purchasing Information
 Product . . . . . . . . . . . . . . :   PROD01
                                         CHERRY PIE

 Purchasing Tax Default  . . . . . .   N   Y=Yes, N=No
 Tax Authority Default . . . . . . .   ___  +
 Rate Code Default . . . . . . . . .   ____  +
 Recoverable . . . . . . . . . . . .   _   Y=Yes, N=No
 Tax Category Code Default . . . . .   ___  +














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

Figure 7-10: Purchasing Information screen

Purchasing Information

Use these fields to determine default information for Infinium PM. These fields function the same as they do in the Infinium CA Control files.

```
2/11/98     11:29:38          Work with Products        PRGPRDM    PRDPRDM

                           Miscellaneous Information              Page 1 of 2
Product . . . . . . . . . . . . . :      PROD01
                                         CHERRY PIE

Inbound MSDS Required . . . . . . .     N   Y=Yes, N=No
SARA Components Tracked . . . . . .     N   Y=Yes, N=No
Inbound MSDS Number . . . . . . . .     _____

Product Report Type . . . . . . . .     ____ +
Product Type  . . . . . . . . . . .     ____ +
Inventory Class . . . . . . . . . .     ____ +
Sales Reference . . . . . . . . . .     _____
Alpha Search Code . . . . . . . . .     _____
Private Label Code  . . . . . . . .     ____ +
Product Label Code  . . . . . . . .     _____




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

Figure 7-11: Miscellaneous Information screen 1

Miscellaneous Information

Various Infinium Software applications use the information on this screen.

Inbound MSDS Required

The *Inbound MSDS Required* field defaults to **N**. Override the default with **Y** for purchased products if you require a MSDS from the vendor.

SARA Components Tracked

The *SARA Components Tracked* field defaults to **Y**, which tracks the raw materials used to produce the product for SARA reporting. To have the system track the product for SARA reporting, override the default with **N**.

Inbound MSDS Number

Infinium PM uses your entry in the *Inbound MSDS Number* field for matching purchase orders and invoices. If you use that functionality, complete this field. Generally, you type the Material Safety Data Sheet identifier that the vendor supplies. Infinium PM does not match MSDS numbers, but does check to make sure all fields that accept MSDS numbers have entries.

Product Report Type

Use this entry to group products for reporting. Establish Product Report Type codes in the *Work with Code Tables* option of Infinium CA.

Product Type

The system uses this field to group products for reporting. Type a valid Product Type code or press F4 to search for and select a valid code. Define Product Type codes in the *Work with Code Tables* option in Infinium CA.

Infinium Software programs currently do not use the following fields: *Inventory Class, Sales Reference, Alpha Search Code,* and *Private Label Code.*

Product Label Code

Type the code for the custom label design that you want to use for labels for this product. The Product Labeling system can use this information, depending on your custom design.

```
   2/11/98    11:29:51          Work with Products        PRGPRDM    PRDPRDM

                            Miscellaneous Information              Page 2 of 2
   Product . . . . . . . . . . . . . :    PROD01
                                          CHERRY PIE

   Fixed Labor Cost per Container  . .     _____
   Fixed Burden Cost per Container . .     _____
   Capital Item  . . . . . . . . . .     0   0=Not a capital item,
                                              1=Capital item/not accrued,
                                              2=Capital item/accrued
   DOT Hazard Class  . . . . . . . . .    ___ +
   DOT Packaging Group . . . . . . . .    _
   DOT Line Number . . . . . . . . . .    PERISH____ +

   QC Type Category  . . . . . . . . .    TAS +
   Process Comments  . . . . . . . . .    _____

   Usage Loss Percentage . . . . . . .    _____
   Zero Loss Factor  . . . . . . . . .    N   Y=Yes, N=No


   F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
                                                                      █
```

Figure 7-12: Miscellaneous Information screen 2

Fields on this screen affect various applications.

Fixed Labor Cost per Container

Type a value here to add a fixed labor cost to the cost of a container that is not accounted for in the formula specified in the *Formula Used* or *Container*

Formula fields on the General Information screen. The system tracks fixed labor costs as current costs in the Product Cost file. If you are using another costing method, you need to enter the cost manually, using the Maintain Costs screen available in this option.

Fixed Burden Cost per Container

Type a value here to add a fixed burden cost to the cost of a container that is not accounted for in the formula specified in the *Formula Used* or *Container Formula* fields on the General Information screen. The system tracks fixed burden costs as current costs in the Product Cost file. If you use another costing method, you need to enter the cost manually, using the Maintain Costs screen available in this option.

If you enter a *Fixed Labor Cost per Container* or *Fixed Burden Cost per Container* field value, do not enter costs on the Update Costs screen or using the *Update Costs* option on the *Cost Management* menu in the fields designated for labor and burden. You can also add fixed costs to purchased products, and the same costing update restrictions apply as they do to manufactured products.

Capital Item

The *Capital Item* field controls whether the system enters an Infinium PL accounting transaction resulting from Infinium PM receipts of this item. This field defaults to **0**, which indicates that this product is not a capital item. Other acceptable values include **1** and **2**. A **1** identifies the product as a capital item that is not accrued and is expensed at purchase order voucher time. This will not update the Received Not Invoiced account. A **2** indicates that the product is an accrued capital item, and it updates the Received Not Invoiced account at the time of receipt.

If you type **1** or **2** in this field, the system will not update inventory for this product.

The *Capital Item* field exists in the Product and Purchase Order Detail files. It does not exist in the Raw Material/Resource file; however, the system passes the default value of **0** when you access the raw material/resource for values. Also, this field must be **0** if the product is a hazardous item, or if there is a **Y** in the *Inbound MSDS* field on the first Miscellaneous Information screen.

Infinium PL creates an entry for Infinium PL to depreciate the capital item.

DOT Hazard Class, DOT Packaging Group

Your entries in the *DOT Hazard Class* and *DOT Packaging Group* fields print on product labels if you custom design the labels to include this information.

DOT Line Number

Type the code that references a Department of Transportation (DOT) record established through the *Work with Dept of Transportation* option on the Infinium CA *Code Files* menu. The record contains instructions for transporting the product, as required by the government.

QC Type Category

Complete the *QC Type Category* field if you use the quality control functions available through Infinium PF. Use this field on the Product file, for purchased product quality control tests.

You should record formula quality control tests results in Infinium MC.

Process Comments

Infinium Software programs do not currently use this field.

Usage Loss Percentage, Zero Loss Factor

The *Usage Loss Percentage* and *Zero Loss Factor* fields display only if your entry in the *Apply at ingredient level* in the *Work with Entity Controls* option is **Y**. Your entries on this screen affect formulas you create using Infinium LA or *Formula Management* in Infinium PF.

Press Enter to access the next attribute screen.

```
   2/11/98    11:30:49         Work with Synonyms          SYN010    SYN010FM


   Material  . . . . . . . . . . . . :     PROD01

   Type options, press Enter.
                          5=Inquiry  6=Print

 Opt Synonym
 _ CHERRY PIE




                                                              Bottom

   F2=Function keys  F3=Exit  F6=Create  F10=QuikAccess  F24=More keys
```
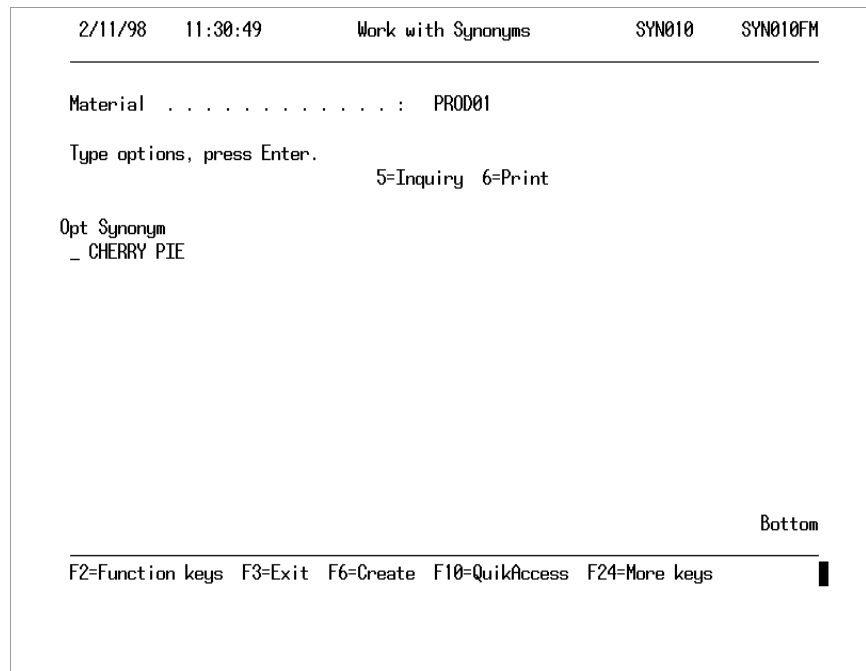
Figure 7-13: Work with Synonyms Maintenance screen

Synonyms

Use synonyms to cross reference materials, resources, formulas, bills of materials, and products throughout the Infinium PR applications. Add as many synonyms for an item as you need.

The synonym that displays on this screen comes from your entry in the *Description Line 1* field on the General Information screen. You can change this entry only by changing your entry in the *Description Line 1* field. The system automatically adds other synonyms when you create a hazardous material record for this item using Infinium RM.

To create additional synonyms for this record, press F6. To exit the screen without creating a new synonym and to continue, press F3.

```
    2/11/98    11:31:03        Work with Synonyms         SYN010    SYN010FM
    _____

    Material  . . . . . . . . . . . . :    PROD01

    Synonym . . . . . . . . . . . . . .    Grandma's Cherry Pie_____

    Description . . . . . . . . . . . .
                                  Southern Cherry Chunk Pie_____




    _____
    F2=Function keys  F3=Exit  F10=QuikAccess  F12=Cancel  F24=More keys
                                                                      ▌
```

Figure 7-14: Work with Synonyms Entry screen

Type a new synonym and, if desired, a description. Press Enter to save your entries.

```
 2/11/98    11:32:12          Work with Synonyms         SYN010    SYN010FM


  Material  . . . . . . . . . . . . :    PROD01

  Type options, press Enter.
             2=Change  4=Delete  5=Inquiry  6=Print

Opt Synonym
 _ CHERRY PIE
 _ Grandma's Cherry Pie          Southern Cherry Chunk Pie






                                                              Bottom

 F2=Function keys  F3=Exit  F6=Create  F10=QuikAccess  F24=More keys
```
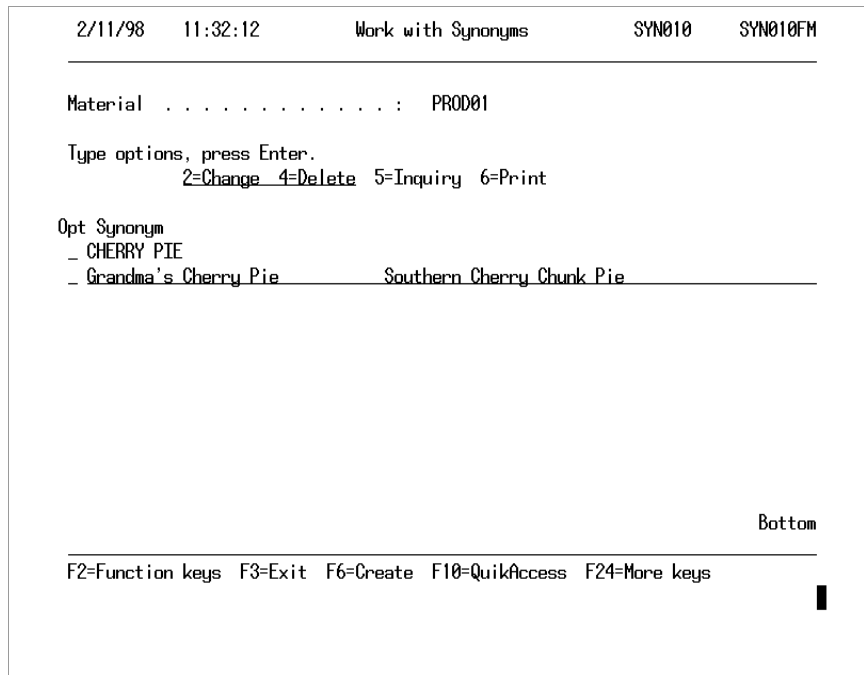
Figure 7-15: Work with Synonyms Maintenance screen

The synonyms you add display underlined. You can change or delete only
the synonyms you create. You cannot change or delete synonyms the
system automatically adds to the file.

Press F3 exit synonym maintenance and continue.

```
  2/11/98    11:32:34            Update Costs           PCR027    PCR027FM
  _____

  Item  . . . . . . . . . . . . . :     PROD01

  Size  . . . . . . . . . . . . . :

  Select a Valid Cost Type  . . . . .   C +

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




  _____

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

Figure 7-16: Update Costs prompt screen

Maintaining Costs

Use this screen to perform the following:

- Break down costs on purchased products

- Add/update costs on non-rollup cost types

For manufactured products, if costs are rolling up and if the materials costing program is active, the system recalculates costs based on the raw materials/resources or products within the formula/bill of materials assigned to the product.

The system updates any cost type for an item, provided that the cost type rolls. You define this in the *Work with Cost Types* option on the *Control Files* menu. When the system updates the cost type specified in the *Cost Type to Move to Previous* field, the system moves the original cost of the item to the cost type **P** (previous cost).

You can override the default in the *Select a Valid Cost Type* field with another valid Cost Type code to update a different cost type for the material and location specified on this screen. However, you cannot update previous or weighted average costs. These are cost types **P** and **W**.

The *Company* and *Warehouse* field values default from your user sign-on, or from the *Work with Entity Controls* option if no default exists for the user or terminal. You can override these defaults only if:

- Your user or terminal profile is set up so you are authorized to access other locations

- Your system is set up to maintain costs at multiple locations

```
   2/11/98    11:32:46            Update Costs           PCR027    PCR027FM

   Company :   IS1              Warehouse : ISW1
   Item  . : PROD01
                               Current Cost
   Raw Material Cost                   .005417
   Direct Labor                        .015703
   Burden Cost                        _____
   Packaging Cost                     _____
   Packaging Labor Cost               _____
   Container Cost                      .050000
   Tint Charge                        _____
   Variable Cost                      _____
   Cleanup                            _____
   Machine Cost                       _____
   Spoilage Cost                      _____
   Hardware Cost                      _____
   Utility Cost                       _____
   Engineering Cost                   _____
                                                          More...

   Cost Summary---->      EA              .071120
   Warning  Any recalculated values will override your changes!
   F2=Function keys  F3=Exit  F6=Update  F10=QuikAccess  F24=More keys
                                                              █
```

Figure 7-17: Update Costs screen

Type the new cost for the item in the appropriate Cost code fields.

Press PgDn to see additional Cost codes.

Press Enter after making your entry. The system summarizes the cost and displays it at the bottom of the screen. If the summarized cost falls outside the variance you established in the *Raw Mtl/Product Cost Check* field on the Costing Information screen of the Infinium CA *Control Files* menu, the system displays a warning message. Override the message and accept the new cost, or change the cost so it is within the variance.

If you specified values in the *Fixed Labor Cost per Container* and *Fixed Burden Cost per Container* fields on the Miscellaneous Information screen, do not make entries in the fields designated for labor and burden on this screen.

Press F6 to update the item cost and then F3 to exit the cost update program and access the next attribute screen you selected.

Your entries override the cost that is currently on file for the item, cost type, and location you specify. Remember that the costing program runs continuously in most situations. If options in Infinium MC, Infinium IC, or other systems that automatically submit changes to the costing routine, occur after you update the cost here, those changes override your entries here.

To update costs for the item for another cost type or another company and warehouse, override the codes on the Update Costs prompt screen, and repeat the process.

```
  2/11/98    11:33:15      Work with Item Warehouse      PRGPILM    PRDPILM


  Position to . . . Company    __IS1 +           Warehouse ISW1  +
                    Item  :   PROD01             Size  . :
  Type options, press Enter.
    2=Change  3=Copy  4=Delete  5=Display

  Opt   Comp   Whse   Item              Size   Description
    _    IS1    ISW1   PROD01                  CHERRY PIE








                                                                Bottom

  _____
  F2=Function keys  F3=Exit  F4=Prompt  F6=Create/Update  F24=More keys
                                                                  █
```

Figure 7-18: Work with Item Warehouse selection screen

Item Warehouse File

You must create an Item Warehouse file record for each product if you plan to use Infinium PM or Infinium IC's Physical Inventory, Reorder Point Processing, or ABC Analysis. For detailed information on this file, refer to the "Maintaining the Item Warehouse File" chapter in either the *Infinium Cross Applications Guide to System Controls and Materials Maintenance*, *Infinium Inventory Control Guide to Setup and Processing*, or *Infinium Purchase Management Guide to Setup and Processing.*

Create the record at one of three levels and complete the fields as follows:

- Entity, by deleting the default *Company* and *Warehouse* field values and leaving those fields blank

- Company, by deleting the *Warehouse* field default; you can override the company if you have the authority to access other locations

■ Company/warehouse, by leaving the defaults in the *Company* and *Warehouse* fields or overriding them if you have the authority to access other locations

If your entry in the *Reorder Point Processing Used* field in the *Work with Entity Controls* option of Infinium IC is **Y**, this screen displays automatically. You must create an item warehouse record for every product record you create. The system does not allow you to exit without making the required entries in the Item Warehouse file.

Press F6 to create an item warehouse record. Press F3 to exit the Maintain Item Warehouse program and continue.

```
    2/11/98    11:34:44       Work with Item Warehouse      PRGPILM    PRDPILM


    Company . . . :   IS1              Warehouse . . : ISW1
    Product . . . : PROD01             Size  . . . . :
    Product Desc  : CHERRY PIE
    Select one or more of the following.  Then press Enter

  Opt  Attribute
    _    General Information
    _    Purchasing Information
    _    Inventory Information
    _    Lead Times
    _    Maintain Tolerance Definition





    _____
    F2=Function keys  F3=Exit  F6=Save  F9=Select All  F24=More keys          ▌
```

Figure 7-19: Work with Item Warehouse Attribute selection screen

Item Warehouse Attributes

The system only requires inventory information when you are maintaining the Item Warehouse file for a product or raw material.

```
  6/09/03     10:10:47      Work with Item Warehouse      PRGPILM    PRDPILM
 _____
                           Inventory Information              Page 1 of 3
  Company . . . :   IS1              Warehouse . . : ISW1
  Product . . . : PROD01                CHERRY PIE
  Planner Code  . . . . . . . . . .    ____  +
  Product Family/Class  . . . . . . .  ____  +
  Inventory Cycle Code  . . . . . . .  ____  +
  Lot Controlled  . . . . . . . . . .  _   Y=Yes, N=No, blank
  Default Storage Index . . . . . . .  _____ _____ _____  +
  Validations
    Material/Warehouse Combination  .  _   1=Validation, 2=Warning, 3=No
    First Part of Storage Index . . .  _   1=Validation, 2=Warning, 3=No
    Second Part of Storage Index  . .  _   1=Validation, 2=Warning, 3=No
    Third Part of Storage Index . . .  _   1=Validation, 2=Warning, 3=No
    Storage Index Capacity  . . . . .  _   1=Validation, 2=Warning, 3=No
  Storage Control
    Store by Product  . . . . . . . .  _   1=Validation, 2=Warning, 3=No
    Store by Storage Type . . . . . .  _   1=Validation, 2=Warning, 3=No
    Storage Type  . . . . . . . . . .  ____  +
    Shelf Life Days . . . . . . . . .  ____
 _____
  F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
```

Figure 7-20: Work with Item Warehouse Inventory Information screen 1

Item Warehouse Inventory Information

This is the first Inventory Information screen.

On this screen you specify how the system validates lot control, storage indexes and capacities for a particular item.

If you enabled lot control, you can specify the number calendar days in the *Shelf Life Days* field this item can be on hand before it is unusable. This value is added to the date inventory was entered to calculate the expiration date for a lot.

Generally, you type validation criteria for individual items only if the type of validation to be performed for the item is different from the type of validation specified by your entries in the *Work with Warehouse Controls*, *Work with Company Controls*, and *Work with Entity Controls* options on the Infinium CA *Control Files* menu.

```
 2/11/98    11:35:02      Work with Item Warehouse       PRGPILM    PRDPILM

                          Inventory Information                 Page 2 of 3
 Company . . . :   IS1              Warehouse . . : ISW1
 Product . . . : PROD01             Size  . . . . :
 Product Desc  : CHERRY PIE
 Order Policy Code . . . . . . . . .  3  1=Ord Pol, 2=Avail, 3=Discrete
 Automatic Creation Method . . . . .  _  1=Create, 2=Send to Work File
 Restocking Method . . . . . . . . .  _  1=Pur, 2=Trnf, 3=Mfg
 Full Allocation Only  . . . . . . .  _  Y=Yes, N=No
 Restocking Warehouse  . . . . . . .  ____ +
 Minimum Quantity  . . . . . . . . .  _____     U/M . . . .  ___ +
 Maximum Quantity  . . . . . . . . .  _____     U/M . . . .  ___ +
 Order Policy/Lot Size Quantity  . .  _____     U/M . . . .  ___ +
 Safety Stock Quantity . . . . . . .  _____     U/M . . . .  ___ +
 Maximum Reorder Quantity  . . . . .  _____     U/M . . . .  ___ +
 Order Multiple Quantity . . . . . .  _____     U/M . . . .  ___ +




 _____
 F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
```

Figure 7-21: Work with Item Warehouse Inventory Information screen 2

This is the second Inventory Information screen.

Your entry in the *Order Policy Code* field determines which other fields on this screen are required. Press Enter after making your entry. The system highlights mandatory fields.

For more information on how to complete the fields in the Item Warehouse file, see the "Maintaining the Item Warehouse File" chapter.

Copying Products

Create new products and raw material/resource records by copying records that exist in the Product file. This can help expedite data entry if you have several items that require the same information. After you copy the record, you can access the newly created record and make any necessary changes or additions.

When you copy records, the system copies only information stored in the product record. It does not copy costs, item warehouse information, and any additional notes and/or descriptions you entered using the function keys on the General Information screen.

Use the menu path below.

▸ *Master Files*

   ▾ *Work with Products* [WWP]

```
    2/11/98    11:35:43           Work with Products       PRGPRDM    PRDPRDM


    Position to . . . Product . . . . . .  _____  Size  . . . __ +
                      Product Id Search .  _____
    Type options, press Enter.
      2=Change  3=Copy  5=Display  6=Print   12=Product usage

    Opt  Product           Size  Name                        Status
     __  COLA              6PK   ORANGE SODA (SIX PACK UNIT)  Active
     __  COLA              8PK   ORANGE SODA (EIGHT PACK UNIT) Active
     __  GOLF BAG          EA    GOLF BAG                     Active
     __  GOLF IRONS        EA    GOLF IRONS                   Active
     __  GOLF KIT          EA    GOLF KIT                     Active
     __  GOLF WOODS        EA    GOLF WOODS                   Active
     3_  PROD01                  CHERRY PIE                   Active
     __  PROD02                  APPLE PIE                    Active
     __  PROD03                  KITTY LITTER                 Active
     __  PROD04                  WHITE PAINT                  Active
                                                          More...


    F2=Function keys  F3=Exit  F4=Prompt  F6=Create/Update  F24=More keys

                                                                     ▮
```

Figure 7-22: Work with Products selection screen

Type **3** in the *Opt* field to select the record you want to copy.

```
 2/11/98     11:35:59          Work with Products      PRGPRDM    PRDPRDM
 _____

 Copy from:
   Product . . . . . . . . . . . . :      PROD01

 Copy to:
   Item Type . . . . . . . . . . .    2  (1=Mtl, 2=Product)
   Item  . . . . . . . . . . . . .    _____
   Size Code . . . . . . . . . . .    ___ *









 _____

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

Figure 7-23: Work with Products Copy Information screen

If you are creating a raw material record from the product record, you must access the newly created record using the *Work with Raw Materials/Resource* option.

Displaying Product Records

You can view the product records you have on file. The two ways to access records are:

- Use the *Work with Products* option and select one or more existing records by typing **5** in the *Opt* field.

- Use the *Display Products* option and select one or more existing records by typing **5** in the *Opt* field.

Either way, when you select the records you want to view, the system displays the Work with Products Attribute selection screen. Select attributes just as you do when you add or maintain records.

To move from screen to screen, press Enter. The system displays the information you have on file. After all the screens you have selected for one record have displayed, the system returns to the Work with Products Attribute selection screen for the record you have just viewed. Press Enter again to display the Work with Products Attribute selection screen for the next raw material/resource record you selected.

When you access records for display, you cannot make changes on the screens.

Printing Product Records

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]

```
 2/11/98    11:36:39           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 7-24: Print Products prompt 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**.

Purging Product Records

This option enables you to delete product records that have **3** in the *Activity Code* field on the General Information screen. These products also do not have any inventory and are not used as ingredients in any formulas/BOMs.

Be sure you have a current backup of your Product file before you execute the purge option.

Use the menu path below.

▸ *Master Files*

▾ *Purge Product Master File* [PPMF]

The system does not require any input. Select the option and press Enter to confirm that you want to execute the purge. If a material is hazardous, the system will delete its associated Hazardous Material file record as well. When processing is complete, the system generates a listing of deleted records. The following table lists the files where the system deletes product records or marks the records as inactive.

File Identifier	File Description
MANFILPF	Product Master file
PRDCSTPF	Product Cost file
PRPPIL	Item Warehouse file
PRPUM	Unit of Measure and Conversion file
RAWMSDPF	Hazardous Material file
PRPSI	Storage Index file

The system also deactivates Extended Descriptions and Item Notes (DMPNH and DMPND files).

Chapter 8 Maintaining the Item Warehouse File

8

The chapter consists of the following topics:

Overview of Maintaining the Item Warehouse File

After you complete this chapter, you should be able to:

- Understand the importance of the Item Warehouse file

- Know the systems that the Item Warehouse file affects

- Create an item warehouse record

- Copy an item warehouse record

Item Warehouse Overview

Creating records in the Item Warehouse file allows you to establish location-specific information for items in your Raw Material/Resource and Product files that the system uses for specific functions.

The Infinium PM system retrieves information from this file for requisitions and purchase orders. The Infinium IC system retrieves information from this file for ABC Analysis, Reorder Point Processing, and Physical Inventory, and Infinium MP uses this file's information for Master Production Scheduling (MPS) and Material Requirements Planning (MRP).

The structure of this chapter includes an overview of Item Warehouse records, detail on all of the Item Warehouse file screens and fields, and then a system specific section that identifies fields that are important to various applications.

Understanding Item Warehouse Records

You can create item warehouse records at three levels: entity, company, and company/warehouse. The system uses this information to differentiate items in functions, such as Reorder Point Processing (ROP) and ABC Analysis.

The Item Warehouse file is also part of the hierarchy the system uses to retrieve information for functions, such as the Reorder Point Processing minimum and maximum levels. For this function, the company/warehouse record is the lowest level and is the first place the system refers to when it searches for the type of validation to perform. If the system does not find the information it needs, it refers to the company level record, and finally it refers to the entity level record until it finds all the required information.

Some searches extend beyond the levels of the Item Warehouse file. Searches, such as storage index validation, include searching the Item Warehouse file first at all levels, and then searching the Infinium CA Control files starting with the warehouse level, then the company level, and finally the entity level. The system finally checks the Inventory Type file.

ABC Analysis is the only exception. ABC Analysis searches records only at the level of analysis you are performing.

Item Warehouse File Setup Examples

How you set up the Item Warehouse file depends on your business needs. For example, if the reorder quantity for PRODUCTX is 500 for all warehouses except two, you create a company level or entity level Item Warehouse record for PRODUCTX and specify 500 as the reorder quantity. For the two warehouse exceptions, you create company/warehouse level records where you specify different reorder quantities for that product.

As the table below shows, you leave the *Company* and *Warehouse* fields blank to establish an entity record. Complete just the *Company* field to establish a company level item warehouse record, and complete both fields to establish company/ warehouse level records.

Company	Warehouse	Item	Order Policy Quantity
		PRODUCTX	500
1		PRODUCTX	500

Company	Warehouse	Item	Order Policy Quantity
1	11	PRODUCTX	800
1	12	PRODUCTX	750

Reorder Point Processing

When you perform Reorder Point Processing (ROP), the system follows the company/warehouse, company, and entity hierarchy in the Item Warehouse file and performs ROP on all items at all levels.

In the table below, if the product APPLES is below its established minimum inventory, it prints on the ROP list for Company 1, Warehouse 12. PRODUCTX at the company and entity level also prints on the ROP list for Company 1, Warehouse 12. Because APPLES has no entity or company level record, you stock APPLES only at the company/warehouse level.

Company	Warehouse	Item	Order Policy Code	Order Policy Quantity
		PRODUCTX	1	500
1		PRODUCTX	2	500
1	11	PRODUCTX	2	800
1	11	ACORNS	1	250
1	12	PRODUCTX	3	0
1	12	APPLES	1	300
2		PRODUCTX	3	0
2	11	PRODUCTX	1	200

If you create an item warehouse record at the company level, the system assumes that all warehouses associated with that company stock that item. If you create an entity level record, the system assumes that all warehouses at all companies stock the item. Using the item warehouse hierarchy, you can create item warehouse records and define criteria that apply to all companies and/or all warehouses and then establish additional company/warehouse records for any exceptions you have to that criteria.

