

Inventory Control

Guide to Setup and Processing Volume 1

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Publication Information

Release: Infinium IC Release 12.3

Publication Date: June 2008

Document Number: 20080421120933 Vol 1

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About This Guide

This section focuses on the following information:

- Intended audience
- Purpose of this guide
- Organization of this guide
- Conventions used in this guide
- Related documentation

Intended Audience

This guide is written for staff accountants, accounting managers, or system administrators, who will perform supervisory tasks. This guide is also written for data entry clerks, shipping/receiving personnel, and other warehouse personnel who perform daily data entry.

Purpose of This Guide

This guide explains how to use the Infinium Inventory Control to complete specific inventory tasks and provides you with information about various Infinium Inventory Control concepts.

Organization of This Guide

This guide is divided into parts. Each part contains overview and detail information. Appendices in this guide contain additional reference information.

Conventions Used in This Guide

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

- Fonts and Wording
- Function Keys
- Character-based vs. Graphical Interface
- Prompt and Selection Screens
- Promptable Fields
- Infinium Applications and Abbreviations

Fonts and Wording

Convention	Description	Example
<i>Italic typeface</i>	Menu options and field names The guide uses the same abbreviations as the screen.	<i>Work With Controls</i> Use <i>Max Lnth</i> to specify the maximum length of alpha user fields.
Bold standard typeface	Used for notes, cautions and warnings	Caution: You must ensure that all Infinium Inventory Control users are signed off before reorganizing and purging. If there are jobs in the queue, those files will not be reorganized.
Bold monospaced typeface	Characters that you type and messages that are displayed	Type A to indicate that the position is alphanumeric and type N to indicate that the position is numeric. The following message is displayed: Company not found
F2 through F24	Keyboard function keys used to perform a variety of commands.	Press F2 to display a list of available function keys.
F13 through F24	Function keys higher than F12 require you to hold down the Shift key and press the key that has the number you require minus 12.	Press F19 to work with project and activity comments.

Convention	Description	Example
Select	Choose a menu option or choose a record or field value after prompting.	Select <i>Work with Customers</i> and press Enter. Select C (capitalization), E (expense) or B (both) as the <i>Capitalization code</i> value.
Press Enter	Provide information on a screen and when you have finished, press Enter to save your entries and continue.	Press Enter to save your changes and continue.
Exit	Exit a screen or function, usually to return to a prior selection list or menu. May require exiting multiple screens in sequence.	Press F3 to return to the main menu.
Cancel	Cancel the work at the current screen or dialog box, usually to return to the prior screen.	Press F12 to cancel your entries.
Help	<p>To access online help for the current context (menu option, screen or field), press Help (or the function key mapped for help).</p> <p>To move through the other applicable levels of help, press Enter at each help screen. To return directly to the screen from which you accessed help, exit the help screen by clicking Exit or by pressing F3.</p>	Press Help for more information about the current field.

Convention	Description	Example
[Quick Access Code]	Quick access codes provide direct access to functions. Some quick access codes in Infinium Inventory Control consist of the first letter of each word of the menu option name. Quick access codes are listed on the Menu Tree and in the path for each task next to the executable function.	Select <i>Work with Customers</i> [WWC].
Publication and course titles	Unless otherwise stated, titles refer to Infinium applications and use standard name and abbreviations.	<i>Infinium Order Processing Guide to Setup and Processing</i> is referred to as <i>Infinium OP Guide to Setup and Processing</i> .

Function Keys

Infinium AM function keys and universal Infinium IC function keys for the IBM AS/400 or iSeries are described in the following table. All Infinium IC function keys are identified at the bottom of each screen.

Function Key	Name	Description
F1	Help	Displays help text
F2	Function keys	Displays window of valid function keys
F3	Exit	Returns you to the main menu
F4	Prompt	Displays a list of values from which you can select a valid entry

Function Key	Name	Description
F10	Quick Access	Enables you to access another function from any screen Type the quick access code in <i>Level</i> . You can change the application designator, such as PA, GL, IC and so forth, by selecting another application.
F12	Cancel	Returns you to the previous screen
F22	Delete	Deletes selected item(s)
F24	More keys	Displays additional function keys at the bottom of the screen

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.

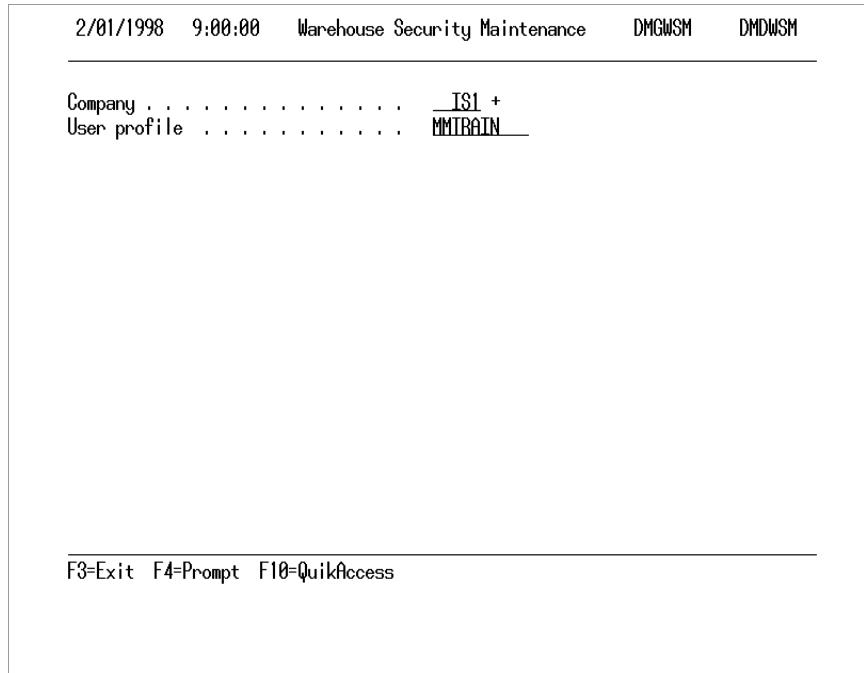


Figure 1: Warehouse Security Maintenance prompt screen

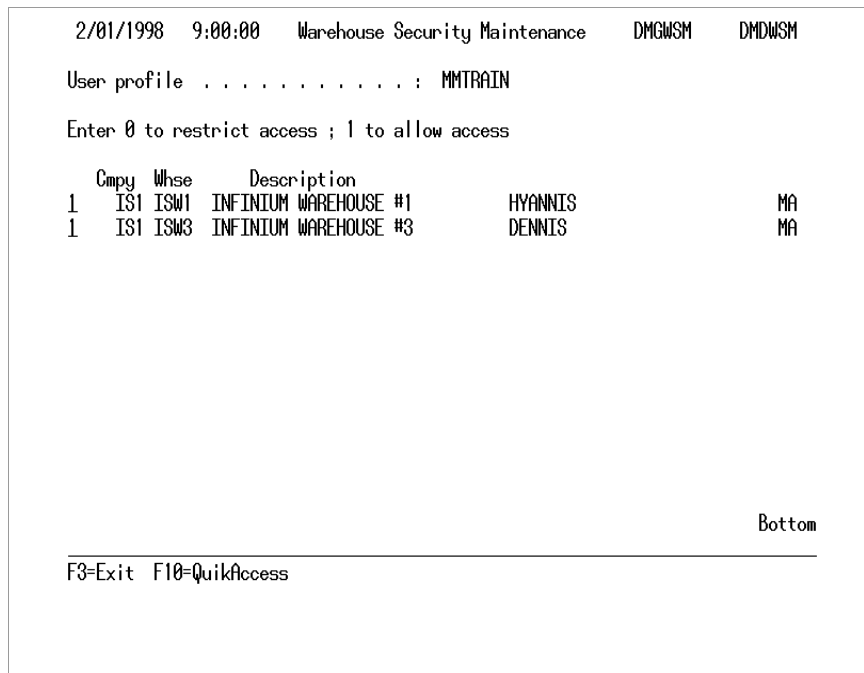


Figure 2: Warehouse Security Maintenance selection screen

Promptable Fields

A plus sign displayed next to a field indicates that you can choose your entry from a list of possible values. Place the cursor in the field and press F4 to display a list of values.

To select an entry perform one of the following:

- Position the cursor at the desired value, type **1** and press Enter.
- Type the value in the appropriate field.

Infinium Applications and Abbreviations

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

Application	Abbreviation
Infinium Application Manager	Infinium AM
Infinium Application Manager Extended	Infinium AM/X
Infinium Query	Infinium QY
Infinium Query Extended	Infinium QY/X
Infinium Customer Relationship Management	Infinium CRM
Infinium Customer Integration	Infinium CI
Infinium Customer Relationship Management	Infinium CRM
Infinium Financial Management Suite	Infinium FM
Infinium Accounts Receivable	Infinium AR
Infinium Currency Management	Infinium CM
Infinium General Ledger	Infinium GL
Infinium Global Taxation	Infinium GT
Infinium Payables Ledger	Infinium PL
Infinium Project Accounting	Infinium PA
Infinium Purchasing/Payables Exchange	Infinium PX
Infinium Materials Management Suite	Infinium MM
Infinium Cross Applications	Infinium CA
Infinium Electronic Exchange	Infinium EX
Infinium Inventory Control	Infinium IC

Application	Abbreviation
Infinium Journal Processor	Infinium JP
Infinium Order Processing	Infinium OP
Infinium Purchase Management	Infinium PM
Infinium Process Manufacturing Suite	Infinium PR
Infinium Advanced Planning	Infinium MP
Infinium Formula Management	Infinium PF
Infinium Laboratory Management	Infinium LA
Infinium Manufacturing Control	Infinium MC
Infinium Regulatory Management	Infinium RM

Related Documentation

For further information about Infinium Inventory Control, refer to the following:

- *Infinium IC Technical Guide*
 - *Infinium CA Guide to System Controls and Materials Maintenance*
 - *Infinium PM Guide to Setup and Processing*
 - *Infinium OP Guide to Setup and Processing*
 - Program Reference Guide
 - File/Field Reference Guide
 - Database Relations
 - Online Help
-

Chapter 1 Infinium IC: An Overview

1

The chapter consists of the following topics:

Topic	Page
Infinium IC Overview	1-2
Terminology and Concepts	1-4

Infinium IC Overview

Infinium IC encompasses inventory control, physical inventory, ABC analysis, and reorder point processing.

The inventory control options allow you to process inventory transactions such as issues, returns, adjustments, inventory type transfers, and transfers between warehouses.

Physical inventory options in Infinium IC allow you to freeze your inventory balances so you can make a physical inventory count. You can then process exception reports and post any discrepancies to inventory.

ABC analysis allows you to categorize and view inventory based on its value and other criteria.

The *Reorder Point Processing* options allow you to determine the optimum quantity to order based on your usage and reorder when inventory quantity reaches pre-selected levels.

Files

Infinium IC uses the following types of files:

- Control files, which you use to tailor the system to meet your needs.
- Master files, which hold entity, company, and/or company/warehouse level information that you type for each product and raw material/resource.
- The Item Warehouse file is a Master file that contains item information at the entity, company, or company/warehouse level.
- Transaction History files such as the Adjustment Journal and the Product Transaction file that record every inventory transaction.

Before you start using Infinium IC, type information in the Control and Master files.

Processing

Through Infinium IC you can:

- Enter adjustments, perform inventory transfers (inter- and intra-warehouse), and repackage inventory
- Enter purchase order quantities and post purchase order receipts (if you do not use Infinium PM)
- Perform physical inventory, ABC analysis, economic order quantities, and reorder point processing

System Operation

Your system operator can use the Infinium IC file purge functions to remove obsolete information.

Terminology and Concepts

This section contains terminology and concepts you should understand before you continue to the detail chapters. These terms and concepts are used throughout the guide.

ABC Analysis

In ABC analysis, the system groups items in decreasing order of cost or extended cost. You then split the list into classes, so that each class represents a user-specified percentage of the total number of items.

ABC Analysis Types

The *ABC Analysis* options let you choose from three methods of analyzing inventory. The system lists inventoried items in decreasing order using the method you choose. All three methods use item costs from the Cost file. The methods are:

- Extended Cost Usage

The system multiplies each manufacturing or sales usage transaction (from the Product Transaction Journal file) for an item by the unit cost and then totals the resulting extended costs for the item over a user-specified date range.

- Extended Inventory Cost

The system multiplies the on-hand inventory balance for an item by the unit cost. The calculation includes all inventory types you define as on-hand in the Inventory Type file.

- Item Cost

The system uses the unit cost of each item.

Available Inventory

Available inventory is inventory available for planning as well as use. Select the inventory types the system uses to calculate available inventory using the *Work with Inventory Type* option in Infinium IC.

Costing

Infinium IC tracks several costs for each item. When you perform ABC analysis or request displays or reports, the selection criteria that you type determines which cost the system uses.

Unless you are using actual batch, LIFO, or FIFO costing, Infinium IC tracks the following nine cost types: current, previous, anticipated, weighted average, previous year, and four user-defined cost types. Type a cost for each of these nine cost types for each raw material/resource or purchased product using options in Infinium CA.

Unless control file entries indicate that you are using actual batch costing, Infinium IC determines cost by the cost type for purchased products by using the item cost. For manufactured products, the system calculates item cost by totaling the costs of all ingredients that produce the item and the cost of the container.

Unless you are using actual batch, LIFO, or FIFO costing, Infinium IC also tracks several User-defined Cost codes, such as raw material, labor, burden, packaging, and freight. You can split the total cost of each item among Cost codes.

Formula by Location

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.

Freezing the Balances and Costs for Physical Inventory

Using *Physical Inventory* options, perform the physical inventory process while continuing with all transactions. The system compares the count to a

frozen or snapshot version of the Inventory Balance file, calculates adjustments, and posts the adjustments to the Frozen Inventory Balance file.

Hierarchy of Entity, Company, and Warehouse

You specify control information at the entity, company, and warehouse levels. You specify Item Warehouse file information at the entity, company, and/or company/warehouse levels. Infinium IC follows a hierarchy when it retrieves this information.

The system uses information from fields at the warehouse level if they exist. If no warehouse level entry exists for a field, but an entry in that field exists at the company level, the system uses it. If no lower level information exists for a field, the system uses entity level information. Thus, your lower level field entries override your higher-level entries.

When you are entering information, start at the entity level. Specify information at a lower level only when you must override the entity-level default.

Infinium CA

Infinium CA contains controls that multiple applications use.

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 Balance

Infinium IC stores an inventory balance for each item by warehouse, storage index, and inventory type (for example, on hand, in transit, work in process). Thus, an item usually has several balances, as shown in the example below.

Inventory Balances for Item A123

Item	Warehouse	Storage Index	Inventory Type	Balance
A123	11	Row 28	On Hand	5 LBS
A123	11	Box 303	In Transit	50 LBS
A123	11		Scheduled Production	400 LBS
A123	12		Scheduled Production	400 LBS

Inventory Transactions

Some inventory transactions are made automatically by Infinium OP, Infinium PM, Infinium MP, Infinium MC and the Physical Inventory *Post or Close* option. You can make manual inventory transactions using Infinium IC. The Product Transaction Journal file stores each manual and automatic transaction.

The table below shows some tasks and the inventory transactions that they automatically generate. Note that one task, such as closing a batch, can generate transactions for more than one inventory type.

Task	Automatic Transactions
Enter a customer order	Increase committed sale for each line item
Ship a customer order	Decrease committed sale for each line item
	Decrease on hand (or other real inventory type you specify) for each line item
Enter a purchase order	Increase on order from vendor for each line item

Task	Automatic Transactions
Enter a purchase order receipt	Decrease on order from vendor for each line item
	Increase on hand (or other real inventory type you specify) for each line item
Schedule a batch	Increase scheduled batch usage for each ingredient and container
	Increase scheduled production for each filled item
Transfer a batch to work in process	Decrease scheduled batch usage for each ingredient and container
	Decrease scheduled production for each filled item
	Increase work in process usage for each ingredient and container
	Increase work in process production for each filled item
Close a batch	Decrease work in process usage for each ingredient and container
	Decrease work in process production for each filled item
	Decrease on hand (or other real inventory type you specify) for each ingredient and container
	Increase on hand (or other real inventory type you specify) for each filled item

Depending on your control file entries and user-defined order types, the system could generate automatic transactions that differ from those listed.

Inventory Type

Infinium IC uses the following inventory types: on hand, on hold, distressed, inspection, quarantine, in transit, return to vendor, rework, scrapped, scheduled production, work in process usage, committed sale, scheduled batch usage, work in process production, on order from vendor, future sales, and other.

Some of these inventory types (on hand through scrapped in the list above) represent real inventory that physically exists. Other inventory types (scheduled production through future sales in the list above) represent theoretical inventory; that is, inventory quantities scheduled to move into or out of real inventory in the future.

Through the *Work with Inventory Type* option in Infinium IC, select the inventory types the system uses to calculate the available inventory.

Item

An item can be either a product or a raw material/resource. If you use Infinium PM, or want to use the Physical Inventory, ABC Analysis, or Reorder Point Processing (ROP) modules in Infinium IC, you must create an Item Warehouse record for an item in addition to its product or raw material/resource record.

Pick List

Pick lists are lists of selected items you remove from or return to inventory.

Projected Inventory

The system calculates projected inventory as follows:

Available Inventory

- Scheduled Batch Usage
- + On Order from Vendors
- + Work in Process Production
- + In Transit

= Projected Inventory

Put Away Logic

When a material is received into inventory and you display the storage indexes where the items are to be stored, the system displays the valid storage indexes in the put away order previously specified using the *Work with Storage Index* option in Infinium CA.

Simultaneous ABC Analyses

Infinium IC lets you perform ABC analysis for a selected portion of your inventory. For instance, you can analyze just the products in Warehouse 12. You can also have multiple ongoing analyses. However, Infinium IC security does not allow you to include an item in more than one ongoing analysis.

Simultaneous Physical Inventory Counts

Using *Physical Inventory* options, you can count a selected portion of your inventory. For instance, you can count just the products that have an ABC code of **A** in Warehouse 11. You can also have multiple ongoing counts. However, Infinium IC security does not allow you to include an item in more than one ongoing count.

Storage Index

Storage Index is a three-part field you can use to indicate location, lot number, batch number, serial number or other storage information. Infinium IC tracks a separate inventory balance for each item for each storage index. Define the field names for the three parts of the storage index.

Transaction Codes

Associated with each inventory type are two Transaction codes that you use during inventory transactions. One Transaction code increases the balance of the inventory type; the other decreases the balance. For example, use Transaction code **66** to increase on hold inventory and **67** to decrease on hold inventory. To display the complete list of Transaction codes you can

access, press F4 at the *Transaction Code* field in the *Work with Inventory Adjustments* option.

Warehouse Security

Warehouse security within Infinium IC restricts the warehouse locations that a user can access. You can change the warehouse security restrictions for Infinium IC by using the Infinium CA *Work with User/Whse Security* function.

Notes

Chapter 2 Maintaining Control and System Files

2

The chapter consists of the following topics:

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Overview of Maintaining Control and System Files

After you complete this chapter, you should be able to maintain the following files in Infinium CA and in Infinium IC:

- Infinium CA and IC Entity Control files
- Infinium CA and IC Company Control files
- Infinium CA and IC Warehouse Control files
- Lead Times file
- User-defined Fields file
- Inventory Types file
- Adjustment Types file

Control and System Files Overview

Before you begin using Infinium IC, you must enter information in the Control files in Infinium CA. You must also establish all other Code files and Master files in Infinium CA on which Infinium IC relies.

Control files enable you to tailor the system by defining system-wide, company-specific, and/or warehouse-specific values that affect how Infinium IC performs. The Entity Control file in Infinium CA holds system-wide default values. Some of the fields in this file affect Infinium IC. You can override some of your entries in the Entity Control file for specific companies and warehouses by making entries in the Company and Warehouse Control files in Infinium CA.

The Infinium IC Entity Control file holds application-wide default values that affect Infinium IC. You can override your entries in this file for specific companies and warehouses by making entries in the Company and Warehouse Control files in Infinium IC.

The system retrieves information following the hierarchy described above, referring to warehouse, the lowest level, first. If the system does not find the required information, it refers to the company level, and finally, the entity level. Define your basic business controls at the entity level and set up lower levels only for exceptions.

Maintaining Files in Infinium CA

Before you can use Infinium IC, you should complete the Infinium CA options listed below in the order shown.

The system uses these files to process and validate inventory information. Refer to the *Infinium Cross Applications Guide to System Controls and Materials Maintenance* for further information.

You can also optionally create Commodity codes in Infinium CA. Infinium PM requires Commodity codes. Create Commodity codes in the *Work with Commodity Code* option in the Infinium CA *Code Files* menu.

Step	Menu Level 1	Menu Level 2
1	<i>Control Files</i>	<i>Work with Entity Controls</i>
2	<i>Control Files</i>	<i>Work with Company Controls</i>
3	<i>Control Files</i>	<i>Work with Warehouse Controls</i>
4	<i>Control Files</i>	<i>Work with User/Warehouse File</i>
5	<i>Control Files</i>	<i>Work with User/Whse Security</i>
6	<i>Code Files</i>	<i>Work with Code Tables</i>
7	<i>Code Files</i>	<i>Work with User Defined Fields (optional)</i>
8	<i>Master Files</i>	<i>Work with UM Definition, Work with UM Conversion</i>
9	<i>Master Files</i>	<i>Work with Products</i>
10	<i>Master Files</i>	<i>Work with Raw Material/Resource</i>
11	<i>Master Files</i>	<i>Work with Item Warehouse</i>
12	<i>Master Files</i>	<i>Work with Storage Index</i>
13	<i>Code Files</i>	<i>Work with Lead Time Control (optional)</i>
14	<i>Code Files</i>	<i>Work with Calendar</i>

Maintaining Entity Controls in Infinium CA

Use the *Work With Entity Controls* option in Infinium CA to establish system-wide default values that determine how the system interacts with Infinium IC and other installed Infinium products.

Refer to the *Infinium Cross Applications Guide to System Controls and Materials Maintenance* to set controls in Infinium CA.