You can establish that an item uses ROP (**1** or **2** in the *Order Policy Code* field), or does not use ROP (**3** in the *Order Policy Code* field), for all companies or within all warehouses within a company. You can then define exceptions using the appropriate Order Policy code in conjunction with the company/warehouse/item combination that you determine.

In the above table for example, PRODUCTX uses ROP at the entity level (blank company - in all companies, and blank warehouse - in all warehouses) with an order policy quantity of 500.

However, there are several item warehouse records established for PRODUCTX that contain exceptions to the blank company and blank warehouse record. At Company 1, you create an item warehouse record with an Order Policy code of **2**. Another item warehouse record created for PRODUCTX is for Company 1, Warehouse 11 and uses an Order Policy code of **2**, and an Order Policy quantity of 800. PRODUCTX in Warehouse 12 at Company 1 has reorder point set to off with an Order Policy code of **3** and an order policy quantity of 0.

At Company 2, ROP for PRODUCTX is off for all warehouses within the company. The exception within Company 2 is that ROP is on for PRODUCTX in Warehouse 11. If no further exceptions occur, the system will not use reorder point processing for any other product in Company 2 except PRODUCTX.

ABC Analysis

ABC Analysis uses a different approach. To use ABC Analysis, you must create item warehouse records at the level at which you want the analysis performed. For example, if you request ABC Analysis at the entity level, the system includes only those items in the Item Warehouse file that have no company or warehouse assigned to them, such as PRODUCTX in the previous examples. If you want an analysis performed at the company/warehouse level, items you want to include must have a company and warehouse assigned to them.

You must first establish products or raw materials/resources in the Product or Raw Material/Resource files using options in Infinium CA before you can include those items in the Item Warehouse file.

Creating and Updating an Item Warehouse Record

Use the *Work with Item Warehouse* option to perform the following functions:

▪ Create item warehouse records for raw materials and products that you entered through the *Work with Raw Materials/Resources* or *Work with Products* options.

▪ Update information for existing item warehouse records you created using the Maintain Item Warehouse attribute in the *Work with Raw Materials/Resources* or *Work with Products* options.

Remember that you can create records at different levels for the same item.

Use the menu path below.

▸ *Inventory Control*

▼ *Work with Item Warehouse* [WWIW]

```
  2/10/98    10:20:43      Work with Item Warehouse       PRGPILM    PRDPILM


  Position to . . . Company    __IS1 +            Warehouse ____ +
                    Item  .  _____ + Size  . . __
  Type options, press Enter.
    2=Change  3=Copy  4=Delete  5=Display


  Opt   Comp   Whse   Item              Size  Description
  2     IS1           COLA              6PK   ORANGE SODA (SIX PACK UNIT)
  _     IS1           PROD17                  BOX, 12 SQ.      (VIP/ROP/IC)
  _     IS1           PROD18                  LINERS, 30 GAL     (NM/ROP/IC)
  _     IS1    ISW1   CLEANSER                WINDOW WASHING CLEANSER
  _     IS1    ISW1   COLA              6PK   ORANGE SODA (SIX PACK UNIT)
  _     IS1    ISW1   COLA              8PK   ORANGE SODA (EIGHT PACK UNIT)
  _     IS1    ISW1   FORM06                  INTERMED-FORM06
  _     IS1    ISW1   GOLF BAG          EA    GOLF BAG
  _     IS1    ISW1   GOLF IRONS        EA    GOLF IRONS
  _     IS1    ISW1   GOLF IRONS BOX          GOLF IRONS BOX
                                                            More...


  F2=Function keys  F3=Exit  F4=Prompt  F6=Create/Update  F24=More keys
```

Figure 8-1: Work with Item Warehouse selection screen

To change an Item Warehouse record, type **2** in the *Opt* field next to an Item Warehouse record and then press Enter to display the Work with Item Warehouse Attribute selection screen.

Press F6 to create an Item Warehouse record after completing your entries. You can create records at three levels by making entries in the *Company*, *Warehouse,* and *Item* fields shown in the table below.

Level	Company	Warehouse
Entity	Blank	Blank
Company	Type a valid company	Blank
Company/Warehouse	Type a valid company	Type a valid warehouse

```
   2/10/98    10:21:36      Work with Item Warehouse     PRGPILM    PRDPILM


   Company . . . :   IS1              Warehouse . . :
   Product . . . : COLA               Size  . . . . : 6PK
   Product Desc  : ORANGE SODA (SIX PACK UNIT)
   Select one or more of the following.   Then press Enter

   Opt  Attribute
    2    General Information
    2    Purchasing Information
    2    Inventory Information
    2    Lead Times
    2    Maintain Tolerance Definition
    2    Order Processing Tax Information




   _____
   F2=Function keys  F3=Exit  F6=Save  F9=Select All  F24=More keys        ▌
```

Figure 8-2: Work with Item Warehouse Attribute selection screen

Item Warehouse File Attributes

The General Information, Inventory Information, and Lead Times attributes that display on this screen pertain to Infinium IC and Infinium PM. The Purchasing Information and Maintain Tolerance Definition attributes pertain to Infinium PM and Infinium PL.

The Order Processing Tax Information attribute pertains to Infinium OP and displays only if the *Integrate Order Processing with Global Taxation* field is Y in the *Work with Entity* option in Infinium CA.

The Chemical Properties Information attribute pertains to Infinium PF and displays only for FBL intermediate formulas.

You determine the pre-selected attributes through the *Work with User Selection* option in Infinium CA.

To create or update an attribute, select the appropriate attribute and then press Enter. You can also press F9 to access all of the attributes in the order they display on this screen.

Depending on how your system is set up, the system may require some options on the Work with Item Warehouse File Attribute selection screen. If you try to exit the option without completing those fields, the system returns you to this screen. The system highlights required attributes and fields.

```
   2/10/98    10:22:08        Work with Item Warehouse        PRGPILM    PRDPILM

                                 General Information
   Company . . . :   IS1              Warehouse . . :
   Product . . . : COLA              Size  . . . . : 6PK
   Product Desc  : ORANGE SODA (SIX PACK UNIT)

   Product Class Type  . . . . . . . .    ____ +
   Product Sub Class . . . . . . . . .    ____ +

   Daily Capacity  . . . . . . . . .      _____
   Daily Capacity Unit of Measure  . .    ___ +
   Order Strategy  . . . . . . . . . .    3  1=MPS, 2=MRP, 3=ROP
   MPS Format  . . . . . . . . . . . .    _  1=Leveling, 2=Chase, 3=Lot Size
   Lot Size Technique  . . . . . . . .    _  1=Lot-for-lot,
                                             2=Fixed Order Quantity,
                                             3=Lot for lot with min/max,
                                             4=User Exit
   Critical Resource . . . . . . . . .    _  Y=Yes, N=No



   F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys

                                                                        ▌
```

Figure 8-3: Work with Item Warehouse General Information screen

General Information

The system displays this screen when you select the General Information attribute from the Work with Item Warehouse Attribute selection screen.

Product Class Type

Product class type is a code type. In the Infinium CA *Work with Code Tables* option, you create code values for this code type. Use product class types to narrow the scope of a physical inventory.

Product Sub Class

This field is for future use.

Daily Capacity

Use the *Daily Capacity* field to assign daily maximum usage to resources and raw materials. Infinium MP uses this information to determine whether an item has exceeded capacity when you run the Resource Load Summarization report.

Infinium MP also uses this information to compare the requirements of raw materials and resources selected on your Master Production Schedule (MPS) and Material Requirements Plan (MRP) to their daily capacity. This ensures that raw materials and resources are available and have not exceeded their daily capacity usage.

Daily Capacity Unit of Measure

Define the unit of measure for the daily capacity here. Press F4 to search for valid entries.

Order Strategy

Order strategy determines how you replenish this raw material, resource, or product. Your options include reordering this item through purchasing requisitions, planning to manufacture this item, or planning to schedule or order this item through an MPS. All MPS and MRP functions reside in Infinium MP.

The information below explains how you define this field:

1	MPS	Type **1** in this field to establish the order strategy as MPS. The system places items that you establish as MPS on the MPS and orders them through the MPS system. The MPS then feeds this item to the MRP system to determine the quantities of components to order and schedule. You establish end items with a MPS setting.
2	MRP	Type **2** in this field to establish the order strategy as MRP. The system plans, schedules, and orders items that you define as MRP through the MRP system. The MRP system determines the quantities of components or items you should order and schedule. You establish intermediate items and components with a MRP setting.

3	ROP	Type **3** in this field to establish the order strategy as ROP. The system orders items that you establish as ROP only through the ROP system. Reorder Point Processing is a module within Infinium IC. The ROP system orders stock when you generate ROP purchase requisitions. You can feed purchase requisitions that you create in the ROP system directly to Infinium PM. The ROP system can also generate ROP transfer requisitions for material that you need to restock at a central supply warehouse.

Example

Assume you are a manufacturer and distributor of cakes and pies. You frequently order cake tins so you can ship cakes, but you do not manufacture cake tins. You would define a cake tin as a ROP item.

You create various types of cakes and pies, such as Derby pie. So Derby pie would be a MPS item since it is something you schedule as demands dictate.

Pecans, a relatively expensive ingredient in Derby pies, are a requirement for creating a Derby pie. So pecans are a MRP item that you would purchase as needed for pie manufacturing requirements.

MPS Format

If you set the *Order Strategy* field to **1**, MPS, use the *MPS Format* field to further define how Infinium MP's MPS system calculates order requirements.

1	Leveling	The system totals and averages the suggested reorder quantities from all the time periods you define in the MPS. The average becomes the reorder quantity for each period.
2	Chase	The system reorders the forecast quantity you establish in Infinium MP.
3	Lot Size	The system reorders material based on the lot size technique you define in the next field.

Lot Size Technique

If you type **3** in the *MPS Format* field, use the *Lot Size Technique* field to define the lot size method Infinium MP should use. The following choices are available:

1	Lot for Lot	When you use lot-for-lot, the MPS system generates planned orders in quantities equal to the net requirements within each time period.
2	Fixed Order Quantity	With fixed order quantity, the MPS system generates planned or actual orders for a predetermined fixed quantity. This quantity is the one you define in the *Order Policy Quantity* field. The *Order Policy Quantity* field is on the Work with Item Warehouse Inventory Information screen 2 within the *Work with Item Warehouse* option.
3	Lot for lot with min/max	This method is similar to lot-for-lot except that the MPS system must order at least a minimum quantity which is what you define in the *Order Policy Quantity* field. The *Order Policy Quantity* field is on the Work with Item Warehouse Inventory Information screen 2 within the *Work with Item Warehouse* option.
		Also, the order quantity cannot exceed a maximum quantity. Establish this by making an entry in the *Maximum Reorder Quantity* field. This field is also on the Work with Item Warehouses Inventory Information screen 2 within the *Work with Item Warehouse* option.
4	User Exit	Use this field if you plan on interfacing to a lot size program other than that provided by Infinium.

Critical Resource

If this item is a critical resource, type **Y** in this field. Infinium MP, Infinium PF, and Infinium MC recognize critical resources. With Infinium MP's Rough Cut Capacity Requirements report, you can use critical resources as a print selection criteria.

Press F21 to add or change user-defined fields established for the Item Warehouse file. If the system requires any of these fields and you do not make an entry in them, the User-defined Fields screen displays after the last attribute screen you selected. You must complete all required fields before saving and exiting this file.

```
   2/10/98    10:23:37       Work with Item Warehouse     PRGPILM    PRDPILM

                          Purchasing Information
   Company . . . :   IS1            Warehouse . . :
   Product . . . : COLA             Size  . . . . : 6PK
   Product Desc  : ORANGE SODA (SIX PACK UNIT)
   Inventory Unit of Measure . . . . :    CAN
   Purchasing Unit of Measure  . . . .    ___ +
   Department Code . . . . . . . . . .    010_____ +

   Inspection Required . . . . . . . .    Y  Y=Yes, N=No
   Vendor  . . . . . . . . . . . . . .    _____7 +
   Primary Vendor  . . . . . . . . . .    1  1=Primary, 2=Sole
   Buyer Sort Code . . . . . . . . . .    GROUPA____ +
   Item Revision Level . . . . . . . .    ___

   Purchasing Tax Default  . . . . . .    N  Y=Yes, N=No
   Tax Authority Default . . . . . . .    ___ +
   Rate Code Default . . . . . . . . .    ____ +
   Recoverable . . . . . . . . . . . .    _  Y=Yes, N=No
   Tax Category Code Default . . . . .    ___ +

   F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys

                                                             I
```

Figure 8-4: Work with Item Warehouse Purchasing Information screen

Purchasing Information

This screen displays when you select the Purchasing Information attribute from the Work with Item Warehouse Attribute selection screen.

The purchasing information you define on this screen establishes values that default when you create requisitions and purchase orders.

Inventory Unit of Measure

If you are working with a product, the default value for this field is from the *Inventory Unit of Measure* field on the Work with Item Warehouse Inventory Information screen in the *Work with Products* option. If you are working with a raw material/resource or non-inventory material, the default value for this field is from the *Material Unit of Measure* field on the Work with Item Warehouse General Information screen in the *Work with Raw Materials/Resource* or *Work with Non-inventory Material* option.

The inventory unit of measure defaults to the issue and transfer requisition detail in Infinium PM. If you leave the *Purchasing Unit of Measure* field blank (this field is only input capable at the company level), the inventory unit of measure defaults to the Purchase Requisition details screen.

Purchasing Unit of Measure

If you define a purchasing unit of measure here, it defaults to the *UOM* field on the Purchase Order and Purchase Requisition detail screens in Infinium PM. The purchasing unit of measure also defaults to the Vendor Item Price file.

The *Purchasing Unit of Measure* field in the Item Warehouse file is input capable only at the company level because you can ship a purchase order detail line item to multiple warehouses and each detail line has only one unit of measure.

Department Code

The department you specify here defaults to the *Department ID* field on the purchase order and purchase requisition details. Infinium PM may require you to enter a Department code on the purchase order detail if you define your purchase order type to require this entry.

Define Department codes for the code type **DEP** in the *Work with Code Tables* option in the *Code Files* menu in Infinium CA.

Inspection Required

The entry in this field defaults to the purchase order and purchase requisition details in Infinium PM. You can override this in Infinium PM. If you type **Y** in this field and you do not override this value on the Purchase Order detail screen, you must process this item through inspections after you receive this item in Infinium PM. You must take inspections through the *Inspections* menu in Infinium PM.

Vendor

The vendor you specify in this field defaults to any purchase order or requisition detail line in Infinium PM that you create for this company and this item.

The vendor you type here must be a valid vendor defined in Infinium PL.

If you type a value in the *Primary Vendor* field below, the system requires an entry in the *Vendor* field.

Primary Vendor

If you specify a vendor in the *Vendor* field, you may also specify whether the vendor is the primary or sole vendor from whom you purchase this item within this company. If you define a vendor as the sole source vendor, the system defaults this to the requisition detail and you cannot override it. If you define a

vendor as the primary vendor, you can override the vendor on the requisition detail line.

Buyer Sort Code

The system can use your entry in this field to sort criteria for various reports and to request item warehouse records for copying. The system also uses Buyer codes to group items for Reorder Point Processing for purchased items. The Buyer Sort code that you create for this company and item defaults to the requisition detail line in Infinium PM.

You create Buyer codes using the **BUY** code in the *Work with Code Tables* option in the *Code Files* menu in Infinium CA.

Item Revision Level

Use this field to indicate the number of revisions an item has had, for example if it has been re-engineered. You must update this field manually. The system does not automatically track revisions for individual items.

If an item's form or fit changes, you should create a new item by assigning a new identifier either through the *Work with Products, Work with Raw Material/Resource*, or *Work with Non-inventory Materials* options within the Infinium CA *Master Files* menu.

Purchasing Tax Default

Use this field to define the default taxable status for Infinium PM. Type **Y** to indicate a taxable status and **N** to indicate an exempt status. If this field is No, the system does not create a tax additional charge record in Infinium PM unless you override the flag on the Purchase Order detail screen. If this field is Yes, the system creates a tax additional charge record, validates it, and generates an error message if needed tax information is invalid or missing in Infinium PM.

The *Purchasing Tax Default* field also resides in the Raw Material/Resource Master file, the Product file, all three levels of the Item Warehouse file, the Commodity Code Master file, the Code Values file (specifically the Ship to, SHP, code value), the Company Controls in Infinium CA, the Vendor Master Tax Controls in Infinium PL and the Entity Controls in Infinium CA. The system searches for this value so it can default it into the Infinium PM Purchase Order Maintenance detail screen.

The system executes the search in the following order:

- Company/warehouse level record on the Item Warehouse file

- Company level record on the Item Warehouse file

- Entity level record on the Item Warehouse file

- Product and Raw Material Master files

- Commodity Code Master file

- Warehouse or Ship to (SHP) code in the Infinium CA Code Values file

- Infinium CA Company Control file

- Vendor Master Tax Controls in Infinium PL

- Infinium CA Entity Control file

If the system completes this search and finds no value, the system will default **N**, No, in the Infinium PM Maintenance detail screen.

Tax Authority Default

Use this field to define the appropriate tax authority to default into the detail line item in Infinium PM. This field also resides at the same places the *Purchasing Tax Default* field resides. The system searches for a value for this field in the same way it searches for a value in the *Purchasing Tax Default* field. If the system completes this search and finds no value, the system leaves this field blank.

You can prompt on this field to select a valid tax authority. Create tax authorities in Infinium GT.

The system uses the Tax Authority code, together with the Rate code to obtain tax distribution accounts for the invoice. The tax authority is the organization to which the tax is ultimately being paid.

Rate Code Default

Use this field to define the appropriate Tax Rate code to default into the detail line item in Infinium PM. Define Tax Rate codes in Infinium GT. The system uses the Tax Rate code combined with the Tax Authority code to obtain percentages to use in calculating tax amounts.

This field also resides at the same places the *Purchasing Tax Default* field resides. The system searches for a value for this field in the same way it searches for a value in the *Purchasing Tax Default* field. If the system completes this search and finds no value, the system leaves this field blank.

Recoverable

Type **Y** in this field to instruct the system to go to Infinium GT to find the defined recoverable percentages for VAT taxes. If you type **N** in this field, the system does not perform the check and the system considers the entire amount non-recoverable. This value defaults onto the Additional Charge Maintenance screen in Infinium PM.

This field also resides at the same places the *Purchasing Tax Default* field resides. The system searches for a value for this field in the same way it searches for a value in the *Purchasing Tax Default* field. If the system completes this search and finds no value, the system uses a value of **1** for this field.

Tax Category Code Default

Use this field to define the appropriate Tax Category code for tax purposes to default onto the Additional Charge Maintenance screen in Infinium PM. The system uses Tax Category codes to report tax history details from within Infinium GT. Define Tax Category codes in Infinium GT. This value defaults onto the Additional Charge Maintenance screen in Infinium PM.

This field also resides at the same places the *Purchasing Tax Default* field resides. The system searches for a value for this field in the same way it searches for a value in the *Purchasing Tax Default* field. If the system completes this search and finds no value, the system leaves this field blank.

```
   6/09/03    10:15:03        Work with Item Warehouse       PRGPILM    PRDPILM


                               Inventory Information                 Page 1 of 3
   Company . . . :   IS1              Warehouse . . : ISW1
   Product . . . : COLA              6PK   ORANGE SODA (SIX PACK UNIT)
   Planner Code  . . . . . . . . . . .   ____  +
   Product Family/Class  . . . . . . .   ____  +
   Inventory Cycle Code  . . . . . . .   ____  +
   Lot Controlled  . . . . . . . . . .   _   Y=Yes, N=No, blank
   Default Storage Index . . . . . . .   _____ _____ _____  +
   Validations
     Material/Warehouse Combination  .   _  1=Validation, 2=Warning, 3=No
     First Part of Storage Index . . .   _  1=Validation, 2=Warning, 3=No
     Second Part of Storage Index  . .   _  1=Validation, 2=Warning, 3=No
     Third Part of Storage Index . . .   _  1=Validation, 2=Warning, 3=No
     Storage Index Capacity  . . . . .   _  1=Validation, 2=Warning, 3=No
   Storage Control
     Store by Product  . . . . . . . .   _  1=Validation, 2=Warning, 3=No
     Store by Storage Type . . . . . .   _  1=Validation, 2=Warning, 3=No
     Storage Type  . . . . . . . . . .   ____  +
     Shelf Life Days . . . . . . . . .   ____

   F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
```

Figure 8-5: Work with Item Warehouse Inventory Information screen 1

Inventory Information

The system displays the Work with Item Warehouse Inventory Information screen when you select the Inventory Information attribute from the Work with Item Warehouse Attribute selection screen. On this screen you specify how the system should validate lot control, storage indexes and capacities for a particular item.

Generally, you type validation criteria for individual items only if the type of validation to be performed for the item is different from the type of validation specified by your entries in the *Work with Warehouse Controls*, *Work with Company Controls*, and *Work with Entity Controls* options on the Infinium CA *Control Files* menu. Remember, you define storage indexes in the Infinium CA *Master Files* menu using the *Work with Storage Index* option.

The system follows a hierarchy to determine the type of storage index validation to perform when you add items to inventory.

The system looks at the validation parameters established at the company/warehouse level in the Item Warehouse file first. If the storage index parameter is **1** or **2**, the system refers to the Inventory Type file in Infinium IC. If the validation controls in the Item Warehouse file are blank, the system looks at the Infinium CA Control files at the warehouse, company, and entity levels. Refer to the Storage Index Validation diagram for more information.

When validating storage indexes and capacities, the system follows the warehouse, company, entity hierarchy. If a validation control field is blank, the system moves up the hierarchy. For example, if a storage validation field in the Warehouse file is blank, the system looks at the Company file. If a storage validation field in the Company file is blank, the system looks at the Entity file. However, if at any level in the control files the storage index parameter is **1** or **2**, the system refers to the Inventory Type file in Infinium IC. If a storage index validation field is **3** at any level, the system does not validate storage indexes.

For more information on storage index validation, refer to the "Understanding Storage Index Validation" appendix.

Storage Index Validation

Looks at the company/warehouse level, then company, and finally entity.

Check Item Whse file for parameters

If 1 or 2 — Yes

No

If this field is blank, the search continues on to the Infinium CA Control files.

If 3 — Yes → No validation is performed.

No

Check Warehouse for parameters

Searches Infinium CA Control files from warehouse, to company, to entity level.

Check Company for parameters

Check Entity for parameters

If 1 or 2 — Yes

No

Validation parameters were set either in the Item Warehouse file or in the Infinium CA Control files.

No validation is performed and search stops.

System checks the Inventory Type file for overrides. If there is a 1, 2, or 3, then the system will override what was previously set.

Figure 8-6: Storage Index Validation

Planner Code

Create Planner codes using the **PLN** code in the *Work with Code Tables* option in the *Code Files* menu in Infinium CA.

Use Planner codes to group items for ROP for manufactured goods. Infinium MP also uses Planner codes. You can use Planner codes to narrow the scope of a MPS or to selectively run reports on specific planner identifiers.

Product Family/Class

Infinium Software programs do not use this field at this time.

Inventory Cycle Code

Create Inventory Cycle codes using the **ICY** code in the *Work with Code Tables* option in the *Code Files* menu in Infinium CA.

Inventory Cycle codes allow you to group items for cycle counting within Physical Inventory. You do this by defining your physical inventory selection criteria to include the *Cycle Code* field. The *Physical Inventory* menu is in Infinium IC.

Default Storage Index

You can create a default storage index for this item for inventory purposes. You can override this value. Press F4 on this field to select other valid storage index locations.

The system uses default storage indexes on inventory transactions involving different companies.

The system validates the *Default Storage Index* field according to the storage index hierarchy. Use the Storage Index Validation diagram on the previous page to understand this hierarchy.

Material/Warehouse Combination

Use this field to restrict an item from being stored or ordered in a warehouse. To prevent an item from being stored or ordered within other warehouses, set this field to **1** or **2** at the Infinium CA Control files.

For example, you can only order and stock product XYZ at warehouse 11. Set the *Material/Warehouse Combination* field at the Infinium CA Control files to **1** or **2**. The system validates to verify an item warehouse record exists for the warehouse entered. This prevents you from creating item warehouse records for material/warehouse exceptions.

The following are valid entries for this field:

1	Validation	If you enter an invalid material for a warehouse or vice versa, the system prevents you from continuing until you correct the entry with a valid warehouse.
2	Warning	If you enter an invalid material for a warehouse or vice versa, the system displays a warning message. You can continue by updating or by pressing Enter.
3	No	No validation or warning occurs.

Lot Controlled

Leave this field blank to use the resolution hierarchy for lot control. Specify yes to enable lot control or no to disable lot control for this item at this warehouse.

First Part of Storage Index, Second Part of Storage Index, Third Part of Storage Index

Use the codes below to indicate the type of storage index validation the system is to perform for the first, second, and third part of the Storage Index code. If lot control is enabled, the third storage index must be blank.

The following are valid entries for this field:

1	Validation	If you enter an invalid storage index, the system prevents you from continuing until you correct the entry with a valid Storage Index code.
2	Warning	If you enter an invalid storage index, the system displays a warning message. You can continue by updating or pressing Enter.
3	No	No validation or warning occurs.

Storage Index Capacity

Use the codes below to indicate the validation that the system is to perform for this item warehouse record, if a transaction results in a quantity that exceeds the storage index capacity defined in the *Work with Storage Index* option on the Infinium CA *Master Files* menu.

1	Validation	If you make an entry that exceeds capacity in a storage index location, the system prevents you from continuing until you correct the entry with an acceptable storage index with available capacity.

2   Warning   If you make an entry that exceeds capacity in a storage index location, the system displays a warning message. You can continue by updating or pressing Enter.

3   No   No validation or warning occurs.

Store by Product

Use the codes below to indicate the type of product code validation the system should perform for this item warehouse record. The system performs validation against the Storage Index file in Infinium CA.

1   Validation   If you enter an incorrect storage index, the system requires you to correct the entry with a valid storage index before continuing.

2   Warning   If you enter an incorrect storage index, the system displays a warning message. You can continue by updating or by pressing Enter.

3   No   No validation or warning occurs.

Store by Storage Type

Use the codes below to indicate the type of storage type validation the system should perform for this item warehouse record.

1   Validation   If you enter an invalid storage index type, the system requires you to correct the entry with a valid storage index before proceeding.

2   Warning   If you enter an invalid storage index type, the system displays a warning message. You can continue by updating or pressing Enter.

3   No   No validation or warning occurs.

Storage Type

Create storage types using the **SIT** code in the *Work with Code Tables* option in the *Code Files* menu in Infinium CA. Type a valid code or press F4 to search for and select a storage type code for this item.

Shelf Life Days

Type the number of calendar days this item can be on hand before it is unusable. This value is added to the date inventory was entered to calculate the expiration date for a lot.

Press Enter to continue.

```
  2/10/98    10:31:03       Work with Item Warehouse      PRGPILM    PRDPILM


                                  Inventory Information              Page 2 of 3
  Company . . . :   IS1                  Warehouse . . :
  Product . . . : COLA                   Size  . . . . : 6PK
  Product Desc  : ORANGE SODA (SIX PACK UNIT)
  Order Policy Code . . . . . . . . .   3  1=Ord Pol, 2=Avail, 3=Discrete
  Automatic Creation Method . . . . .   _  1=Create, 2=Send to Work File
  Restocking Method . . . . . . . . .   _  1=Pur, 2=Trnf, 3=Mfg
  Full Allocation Only  . . . . . . .   _  Y=Yes, N=No
  Restocking Warehouse  . . . . . . .   ____  +
  Minimum Quantity  . . . . . . . . .   _____     U/M . . . . ___ +
  Maximum Quantity  . . . . . . . . .   _____     U/M . . . . ___ +
  Order Policy/Lot Size Quantity  . .   _____     U/M . . . . ___ +
  Safety Stock Quantity . . . . . . .   _____     U/M . . . . ___ +
  Maximum Reorder Quantity  . . . . .   _____     U/M . . . . ___ +
  Order Multiple Quantity . . . . . .   _____     U/M . . . . ___ +




  F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
                                                                        ▮
```

Figure 8-7: Work with Item Warehouse Inventory Information screen 2

The table below explains how the system uses some of the fields on this screen, based on your entries in the *Order Policy Code, Automatic Creation Method,* and *Restocking Method* fields*.*

Field Condition	Impact When You Perform Reorder Point Processing	Impact on the Work with Item Warehouse Inventory Information Screen 2
Order Policy Code = **1** (Ord Pol) If the *ROP Processing Used* field in Infinium IC is **Y** and the *Order Strategy* field on the General Information screen is **3**, you must complete the *Order Policy Code* field.	If available quantity is less than or equal to minimum quantity, the system uses the order policy quantity as the order or transfer quantity. This is sometimes called a straight reorder point method, since a constant amount is always ordered.	The system requires entries in the following fields: *Automatic Creation Method, Restocking Method, Order Policy/Lot Size Quantity*, and *Minimum Quantity*.