- ▶ Infinium CA
- ▶ Control Files
 - ▼ *Work with Entity Controls [WVEC]*

```
7/28/00   10:15:25   Work with Entity Controls   PRGENM   PRDENM
-----
Type options, press Enter
2=Change

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

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

Figure 2-1: Work with Entity Controls Attribute selection screen

To change or enter entity level data, type **2** in the *Opt* field of each attribute you want to change and then press Enter.

The Base Application Information, Inventory Information, System Information, Available to Promise, Integration Programs and CM Integration Information attributes affect Infinium IC.

For more information on the CM Integration Information attribute, refer to the “Using Multiple Currencies in Infinium IC” appendix in this guide.

Base Application Information

This screen displays when you select the Base Application Information attribute from the Work with Entity Controls Attribute selection screen.

8/04/00	15:30:12	Work with Entity Controls	PRGENM	PRDENM
Base Application Information			Page 1 of 2	
Date Format	<u>3</u>	1. Month/Day/Year 2. Day/Month/Year 3. Year/Month/Day		
Date Separator	<u>/</u> +			
Date Display	<u>1</u>	(1=Numeric Month, 2=Character Month)		
Customer Installation Code	<u> </u>			
Recalculate Chemical Properties	<u>Y</u>	Y=Yes, N=No		
Require Valid Direct Conversion	<u>N</u>	Y=Yes, N=No		
Container Designator	<u>EACH</u>			
Report Quantity Totals UM	<u>KG</u> +			
Manufactured or Purchased	<u>1</u>	1=Manufactured, 2=Purchased		
Use Size Code	<u>N</u>	Y=Yes, N=No		
Use Advanced Planning	<u>Y</u>	Y=Yes, N=No		
Cross Application Message File	<u>PRMSG</u>			
<hr/> F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More keys				

Figure 2-2: Work with Entity Controls Base Application Information screen 1

Require Valid Direct Conversion

Type **Y** in this field if a conversion record must exist in order for the system to perform conversions between units of measure that do not have a direct relationship. When you type **Y** here, the only way the system can perform a conversion between two unrelated units of measure is if you establish a conversion record for those units with a conversion factor. Establish the conversion factor in the *Quantity* field of the *Work with UM Conversion* option located in the Infinium CA *Master Files* menu. The system uses that record to validate the conversion.

Type **N** in this field if you do not require a direct conversion.

Press **F17** to access the Unit of Measure Definition screen. Refer to the *Infinium Cross Applications Guide to System Controls and Materials*

Maintenance for information on how to set up units of measure and unit of measure conversions.

Container Designator

The system accepts this code in fields in some options where the system requires a Unit of Measure code. When you use this field as the unit of measure, it instructs the system to break the container down into the number of units in the product's inventory unit of measure.

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.

Do not use a container designator that is or will be a unit of measure. Do not type **EA** or **EACH** in the *Container Designator* field.

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.

Press Enter to access the Work with Entity Controls Base Application Information screen 2.

12/03/97	13:26:15	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 . . .	1	0=None, 1=PL, 2=PM receiving & PL		
Print WAC Log from Purchase Receipt	Y	Y=Yes, N=No		
Default Commodity Code	MISC	+		
Default Material View	1	(1=Material Id, 2=Description)		
Formula data				
Number of lines for a new formula .	999			
Number by which to reseq. formula .	10			
Loss Factor				
Apply at ingredient level	N	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 2-3: Work with Entity Controls Base Application screen 2

You can define a default Commodity code for items using the *Default Commodity Code* field. Press Enter to continue.

Inventory Information

This screen displays when you select the Inventory Information attribute from the Work with Entity Attribute selection screen.

6/09/03	09:32:52	Work with Entity Controls	PRGENM	PRDENM
Inventory Information				Page 1 of 2
Update Batch Filled Inventory . . .	<u>2</u>	1=Final, 2=Release		
Inventory Kits by	<u>2</u>	1=Product, 2=Components		
Lot Controlled	Y	Y=Yes, N=No		
Validations				
Material/Warehouse Combination . .	<u>1</u>	1=Validation, 2=Warning, 3=No		
First Part of Storage Index . . .	<u>1</u>	1=Validation, 2=Warning, 3=No		
Second Part of Storage Index . . .	<u>1</u>	1=Validation, 2=Warning, 3=No		
Third Part of Storage Index . . .		1=Validation, 2=Warning, 3=No		
Storage Index Capacity	<u>1</u>	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 2-4: Work with Entity Controls Inventory Information screen 1

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. Infinium OP also refers to your entry in this field for kit inventory.

Lot Controlled?

Specify yes to enable lot control for inventory; otherwise, specify no. If you specify no, 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.

Validation Hierarchy

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 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.

Storage Index Capacity

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, the system reacts in one of the following ways:

- 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.

Store by Product

Use the following codes to indicate the type of storage index validation that the system performs 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 codes to indicate the type of storage index validation that the system performs 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.

Refer to the “Understanding Storage Index Validation” appendix for more information on how to set up storage index validation and storage index records.

Additional Inventory Information

12/03/97	13:31:56	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	00000000184			
F2=Function keys F3=Exit F10=QuikAccess F12=Cancel F18=Message line				

Figure 2-5: Work with Entity Controls Inventory Information screen 2

Specify the names of each storage index field under *Headings*.

Last assigned Lot Number

If you use lot tracking, this field displays the last lot number assigned by the system.

System Information

The system displays this screen when you select the System Information attribute on the Work with Entity Controls Attribute selection screen.

7/27/00	16:32:28	Work with Entity Controls	PRGENM	PRDENM
System Information				
Accounts Receivable		<u>S2K</u>		
Advanced Planning		<u>S2K</u>		
Core Manufacturing		<u>OTH</u>		
Currency Management				
General Ledger		<u>S2K</u>		
Inventory Control		<u>S2K</u>		
Order Processing		<u>S2K</u>		
Integrate with Vertex		<u>N</u>	Y=Yes, N=No	
Integrate OP with Global Taxation		<u>N</u>	Y=Yes, N=No	
Payables Ledger		<u>S2K</u>		
Project Accounting		<u>S2K</u>		
Purchase Management		<u>S2K</u>		
Regulatory Management		<u>S2K</u>		
Zero Decimal Precision used		<u>N</u>	Y=Yes, N=No	
F2=Function keys F3=Exit F10=QuikAccess F12=Cancel F18=Message line				

Figure 2-6: Work with Entity Controls System Information screen

Inventory Control

To use Infinium IC, you must complete the *Inventory Control* field with **S2K**.

Order Processing Integrate OP with Global Taxation

If you use Infinium GT, type **Y** in the Integrate OP with Global Taxation field.

Project Accounting

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

Available To Promise Information

The system displays this screen when you select the Available To Promise attribute on the Work with Entity Controls Attribute selection screen.

12/03/97	13:32:59	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 2-7: Work with Entity Controls Available To Promise screen

Available to Promise

Type **Y** in this field and the system calculates the predicted amount of inventory available to promise for a specific item at a specific warehouse for each future date on which a supply or demand is scheduled.

Determine what inventory type the systems uses to calculate the available to promise amounts through the *Work with Inventory Type* option.

Number of Days in Search

If you type **Y** in the *Available to Promise* field, you must specify a value in the *Number of Days in Search* field.

Type the number of days the system should include in the search for available inventory. This becomes the default value for available to promise display functions in Infinium IC and Infinium OP. You can override the default in either system.

The Integration Program screens affect Infinium IC but are not shown here. For additional information on how to complete these screens refer to *Work with Entity Controls* in Infinium CA.

Maintaining Company Controls in Infinium CA

Before you can use Infinium IC you must first create companies in which the inventory will reside.

- ▶ Infinium CA
- ▶ Control Files
 - ▼ Work with Company Controls [WWCOC]

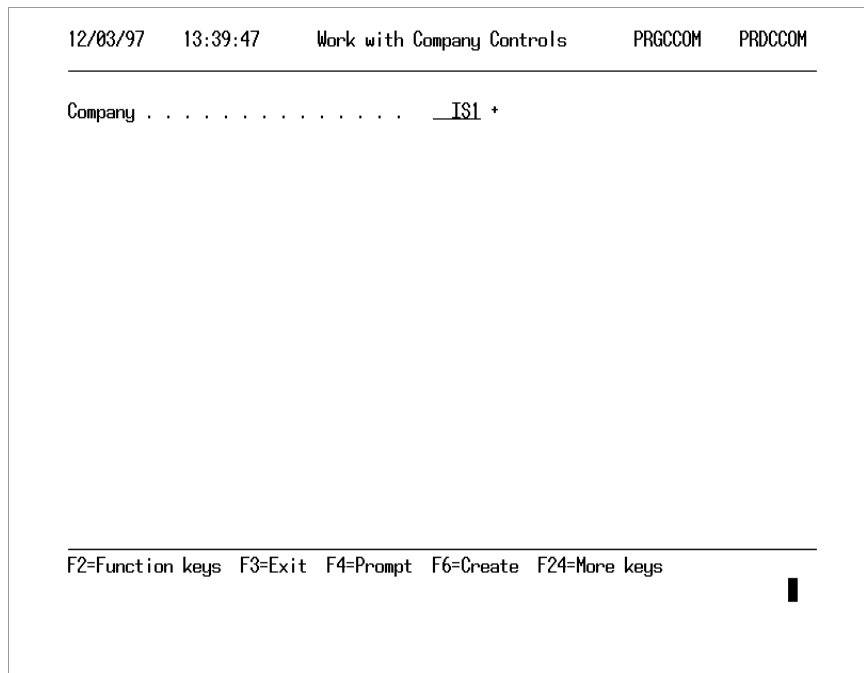


Figure 2-8: Work with Company Controls prompt screen

To create a company, type a company identifier in the *Company* field and press F6.

To modify an existing company, type a company identifier in the *Company* field and then press Enter.

Your company must already exist in Infinium CA before you create company controls in Infinium IC.

Refer to the *Infinium Cross Application Guide to System Controls and Materials Maintenance* for more information on how to establish companies.

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

Maintaining Warehouse Controls in Infinium CA

Before you can use Infinium IC you must first create warehouses in which the inventory will reside.

- ▶ Infinium CA
- ▶ Control Files
 - ▼ Work with Warehouse Controls [WWWC]

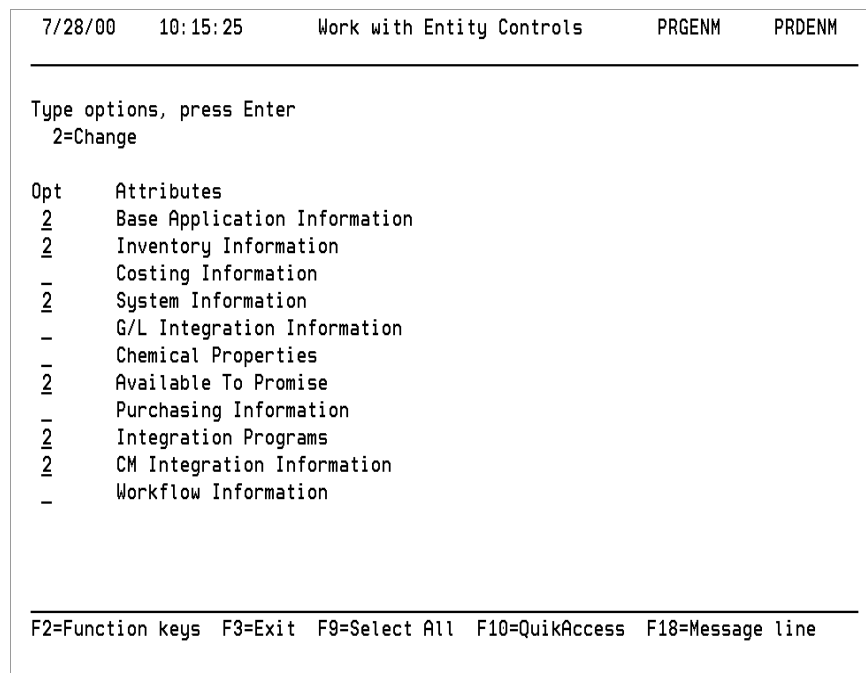


Figure 2-9: Work with Warehouse Controls prompt screen

To create a warehouse, complete the *Company* and *Warehouse* fields and then press F6. To modify an existing warehouse, complete the *Company* and *Warehouse* fields and then press Enter. Your entries at the warehouse level override entries at the company and/or entity levels.

Refer to the *Infinium Cross Applications Guide to System Controls and Materials Maintenance* for more information on how to establish warehouses.

Defining User Warehouse Security

You can establish whether a user has access to each warehouse within a company.

You must use the *Work with User/Warehouse File* option in Infinium CA to establish your company warehouse default and whether you have access to more than the default.

- ▶ Infinium CA
- ▶ Control Files
 - ▼ *Work with User/Whse Security [WWUWS]*

Work with User/Whse Security Maintenance Prompt Screen

When you access this function, the *Work with User/Whse Security Maintenance* prompt screen is displayed. 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. The *Work with User/Whse Security Maintenance* screen is then displayed.

Work with User/Whse Security Maintenance Screen

The Warehouse Security Maintenance screen initially displays with a **1** in the left column signifying that the user is authorized to access the warehouse. To restrict the user from access to a warehouse, type **0** in the *Opt* field to the left of the *Cmpy* field.

Removing User Warehouse Restrictions

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

Warehouse Security Considerations

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.

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.

In Inventory Control, warehouse security also applies to options that have override windows or screens that allow you to change warehouse locations.

In Infinium PM's *Work with User Profile* option on the General Information attribute, you should verify that the user's default ship-to location is not a restricted warehouse.

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:

- Master production scheduling and materials requirements planning, which are functions in Infinium MP
- Infinium PM requisitions and purchase orders
- The reorder point processing and economic order quantity/reorder point recommendations 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.

- ▶ Infinium CA
- ▶ *Code Files*
 - ▼ *Work with Lead Time Control [WWLTC]*

```
12/03/97  13:42:36  Work with Lead Time Control  PRGLTC  PRDLTC
-----
Company . . . . . :  IS1  +
Warehouse . . . . . :  ISWL  +

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

Figure 2-10: Work with Lead Time Control prompt screen

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

Establish lead time controls at three levels by making entries as follows:

Menu Level	Company Field	Warehouse Field
Entity	blank	blank
Company	valid company	blank
Company/Warehouse	valid company	valid warehouse

Additional Lead Time Information

This screen displays when you press Enter from the Work with Lead Time Control prompt screen.

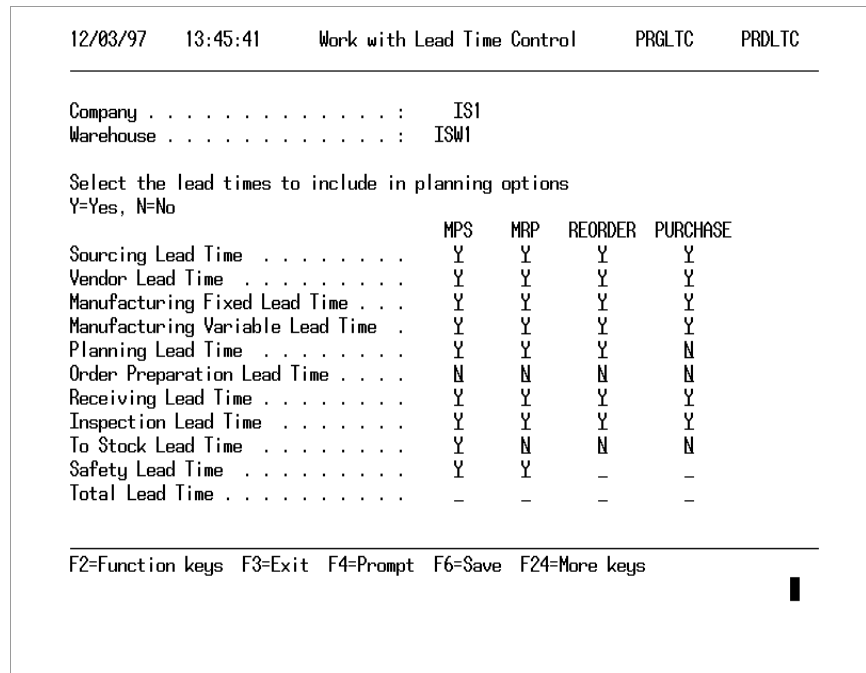


Figure 2-11: Work with Lead Time Control screen

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

For reorder point processing, Infinium IC adds the lead times that you select on this screen to the date on which you run reorder point processing to

determine the need date on automatically created purchase or transfer requisitions. Maintain lead times for each item in the Item Warehouse file.

Infinium PM also uses lead times when calculating need dates for purchase and suggested requisitions. The system calculates need dates for these requisitions, but they do not show on reorder point processing displays or reports.

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

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

Working with User-Defined Fields

The Infinium MM and PR suites have several files, each with 15 fields, that you can customize to suit 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.

- ▶ Infinium CA
- ▶ Code Files
 - ▼ Work with User-defined Fields [WWUDF]

```

12/03/97  13:47:43  Work with User Defined Fields  PRGUFM  PRDUFM
-----
Position to . . . File Name _____

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

      File
Opt Name  Description
_ 2 ICPAJ   Inventory Adjustment Journal
_   KLCUSFIL Sold-To Customer File
_   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 2-12: Work With User Defined Fields File selection screen

Type 2 in the *Opt* field beside a file and press Enter to define user-defined fields.

```

12/03/97  13:48:31  Work with User Defined Fields  PRGUFM  PRDUFM
-----
File . . . . . : ICPAJ  Inventory Adjustment Journal
Type options, press Enter.
1=Select
Opt Attribute      Description
1 Alpha Field 1    DEPARTMENT
- 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 2-13: Work with User Defined Fields Field selection screen

This screen displays when you select a User-Defined file from the User-Defined Fields File selection screen and press Enter. Type 1 in the *Opt* field adjacent to the field you want to define or modify and press Enter.

Defining Fields

This screen displays when you select a field and press Enter from the Work with User-Defined Fields Field selection screen.

```

12/03/97  13:49:45  Work with User Defined Fields  PRGUFM  PRDUFM
-----
                          Alpha Field 1

File . . . . . : ICPAJ  Inventory Adjustment Journal

Field Name . . . . . DEPARTMENT
Active Field . . . . . Y (Y=yes, N=no)
Minimum Length . . . . . 1
Maximum Length . . . . . 30
Required Entry . . . . . N (Y=yes, N=no)
Edited Against Code Table . . . . . Y (Y=yes, N=no)
Code Type . . . . . DEP +
Exit Program Name . . . . .

-----
F2=Function keys  F3=Exit  F4=Prompt  F10=QuickAccess  F24=More keys

```

Figure 2-14: Work with User-Defined Fields definition screen

The *Active Field*, *Maximum Length*, *Required Entry*, and *Edited Against Code Table* fields must have entries. If you delete the defaults, be sure to complete the fields.

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

- Alphanumeric, 1–30 characters
- Numeric, 1-11 characters
- Date, 1- 8 characters

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

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

If you selected more than one field on the Work with User-Defined Fields Field selection screen, press Enter to continue to the next field.

Maintaining Entity Controls in Infinium IC

Use *Work with Entity Controls* to establish controls specific to Infinium IC. Like the controls in Infinium CA, these controls follow the warehouse, company, entity hierarchy.

- ▶ Infinium IC
- ▶ Control Files
 - ▼ *Work with Entity Controls* [WWE]

```
12/03/97 13:51:09 Work with Entity Controls ICGENM ICDENM
-----
Select one or more of the following. Then press Enter

Opt Attributes
2 Base Application Information
2 Exit Programs

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

Figure 2-15: Work with Entity Controls Attribute selection screen

Type **2** to the left of one or more attributes and then press Enter.

Base Application Information

The system displays this screen when you select the Base Application Information attribute from the Work with Entity Controls Attribute selection screen.

```

4/02/08  12:27:50  Work with Entity Controls  ICGENM  ICDENM
-----
                        Base Application Information
Report Quantity Totals UM . . . . . EA_ +
Last Requisition Run Number . . . . . 884
Reorder Point Processing Used . . . . . Y Y=Yes, N=No, blank

Default value Iss/Ret Pick List . . . . . 0 (0=Never, 1=Now, 2=Later)
Protect transaction date . . . . . N Y=Yes, N=No, blank
Date used by ATP . . . . . 1 (1=Sch Ship, 2=Req. Del)

Allow Neg on hand with PI post. . . . . Y (Y=Yes, N=No)
-----
F2=Function keys  F3=Exit  F4=Prompt  F10=QuikAccess  F24=More keys
    