Field Condition	Impact When You Perform Reorder Point Processing	Impact on the Work with Item Warehouse Inventory Information Screen 2
Order Policy Code = **2** (Avail)	If available quantity is less than or equal to minimum quantity, the system calculates order or transfer quantity as maximum quantity minus available. This is sometimes called an order-up-to reorder point method, since the amount ordered is always the amount needed to maintain a specific inventory level.	The system requires entries in the following fields: *Automatic Creation Method*, *Restocking Method, Maximum Quantity*, and *Minimum Quantity*.
Order Policy Code = **3** or blank (Discrete)	The system omits this item from reorder point calculations.	None
Automatic Creation Method = **1** (Create)	If you need a purchase or transfer requisition, the system creates a requisition in Infinium PM when you generate the ROP. If Infinium MP suggests to order or manufacture an item and the *Automatic Creation Method* field contains **1**, the system generates the Infinium PM requisition or creates the Infinium MC batch. The system determines whether it makes a batch or a requisition depending on if the needed item is a purchased product, raw material, manufactured product, or intermediate. For purchase products and raw materials, the system creates requisitions. For manufactured products and intermediates, the system creates batches.	None

Field Condition	Impact When You Perform Reorder Point Processing	Impact on the Work with Item Warehouse Inventory Information Screen 2
Automatic Creation Method = **2** (send to Work File)	If you need an ROP purchase or transfer requisition, the system creates a suggested requisition in an Infinium IC Work file. You can modify, delete, or create an Infinium PM requisition from the suggested requisition using the *Work with Suggested Requisitions* option. If Infinium MP suggests to order an item or create a batch, the system creates a record in an Infinium MP Work file. This Work file contains information that you can later send to Infinium PM or Infinium MC using the *Maintain MPS* or the *Maintain MRP* options.	None
Restocking Method = **1** (PUR)	With this setting the system creates a purchase requisition. If available quantity is less than or equal to minimum quantity, this item prints on the Reorder: Purchased Product report. Depending on your other entries, the item may also print on an actual or suggested purchase requisition.	None

Field Condition	Impact When You Perform Reorder Point Processing	Impact on the Work with Item Warehouse Inventory Information Screen 2
Restocking Method = **2** (Trnf)	With this setting the system creates a transfer requisition in Infinium PM. If available quantity is less than or equal to minimum quantity, this item prints on the Reorder: Transfer Products report. Depending on your other entries, the item may also print on an actual or suggested transfer requisition. The system uses the *Restocking Warehouse* field value as the from warehouse on the requisition. If you indicate to allow only full allocations, the system does not create the transfer requisition if the available inventory at the restocking warehouse is less than the transfer quantity.	The system requires entries in the *Full Allocation Only* and *Restocking Warehouse* fields. Because the restocking warehouse must be in the company you specify on the first screen, you must complete the Work with Item Warehouse Inventory Information screens for transfer items at the company and/or warehouse level rather than the entity level.
Restocking Method = **3** (Mfg)	If available quantity is less than or equal to minimum quantity, this item prints on the Reorder: Manufactured Products report.	None

Full Allocation Quantity

Use this field to allow transfers of this item to take place even if the quantity available is less than the transfer quantity.

If you type **N** in this field, the system will allow partial transfers and backorder the remaining quantities. If you type **Y** in this field, the system will not allow transfers to occur if the quantity available is less than the transfer quantity. The system backorders the entire quantity.

This field applies only when the restocking method is transfer or **2** in the *Restocking Method* field.

Restocking Warehouse

If your entry in the *Restocking Method* field is **2**, you must enter a valid warehouse in this field. This defines the warehouse to restock from when inventory is low.

If you specify a restocking warehouse, it must be a warehouse that belongs to the company identified at the top of the Work with Item Warehouse Inventory Information screen 2. You cannot type a restocking warehouse for an entity-level Item Warehouse file record.

If you are using this field to set up automatic transfer orders in Infinium OP, specify a restocking warehouse from which inventory will be transferred to the ship-from warehouse. You only use automatic transfer orders when the orders are shipped from a different warehouse than the restocking warehouse.

Minimum Quantity

Type the value that represents the minimum quantity that this material should reach before you restock it.

In the Infinium MP Control files, if you set the *Suggest When Available Less Than* field to minimum, the system will suggest replenishing inventory when available inventory falls below minimum in a given time period.

Infinium MP uses this field as follows:

- If a product has a minimum established and is not included in the range for an MPS, it becomes included in the plan if the product is specified as a MPS item, its minimum quantity is non-zero and the available inventory is less than the minimum quantity.

- Likewise, if an item has a minimum quantity established and is not included in the plan range for an MRP, the item becomes included if the item is specified as an MRP item, the minimum quantity is non-zero and the available inventory is less than the minimum quantity.

Reorder Point Processing also uses minimum quantities to suggest purchase requisitions, transfers, or batch production for items whose available inventory is less than or equal to the minimum quantity.

Maximum Quantity

Type the value that represents the maximum quantity of this item that should be in inventory. The system uses maximum quantities in Infinium IC. Maximum quantities print on the Min/Max Exception and Status/Exception by Number of Containers reports.

Infinium MP prints maximum quantity information on the Product Requirements report.

Reorder Point Processing also uses maximum quantities. If an item has an *Order Policy Code* of **2**, then Reorder Point Processing uses the value in the *Maximum Quantity* field to calculate the order or transfer quantity. The system checks to see if the available quantity is less than or equal to the minimum quantity. Then the system calculates the order or transfer quantity as the maximum quantity minus the available quantity.

Order Policy/Lot Size Quantity

Complete this field only if you type **1** in the *Order Policy Code* field. The system uses this quantity for reorder point calculations in ROP.

In Infinium MP, the system uses this quantity if the *MPS Lot Size Technique* field is set to fixed order quantity or lot for lot with minimum/maximum. The system also uses this amount to calculate planned orders for MRP and suggested orders for MPS.

Safety Stock Quantity

Use this field to establish the item quantity you plan to have in inventory to protect against fluctuations in demand. To ensure that the system maintains the safety stock, the system subtracts the safety stock from inventory before any restocking calculations are performed.

ROP can calculate available inventory with safety stock if you define the system to do so in ROP. You do this by typing **Y** in the *Subtract Safety Stock* field using the *Create Reorder Point Requirement* option.

Infinium MP can also use safety stock with MRP and MPS calculations. In the Infinium MP Control files, you determine if you set the *Include Safety Stock* field to MPS, MRP, or both.

Infinium MP uses this field as follows:

- If a product has a safety stock established and is not included in the range for an MPS, it becomes included in the plan if the product is specified as a MPS item, its safety stock is non-zero and the available inventory is less than the safety stock.

- Likewise, if an item has a safety stock established and is not included in the plan range for an MRP, the item becomes included if the item is specified as an MRP item, the safety stock is non-zero and the available inventory is less than the safety stock.

Maximum Reorder Quantity

Infinium MP uses this value for the MPS when you type **3**, lot for lot with minimum/maximum, in the *Lot Size Technique* field in the Infinium MP Control files or in the Item Warehouse file.

MRP also uses this value if you define lot for lot with minimum/maximum. The quantity you type in this field is the maximum quantity the system suggests for each time bucket in Infinium MP.

Order Multiple Quantity

Type the quantity you want the system to order in multiples of when the system suggests an order from MPS or MRP. The system orders by multiples of this quantity when you establish the *Order Strategy* as MPS or MRP and you set the *MPS Format* field to Lot Size.

The system also uses this field when you set the *Lot Size Technique* field to fixed order quantity. The *MPS Format* and *Lot Size Technique* fields are in the Infinium MP Control files, as well as the Item Warehouse file.

Press Enter to continue.

```
   2/10/98    10:31:35      Work with Item Warehouse      PRGPILM    PRDPILM

                             Inventory Information              Page 3 of 3
   Company . . . :   IS1             Warehouse . . :
   Product . . . : COLA              Size  . . . . : 6PK
   Product Desc  : ORANGE SODA (SIX PACK UNIT)
   Backorders
   Days Reserved Prior Issue . . . . .    000
   Days Allocated Prior Transfer . . .    000
   Days Allocated Prior Issue  . . . .    000
   Backorder Issue Requisitions  . . .    Y  Y=Yes, N=No
   Backorder Transfer Requisitions . .    Y  Y=Yes, N=No
   ABC Analysis
   Calculated ABC Code . . . . . . . :
   Override ABC Code . . . . . . . . .    ____ +
   Cycle Count Interval  . . . . . . .    ___
   Last Cycle Count Date . . . . . . .    _____
   Next Cycle Count Date . . . . . . .    _____




   _____
   F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
                                                                      ▌
```

Figure 8-8: Work with Item Warehouse Inventory Information screen 3

Use this screen to define back order and ABC Analysis information.

Days Reserved Prior Issue

This field is for future use.

Days Allocated Prior Transfer

When you process a transfer requisition for this item in Infinium PM, the system determines when to allocate the stock by subtracting the number of days you define in this field from the need date you enter on the transfer requisition detail line.

If this field contains zero, the system allocates stock for this item immediately when you enter it on a transfer requisition detail line.

Days Allocated Prior Issue

When you process an issue requisition for this item in Infinium PM, the system determines when to allocate the stock by subtracting the number of days you define in this field from the need date you enter on the issue requisition detail line.

If this field contains zero, the system allocates stock for this item immediately when you enter it on an issue requisition detail line.

Backorder Issue Requisitions

Use this field to establish a default for this item as to whether the system should create a backorder when an issue requisition is pick verified with insufficient available inventory. The available inventory is insufficient if it does not satisfy the quantity on the issue requisition. Only Infinium PM uses this field.

Backorder Transfer Requisitions

Use this field to establish a default for this item as to whether the system should create a backorder when a transfer requisition is pick verified with insufficient available inventory.

The system defaults the value you type in this field into the *BO Y/N* field on the Ship Transfer Orders screen in Infinium IC. You can override this value.

ABC Analysis

ABC Analysis updates the *Calculated ABC Code, Cycle Count Interval*, and *Next Cycle Count Date* fields. You can override any of these fields except the *Calculated ABC Code* field; however, you can make an entry in the *Override ABC Code* field and the system uses that value instead of the Calculated ABC code for cycle counts.

You must establish item warehouse records at the level at which you want the system to perform ABC Analysis. For example, if you set up an ABC Analysis to include company level records, the system includes only records established at the company level in the analysis.

Override ABC Code

Type a valid override ABC code defined for your system or, press F4 to search for and select a valid code. You can use override ABC codes as selection criteria for ABC Analysis. Establish ABC codes through the *Work with Code Tables* option using the code type **ABC** in Infinium CA.

Cycle Count Interval

Type the number of days in a cycle for this item. The cycle count interval value assigned through ABC Analysis overrides this value once you run ABC Analysis.

Last Cycle Count Date

Type the last date cycle counting occurred for this item warehouse record. Use the date format established for your system in the *Work with Entity Controls* option in the Infinium CA *Control Files* menu. The system uses this date for physical inventories you conduct based on cycle count date.

Next Cycle Count Date

Use this field to override the next cycle count date the system assigned to this item warehouse record through ABC Analysis. Use the date format established for your system in the *Work with Entity Controls* option in the Infinium CA *Control Files* menu.

Press Enter to continue.

```
 2/10/98    10:33:15      Work with Item Warehouse      PRGPILM    PRDPILM

                                   Lead Times
 Company . . . :   IS1              Warehouse . . :
 Product . . . : COLA              Size  . . . . : 6PK
 Product Desc  : ORANGE SODA (SIX PACK UNIT)
 Sourcing Lead Time  . . . . . . . .   _____
 Vendor Lead Time  . . . . . . . . .   _____
 Manufacturing Fixed Lead Time . . .   _____
 Manufacturing Variable Lead Time  .   _____
 Planning Lead Time  . . . . . . . .   _____
 Order Preparation Lead Time . . . .   _____
 Receiving Lead Time . . . . . . . .   _____
 Inspection Lead Time  . . . . . . .   _____
 To Stock Lead Time  . . . . . . . .   _____
 Total Lead Time . . . . . . . . . .   _____
 Safety Lead Time  . . . . . . . . .   _____




 _____
 F2=Function keys  F21=Override Warning  F3=Exit  F24=More keys
                                                                  ▌
```

Figure 8-9: Work with Item Warehouse Lead Times screen

Lead Times

The system displays this screen when you select the Lead Times attribute from the Work with Item Warehouse Attribute selection screen.

The system uses your entries on this screen to calculate the number of lead time days used for master production scheduling, material requirements planning, reorder point processing, and purchase order processing. The manufacturing lead time entries influence the *Planned Usage Date* field in Infinium MC.

Your entries in the *Work with Lead Time Control* option in Infinium CA determine how the system uses these values. In the *Work with Lead Time Control* option you define a matrix indicating the lead times that you want to use for MPS, MRP, ROP, and Infinium PM.

Sourcing Lead Time

Type the number of days required to restock this item in this field.

Vendor Lead Time

Type the number of days required by the vendor to supply this item in this field.

Manufacturing Fixed Lead Time

Manufacturing fixed lead time refers to the number of days required before you produce a batch to replenish inventory for this Item Warehouse file record. You cannot change this value once you save this record.

Manufacturing Variable Lead Time

Manufacturing variable lead time refers to a flexible time frame that you require before you produce a batch to replenish inventory for this Item Warehouse file record.

Planning Lead Time

Type the number of days required to plan to replenish this item in this field.

Order Preparation Lead Time

Type the number of days required to prepare an order in this field.

Receiving Lead Time

Type the number of days required to receive this item into inventory in this field.

Inspection Lead Time

Inspection lead time refers to the time frame required to evaluate the quality of materials prior to using or selling them.

To Stock Lead Time

To stock lead time determines the number of days required to stock inventory for this item.

Total Lead Time

Type the total number of days of lead time required for this item warehouse record.

Safety Lead Time

The system adds the value you type in this field to the normal lead time. Use this field to increase the lead time in order to complete an order in advance of its date. This guards against fluctuations in lead time as you manufacture and fill the order.

Press Enter to continue.

```
2/10/1998  10:33:55        Item/Warehouse Tolerance        DMGTIM     DMDTIM

Company . . . . :    ..IS1  INFINIUM.SOFTWARE.(INSTRUCTOR)       Page 1 of 1
Commodity code  :    MISC.... MISCELLANEOUS.(ENTITY.DEFAULT)
Item number . . :    COLA............... 6PK  .............................
Warehouse . . . :    ..... ............................


Type calculation selections, press Enter
  Method for tolerance  . . . .   1    1  Working 2  Calendar
  Time period for tolerance .     1    1  Days

Select tolerance performance detail, press Enter or Function Key to select all
  2=Edit tolerance
Opt     Performance tolerance description
  _       On time performance tolerance
  _       Quantity performance tolerance
  _       Quality performance tolerance
  _       Unit price performance tolerance
  _       Extended amount performance tolerance
  _       Invoice price performance tolerance

F3=Exit  F5=Select All  F10=QuikAccess  F12=Cancel  F24=More keys
                                                                  ▊
```

Figure 8-10: Item/Warehouse Tolerance selection screen

Tolerances

This screen displays when you select the Tolerances attribute from the Work with Item Warehouse Attribute selection screen.

Tolerances are important in controlling the purchasing cycle. Tolerances enable you to set limits for various areas within Infinium PM to determine whether you accept or reject goods. The system also uses tolerances with invoice matching.

When you establish tolerances, you indicate whether the time period covers only working days or all calendar days, and you define the time period the tolerance is in effect. You establish working days for each company in the *Work with Calendar* option in the Infinium CA *Code Files* menu.

You define each tolerance as follows:

- A level (for example, time period or quantity)

- An action to take if the level is exceeded

- A message to be sent if the level is exceeded (optional)

- The user who should receive the message (optional)

The tolerances you define at the item warehouse level are the first tolerances against which the system validates. If they are blank, the system proceeds to the Commodity code level, and finally the company level.

Select the tolerance you want to update and press Enter.

The attribute screens for the Item Warehouse tolerance definitions are the same as the Company tolerance screens you maintain in the *Work with Company Controls* option in Infinium CA.

Press Enter to continue.

```
   10/21/98      8:50:38       Work with Item Warehouse      PRGPILM    PRDPILM

                              Order Processing Tax Information
   Company . . . :    001                  Warehouse . . : 001
   Product . . . : BREAD                   Size  . . . . : EA
   Product Desc  : FRENCH BREAD - 1 LB

   Charge Sales Tax  . . . . . . . . :   N        Y=Yes, N=No
   GT Tax Authority  . . . . . . . . .   __ +
   GT Rate Code  . . . . . . . . . . .   ____ +




   F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys

                                                                        ▌
```

Figure 8-11: Order Processing Tax Information screen

Order Processing Tax Information

This screen displays when you select the Order Processing Tax Information attribute from the Work with Item Warehouse Attribute selection screen.

Use this screen to define tax control defaults for the product using the *GT Tax Authority* and *GT Rate Code* fields. The *Charge Sales Tax* field value defaults from the Product file and is for information only.

The system displays the Order Processing Tax Information attribute only under the following conditions:

- If the *Integrate OP with GT* field is **Y**, which you define using the *Work with Entity* option in Infinium CA

- If the item is a product, not a raw material or resource

GT Tax Authority

Type a valid Tax Authority code in the *GT Tax Authority* field to establish the tax authority that Infinium OP should use to calculate sales tax on this product. If you prompt on this field, the system enables you to select a Tax Authority code that you established in Infinium GT.

GT Rate Code

Type a valid Tax Rate code in the *GT Rate Code* field to establish the tax rate that Infinium OP should use to calculate sales tax on this product. If you prompt on this field, the system enables you to select a Tax Rate code that you established in Infinium GT.

The system uses the tax defaults from the Item Warehouse file during order entry only under the following conditions:

- You use Infinium AR, you do not enter tax values at the Item Override screen, and there are no applicable customer tax controls defined in Infinium AR

- You do not use Infinium AR, you do not enter tax values at the Item Override screen, and there are no applicable customer tax controls defined in Infinium OP

For more information on the use of these tax controls during order entry, refer to the "Using Infinium GT in Infinium OP" appendix in the *Infinium Order Processing Guide to Setup and Processing*.

Press Enter to continue.

```
 3/12/02    13:38:53      Work with Item Warehouse      PRGPILM    PRDPILM
_____
                         Chemical Properties Information
Company . . . : PG001                    Warehouse . . : PG001
Product . . . : FBLINTERMEDIATE      Size  . . . . :
Product Desc  : INTERMED-FBLINTERMEDIATE


                                    Weight    Volume
                                    Percent   Percent
% PIGMENT LEAD FREE                  _4.51     7.06
% PIGMENT WITH LEAD                  _____     _____
% PIGMENT CHROMATE                   _____     _____
% PIGMENT OTHER                      _6.76     4.71
% ADDITIVE                           _____     _____
% RESIN                              88.73     88.23
% Solvent Non-Exempt                 _____     _____
% Solvent Exempt                     _____     _____

% VEHICLE                            _____     _____


_____
 F2=Function keys  F3=Exit  F10=QuikAccess  F12=Cancel  F18=Message line
```

Figure 8-12: Chemical Property Tax Information screen

Chemical Properties Information

This screen displays when you select the Chemical Information attribute from
the Work with Item Warehouse Attribute selection screen. The Chemical
Properties Information attribute pertains to Infinium PF and displays only for
FBL intermediate formulas.

Infinium PF populates the information on this screen based on the
ingredients listed in the FBL formula definition.

Copying Item Warehouse Records

The *Copy Item Warehouse Records* option helps to expedite data entry. You can select the item warehouse records you want to copy by several different codes. You can copy multiple records to a different level or different location. You can also copy item warehouse records from within the *Work with Item Warehouse* option.

Use the menu path below.

▶ *Inventory Control*

▽ *Copy Item Warehouse Records* [CIWR]

```
    2/10/98    10:56:16        Work with Item Warehouse       PRGPILM    PRDPILM

                            Copy an Item Warehouse Record

    Copy from:
       Company . . . . . . . . . . . . :     IS1
       Warehouse . . . . . . . . . . . :
       Item  . . . . . . . . . . . . . :     PROD17
                                             BOX, 12 SQ.        (VIP/ROP/IC)
    Copy to:
       Company . . . . . . . . . . . . .     _____ +
       Warehouse . . . . . . . . . . . .     _____ +
       Item  . . . . . . . . . . . . . .     _____ +   ___




       _____
       F2=Function keys  F3=Exit  F4=Prompt  F5=Refresh  F24=More keys
                                                                    ▌
```
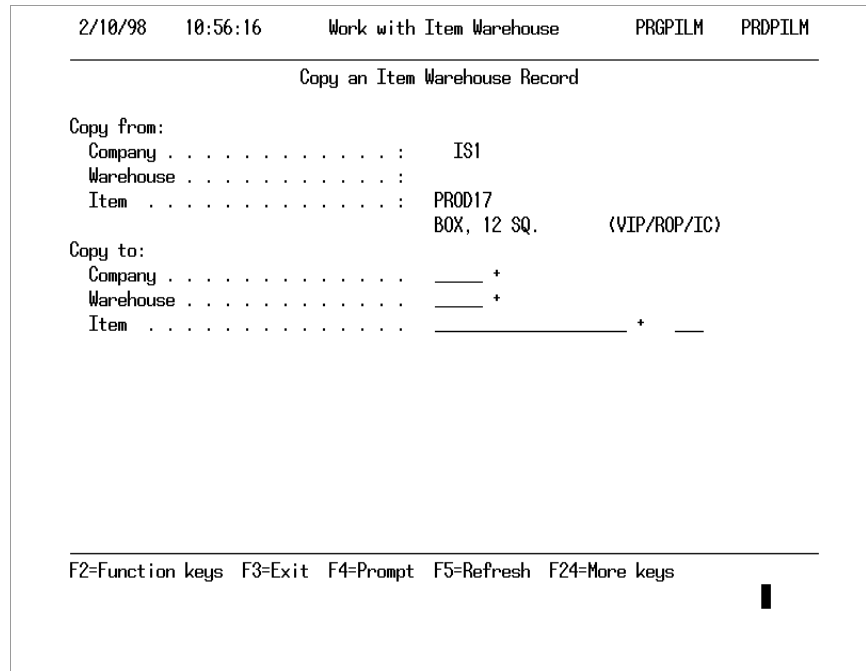
Figure 8-13: Copy Item Warehouse Records selection screen

The system displays this screen via two different paths. This screen displays when you select the *Copy Item Warehouse Records* option, or when you select an item warehouse record with **3** from the Work with Item Warehouse selection screen in the *Work with Item Warehouse* option.

Complete the necessary fields on the screen. Press Enter to copy the records. You can modify any of the newly created records, if needed.

System Specific Information

ABC Analysis

The following section is an overview of ABC Analysis and the fields in the Item Warehouse file that are important to ABC Analysis. For specific information on each field, refer back to the field's description in this chapter or access help text.

ABC Analysis is a way to rank your inventory so you can keep track of costly inventory items, and the turnover you have with these items.

ABC Analysis Inventory Example

Assume you have 5 items in inventory in warehouse 12. These items are Z1, Z2, Z3, Z4, and Z5. You want to perform a cost analysis on your inventory to determine the top 20% items in cost so you can routinely check their inventory balances to maintain only the amount of inventory on these items that you absolutely need.

There are many ways to perform an ABC Analysis in Infinium IC. This example assumes you define an A code as being the top 20% unit cost items in inventory, and then B being the next 20%, and C being the last 60%. The following table displays your inventory, its balance, and the unit of cost per inventory item:

Inventory Item	Inventory Balance	Unit Cost
Z1	100	$1.00
Z2	200	$2.00
Z3	300	$3.00
Z4	400	$2.50
Z5	100	$1.50

Once you run ABC Analysis, the system updates the *Calculated ABC Code, Next Cycle Count Date* and *Cycle Count Interval* fields on the Item Warehouse file.

To continue the example, the system ranks the inventory based on your criteria, and then assigns the ABC codes to items Z1 - Z5.

Inventory Item	Inventory Balance	Unit Cost	System Ranking	Calculated ABC Code
Z1	100	$1.00	5	C
Z2	200	$2.00	3	C
Z3	300	$3.00	1	A
Z4	400	$2.50	2	B
Z5	100	$1.50	4	C

If you plan to use ABC Analysis within Infinium IC, pay close attention to how you define or use the fields listed below. For specific information on each field, refer back to the field's description in this section or access help text.

General Information

Field	Purpose for ABC Analysis
Product Class Type	Use the Product Class Type field as part of your selection criteria for running ABC Analysis. For example, you only need to perform ABC Analysis on items within the FLAM (flammable) product class type.

Inventory Information

Field	Purpose for ABC Analysis
Override ABC Code	If you have a few items which you need to alter the system assigned ABC code, use this field to manually enter a value. Use this to rank an item that is not necessarily expensive, but vital to production and distribution as a top level item for cycle counts.
Cycle Count Interval	ABC Analysis updates this field with the number of days you suggest to count this particular ranking of inventory.
Last Cycle Count Date	This field is informational only, but it does print on various ABC Analysis reports.

Field	Purpose for ABC Analysis
Next Cycle Count Date	ABC Analysis updates this field with the suggested date of the next cycle count based upon your input in ABC Analysis.

The system updates the *Calculated ABC Code* field by ABC Analysis and this field is display only on the Item Warehouse file.

Infinium MP

Infinium MP is a materials requirements planning and master production scheduling system that integrates with Infinium PM and Infinium MC. This integration provides you with system generated suggestions for batch creation and purchase requisitions.

If you implement Infinium MP, pay particular attention to how you define the fields listed below. These fields directly impact Infinium MP. For specific information on each field, refer back to the field's description in this chapter, access help text, or refer to the *Infinium Advanced Planning Guide to Setup and Processing.*

General Information

Field	Purpose for Infinium MP
Daily Capacity	Daily capacity information prints on the Rough Cut Capacity and Resource Load Summarization reports in Infinium MP.
Order Strategy	A value of **1**, MPS, or **2**, MRP, in this field tells the system that you replenish this item through Infinium MP.
MPS Format	If you define this inventory item as an order strategy of **1**, MPS, then this field determines how the system should calculate the quantity needed.
Lot Size Technique	If you determine that this item is under the MPS order strategy (**1** in the *Order Strategy* field) and that the MPS format for this item is lot size (**3** in the *MPS Format* field), you use the *Lot Size Technique* field to define the appropriate lot size method for this item.
Critical Resource	Critical resource information prints on the Rough Cut Capacity report in Infinium MP.

Inventory Information

Field	Purpose for Infinium MP
Planner Code	Use Planner codes in Infinium MP to narrow the scope of MPS generation.
Automatic Creation Method	If Infinium MP suggests that you order or manufacture an item and the *Automatic Creation Method* field contains **1**, the system generates the Infinium PM requisition or creates the Infinium MC batch.
	If Infinium MP suggests that you order an item or create a batch via a Work file, the system creates a record in an Infinium MP Work file.
	Define the Work file routing by typing **2** in the *Automatic Creation Method* field. This Work file contains information which you can send to Infinium PM or Infinium MC using the *Maintain MPS* or the *Maintain MRP* options.
Minimum Quantity	In the Infinium MP Control files, if you set the *Suggest When Available Less Than* field to minimum, the system suggests when the available inventory falls below minimum in a given time period.
Order Policy/Lot Size Quantity	In Infinium MP, the system uses this quantity if you set your *MPS Lot Size Technique* field to fixed order quantity or lot for lot with min/max. The system also uses this amount to calculate planned orders for MRP and suggested orders for MPS.
Safety Stock Quantity	Infinium MP can use safety stock with MRP and MPS calculations. In the Infinium MP Control files, you determine if the *Include Safety Stock* field is set to MPS, MRP, or both.
Order Multiple Quantity	The system orders by multiples of this quantity when you establish the order strategy as MPS or MRP, and you set the *MPS Format* field to lot size.
	The system also uses this field when you set the *Lot Size Technique* field to fixed order quantity. The *MPS Format* and *Lot Size Technique* fields are in the Infinium MP Control files, as well as the Item Warehouse file.

Physical Inventory

Before you run a physical inventory, you must create an item warehouse record for every item in inventory. It does not matter at what level you create the record; however, you must create an Item Warehouse file record or the item will not be included on the physical inventory count.

If you plan to perform physical inventories by cycle count, be sure of your entry in the *Inventory Cycle Code* field on the Inventory Information screen 1. Use this field as a selection criteria for running physical inventories.

The Physical Inventory system is in Infinium IC.

Infinium OP

Infinium OP is a group of modules that enables you to do the following:

- Manage customer sales orders from entry of the order through invoicing
- Track sales history for each order processed
- Establish product pricing to be automatically retrieved when orders are created
- Receive and invoice customer orders and billing electronically through Electronic Data Interchange technology

If you implement Infinium OP, pay particular attention to how you define the fields listed below. These fields directly affect Infinium OP's ability to correctly process taxes.

Order Processing Tax Information

Field	Purpose for Infinium OP
GT Tax Authority	Provides a Tax Authority code default that Infinium OP uses during order entry, if needed.
GT Rate Code	Provides a Tax Rate code default that Infinium OP uses during order entry, if needed.

The system uses the tax defaults from the Item Warehouse file during order entry only under the following conditions:

- You use Infinium AR, you do not enter tax values at the Item Override screen, and there are no applicable customer tax controls defined in Infinium AR

- You do not use Infinium AR, you do not enter tax values at the Item Override screen, and there are no applicable customer tax controls defined in Infinium OP

Infinium PM

Infinium PM allows you to create purchase orders and requisitions for needed items.

If you implement Infinium PM, pay close attention to how you define the fields on the Item Warehouse file listed below. For specific information on each field, refer back to the field's description in this chapter or access help text.

Purchasing Information

Field	Purpose for Infinium PM
Purchasing Unit of Measure	This value defaults to the *UOM* field on the purchase order detail in Infinium PM. The purchasing unit of measure also defaults to the Vendor Item Price file.
	If you create a detail line for this item on a purchase order without a requisition, the system uses the purchasing unit of measure you define here as the unit of measure.
Department Code	The department you specify here defaults to the *Department ID* field on the purchase order detail. Infinium PM may require you to enter a Department code on the purchase order detail if you define your purchase order type to require this entry.
Inspection Required	The entry in this field defaults to the purchase order detail in Infinium PM. You can override this in Infinium PM. If you type **Y** in this field and do not override the value on the Purchase Order detail screen, you must process this item through inspections after you receive this item in Infinium PM. You must take inspections through the *Work with inspections* menu in Infinium PM.
Vendor	The vendor you specify in this field defaults to any requisition detail line in Infinium PM that you create for this company and this item.
	The vendor you type here must be a valid vendor in Infinium PL.
	If you type a value in the *Primary Vendor* field, the system requires an entry in the *Vendor* field.

Field	Purpose for Infinium PM
Primary Vendor	If you specify a vendor in the *Vendor* field, you must specify whether the vendor is the primary or sole vendor from whom you purchase this item within this company. You can override the primary vendor on the requisition; however, you cannot override a sole vendor.
Buyer Sort Code	The system can use your entry in this field to sort criteria for various reports. The system also uses Buyer codes to group items for Reorder Point Processing for purchased items. The Buyer Sort code that you create for this company and item defaults to the requisition detail line in Infinium PM. You create Buyer codes using the **BUY** code in the *Work with Code Tables* option in the *Code Files* menu in Infinium CA.

Field	Purpose for Infinium PM
Purchasing Tax Default	Use this field to define the default taxable status for Infinium PM. Type **Y** to indicate a taxable status and **N** to indicate an exempt status. If this field is No, the system will not create a tax additional charge record in Infinium PM unless you override the flag on the Purchase Order detail screen. If this field is Yes, the system will create a tax additional charge record, validate it, and generate an error message if needed tax information is invalid or missing in Infinium PM.
	The *Purchasing Tax Default* field also resides in the Raw Material/Resource Master file, the Product file, all three levels of the Item Warehouse file, the Commodity Code Master file, the Code Values file (specifically the Ship to, SHP, code value), the Company Controls in Infinium CA, the Vendor Master Tax Controls in Infinium PL, and the Entity Controls in Infinium CA. The system searches for this value so it can default it into the Infinium PM Purchase Order Maintenance detail screen.
	The system executes the search in the following order: 1) company/warehouse level record on the Item Warehouse file, 2) company level record on the Item Warehouse file, 3) entity level record on the Item Warehouse file, 4) Product and Raw Material Master files, 5) Commodity Code Master file, 6) Warehouse or Ship to (SHP) code in the Infinium CA Code Values file, 7) Infinium CA Company Control file, 8) Vendor Master Tax Controls in Infinium PL, and 9) Infinium CA Entity Control file.
	If the system completes this search and finds no value, the system will default **N** in the Infinium PM Maintenance detail screen.

Field	Purpose for Infinium PM
Tax Authority Default	Use this field to define the appropriate tax authority to default into the detail line item in Infinium PM. This field also resides at the same places the *Purchasing Tax Default* field resides, and the system searches for a value for this field the same as the *Purchasing Tax Default* field. If the system completes this search and finds no value, the system will leave this field blank.
	You can prompt on this field to select a valid tax authority. You create tax authorities in Infinium GT.
	The system uses the Tax Authority code, together with the Rate code, to obtain tax distribution accounts for the invoice. The tax authority is the organization to which the tax is ultimately being paid.
Rate Code Default	Use this field to define the appropriate Tax Rate code to default into the detail line item in Infinium PM. You define Tax Rate codes in Infinium GT. The system uses the Tax Rate code combined with the Tax Authority code to obtain percentages to use in calculating tax amounts.
Recoverable	Type **Y** in this field to instruct the system to search Infinium GT for defined recoverable percentages for VAT taxes. If you type **N** in this field the system does not perform the check and the system considers the entire amount non-recoverable. This value defaults onto the Additional Charge Maintenance screen in Infinium PM.
Tax Category Code Default	Use this field to define the appropriate Tax Category code for tax purposes to default onto the Additional Charge Maintenance screen in Infinium PM. The system uses Tax Category codes to report tax history details from within Infinium GT. Define Tax Category codes in Infinium GT.

Inventory Information

Field	Purpose for Infinium PM
Order Policy Code	Type **1** or **2** in the *Order Policy Code* field to indicate that you are using ROP or Infinium PM to replenish this item. The system sends purchasing and transfer requisitions that you create through ROP to Infinium PM for processing.

Field	Purpose for Infinium PM
Automatic Creation Method	If you type **1**, Create, in this field, then when you need a purchase or transfer requisition, the system creates a requisition in Infinium PM.
	If you type **2**, Send to Work file, in this field then when Reorder Point Processing has a purchase or transfer need, the system creates a suggested requisition in an Infinium IC Work file. You can then modify, delete, or create an Infinium PM requisition from the suggested requisition using the *Work with Suggested Requisitions* option.
Restocking Method	The system uses the *Restocking Warehouse* field value as the from warehouse on the transfer requisition. If you indicate to allow only full allocations, the system does not create the transfer requisition if the available inventory at the restocking warehouse is less than the transfer quantity.
Days Allocated Prior Transfer	When you process a transfer requisition for this item in Infinium PM, the system determines when to allocate the stock by subtracting the number of days you define in this field from the need date you enter on the transfer requisition detail line.
	If this field contains zero, the system allocates stock for this item immediately when you enter it on a transfer requisition detail line.
Days Allocated Prior Issues	When you process an issue requisition for this item in Infinium PM, the system determines when to allocate the stock by subtracting the number of days you define in this field from the need date you enter on the issue requisition detail line.
	If this field contains zero, the system allocates stock for this item immediately when you enter it on an issue requisition detail line.
Back Order Issue Requisitions	Use this field to establish a default for this item as to whether the system should create a backorder when an issue requisition is pick verified with insufficient available inventory. The available inventory is insufficient if it does not satisfy the quantity on the issue requisition. Only Infinium PM uses this field.

Field	Purpose for Infinium PM
Back Order Transfer Requisitions	Use this field to establish a default for this item as to whether the system should create a backorder when a transfer requisition is pick verified with insufficient available inventory.
	The value you type in this field will default into the *BO Y/N* field on the Ship Transfer Orders screen in Infinium IC. You can override this value.

Reorder Point Processing

Reorder Point Processing resides within Infinium IC. Reorder Point Processing allows you to create purchase and transfer requisitions and manufacturing reports for needed inventory items. You can send transfer and purchase requests to a Work file and then to Infinium PM or you can directly send them to Infinium PM.

If you implement Reorder Point Processing, pay close attention to how you define the fields on the Item Warehouse file listed below. For specific information on each field, refer back to the field's description in this chapter or access help text.

General Information

Field	Purpose for Reorder Point Processing
Order Strategy	Type **3** in this field to establish the order strategy as Reorder Point Processing (ROP). The system orders items that you establish as ROP only through the ROP system. The ROP system orders stock when you generate ROP purchase requisitions.

Purchasing Information

Field	Purpose for Reorder Point Processing
Buyer Sort Code	Use Buyer Sort codes to group items for Reorder Point Processing requests on purchased items.

Inventory Information

Field	Purpose for Reorder Point Processing
Planner Code	Use Planner codes to group items for Reorder Point Processing requests on manufactured goods.
Order Policy Code	If the *ROP Processing Used* field in the Inventory Control Entity Control file is **Y** and the *Order Strategy* field on the Item Warehouse file General Information screen is **3**, you must complete the *Order Policy Code* field. *Order Policy Code* = **1** If available quantity is less than or equal to minimum quantity, the system uses the order policy quantity as the order or transfer quantity. This is sometimes called a straight reorder point method, since you always order a constant amount. *Order Policy Code* = **2** If available quantity is less than or equal to minimum quantity, the system calculates the order or transfer quantity as maximum quantity minus available. This is sometimes called an order-up-to reorder point method, since the amount ordered is always the amount needed to maintain a specific inventory level. *Order Policy Code* = **3** or blank The system omits this item from reorder point calculations.
Automatic Creation Method	*Automatic Creation Method* = **1** (Create) If you need a purchase or transfer requisition, the system creates a requisition in Infinium PM when you generate the ROP. If Infinium MP suggests that you order or manufacture an item and the *Automatic Creation Method* field contains **1**, the system generates the Infinium PM requisition or creates the Infinium MC batch. The system determines whether to make a batch or a requisition depending on if the needed item is a purchased product, raw material, manufactured product, or intermediate. For purchase products and raw materials, the system creates requisitions. For manufactured products and intermediates, the system creates batches. *Automatic Creation Method* = **2** (send to Work file) If you need a ROP purchase or transfer requisition, the system creates a suggested requisition in an Infinium IC

Field	Purpose for Reorder Point Processing
	Work file. Modify, delete, or create an Infinium PM requisition from the suggested requisition using the *Work with Suggested Requisitions* option.
Restocking Method	*Restocking Method* = **1** (purchase) A **1** in this field instructs the system to create a purchase requisition in Infinium PM if available quantity is less than or equal to minimum quantity. This item also prints on the Reorder: Purchased Product report. Depending on your other entries, the item may also print on an actual or suggested purchase requisition. *Restocking Method* = **2** (transfer) A **2** in this field instructs the system to create a transfer requisition if available quantity is less than or equal to minimum quantity. This item also prints on the Reorder: Transfer Products report. Depending on your other entries, the item may also print on an actual or suggested transfer requisition. The system uses the *Restocking Warehouse* field value as the from-warehouse on the requisition. If you indicate to allow only full allocations, the system does not create the transfer requisition if the available inventory at the restocking warehouse is less than the transfer quantity. *Restocking Method* = **3** (manufacture) If available quantity is less than or equal to minimum quantity, this item prints on the Reorder: Manufactured Products report.
Minimum Quantity	Reorder Point Processing uses minimum quantities to suggest purchase requisitions, transfers, or batch production for items whose available inventory is less than or equal to the minimum quantity.
Maximum Quantity	If an item has on Order Policy code of **2**, then Reorder Point Processing uses the value in the *Maximum Quantity* field to calculate the order or transfer quantity. The system checks to see if the available quantity is less than or equal to the minimum quantity. Then the system calculates the order or transfer quantity as the maximum quantity minus the available quantity.
Safety Stock	Use this field to establish the item quantity you plan to have in inventory to protect against fluctuations in demand. To

Field	Purpose for Reorder Point Processing
Quantity	ensure that the system maintains the safety stock, the system subtracts the safety stock from inventory before any restocking calculations are performed.
	ROP can calculate available inventory with safety stock if you define the system to do so in ROP. You do this by typing **Y** in the *Subtract Safety Stock* field on the *Create Reorder Point Requirement* option in Infinium IC.

All Systems

All systems use the storage index default fields and settings.

Multiple Systems

Infinium PM, the Reorder Point Processing system within Infinium IC, and Infinium MP use the lead time fields. Determine which lead time fields various systems use by setting up the lead time matrix in Infinium CA, the *Work with Lead Time Control* option.

Notes

Chapter 9 Working with Non-inventory Materials

9

The chapter consists of the following topics:

Overview of Working with Non-inventory Materials

Non-inventory materials are those materials that a company purchases, but generally does not repackage for sale, use in a formula, bill of materials, or kit. Examples include office supplies, consignment stock, offsite inventory, or expensed items.

The options that allow you to create, maintain, and view records for those items are similar to the options for raw material/resource records. However, *Non-inventory Materials* options contain only screens and fields with information relevant to non-inventory materials. The system stores these records in the same file as raw materials/resource records.

After you complete this chapter, you should be able to:

- Enter and update non-inventory material records
- Copy non-inventory material records
- Display non-inventory material records
- Print non-inventory material records

Creating Non-inventory Materials

Use the *Work with Non-inventory Materials* option to expedite data entry for material records for which you will not track inventory and costs.

Use the menu path below.

▶ *Master Files*

　▼ *Work with Non-inventory Materials* [WWNIM]

```
2/11/98    15:51:02   Work with Noninventory Materials    PRGMTLM    PRDMTLM


Position To . . . Material  . . . . . . . . . . . . .  _____
                  Material Id Search  . . . . . . . .  _____
Type options, press Enter.
  2=Change  3=Copy  5=Display  12=Material usage

Opt     Material            Description                  Remove
  _     CLEANSER            WINDOW WASHING CLEANSER
  _     HAZRAW01R           SOLID
  _     HAZRAW05R           SOLID
  _     MOPS                MOPS
  _     RAW19               LABOR
  _     RAW20               BURDEN




                                                          Bottom

_____
F2=Function keys  F3=Exit  F6=Create  F10=QuikAccess  F24=More keys
                                                                      ▌
```

Figure 9-1: Work with Non-inventory Materials selection screen

Identify the non-inventory material record you want to create or maintain. You can create a new record by copying one that is already on file. See the "Copying Non-inventory Records" topic for more information.

If you are creating a record, complete the *Material* field and press F6. The system displays the General Information screen shown on the next page.

If you are updating a record, select a material. Use the *Material* field to reposition the list of items that displays, or use the *Material Id Search* field to display a list of items that have the combination of characters you type in the field. Press F11 to search for a material by its description or F17 to search by synonym.

To make your selection, type **2** in the *Opt* field and press Enter. The system displays a Work with Non-Inventory Materials Attribute selection screen. Select the attributes you want to maintain and press Enter. Attribute screens display following the General Information screen.

```
 2/11/98    15:52:13   Work with Noninventory Materials    PRGMTLM    PRDMTLM
_____
                               General Information
Material   . . . . . . . . . . . :   CLEANSER
Active Code . . . . . . . . . . .    1  1=Active, 2=Experimental, 3=Remove
Description - Line 1  . . . . . .    WINDOW WASHING CLEANSER_____
Description - Line 2  . . . . . .    _____
Material Unit of Measure  . . . .    EA
Commodity Code  . . . . . . . . .    MRO____  +
G/L Partial Account . . . . . . .    _____
Material Revision Level . . . . .    __
Sort Code . . . . . . . . . . . .    JANITOR
Auto Source Capable Material  . . .  Y  Y=Yes, N=No
Extended Description  . . . . . . :  N  Y=Yes, N=No
Item Notes  . . . . . . . . . . . :  N  Y=Yes, N=No




  _____

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

                                                               ▮
```

Figure 9-2: General Information screen

General Information

The system requires entries in the *Active Code*, *Material Unit of Measure*, *Commodity Code,* and *Auto Source Capable Material*. Complete those fields as discussed below.

Active Code

The *Active Code* field defaults to **1**, which indicates that the material is valid for purchasing.

Material Unit of Measure

Type a valid unit of measure in the *Material Unit of Measure* field to define the purchase unit of measure.

Commodity Code

Define the default value in the *Commodity Code* field in the *Work with Entity Controls* option. You can override this value, if needed.

Auto Source Capable Material

The *Auto Source Capable Material* field allows you to specify whether the system should automatically enter this item on purchase orders created from requisitions. When you type **Y** in this field and this material is a line item on a purchase requisition, it will be a line item on the purchase order created from that requisition through the *Work with sourcing* option on the *Purchase Order* menu in Infinium PM.

For detailed information on completing the General Information screen fields, refer to the "Working with Raw Materials/Resources" chapter.

Access the following windows and options from the General Information screen:

- Press F13 to access the Extended Item Description window, where you can enter or update descriptive information for a particular item. The "Working with Raw Materials/Resources" chapter has more information on Extended Item Descriptions.

- Press F14 to access the Item Notes window, where you can enter or update notes that pertain to a particular item. The "Working with Raw Materials/ Resources" chapter has more information on Item Notes.

- Press F17 to access the *Work with UM Conversion* option, where you can create new unit of measure records or conversion records. See the "Creating Units of Measure" chapter for more information.

```
  2/11/98    15:52:38   Work with Noninventory Materials    PRGMTLM    PRDMTLM


  Material  . . . . . . . . . . . . :    CLEANSER

  Select one or more of the following.   Then press Enter

  Opt  Attribute
   _    General Information




   1    Purchasing Information


   1    Maintain Item/Warehouse Information



  F2=Function keys  F3=Exit  F8=Print  F9=Select All  F24=More keys          █
```
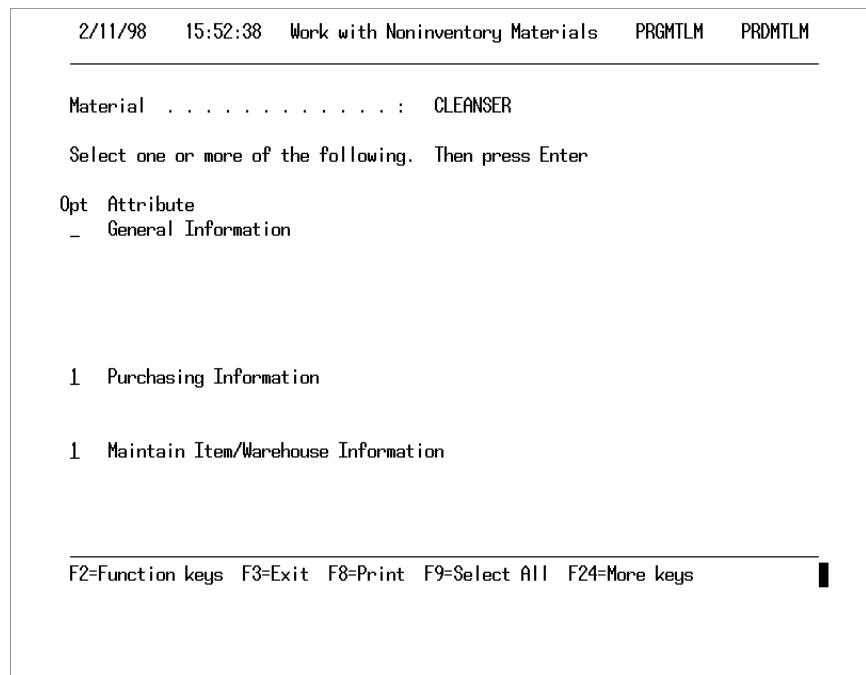
Figure 9-3: Work with Non-inventory Materials Attribute selection screen

Non-inventory Material Attributes

Choose the type of information you want to enter or update. If you are creating a record, the General Information screen displays before the Work with Non-inventory Materials Attribute selection screen.

Some attributes may be pre-selected. A **1** displays in the field next to the attribute that has been pre-selected. Establish defaults through the *Work with User Selection* option on the *Control Files* menu. You can override defaults as needed.

This guide discusses each attribute in the order it displays on the Work with Non-inventory Materials Attribute selection screen with the exception of the General Information attribute. This was the first attribute discussed.

```
  2/11/98    15:53:14   Work with Noninventory Materials    PRGMTLM    PRDMTLM
  _____
                              Purchasing Information

  Material  . . . . . . . . . . . . :   CLEANSER
                                        WINDOW WASHING CLEANSER
  Purchasing Tax Default  . . . . . .   Y  Y=Yes, N=No
  Tax Authority Default . . . . . . .   MA  +
  Rate Code Default . . . . . . . . .   5%    +
  Recoverable . . . . . . . . . . . .   N  Y=Yes, N=No
  Tax Category Code Default . . . . .   SLS +

  Gross Weight per Unit . . . . . . .   _____
  Gross Weight Unit of Measure  . . .   ___ +

  Cube per Unit . . . . . . . . . . .   _____
  Cube Unit of Measure  . . . . . . .   ___ +



  _____
  F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
```

Figure 9-4: Purchasing Information screen

Purchasing Information

Complete these fields as necessary for your non-inventory item.

```
  2/11/98     15:55:19       Work with Item Warehouse      PRGPILM    PRDPILM


  Position to . . . Company    __IS1_ +            Warehouse ISW1_ +
                    Item  :   CLEANSER             Size  . :
  Type options, press Enter.
    2=Change  3=Copy  4=Delete  5=Display

  Opt   Comp   Whse   Item                  Size  Description
    _    IS1   ISW1   CLEANSER                    WINDOW WASHING CLEANSER










                                                                    Bottom


  F2=Function keys  F3=Exit  F4=Prompt  F6=Create/Update  F24=More keys
                                                              █
```
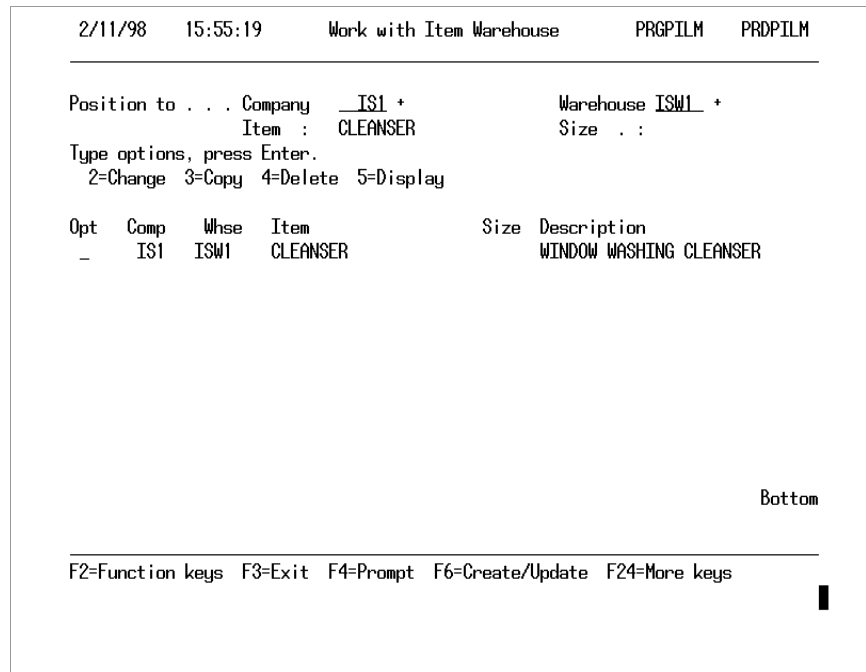
Figure 9-5: Work with Item Warehouse selection screen

Item Warehouse File

For non-inventory materials, you generally create an item warehouse record at the company level so you can enter purchasing information. Remember, though, that you can also create records at the entity level by leaving the *Company* and *Warehouse* fields blank, and at the company/warehouse level by completing both the *Company* and *Warehouse* fields.

When you create an item warehouse record for an item for the first time, the system displays the message:

Purchasing information not available.

Press F6 to continue.

You can create an item warehouse record for each non-inventory material record you add to your database. If you do create the item warehouse record for the non-inventory material, the system does not allow you to exit without making the required entries for the item warehouse record as detailed on the next several pages.

Press F6 to create an item warehouse record.

```
2/11/98    15:55:54      Work with Item Warehouse      PRGPILM    PRDPILM


Company . . . :   IS1                  Warehouse . . : ISW1
Product . . . : CLEANSER               Size  . . . . :
Product Desc  : WINDOW WASHING CLEANSER
Select one or more of the following.   Then press Enter

Opt  Attribute
  1    General Information
  1    Purchasing Information
  1    Inventory Information
  1    Lead Times
  1    Maintain Tolerance Definition






    F2=Function keys  F3=Exit  F6=Save  F9=Select All  F24=More keys        ▌
```

Figure 9-6: Work with Item Warehouse Attribute selection screen

Item Warehouse Attributes

Select the attributes you want to maintain.

Some attributes may be pre-selected. A **1** displays in the field next to the attribute that has been pre-selected. Establish these defaults through the *Work with User Selection* option on the *Control Files* menu. You can override defaults as needed.

For detailed information on the Item Warehouse file fields, refer to the "Maintaining the Item Warehouse File" chapter.

```
 2/11/98    15:56:40      Work with Item Warehouse       PRGPILM    PRDPILM


                         Purchasing Information
 Company . . . :   IS1              Warehouse . . : ISW1
 Product . . . : CLEANSER           Size  . . . . :
 Product Desc  : WINDOW WASHING CLEANSER
 Inventory Unit of Measure . . . . :   EA


 Department Code . . . . . . . . . .   _____ +


 Inspection Required . . . . . . . .   N  Y=Yes, N=No
 Vendor  . . . . . . . . . . . . . .   _____ +
 Primary Vendor  . . . . . . . . . .   _ 1=Primary, 2=Sole
 Buyer Sort Code . . . . . . . . . .   _____ +
 Item Revision Level . . . . . . . .   ___


 Purchasing Tax Default  . . . . . .   _ Y=Yes, N=No
 Tax Authority Default . . . . . . .   ___ +
 Rate Code Default . . . . . . . . .   ____ +
 Recoverable . . . . . . . . . . . .   _ Y=Yes, N=No
 Tax Category Code Default . . . . .   ___ +


 F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
                                                                  █
```

Figure 9-7: Purchasing Information screen

Item Warehouse Purchasing Information

The system does not require an entry in the *Vendor* field, but it is recommended if this item is an auto source capable material on the *Work with Products* option General Information screen. You may also want to complete the *Purchasing Unit of Measure* and *Department Code* fields.

Press F3 to exit.

```
2/11/98    15:57:19      Work with Item Warehouse      PRGPILM    PRDPILM


                              Inventory Information              Page 2 of 3
Company . . . :   IS1                 Warehouse . . : ISW1
Product . . . : CLEANSER              Size  . . . . :
Product Desc  : WINDOW WASHING CLEANSER
Order Policy Code . . . . . . . . .  3  1=Ord Pol, 2=Avail, 3=Discrete
Automatic Creation Method . . . . .  _  1=Create, 2=Send to Work File
Restocking Method . . . . . . . . .  _  1=Pur, 2=Trnf, 3=Mfg
Full Allocation Only  . . . . . . .  _  Y=Yes, N=No
Restocking Warehouse  . . . . . . .  ____ +
Minimum Quantity  . . . . . . . . .  _____       U/M . . . . ___ +
Maximum Quantity  . . . . . . . . .  _____       U/M . . . . ___ +
Order Policy/Lot Size Quantity  . .  _____       U/M . . . . ___ +
Safety Stock Quantity . . . . . . .  _____       U/M . . . . ___ +
Maximum Reorder Quantity  . . . . .  _____       U/M . . . . ___ +
Order Multiple Quantity . . . . . .  _____       U/M . . . . ___ +




_____
F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
                                                                  ▌
```

Figure 9-8: Inventory Information screen 2

Inventory Information

This is the second of the three Inventory Information screens.

If you have specified through Infinium IC that you are using Reorder Point Processing, the system requires an entry in the *Order Policy Code* field.

If your entry in the *Inventoried* field on the Inventory Information screen is **N**, the default value in the *Order Policy Code* field on this screen is **3**. This value indicates that the system will not include the item in Reorder Point Processing calculations.

Press F3 to exit item warehouse maintenance.

```
 2/11/1998  15:58:08        Item/Warehouse Tolerance       DMGTIM    DMDTIM
─────────────────────────────────────────────────────────────────────────
 Company . . . . :    ..IS1  INFINIUM.SOFTWARE.(INSTRUCTOR)       Page 1 of 1
 Commodity code  :   MRO..... MAINTENANCE/REPAIR/OPERATING..
 Item number . . :   CLEANSER............ ...  WINDOW.WASHING.CLEANSER.......
 Warehouse . . . :   ISW1. INFINIUM.WAREHOUSE.#1........


 Type calculation selections, press Enter
   Method for tolerance  . . . .   1    1  Working 2  Calendar
   Time period for tolerance .     1    1  Days

 Select tolerance performance detail, press Enter or Function Key to select all
    2=Edit tolerance
  Opt      Performance tolerance description
    _       On time performance tolerance
    _       Quantity performance tolerance
    _       Quality performance tolerance
    _       Unit price performance tolerance
    _       Extended amount performance tolerance
    _       Invoice price performance tolerance
─────────────────────────────────────────────────────────────────────────
 F3=Exit  F5=Select All  F10=QuikAccess  F12=Cancel  F24=More keys
```

Figure 9-9: Item/Warehouse Tolerance screen

Tolerances

Infinium PM and Infinium PL use tolerances. Setting tolerances enables you to set limits on which you base decisions to accept or reject goods. The system also uses tolerances with vendor analysis and invoice matching.

The system retrieves tolerance information following a company, commodity, item warehouse hierarchy. The system refers to the Item Warehouse file first. If it does not find tolerance information, it refers to the Commodity code associated with the item, and finally the company.