```

Figure 2-16: Work with Entity Controls Base Application Information screen

Last Requisition Run Number

The ROP system uses and automatically increments the value in this field. You can override the value in this field.

Reorder Point Processing Used

This field is not used at this time.

Default value Iss/Ret Pick List

The system defaults the entry from this field to the *Work with Issues>Returns* and *Work with Mass Activity* options. If you leave this optional field blank, the system uses a value of 0 and a pick slip does not print. If you type 1, a pick slip prints when the system performs the transaction. If you type 2, the system sends the pick slip to the Pick List file. You can print the pick slip later using the *Print Pick List* option.

Allow Neg on hand with PI post

Specify whether to allow or prevent the posting of physical inventory that will result in negative on-hand inventory balances.

Exit Programs Information

This screen displays when you select the Exit Programs attribute from the Work with Entity Controls Attribute selection screen.

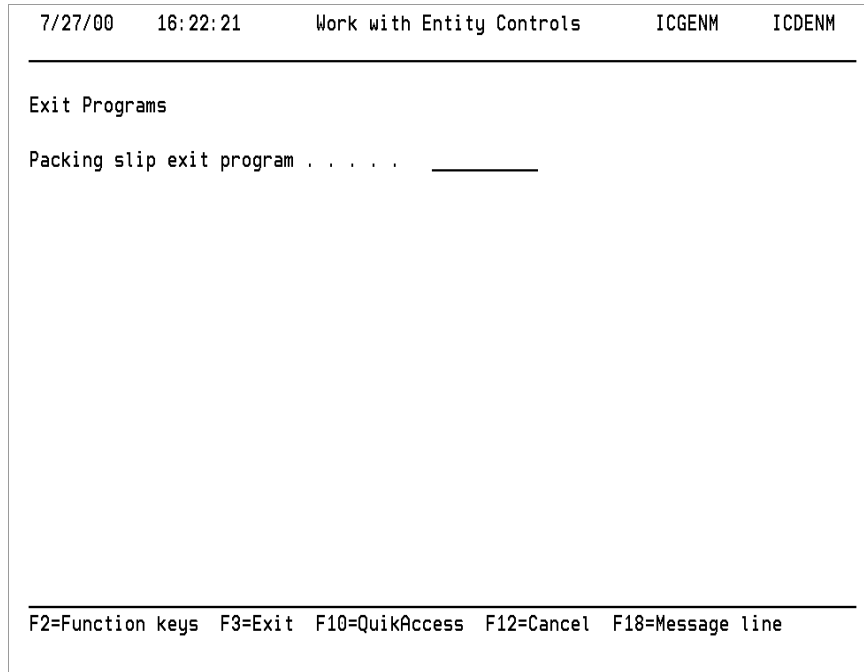


Figure 2-17: Work with Entity Controls Exit Programs screen

If Infinium IC updates or interfaces with a non-Infinium program, you must enter the program name in the field on this screen.

Maintaining Company Controls in Infinium IC

Use the *Work with Company Controls* option to establish company controls specific to Infinium IC. Like the controls in Infinium CA, these controls follow the warehouse, company, entity hierarchy.

- ▶ Infinium IC
- ▶ Control Files
 - ▼ *Work with Company Controls* [WWC]

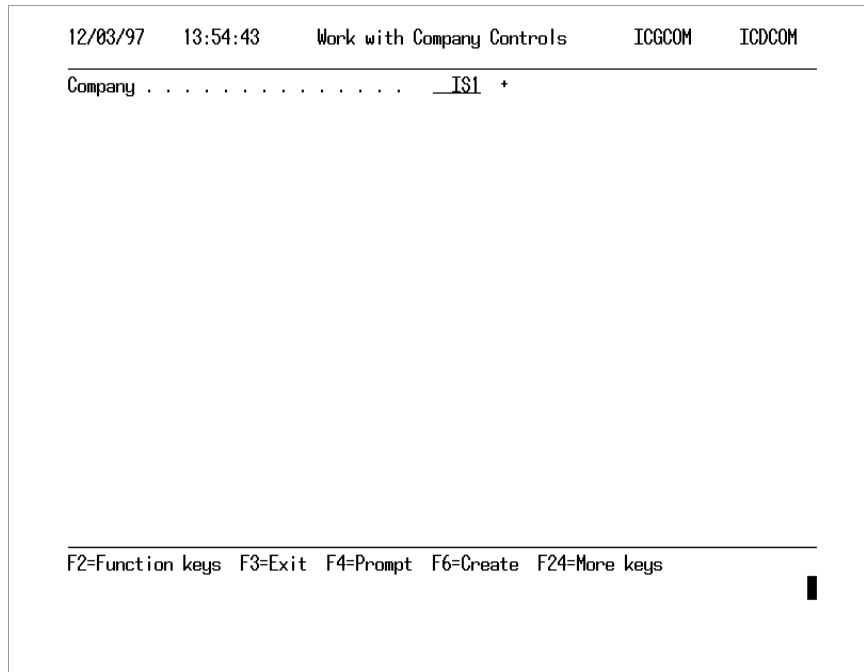


Figure 2-18: Work with Company Controls prompt screen

Before you use this option to enter control file information for a company, you must create the company using the *Work with Company Controls* option in Infinium CA. If your business consists of many companies, press F4 to choose from a list of company names.

To create Infinium IC company information, type the company name in the *Company* field and press F6.

To modify Infinium IC company information, type or select the company name and then press Enter.

Company Attributes

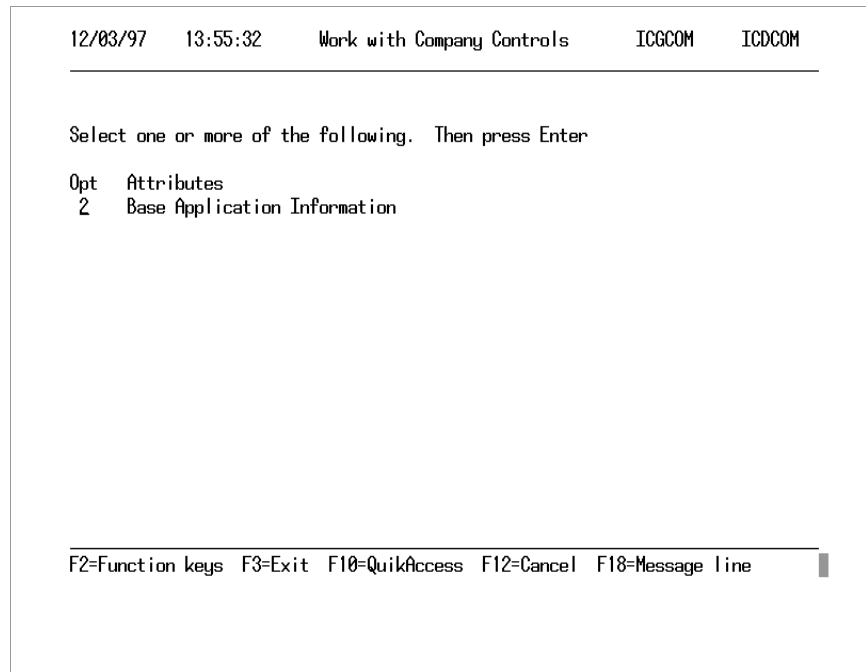


Figure 2-19: Work with Company Controls Attribute selection screen

To create or change existing values defined in the Base Application Information attribute, type 2 in the *Opt* field and press Enter.

Base Application Information

4/02/08	13:03:43	Work with Company Controls	ICGCOM	ICDCOM
Base Application Information				
Company	:	IS1		
Report Quantity Totals UM	:	<u>EA</u> +		
Reorder Point Processing Used	:	<u>Y</u> Y=Yes, N=No, blank		
Print Inventory Balance on Tags	:	<u>Y</u> Y=Yes, N=No, blank		
Default value Iss/Ret Pick List	:	<u>2</u> (0=Never, 1=Now, 2=Later)		
Protect transaction date	:	<u>N</u> Y=Yes, N=No, blank		
F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More keys				

Figure 2-20: Work with Company Controls Base Application Information screen

Your entries on this screen override entries in the Infinium IC *Work with Entity Controls* option.

Print Inventory Balance on Tags

Type **Y** in this field if you want the system to print the Inventory file balance on Cycle Count Sheets and Inventory Tags within the *Physical Inventory* module.

Default value Iss/Ret Pick List

The system defaults the entry from this field to the *Work with Issues>Returns* and *Work with Mass Activity* options. If you leave this optional field blank, the system uses a value of **0** and a pick slip does not print. If you type **1**, a pick slip prints when the system performs the transaction. If you type **2**, the system sends the pick slip to the Pick List file. You can print the pick slip later using the *Print Pick List* option.

Maintaining Warehouse Controls in Infinium IC

Your entries at the warehouse level override entries at the Infinium IC company and/or entity levels.

The screens are very similar to those that you complete for maintaining company and entity controls.

Establishing Adjustment Type Codes

Establish adjustment types to define the types of transactions you make through Infinium IC, or that the system makes automatically when you perform functions that affect inventory balances.

If you add your own adjustment types, you should not add codes beginning with **##**, nor should you delete any codes, particularly **##** codes, from the Adjustment Type file.

Adjustment types with the prefix **##** are codes the system assigns to transactions that are automatically recorded when you perform certain functions. You can modify **##** adjustment types.

- ▶ Infinium IC
- ▶ Control Files
 - ▼ Work with Adjustment Type [WWAT]

```

12/03/97  14:02:17  Work with Adjustment Type  ADJTYP  ADJTYPFM
-----
Position To . . . Adjustment Type . . . . . _____
Type options, press Enter.
  2=Change

Opt      Type      Description
-        -        -
-        ##SCHU    SCHEDULE BATCH USAGE
-        ##STDX    STND COST REVALUATN TRANSFERS
-        ##UPDT    INVENTORY FILE MAINTENANCE
-        ##WIPP    WIP BATCH PRODUCTION
-        ##WIPU    WIP BATCH USAGE
-        ##XFRS    INVENTORY TRANSFERS
2        ADJUST    MISC. ADJUSTMENT
-        DEBIT     DEBIT MEMO ADJUSTMENT
-        IS/RET    ISSUE OR RETURN
-        SCRAP     SCRAPPED
-                                     +

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

Figure 2-21: Work with Adjustment Type selection screen

To create a new Adjustment Type code, complete the *Adjustment Type* field and then press F6. For example, to create an adjustment type for spoiled inventory, type **SPOIL** in the *Adjustment Type* field and then press F6.

To update an existing code, type **2** in the *Opt* field adjacent to the adjustment type you want to change and then press Enter.

For example, the system creates a transaction with the code **##WIP** when you schedule a batch for production through Infinium MC to account for inventory the system will use in production. Another example is the type **##IADJ**, which you assign when you use the *Work with Inventory Adjustment* option in Infinium IC to change an Inventory Type code for an inventory record.

Defining Adjustment Type Codes

```

12/03/97  14:03:18  Work with Adjustment Type  ADJTYP  ADJTYPFM
-----
Adjustment Type . . . . . : ADJUST

G/L Partial Account . . . . . _____
Code Description . . . . . MISC. ADJUSTMENT
Allowable Program Type . . . . . 2  1. Issues/Return Program
                                   2. Adjustment Program

Product History Slot . . . . .  _  +

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

Figure 2-22: Work with Adjustment Type screen

Type the name of the adjustment type identified by the code in the *Code Description* field. You must complete the *Code Description* field.

G/L Partial Account

Type a general ledger partial account in the *G/L Partial Account* field if you want Infinium JP to resolve offsetting general ledger accounts for the following Infinium IC options:

- *Work with Inventory Adjustments*
- *Work with Inventory Repackaging*

- *Work with Cost Adjustments*
- *Warehouse Transfer Order*
- *Pick Verify (issues)*
- *Pick Verify (transfers)*

Allowable Program Type

Specify the type of program for which the Adjustment Type code is valid.

Product History Slot

Specify the history category where the system should list transactions assigned to this adjustment type. To view the history of an item by category, use the *Display RM/Product History* or *Print RM/Product Usage* options.

Use this field to specify where the system lists usage information for units with a particular adjustment type. For instance, if you select the schedule batch usage adjustment type (##SCHU) on the Work with Adjustment Type selection screen, it is suggested you type **3** (manufactured units) in the *Product History Slot* field. This will ensure that the usage information prints on the RM/Product Usage Report when you specify manufacturing as the usage selection.

Likewise, if you select the order processing sales adjustment type (##OPSA) it is suggested you type **5** (customer sales units) in this field, so the usage information prints when you specify sales as the usage selection on the Print RM/Product Usage prompt screen. If you want the usage information to print for units issued from inventory, type **8** (units issued from inventory) in this field for the issue requisition adjustment type (##ISSU) and specify issued as the usage selection.

To activate Inventory reports, you must type an entry in the *Product History Slot* field in the Adjustment Type file. If this field is blank, reports such as the Inventory Turns report will not contain data.

If you activate the *Product History Slot* field, once you begin to process inventory, the system does not use past data. The data the system includes is from the day you activate the *Product History Slot* field, forward.

Maintaining the Inventory Type File

You use Inventory Type codes to categorize inventory, and you cannot change these codes. However, use the *Work with Inventory Type File* option to set up the following for each inventory type on file:

- How the system uses inventory types in equations the system performs to calculate various inventory quantities
- How the system performs storage index validation

Define storage index records using the *Work with Storage Index* option in Infinium CA.

- ▶ Infinium IC
- ▶ *Control Files*
 - ▼ *Work with Inventory Type File [WWITF]*

Assigning Inventory Types

1/30/98 11:30:10 Work with Inventory Type File		PRGITFM	PRDITFM
1=Validation, 2=Warning, 3=No		----- Validations -----	
Description	Matl Whse Lot Control	Storage Index 1 2 3	Capacity
ON HAND INVENTORY	3 3	3 3 3	3
SCHEDULED (PRODUCTION)	- -	- - -	-
WORK IN PROCESS (BATCH USAGE)	- -	- - -	-
COMMITTED SALE (ORDER)	- -	- - -	-
SCHEDULED USAGE (BATCH USAGE)	- -	- - -	-
WORK IN PROCESS (PRODUCTION)	- -	- - -	-
ON ORDER FROM VENDORS/PURCHASE	- -	- - -	-
ON HOLD INVENTORY	- -	- - -	-
FUTURE SALES (MASTER ORDERS)	- -	- - -	-
DISTRESSED INVENTORY	- -	- - -	-
COMMITTED ISSUE/TRANSFER	- -	- - -	-
ON ORDER FROM WAREHOUSE	- -	- - -	-
INSPECTION INVENTORY (QC)	- -	- - -	-
FIRM PLAN ORDER (BATCH USAGE)	- -	- - -	-
FIRM PLAN ORDER (PRODUCTION)	- -	- - -	-
F2=Function keys F3=Exit F10=QuikAccess F11=Altview F24=More keys			

Figure 2-23: Work with Inventory Type File screen

Use this screen to assign inventory types to three inventory categories: demand, supply and on-hand. The system uses the entries in the fields on this screen to calculate quantities for available to promise (ATP), Master Production Schedule/Material Requirements Planning (MPS/MRP), Reorder Point Processing (Reorder), ABC Analysis (ABC), and available inventory quantities (Available).

The system calculates these quantities by subtracting demand from supply, then adding the remainder to on-hand inventory as shown below:

on-hand + (supply – demand)

You define the elements of the equation. For example, you may select the *Work in Process (Batch Usage)* and *Scheduled Usage* field categories as “other on-hand” to be included in the *Reorder* calculation. For the *Available* field calculation, you may select the *Scheduled (Production)* and *Work in Process (Production)* field values to include in the “other on-hand” portion of the equation.

Press F11 to access the Work with Inventory Type File Storage Index Validation screen.

Press Enter after you complete the fields that make up the calculations.

Be aware that changing inventory settings will alter some results. If you change the Inventory Type file settings, the system displays the following message:

Change may cause available balances to go negative if open requisition exists.

Validating Storage Indexes

12/03/97 14:05:20 Work with Inventory Type File PRGITFM PRDITFM					
1=Validation, 2=Warning, 3=No					
Description	----- Validations -----				
	Matl Whse	Lot Control	Storage 1	Index 2	Capacity 3
ON HAND INVENTORY	-	-	-	-	3
SCHEDULED (PRODUCTION)	1	1	1	-	1
WORK IN PROCESS (BATCH USAGE)	2	2	2	-	2
COMMITTED SALE (ORDER)	2	2	2	-	2
SCHEDULED USAGE (BATCH USAGE)	2	2	2	-	2
WORK IN PROCESS (PRODUCTION)	1	1	1	-	3
ON ORDER FROM VENDORS/PURCHASE	1	1	1	-	-
ON HOLD INVENTORY	-	-	-	3	3
FUTURE SALES (MASTER ORDERS)	2	2	-	-	-
DISTRESSED INVENTORY	3	3	3	3	3
COMMITTED ISSUE/TRANSFER	2	2	2	-	2
ON ORDER FROM WAREHOUSE	1	1	1	-	1
INSPECTION INVENTORY(QC)	-	-	-	3	3
FIRM PLAN ORDER (BATCH USAGE)	2	2	2	-	-
FIRM PLAN ORDER (PRODUCTION)	1	1	1	-	-

F2=Function keys F3=Exit F10=QuikAccess F11=Alltview F24=More keys

Figure 2-24: Work with Inventory Type File Storage Index Validation screen

Use this screen to set parameters for storage index validation for specific inventory types.

You set parameters here to override storage index parameters that you have set at higher levels, including parameters set in the *Work with Item Warehouse*, *Work with Warehouse Controls*, *Work with Company Controls* and *Work with Entity Controls* options.

Generally, if you are performing storage index validation (that is, if you have typed **1** or **2** at any of the higher levels), you may want to disable the validation for inventory types that do not represent real inventory that you have in stock.

For example, for on hand inventory, leave the validation fields on this screen blank so that when you make additions to on hand inventory, the system validates storage index entries according to validation that has been set at higher levels. For inventory types such as Scheduled Production or Scheduled Usage, you may want to type **3** in the validation fields to disable validation because inventory is planned or projected and is not physically in stock.

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

Validation Hierarchy

The system looks at the item warehouse level validation parameters first. The search starts in the Item Warehouse file at the company/warehouse level, proceeds to the company level, and then to the entity level. If the storage index parameter is **1** or **2** in any of these places, the system refers to the Inventory Type file. If the validation controls at the item warehouse level are blank, the system looks to 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 looks to 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 perform storage index validation.

Notes

Chapter 3 Maintaining the Item Warehouse File

3

The chapter consists of the following topics:

Topic	Page
Overview of Maintaining the Item Warehouse File	3-2
Understanding Item Warehouse Records	3-3
Creating and Updating an Item Warehouse Record	3-6
Copying Item Warehouse Records	3-37
System Specific Information	3-38

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, create a company level or entity level Item Warehouse record for PRODUCTX and specify 500 as the reorder quantity. For the two warehouse exceptions, create company/warehouse level records where you specify different reorder quantities for that product.

As the table below shows, 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, 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, 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.

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, 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 entered through the *Work with Raw Materials/Resources* or *Work with Products* options.
- Update information for existing item warehouse records 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.

► 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 3-1: 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

Item Warehouse File Attributes

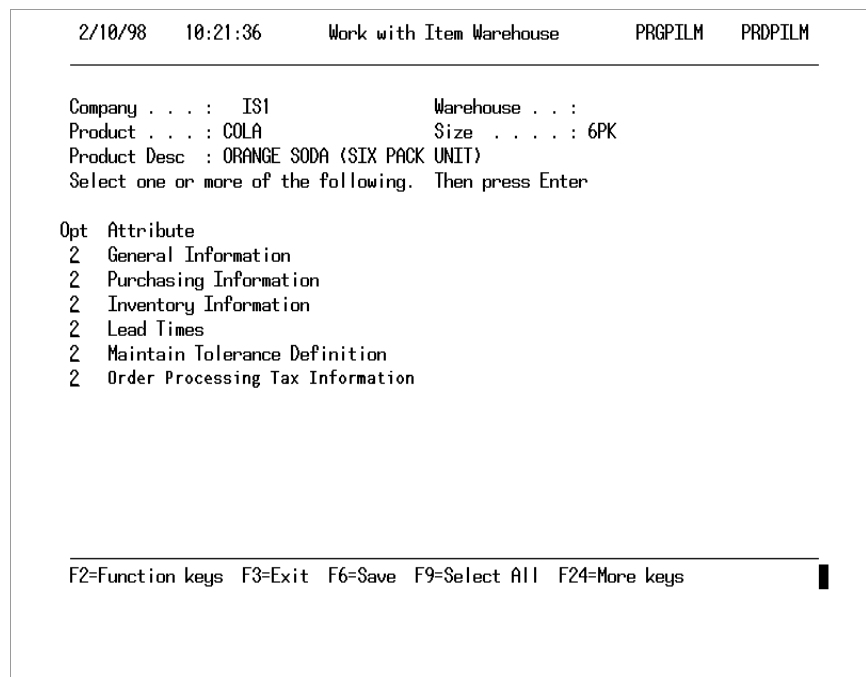


Figure 3-2: Work with Item Warehouse Attribute selection screen

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 OP with Global Taxation* field is Y in the *Work with Entity* option in Infinium CA.

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.

General Information

The system displays this screen when you select the General Information attribute from the Work with Item Warehouse Attribute selection screen.

```

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 . . . . . : ____ *

Global Tax Rate Code . . . . . : ____ *
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 3-3: Work with Item Warehouse General Information screen

Product Class Type

Product class type is a code type. In the Infinium CA, *Work with Code Tables* option, 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. Therefore, pecans are an 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 <i>Order Policy Quantity</i> field. The <i>Order Policy Quantity</i> field is on the Work with Item Warehouse Inventory Information screen 2 within the <i>Work with Item Warehouse</i> option. |
| 3 | Lot for lot with min/max | <p>This method is similar to lot-for-lot except the MPS system must order a minimum quantity you specify in the <i>Order Policy Quantity</i> field. The <i>Order Policy Quantity</i> field is on the Work with Item Warehouse Inventory Information screen 2 within the <i>Work with Item Warehouse</i> option.</p> <p>Also, the order quantity cannot exceed the maximum quantity specified in the <i>Maximum Reorder Quantity</i> field. This field is also on the Work with Item Warehouses Inventory Information screen 2 within the <i>Work with Item Warehouse</i> option.</p> |
| 4 | User Exit | Use this field if you plan on interfacing to a lot size program other than Infinium's. |

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.

The *Global Tax Rate Code* field only displays if the *Integrate OP with Global Taxation* field in Infinium CA is set to Y. Use the *Global Tax Rate Code* field to define the appropriate Global Tax Rate code for tax purposes in Infinium OP.

Purchasing Information

This screen displays when you select the Purchasing Information attribute from the Work with Item Warehouse Attribute selection screen.

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				

Figure 3-4: Work with Item Warehouse Purchasing Information 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 and items that you create for this company default to the requisition detail line in Infinium PM.

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, 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:

- 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 uses the default value **N** 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.

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.

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.

If the system completes this search and finds no value, the system leaves this field blank.

Inventory Information

The system displays the Work with Item Warehouse Inventory Information screen 1 when you select the Inventory Information attribute from the Work with Item Warehouse Attribute selection screen.

```

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 3-5: Work with Item Warehouse Inventory Information screen 1

On this screen you specify how the system validates 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. 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, and 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.

If you enabled lot control, you can specify the number of calendar days in the *Shelf Life Days* field that 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.

For more information on storage index validation, refer to the “Understanding Storage Index Validation” appendix.

Storage Index Validation

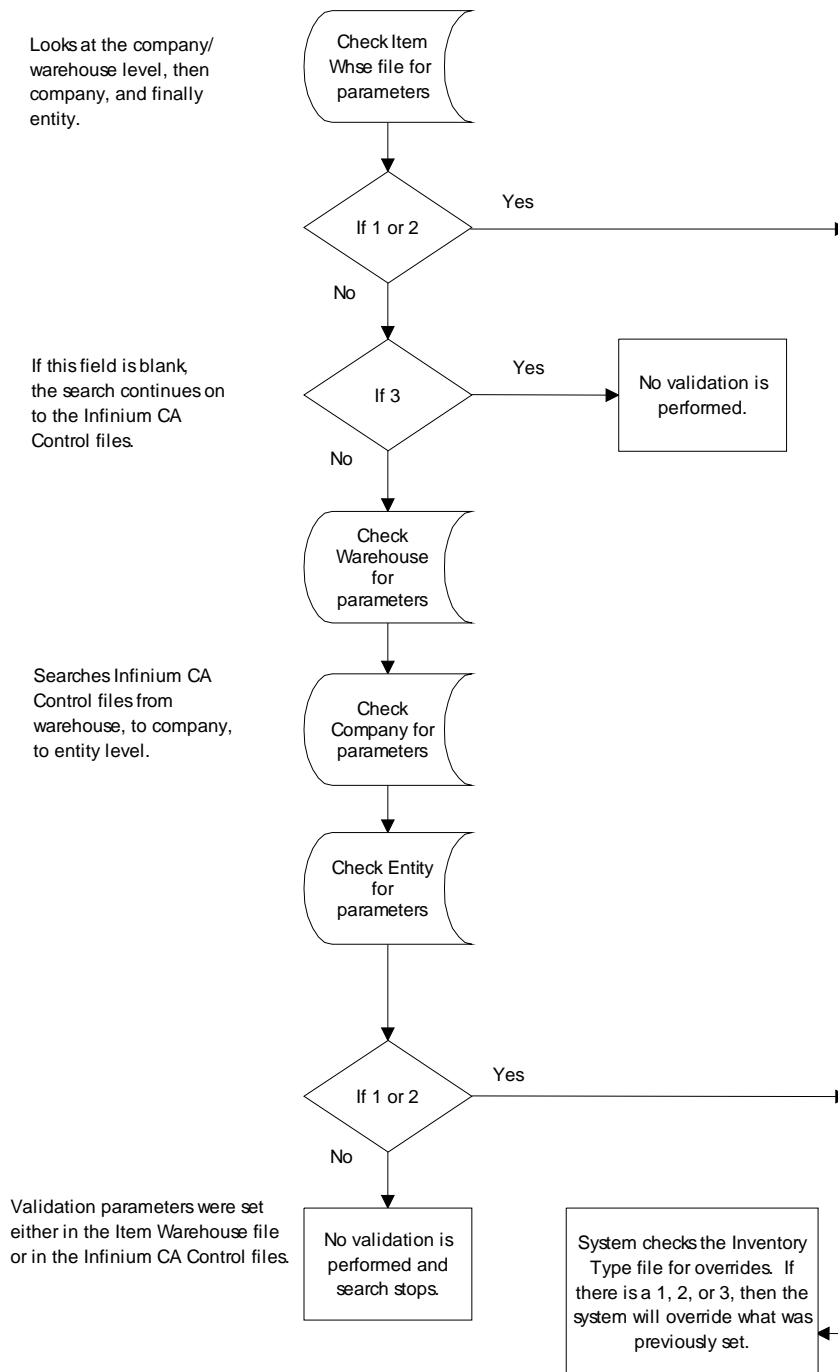


Figure 3-6: Storage Index Validation

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 3-7: 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 some fields.

Field Condition	Reorder Point Processing Impact	Item Warehouse Inventory Information Screen 2 Impact
<p><i>Order Policy Code = 1</i> (Ord Pol)</p> <p>If the <i>ROP Processing Used</i> field in Infinium IC is Y and the <i>Order Strategy</i> field on the General Information screen is 3, you must complete the <i>Order Policy Code</i> field.</p>	<p>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.</p>	<p>The system requires entries in the following fields: <i>Automatic Creation Method, Restocking Method, Order Policy/Lot Size Quantity, and Minimum Quantity.</i></p>
<p><i>Order Policy Code = 2</i> (Avail)</p>	<p>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.</p>	<p>The system requires entries in the following fields: <i>Automatic Creation Method, Restocking Method, Maximum Quantity, and Minimum Quantity.</i></p>
<p><i>Order Policy Code = 3</i> or blank (Discrete)</p>	<p>The system omits this item from reorder point calculations.</p>	<p>None</p>

Field Condition	Reorder Point Processing Impact	Item Warehouse Inventory Information Screen 2 Impact
<i>Automatic Creation Method</i> = 1 (Create)	<p>If you need a purchase or transfer requisition, the system creates a requisition in Infinium PM when you generate the ROP.</p> <p>If Infinium MP suggests to order or manufacture an item and the <i>Automatic Creation Method</i> field contains 1, the system generates the Infinium PM requisition or creates the Infinium MC batch.</p> <p>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 purchased products and raw materials, the system creates requisitions. For manufactured products and intermediates, the system creates batches.</p>	None

Field Condition	Reorder Point Processing Impact	Item Warehouse Inventory Information Screen 2 Impact
<p><i>Automatic Creation Method = 2</i> (send to Work File)</p>	<p>If you need an ROP purchase or transfer requisition, the system creates a suggested requisition in an Infinium IC Work file. Modify, delete, or create an Infinium PM requisition from the suggested requisition using the <i>Work with Suggested Requisitions</i> option.</p> <p>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 <i>Maintain MPS</i> or the <i>Maintain MRP</i> options.</p>	None
<p><i>Restocking Method = 1</i> (PUR)</p>	<p>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.</p>	None

Field Condition	Reorder Point Processing Impact	Item Warehouse Inventory Information Screen 2 Impact
<i>Restocking Method</i> = 2 (Trnf)	<p>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.</p> <p>The system uses the <i>Restocking Warehouse</i> 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.</p>	<p>The system requires entries in the <i>Full Allocation Only</i> and <i>Restocking Warehouse</i> fields.</p> <p>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.</p>
<i>Restocking Method</i> = 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 allows 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.

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 suggests replenishing inventory when available inventory falls below minimum in a given time period.

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, determine if you set the *Include Safety Stock* field to **MPS**, **MRP**, or **Both**.

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 3-8: 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 creates 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. Alternatively, 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.

Lead Times

The system displays this screen when you select the Lead Times attribute from the Work with Item Warehouse Attribute selection screen.

```

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 3-9: Work with Item Warehouse Lead Times 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.

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.

Tolerances

This screen displays when you select the Tolerances attribute from the Work with Item Warehouse Attribute selection screen.

```

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=QuickAccess F12=Cancel F24=More keys
    
```

Figure 3-10: Item/Warehouse Tolerance 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. Establish working days for each company in the *Work with Calendar* option in the Infinium CA *Code Files* menu.

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 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.

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.

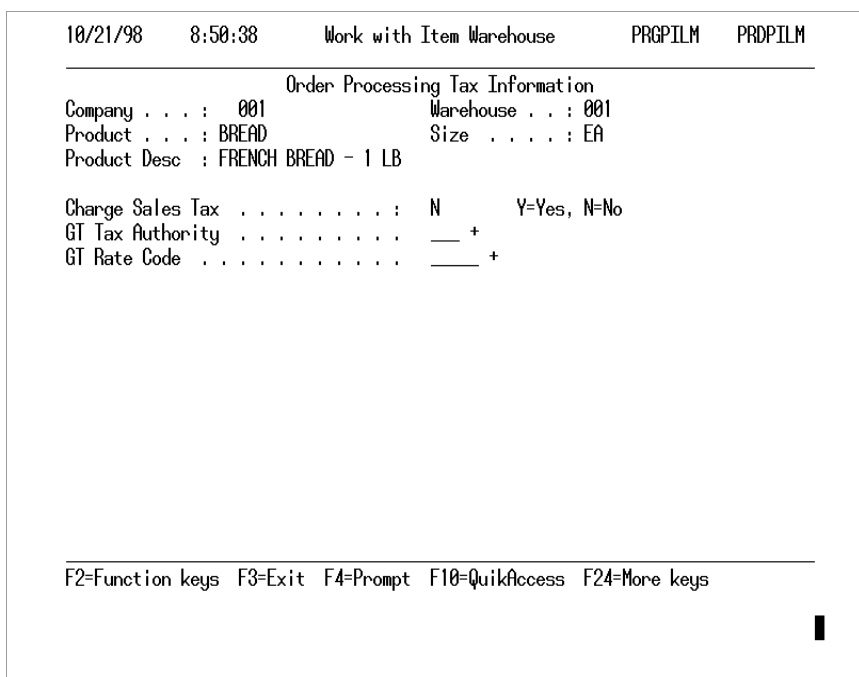


Figure 3-11: Order Processing Tax Information screen

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 Controls* 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 Global Taxation in Infinium Order Processing” appendix in the *Infinium Order Processing Guide to Setup and Processing*.

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.

► *Inventory Control*

▼ *Copy Item Warehouse Records [CIWR]*

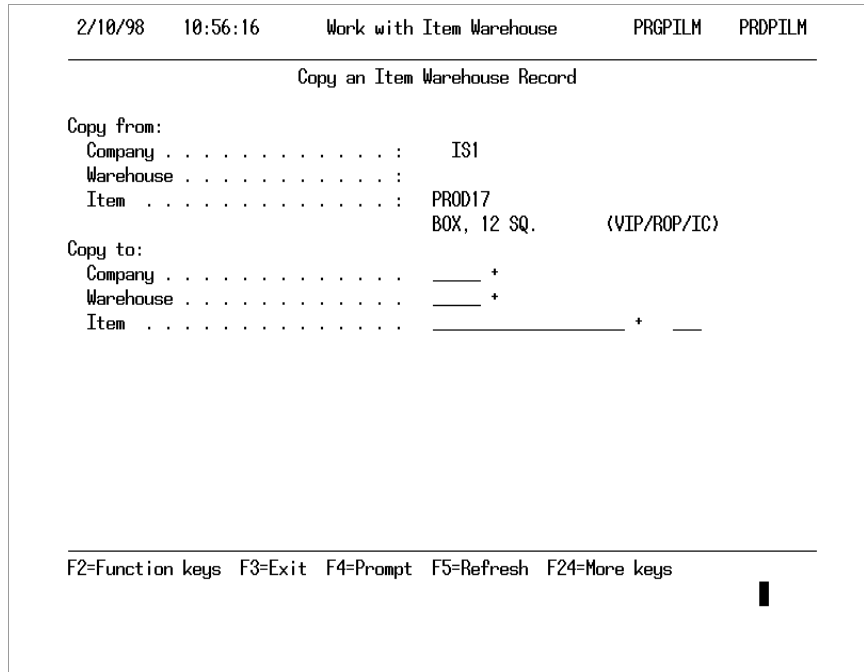


Figure 3-12: Copy Item Warehouse Records selection screen

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. 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.

Attribute	Field	Purpose for ABC Analysis
General Information	<i>Product Class Type</i>	Use the <i>Product Class Type</i> 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	<i>Override ABC Code</i>	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.
	<i>Cycle Count Interval</i>	ABC Analysis updates this field with the number of days you suggest to count this particular ranking of inventory.
	<i>Last Cycle Count Date</i>	This field is informational only, but it does print on various ABC Analysis reports.
	<i>Next Cycle Count Date</i>	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 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 to the field's description in this chapter, access help text, or refer to the *Infinium MP Guide to Setup and Processing*.

Attribute	Field	Purpose for Infinium MP
General Information	<i>Daily Capacity</i>	Daily capacity information prints on the Rough Cut Capacity and Resource Load Summarization reports in Infinium MP.
	<i>Order Strategy</i>	A value of 1 , MPS, or 2 , MRP, in this field tells the system that you replenish this item through Infinium MP.
	<i>MPS Format</i>	If you define this inventory item as an order strategy of 1 , MPS, then this field determines how the system calculates the quantity needed.
	<i>Lot Size Technique</i>	If you determine that this item is under the MPS order strategy (1 in the <i>Order Strategy</i> field) and that the MPS format for this item is lot size (3 in the <i>MPS Format</i> field), use the <i>Lot Size Technique</i> field to define the appropriate lot size method for this item.
	<i>Critical Resource</i>	Critical resource information prints on the Rough Cut Capacity report in Infinium MP.
Inventory Information	<i>Planner Code</i>	Use Planner codes in Infinium MP to narrow the scope of MPS generation.
	<i>Automatic Creation Method</i>	If Infinium MP suggests that you order or manufacture an item and the <i>Automatic Creation Method</i> 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

Attribute	Field	Purpose for Infinium MP
		system creates a record in an Infinium MP Work file.
		Define the Work file routing by typing 2 in the <i>Automatic Creation Method</i> field. This Work file contains information which you can send to Infinium PM or Infinium MC using the <i>Maintain MPS</i> or the <i>Maintain MRP</i> options.
	<i>Minimum Quantity</i>	In the Infinium MP Control files, if you set the <i>Suggest When Available Less Than</i> field to minimum, the system suggests when the available inventory falls below minimum in a given time period.
	<i>Order Policy/Lot Size Quantity</i>	In Infinium MP, the system uses this quantity if you set your <i>MPS Lot Size Technique</i> 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.
	<i>Safety Stock Quantity</i>	Infinium MP can use safety stock with MRP and MPS calculations. In the Infinium MP Control files, determine if the <i>Include Safety Stock</i> field is set to MPS, MRP, or both.
	<i>Order Multiple Quantity</i>	The system orders by multiples of this quantity when you establish the order strategy as MPS or MRP, and you set the <i>MPS Format</i> field to lot size.
		The system also uses this field when you set the <i>Lot Size Technique</i> field to fixed order quantity. The <i>MPS Format</i> and <i>Lot Size Technique</i> 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 to include the item 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.

Attribute	Field	Purpose for Infinium OP
Order Processing Tax Information	<i>GT Tax Authority</i>	Provides a Tax Authority code default that Infinium OP uses during order entry, if needed.
	<i>GT Rate Code</i>	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 to the field's description in this chapter or access help text.

Purchasing Information

Field	Purpose for Infinium PM
<i>Purchasing Unit of Measure</i>	<p>This value defaults to the <i>UOM</i> field on the purchase order detail in Infinium PM. The purchasing unit of measure also defaults to the Vendor Item Price file.</p> <p>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.</p>
<i>Department Code</i>	<p>The department you specify here defaults to the <i>Department ID</i> 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.</p>
<i>Inspection Required</i>	<p>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 <i>Work with inspections</i> menu in Infinium PM.</p>
<i>Vendor</i>	<p>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.</p>

Field	Purpose for Infinium PM
<i>Primary Vendor</i>	<p>The vendor you type here must be a valid vendor in Infinium PL.</p> <p>If you type a value in the <i>Primary Vendor</i> field, the system requires an entry in the <i>Vendor</i> field.</p>
<i>Buyer Sort Code</i>	<p>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.</p> <p>Create Buyer codes using the BUY code in the <i>Work with Code Tables</i> option in the <i>Code Files</i> menu in Infinium CA.</p>
<i>Purchasing Tax Default</i>	<p>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.</p> <p>The <i>Purchasing Tax Default</i> 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.</p>

Field	Purpose for Infinium PM
	<p>The system executes the search in the following order:</p> <ul style="list-style-type: none"> ■ 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. <p>If the system completes this search and finds no value, the system uses the default value N in the Infinium PM Maintenance detail screen.</p>
<i>Tax Authority Default</i>	<p>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 <i>Purchasing Tax Default</i> field resides, and the system searches for a value for this field the same as the <i>Purchasing Tax Default</i> field. If the system completes this search and finds no value, the system leaves this field blank.</p> <p>Prompt on this field to select a valid tax authority. Create tax authorities in Infinium GT.</p> <p>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.</p>
<i>Rate Code Default</i>	<p>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</p>

Field	Purpose for Infinium PM
<i>Recoverable</i>	<p>combined with the Tax Authority code to obtain percentages to use in calculating tax amounts.</p> <p>Type Y to search Infinium GT for defined recoverable percentages for VAT taxes. If you type N, the system does not perform the check and considers the entire amount non-recoverable. This value is the default on the Additional Charge Maintenance screen in Infinium PM.</p>
<i>Tax Category Code Default</i>	<p>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.</p>

Inventory Information

Field	Purpose for Infinium PM
<i>Order Policy Code</i>	<p>Type 1 or 2 in the <i>Order Policy Code</i> 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.</p>
<i>Automatic Creation Method</i>	<p>Type 1 to automatically create purchase requisitions in Infinium PM.</p> <p>Type 2 to create a suggested requisition in an Infinium IC Work file when Reorder Point Processing has a purchase or transfer need. You can modify, delete, or create an Infinium PM requisition from the suggested requisition using the <i>Work with Suggested Requisitions</i> option.</p>
<i>Restocking Method</i>	<p>The system uses the <i>Restocking Warehouse</i> 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.</p>

Field	Purpose for Infinium PM
<i>Days Allocated Prior Transfer</i>	<p>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.</p> <p>If this value is 0, the system allocates stock for this item immediately when you enter it on a transfer requisition detail line.</p>
<i>Days Allocated Prior Issues</i>	<p>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.</p> <p>If this value is 0, the system allocates stock for this item immediately when you enter it on an issue requisition detail line.</p>
<i>Back Order Issue Requisitions</i>	<p>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.</p>
<i>Back Order Transfer Requisitions</i>	<p>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.</p> <p>The value you type in this field defaults into the <i>BO Y/N</i> field on the Ship Transfer Orders screen in Infinium IC. You can override this value.</p>

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 to the field's description in this chapter or access help text.

General Information

Field	Purpose for Reorder Point Processing
<i>Order Strategy</i>	Type 3 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
<i>Buyer Sort Code</i>	Use Buyer Sort codes to group items for Reorder Point Processing requests on purchased items.

Inventory Information

Field	Purpose for Reorder Point Processing
<i>Planner Code</i>	Use Planner codes to group items for Reorder Point Processing requests on manufactured goods.
<i>Order Policy Code</i>	<p>If the <i>ROP Processing Used</i> field is Y in the Inventory Control Entity Control file and the <i>Order Strategy</i> field is 3 on the Item Warehouse file General Information screen, you must complete the <i>Order Policy Code</i> field.</p> <p><i>Order Policy Code = 1</i></p> <p>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.</p> <p><i>Order Policy Code = 2</i></p>

Field	Purpose for Reorder Point Processing
	<p>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, because the amount ordered is always the amount needed to maintain a specific inventory level.</p> <p><i>Order Policy Code = 3</i> or blank</p> <p>The system omits this item from reorder point calculations.</p>
<p><i>Automatic Creation Method</i></p>	<p><i>Automatic Creation Method = 1</i> (Create)</p> <p>If you need a purchase or transfer requisition, the system creates a requisition in Infinium PM when you generate the ROP.</p> <p>If Infinium MP suggests that you order or manufacture an item and the <i>Automatic Creation Method</i> field contains 1, the system generates the Infinium PM requisition or creates the Infinium MC batch.</p> <p>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.</p> <p><i>Automatic Creation Method = 2</i> (Send to Work file)</p> <p>If you need a ROP purchase or transfer requisition, the system creates a suggested requisition in an Infinium IC Work file. Modify, delete, or create an</p> <p>Infinium PM requisition from the suggested requisition using the <i>Work with Suggested Requisitions</i> option.</p>
<p><i>Restocking Method</i></p>	<p><i>Restocking Method = 1</i> (purchase)</p> <p>Type 1 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</p>

Field	Purpose for Reorder Point Processing
	<p>Reorder: Purchased Product report. Depending on your other entries, the item may also print on an actual or suggested purchase requisition.</p> <p><i>Restocking Method = 2 (Transfer)</i></p> <p>Type 2 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.</p> <p>The system uses the <i>Restocking Warehouse</i> 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.</p> <p><i>Restocking Method = 3 (Manufacture)</i></p> <p>If available quantity is less than or equal to minimum quantity, this item prints on the Reorder: Manufactured Products report.</p>
<i>Minimum Quantity</i>	<p>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.</p>
<i>Maximum Quantity</i>	<p>If an item has an Order Policy code of 2, then Reorder Point Processing uses the value in the <i>Maximum Quantity</i> 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 and calculates the order or transfer quantity as the maximum quantity minus the available quantity.</p>
<i>Safety Stock Quantity</i>	<p>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.</p> <p>ROP can calculate available inventory with safety stock if you define the system to do so in ROP.</p>

Field	Purpose for Reorder Point Processing
	You do this by typing Y in the <i>Subtract Safety Stock</i> field on the <i>Create Reorder Point Requirement</i> 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 systems use by setting up the lead time matrix in Infinium CA, the *Work with Lead Time Control* option.

Notes

Chapter 4 Performing Inventory Processing

4

The chapter consists of the following topics:

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Overview of Performing Inventory Processing

After you complete this chapter, you should be able to complete the following activities:

- Adjust inventory
- Adjust inventory costs
- Issue and return inventory
- Transfer inventory
- Perform mass adjustments to inventory
- Repackage inventory
- Maintain the inventory record
- Enter purchase order quantities
- Post purchase order receipts

Inventory processing includes adjustments, transfers, and repackaging transactions as well as inventory issues and returns. If you do not use Infinium PM, inventory processing also includes functions for entering purchase order quantities and posting purchase order receipts.

When you post an inventory transaction, the system automatically updates inventory balances and material costs and revises the Product Transaction Journal.

Header and Detail Screens

Each Inventory Control option consists of a header screen and a detail screen. At the header screen, specify general information about the transactions you complete. At the detail screen, complete specific inventory transactions and complete various functions using the system function keys.

Infinium CM

The system stores and displays inventory values in the base currency defined in Infinium CA. If you have Infinium CM on your system, you can

transfer inventory and its associated costs between companies with different base currencies.

Infinium CA Controls

Infinium IC looks at the value in the *Core Manufacturing* field in Infinium CA. This field is on the System Information screen in the *Work with Entity Controls* option.

Type **S2K** in the *Core Manufacturing* field to indicate you use Infinium MC.

If you type **S2K** or **OTH** in the *Core Manufacturing* field, the system allows your available inventory to go negative. In Infinium IC, the system displays the following message if your proposed inventory transaction will take on-hand inventory negative:

Quantity can not be greater than On Hand Quantity.

If you are in Infinium IC's *Warehouse Transfer Orders* menu, you receive the following message if your proposed inventory transaction will take available inventory negative.

Quantity can not be greater than available inventory.

If you leave the *Core Manufacturing* field blank, the system prevents your available inventory from going negative. The system verifies that you have sufficient available inventory for inventory adjustments, issues, returns, and transfers. In Infinium IC, the system displays the following message if your proposed inventory transaction will take available inventory negative:

Quantity can not be greater than available quantity.

The system computes available inventory using your calculation definition in Infinium IC's *Work with Inventory Type File* option.

Performing Inventory Adjustments

Use the *Work with Inventory Adjustments* option to change the inventory balance of a material. For example, you can adjust to reflect spillage or damage or you can write off obsolete inventory. The following real inventory types are the only ones you can adjust:

- On-hand
- In-transit
- Returned
- Scrapped
- Distressed
- Quarantine
- Rework
- On Hold
- Inspection

The system allows inventory balances to go negative when using this function.

Use the menu path below.

- ▶ *Inventory Co*
 - ▼ *Work with Inventory Adjustments [WWIA]*

```

12/03/97  15:12:25  Work with Inventory Adjustments  ICGIAD  ICDIAD
-----
Company . . . . .  _IS1  +
Warehouse . . . . .  ISW1  +
DEPARTMENT . . . . .  _____  +
Numeric Field 1 . . . . .  _____
DATE . . . . .  _____
Transaction Code . . . . .  20  +
Adjustment Type . . . . .  ADJUST  +
Date of Transaction . . . . .  12031997
Last Transaction Number . . . . . :

-----
F2=Function keys  F3=Exit  F4=Prompt  F7=User Fields  F24=More keys
    
```

Figure 4-1: Work with Inventory Adjustments header screen

Company, Warehouse

The system displays your default company and warehouse at the top of the screen. You can override this information if your user profile allows.

The three fields that follow the *Warehouse* field are user-defined fields. On this screen the system displays the first alpha, numeric, and date user fields. Define user fields in the *Work with User Defined Fields* option in Infinium CA.

Transaction Code

Press F4 to prompt on this field to display and select from a list of valid entries, or type the code. Transaction codes identify either an increase or a decrease to a specific inventory type.

Adjustment Type

Your entry in this field becomes the default for all the adjustments you perform in this option. If you define this at the header level, this adjustment type defaults to each detail line. Override Adjustment Type codes if necessary on the detail line items.

In the *Work with Adjustment Type* option in the Infinium IC *Control Files* menu, assign partial general ledger account numbers to adjustment types. Use these partial accounts to resolve an account number in Infinium JP.

Date of Transaction

This field defaults to the current date. You can override this value if you set the *Protect transaction date* field to No in the Company and Entity Control files in Infinium IC.

Last Transaction Number

Once you complete the detail screen and update the inventory files, the system assigns a number to the transaction and updates this field. The Product Transaction Journal tracks this number, which does not display in this field until after you complete the transaction. You cannot update this field from the header screen.

Press F7 to access all user defined fields for this option.

Press Enter to continue to the next screen.