See your *Infinium Payables Ledger/Infinium Purchase Management: Guide to Integration* for more information.

Copying Non-inventory Materials

You can create new non-inventory material and product records by copying records that already exist using the *Work with Non-inventory Material* option. Copying records can help expedite data entry if you have several materials that require the same information. After you copy the record, you can access the newly created record and make any necessary changes or additions.

The system copies only information stored in the non-inventory material record you copy. The system does not copy Item Warehouse file information and any additional notes and/or descriptions.

Use the menu path below.

▶ *Master Files*

▼ *Work with Non-inventory Material* [WWNI]

```
 6/02/00    11:47:49   Work with Non-inventory Material    PRGMTLM    PRDMTLM
_____

Position To . . . Material  . . . . . . . . . . . . . .   _____
                  Material Id Search  . . . . . . . .    _____
Type options, press Enter.
  2=Change  3=Copy  5=Display  12=Material usage

Opt     Material            Description                   Remove
 __     ACETONER            SOLID
 __     ALCOHOLR            SOLID
 _3_    ALUMINUMR           SOLID
 __     APTESTR             SOLID
 __     C-NI#1              Cathy's Non-Inventory Item
 __     CDSSTND1            CDS standard cost item #1
 __     J-RAW2              Justd Raw Material #2
 __     KARAT NON-INV IW TST  to test non-inv IW Rec
 __     MLKNON              MLKNON
 __     MLKNONFIX           MLKNONFIX

                                                                 More...
_____

F2=Function keys  F3=Exit  F6=Create  F10=QuikAccess  F24=More keys
```

Figure 9-10: Work with Non-inventory Material selection screen

Type **3** in the *Opt* field to select the record you want to copy.

```
  6/02/00    11:48:23    Work with Non-inventory Material    PRGMTLM    PRDMTLM
 _____

 Copy from:
   Material  . . . . . . . . . . . :    ALUMINUMR

 Copy to:
   Item Type . . . . . . . . . . .    1  (1=Mtl, 2=Product)
   Item  . . . . . . . . . . . . .    _____
   Size Code . . . . . . . . . . .    ___ +








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

Figure 9-11: Copy Information screen

Copying Records

If you are creating a product record from the material record, you must access the newly created record using the *Work with Products* option.

The system generates an audit report when the copy function is complete.

Displaying Non-inventory Materials

You can view the non-inventory material records you have on file. There are two ways to access records for viewing:

- Use the *Work with Non-inventory Materials* option and select one or more existing records by typing **5** in the *Opt* field.

- Use the *Display Non-inventory Materials* option and select one or more existing records by typing **5** in the *Opt* field.

Either way, when you select the records you want to view, the system displays the Work with Non-inventory Materials Attribute selection screen. Select attributes just as you do when you add or maintain records.

To move from screen to screen, press Enter. The information you have on file displays. After all the system displays all the screens you have selected for one record, the system returns to the Work with Non-inventory Materials Attribute selection screen for the record you just viewed. Press Enter again to display the Work with Non-inventory Materials Attribute selection screen for the next non-inventory material record you selected.

When you access records for display, you cannot make changes on the screens.

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]

```
 6/02/00    11:39:51     Print Non-inventory 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 9-12: Print Non-inventory Materials Request screen

Specify the range of non-inventory material records and the types of information you want to print.

Purging Non-inventory Material Records

You can delete non-inventory material records that have **3** in the *Activity Code* field on the General Information screen. Use the *Purge Deleted RM Records* option to delete non-inventory material records. Refer to the "Working with Raw Materials/Resource" chapter for more information.

Be sure you have a current backup of your Raw Material/Resource file before you execute the purge option.

Chapter 10 Working with Bills of Materials

10

The chapter consists of the following topics:

Overview of Working with Bills of Materials

Use the bill of materials options to create records that contain elements of assemblies or kits. A bill of materials can contain another bill of materials that is a subassembly, materials, and resources you maintain through the *Work with Raw Materials/Resources* option, or products you maintain through the *Work with Products* option.

If you currently have Infinium PF installed, use the options on the *Formula Management* menu to create and maintain formulas and container bills of materials for products you manufacture. Options on the *Bill of Materials* menu in Infinium CA are for manufactured products that are not formula-based or recipe-based.

After you complete this chapter, you should be able to do the following:

- Create bills of materials
- Create bills of materials for a specific location
- Create bills of material that are valid for a specific timeframe
- Copy bills of materials
- Substitute items within bills of materials
- Display a bill of materials
- Locate bills of materials where certain items are used
- Print bills of material

Working with Bills of Materials

Use the *Work with Bill of Materials* option to create a record that contains the components, assembly instructions, and other information related to the bill of materials.

Formula by Effective Date (FBE)

You can create multiple instances (or variations) of a bill of material that are valid for specific timeframes only. Only one instance can be effective at any particular time. You can use the same bill of material ID to create multiple instances of a bill of material and modify the effective dates and items and/or instructions due to, for example:

- Seasonal changes
- Varying costs of materials

These bill of material instances can be entity level or location-specific instances.

In addition, you define code values for the code type, **FBE** to identify the purpose of the bill of material variation. You create these code values in *Code Value Maintenance* in Infinium CA. You then assign these code values to bill of material instances in *Work with Bill of Material* in Infinium CA so that the combination of the FBE code value and formula ID is unique.

For example, you could define the bill of material instances below for the Formula ID, Sugar Cookies.

Bill of Material ID	FBE Code Value	Effective From Date	Effective Through Date
Sugar Cookies Pack	Blank	Blank	Blank
Sugar Cookies Pack	AUT	10/01/2002	11/30/2002
Sugar Cookies Pack	WIN	12/01/2002	12/31/2002
Sugar Cookies Pack	VAL	01/01/2003	02/10/2003

In the above example, if the manufacturing date is 10/9/2002, the system uses the bill of material instance with the FBE code, AUT. If the manufacturing date is 9/1/2002, the system uses the bill of material instance with the blank FBE code since no other instance contains effective dates that include the manufacturing date.

Throughout all of the MM/PR applications, if you have not implemented formula by location, the system resolves which instance of the bill of material to use by searching in the following order:

1   Bill of material that contains effective dates that include the specified date for the process you are performing

2   Bill of material that does not specify any effective date

If the system does not find a bill of material with the specified bill of material ID in the hierarchy, the bill of material is invalid.

Formula by Location (FBL)

Depending on your user authority, you can create new instances of a bill of material that are specific to companies or warehouses. For example, you can create different versions of the same bill of material for a specific location. This functionality gives you the ability to define bills of material specific to a location that require different steps or resources.

When you specify a bill of material throughout most of the Infinium MM/PR applications, the system resolves which instance of the bill of material to use by searching for the bill of material in the following order:

1   Bill of material at the warehouse level with valid effective dates

2   Bill of material at the warehouse level without effective dates

3   Bill of material at the company level with valid effective dates

4   Bill of material at the company level without effective dates

5   Bill of material at the entity level with valid effective dates

6   Bill of material at the entity level without effective dates

If the bill of material is not found within the hierarchy, the bill of material is invalid.

Use the menu path below.

▶ *Master Files*

▶ *Bill of Materials*

▽ *Work with Bill of Materials* [WWBOM]

```
12/02/02    11:01:25      Work with Bill of Material      CAGBMM     CADBMM


Position To . .  Bill of Material  . . . _____


Type options, press Enter.
   2=Change  3=Copy  5=Display  6=Print  11=Create Instance  12=BOM Where Used

Opt Bill of Material      Description                          Status
__   RACINEBOM            Racine BOM                           ACTIVE
__   SCHBOM               container                            ACTIVE
11   SCHFBEBOM            schfbebom                            ACTIVE
__   SCHFBEBOM2           schfbebom                            ACTIVE
__   SCHFBEBOM3           schfbebom                            ACTIVE
__   SCHFBEBOM4           schfbebom                            ACTIVE
__   SCHFBEBOM5           schfbebom                            ACTIVE
__   SCHFBEBOM6           schfbebom                            ACTIVE
__   SCHFBECLASS4         BOM/Container Formula                ACTIVE
__   SCHFBECLASS4A        BOM/Container Formula                ACTIVE
                                                                More...


  F2=Function keys  F3=Exit  F6=Create  F10=QuikAccess  F24=More keys
```

Figure 10-1: Work with Bill of Material selection screen

To create an entity level bill of material, type the identifier in the *Bill of Material* field and press F6.

To create a new entity bill of material by copying an existing entity bill of material, type **3** beside the bill of material to copy. See the "Copying Bill of Materials Records" topic for more information.

The ability to create, copy or change entity bills of material is dependant on your user security.

To edit an existing bill of material, type **2** beside the formula and press Enter.

To determine if a bill of material is used in another bill of material, type **12** next to a line and press Enter.

Defining Bill of Material Instances

You can create a copy of a bill of material using the Create Instance (**11**) option next to the entity bill of material on the Work with Bill of Material selection screen. You then select the bill of material instance and modify its attributes. You can define bills of material that are:

- Location-specific

- Date-specific

- Location- and date-specific

Specifying Formula by Location Information

Before you can define a bill of material specific to a warehouse or company, you must first define the bill of material at the entity level.

To create a specific bill of material for a company and/or warehouse, type **11** next to the bill of material to copy.

```
12/02/02    11:41:46      Work with Bill of Material      CAGBMM    CADBMM
_____
                                 Create Instance
Copy from:
    Company . . . . . . . . . . . . :      DER
    Warehouse . . . . . . . . . . . :
    Bill of Material  . . . . . . . :      SCHFBEBOM
    FBE Code  . . . . . . . . . . . :
                                           schfbebom
    Seasonal  . . . . . . . . . . . :      N
    Effective From Date . . . . . . :
    Effective Through Date  . . . . :


Copy to:
    Company . . . . . . . . . . . . .      DER__  +
    Warehouse . . . . . . . . . . . .      WH1__  +
    FBE Code  . . . . . . . . . . . .      ___  +
    Seasonal  . . . . . . . . . . . .      N    Y=Yes, N=No
    Effective From Date . . . . . . .      01012002_
    Effective Through Date  . . . . .      _____


_____
  F2=Function keys  F3=Exit  F4=Prompt  F6=Create  F24=More keys
```

Figure 10-2: Work with Bill of Material Create Instance screen

If no other instances of the bill of material exist, the system displays the Create Instance screen. If you have implemented formula by location, and you have the proper authority, you can override your default company and/or warehouse to specify the location for the new bill of material instance.

If one or more instances of the bill of material exist for the selected entity bill of material, the system displays the Formula Instance Selection screen from which you can select any instance of the bill of material to copy. If you have implemented formula by location and you have the proper authority, you can override your default company and/or warehouse to specify the location for the new bill of material instance on the Create Instance screen.

Specifying Formula by Effective Date Information

The fields below are used to define the timeframes that the instance is valid.

FBE Code

If an instance already exists at the same level within the formula hierarchy, you must specify a code value to identify the purpose of this instance. This value must be a valid value for the code type, **FBE**. You cannot assign the same value to an instance that is within the same level of the formula hierarchy.

Seasonal

Specify yes if this instance is a seasonal bill of material that you want to use each year during the specified effective dates; otherwise, specify no.

Effective From Date

Specify the month, day and year on which this instance becomes effective or leave blank for bills of material that are not for a specific timeframe.

If this is a seasonal bill of material, this instance becomes effective each year on the month and day you specify.

Effective Through Date

Specify the month, day and year used to indicate the last day this instance is effective. Leave this field blank for instances where:

- A specific timeframe does not apply
- The effective timeframe has a beginning date and no ending date

If this is a seasonal bill of material, this instance is effective each year through the month and day you specify.

When you press Enter, the system returns you to the Work with Bill of Material selection screen.

Modifying Other Attributes for the Instance

To make additional changes to the instance you created, such as the items and instructions, you must first select the entity bill of material with **2**.

```
 12/02/02    11:43:18       Work with Bill of Material      CAGFID    CADFID
 ────────────────────────────────────────────────────────────────────────
                            Formula Instance Selection

 Formula . . . . . . . . . . . . . :    SCHFBEBOM2
 Position to . . . Co and Whse . . .     ____ ____
               FBE Code  . . . .    ___
 Select one of the following.  Then press Enter.
               FBE Effective  Effective                          Active
 Opt    Co Whse  Cd  From Date  Till Date  Description           Status
                                           schfbebom             ACTIVE
   _
   _    DER                                schfbebom             TEST
   _    DER WH1         01/01/2002         schfbebom             ACTIVE




                                                                 Bottom
 ────────────────────────────────────────────────────────────────────────
 F2=Function keys  F5=Refresh  F10=QuikAccess  F12=Cancel  F18=Message line
```

Figure 10-3: Work with Formula Instance Selection screen

Select the instance of the bill of material that you want to modify.

Bill of Materials Attributes

```
12/02/02    11:44:08    Work with Bill of Material        CAGBMM     CADBMM


Bill of Material  . . . . . . . . :    SCHFBEBOM2                DER WH1
                                       schfbebom
Select one or more of the following.   Then press Enter


    Attribute
 1  General Information
 1  Items and Instructions


 1  Maintain Synonyms




                              _






 F2=Function keys  F3=Exit  F9=Select All  F24=More keys
```

Figure 10-4: Work with Bill of Material Attribute selection screen

If you are modifying an instance of the bill of material that is location-specific, the FBE code, company and warehouse information displays next to *Bill of Material* at the top of the screen.

Select the attributes you want to maintain and press Enter. If you are creating a new bill of material, the system displays the General Information screen.

```
 12/02/02   11:47:22    Work with Bill of Material        CAGBMM     CADBMM
 ──────────────────────────────────────────────────────────────────────────
                            General Information
 Bill of Material  . . . . . . . . :    SCHFBEBOM2              DER WH1

 Active Code . . . . . . . . . . . .    1  1=Active, 2=Test, 3=Remove, 4=Obsolete

 Description . . . . . . . . . . . .
                            schfbebom

 Unit of Measure . . . . . . . . .     EA   +
 Reference Number  . . . . . . . . .     1

 Seasonal  . . . . . . . . . . . .     N    Y=Yes, N=No
 Effective From Date . . . . . . . .    1012002
 Effective Through Date  . . . . . .

 ──────────────────────────────────────────────────────────────────────────
  F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
```

Figure 10-5: Work with Bill of Material General Information screen

General Information

You define basic information about the bill of materials on this screen.

Active Code

The *Active* field defaults to **2**, which means this bill of materials is a test bill of materials. Use this default when creating bills of materials for the first time. However, you must change the code to **1** before you can assign it to a product.

Description

An entry in the *Description* field is mandatory. The system automatically adds the description to the Synonym file so that you can find this bill of materials by searching for its description. The description also displays in options where bill of materials entries are valid, such as Infinium OP.

Unit of Measure

You must assign a unit of measure to the bill of materials. Establish units of measure using the *Work with Unit of Measure Definition* option on the *Unit of Measure* menu.

Reference Number

Use this field to mark the current version associated with this BOM. This field is for information only.

Seasonal?

Specify yes if this bill of material instance is a seasonal formula that you want to use each year during the specified effective dates; otherwise, specify no.

Effective From Date

Specify the month, day and year on which this bill of material instance becomes effective or leave blank for formulas that are not for a specific timeframe.

If this is a seasonal bill of material instance, this instance becomes effective each year on the month and day you specify.

Effective Through Date

Specify the month, day and year used to indicate the last day this instance is effective. Leave this field blank for instances where:

- A specific timeframe does not apply
- The effective timeframe has a beginning date and no ending date

If this is a seasonal bill of material instance, this instance is effective each year through the month and day you specify.

```
12/02/02    11:47:57    Work with Bill of Material       CAGBMM     CADBMM
_____
Bill of Material  . . . . . . . . :    SCHFBEBOM2                 DER WH1
  Seq  Item +              Size  Quantity       UM +
       Instruction
 __  0 _____  __  _____  ___
       _____
 __  10 CAN_____  __            1.0000
 __  20 LID_____  __            1.0000
 __  30 LABEL_____  __            1.0000




                                                              Bottom
_____
 F2=Function keys  F4=Prompt  F5=Reseq  F10=QuikAccess  F24=More keys
```

Figure 10-6: Work with Bill of Material Items and Instructions screen

Items and Instructions

Use this screen to specify the items, resources, and assembly instructions necessary to create the bill of materials. Each line can contain an item or an instruction, but not both.

You must make all new entries on the top line. To recall an existing line item to make changes, type the line number in the *Seq* field and press Enter.

Seq

Type any number in the *Seq* field. This number identifies the order in which items and instructions display on the lower portion of the screen. Use increments of five or ten so that you can insert an item between two line items, if necessary.

Item, Instruction, Size

In the *Item* field, you can specify a raw material, resource, product, or bill of materials identifier on the top line. If your product requires a size code, complete the *Size* field. Instead of completing the *Item* field you can use the bottom line, the *Instruction* field, to enter any special instructions. You cannot complete both the *Item* and the *Instruction* fields on the same sequence number.

Quantity, UM

The system requires the *Quantity* and *UM* fields if you enter a raw material, resource, product, or bill of materials identifier on the top line of the *Item* field; however, you can leave the *UM* field blank and the system will default in the item's inventory unit of measure for you once you press Enter. These fields allow you to specify the amount of the item that you use to create the bill of materials and the unit of measure that defines that amount. The system uses your entries in these fields in inventory and cost calculations.

If you enter a line between two line items, press F5 to re-sequence the lines. The system will reassign the numbers in the increments specified in the Infinium CA *Control Files* options.

```
 12/02/02   11:48:24          Work with Synonyms          SYN010     SYN010FM


    Material  . . . . . . . . . . . . :    SCHFBEBOM2


    Type options, press Enter.
                               5=Inquiry  6=Print


  Opt Synonym
   _ schfbebom
   =








                                                                    Bottom

   F2=Function keys  F3=Exit  F6=Create  F10=QuikAccess  F24=More keys
```

Figure 10-7: Work with Synonyms selection screen

Synonyms

Use synonyms to cross reference raw materials/resources, formulas, bills of materials, and products in options throughout the system. You can have as many synonyms for a material as you need.

The synonym that displays on this screen comes from your entry in the *Description Line 1* field on the General Information screen.

The system automatically adds other synonym entries when you create raw material/resource, product, and hazardous material records using the *Work*

with Raw Materials/Resources, or Work with Products option in Infinium CA, or using the Work with Hazardous Materials option in Infinium RM.

To create additional synonyms for this record, press F6.

To exit this screen without creating or updating synonyms, press F3.

Copying Bills of Materials

You can create new entity bill of material records by copying records that are already on file, using the *Work with Bill of Materials* option. Copying records can help expedite data entry if you have several bills of materials that require the same information. After you copy the record, you can access the newly created record and make any changes or additions necessary.

The system copies only information that the system stores in the bill of materials record. The system does not copy costs, item warehouse information, and any additional notes and/or descriptions originally entered.

Use the menu path below.

▶ *Master Files*

▶ *Bill of Materials*

   ▼   *Work with Bill of Materials* [WWBOM]

```
 2/12/98      7:58:13      Work with Bill of Material      CAGBMM      CADBMM


 Position To . .  Bill of Material  . . . _____

 Type options, press Enter.
   2=Change  3=Copy  5=Display  6=Print  12=BOM Where Used

 Opt    Bill of Material     Description                       Status
 3_     FORM07               BOM/KIT FORMULA 1 - PIE CONTAINER   ACTIVE
 __     FORM08               BOM/KIT FORMULA 2- PAINT CONTAINER  ACTIVE
 __     FORM21               ONE POUND BAG CONTAINER BOM         ACTIVE
 __     FORM22               10-POUND BAG CONTAINER BOM          ACTIVE
 __     GLG                  CONTAINER BOM FOR GOLF KIT BOX      ACTIVE
 __     GOLF KIT FORMULA     GOLF KIT FORMULA                    ACTIVE
 __     IRB                  CONTAINER BOM FOR IRONS EA          ACTIVE
 __     WOB                  CONTAINER BOM FOR GOLF WOODS BOX    ACTIVE



                                                               Bottom


 _____
 F2=Function keys  F3=Exit  F6=Create  F10=QuikAccess  F24=More keys

                                                              ▌
```

Figure 10-8: Work with Bill of Material selection screen

Type **3** in the *Opt* field to select the record you want to copy.

```
 2/12/98      7:58:31      Work with Bill of Material      CAGBMM      CADBMM


     Copy from:
       Bill of Material  . . . . . .   :    FORM07
                                             BOM/KIT FORMULA 1 - PIE CONTAINER

     Copy to:
       Bill of Material  . . . . . . .      _____








     _____
     F2=Function keys  F3=Exit  F6=Create  F10=QuikAccess  F24=More keys
                                                                        ▮
```
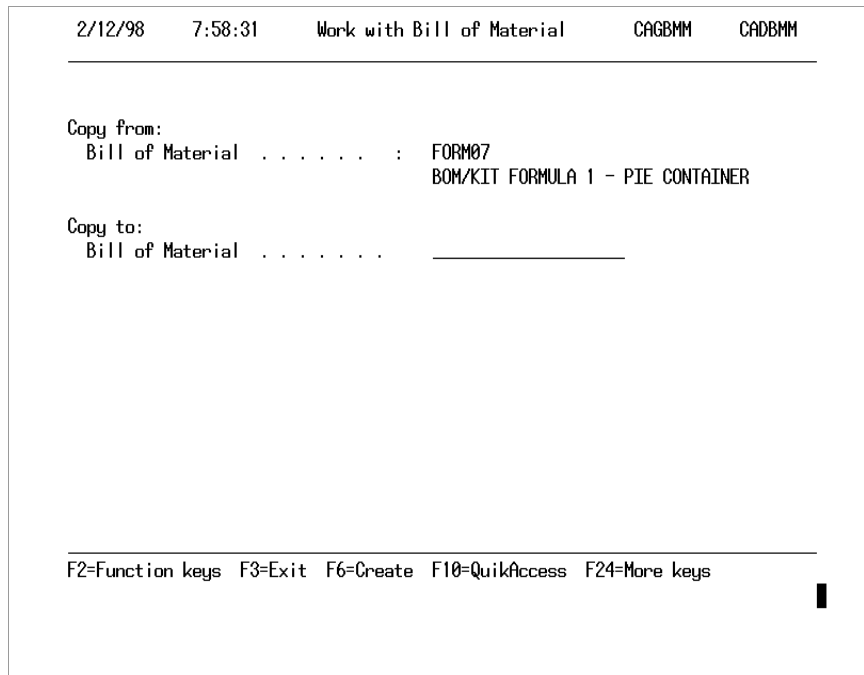
Figure 10-9: Work with Bill of Material Copy screen

Type the identifier for the bill of materials you are creating.

Working with Bill of Materials Substitutions

Use the *Work with BOM Substitutions* option to replace an item in one or more bill of materials records. You can replace a single item with up to five items. For example, if you have replaced an item in your Raw Material file, you can replace that item in every specified bill of materials.

Before executing this option be sure you have a current backup copy of your Bill of Materials file, that you have deactivated the costing program using the *End Material Costing* option on the *Costing Utilities* menu, and that all users are signed off of all Infinium MM and Infinium PR Suite applications.

Use the menu path below.

▶ *Master Files*

▶ *Bill of Materials*

▼ *Work with BOM Substitutions* [WWBOMS]

```
 12/02/02     15:04:27      Work with BOM Substitutions      CAGBS      CADBS
 _____
 Company . . . . . . . . . . . . .     =____  +
 Warehouse . . . . . . . . . . . .     ____  +
 Include Lower Levels  . . . . . . .   Y       Y=Yes, N=No

 Bill of Material  . . . . . . . . .   _____  +  (Blank = ALL)
 Include All FBE Instances . . . . .   Y  Y=Yes, N=No

 Existing Item . . . . . . . . . . .   _____  +  __
                                                                  Factor
 Replace with  . . . . . . . . . . .   _____  +  __    .00
                                       _____  +  __    .00
                                       _____  +  __    .00
                                       _____  +  __    .00
                                       _____  +  __    .00

 Specify whether or not to replace ingredients in:
   Obsolete BOM  . . . . . . . . . .   N  Y=Yes, N=No
   Remove BOM  . . . . . . . . . . .   N  Y=Yes, N=No
 _____
  F2=Function keys  F3=Exit  F4=Prompt  F6=Update  F24=More keys
```

Figure 10-10: Work with BOM Substitutions screen

You can replace an item with up to five items in one or all bills of material.

Bill of Material

For one bill of materials, enter the identifier in the *Bill of Material* field. To replace an item in all bills of materials, leave the field blank.

Include All FBE Instances

Specify yes to perform the substitution for all bill of material instances regardless of the effective date.

Specify no to perform the substitution for only the bill of material instance that is currently in effect as of the system date for each bill of material in the range you specified.

Existing Item

Use the *Existing Item* field to specify the item you want to replace. This can be a raw material, resource, another bill of materials or product.

Replace with

Use the *Replace with* field to specify the item or items that will replace the item in the *Existing Item* field.

Factor

Use the *Factor* field to specify the quantity relationship between the existing item and the replacement item or items. For example, if you are replacing a brush with a different type of brush, your entry in the *Factor* field will be **1**, which means there is a one-to-one relationship between the items.

Obsolete BOM, Remove BOM

You can specify bills of materials as obsolete or mark them for deletion (**3** and **4** respectively, in the *Active Code* field).

You purge bills of materials using the *Purge Bills of Material* option.

Formula by Location

You can replace items in bills of material only if you have the proper authority.

The *Company*, *Warehouse*, *Include Lower Levels* and *Include All FBE Instances* fields are used to further define the bill of material selection criteria.

Use the *Include Lower Levels* field to indicate whether the substitutions should be made to the bills of material that are lower in the bills of material resolution hierarchy. For example, if you specify a company, leave the warehouse blank, specify **Y** in *Include Lower Levels* and specify **Y** in *Include All FBE Instances*, the system substitutes the ingredients in all of that company's warehouse-level bills of material and the company level bill of material.

Selection Criteria for Effective Bills of Material Only

Use the table below to specify the selection criteria for only the bill of material instance that is currently in effect as of the system date for each bill of material in the range you specified.

To substitute ingredients in…	You must…
Bill of material instances for a specific warehouse	Specify *Company* and *Warehouse*
	Type either **Y** or **N** in *Include Lower Levels*
	Type **N** in *Include All FBE Instances*
Bill of material instances for a specific company and its warehouses	Specify *Company*
	Leave *Warehouse* blank
	Type **Y** in *Include Lower Levels*
	Type **N** in *Include All FBE Instances*
All bill of material instances including the entity formulas	Leave *Company* and *Warehouse* blank
	Type **Y** in *Include Lower Levels*
	Type **N** in *Include All FBE Instances*
Company bill of material instances only	Specify *Company*
	Leave *Warehouse* blank
	Type **N** in *Include Lower Levels*
	Type **N** in *Include All FBE Instances*

To substitute ingredients in…	You must…
Entity bill of material instances only	Leave *Company* and *Warehouse* blank
	Type **N** in *Include Lower Levels*
	Type **N** in *Include All FBE Instances*

Selection Criteria for Bills of Material Regardless of Effective Date

Use the table below to specify the selection criteria for all formula instances. When you specify **Y** in *Include All FBE Instances*, all bill of material instances are selected, regardless of the effective date.

To substitute ingredients in…	You must…
Bill of material instances for a specific warehouse	Specify *Company* and *Warehouse*
	Type either **Y** or **N** in *Include Lower Levels*
	Type **Y** in *Include All FBE Instances*
Bill of material instances for a specific company and all of its warehouses	Specify *Company*
	Leave *Warehouse* blank
	Type **Y** in *Include Lower Levels*
	Type **Y** in *Include All FBE Instances*
All bill of material instances, including entity formulas	Leave *Company* and *Warehouse* blank
	Type **Y** in *Include Lower Levels*
	Type **Y** in *Include All FBE Instances*
Company bill of material instances only	Specify *Company*
	Leave *Warehouse* blank
	Type **N** in *Include Lower Levels*
	Type **Y** in *Include All FBE Instances*

To substitute ingredients in…	You must…
Entity bill of material instances only	Leave *Company* and *Warehouse* blank
	Type **N** in *Include Lower Levels*
	Type **Y** in *Include All FBE Instances*

Displaying Materials Where Used

Performing Where Used Searches

You can search for and display items used within bills of materials in two ways. First, you can search for bills of materials that contain an item or items with the *Display Materials Where Used* option or use the *Materials Usage* option on the selection screens of the *Work with Raw Materials/Resources*, *Work with Bills of Materials,* or *Work with Products* option.

The cross-reference results screen you see later in this section is the same screen that displays when you search for single ingredients using the *Material Usage* function in the options mentioned above.

Use the menu path below.