Entering Line Item Adjustments

```

12/03/97  15:13:25  Work with Inventory Adjustments  ICGIAD  ICIDIAD
-----
Company . . . . . : IS1
Warehouse . . . . . : ISW1
Date of Transaction . . . . . : 12031997
Adjustment Type . . . . . : MISC. ADJUSTMENT
Inventory Transaction Code . . . . . : Increase On Hand Inv

Product +      Size      Quantity      UM+
Aisle+      Bin+      Lot#+
PROD03      _____      100      LB
AISLE 8      BIN 6      _____      _____
_____      _____      _____      _____
_____      _____      _____      _____
_____      _____      _____      _____
_____      _____      _____      _____
_____      _____      _____      _____
_____      _____      _____      _____
_____      _____      _____      _____
More...

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

Figure 4-2: Work with Inventory Adjustments detail screen

Use two lines for each adjustment.

First line: Product, Size, Quantity, UM

On the first line, type the product, Size code (if applicable), quantity, and unit of measure, if it is different from the item's inventory unit of measure. Press F4 to prompt on the *Product* and *UM* fields to select from a list of valid entries. You must type a number in the *Quantity* field.

Second line: Storage locations

Establish storage index headings, which display as column titles on this screen, in the any of the Infinium CA Control files. Depending on your system setup, your system may not require entries in the storage index fields in any option.

Press F4 on any of the second row of fields to display the Inventory by Storage Index window and select a valid storage index location.

By modifying the Inventory Information attribute within the *Work with Item Warehouse* option, you can set up the system to automatically default storage indexes whenever you enter an item in the *Product* field.

If lot control is enabled and you entered an adjustment that will create a new lot, a warning message is displayed. You can override the warning message and complete the transaction by pressing F11 or cancel the transaction.

If the lot you specify is expired, the system displays a warning message. Press F11 to override the message and complete the transaction or press F12 to cancel it.

When you complete the adjustment, press F6 to update. The system assigns a number to this adjustment in the *Last Transaction Number* field on the Work with Inventory Adjustments header screen.

If the system cannot resolve a valid general ledger inventory account number in Infinium JP for the transaction, the system displays the following message:

Warning: Invalid GL Account Number. Press the Override Key or Enter to continue.

From the Work with Inventory Adjustments detail screen you can perform several tasks via function keys. The following table defines the function keys available and their use:

Function Key	Purpose
F3	Press F3 to display a window where you can specify whether to exit and save, exit without saving or resume.

Function Key	Purpose
F3	Press F3 to display a window where you can specify whether to exit and save, exit without saving or resume.
F6	Press F6 to update and complete your inventory adjustment. The transaction is immediately saved.
F7	Press F7 to access the Override Defaults window where you can change user fields, adjustment type, general ledger account, transaction code, and transaction date.
F11	Press F11 to override the warning message and continue with the transaction if you moved inventory to a new lot.
F13	Press F13 to perform cost adjustments. For more information refer to the “Performing Inventory Cost Adjustments” topic in this chapter.
F14	Press F14 to update miscellaneous fields on the Inventory record. For more information refer to the “Maintaining the Inventory Record” topic in this chapter.
F20	Press F20 to scroll the window to the right and display the item descriptions.
F21	Press F21 to access available inventory information.

Override Defaults Window

The system displays this screen when you press F7 from the Work with Inventory Adjustments detail screen.

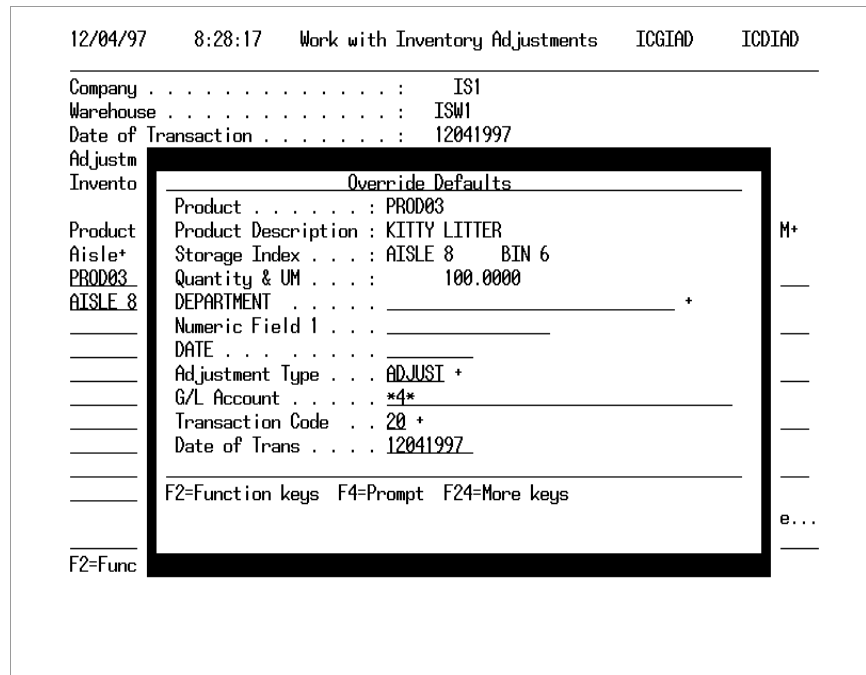


Figure 4-3: Override Defaults window

Type an account number on the Override Defaults window or press F4 to select a valid account number. Refer to the *Infinium Journal Processor Guide to Setup and Processing* for more information on resolving general ledger account numbers automatically.

You can also adjust user-defined fields.

Item Description View

The system displays the *Description* column on the right side of the screen when you press F20 from the Work with Inventory Adjustments detail screen.


```

12/03/97  15:17:11  Display Inv. by Storage Index  INR07S  INR07SFM
-----
Type options, press Enter.
1=Select

Opt  Co  Loc  Product      Size  Available  On Hand Inv  UM
Aisle Bin      Lot#         Inventory
_  IS1 ISW1 PROD03          500.0000    500.0000  LB

1  IS1 ISW1 PROD03          75.0000    75.0000  LB
  A3          B3

More...

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

Figure 4-5: Display Inv. by Storage Index screen

The system calculates the available inventory using the inventory types you establish through the *Work with Inventory Types* option in Infinium IC.

Type **1** in the Opt field to select an item and then press Enter to display additional information for a particular location.

Inventory by Type View

The system displays this screen when you select an item from the Display Inv. by Storage Index screen.

```

12/03/97  15:17:53  Inventory Type Selection  INR06B  INR06FM
-----
Company . . . : IS1           Warehouse . . : ISW1
Product . . . : PROD03        Size . . . . :
Product Desc  : KITTY LITTER

Type options, press Enter
1=Select

Sel  Inventory Type                Quantity  UM
  1  ON HAND INVENTORY              575.0000 LB
  -  SCHEDULED (PRODUCTION)          LB
  -  WORK IN PROCESS (BATCH USAGE)  LB
  -  COMMITTED SALE (ORDER)         LB
  -  SCHEDULED USAGE (BATCH USAGE)  LB
  -  WORK IN PROCESS (PRODUCTION)   LB
  -  ON ORDER FROM VENDORS/PURCHASE LB
  -  ON HOLD INVENTORY              LB
  -  FUTURE SALES (MASTER ORDERS)  LB
  -  DISTRESSED INVENTORY          LB
                                     More...

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

```

Figure 4-6: Inventory Type selection screen

This screen displays the item inventory by type.

Sel

Type 1 in the *Sel* field to view additional information for an inventory type and press Enter.

Viewing Storage Index Information for a Specific Inventory Type

12/03/97 15:18:29 Display Inventory by Storage Index		INR06B	INR06FM
Company . . . : IS1		Warehouse . . . : ISW1	
Product . . . : PROD03		Size :	
Product Desc : KITTY LITTER			
Transaction . . : ON HAND INVENTORY			
Aisle	Bin Lot#	Cur Bal	UM
		500.0000	LB
A3	B3	75.0000	LB
			Bottom
F2=Function keys F3=Exit F10=QuikAccess F12=Cancel F24=More keys			

Figure 4-7: Display Inventory by Storage Index screen

This screen displays the different storage indexes for a particular item within the same inventory type, after you select an inventory type from the Inventory Type selection screen. You can display storage index locations for any inventory type.

Press F3 to return to the Work with Inventory Adjustments detail screen.

Performing Inventory Cost Adjustments

Use the *Work with Cost Adjustments* option to adjust the cost of inventory. This option updates cost in either the Product Cost or Inventory file, depending on your costing controls. Use this option only for raw materials/resources and products.

Alter manufactured product costs only if you are not rolling formula costs up to the product level.

The system stores and displays inventory values in the base currency defined in Infinium CA.

Normal Inventory Cost Adjustments (Multi-warehouse Level Costing)

Use the menu path below.

- ▶ *Inventory Control*
 - ▼ *Work with Cost Adjustments [WWCA]*

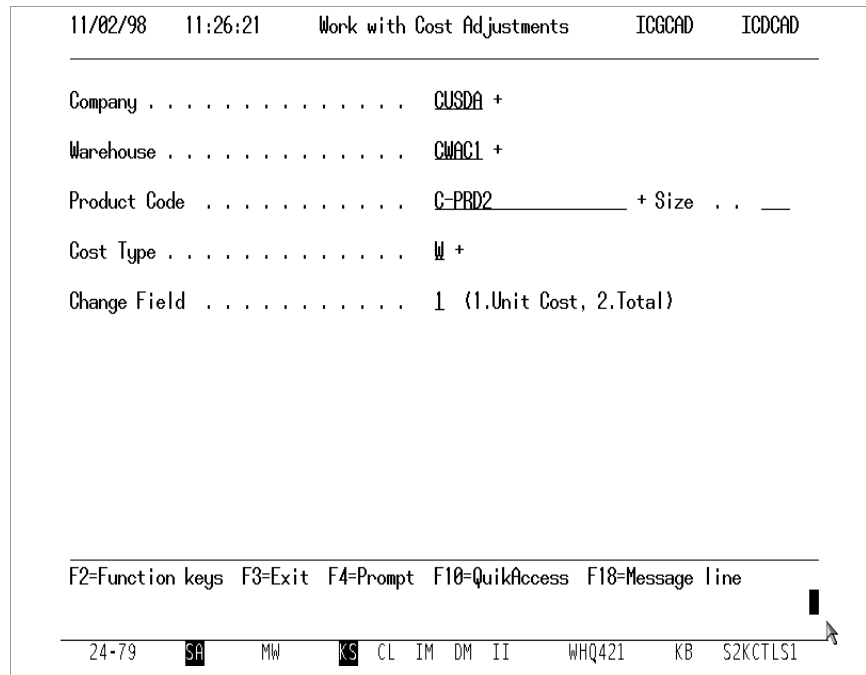


Figure 4-8: Work with Cost Adjustments header screen

This screen displays when you select the *Work with Cost Adjustments* option. This screen also displays when you press F13 from various screens within the *Work with Issues/Returns*, *Work with Mass Activity Entry*, *Work with Adjustments*, and *Work with Inventory Transfers* options.

Company, Warehouse, Product Code

Type the item identifier in the *Product Code* field and its location in the *Company* and *Warehouse* fields.

Cost Type

This field refers to the nine costing methods you can use, as defined in Infinium CA. Your normal cost defaults into this field.

Change Field

If *Change Field* is 1, you can only change the item cost. Type 2 to update the total cost.

Press Enter to continue.

Entering Detail Cost Adjustments

The system displays this screen when you press Enter from the Work with Cost Adjustments header screen.

11/02/98	11:25:52	Work with Cost Adjustments	ICGCAD1	ICDCAD1
Company : CUSDA				
Warehouse : CWAC1				
Product : C-PRD2				
Description : Cathy's Purchsd Prd-UOM EA/CGL				
Cost Type : Weighted Average Cst				
-----QUANTITY-----				
	FILE	BASED ON COST U/M	COST / UNIT	EXTENSION
Existing :	250.0000	50.0000	1.595400	79.770000
U/M . .	EA	CGL		
Net Chg :			<u>.000000</u>	.000000
Result :	250.0000	50.0000	<u>1.595400</u>	79.770000
U/M . .	EA	CGL		
F2=Function keys F3=Exit F6=Update F7=Cost Breakdown F24=More keys				
Recost is set to YES. Any Recalculated values will override changes made.				
25-80	SA	MW	KS	CL IM DM II
				WHQ421 KB S2KCTLS1

Figure 4-9: Work with Cost Adjustments detail screen

The first five fields default to the entries typed on the previous screens.

Net Chg, Result

If you make an entry in the *Net Chg* fields, you are indicating an increase or decrease to either the cost per unit or the extended cost. If you make an entry in the *Result* fields, you are defining the new unit cost or extended cost.

If you make an entry in the *Result* fields, type **0** in the *Net Chg* fields to allow the new unit cost or extended cost to take effect.

If you type **2** in the *Change Field* field on the Work with Cost Adjustments header screen, the system restricts your entries to the *EXTENSION* column. The system uses this column for what-if analysis. If you press F6, the system updates unit cost.

If the system updates the Raw Material Cost code only for cost changes, the following message displays on the screen:

Change affects only RM Cost Breakdown. Press Function Key to Update/Change.

Entering Cost Breakdown

The Cost Breakdown Entry screen displays when you press F7 from the Work with Cost Adjustments detail screen.

```

1
-
C Cost Breakdown Entry Screen
C Comp/Whse . . . . . : CUSDA      CWAC1
W Product . . . . . : C-PRD2
P Cost Type . . . . . : Weighted Average Cst
D Description      Existing      Change      Result
C Raw Mtl          1.595400    .000000    1.595400
  Direct Lbr       .000000    .000000    .000000
  Burden           .000000    .000000    .000000
  Packaging         .000000    .000000    .000000
  Pkg Labor        .000000    .000000    .000000
  Container        .000000    .000000    .000000
  Tint Chg         .000000    .000000    .000000
Ex TOTALS         1.595400    .000000    1.595400
U Result from Main Screen . . . . . : 1.595400
Ne F6=Save F10=QuickAccess F12=Cancel F24=More keys
                                     0
Result :      250.0000      50.0000      1.595400      79.770000
U/M . .      EA              CGL
-----
F2=Function keys F3=Exit F6=Update F7=Cost Breakdown F24=More keys
Recost is set to YES. Any Recalculated values will override changes made.
-----
25-80 SA MW KS CL IM DM II WHQ421 KB S2KCTLS1
    
```

Figure 4-10: Cost Breakdown Entry screen

Products may have several Cost codes within their total cost. Distribute cost to their various codes using this window. You cannot display the Cost Breakdown Entry screen for a raw material.

Distribute the item result cost on this window. Your distribution cost must equal the cost from the Work with Cost Adjustment detail screen.

The *Result* column is the combination of the *Existing* and *Change* columns.

Press F3 to display a window where you can specify whether to exit and save, exit without saving or resume. Or, press F6 to save your entries.

Normal Inventory Cost Adjustments (Entity Level Costing)

The screens and fields work the same as described in the “Normal Inventory Cost Adjustments (Multi-level Costing)” topic. The only difference is that ##### defaults in the *Company* and *Warehouse* fields since costing is at the entity level.

ABWAC Cost Adjustments (Multi-warehouse and Entity Level Costing)

When you are running actual batch weighted average costing and you initially enter the *Work with Cost Adjustments* option, the *Work with Cost Adjustments* header screen looks identical as the screen described in Figure 4-8. Once you press Enter the *Inventory Type* field and the three storage index fields display.

```

11/02/98  11:48:39  Work with Cost Adjustments  ICGCAD  ICDCAD
-----
Company . . . . . : CUSDA
Warehouse . . . . . : CAMAC
Product Code . . . . . : C-BNDR#1          Size . . : ___
Cost Type . . . . . : W
Change Field . . . . . : 1 (1.Unit Cost, 2.Total)
Inventory Type . . . . . : UA +
Aisle . . . . . : _____ +
Row . . . . . : _____ +
Bin . . . . . : _____ +

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

-----
25-80  SA  MW  KS  CL  IM  DM  II  WHQ421  KB  S2KCTL51

```

Figure 4-11: Work with Cost Adjustments Storage Index screen

This screen displays after you type a Product code on the *Work with Cost Adjustments* header screen and press Enter. This occurs only if you are using the actual batch weighted average costing method (ABWAC). In ABWAC you can define certain real inventory types to use actual costing. With Actual costing, the system stores costs in the Inventory file by company, warehouse, item, inventory type, and if required storage index. Use this screen to define the inventory type and storage location.

Company, Warehouse, Product Code, Cost Type, Change Field

The entries from the *Work with Cost Adjustments* header screen default in these fields.

Inventory Type

Press F4 to prompt on this field to display and select from a list of valid entries, or type the Inventory Type code.

Storage Index Locations

Aisle, Row, and Bin identify the storage locations on the above screen. Define storage index location headings in the Infinium CA Control files. Press F4 on any of these fields to display the Inventory by Storage Index window and select a valid storage index location.

Press Enter to continue.

Cost Stored in the Inventory File

The system displays this screen when you press Enter from the Work with Cost Adjustments Storage Index screen.

11/02/98	11:49:16	Work with Cost Adjustments	ICGCAD2	ICDCAD1

Company	:	CUSDA		
Warehouse	:	CAWAC		
Product	:	C-BNDR#1		
Description	:	Cathy's 1.5" Binders		
Cost Type	:	*** INVENTORY FILE ***		
Inventory Type	:	UA		
Storage Index	:			
		-----QUANTITY-----		
		FILE	BASED ON COST U/M	COST / UNIT
				EXTENSION
Existing :		15.0000	15.0000	346.479909
U/M . .		EA	EA	5197.198635
Net Chg :			_____	.000000
				.000000
Result :		15.0000	15.0000	346.479909
U/M . .		EA	EA	5197.198635

F2=Function keys F3=Exit F6=Update F7=Cost Breakdown F24=More keys				
Cost Update will be to Inventory file, not to Cost type on the last screen.				

25-79	SA	MW	KS	CL IM DM II WHQ421 KB S2KCTLS1

Figure 4-12: Work with Cost Adjustments detail screen

The first five fields default to the entries typed on the previous screens. The system determined that you store costs in the Inventory file for this particular Inventory Type so the system displays ****Inventory File**** in the *Cost Type* field.

The system generates a message identifying where costs are stored.

Cost Stored in the Product Cost File Using Entity Level Costing

If you are using actual batch weighted average costing and do not store inventory costs in the Inventory file for this inventory type, store costs in the Product Cost file. In this situation, the *Company* and *Warehouse* fields at the top of the Work with Cost Adjustments detail screen display as ##### and #####.

For more specifics on costing please refer to the *Infinium Materials Management and Infinium Process Manufacturing Costing Implementation Workbook*.

Net Chg, Result

If you make an entry in the *Net Chg* fields, you are indicating an increase or decrease to either the cost per unit or the extended cost. If you make an entry in the *Result* fields, you are defining the new unit cost or extended cost.

If you make an entry in the *Result* fields, type 0 in the *Net Chg* fields to allow the new unit cost or extended cost to take effect.

If you type 2 in the *Change Field* field on previous screen, the system restricts your entries to the *EXTENSION* column. The system uses this column for what-if analysis. If you press F6, the system updates unit cost.

If the system updates the Raw Material Cost code only for cost changes, the following message displays on the screen:

Change affects only RM Cost Breakdown. Press Function Key to Update/Change.

Issuing and Returning Inventory

Use the *Work with Issue/Return Req* option to issue inventory from, or return inventory to, an inventory location, such as a central supply room or an internal storage location. Perform these functions one at a time. On-hand inventory is the only inventory type that you affect by this transaction. Issues decrease on-hand inventory. Returns increase on-hand inventory.

Use the menu path below.

- ▶ *Inventory Control*
 - ▼ *Work with Issue/Return Req [WWIRR]*

12/03/97	16:08:24	Work with Issue/Return Req	ICGIRR	ICDIRR
<hr/>				
Company		IS1 *		
Warehouse		ISW1 *		
DEPARTMENT		_____ *		
Numeric Field 1		_____		
DATE		_____		
Adjustment Type		IS/RET *		
Date of Transaction		12031997		
Return		N (Y=Yes, N=No)		
Print Pick/Return Slip		2 (0=Never, 1=Now, 2=Later)		
Last Transaction Number		:		
<hr/>				
F2=Function keys F3=Exit F4=Prompt F7=User Fields F24=More keys				

Figure 4-13: Work with Issue/Return Req header screen

The system displays this screen when you select the *Work with Issue/Return Req* option.

You must complete the *Adjustment Type*, *Date of Transaction*, *Return*, and *Print Pick/Return Slip* fields.

Company, Warehouse

The system displays your default company and warehouse in these fields. If you have authorization to access other companies and warehouses, press F4 to prompt on the field to display and select from a list of valid entries.

The three fields that follow the *Warehouse* field are user-defined fields. On this screen the system displays the first alpha, numeric, and date user fields. Define user fields in the *Work with User-Defined Fields* option in the *Code Files* menu of Infinium CA.

Adjustment Type

Press F4 to prompt on this field to display and select from a list of valid entries, or type the appropriate code.

Date of Transaction

This field defaults to the current date. You can override this value if you set the *Protect transaction date* field to **No** in the Company and Entity Control files in Infinium IC.

Return

Type Y in the *Return* field if your transaction is a return. This field defaults to N, which means the transaction is an issue transaction.

Print Pick/Return Slip

To determine when and if a pick slip should print, complete this field. If you type 0, a pick slip does not print; 1, a pick slip prints when the system performs the transaction; 2, the system sends the pick slip to the Pick List file. Print the pick slip later using the *Print Pick List* option. Establish a default entry for this field in the Entity and Company Control files on the Infinium IC menu.

If you type 2 in this field, you must go to the *Print Pick List* option to print the pick list. Printing the pick list updates the *Pick Verify* option with the pick control number. For more information on this refer to the "Printing and Verifying Pick Lists" chapter in this guide.

Last Transaction Number

Once you complete the detail screen and update the inventory files, the system assigns a number to the transaction and updates this field. The Product Transaction Journal tracks this number, which does not display in this field until after you complete the transaction. You cannot update this field from the header screen.

Press Enter to display the Work with Issue/Return Req detail screen.

Press F7 to display user-defined fields. Maintain user-defined fields in the *Code Files* menu in Infinium CA.

If you use Infinium PA, press F15 to display the Interface Prompting window, where you can enter the project ID, activity and cost code, as required.

Entering Line Item Adjustments

The system displays this screen when you press Enter from the Work with Issue/ Return Req header screen.

12/03/97	16:11:38	Work with Issue/Return Req	ICGIRR	ICDIRR
Company : IS1				
Warehouse : ISW1				
DEPARTMENT :				
Numeric Field 1 :				
DATE :				
Product +	Size		Quantity	UM+
Aisle+	Bin+	Lot#+		
PROD03			100.0000	LB
aisle 9	bin 9	lot 9		
				More...
F2=Function keys F3=Exit F4=Prompt F6=Update F24=More keys				

Figure 4-14: Work with Issue/Return Req detail screen

Use two lines for each adjustment.

When processing an issue/return transaction, a budget validation is performed and the transaction may be halted depending on the settings for that project in Infinium PA. If the transaction is halted, an error message is displayed warning that the company does not use Project Accounting or the transaction cost is over budget.

If no errors are encountered during the validation of the transaction and you press F6 to update, each transaction is processed and the project accounting files are updated for that project. Issue transactions are processed as positive amounts. Returns are processed as negative amounts.

First line: Product, Size, Quantity, UM

On the first line, type the product, size code (if applicable), quantity, and unit of measure, if it is different from the item's inventory unit of measure. Press F4 to prompt on the *Product* and *UM* fields to select from a list of valid entries. You must type a number in the *Quantity* field.

Second line: Storage locations

Press F4 on any of the fields in the second row to display the Inventory by Storage Index window and select a valid storage index location.

By modifying the Inventory Information attribute within the *Work with Item Warehouse* option, you can define the system so that the system automatically defaults storage indexes whenever you enter an item in the *Product* field.

If lot control is enabled and you enter a return that will create a new lot, a warning message is displayed. You can override the warning message and complete the transaction by pressing F11 or you can cancel the transaction. If a new lot is created, the system calculates the lot expiration date of the returned inventory using the item shelf life and the transaction date.

If the lot you specify is expired, the system displays a warning message. Press F11 to override the message and complete the transaction or press F12 to cancel it.

Press F6 to update the inventory files and to return to the Work with Issue/Return Req header screen. The system-assigned transaction number displays in the *Last Transaction Number* field.

From the Work with Issue/Return Req detail screen you can perform several tasks via function keys. The following table defines the function keys available and their use:

Function Key	Purpose
F3	Press F3 to display a window where you can specify whether to exit and save, exit without saving or resume.
F6	Press F6 to update and complete your inventory adjustment. The transaction is immediately saved.
F7	Press F7 to access an Override Defaults window where you can change user fields, adjustment type, general ledger account, and transaction date.
F11	Press F11 to override the warning message and continue with the transaction if you return inventory to a new lot or

Function Key	Purpose
F3	Press F3 to display a window where you can specify whether to exit and save, exit without saving or resume. processing a transaction from an expired lot.
F13	Press F13 to perform cost adjustments. For more information on this refer to the “Performing Inventory Cost Adjustments” topic in this chapter.
F20	Press F20 to window right and display the item descriptions.
F21	Press F21 to access available inventory information.

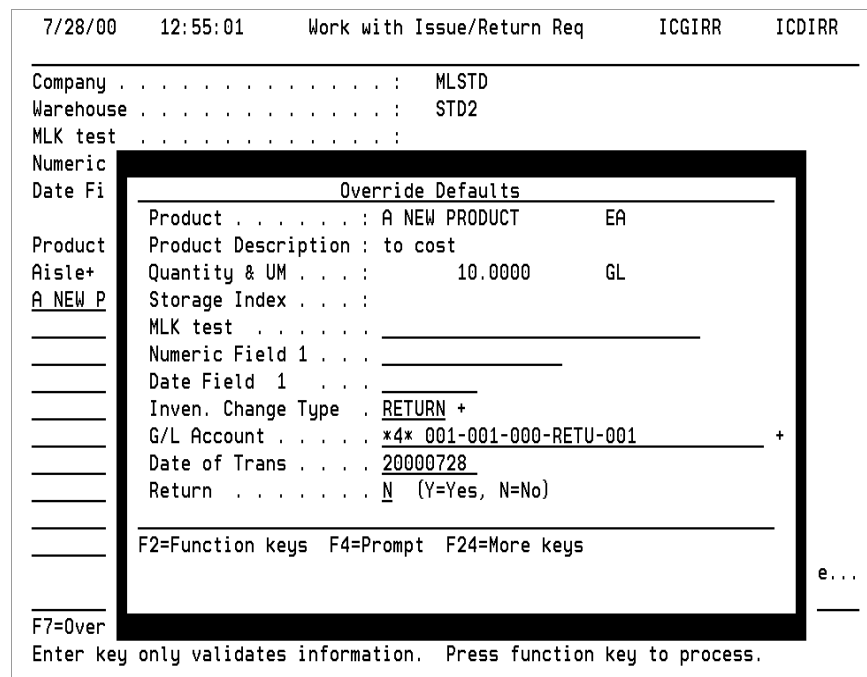


Figure 4-15: Work with Issue/Return Req Override Defaults screen

The Override Defaults screen is displayed when you press F7. The *Return* field defaults to **N**. If you use Infinium Project Accounting and you entered a project on the Work with Issue/Return Req header screen, you cannot override the *Return* field.

Performing Inventory Transfers within Warehouses

Use the *Work with Inventory Transfers* option to transfer inventory between inventory types and storage indexes within a warehouse. You can also perform warehouse transfers between warehouses using this option, but the system does not create a paper trail for those transfers and the inventory updates occur automatically. The system does not use in-transit accounts for transfers within the *Work with Inventory Transfers* option. For detailed documented transfers, use *Warehouse Transfer Orders* option in Infinium IC or the *Order Processing Entry* option in Infinium OP.

Use the menu path below.

- ▶ *Inventory Control*
 - ▼ *Work with Inventory Transfers* [WWIT]

12/04/97	8:33:59	Work with Inventory Transfers	ICGITF	ICDITF
<hr/>				
From Company		__IS1	+	
From Warehouse		ISW1	+	
To Company		__IS1	+	
To Warehouse		ISW3	+	
From Transaction Code		21	+	
To Transaction Code		20	+	
Date of Transaction		12041997		
Last Transaction Number		:		
<hr/>				
F2=Function keys F3=Exit F4=Prompt F7=User Fields F24=More keys				

Figure 4-16: Work with Inventory Transfers header screen

This screen displays when you select the *Work with Inventory Transfer* option from the *Inventory Control* menu. This screen also displays when you press F9 from within the *Work with Mass Activity Entry* option.

You must complete all the fields on the *Work with Inventory Transfers* header screen.

From Company, From Warehouse, To Company, To Warehouse

The system displays your default company and warehouse in these fields. If you have authorization to access other companies and warehouses, press F4 to prompt on the field to display and select from a list of valid entries.

From Transaction Code, To Transaction Code

These fields default to **21** for the from transaction code and **20** for the to transaction code. Type valid transaction codes in these fields, or press F4 to prompt on the fields and display and select from a list of valid entries.

Date of Transaction

This field defaults to the current date. You can override this value if you type **N** in the *Protect transaction date* field in the Company and Entity Control files in Infinium IC.

Last Transaction Number

After you complete this transaction and update inventory records, the system assigns a number to this field. A number will not display in this field until after you complete the transaction.

Press Enter to access the Work with Inventory Transfers detail screen.

Press F7 to access user fields. Define user fields in the *Code Files* menu in Infinium CA.

Entering Transfer Details

The system displays this screen when you press Enter from the Work with Inventory Transfers header screen.

```

12/04/97   8:37:32   Work with Inventory Transfers   ICGITF   ICDITF
-----
From Company . . . . : IS1           To Company . . . . : IS1   Line 001
From Warehouse . . . : ISW1 Tran: 21  To Warehouse . . . : ISW3  Tran: 20

Product . . . . . : PROD03           + Size . . . . . :
Description . . . . . :

Quantity . . . . . : 250.0000
Unit of Measure . . . . . : LB +

From
Aisle . . . . . : AISLE 9 +
Bin . . . . . : BIN 9 +
Lot# . . . . . : LOT 9 +
To
Aisle . . . . . : AISLE 10 +
Bin . . . . . : BIN 2 +
Lot# . . . . . : LOT 1 +

More...

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

Figure 4-17: Work with Inventory Transfers detail screen

Line

The PgDn key displays more lines where you can add more transfers.

Product, Size, Quantity, Unit of Measure

Type the product, Size code (if applicable), quantity, and unit of measure, if it is different from the item's inventory unit of measure. You must press F6 to update the transfer.

Press F4 to prompt on the *Product* and *UM* fields to select from a list of valid entries. You must type a number in the *Quantity* field.

From, To

The table below describes the various scenarios for lot number values.

If transferring...	...to	...then the receiving warehouse lot number is...	and the expiration date is...
Lot controlled item	Warehouse that is not lot controlled	Specified by you	Not recalculated

If transferring...	...to	...then the receiving warehouse lot number is...	and the expiration date is...
Lot controlled item	Warehouse that is lot controlled	Displayed by the system and is the same number as in the transferring warehouse	Not recalculated
Non-lot controlled item	Warehouse that is lot controlled	Specified by you	Recalculated
Non-lot controlled item	Warehouse that is not lot controlled	Not applicable	Not applicable

If the From warehouse location is different from the To warehouse location, the system displays valid storage indexes as long as you establish default storage indexes in the Inventory Information attribute within the *Work with Item Warehouse* option.

The system validates default storage indexes, according to the storage index hierarchy rules defined in the “Understanding Storage Index Retrieval” appendix in this guide.

Press F4 on any of the storage location fields to display the Inventory by Storage Index window and select a valid storage index location.

Once you complete transactions, press F6 to update the inventory files and return to the *Work with Inventory Transfers* header screen.

From the *Work with Inventory Transfers* detail screen you can perform several tasks via function keys. The following table defines the function keys available and their use:

Function Key	Purpose
F3	Press F3 to display a window where you can specify whether to exit and save, exit without saving or resume.
F6	Press F6 to update and complete your inventory transfer. The transaction is immediately saved.
F7	Press F7 to access an Override Defaults window where you can change locations, inventory type, and transaction date.

Function Key	Purpose
F3	Press F3 to display a window where you can specify whether to exit and save, exit without saving or resume.
F11	Press F11 to override the warning message and continue with the transaction if you moved inventory to a new lot or if the lot is expired.
F13	Press F13 to perform cost adjustments. For more information refer to the “Performing Inventory Cost Adjustments” topic in this chapter.
F21	Press F21 to access available inventory information.

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

The Override Defaults window is shown below.

Override Defaults Window

The system displays this window when you press F7 from the Work with Inventory Transfers detail screen.

```

12/04/97   8:38:44   Work with Inventory Transfers   ICGITF   ICDITF
-----
From Company . . . : IS1           To Company . . . : IS1   Line 001
From Warehouse . . : ISW1 Tran: 21 To Warehouse . . : ISW3 Tran: 20

Product
Descrip
Quantit
Unit of
From
Aisle .
Bin . .
Lot# . .
To
Aisle .
Bin . .
Lot# . .

Product . . . . . : PRO003
Quantity & UM . . . : 250.0000 LB
From Company . . . . : IS1 +
From Warehouse . . . : ISW1 +
To Company . . . . . : IS1 +
To Warehouse . . . . : ISW3 +
From Trn Code . . . . : 21 +
To Trn Code . . . . . : 20 +
Transaction Date . . : 12041997

F2=Function keys F4=Prompt F24=More keys
re...
F2=Func
    
```

Figure 4-18: Override Defaults window

You can override the field entries in this window.

Performing Mass Adjustments to Inventory

Using the *Work With Mass Activity Entry* option, you can complete different inventory transactions from the same screen. From the *Work with Mass Activity Entry* screen you can issue, return, and adjust inventory, specifying these transactions multiple times. You can also use function keys to complete inventory transfers, adjust costs, modify defaults, and override defaults.

The system allows negative inventory balances when using this function.

If you are working with only one transaction type at a time, you can perform each activity separately using the *Work with Issues>Returns*, *Work with Adjustments*, *Work with Inventory Transfers*, and *Work with Cost Adjustments* options.

Use the menu path below.

- ▶ *Inventory Control*
 - ▼ *Work with Mass Activity Entry [WWMAE]*

12/04/97	8:41:25	Work with Mass Activity Entry	ICGMA	ICDMA
<hr/>				
Company		IS1	+	
From Warehouse		ISW1	+	
To Warehouse		ISW1	+	
DEPARTMENT				+
Numeric Field 1				
DATE				
From Transaction Code		20	+	
To Transaction Code			+	
Adjustment Type		ADJUST	+	
G/L Account				
Date of Transaction		12041997		
Print Pick slip for iss/ret		1		(0=Never, 1=Now, 2=Later)
Last Transaction Number				
<hr/>				
F2=Function keys F3=Exit F4=Prompt F7=User Fields F24=More keys				

Figure 4-19: Work with Mass Activity Entry header screen

Company, From Warehouse, From Transaction Code, Adjustment Type, Print Pick slip for iss/ret

You must complete these fields either by typing valid codes in the fields, or by using F4 to prompt. You can override the adjustment type on detail line items.

To Warehouse, To Transaction Code

To transfer inventory, complete the *To Warehouse* and *To Transaction Code* fields.

The three fields that follow the *To Warehouse* field are user-defined fields. On this screen the system displays the first alpha, numeric, and date user fields. Define user fields in the *Work with User-Defined Fields* option in Infinium CA.

G/L Account

Press F4 to prompt on the *G/L Account* field. If you enter an Account code here, it defaults to each detail transaction. You can override this entry with F7 at the detail line level.

Date of Transaction

This field defaults to the current date. You can override this value if you type **N** in the *Protect transaction date* field in the Base Application Information attribute in the Company and Entity Control files in Infinium IC.

Print Pick slip for iss/ret

Valid values are:

- 0** A pick slip does not print.
- 1** A pick slip prints when the system performs the transaction.
- 2** A pick slip is sent to the Pick List file.

Print the pick slip later using the *Print Pick List* option. You can set a default value for this field in the Entity and Company controls on the *Inventory Control* menu.

Press Enter to access the Work with Mass Activity Entry detail screen.

Press F7 to access user defined fields. Define user fields in the *Code Files* menu in Infinium CA.

Entering Line Item Adjustments

The system displays this screen when you press Enter from the Work with Mass Activity Entry header screen.

12/04/97		8:45:32		Work with Mass Activity Entry		ICGMA	ICDMA
Company . . : IS1				Warehouse : ISW1			
A/I/R	Product *	Size	Quantity	UM*			
	Aisle*	Bin*	Lot#*				
A	PROD01			10.0000	EA		
	AISLE 6	BTN 2					
I	PROD03			1.0000	LB		
	AISLE 8	BTN 6					
R	PROD02			15.0000	EA		
	AISLE 2	BTN 8					
-							
-							
-							
-							
						More . . .	
F2=Function keys F3=Exit F4=Prompt F6=Update F24=More keys							

Figure 4-20: Work with Mass Activity Entry detail screen

Use two lines for each adjustment.

First line: A/I/R, Product, Size, Quantity, UM

You must complete the *A/I/R*, *Product*, *Size* (if applicable), and *Quantity* fields. You must complete the *UM* field if the item's transaction unit of measure is different from the inventory unit of measure.

In the *A/I/R* column, you can type an Adjustment Type code (**A**=Adjust, **I**=Issue, and **R**=Return) at each line. You can also use the Defaults window by pressing F7 to change adjustment type and other defaults for any line item you enter on the Work with Mass Activity Entry detail screen. If you have transactions of one type, then you should use the appropriate option; for example, *Work with Inventory Adjustments*, or *Work with Issue/Return Req.*

Type a product on each line of the *Product* column or press F4 to prompt on each field to display and select from a list of valid entries.

Second line: Storage locations

Type storage locations in each storage index field or press F4 to prompt on the field to display and select from a list of valid entries for each product.

If lot control is enabled and you enter a transaction that will create a new lot, a warning message is displayed. You can override the warning message and complete the transaction by pressing F11 or you can cancel the transaction.

If the lot you specify is expired, the system displays a warning message. Press F11 to override the message and complete the transaction or press F12 to cancel it. If you press F11, the system calculates the lot expiration date using the item shelf life and the transaction date.

Press F6 to update the file for inventory adjustments, returns, and issues.

From the Work with Mass Activity Entry detail screen you can perform several tasks via function keys. The following table defines the function keys available and their use:

Function Key	Purpose
F3	Press F3 to display a window where you can specify whether to exit and save, exit without saving or resume.
F6	Press F6 to update and complete your inventory transactions. The transaction is immediately saved.
F7	Press F7 to access an Override Defaults window where you can change user fields, locations, adjustment type, general ledger account, and transaction date.
F9	Press F9 to go to the Work with Inventory Transfers header screen.
F11	Press F11 to override the warning message and continue with the transaction if you are adding inventory to a new lot or processing a transaction from an expired lot.
F13	Press F13 to perform cost adjustments. For more information on this refer to the "Performing Inventory Cost Adjustments" topic in this chapter.
F14	Press F14 to update miscellaneous fields on the Inventory record. For more information on this refer to the "Maintaining the Inventory Record" topic in this chapter.
F16	Press F16 to override adjustment types and to modify default fields. This function key allows you to re-use the same information for each line item without having to retype entries.

Function Key	Purpose
F3	Press F3 to display a window where you can specify whether to exit and save, exit without saving or resume.
F20	Press F20 to window right and display the item descriptions.
F21	Press F21 to access available inventory information.

Overriding Line Item Defaults

The system displays this window when you press F7 from the Work with Mass Activity Entry detail screen.

```

12/04/97   8:45:32   Work with Mass Activity Entry   ICGMA   ICDMA
Company
A/I/R      Product . . . . . : PROD02      +
           Product Description : APPLE PIE
           Storage Index . . . : AISLE 2   BIN 8
           Quantity & UM . . . : 15.0000   EA
           A/I/R . . . . . : R (A=Adjustment, I=Issue, R=Return)
           DEPARTMENT . . . . . : _____ +
           Numeric Field 1 . . . : _____
           DATE . . . . . : _____
           From Warehouse . . . : ISW1      +
           From Tran. Code . . . : 20
           Adjustment Type . . . : IS/REI   +
           G/L Account . . . . . : *4*
           Date of Trans . . . . : 12041997
           _____
           F2=Function keys  F4=Prompt  F24=More keys
           _____
F2=Func
    
```

Figure 4-21: Override Defaults window

Complete or modify these fields to override the defaults for each transaction. When you finish making changes, press Enter to save the changes.

The values in the first five fields default from the Work with Mass Activity Entry header screen. The remaining values default from the Work with Mass Activity Entry detail screen.

Press F13 to access the *Work with Cost Adjustments* option and adjust costs.

Completing Inventory Transfers

To complete an inventory transfer, press F9. The system displays the Work with Inventory Transfers header screen. All the information from the Work with Mass Activity Entry detail screen defaults to this option. You can also access this screen by pressing F9 from the Work with Mass Activity Entry header screen.

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

Overriding Screen Defaults

The system displays this window when you press F16 from the Work with Mass Activity Entry detail screen.

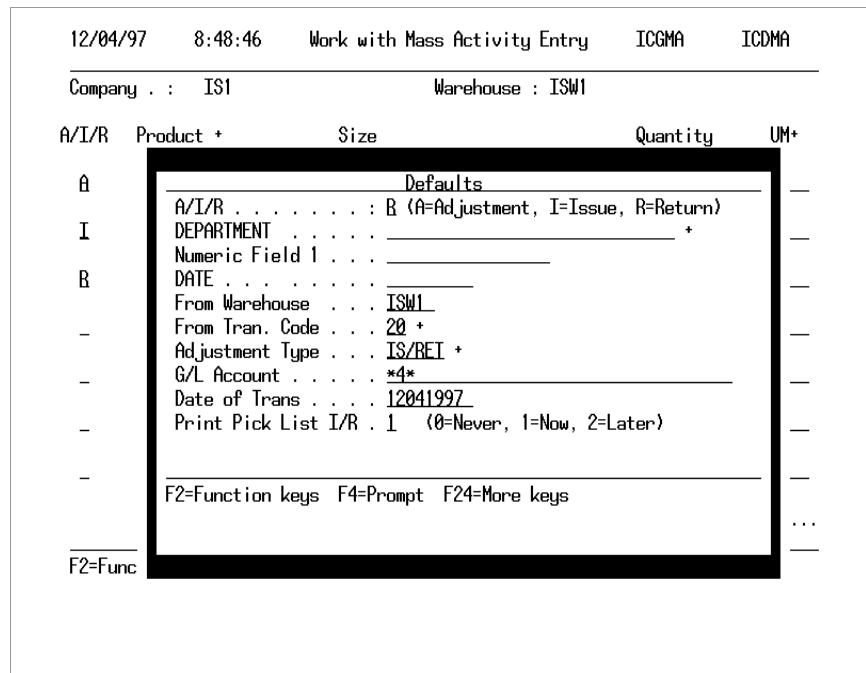


Figure 4-22: Defaults window

Use this window to establish defaults for multiple transactions. Entries here change the defaults for the next set of adjustments, issues, or returns.

You can also narrow the scope of your defaults by using the other fields on the window. For instance, assume user-defined field 1 is Department and

type in a specific department and establish defaults for all transactions for that department.

A//R

Change the adjustment type for each line item by selecting **A**, **I** or **R** as the entry for this field. If you use only one Adjustment Type code, type the code once and it displays at every line item on the detail screen. Press Enter to continue.

If you create transactions of all three types, position the cursor on the line item where the adjustment type begins and press F7.

Complete or modify the remaining fields that display in this window as required. Press Enter to return to the Work with Mass Activity Entry detail screen.

Repackaging Inventory

Use the *Work with Inventory Repackaging* option to change product packaging or size.

Use the menu path below.

► *Inventory Control*

▼ *Work with Inventory Repackaging [WWIR]*

12/04/97	9:02:25	Work with Inventory Repackaging	ICGIRP	ICDIRP
<hr/>				
From Company		IS1	+	
From Warehouse		ISW1	+	
To Company		IS1	+	
To Warehouse		ISW1	+	
Formula			+	
Kit Product			+	
Quantity Conversion Factor		1.00		
From Transaction Code		21	+	
To Transaction Code		20	+	
DEPARTMENT			+	
Numeric Field 1				
DATE				
Date of Transaction		12041997		
<hr/>				
F2=Function keys F3=Exit F4=Prompt F7=User Fields F24=More keys				

Figure 4-23: Work with Inventory Repackaging header screen

The following fields require entries: *From Company*, *From Warehouse*, *To Company*, *To Warehouse*, *From Transaction Code*, *To Transaction Code*, and *Date of Transaction*. You can accept default entries or override them.

If you specify a formula that has multiple instances, the system checks the value in the *Date of Transaction* field against the effective dates specified in each formula instance to determine which instance to use. If you have implemented formula by location, the following resolution hierarchy is used:

- 1 Formula at the warehouse level with effective dates
- 2 Formula at the warehouse level without effective dates

- 3 Formula at the company level with effective dates
- 4 Formula at the company level without effective dates
- 5 Formula at the entity level with effective dates
- 6 Formula at the entity level without effective dates

The three fields that follow the *To Transaction Code* field are user-defined fields. The first alpha, numeric, and date fields display. Define user defined fields in the *Code Files* menu in Infinium CA. Press F7 to access all user defined fields.

Kit Product Quantity Conversion Factor

Use this field for formula and kit products only. When you repackage a formula or kit product, the system multiplies the quantity of each formula ingredient or kit component by the value in this field. This field defaults to **1.00**.

Press Enter to display the Work with Inventory Repackaging detail screen.

Repackaging Specifics

This screen displays when you press Enter from the Work with Inventory Repackaging header screen.

```

12/04/97   9:04:02   Work with Inventory Repackaging   ICGIRP   ICDIRP
-----
REPACKAGE FROM
Product . . . . . COLA + Line 001
Quantity . . . . . 40   UM . 6PK +
Aisle . . . . . _____ +
Bin . . . . . _____ +
Lot# . . . . . _____ +
Adjust Containers . . . . . N (Y=Yes, N=No)
More...

REPACKAGE TO
Product . . . . . COLA + Line 001
Quantity . . . . . 30   UM . 8PK +
Aisle . . . . . _____ +
Bin . . . . . _____ +
Lot# . . . . . _____ +
Adjust Containers . . . . . N (Y=Yes, N=No)
More...

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

Figure 4-24: Work with Inventory Repackaging detail screen

REPACKAGE FROM Product, Size, Quantity, UM

You must complete the *Product*, *Size* (if applicable) and *Quantity* fields under the *REPACKAGE FROM* and *REPACKAGE TO* sections. The *UM* (unit of measure) field defaults to the inventory unit of measure. When you prompt on the storage index fields, the system displays the Inventory by Storage Index screen. If you define default storage indexes in the Item Warehouse file for a specific item, the system displays them here.

Your entry in the *Quantity* field in the *REPACKAGE FROM* section cannot exceed the inventory balance for the specified item, storage index, and inventory type.

Press F4 on each storage index to display inventory balances. The system displays only locations where the item currently exists in the Product Inventory file.

The system validates default storage indexes, according to the storage index hierarchy rules defined in the “Understanding Storage Index Retrieval” appendix of this guide.

Lot #

The name of the third storage index field in this example in *Lot #*. This name is user-defined and is maintained through the Infinium CA control files.

To repackage the same product for a lot controlled item, you must specify the same lot number in the Repackaged From and Repackaged To sections.

If a transaction will create a new lot, a warning message is displayed. Press F11 to override the message and complete the transaction or press F12 to cancel it. If you press F11, the system recalculates the lot expiration date of the repackaged inventory using the item shelf life and the transaction date.

If the inventory in the Repackaged From lot is expired, the system displays a warning message. Press F11 to override the message and complete the transaction or press F12 to cancel it.

Line

The PgDn key displays more lines where you can type additional items and warehouses.

Press F3 to display a window where you can specify whether to exit and save, exit without saving or resume. Press F6 to repackage the products, update the inventory files, and return to the Work with Inventory Repackaging header screen. When you press F6, your entries immediately update without giving you the options available with F3.

You can also press F7 to override default information and F21 to check available inventory.

Maintaining the Inventory Record

Select the *Work with Inventory Record* option to edit inventory information, except for quantity. Secure inventory information by limiting access to this option.

Inventory records contain information such as expiration dates and physical locations. Type information for each item by storage index and inventory type for the following inventory types:

- On-hand
- In-transit
- Returned
- Scrapped
- Distressed
- Quarantine
- Rework
- On Hold
- Inspection

When you maintain an inventory record using this option, the system automatically makes an update entry in the Product Transaction Journal file.

Use the menu path below.