▶ *Master Files*

▶ *Bill of Materials*

▼ *Display Materials Where Used* [DMWU]

```
12/02/02     14:49:00      Display Material Where Used      CAGMUD      CADMUD
_____


Specify a maximum of 10 materials to search for

     Material and Size Code +
     BOX                       __
     _____           __
     _____           __
     _____           __
     _____           __
     _____           __
     _____           __
     _____           __
     _____           __
     _____           __




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

Figure 10-11: Display Material Where Used prompt screen

To perform a single material usage search, complete the first *Material* field only and press Enter. Valid entries for this field are raw materials, resources, formulas, and products.

To perform a material usage search on multiple items, complete up to 10 of the *Material* fields and press Enter.

Remember when searching on products to use the *Size Code* field if your products require them.

If you perform a material search on one or two materials, the system also performs a search that determines the product and/or container bill of materials/kit that uses this material. You can readily distinguish the products from the formulas on the Cross-Reference Result screen, where products are listed last. You can only display information on the listed formulas.

```
 12/02/02    14:50:38      Display Material Where Used      CAGMUD      CADMUD


 Materials searched  . . . . . . . . :
 Material and Size Code      Description
 BOX                         box




                                                                    Bottom

 _____
                        Cross-reference Result              Count :      13
 Select one or more of the following.   Then press Enter
      Bill of Material or Product Co Whse  Description     Quantity  UM   Act
   =  SCHFBEBOM3                           schfbebom         1.0000  EA   ACT
   _  SCHFBEBOM3             DER           schfbebom         1.0000  EA   TES
   _  SCHFBEBOM3             DER WH1       schfbebom         1.0000  EA   ACT
   _  SCHFBEBOM4                           schfbebom         1.0000  EA   ACT
   _  SCHFBEBOM4             DER           schfbebom         1.0000  EA   TES
   _  SCHFBEBOM4             DER WH1       schfbebom         1.0000  EA   ACT
                                                                    More...


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

Figure 10-12: Display Material Where Used Cross-reference screen

This screen displays all bills of materials that contain all of the materials you listed on the Display Material Where Used screen.

Type any character in the field to the left of a bill of materials identifier and press Enter to access the display screens in the *Work with Bill of Materials* option.

If you use a material more than once in a bill of materials, the system marks that record with an asterisk. If you view a bill of materials record where you

use an item more than once, the system expresses all quantities in the unit of measure assigned to the first occurrence of that item.

Press F8 to print a cross-reference listing that contains the information that displays on this screen.

Purging Bill of Materials Records

You can delete bills of materials records that have **3** in the *Activity Code* field on the General Information screen.

The system does not remove entity-level bills of material if any lower level formulas exist with the same bill of material ID. Similarly, the system does not remove company-level formulas if any lower level formulas exist with the same formula ID at the warehouse level for that company.

Be sure you have a current backup of your Bill of Materials file before you execute the purge option.

Use the menu path below.

▸ *Master Files*

▸ *Bill of Materials*

   ▾ *Purge Bills of Material [PBOM]*

This option requires no input. Select the option and press Enter to confirm that you want to execute the purge. This purge deletes records in the files below or deactivates them.

File Identifier	File Name
FORMHDR	Formula Header file
FORMDETL	Formula Detail file
FORMINST	Formula Ingredient and Instructions file
PRDCSTPF	Product Cost file
PRPUM	Unit of Measure and Conversion file

The system also deactivates Extended Descriptions and Item notes associated with the purge records.

When processing is complete, the system generates a report that lists the bills of material marked for removal and either a message if they were removed or an error if they were not.

Notes

Chapter 11 Creating Storage Index Records

11

The chapter consists of the following topics:

Overview of Creating Storage Index Records

A storage index defines the location of an inventory item within a warehouse. You can also use a storage index to assign unique identifiers, such as a batch or purchase order number, to an item.

A Storage Index code can be a one-, two-, or three-part code, depending on the type of information your company uses to identify and track inventory. You can assign Storage Index codes to a company, warehouse, material, and or/storage type (a designated area of a warehouse or type of storage area, such as a freezer).

After you complete this chapter, you should be able to create storage index records.

Creating Storage Indexes

Prerequisites

The *Work with Storage Index* option allows you to create and maintain storage index records that the system uses to validate Storage Index code entries for inventory transactions. Parameters that you set in the options listed below govern the type of validation the system performs.

- *Work with Warehouse Controls*
- Work with Company Controls
- Work with Entity Controls
- Work with Item Warehouse (also available through the Infinium IC Inventory Control menu)
- Work with Inventory Type File (available through the Infinium IC Control Files option)

You must have validation parameters set in these options before you create storage index records.

See the "Working with Control Files" and "Working with Item Warehouse File" parts for more information about storage index validation. You can find information about the Inventory Type file in the *Infinium Inventory Control Guide to Setup and Processing.*

The "Understanding Storage Index Validation" appendix documents the steps you follow to establish validation and storage indexes.

Use the menu path below.

▶ *Master Files*

▼ *Work with Storage Index* [WWSI]

```
  2/12/98      8:14:37       Work with Storage Index      PRGSIM      PRDSIM

  Position to . . . Company   IS1 *                 Warehouse . . ISW1 *
                    Material _____ * Size . . . . __
                    AISLE         . . . . . . . . . . . . . . . _____
                    BIN           . . . . . . . . . . . . . . . _____
                    LOT#          . . . . . . . . . . . . . . . _____
  Co * Whse * Material *         Size  AISLE        BIN        LOT#
  Str Typ *         Capacity UM *  Sta UDF           PA Order   PI Order
  ____ ____   _____      ___   _____   _____   _____
  ____       _____ __  1  _             _____       _____

  IS1 ISW1   _____ __      A1          B1          _____
  IS1 ISW1   _____ __      Q           Q           Q_____
  IS1 ISW1   _____ __      X           X           _____
  IS1 ISW1   PROD01         __      A1          B1          _____
  IS1 ISW1   PROD02         __      A2          B2          _____
  IS1 ISW1   PROD03         __      A3          B3          _____
  IS1 ISW1   PROD17         __      A           A           _____
  IS1 ISW1   PROD18         __      C           C           _____
                                                              More...

  _____
  F2=Function keys  F3=Exit  F4=Prompt  F6=Save  F24=More keys
                                                                  ▌
```

Figure 11-1: Work with Storage Index screen

When you first implement Infinium CA, you must create the default blank storage indexes for later use. To do so, press F21. Once the default blank storage indexes are created, the F21 key is removed from the screen.

Add storage index entries on the two lines that display below the *Position to* fields. The first line accepts the company, warehouse, material (and size, if required) and three storage index identifiers. The second line accepts the storage type (*Str Typ*), capacity, unit of measure, Status code (*Sta*), Put Away Order, and Picking Order codes. The *UDF* field gives you access to the screen that has any user defined fields for your system. Press F6 when your entries are complete.

Sta

A default value of 1 in the *Sta* field indicates that this record is active and the system uses it to validate entries.

PA Order, PI Order

You can specify the sequence in which items are put away or picked from inventory by completing the *PA Order* and *PI Order* fields, respectively.

In the *PA Order* field, type 1 to indicate the first location for filling, 2 for the second and so forth. Once you reach capacity, the system finds the next available location based on your entries in this field.

The system currently does not use your entry in the *PI Order* field. Your entry is for information purposes only.

Storage indexes that are already on file display below the two lines you use to make entries for a new storage index. If no inventory exists for a storage index, you can add, delete, or change information as needed. Press F11 to access the second line of fields for these records.

There are several ways you can set up storage indexes, as shown in the table below.

You should have already established validation parameters in the *Work with Entity Controls*, *Work with Company Controls*, *Work with Warehouse Controls,* and *Work with Item Warehouse File* options. Your entries in those options affect the entries you can make on this and all screens in this option. Any field for which **3** (no validation) is the validation parameter or that is blank at all levels in the hierarchy, will not accept input.

Complete these fields:	For this result:
Co, Whse, Material, Storage Index[*]	You can only store materials at a particular storage index. Any storage index that you do not establish for a material is invalid.
Co, Whse, Storage Index[*]*, Str Typ***	You can store materials at any storage index that you establish for the storage types assigned to the company and warehouse. Any storage index that you do not establish for a storage type is an invalid entry.
Co, Whse, Material, Storage Index[*]*, Str Typ***	You can only store materials at a storage index assigned to a particular storage type. Any storage index that you do not establish for a storage type is an invalid entry.
Co, Whse, Storage Index[*]	You can store materials at any storage index location on file for the company and warehouse specified.

[*] Use as many of the three available storage index fields as you need.
[**] You establish Storage Type codes using the *Work with Code Tables* option.

You can also establish capacities at individual storage index locations so that only you can only store a certain quantity of inventory at a particular location. Depending on how you set validation for capacities, the system may display a warning message and give the Storage Index code for the next valid location if the initial storage index exceeds capacity.

Several function keys are available that allow you to access screens that display fields in a different sequence. These screens may help expedite your

entries when you set up records for the first time or when you add new locations. For example, if you are setting up storage index records for several storage types, press F13.

Chapter 12 Working with Lots

<div style="text-align: right; color: #B01020;">**12**</div>

The chapter consists of the following topics:

Overview of Working with Lots

This chapter discusses lot control and tracking throughout the Infinium MM/PR suite and how to create, maintain, display and print lot information.

After you complete this chapter, you should be familiar with lot control and tracking in Infinium MM/PR. In addition, you should be familiar with the different ways lots can be created and how to:

- Create and maintain lot information

- Display lot information

- Print lot information

- Print lot audit information

Lot Number Assignment

You can manually assign lot numbers on purchased items or they can default from the vendor lot number (entered at the time of receiving) or default to the next sequential lot number. In addition, a user exit program can assign lot numbers. The system maintains the lot number integrity at the time of receiving and at the time of inspections.

You can manually assign lot numbers for manufactured items or they can default from the manufacturing batch number or default to the next sequential lot number. In addition, a user exit program can assign lot numbers. Also, you can specify multiple lots at filling time. You define these controls at the entity, company, warehouse and item warehouse levels.

You can update the last assigned lot number through the *Reset Last Assigned Lot Number* menu option in Infinium CA.

Entity, Company, Warehouse and Item Warehouse Controls

You use the *Lot Controlled* field in *Work with Entity Controls* in Infinium CA to enable lot control. If you specify yes to enable lot control, the system uses the third storage index for the lot number. If you enable lot control at the entity level, you can override its value at the company, warehouse and item warehouse levels. When you enable lot control, the system requires the lot

number for processing functions. If you enable lot control, the system protects the lot number.

Lot Balances

The system stores high level lot information relating to inventory balances, expiration date and status. The system represents on-hand inventory in several buckets: receipts, issues, adjustments in, adjustments out, transfers in and transfers out. The system tracks remaining real inventory types in separate buckets. The system tracks theoretical inventory in two buckets, allocated and anticipated. The system represents multiple inventory types in one lot balance.

Shelf Life

You use the *Shelf Life Days* field in *Work with Item Warehouse* to associate a shelf life value with a product, raw material or intermediate. This value represents the number of days a product may be on-hand before it is considered expired. The system uses the shelf life of a product or material to calculate the lot expiration date for inventory lots. Additionally, you can define shelf life requirements at a customer level in Infinium OP through *Work with Cust Prod Requirement*. The system uses this information during order processing, picking and shipping.

Lot Expiry Date

When a lot is created for a scheduled batch in Infinium MC, the system calculates the expiration date based on the scheduled date of production. When you close a batch, the system updates real inventory and recalculates the expiration date based on the batch completion date and the shelf life. When you create a lot created for a purchased item, the system bases the expiration date on the receipt date and shelf life.

Lot Allocations

You can automatically allocate ingredients for a batch and products for a sales order. The auto-allocation function uses First Expiry First Out (FEFO) logic. When multiple lots exist with the same expiration date, the system

performs the allocation based on the lot number order. The auto-allocation function allocates inventory from multiple lots, if needed. The auto-allocation function does not select inventory from expired lots. You can manually override auto-allocations. Previously, allocated inventory was not available for allocation.

Lot Maintenance

You use *Work with Lots* in Infinium CA to create and maintain lot information such as the lot expiration date, status, lot extension number and lot notes. In addition, you can display lot information using *Display Lots* in Infinium CA and Infinium IC. You can print lot information using *Print Lots* in Infinium IC.

Lot Audit Information

The system maintains an audit history for changes made to a lot record via the lot maintenance, transaction purge or reset status functions. The system does not maintain balance changes resulting from inventory transactions in the audit file. You can print the lot audit information using *Print Lot Audit* in Infinium CA.

Lot Traceability

The ability to display or print forward and backward lot traceability is now available through the Infinium IC menu options, *Display Lot Traceability* and *Print Lot Traceability*. Through both of these menu options, you can perform a trace for a specific lot number or a range of lots, specific product or range of products, lot status, expiration date, vendor, vendor lot number, batch number or range of batch numbers, or a specific customer or all customers.

Inactivating Lots

You can change the lot status for multiple lots to inactive using the Infinium IC menu option, *Inactivate Inventory Lots*.

Creating and Maintaining Lots

Use the *Work with Lots* function to manually create and maintain lot information for use throughout the Infinium MM/PR suite.

When you create a new lot, the system increases the value of *Last Assigned Lot Number* in entity controls by 1 and uses that value as the lot number for the new lot if you do not specify a lot number.

Use the menu path below.

▸ *Master Files*

▾ *Work with Lots* [WWL]

```
 6/09/03     10:52:19              Work with Lots           CAGLM      CADLM


Position to . . . Lot . . . . . . .   _____
                  Item  . . . . . .  _____ ___  +

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


Opt  Lot           Item                 Size  Status  Expiration Date
 _                 DEV-PROD1
 _      0320030006 PG LC PRD              5GL
 2      0514030003 BLUEPAINT                            06/22/2003
 =      0514030010 BLUEPAINT
 _      0514030012 BLUEPAINT                            06/01/2003
 _   *LOT*MPPROD2  MPPROD2
 _   AAAA          DER PRODUCT                  RC
 _   ADD3          CHEESE PIZZA 1
 _   ATEALOT       EGG                          RC      07/04/2004
 _   ATETOOMUCH    CHEESE PIZZA 1               IA
                                                             More...


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

Figure 12-1: Work with Lots selection screen

You use this screen to create a new lot or select an existing lot with which to work.

▪ To add a new lot, complete the *Lot* and *Item* fields and press F6.

▪ To edit an existing lot, type **2** in *Opt* next to the lot you want to change and press Enter.

▪ To display an existing lot, type **5** in *Opt* next to the lot you want to display and press Enter.

- To view the list of existing lots sorted by item instead of lot number, press F11.

Lot Definition

You use this screen to create or change lot information for the lot you specified on the previous screen.

```
  6/09/03     10:55:16           Work with Lots            CAGLM      CADLM

                                 Lot Definition

  Lot Number  . . . . . . . . . . . :      0514030003
  Item  . . . . . . . . . . . . . . :      BLUEPAINT
                                           blue paint
  Creation Date . . . . . . . . . . :      05/22/2003
  Source  . . . . . . . . . . . . . :      Inventory transaction

  Lot Unit of Measure . . . . . . . :      GL
  Current Balance . . . . . . . . . :
  Available Balance . . . . . . . . :              1.0000

  Description 1 . . . . . . . . . . .
  Description 2 . . . . . . . . . . .          _____

  Status  . . . . . . . . . . . . . .      __  +
  Expiration Date . . . . . . . . . .       6222003

  Lot Extension Number  . . . . . . .

  _____
  F2=Function keys  F3=Exit  F4=Prompt  F6=Save  F24=More keys
```

Figure 12-2: Lot Definition screen

In addition to the information detailed in the fields listed below, you can work with additional lot related information as follows:

- To create or change user field information, press F21

- To add or change extended descriptions for lots, press F13

- To add or change lot notes, press F14

- To view lot balance detail information, press F15

- To view lot transaction summary information, press F17

Description 1, Description 2

You can enter up to 60 characaters to describe the lot. This description is on displays and is printed on reports that include this lot.

Status

You can specify a valid code value for the lot status.

If you are maintaining or viewing lot information, the system displays the current lot status.You can change the status by typing a valid status code or pressing F4 to select from a list of lot statuses.

The code value, **IA** (inactive) indicates that the lot is no longer active. When a lot status is **IA**, associated transaction journal records may be purged. The balance of the lot must be zero to set the lot status to **IA**.

A lot status of **TD** indicates that transaction journal records related to this lot were purged. In this case, the system sets the lot status to **TD** and the only lot status you can change it to is RP (reactivate purged). When you set the status of a lot to **RP**, lot traceability cannot be ensured because transactions associated with that lot were deleted.

Expiration Date

If a lot has an associated expiration date, specify that date. Otherwise, leave this field blank.

Lot Extension Number

Use this field to enter additional information to identify the lot. This field is not used for any processing.

Press F6 to save your changes.

Lot User-defined Fields

The system displays this screen when you press F21 from the Lot Definition screen.

```
   6/09/03    10:55:52              Work with Lots              MMGUDFM    MMDUDFM
   _____

   User Alpha Numeric Fields

   User Field  . . . . . . . . . . . .   _____


   User Numeric Fields

   Numeric2  . . . . . . . . . . . .         _____.0000
   Numeric3  . . . . . . . . . . . .         _____.0000


   User Date Fields
   Date1 . . . . . . . . . . . . . .      _____




   _____
   F2=Function keys  F4=Prompt  F10=QuikAccess  F12=Cancel  F18=Message line
```

Figure 12-3: User-defined Fields screen

Use this screen to enter or change information for user-defined fields.
Depending on how the controls for your company are set up, these fields may
be required.

Lot Extended Description

The system displays the Lot Extended Descriptions window when you press
F13 from the Lot Definition screen.

```
 8/13/03    21:28:50           Work with Lots          CAGLM      CADLM
_____
                             Lot Definition

Lot Number  . . . . . . . . . . . :     0514030003
Item  . . . . . . . . . . . . . . :     BLUEPAINT
                                          blue paint
Creation Date . . . . . . . . . . :     05/22/2003
Source  . . . . . . . . . . . . . :     Inventory transaction


                    LOT EXTENDED DESCRIPTIONS
    Line #  . . . . . .   00000
    Title . . . . . . .   =_____
    Next action date  .   _____              Personal note?  . .  0
    Prt on Batch Ticket  0  Prt on Pick Ticket . 0  Print on BOL . . . . 0
                                                          More...

    _____
    _____
    _____
    _____

        ** Enter new notes **
F3=Exit  F6=Insert  F7=WrapNote  F10=QuikAccess  F22=Delete
```

Figure 12-4: Lot Extended Description window

You use this window to create extended descriptions to provide information about this lot when using it throughout the Infinium MM/PR suite. Also, you can indicate where to print the lot's extended description.

Lot Notes

The system displays the Lot Notes screen when you press F14 from the Lot Definition screen.

```
    8/13/03    21:30:33              Work with Lots         CAGLM     CADLM
   ─────────────────────────────────────────────────────────────────────────
                               Lot Definition

    Lot Number  . . . . . . . . . . . :     0514030003
    Item  . . . . . . . . . . . . . . :     BLUEPAINT
                                            blue paint
    Creation Date . . . . . . . . . . :     05/22/2003
    Source  . . . . . . . . . . . . . :     Inventory transaction


   ┌─────────────────────────────── LOT NOTES ──────────────────────────────┐
   │ Line #  . . . . . .    00000                                            │
   │ Title . . . . . . .    ═══════════════════════════                      │
   │ Next action date  .    _____             Personal note?  . .  0      │
   │ Prt on Batch Ticket  0  Prt on Pick Ticket . 0  Print on BOL . . . . 0  │
   │                                                             More...     │
   │  ─────────────────────────────────────────────────────────────         │
   │  ─────────────────────────────────────────────────────────────         │
   │  ─────────────────────────────────────────────────────────────         │
   │  ─────────────────────────────────────────────────────────────         │
   │                                                                         │
   │       ** Enter new notes **                                            │
   │ F3=Exit  F6=Insert  F7=WrapNote  F10=QuikAccess  F22=Delete             │
   └─────────────────────────────────────────────────────────────────────────┘
```

Figure 12-5: Lot Notes screen

You use this screen to create or change lot notes. Also, you can indicate where to print the lot note.

Lot Balance Information

The system displays the Lot Balance Detail screen when you press F15 from the Lot Definition screen.

```
_ 6/09/03    10:59:30           Work with Lots           CAGLM      CADLM

                            Lot Balance Detail

Lot Number  . . . . . . . . . . . :     0514030003
Item  . . . . . . . . . . . . . . :     BLUEPAINT
Lot Unit of Measure . . . . . . . :     GL

Current Balance . . . . . . . . . :
Available Balance . . . . . . . . :             1.0000
Original Balance  . . . . . . . . :

Total Receipts  . . :               Total Issues  . . . :
Transfers In  . . . :               Transfers Out . . . :
Adjustments In  . . :               Adjustments Out . . :
On-hold . . . . . . :               Distressed  . . . . :
Inspection  . . . . :               Quarantine  . . . . :
In Transit  . . . . :               Return to Vendor  . :
Rework  . . . . . . :               Scrapped  . . . . . :




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

Figure 12-6: Lot Balance Detail screen

You use this screen to view balance detail information for the lot. You cannot change any information on this screen.

Lot Transaction Information

The system displays the Lot Transaction Summary screen when you press F17 from the Lot Definition screen.

```
 6/09/03     11:01:32              Work with Lots              CAGLM      CADLM
 ───────────────────────────────────────────────────────────────────────────
                            Lot Transactions Summary

 Lot Number  . . . . . . . . . . . :     0514030003
 Item  . . . . . . . . . . . . . . :     BLUEPAINT
 Lot Unit of Measure . . . . . . . :     GL


 Select one or more of the following.  Then press Enter.
     Date         Change              Quantity    Transaction
   1 05/22/2003  PRD WIP +                1.0000      0514030003








                                                                    Bottom
 ───────────────────────────────────────────────────────────────────────────
 F2=Function keys  F10=QuikAccess  F12=Cancel  F18=Message line
 Press a function key.
```

Figure 12-7: Lot Transaction Summary screen

The transactions are listed in chronological order.

To display detailed information about a transaction, type **1** in *Opt* next to that transaction and press Enter.

To return to the Lot Detail screen, press F12.

```
_ 6/09/03    11:02:06            Work with Lots          CAGLM      CADLM

                              Lot Transaction Detail

Lot Number  . . . . . . . . . . . :      0514030003
Item  . . . . . . . . . . . . . . :    BLUEPAINT
Lot Unit of Measure . . . . . . . :    GL

Transaction Id  . . . . . . . . . :      0514030003
Date and Time . . . . . . . . . . :    05/22/2003  11:40:33
Sequence Number . . . . . . . . . :           127
User  . . . . . . . . . . . . . . :    TXE

Program . . . . . . . . . . . . . :    PFGBCA
Adjustment Type . . . . . . . . . :    ##WIPP

Change  . . . . . . . . . . . . . :    PRD WIP +
Quantity  . . . . . . . . . . . . :           1.0000

Lot Available Balance . . . . . . :           1.0000
Lot Current Balance . . . . . . . :

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

Figure 12-8: Lot Transaction Detail screen

The system displays this screen when you select a transaction on the Lot Transactions Summary screen. Use this screen to view detailed information about the selected transaction.

Press Enter to return to the Lot Transaction Summary screen.

Displaying Lots

You can view lot information through either *Work with Lots* or *Display Lots.* Use the *Display Lots* function to view information about a lot. Refer to the "Creating and Maintaining Lots" section for detailed information on how to use these functions. When you use *Display Lots*, you cannot create or change information.

The *Display Lots* function can be made available to users who you want to restrict to viewing lot information and who are restricted from creating or changing it. For those users, remove the *Work with Lots* function from their menus.

Printing Lot Audit

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 12-9: 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.

Notes

Chapter 13 Managing Costs

<div style="text-align: right; font-size: 2em;">**13**</div>

The chapter consists of the following topics:

Overview of Managing Costs

Infinium CA provides several options for updating, recalculating, displaying, and printing costs.

After you complete this chapter, you should be able to:

- Update costs

- Calculate costs by warehouse

- Recalculate costs

- Display costs

- Compare costs for a raw material and a product

- Print warehouse costs

Updating Costs

The *Update Costs* option on the *Cost Management Menu* allows you to manually update the cost of a raw material, intermediate, formula, bill of materials, or product at a specific location and for a particular cost type.

The system tracks costs two ways:

- By Cost code, which categorizes the cost

- By Cost type, which identifies the different costing methods

Generally, you use this option to do the following:

- Enter raw material/resource costs

- Enter the cost of purchased products

- Add or update costs for formulas, bills of materials, and manufactured products for cost types that do not automatically roll up, such as standard costs

- Enter a beginning weighted average cost for raw materials and products

You can also access this function by selecting the Maintain Costs screen in the *Work with Raw Materials/Resource* and *Work with Products* options, which are available on the Infinium CA *Master Files* menu. However, when you use those options you cannot update weighted average or previous costs (cost types **W** and **P**).

The *Update Costs* option on the *Cost Management Menu* allows you to update all cost types except previous, cost type **P**.

Use the menu path below.

▶ *Costing Utilities*

▶ *Cost Management Menu*

▼ *Update Costs* [UC]

```
  2/12/98      8:20:44              Update Costs              PCR027    PCR027FM
 _____

  Item  . . . . . . . . . . . . . .     COLA_____  +

  Size  . . . . . . . . . . . . . .     8PK

  Select a Valid Cost Type  . . . . .   C +

  Company . . . . . . . . . . . . . :    _IS1 +
  Warehouse . . . . . . . . . . . . :   ISW1_ +




 _____

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

                                                                             ▌
```

Figure 13-1: Update Costs screen 1

Identify the item for which you want to update costs.

The default value in the *Select a Valid Code Type* field is the cost type
specified in the *Normal Costing Method* field on the Costing Information
screen in the *Work with Warehouse Controls*, *Work with Company Controls,*
or *Work with Entity Controls* option. You can override the default value to
update the costs of an item for another cost type.

You can override the company and warehouse defaults only if:

■   Your user or terminal profile is set up so that you have authorization to
     access other locations, and

■   Your system is set up to maintain costs at multiple locations.

You can press F9 to select the type of listing you wish to see every time you
prompt on the *Item* field. Choices include raw material/resources, products,
and formulas. Once you set this default, the system automatically displays
the appropriate selection screen. To override this default, press F9 again and
reselect.

```
   2/12/98      8:21:17              Update Costs           PCR027    PCR027FM

   Company :   IS1                   Warehouse : ISW1
   Item  . : COLA              8PK
                                     Current Cost
   Raw Material Cost                      2.450000
   Direct Labor                      _____
   Burden Cost                       _____
   Packaging Cost                    _____
   Packaging Labor Cost              _____
   Container Cost                    _____
   Tint Charge                       _____
   Variable Cost                     _____
   Cleanup                           _____
   Machine Cost                      _____
   Spoilage Cost                     _____
   Hardware Cost                     _____
   Utility Cost                      _____
   Engineering Cost                  _____
                                                            More...
   Cost Summary----->      EA              2.450000
   Warning  Any recalculated values will override your changes!
   F2=Function keys  F3=Exit  F6=Update  F10=QuikAccess  F24=More keys


                                                         █
```

Figure 13-2: Update Costs screen 2

Type the new cost for the item in the appropriate Cost code field.

Your entries will override the cost that is currently on file for the item, cost type, and location you specify.

The Material Costing program runs continuously in most situations. If functions in Infinium MC, Infinium IC, or other systems that automatically submit changes to the costing routine occur after you update the cost using the *Update Costs* option, those changes will override your entries here, provided the cost type is set to roll up.

You can maintain only one Cost code for raw materials and resources. See the "Working with Raw Materials/Resources" chapter for more information.

Calculating All Costs for a Warehouse

You generally use this option to calculate costs that the system does not automatically recalculate or to calculate costs when the Material Costing program is inactive.

Depending on the number of costing jobs pending, processing could take several hours. Run this option over a holiday or weekend to minimize system downtime.

Use the menu path below.

▸ *Costing Utilities*

▸ *Costing Management Menu*

   ▾ *Calculate All Costs for Whse* [CACFW]

```
 2/12/98    8:23:13     Calculate All Costs for Whse      PCR500     PCR500FM
 _____



              WARNING:
              This will recalculate ALL costs for a selected location or
              ALL locations



              It is STRONGLY RECOMMENDED to save the Cost File before proceeding!




 _____
 F2=Function keys  F3=Exit  F10=QuikAccess  F18=Message line
                                                                    ▊
```
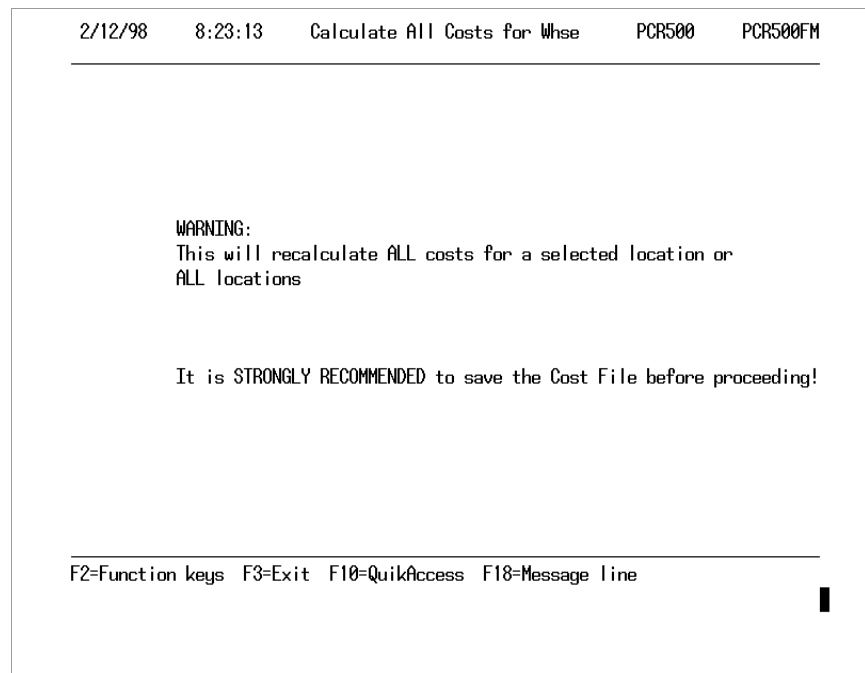
Figure 13-3: Calculate All Costs for Whse screen 1

WARNING: Do not proceed unless you have a current backup of your cost files.