- ▶ *Inventory Control*
 - ▼ *Work with Inventory Record* [WWIRCD]

```

12/09/97   11:54:43   Work with Inventory Record   INR017   INR017FM
-----
Company . . . . .   IS1  +
Warehouse . . . . .  ISW1  +
Product Code . . . . .  PROD03  + Size .  ___
Inventory Type . . . . .  AA  +
Aisle . . . . .   AISLE 8  +
Bin . . . . .   BIN 6  +
Lot# . . . . .   _____  +

-----
Previous Entry

Company . . . . . :
Warehouse . . . . . :
Product Code . . . . . :           Size :
Inventory Type . . . . . :
Aisle . . . . . :
Bin . . . . . :
Lot# . . . . . :

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

```

Figure 4-25: Work with Inventory Record header screen

In the fields that display at the top of the screen, identify a record to modify and then press Enter.

The previous entry on this screen always displays at the bottom of this screen.

When you update the inventory quantities for a storage index, the system calculates and updates the cost for that storage index based on the weighted average cost at the time of the update.

You can edit any inventory information in this option except quantity.

Press Enter to display the next screen.

Changing Inventory Record Information

```

2/09/98   8:47:40   Work with Inventory Record   INR017   INR017FM
-----
Company . . . . : IS1           Product . . . . : PROD03
Warehouse . . . : ISW1         Size . . . . . :
Current Balance : 198.0000 LB  AISLE . . . . : AISLE 8
Inventory Type  : AA           BIN . . . . . : BIN 6
MASTER RECORD  LOT# . . . . . :
Physical Location . . . . . :
Cost . . . . . : UM . . . LB +
Value Override . . . . . : UM . . . +
Expiration Date . . . . . :
Last Graded Date . . . . . :
First Receipt Date . . . . . : 12/04/1997
Last Receipt Date . . . . . : 12/04/1997
Rework Formula . . . . . : +
JOURNAL RECORD
Adjustment Type . . . . . : ##UPDT +
Vendor Code . . . . . : +
Batch Number . . . . . :
Sold-To . . . . . : +
Transaction Number . . . . . :
-----
F2=Function keys  F3=Exit  F4=Prompt  F6=Update  F24=More keys
    
```

Figure 4-26: Work with Inventory Record detail screen

You can enter an expiration date and physical location beyond storage locations. The system reports and displays the information in this file based on your requirements.

Physical Location

The *Physical Location* field prints on physical inventory tags which you create using the *Create Tags for Frozen Inventory* and *Create Tags for Work in Process* options.

Cost, Value Override, Expiration Date, Last Graded Date, Cost

In Infinium MC, the *Close To Cost Batch (FINAL)* option updates the *Expiration Date* and *Last Graded Date* fields.

If you are using the actual batch costing method for this inventory type, the system maintains and uses the *Cost* field entry from this screen instead of the cost from the Product Cost file.

In the *Value Override* field type a new dollar value for this item if it is different from the last value calculated in the physical inventory. Determine the value of inventory by requesting an inventory value report using the *Print Inventory Value* function.

Expiration Date

This field is for informational use for your customized reports. The system does not use this date for lot control processing.

First Receipt Date, Last Receipt Date

All manual and automatic inventory transactions through Infinium PM, Infinium OP, and Infinium IC update the *First Receipt Date* and *Last Receipt Date* fields, with the exception of ICGRTO (Work with Warehouse Transfers), ICGITF (Work with Inventory Transfers) and ICGIRP (Work with Inventory Repackaging).

Rework Formula

Infinium MC uses the *Rework Formula* field in batch rinse procedures.

Adjustment Type

The *Adjustment Type* field defaults to **##UPDT**.

Vendor Code

Type the Vendor code that identifies where to purchase the item, if applicable. Establish Vendor codes in Infinium PL.

Batch Number

Type the batch code that identifies the batch that produced this item if it is a manufactured item or material.

Sold-To

Type a sold-to code to identify a customer that purchases this item. You can also press F4 to search for and select a valid code. Maintain Sold-To codes through the *Work with Customer File* option in Infinium OP.

Order Number

Type the order number that produced this item, if applicable.

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

Press F3 to display a window where you can specify whether to exit and save, exit without saving or resume. Press F6 to update your entries.

Press F22 to delete this individual inventory record. You can only delete records with a zero balance.

User-Defined Fields

Press F7 to access user-defined fields.

You can also press F21 to check available inventory.

Inactivating Inventory Lots

You use the *Inactivate Inventory Lots* function to change the status of multiple lots to **IA**, inactive. In addition, you can print a listing of the lots that you change.

Use the menu path below.

► *Inventory Control Utilities*

▼ *Inactivate Inventory Lots [IILB]*

6/19/03	14:24:34	Inactivate Inventory Lots	ICGIILB	ICDIILB
<hr/>				
Beginning Lot	_____	+		
Ending Lot	_____	+		
Beginning Item	_____	+ Size . .	___	
Ending Item	_____	+ Size . .	___	
Zero Balance Only		Y (Y=Yes, N=No)		
Include Which Lots		2 0=Unexpired, 1=Expired, 2=Both		
Last transaction Date	_____			
Print		Y (Y=Yes, N=No)		
Display Selected Lots		Y (Y=Yes, N=No)		
<hr/>				
F3=Exit F4=Prompt F6=Reset F8=Submit F10=QuikAccess F18=Message line				

Figure 4-27: Inactivate Inventory Lots prompt screen

Beginning Lot

To select a range of lots specify the first lot here and specify the last lot in *Ending Lot*.

To select only one lot, type that lot in this field and leave *Ending Lot* blank.

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

Ending Lot

To select a range of lots, specify the first lot in the *Beginning Lot* field and specify the last lot here.

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

Beginning Item

To select a range of items, specify the first item and its size code here and specify the last item and its size code in *Ending Item*.

To select only one item, type that item and its size code and leave *Ending Item* blank.

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

Ending Item

To select a range of items, specify the last item and its size code here and specify the first item and its size code in *Beginning Item*.

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

Zero Balance Only

To change the lot status for only those lots within the selection criteria that have a zero balance, specify yes. To change the lot status for the specified lots to inactive regardless of the lot balance, specify no.

Include Which Lots

Specify whether to change expired or unexpired lots.

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

Last Transaction Date

Type a valid date to select lots based on their last transaction date. The system compares the date you enter here with the last transaction date for each lot you specified in the selection criteria. If the last transaction date of the lot is the same or earlier than the date you specify, the lot is selected.

Print

To print a listing of those lots that you change, specify yes; otherwise, specify no.

Display Selected Lots

To display a list of the lots that have been selected, specify yes. You can then review the list of selected lots and deselect any lot from the list whose status you do not want to change to **IA**, inactive.

If you specify no, Infinium IC changes the lot status to **IA** for the selected lots without first displaying them when you press F6.

Displaying Selected Lots

The screen below is displayed when you specify yes in *Display Selected Lots* on the Inactivate Inventory Lots prompt screen and press Enter.

```

6/11/03   14:29:37   Inactivate Inventory Lots   ICGIIL   ICDIIL
-----
Position to . . . Lot . . . . . = _____ +
                Item . . . . . _____ Size . . . ___ +
Type options, press Enter.
  1=Reselect  4=Deselect  5=Display

Opt Lot          Item                Size  Status  Expiration Date
--- FBLL0T1      TXEFBLPROD                99999999
--- LOCK1        CHEESE1                    99999999
--- LOT 22       DER PRODUCT                99999999
--- LOT 32       DERPROD1                   99999999
--- MC-LOT3      M-PROD3                    99999999
--- MC-LOT4      M-PROD4                    99999999
--- MC-LOT9      DEV-PROD92                 99999999
--- MC-LOT9      M-PROD92                   99999999
--- MF-LOT3      M-P3                       99999999
--- PG RM LOT    PG RM LC='Y'               99999999
                                     More...

-----
F2=Function keys  F3=Exit  F5=Refresh  F6=Submit  F24=More keys
    
```

Figure 4-28: Inactivate Inventory Lots selection screen

The selected lots that you specified on the previous screen are displayed.

To deselect a lot, type **4** next to the lot whose status you do not want to change and press Enter.

To display the lot definition for a lot, type **5** next to that lot and press Enter.

To view the list of selected lots sorted by item, press F11.

After you have reviewed the list of lots and made any necessary changes, press F6 to change the lot status of the selected lots.

Notes

The chapter consists of the following topics:

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Displaying Available Inventory	5-3
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Overview of Using Infinium IC Displays

From the *Inventory Displays* option you can view the status of your inventory in several ways. As you select products or raw materials, individually or in groups, the Infinium IC application compiles and displays the data you request.

After you complete this chapter, you should be able to enter information and display the files so that you can investigate the status of particular products or raw materials in inventory.

Displaying Available Inventory

Use the *Display Available Inventory* option to list inventory types for each product or raw material/resource. You can limit your selection by Company, Warehouse, Beginning Product or Raw Material/Resource, and/or Report Type code.

This option displays the following information:

- Company and warehouse
- Product or raw material/resource identifier
- Available inventory
- On-hand inventory
- Committed usage inventory
- Committed sales (orders)
- Inventory type
- Quantity
- Storage index
- Current balance

The system calculates available inventory based on the inventory types you select to include in the calculation. Determine what inventory types the system uses to calculate the available inventory through the *Work with Inventory Types* option located within the *Control Files* menu.

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

Use the following menu path.

- ▶ *Inventory Displays*
 - ▼ *Display Available Inventory [DAI]*

```
12/04/97   9:25:35   Display Available Inventory   INR07   INR07FM
-----
Company . . . . .  __IS1  +
Warehouse . . . . .  ISW1  +
Position to Product . . . . .  _____  + Size . . .  __
Report Type Code . . . . .  ____  +
Calculate Containers . . . . .  N  (Y=Yes, N=No)

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




Figure 5-1: Display Available Inventory prompt screen

If you know a synonym for a product or raw material/resource, but do not know its identifier, type up to nine characters of the synonym in the *Position to Product* field and press F17 (Synonym Lookup). You can then select a product or raw material/resource from the Display Synonyms screen.

Press Enter to access the Display Available Inventory selection screen.


```

12/04/97  9:26:45  Display Available Inventory  INR07  INR07FM
-----
Type options, press Enter
1=Select

Opt  Co Whse Product          Size UM  Avail Inventory
-----
1  IS1 ISW1 HAZRAW06          GL      10000.0000
-  IS1 ISW1 HAZRAW07          LB      10000.0000
-  IS1 ISW1 HAZRAW08          GL      9932.0715
-  IS1 ISW1 HAZRAW09          GL      9990.0105
-  IS1 ISW1 HAZRAW10         GL      9990.0105
-  IS1 ISW1 HAZRAW11         LB      10000.0000
-  IS1 ISW1 HAZRAW12         GL      10005.0000
-  IS1 ISW1 PROD01           EA       442.0000
-  IS1 ISW1 PROD02           EA       575.0000
-  IS1 ISW1 PROD03           LB     1117.0000
-  IS1 ISW1 PROD04           GL       550.0000
-  IS1 ISW1 PROD05           LB       500.0000
-----
More...

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

Figure 5-2: Display Available Inventory selection screen

The system sorts information by product, size, company, and warehouse.

To select an option, type 1 in the *Opt* field and press Enter.

Press F20 to display the on hand, committed usage and committed orders inventory balance for the item. The system calculates available inventory based on the inventory types you select to include in the calculation. Determine what inventory types the system uses to calculate the available inventory through the *Work with Inventory Type File* option in Infinium IC Control files.

Select one or more items to display detail by inventory type.

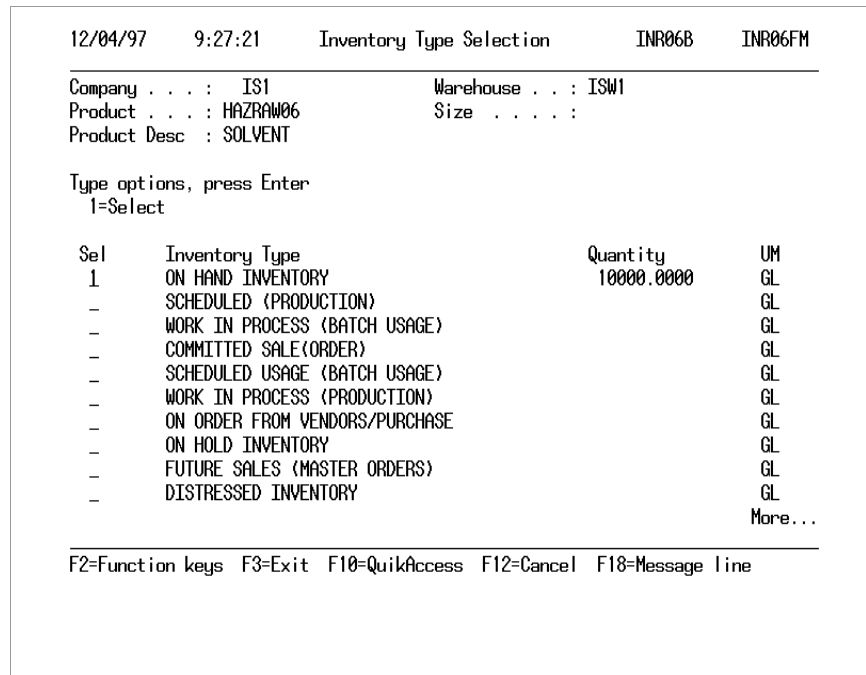


Figure 5-3: Inventory Type selection screen

This screen shows detail by inventory type for a single item. Type 1 and press Enter to select one or more inventory types and display detail for this item by storage index to continue. Press the RollUp, RollDown, PgDn, or PgUp key to display and select additional inventory types.

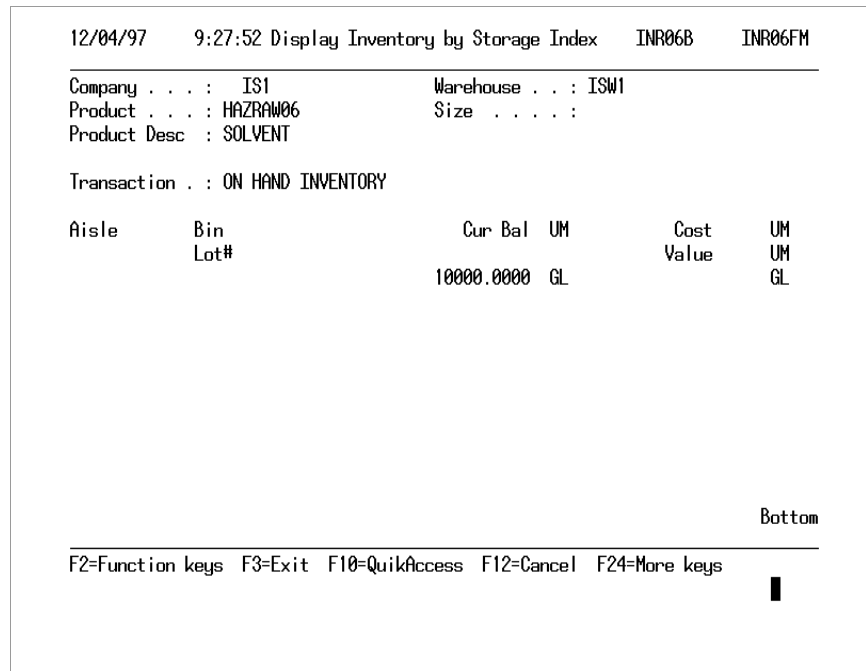


Figure 5-4: Display Inventory by Storage Index detail screen 1

This screen shows detail by storage index for a single item and inventory type.

Cost, Value

The *Cost* and *Value* fields display data from the Inventory Record file. Infinium applications use these values only if your Control file entries indicate that you are using actual batch costing. If you are not using actual batch costing, the *Cost* and *Value* fields will not display.

If you install Infinium CM, you can process transactions in multiple currencies, but the system displays the base currency that you define in Infinium CA.

Expiration Date, Last Graded Date, Physical Location

Press F20 to display these fields for each storage index.

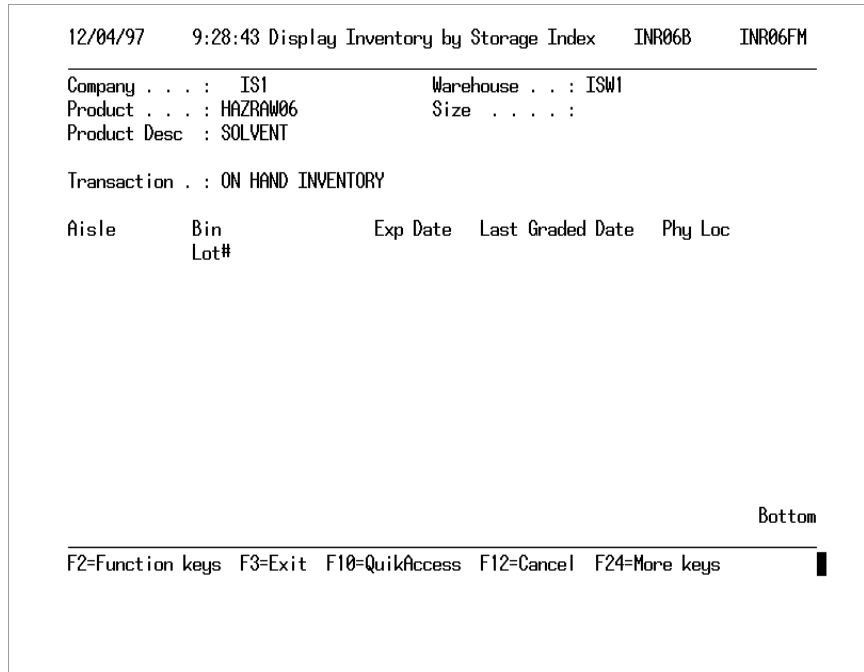


Figure 5-5: Display Inventory by Storage Index detail screen 2

The system displays this screen when you press F20 from the Display Inventory by Storage Index detail screen 1.

Displaying Projected Inventory

The *Display Projected Inventory* option shows, for a specific item at a specific warehouse, the information the system uses to calculate available and projected inventory.

The screens display the following information:

- Company and warehouse
- Product or raw material/resource identifier and description
- Balances for inventory on hand, work in process usage, customer orders, available, scheduled usage, on order from vendor, work in process production, in transit, projected, suspense, and rework
- Minimum and maximum quantity

Use the menu path below.

► *Inventory Displays*

▼ *Display Projected Inventory [DPI]*

12/04/97	9:32:59	Display Projected Inventory	INR08	INR08FM
<hr/>				
Company		IS1	+	
Warehouse		ISW1	+	
Product Code		PROD10	+	Size
<hr/>				
F2=Function keys F3=Exit F4=Prompt F10=QuickAccess F18=Message line				

Figure 5-6: Display Projected Inventory prompt screen

The system requires entries in the *Company*, *Warehouse*, and *Product Code* fields. Press Enter to continue.

12/04/97	9:32:11	Display Projected Inventory	INR08	INR08FM
Company :		IS1	Warehouse . . . :	ISW1
Product :		PROD10	Size :	
Product Desc :		1 GALLON CAN	Inventory UM :	EA
On Hand Inventory :		100.0000		
Usage (Work In Process) . . . (-) :				
Customer Order (-) :				
Available Inventory :		100.0000		
Scheduled Usage (-) :				
On Order (Vendors) (+) :		900.0000		
Scheduled Production (WIP) . . (+) :				
In Transit Receipts (+) :				
Projected Inventory :		1000.0000		
Total Suspense :				
Rework :				
Minimum :				
Maximum :				
F2=Function keys F3=Exit F9=More Details F24=More keys				

Figure 5-7: Display Projected Inventory screen

This display starts with on hand inventory and adds or subtracts each line as indicated to calculate available and projected inventory.

Total Suspense

The *Total Suspense* field displays information relative to the following inventory types:

- Distressed
- On-hold
- Future sales
- Inspection
- Quarantine
- Rework
- Scrap
- Return

Minimum, Maximum

The *Minimum* and *Maximum* field values default from the Item Warehouse file.

Press F9 to access the Inventory Type selection screen.

Displaying the Product Transaction Journal

The *Display Product Transaction Jnl* option is useful for investigating errors in inventory balances. The display lists the details of all inventory transactions for each specified item. You can limit your selection by date range, transaction code, and storage index.

The screens include the following information:

- Company and warehouse
- Product or raw material/resource identifier and description
- Date and time of transaction
- Transaction type (for example, increase on-hand inventory)
- Actual transaction quantity
- Converted transaction quantity (for example, actual transaction quantity converted to the inventory unit of measure)
- Storage index
- Quantity in storage index
- Vendor, batch, customer, or order number
- Sold-to customer
- User
- Program that generated the transaction
- Unit and extended costs
- Adjustment type
- Vendor lot number

The Product Transaction Journal captures information from many different processing options and consequently can become quite large. Purge this file periodically, but limit purging around specific business functions, such as SARA processing. For more information on this refer to the “Purging the Product Transaction Journal File” topic in the “Performing System Operator Tasks for Inventory Processing” chapter in this guide.

Use the menu path below.

- ▶ *Inventory Displays*
 - ▼ *Display Product Transaction Jnl [DPTJ]*
-

```

12/04/97   9:35:01   Display Product Transaction Jrnl   INR09A   INR09AFM
-----
Company . . . . .  __IS1  +
Warehouse . . . . .  ISW1  +
Product Code . . . . .  PROD03 _____ + Size .  __
Starting Date . . . . .  _____
Ending Date . . . . .  _____
Transaction Type . . . . .  __ +
Aisle . . . . .  _____ +
Bin . . . . .  _____ +
Lot#. . . . .  _____ +
-----
F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys

```

Figure 5-8: Display Product Transaction Jrnl prompt screen

The system requires entries in the *Company*, *Warehouse*, and *Product Code* fields.

Leave the remaining fields blank to display all transactions for this item and warehouse.

To use dates, be sure your entry in the *Ending Date* field is the same or later than the date in the *Starting Date* field.

Press F4 on each storage index field to display the current balance in each storage index for the company, warehouse, item, and transaction type code you specified above.

Press Enter to continue.

Seq	Date	Time	Trn	Cnv	Trn Qty	UM	Qty This SI	UM
1	12/04/1997	8:50:01	ON HAND -		1.0000	LB	199.0000	LB
2	12/04/1997	8:40:59	ON HAND -		250.0000	LB	293.0000	LB
3	12/04/1997	8:33:19	ON HAND +		100.0000	LB	200.0000	LB
4	12/04/1997	8:27:41	ON HAND +		100.0000	LB	100.0000	LB
5	12/03/1997	16:13:15	ON HAND -		100.0000	LB	543.0000	LB
6	12/03/1997	15:35:02	ON HAND +		643.0000	LB	643.0000	LB
7	12/03/1997	15:32:20	ON HAND +		50.0000	LB	550.0000	LB
8	9/24/1997	17:36:37	ON HAND +		50.0000	LB	75.0000	LB
9	9/24/1997	11:15:04	ON HAND +		25.0000	LB	25.0000	LB
10	7/23/1997	15:38:17	ON HAND +		500.0000	LB	500.0000	LB

Bottom

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

Figure 5-9: Display Product Transaction Jrnl screen

The system sorts the information so that the most recent transaction displays at the top of the screen.

Press F11 on this screen to display additional information.