```
    2/12/98      8:23:47     Calculate All Costs for Whse      PCR500     PCR500FM
    _____

    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  F10=QuikAccess  F24=More keys

                                                                        █
```
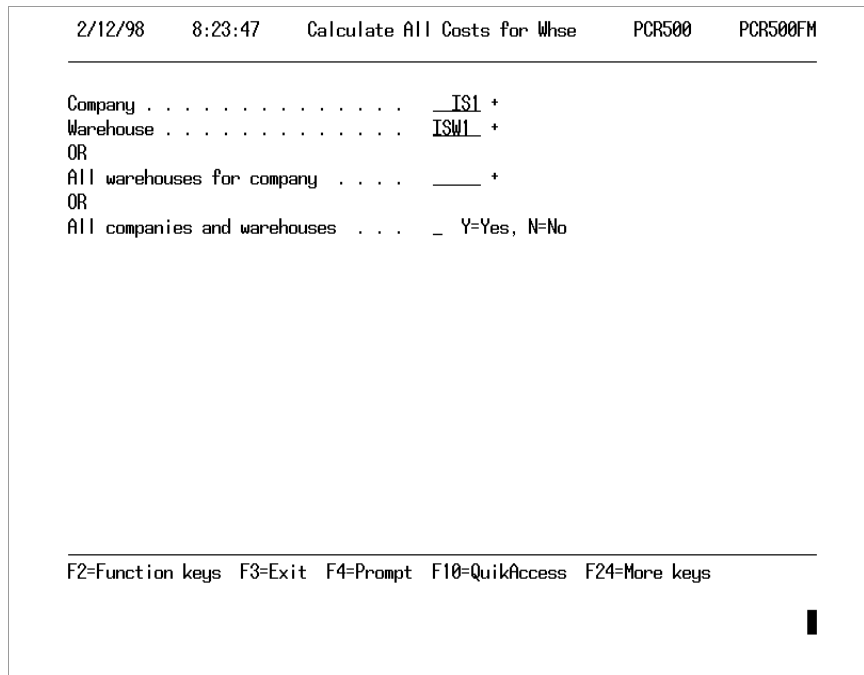
Figure 13-4: Calculate All Costs for Whse screen 2

The *Company* and *Warehouse* fields default to the codes defined in your user profile.

Specify the companies and warehouses for which you want the system to recalculate costs.

You can override the company and warehouse defaults only if:

- Your user or terminal profile is set up so that you are authorized to access other locations; or

- Your system is set up to maintain costs at multiple locations.

Recalculating Costs

Use this option to select items for recosting so you can view or print its most up-to-date cost. Generally, you use this option to request immediate recosting for an item that may be in the costing job queue, or when the Material Costing program is not operating.

Use the menu path below.

▶ *Costing Utilities*

▶ *Cost Management Menu*

   ▼ *Recalculate Costs* [RC]

```
    2/12/98      8:24:30           Recalculate Costs          PCR030     PCR030FM
    _____

    Item  . . . . . . . . . . . . .   _____  +

    Size  . . . . . . . . . . . . .   __
    OR
    Product Category  . . . . . . . .   ____  +

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









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

Figure 13-5: Recalculate Costs screen

Specify the item or product category for which you want the system to recalculate costs.

The *Company* and *Warehouse* fields default to the codes defined in your user profile. You can override the company and warehouse defaults only if:

■ Your user or terminal profile is set up so that you have authorization to access other locations, and

■ Your system is set up to maintain costs at multiple locations.

You can press F9 to select the type of listing you wish to see every time you prompt on the *Item* field. Choices include raw material/resources, products, and formulas. Once you set this default, the system automatically displays the appropriate selection screen. To override this default, press F9 again and reselect.

The system recosts only the item you select. The Material Costing program updates any other items that the cost change affects.

The system takes you to a costing display after you press Enter.

Displaying Costs

Use this option to view the cost of a raw material/resource or a breakdown of costs by Cost code of a formula/bill of material or product. The system displays costs for the cost types the system maintains.

Use the menu path below.

▶ *Costing Utilities*

▶ *Cost Management Menu*

▼ *Display Costs* [DC]

```
   2/12/98    8:25:38           Display Costs         PCR030    PCR030FM
   ──────────────────────────────────────────────────────────────────

   Item  . . . . . . . . . . . . .    PROD01_____ +

   Size  . . . . . . . . . . . . .    __
   OR
   Product Category  . . . . . . . .   ____ +

   Company . . . . . . . . . . . . .   _IS1 +
   Warehouse . . . . . . . . . . . .   ISW1_ +












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

Figure 13-6: Display Costs prompt screen

Specify the item or product category for which you want costs to display.

The *Company* and *Warehouse* fields default to the codes defined in your user profile. You can override the company and warehouse defaults only if:

■ Your user or terminal profile is set up so that you have authorization to access other locations, and

■ Your system is set up to maintain costs at multiple locations.

```
  2/12/98      8:26:19            Display Costs            PCR030     PCR030FM

 Company :    IS1                      Warehouse : ISW1
 Item  . : PROD01

                     Current         Previous        Anticipated      Wtd Average

 Raw Mtl            .005417          .004820          .000000          .188324
 Direct Lbr         .015703          .000000          .000000          .000000
 Container          .050000          .016667          .000000          .000000

 COST/ EA           .071120          .021487          .000000          .188324




                                                                      Bottom


 F2=Function keys  F3=Exit  F10=QuikAccess  F11=Alt View  F24=More keys
```

Figure 13-7: Display Costs screen

Press F11 to view additional cost types.

If you specified a Product Category code on the previous screen, press Enter
to return to the Display Costs Request screen. Press Enter again to view
costs for the next product in the category.

Comparing Raw Material Costs

The *Display RM Cost Comparison* option allows you to view comparisons of costs, by cost type, for a range of materials, or for all materials you have on file.

Use the menu path below.

▶ *Costing Utilities*

▶ *Cost Management Menu*

    ▼ *Display RM Cost Comparison* [DRMCC]

```
 5/19/00     16:06:08      Display RM Cost Comparison      PCR040     PCR040FM
 _____

 Company . . . . . . . . . . . . . .      __INF +
 Warehouse . . . . . . . . . . . .     INFW1 +

 Cost to Use as Base . . . . . . . .    _ +
 First Cost for Compare. . . . . . .    _ +
 Second Cost for Compare . . . . . .    _ +

 Beginning Material . . . . . . . .     RAW1_____ +
 Ending Material . . . . . . . . . .    RAW4_____ +
 Minimum Variance Percentage . . . .    _____




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

Figure 13-8: Display RM Cost Comparison prompt screen

Specify the cost types you want the system to compare and the range of materials you want the comparison to include.

If you complete the *Minimum Variance Percentage* field, the system displays only those items with a cost variance that falls within the range specified, which is plus or minus the value you specify.

```
  5/19/00    16:09:11     Display RM Cost Comparison       PCR040      PCR040FM
 ──────────────────────────────────────────────────────────────────────────
 Company    :   INF                     Warehouse : INFW1

 Type options, press Enter.
   1=Select

 Opt Item              Size Itm        Current         Current
                            Typ Variance                     Variance
 _ RAW1                     R
 _ RAW2                     R
 _ RAW3                     R
 _ RAW4                     R




                                                                   Bottom


 ──────────────────────────────────────────────────────────────────────────
 F2=Function keys  F3=Exit  F10=QuikAccess  F24=More keys
```

Figure 13-9: Display RM Cost Comparison screen

Press F11 to display costs for the cost types not shown.

Type **1** in the *Opt* field to display a breakdown by Cost code of the cost an item.

Comparing Product Costs

The *Display Product Cost Comparison* option allows you to view comparisons of costs by cost type for all or for a range of materials. Use this option the same way you use the *Display RM Cost Comparison* option. Fields accept the same types of entries on similar screens. Refer to the previous section if you are unsure how to proceed.

Use the menu path below.

▶ *Costing Utilities*

▶ *Cost Management Menu*

    ▼   *Display Product Cost Comparison* [DPCC]

Printing Warehouse Costs

Use the *Print Costs for Warehouse* option to generate a report of costs for items at one or more warehouses.

Use the menu path below.

▶ *Costing Utilities*

▶ *Cost Management Menu*

▼ *Print Costs for Warehouse* [PCFW]

```
 2/12/98      8:36:28       Print Costs for Warehouse      FGR800     FG800FM


 Company . . . . . . . . . . . . . .      TS1 +
 Location  . . . . . . . . . . . . .     TSW1  +
 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

                                                                ▌
```
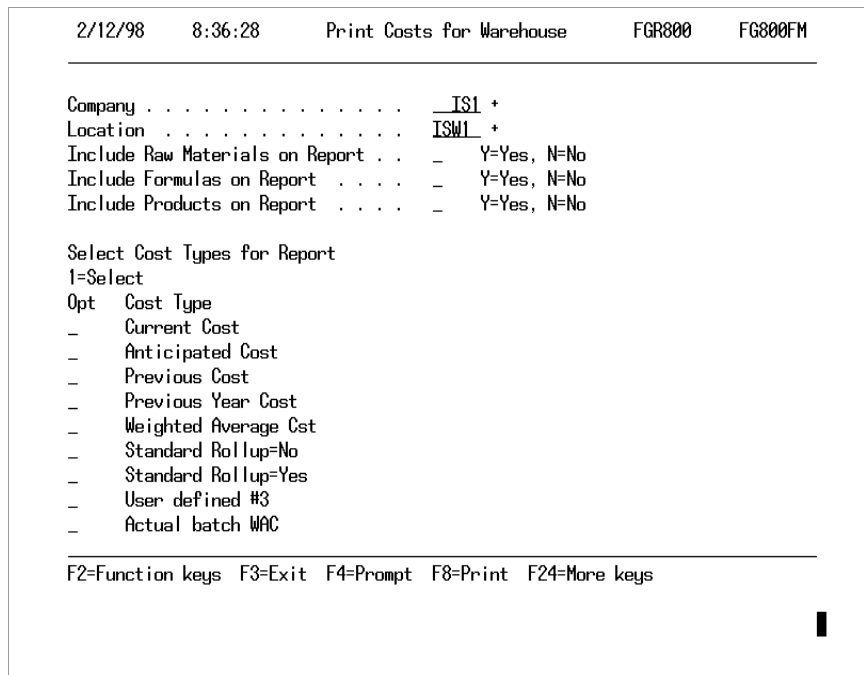
Figure 13-10: Print Costs for Warehouse screen

Specify the types of items and cost types you want to print and press F8.

Notes

Chapter 14 Working with System Utilities

<div align="right">14</div>

The chapter consists of the following topics:

Overview of System Utilities

This chapter discusses system maintenance and reset options.

After you complete this chapter, you should be familiar with the following procedures:

- Clearing application files
- Resetting storage index validation flags
- Resetting the last assigned lot number
- Resetting the auto source capable flags

Clearing Application Files

You should only use this option when you go live from a test environment. This option allows you to clear all files in the Infinium CA default library. Infinium IC, Infinium OP, Infinium PF, and Infinium PM each has an option for clearing applications files. You must run each for the systems you have installed.

If costing is active for the database you are clearing, be sure you use the *End Material Costing* option on the *Costing Controls Menu* to stop the costing program before you execute this option.

Use the menu path below.

▶ *Master Files*

▼ *Clear Application Files* [CLRF]

```
  2/12/98      8:44:29         Clear Application Files      CAGCF      CADCF
  _____


  Default Library . . . . . . . . . .    CADBFA____

  Proceed only with great caution!

     This function will clear application data files found in the
     default library.  The default library must be in your current
     library list








  _____

  F2=Function keys  F3=Exit  F10=QuikAccess  F22=Clear
                                                                        ▌
```
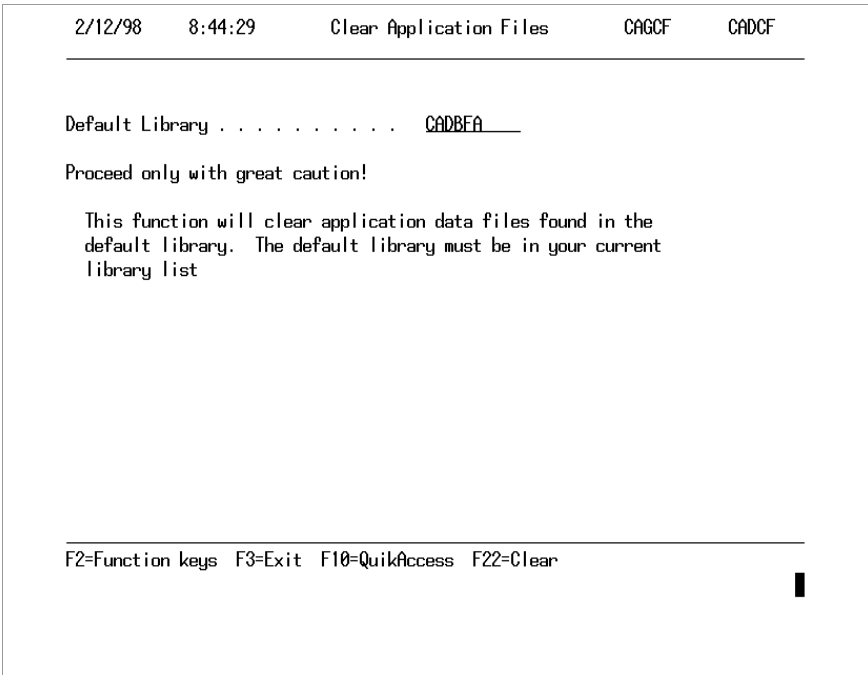
Figure 14-1: Clear Application Files screen

The *Default Library* field defaults to the name of the library shipped with Infinium CA. If you renamed the library, override the default with the correct library name.

When you execute this option, the system clears all members in the files that reside in the default library except those shown in the following table:

Files

CAPEN	CAPJD
CSTCODPF	DMPFN
CSTTYPPF	DMPMD
DMPAG	DMPMF
DMPCT	DMPMS
DMPCV	INVTRAN
DMPDD	INVTYPE
DMPEN	MMPEN
DMPFD	PRPCCO
PRPCLC	PRPCM
PRPUF	QYPTAGF
PRPUM	QYPTAGFL
PRPSTP	

Additional source files and arrays that are not cleared by the *Clear Application Files* option include the following: QRPGSRC, QCLSRC, QCMDSRC, QPILSRC, DMCPYSRC, PRCPYSRC, CNE02301, MSE01801, PSE85001, CACLSRC, CADDSSRC, CARPGSRC, CACMDSRC, and PST22001.

The Lot Tracking number is not reset to zero when you use the *Clear Application Files* function in Infinium CA. If you want to reset the Lot Tracking number so it begins with **1** each time you clear the application files, use the *Work with Entity Controls* function.

Deactivating Storage Index Validation

This option allows you to turn off storage index validation. When you execute this option, the system deletes all storage index settings in the following options and displays blanks when you access those options:

Infinium CA *Control Files* Menu

- *Work with Entity Controls*
- Work with Company Controls
- Work with Warehouse Controls
- Work with Item Warehouse Files

Infinium IC *Control Files* Menu

- *Work with Inventory Type File*

The values in the *Lot Controlled* fields in the above menu options are not reset.

Use the menu path below.

▶ *Master Files*

  ▼ *Deactivate S.I. Validation* [DSIV]

```
2/12/98      8:45:40      Deactivate S.I. Validations      CAGSIN      CADSIN
_____


                              W A R N I N G


          You are about to reset all storage index validation parameters
          back to blank.  This will turn off all storage index validations
          Press the appropriate command key to Proceed or EXIT the program









          _____
          F2=Function keys  F3=Exit  F6=Clear  F10=QuikAccess  F18=Message line
                                                                         ▌
```
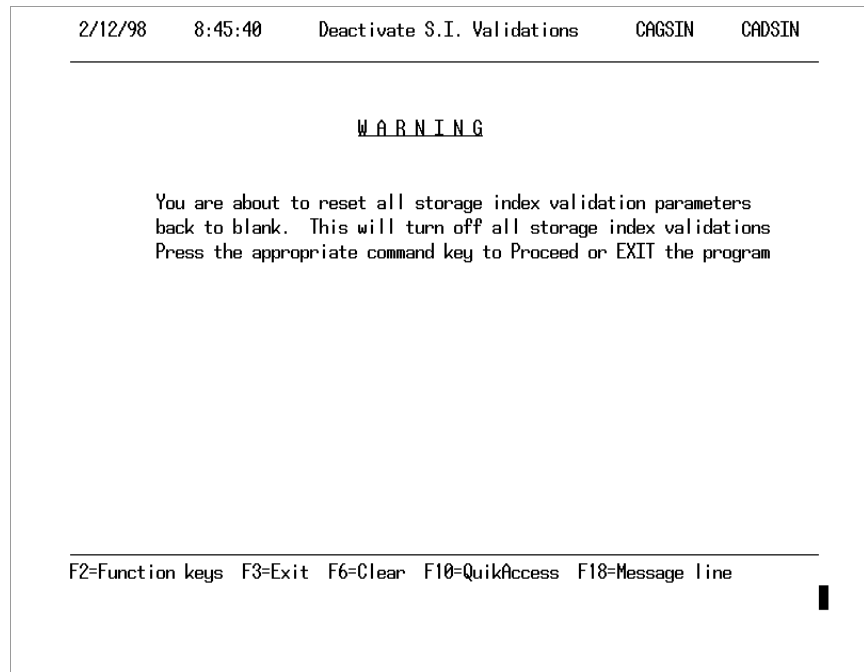
Figure 14-2: Deactivate S.I. Validations screen

Press F6 to execute the option or F3 to exit without resetting storage index validations.

When you return to the Inventory Information screens, where you establish storage index validation, all fields display blank. You can re-enter validation codes as necessary.

Resetting the Last Assigned Lot Number

The *Reset Last Assigned Lot Number* function allows you to change the value of the last assigned lot number in the Infinium CA entity file, CAPEN.

Use the menu path below.

▶ *Master Files*

    ▼ *Reset Last Assigned Lot Number* [RLALN]

```
6/09/03     11:42:01     Reset Last Assigned Lot Number     CAGLNN     CADLNN
_____

                              W A R N I N G

You are about to reset the Last Assigned Lot Number field
in the CA Entity Controls file.

The current Last Assigned Lot Number is displayed below.
Specify a new value in the 'Change to' field.
Leaving this field blank will cause Last Assigned Lot Number
to be reset to zero.

Press Reset to process; or, press Exit to end the function
without any reset.

Last assigned Lot Number  . . . . :              46

Change to . . . . . . . . . . . .    _____

_____

F2=Function keys  F3=Exit  F6=Reset  F10=QuikAccess  F24=More keys
```
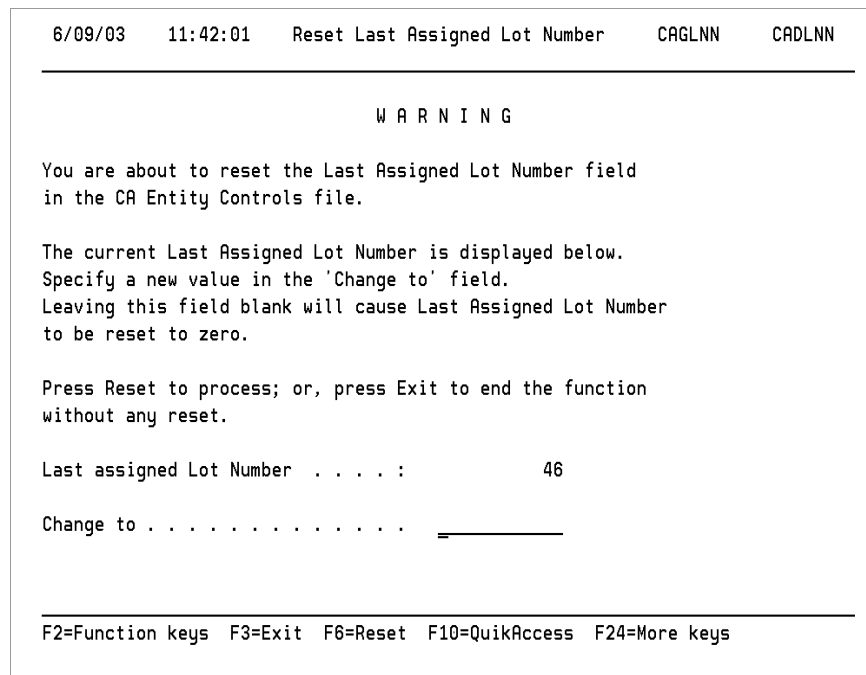
Figure 14-3: Reset Last Assigned Lot Number screen

To reset the value of the last assigned lot number, modify the value in the *Change To* field or leave this field blank to reset the value to zero. After you modify the value in this field, press F6 to reset the last assigned lot number value in the CA entity file.

Resetting Auto Source Capable Material Flags

In the Raw Material and Product files, the system stores a flag that indicates whether an item is auto-source capable. If so, the system automatically includes the item on purchase orders created from requisitions when you create purchase orders by autosourcing. You do this through the *Work with sourcing* option on the *Purchase Order* menu in Infinium PM.

This option allows you to reset the flag in all records. You can choose to have all materials auto source capable, or change the flag so that none are capable.

Use the menu path below.

▶ *Master Files*

▼ *Reset Auto Source Capable* [RASCF]

```
2/12/98      8:46:26     Reset Auto Source Capable Flag     CAGASP      CADASP


                          W A R N I N G

      You are about to reset the Auto Source Capable Material field in Product
      and Raw Material/Resource files to the value you type.

      Type the new value and press the appropriate command key to Proceed or
      EXIT the program


      Auto Source Capable Material  . . .  _  Y=Yes, N=No






      F2=Function keys  F3=Exit  F6=Reset  F10=QuikAccess  F24=More keys
                                                                        ▮
```

Figure 14-4: Reset Auto Source Capable Flag screen

Type **Y** in the *Auto Source Capable Material Flag* field if you want all materials to be auto source capable.

Press F6 to execute the option or F3 to exit without changing the flags.

This option resets the *Auto Source Capable* field in the Product and Raw Material files only. This does not affect existing purchase orders.

The value you entered becomes the default value in the *Auto Source Capable Material* field in the *Work with Raw Materials/Resources, Work with Products*, and *Work with Non-inventory Materials* options. You can return to individual material and product records and change the flag manually.

Notes

Chapter 15 Working with FIFO/LIFO Costing

15

The chapter consists of the following topics:

Overview of Working with FIFO/LIFO Costing

Use basic FIFO (first in, first out) or LIFO (last in, first out) inventory costing methods to value inventory.

Infinium FIFO/LIFO is a layered costing system that calculates inventory cost on a FIFO or LIFO basis. Each time you add inventory, the system creates a cost layer where the system stores the date and time of the addition and the inventory's quantity and cost. When you use inventory, the system takes inventory from the layers as needed based on the date/time and the method you choose (either FIFO or LIFO).

The systems that interface with FIFO/LIFO files are:

- Infinium PM
- Infinium OP
- Infinium IC
- Infinium MC

After you complete this chapter, you should be familiar with the following FIFO/LIFO functions:

- Working with open files
- Displaying audit records and costs
- Displaying closed files and historical data
- Generating balancing and inventory reports
- Purging history and audit records

Understanding FIFO/LIFO Costing

The system maintains a separate set of files when you use FIFO/LIFO costing; it does not store FIFO/LIFO costs in the Product Cost file. These FIFO/LIFO files contain the layer quantities and their associated costs for raw materials/resources and products. Costed inventory reports are generated from the *FIFO/LIFO* menu, rather than from the Infinium IC menu.

The system can only perform FIFO/LIFO cost calculations for inventoried items. Costs for formulas and any items you have in the Raw Material/Resource or Product files that are not associated with inventory are costed using the cost you specify in the *Normal Costing Method* field in the Infinium CA Control files.

FIFO/LIFO costing is based on the date and time an item is received and issued. FIFO/LIFO costing is not affected by the movement of inventory from one inventory location to another within the same warehouse or from one inventory type to another.

Example

The description below illustrates how the system performs FIFO/LIFO costing.

You receive three separate shipments of the same inventory item through Infinium PM, and each time you receive the inventory, the system creates a cost layer. Each layer contains the quantity received, date, time, and the cost of the inventory at the time of receipt.

When the system requires that inventory item, the system takes inventory from the layers created when you received inventory and calculates the cost for the issue based on each individual layer. Therefore, when you use inventory from more than one layer, the system reflects the cost of that layer in the total issue cost.

An example is below.

You receive the following inventory:

100 lbs @ $1.00 per lb on 1/1

100 lbs @ $1.01 per lb on 2/1

100 lbs @   .99 per lb on 3/1

In April, you issue inventory that requires 250 lbs of the item. The system adds the cost for this inventory item to the issue cost as follows:

- If you are using FIFO, the system references the record for the inventory that was received first (1/1) and performs the following calculations:

    100 lbs $\times$ 1.00/lb = 100.00

    100 lbs $\times$ 1.01/lb = 101.00

    50 lbs $\times$ .99/lb = 49.50

    100.00 + 101.00 + 49.50 = 250.50

    $250.50 is the total cost of the item for the issue created in April.

- If you are using LIFO, the system references the record for the inventory that was received last (3/1) and performs the following calculations:

    100 lbs $\times$ .99/lb = 99.00

    100 lbs $\times$ 1.01/lb = 101.00

    50 lbs $\times$ 1.00/lb = 50.00

    99.00 + 101.00 + 50.00 = 250.00

    Using this method, $250.00 is the cost added to the total cost of the issue.

Setting Up Your System for FIFO/LIFO Costing

Before you can use FIFO/LIFO, you must set up your system for FIFO/LIFO costing.

Remember, the system retrieves parameter information using the entity-company-warehouse hierarchy. In order for the system to calculate costs properly, be sure you have set parameters at the correct levels at which you want costing performed.

On the Infinium CA Control files Costing Information screen, type **1** in the *Cost Based on FIFO/LIFO* field if you want the system to perform FIFO costing calculations. Type **2** in that field if you want the system to perform LIFO costing calculations.

In the *Normal Costing Method* field, you will generally specify current cost (**C**). You should set this cost type to roll up through the *Work with Cost Type* option. The system uses this field to cost formulas.

Working with Open Records in the FIFO/LIFO File

The system automatically updates the FIFO/LIFO Open file when you perform functions that affect it. For example, when you complete an Infinium PM receipt, a FIFO/LIFO layer is created, and when you issue inventory in Infinium IC, the next FIFO/LIFO layer is depleted.

Generally, you use options in Infinium IC to adjust inventory quantities. However, if the FIFO/LIFO Balancing Report indicates a variance between the available inventory balance and the FIFO/LIFO inventory balance, you can adjust the FIFO/LIFO inventory quantity through the *Work with FIFO/LIFO Open Files* option.

You should run the FIFO/LIFO Balancing Report periodically to ensure that inventory balances are synchronized. If inventory balances are not synchronized and you perform an issue out transaction without having a FIFO/LIFO record in either the open or closed FIFO/LIFO file, the FIFO/LIFO file cannot be updated. If this occurs, the system generates a FIFO/LIFO Costing Errors Report. For more information on the balancing report, refer to the "Creating a FIFO Balancing Report" topic in this chapter.

Open FIFO/LIFO records normally have a positive available inventory quantity. Closed records have a zero available inventory quantity and are in the Closed FIFO/LIFO file.

WARNING: You can drive your available inventory quantity negative using Infinium MC and Infinium OP. This affects FIFO/LIFO costing, and can cause negative FIFO/LIFO layers if you ship orders in Infinium OP prior to final closing batches in Infinium MC. For additional information on adjusting negative layers, refer to the "Negative Layers" topic in this chapter.

Use the menu path below.

▸ *Costing Utilities*

▸ *FIFO/LIFO Costing*

  ▾ *Work with FIFO/LIFO Open File* [WWFLOF]

```
  11/04/98     15:13:27    Work with FIFO/LIFO Open File    COR025    COR025F


  Position to . . . Company . CUSDA +           Warehouse  CFIF9 +
                    Item  . . _____ + Size  . .  __
                    Date  . . 11/04/1998         Time  . .  15:13:12
  Type options, press Enter
     1=Select     A=View Audit Record

  Opt Cmpy Whse  Item               Size   Date       Time    Available Qty  UM
   _ CUSDA CFIF9 C-CON1                   11/02/1998 19:17:56     45.0000  EA
   _ CUSDA CFIF9 C-MFG1                   11/04/1998 13:06:11     70.0000  EA
   _ CUSDA CFIF9 C-MFG1                   11/04/1998 13:06:13     30.0000  EA
   _ CUSDA CFIF9 C-MFG5                   11/02/1998 19:17:57     50.0000  EA
   _ CUSDA CFIF9 C-PRD1                   11/02/1998 19:17:56     45.0000  EA
   _ CUSDA CFIF9 C-PRD5                   11/02/1998 19:17:56     50.0000  EA
   1 CUSDA CFIF9 C-RAW1                   11/02/1998 19:17:57     45.0000  EA
   _ CUSDA CFIF9 C-RAW5                   11/02/1998 19:17:57     50.0000  EA
   _ CUSDA CLIF1 C-MFG1                   10/22/1998 14:20:25     50.0000  EA
   _ CUSDA CLIF1 C-MFG1                   10/22/1998 16:21:33     10.0000  EA
                                                                  More...


  F2=Function keys  F3=Exit  F4=Prompt  F6=Create  F24=More keys


    24-80      SA      MW      KS  CL  IM  DM  II      WHQ421    KB    S2KCTLS1
```

Figure 15-1: Work with FIFO/LIFO Open File selection screen

Creating and Updating FIFO/LIFO Records

The normal process is for the individual applications to create cost layers; however, you can create layers manually.

To create a new record, you must complete the *Company*, *Warehouse*, *Item*, *Size*, *Date,* and *Time* fields.

To view details or update an existing record, make a selection from those that display.

```
11/04/98    15:13:42    Work with FIFO/LIFO Open File    COR025    COR025F

Company . . . . . . . . . . . . . .    CUSDA
Warehouse . . . . . . . . . . . .    CFIF9
Item  . . . . . . . . . . . . . .    C-RAW1
Date  . . . . . . . . . . . . . .    11/02/1998
Time  . . . . . . . . . . . . . .    19:17:57


Inventory Qty . . . . . . . . . .          50.0000    U/M  EA
Used Qty  . . . . . . . . . . . .           5.0000
Cost  . . . . . . . . . . . . . .           3.000000   U/M  CGL
PO/Batch# . . . . . . . . . . . .    0000003363-CUSDA
   PO Receipt# . . . . . . . . . .    0000001079-CUSDA
   PO/Batch User . . Type  . . . . .    CA          PORCPT
   PO/Batch Source Transaction#  . .        120737
Transfer# . . . . . . . . . . . .              000000922
   Transfer User . . Type. . . . . .    CA          ##XFRS
   Transfer Source Transaction#. . .        120990
Used Date . . . . . . . . . . . .    11041998
   Issue Source Transaction# . . . .        121840


F2=Function keys  F3=Exit  F6=Update  F10=QuikAccess  F24=More keys


  24-79     SA      MW       KS  CL  IM  DM  II      WHQ421     KB   S2KCTLS1
```

Figure 15-2: Work with FIFO/LIFO Open File screen

Use this screen to view, enter, or update FIFO/LIFO information. To update a record, enter the information and then press F6. This creates an audit record and an Infinium JP record if the quantity or cost was edited.

If the FIFO/LIFO Balancing Report indicates a variance, you can adjust the quantity using this option. Unless an error occurs in costing and you need to correct a FIFO/LIFO cost manually, you should use options in Infinium PM, Infinium OP, Infinium IC, and Infinium MC to create and delete FIFO/LIFO costs. The changes you make on this screen affect only the FIFO/LIFO file.

Inventory Qty

This is the amount of inventory associated with the transaction opening this cost layer.

Used Qty

The quantity in this field indicates how much of this layer has been depleted up to now by issued transactions.

Inventory quantity minus used quantity equals inventory remaining at this layer's cost.

Cost

When a FIFO/LIFO layer is created, this is the cost associated with the transaction that created the layer. Refer to the table located within the

description for the *Type* field for information on how the system generates the cost for each type of transaction that adds a cost layer.

When the system retrieves a cost for either an inventory adjustment add or an Infinium IC return, it does so from the FIFO/LIFO open file and calculates the cost based on the number of layers required to match the Infinium IC transaction quantity. If a layer is not found in the FIFO/LIFO open file, the system retrieves a layer from the FIFO/LIFO closed file and uses the cost from the most recently closed record. The system uses either the open file or the closed file, it does not use both.

PO/Batch#

When you create an Infinium PM purchase receipt, the system updates this field with the Infinium PM purchase order number. Each Infinium PM purchase order detail sequence line or Infinium MC batch fill line creates a cost layer. See the table below the *Type* field for the transactions that create FIFO/LIFO layers.

PO Receipt#

If this is a purchase order, the system displays the receipt number associated with the creation of this layer in this field.

PO/Batch User

The system defaults the user's sign-on into this field.

Type

Type refers to transaction type that created this layer. The possible values for the *Type* field are listed in the table below.

Value	Description	Cost
##BTCH	A product was manufactured	Total of ingredient costs
PORCPT	An Infinium PM receipt was processed	Unit cost from purchase order
##RCPT	An Infinium IC receipt was processed	Unit cost from Infinium IC receipt
##RPCK	The "to" side of an Infinium IC repackaging transaction was processed	Most recent cost of the "to" side of the transaction

Value	Description	Cost
ADD	An Infinium IC Adjustment Type that increases inventory was processed	Most recent cost of the item.
		If you process an Infinium IC adjustment add and a FIFO/LIFO record cannot be found, the system displays a message that the record cannot be found and the layer will have a zero cost.
RETURN	An Infinium IC or Infinium OP return was processed	Infinium IC returns for FIFO use the oldest cost. Infinium IC returns for LIFO use the recent cost. For Infinium IC returns, the system prevents a return if a FIFO/LIFO record cannot be found.
		Infinium OP returns use the unit cost from the original order.
##PHAJ	An Infinium IC physical inventory adjustment to increase inventory was processed.	The most recent cost of the item.
		If a FIFO/LIFO record cannot be found, the layer will have a zero cost. Use the FIFO/LIFO Inventory Report to check for zero cost layers.

PO/Batch Source Transaction#

Infinium MM applications write a transaction number to the Product Transaction Journal for inventory transactions. FIFO/LIFO reflects this transaction number for audit trail purposes. Use this number to trace transactions from Infinium GL to Infinium JP to the Product Transaction Journal to the FIFO/LIFO layer.

Transfer#

The system displays the assigned transfer number in this field. This occurs for Infinium OP transfers, Infinium IC warehouse transfer orders, and normal Infinium IC inventory transfers.

Transfer User

The system defaults the user sign-on of the user who performed the transfer receipt into this field.

Type

The system displays the transfer type of **##XFRS** for all transfers.

Transfer Source Transaction#

Infinium MM applications write a transaction number to the Product Transaction Journal for inventory transactions. FIFO/LIFO reflects this transaction number for audit trail purposes. Use this number to trace transactions from Infinium GL to Infinium JP to the Product Transaction Journal to the FIFO/LIFO layer.

Used Date

The *Used Date* field reflects the date the inventory layer was used or issued.

Issue out transactions include Infinium IC transfer shipments, Infinium OP shipments, Infinium IC adjustment types which decrease inventory, the "from" side of Infinium IC repackaging transactions, Infinium IC issues, and ingredients used in an Infinium MC batch.

Issue Source Transaction#

Infinium MM issue-out transactions generate a unique transaction number that is stored in the Product Transaction Journal.

There are no source transaction numbers on Infinium OP transactions.

Negative Layers

Negative FIFO/LIFO layers can occur from two scenarios:

- You drive available inventory negative in Infinium OP.

- You perform a transaction that decreases inventory when there is actual inventory available but inadequate available FIFO/LIFO inventory. This occurs if a record exists in either the open or closed FIFO/LIFO record and your available inventory balance is greater than your available FIFO/LIFO inventory balance.

The system generates a FIFO/LIFO Costing Error Report if your available inventory balance is greater than your available FIFO/LIFO inventory balance and the system cannot find a record in the open or closed FIFO/LIFO file.

Adjusting Negative Layers

To correct the negative FIFO/LIFO layers, for scenario 1 above, first close the necessary Infinium MC batches. For scenario 2 above, first run the FIFO/LIFO Balancing Report and then make the necessary adjustments to the FIFO/LIFO open file. For both scenarios, then make the manual adjustments in FIFO/LIFO to remove the negative layer. If you do not do this, the system takes your negative layer further negative.

Perform the following steps to adjust negative layers:

1 Using the *Used Qty* field in the Work with FIFO/LIFO Open File screen for the negative layer, adjust the available quantity to zero.

2 Add this same quantity to the next positive layer using the *Used Qty* field in the Work with FIFO/LIFO Open File screen.

Audit File

```
11/04/98    10:08:22     Work with FIFO/LIFO Open File     COR025     COR025F

Company . . . . . . . . . . . . .     CUSDA
Warehouse . . . . . . . . . . . .     CLIF1
Item  . . . . . . . . . . . . . .     C-PRD1
Date  . . . . . . . . . . . . . .     10221998
Time  . . . . . . . . . . . . . .     16:20:22
Modified Date . . . . . . . . . .     11041998
Modified Time . . . . . . . . . .     10:06:20               PREVIOUS
Inventory Qty . . . . . . . . . .           8.0000              10.0000
Used Qty  . . . . . . . . . . . .
Cost  . . . . . . . . . . . . . .           4.000000             4.000000
PO/Batch# . . . . . . . . . . . .     0000003344-CUSDA    0000003344-CUSDA
  PO Receipt# . . . . . . . . . .
  PO/Batch User . . Type  . . . . .     CA          PORCPT    CA          PORCPT
  PO/Batch Source Transaction#  . .
Transfer# . . . . . . . . . . . .
  Transfer User . . Type. . . . . .
  Transfer Source Transaction#. . .
Used Date . . . . . . . . . . . .     00000000            00000000
  Issue Source Transaction# . . . .

F2=Function keys  F3=Exit  F10=QuikAccess  F12=Cancel  F18=Message line


  25-80      SA      MW      KS  CL  IM  DM  II      WHQ421      KB    S2KCTLS1
```

Figure 15-3: Display FIFO/LIFO Open/History Audit screen

FIFO/LIFO History

This screen displays when you select a record by typing **A** in the *Opt* field on the first screen of the *Work with Open FIFO/LIFO* or *Work with Closed FIFO/LIFO* option.

When you manually change an open FIFO/LIFO record using the *Work with FIFO/LIFO* option, the system creates an audit record that stores the original information.

To return to the initial screen and close a record, press Enter or F12 on the last transaction.

If you type **A** next to an item and an audit record does not exist, the system sends you a message informing you of this.

Displaying FIFO/LIFO Closed/History

When an inventory item in the FIFO/LIFO file reaches an available inventory balance of zero, the system considers the record for that item closed. When this occurs, the system moves the record from the open file to the closed file.

Use the menu path below.

▶ *Costing Utilities*

▶ *FIFO/LIFO Costing*

  ▼ *Display FIFO/LIFO Closed/History* [DFLCH]

Figure 15-4: Display FIFO/LIFO Closed/History selection screen

Select the item record or audit record you want to view.

```
11/04/98    10:12:18   Display FIFO/LIFO Closed/History    COR024    COR024F
─────────────────────────────────────────────────────────────────────────────
Company . . . . . . . . . . . . . .    CUSDA
Warehouse . . . . . . . . . . . . .    CFIF1
RM/Prod . . . . . . . . . . . . . .    C-PRD1
Date  . . . . . . . . . . . . . . .    10221998
Time  . . . . . . . . . . . . . . .    14:20:09
History Date  . . . . . . . . . . .    10271998
History Time  . . . . . . . . . . .    18:48:17
Inventory Qty . . . . . . . . . . .         50.0000      U/M EA
Used Qty  . . . . . . . . . . . . .         50.0000
Cost  . . . . . . . . . . . . . . .          4.000000   U/M CGL
PO/Batch# . . . . . . . . . . . . .    0000003344-CUSDA
   PO Receipt# . . . . . . . . . . .   0000001052-CUSDA
   PO/Batch User . . Type  . . . . .   CA          PORCPT
   PO/Batch Source Transaction#  . .        117942
Transfer# . . . . . . . . . . . . .
   Transfer User . . Type. . . . . .
   Transfer Source Transaction#. . .
Used Date . . . . . . . . . . . . .    10271998
   Issue Source Transaction# . . . .
─────────────────────────────────────────────────────────────────────────────
F2=Function keys  F3=Exit  F10=QuikAccess  F12=Cancel  F18=Message line

   24-79     SA      MW      KS  CL  IM  DM  II      WHQ421     KB    S2KCTLS1
```
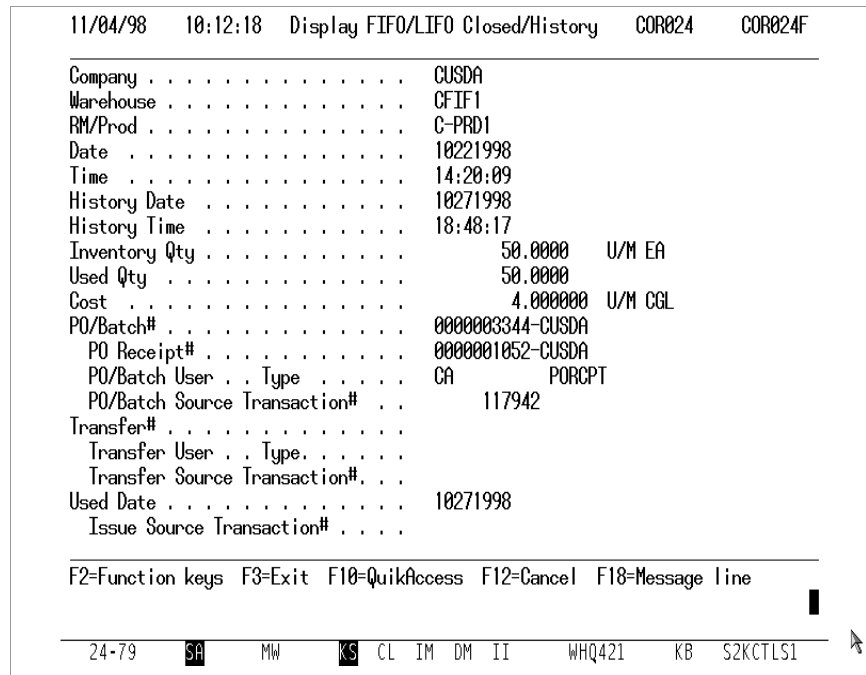
Figure 15-5: Display FIFO/LIFO Closed/History screen

Displaying FIFO/LIFO Records

This screen displays when you select a record by typing **1** in the *Opt* field on the previous screen.

If you multi-select records, press Enter to advance to the next transaction.

To return to the initial screen and close a record, press Enter or F12 on the last transaction.

Displaying FIFO/LIFO Costs

You can view cost layers for an inventory item using the *Display FIFO/LIFO File* option. The records accessible through this option are open records, which are records for items with a non-zero inventory balance.

Use the menu path below.

▸ *Costing Utilities*

▸ *FIFO/LIFO Costing*

  ▾ *Display FIFO/LIFO Open File* [DFLOF]

```
  5/30/00    14:20:20      Display FIFO/LIFO Open File      COR035      COR035FM
  _____

  Position to Company CUSDA + Whse CLIF1 + Item C-PRD1_____ + Size ___
                Available _____1200     Code F

  Co    Whse  Item              Size   Date        Avail Inv            Cost








  _____
  F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
```

Figure 15-6: Display FIFO/LIFO Open File prompt screen

You must complete the *Company*, *Whse*, and *Item* fields.

An entry in the *Available* field limits the selection to fewer layers.

You can display cost records in either FIFO or LIFO order. Type **F** in the *Code* field for FIFO or **L** for LIFO.

```
  5/30/00    14:20:20      Display FIFO/LIFO Open File      COR035     COR035FM


 Position to Company CUSDA + Whse CLIF1 + Item C-PRD1             + Size ___
             Available _____1200      Code F

 Co   Whse  Item              Size   Date        Avail Inv           Cost
 CUSDA CLIF1 C-PRD1                                 50.0000        .800000
 CUSDA CLIF1 C-PRD1                                  8.0000        .800000
 CUSDA CLIF1 C-PRD1                                  5.0000        .800000
 CUSDA CLIF1 C-PRD1                                  5.0000        .800000
 CUSDA CLIF1 C-PRD1                                 20.0000       1.000000
 CUSDA CLIF1 C-PRD1                                 10.0000       1.000000
 CUSDA CLIF1 C-PRD1                               1000.0000        .737200
             ** ACTUAL **   . . .                1098.0000        .748270
                                                12000.0000        .738213




                                                                 Bottom

 F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
```

Figure 15-7: FIFO/LIFO Open File Display screen

Press F11 to display the Alternate view. The information for the *Date* field displays in this view.

FIFO/LIFO Cost Records

If your entry in the *Available* field is a quantity that exceeds the actual quantity available, the system estimates its cost. For example, you have 100 in inventory, but you want a FIFO cost analysis for 500. The system displays an estimate line for the inventory you do not have.

Creating a FIFO Balancing Report

Using the *FIFO Balancing Report* option, generate a listing of products or raw materials/resources for which a discrepancy exists between the FIFO/LIFO available inventory quantity and the available inventory quantity in the Raw Material/Product inventory file.

Use the menu path below.

▶ *Costing Utilities*

▶ *FIFO/LIFO Costing*

  ▼ *FIFO Balancing Report* [FBR]


```
   2/12/98      9:18:40          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 15-8: FIFO Balancing Report prompt screen

Specify the locations you want your report to include.

A copy of the report is in the "Infinium CA Reports" appendix in this guide.

The FIFO Balancing report includes the following:

▪ Warehouse location

▪ Product/Raw Material identifier

- FIFO/LIFO available quantity
- Inventory available from Infinium IC

Creating a FIFO/LIFO Inventory Report

Use the *FIFO/LIFO Inventory Report* option to print a listing of information in the FIFO/LIFO file.

Use the menu path below.

▶ *Costing Utilities*

▶ *FIFO/LIFO Costing*

  ▼ *FIFO/LIFO Inventory Report* [FLIR]


```
2/12/98      9:19:00      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 15-9: FIFO/LIFO Inventory Report prompt screen

Specify the locations you want your report to include.

A copy of the report is in the "Infinium CA Reports" appendix in this guide.

The FIFO/LIFO Inventory report includes the following information:

▪ Warehouse location

▪ Product/Raw Material identifier and description

▪ Date

▪ Original quantity

- Inventory unit of measure
- Used quantity
- Available quantity
- Cost and cost unit of measure
- Total cost

Purging FIFO/LIFO History Records

You can delete FIFO/LIFO records for items that have an available inventory balance of zero. Remove records by company, warehouse, and date. Always back up FIFO/LIFO files before using this option.

Use the menu path below.

▶ *Costing Utilities*

▶ *FIFO/LIFO Costing*

　　▼ *Purge History/Closed Records* [PHCR]

```
    2/12/98      9:19:44     Purge History/Closed Records     COR200D    COR200FM
    ▾

    Company . . . . . . . . . . . . .      IS1  *
    Warehouse . . . . . . . . . . . .     ISW1  *
    Cut-off Date  . . . . . . . . . .     00000000


    WARNING
    BE SURE TO HAVE BACKUP OF DATABASE LIBRARY BEFORE PROCEEDING








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

Figure 15-10: Purge Closed/History Records screen

Cut-off Date

Type the date of the last closed records to remove. The system checks the date entered against the entry date in the FIFO/LIFO History file. If the cut-off date is earlier than or equal to the History file entry date, no records are purged.

The system deletes all closed FIFO/LIFO records with entry dates prior to and including the date you specify. Closed records with dates after this date

remain online. This option deletes records from the History Cost file
(FLCHSTPF).

Purging FIFO/LIFO Audit Records

You can delete audit records the system creates when a FIFO/LIFO record changes. You can remove records by company, warehouse, and date. Always back up FIFO/LIFO files before using this option.

Use the menu path below.

▶ *Costing Utilities*

▶ *FIFO/LIFO Costing*

   ▼ *Purge Audit Records* [PAR]

```
    2/12/98      9:20:15         Purge Audit Records        COR250D    COR200FM
  ▾
  Company . . . . . . . . . . . . . .     IS1 +
  Warehouse . . . . . . . . . . . .    ISW1  +
  Cut-off Date  . . . . . . . . . .    00000000

  WARNING
  BE SURE TO HAVE BACKUP OF DATABASE LIBRARY BEFORE PROCEEDING






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

Figure 15-11: Purge Audit Records screen

Cut-off Date

Type the date of the last audit record you want to remove. The system checks the date entered against the entry date in the FIFO/LIFO Audit file. If the cut-off date is earlier than or equal to the Audit file entry date, no records are purged.

The system deletes all audit records with dates prior to and including the date you specify. All audit records with dates after this date remain online.

This purge deletes records in the FIFO/LIFO Modified Cost for Audit Trace file (FLCMDFPF).

Notes

Chapter 16 Working with Customers

16

The chapter consists of the following topics:

Overview of Working with Customers

This chapter discusses creating and maintaining customer records. MSDS processing uses the Customer file in Infinium CA only if you do not have Infinium OP installed. If you use Infinium OP, use the *Work with Customer Maintenance* option in Infinium OP to maintain customer records.

After you complete this chapter, you should be familiar with the following:

- Establishing customer records
- Copying customer records
- Printing customer records

Establishing Customer Records

Use this option to create and maintain customer records for MSDS processing if you do not install Infinium OP.

Caution: If you plan to use Infinium e-business Solutions with Infinium OP or Infinium PM, do not use an apostrophe (') when creating a customer record.

Use the menu path below.

▶ *Master Files*

▼ *Work with Customers* [WWC]

```
 2/12/98   10:14:06          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
  2_  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 16-1: Work with Customers selection screen

To add a new customer, complete the *Company* and *Customer* fields, and then press F6.

```
 2/12/98     10:22:42          Work with Customers        PRGCM      PRDCM
 ──────────────────────────────────────────────────────────────────────
 Company . . . .   IS1    Customer  . . . REGCUST1


 Type options, press Enter.
   1=Select


 Opt   Attributes
 _1    Customer Information
 _1    Miscellaneous Information
 _1    User Defined Fields










 ──────────────────────────────────────────────────────────────────────
 F2=Function keys  F3=Exit  F10=QuikAccess  F12=Cancel  F18=Message line    ▮
```

Figure 16-2: Work with Customers Attribute selection screen

Customer Attributes

Select one or more attributes.

```
 2/12/98     10:23:06          Work with Customers        PRGCM      PRDCM
 ──────────────────────────────────────────────────────────────────────
                            Customer Information

 Company . . . :   IS1    Customer  . . : REGCUST1

 Active Code . . . . . . . . . . .    1    (1=Active, 0=Inactive)
 Name  . . . . . . . . . . . . . .    REGULATORY CUSTOMER SOLD-TO
 Address 1 . . . . . . . . . . . .    4350 BROWNSBORO ROAD
 Address 2 . . . . . . . . . . . .    _____
 Address 3 . . . . . . . . . . . .    _____
 Address 4 . . . . . . . . . . . .    _____
 City  . . . . . . . . . . . . . .    LOUISVILLE        State    KY_
 Zip . . . . . . . . . . . . . . .    40207____
 Telephone . . . . . . . . . . . .    _____
 Fax . . . . . . . . . . . . . . .    _____

 Sort Code . . . . . . . . . . . .    _____
 County Code . . . . . . . . . . .    ____
 Country Code  . . . . . . . . . .    ___

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

Figure 16-3: Customer Information screen

General Information

You must complete the *Name*, *Address 1, City, State,* and *Zip* fields. The system prints this information on MSDS's.

```
 2/12/98    10:23:21          Work with Customers       PRGCM    PRDCM

                           Miscellaneous Information

      Company . . . :   IS1    Customer  . . : REGCUST1

      Distributor Reference Code  . . . .    __
      Ignore MSDS History Print Status  .    N    Y=Yes, N=No
      MSDS Print Format . . . . . . . . .    _____  +
      MSDS Language Code  . . . . . . . .    ___ +



       _____
       F2=Function keys  F4=Prompt  F10=QuikAccess  F12=Cancel
                                                                      ▌
```

Figure 16-4: Miscellaneous Information screen

Miscellaneous Information

Complete the *Distributor Reference Code* field to change the company name and address that print on MSD Sheets to something other than the name and address you specify for this customer. You must also modify message records in Infinium RM. See your *Infinium Regulatory Managment Guide to Setup and Processing* for more information on modifying messages.

When you create a new customer record, the *Ignore MSDS History Print Status* field defaults to **N**, indicating that an MSDS prints only if the print flag in the MSDS History file is **Yes**. Override the default with **Y** to override the print status flag. If you override the default, the system automatically prints an MSDS for the customer.

Your entries in the *MSDS Print Format* and *MSDS Language Code* fields override entries established in the Infinium RM Control files.

```
2/12/98    10:23:37         Work with Customers        MMGUDFM   MMDUDFM
_____

User Alpha Numeric Fields
Alpha Field 1 Code  . . . . . . . .   _____
Alpha Field 2 Code  . . . . . . . .   _____
Alpha Field 3 Code  . . . . . . . .   _____
Alpha Field 4 Code  . . . . . . . .   _____
Alpha Field 5 Code  . . . . . . . .   _____
User Numeric Fields
Numeric Field 1 Code  . . . . . . .   _____
Numeric Field 2 Code  . . . . . . .   _____
Numeric Field 3 Code  . . . . . . .   _____
Numeric Field 4 Code  . . . . . . .   _____
Numeric Field 5 Code  . . . . . . .   _____
User Date Fields
Date Field 1 Code . . . . . . . . .   _____
Date Field 2 Code . . . . . . . . .   _____
Date Field 3 Code . . . . . . . . .   _____
Date Field 4 Code . . . . . . . . .   _____
Date Field 5 Code . . . . . . . . .   _____
_____

F2=Function keys  F4=Prompt  F10=QuikAccess  F12=Cancel  F18=Message line
                                                                       ▌
```

Figure 16-5: User-Defined Fields screen

User Defined Fields

Depending on your system setup, you may have user defined fields in the Customer file. Set up these fields specifically for your company and they may or may not require information.

Copying Customer Records

You can create a new customer record by copying an existing one. Copying customer records can help expedite data entry if you have several customers that require the same information, or when you want the same customer on file with multiple companies.

Use the menu path below.

▶ *Master Files*

▼ *Work with Customers* [WWC]

```
 2/12/98    10:24:18          Work with Customers        PRGCM      PRDCM


Position To . .   Company _____ +    Customer _____

Type options, press Enter.
  2=Change   3=Copy   5=Display
   Co   Customer      Name                    City           State
__    IS1 REGCUST1     REGULATORY CUSTOMER SOLD- LOUISVILLE     KY
3_    IS1 REGCUST2     REGCUST2                 Boston         MA
__    IS1 1            EDI CUSTOMER            Hyannis        MA
__    IS2 CUST1        Customer #1             Boston         MA








 _____
 F2=Function keys  F3=Exit  F4=Prompt  F5=Name Sequence  F24=More keys
```

Figure 16-6: Work with Customers selection screen

Type **3** in the *Opt* field next to the record you want to copy.

```
 2/12/98    10:24:49           Work with Customers       PRGCM    PRDCM
 _____



    Copy From
    Company . . . . . . . . . . . . . .        IS1
    Customer  . . . . . . . . . . . . .        REGCUST2

    Copy To
    Company . . . . . . . . . . . . . .       _____   +
    Customer  . . . . . . . . . . . . .       _____







 _____
    F2=Function keys  F4=Prompt  F10=QuikAccess  F12=Cancel
                                                                  █
```

Figure 16-7: Work with Customers Copy screen

Copying Records

You can copy the same customer record to a new company, create a new customer record at the company for which you accessed the record, or create a new customer record at a different company.

After you complete the information on this screen and press Enter, the system displays the Work with Customers selection screen. You can select the newly created customer record and make changes as needed.

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]

The screens that display in the *Print Customers* option depend on your entry in the *Order Processing* field on the System Information screen in the Infinium CA Entity Control file. If you specify not to use Order Processing, the Work with Customers selection screen displays. You must press F8 on that screen in order to print.

The screen that follows assumes you are not using Infinium OP. Refer to the *Infinium Order Processing Guide to Setup and Processing* for more information on the Infinium OP Customer file and its print function.

```
 9/22/00     14:52:18              Print Customers            PRGCM      PRDCM
_____


 Beginning Company . . . . . . . . .    ____  +
 Beginning Name or Number  . . . . .    _____

 Ending Company  . . . . . . . . . .    ____  +
 Ending Name or Number . . . . . . .    _____

 Print All Customers . . . . . . . .    N    Y=Yes, N=No

 Print Sequence
 Name Sequence . . . . . . . . . . .    _     Y=Yes, N=No
 Number Sequence . . . . . . . . . .    _     Y=Yes, N=No




_____
 F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel
```

Figure 16-8: Print Customers prompt 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.

Choose 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.