More details display when you press F20. An example of the F20 Display Product Transaction Jrnl Additional details screen follows.

```

12/04/97   9:36:23   Display Product Transaction Jrnl   INR09A   INR09AFM
-----
Company . . : IS1                               Warehouse : ISW1
Product . . : PROD03                           Size . . . :
KITTY LITTER

Seq Transaction ID   Aisle   Bin   Lot#   Sold-To
                    Vendor Lot #
1 000000329         AISLE 8   BIN 6
2 000000328         AISLE 9   BIN 9   LOT 9
3 000000327         AISLE 8   BIN 6
4 000000326         AISLE 8   BIN 6
5 000000325         AISLE 9   BIN 9   LOT 9
6 000000324         AISLE 9   BIN 9   LOT 9
7 000000323
8 000000302         A3       B3
9 000000301         A3       B3
10 000000286

Bottom

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

Figure 5-10: Display Product Transaction Jrnl Additional details screen

From this screen display the vendor lot number for the transactions. Press F20 to display the program that generated the transaction.

```

12/04/97   9:37:38   Display Product Transaction Jrnl   INR09A   INR09AFM
-----
Company . . : IS1                               Warehouse : ISW1
Product . . : PROD03                           Size . . . :
KITTY LITTER

Seq   Act Trn Qty  UM   Cost   UM   Adj Ty User   Program
      Ext Cost
1     1.0000 LB
2    250.0000 LB
3    100.0000 LB
4    100.0000 LB
5    100.0000 LB
6    643.0000 LB
7     50.0000 LB
8     50.0000 LB   .662342 LB ADJUST AM2000 ICGIAD
9     25.0000 CNTR   .662342 LB ADJUST AM2000 ICGIAD
10    500.0000 LB   LB ADD AM2000 ICGIAD

Bottom

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

Figure 5-11: Display Product Transaction Jrnl Additional details screen

Displaying the Adjustment Transaction Journal

To display information on each transaction you create using the *Work with Adjustments*, *Work with Issues>Returns*, *Work with Inventory Transfers*, *Work with Cost Adjustments*, or *Warehouse Transfer Orders* options use the *Display Adjustment Transaction Jrnl* option.

The system stores inventory values in base currency as defined in Infinium CA. However, if you have Infinium CM installed, you can transfer inventory between companies with different company base currencies.

Use the menu path below.

- ▶ *Inventory Displays*
 - ▼ *Display Adjustment Journal [DAJ]*

```

7/28/00   12:11:52   Display Adjustment Journal   ICGDAJ   ICDDAJ
-----
Company . . . . . MLSTD +
Warehouse . . . . . STD2 +
Product Code . . . . . A NEW PRODUCT _____ + Size . EA
Starting Date . . . . . _____
Ending Date . . . . . _____
From Adjustment Type . . . . . _____ +
To Adjustment Type . . . . . _____ +

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

Figure 5-12: Display Adjustment Journal prompt screen

You can display transactions based on the criteria you type on this screen. To select a specific group of transactions for display, type the company, warehouse, adjustment type, or date.

Press Enter to continue to the next screen.

7/28/00		12:08:53		Display Adjustment Journal			ICGDAJ	ICDDAJ
Company . . :		MLSTD		Warehouse :			STD2	
Product . . :		A NEW PRODUCT		Size . . . :			EA	
to cost								
5=Display user fields 6=Display PA fields								
Sel	Seq	Tran No	Date	Time	Trn	Cnv	Trn Qty	UM
<u>6</u>	1	1421	20000728	12:08:29	ON HAND +		10.0000	GL
								Bottom
F2=Function keys F3=Exit F10=QuikAccess F12=Cancel F24=More keys								

Figure 5-13: Display Adjustment Journal screen

The system displays this screen when you type a product in the *Product Code* field on the Display Adjustment Journal prompt screen and press Enter.

Press F20 to display additional transaction information.

Press the PgDn or PgUp, RollUp, or RollDown keys to display additional transactions.

Sel

Type 5 in the *Sel* field to display user-defined fields. Type 6 in the *Sel* field to display the *Project ID*, *Activity (WBS)*, *Cost Code* and *Currency* fields from Infinium PA. If project fields do not exist for a transaction the system displays the following message:

Project Accounting data not available for this sequence line.

```

7/28/00  12:20:50  Display Adjustment Journal  ICGDAJ  ICDDAJ
-----
Company . : MLSTD                Warehouse : STD2
Product . : A NEW PRODUCT        Size . . : EA
to cost

5=Display user fields 6=Display PA fields

Sel  Seq  Tran No  Adj Type  Act Trn Qty  UM  User  Program
6   1    1421  ADD      10.0000  GL  AM2000  ICGIAD

Bottom

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

Figure 5-14: Display Adjustment Journal Additional details screen

When you press F20 on the Display Adjustment Journal screen, the system displays additional columns of information for the product.

Press F19 to return to the original Display Adjustment Journal prompt screen.

Displaying Raw Material/Product History

Use the *Display RM/Product History* option to display a history of quantities sold, bought, used and/or produced each month at a given warehouse. The screens list information specific to the raw material/ resource or product you query.

The screens include the following information:

- Company and warehouse
- Product or raw material/resource identifier and description
- Quantity ordered by customers each month
- Quantity sold each month
- Forecast sales quantity each month
- Quantity ordered from vendors each month
- Quantity received from vendors each month
- Quantity manufactured each month
- Quantity used in manufacturing each month
- Quantity issued

Use the menu path below.

- ▶ *Inventory Displays*
 - ▼ *Display RM/Product History [DRMPH]*

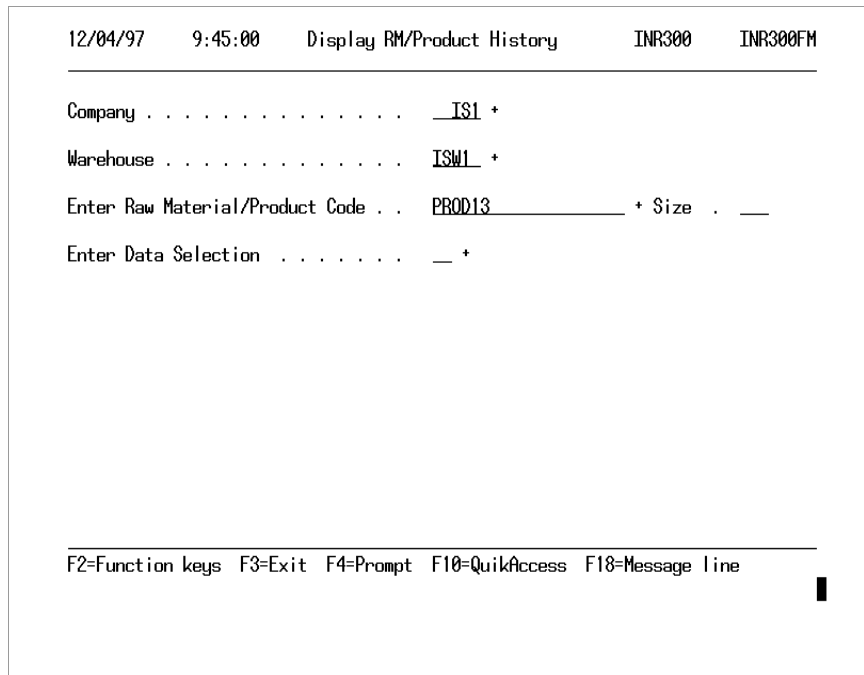


Figure 5-15: Display RM/Product History prompt screen

The system requires entries in the *Company*, *Warehouse*, and *Enter Raw Material/Product Code* fields.

Enter Data Selection

This value determines which columns the system includes on the display (for example, units ordered by customers, units manufactured). If you press F4, you can make multiple selections in the prompt window. Leave this field blank to display all columns. The Data Code selection screen is shown below.

```

12/04/97   9:46:51   Data Code Selection   INR300   INR300FM
-----
Type options, press Enter

1=Select           (Multiple selections allowed)

Sel   Code   Description
-     01    Customer Ordered Units
-     02    Customer Sales Units
-     03    Forecast Sales Units
-     04    P.O. Ordered Units
-     05    P.O. Receipt Units
-     06    Manufactured Units
-     07    Units Used in Manufacturing

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

```

Figure 5-16: Data Code selection screen

The system displays this screen when you position the cursor in the *Enter Data Selection* field and press F4 on the Display RM/Product History prompt screen. Type 1 in the *Opt* fields next to the codes you want to include in your data selection. Press Enter to continue.

```

12/04/97   9:45:29   Display RM/Product History   INR300   INR300FM
-----
Company . . . : IS1   Product . . . : PROD13
Warehouse . . : ISW1  Size . . . . :
UM . . . . . : EA    Description . : SCISSORS      (UE/PM)

Period      Cust Ordered   Cust Sales   Forecast $ls   P.O. Ordered
09/1997                    78.0000
08/1997                    10.0000
07/1997                    119.0000

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

```

Figure 5-17: Display RM/Product History screen

The system displays this screen when you complete the required fields on the Display RM/Product History prompt screen and press Enter.

To display additional columns of information, press F20.

Displaying Inventory by Storage Index

The *Display Inv. by Storage Index* option lists available and on-hand inventory by storage index for each product or raw material/resource. You can limit the selection by Company, Warehouse, Beginning Product or Raw Material/Resource, and/or Report Type code.

This option allows you to access the Inventory Type selection screen for individual items.

The screens display the following information:

- Company and warehouse
- Product or raw material/resource identifier
- Storage index
- Available inventory
- On hand inventory

Use the menu path below.

- ▶ *Inventory Displays*
 - ▼ *Display Inv. by Storage Index [DIBSI]*

```

12/04/97   9:52:59   Display Inv. by Storage Index   INR07S   INR07SFM
-----
Company . . . . .   __IS1 *
Warehouse . . . . .   ISW1 *
Position to Product . . . . .   PROD03 _____ * Size . . .   __
Report Type Code . . . . .   ____ *

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

Figure 5-18: Display Inv. By Storage Index prompt screen

To select a product prompt on the *Position to Product* field, or press F17 to look up the product synonym.

```

12/04/97   9:53:38   Display Inv. by Storage Index   INR07S   INR07SFM
-----
Type options, press Enter.
1=Select

```

Opt	Co	Loc	Product	Size	Available Inventory	On Hand Inv	UM
	Aisle	Bin	Lot#				
-	IS1	ISW1	PROD03		550.0000	550.0000	LB
1	IS1	ISW1	PROD03		199.0000	199.0000	LB
	AISLE 8	BIN 6					
-	IS1	ISW1	PROD03		293.0000	293.0000	LB
	AISLE 9	BIN 9	LOT 9				
-	IS1	ISW1	PROD03		75.0000	75.0000	LB
	A3	B3					

```

More...

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

Figure 5-19: Display Inv. By Storage Index selection screen

The system sorts information by product, size, company, warehouse, and storage index. If you select one or more items and press Enter, the system displays the Inventory Type selection screen.

Press Enter to continue.

```
12/04/97   9:54:13   Inventory Type Selection   INR06B   INR06FM
-----
Company . . . : IS1           Warehouse . . : ISW1
Product . . . : PROD03       Size . . . . :
Product Desc  : KITTY LITTER

Type options, press Enter
1=Select

Sel  Inventory Type                Quantity      UM
 1  ON HAND INVENTORY              1117.0000    LB
-   SCHEDULED (PRODUCTION)
-   WORK IN PROCESS (BATCH USAGE)
-   COMMITTED SALE (ORDER)
-   SCHEDULED USAGE (BATCH USAGE)
-   WORK IN PROCESS (PRODUCTION)
-   ON ORDER FROM VENDORS/PURCHASE
-   ON HOLD INVENTORY
-   FUTURE SALES (MASTER ORDERS)
-   DISTRESSED INVENTORY
                                     LB
                                     More...

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

Figure 5-20: Inventory Type selection screen

Type 1 beside an inventory type and press Enter to view additional information about the specified item.

Aisle		Bin	Cur Bal	UM	Cost Value	UM
		Lot#				UM
			550.0000	LB		LB
AISLE 8		BIN 6	199.0000	LB		LB
AISLE 9		BIN 9	293.0000	LB		LB
		LOT 9				
A3		B3	75.0000	LB		LB

Bottom

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

Figure 5-21: Display Inventory by Storage Index screen

This screen displays the current balance and location of the item inventory. The *Cost Value* column does not display unless you are using average batch costing.

Displaying Available Inventory by Units and Containers

The *Display Avail Inv By Units/Cntr* option lists the number of units available in on-hand inventory. This display also identifies the number of containers available in on-hand inventory for each product. You can limit your selection by company, warehouse, product range, and/or Report Type code. From this display you can also access the Inventory Type selection screen for one product or for several.

The display screens includes the following information:

- Company and warehouse
- Product identifier
- Available units
- Available containers
- On hand units
- On hand containers

Use the menu path below.

- ▶ *Inventory Displays*
 - ▼ *Display Avail Inv By Units/Cntr* [DAIBUC]

```

12/04/97   9:56:10  Display Avail Inv. by Units/Cntr  INR07C  INR07CFM
-----
Company . . . . .  IS1  +
Warehouse . . . . .  ISW1  +
Beginning Product Code . . . . .  _____ + Size . . .  __
Ending Product Code . . . . .  _____ + Size . . .  __
Report Type Code . . . . .  _____ +

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

Figure 5-22: Display Avail Inv. By Units/Cntr prompt screen

The F17 (Synonym Lookup) key is available on this screen.

Press Enter to continue.

```

12/04/97   9:57:11  Display Avail Inv. by Units/Cntr  INR07C  INR07CFM
-----
Type options, press Enter

1=Select

Sel  Co  Whse  Product          Size      Available  Available
      Co  Whse  Product Desc      Size      Units      UM  Containers
-----
-   IS1 ISW1  COLA              8PK       80.0000-  CAN
-   IS1 ISW1  GOLF KIT          EA        25.0000-  EA      25-
-   IS1 ISW1  GOLF WOODS        EA        431.0000 EA      86
-   IS1 ISW1  PROD01            575.0000 EA      575
-   IS1 ISW1  PROD03            1117.0000 LB     1117
-   IS1 ISW1  PROD04            550.0000 GL     550
-   IS1 ISW1  PROD05            500.0000 LB     500
-   IS1 ISW1  PROD06            500.0000 GL     500
-   IS1 ISW1  PROD08            350.0000 LB
-----
Bottom

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

Figure 5-23: Display Avail. Inv. By Units/Cntr selection screen

The system sorts information by product, size, company, and warehouse.

Press F20 to display on hand units and containers for each item.

If you select one or more items to display more detail by inventory type, the system displays the Inventory Type selection screen.

Displaying Inventory by Type

The *Display Inventory by Type* option shows the inventory balance for each item of a specific inventory type.

The display screens include the following information:

- Inventory type
- Company and warehouse
- Product or raw material/resource identifier
- Storage index
- Current balance
- Physical location
- Expiration date
- Customer

Use the menu path below.

- ▶ *Inventory Displays*
 - ▼ *Display Inventory by Type [DIBT]*

```

12/04/97  10:24:42  Display Inventory by Type  IN07IR  IN07IRFM
-----
Company . . . . .  IS1  +
Warehouse . . . . .  ISW1  +
Beginning Product Code . . . . .  _____  + Size . . .  ___
Ending Product Code . . . . .  _____  + Size . . .  ___
Inventory Type . . . . .  AA  +

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

Figure 5-24: Display Inventory by Type prompt screen

Use this screen to select the item and inventory type to display. Press Enter once you complete the screen.

```

12/04/97  10:34:26  Display Inventory by Type  IN07IR  IN07IRFM
-----
Inventory Type : AA  Description . . : ON HAND INVENTORY

   Co  Whse Product      Size      Cur Balance  UM
  Aisle  Bin      Lot#
-----
  IS1 ISW1 HAZRAW01      10000.0000  GL
  IS1 ISW1 HAZRAW02      10000.0000  GL
  IS1 ISW1 HAZRAW03      10000.0000  LB
  IS1 ISW1 HAZRAW04      10000.0000  LB

                                          More...

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

Figure 5-25: Display Inventory by Type screen

The system displays this screen when you press Enter from the Display Inventory by Type prompt screen.

The system sorts information by product, size, company, warehouse, and storage index.

Press F20 to display the physical location, expiration date, and customer for each line item.

Displaying Available Inventory by Formula

The Available Inventory by Formula display shows inventory for all products that use the same formula/bill of materials as the product or formula/bill of materials you indicate. Inventory displayed includes all types: on hand, work in process usage, customer order, available, minimum and scheduled production.

You can specify that the system displays all products that use a formula/bill of materials. You can also specify that the system displays only the products that use the formula/bill of materials and are a specific size.

The display screens include the following information:

- Company and warehouse
- Formula/bill of materials identifier and description
- Product identifier and description
- Quantities for on hand and available inventory, work in process usage, customer orders, and scheduled production
- Minimum inventory quantity
- Total quantities (for example, on hand, work in process) for each warehouse

Use the menu path below.

- ▶ *Inventory Displays*
 - ▼ *Display Available Inv. by Form [DAIBF]*

```

12/04/97  10:37:51  Available Inventory By Formula  INGAIKD  INDAIFD
-----
Company . . . . .  __IS1  +
Warehouse . . . . .  ISW1  +
Formula . . . . .  FORM03  _____  +
- OR -
Product . . . . .  _____  + Size . . .  __
Display Matching Size Only . . . .  N (Y=Yes, N=No)

-----
F2=Function keys  F3=Exit  F4=Prompt  F10=QuickAccess  F18=Message line
    
```

Figure 5-26: Available Inventory By Formula prompt screen

Formula, Product, Size

Type the formula or product identifier in either the *Formula* or *Product* field, or press F4 to display a list of Formula and Product codes from which you can select a valid entry. Enter a Size code if applicable.

Display Matching Size Only

This field defaults to N. Type Y to display only products with the same size and formula as the product you specify.

Press Enter to continue.

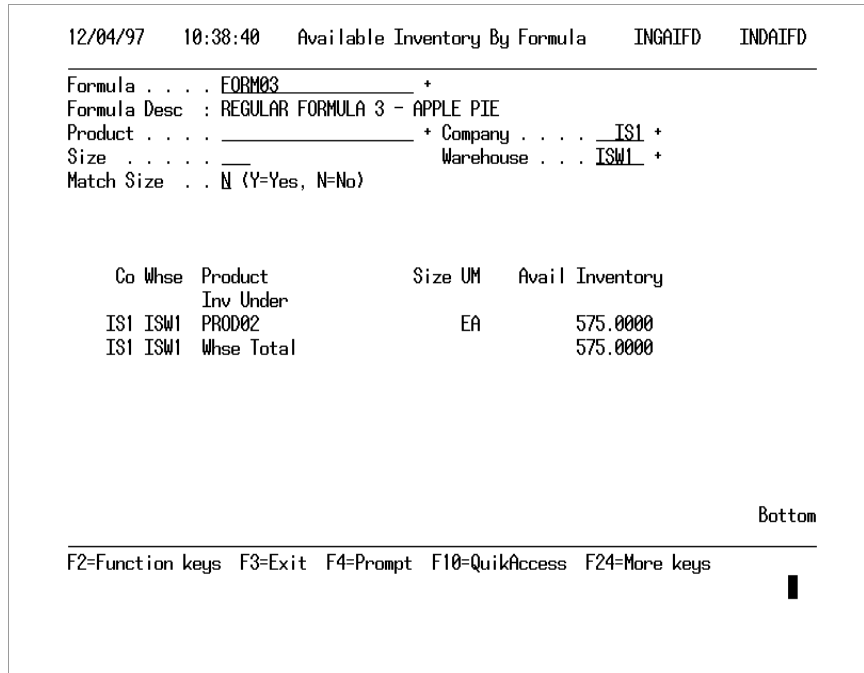


Figure 5-27: Available Inventory by Formula screen

The formula/bill of materials you specify, or the formula/bill of materials used by the product you enter, displays on the top portion of the screen. The products that use the formula/bill of materials display on the bottom half of the screen.

Make new entries in the top portion of the screen to display information for a different formula/bill of materials, product, company, and/or warehouse.

Determine what inventory types the system uses to calculate the available inventory through the *Work with Inventory Type* option in Infinium CA.

Press F20 to see additional details for each product.

Displaying Item Warehouse File Records

Use the *Display Item Warehouse* option to display the Item Warehouse records for items you select. This option is similar to the display function in the *Work with Item Warehouse* option. For additional information on the item warehouse screens, refer to “Maintaining the Item Warehouse File” chapter in this guide.

Use the menu path below.

- ▶ *Inventory Displays*
 - ▼ *Display Item Warehouse [DIW]*

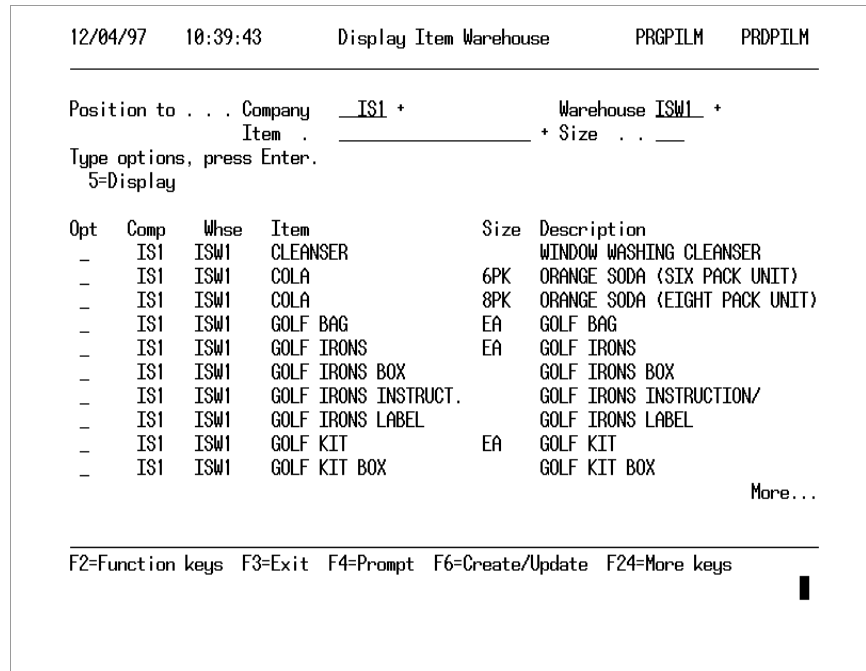


Figure 5-28: Display Item Warehouse selection screen

Type **5** in the *Opt* field next to the item warehouse record you want to display and press Enter.

Displaying Available to Promise

The *Display Available To Promise* option shows, for a specific item at a specific warehouse, the predicted amount available to promise for each future date while including supply schedules (for example, receipt from a vendor) and demand requirements (for example, shipment to customer).

You can limit the number of future days that display.

Press F21 to change the inventory types assigned to supply and/or demand. The changes you make affect this display only. The system does not save your changes.

You assign inventory types to supply, demand, and on hand using the *Work with Inventory Type File* option.

The display screens include the following information:

- Company and warehouse
- Item identifier
- On hand quantity
- Other inventory quantity (for example, quantity for inventory types defined as on hand in the Inventory Type file)
- Date
- Supply quantity
- Demand quantity
- Available to promise quantity

You can also access the *Display Available To Promise* option from Infinium OP.

Use the menu path below.

- ▶ *Inventory Displays*
 - ▼ *Display Available To Promise [DATP]*


```

12/04/97  10:41:43  Display Available To Promise  PRGATPD  PRDATPD
-----
Company . . . . .  IS1  *
Warehouse . . . . .  ISW1  *
Product . . . . .  PROD02  *
Size . . . . .  _____
Number of Days . . . . .  120
Plan Identification . . . . .  _____

-----
F2=Function keys  F3=Exit  F4=Prompt  F10=QuickAccess  F24=More keys

```

Figure 5-29: Display Available To Promise prompt screen

The system requires entries in the *Company*, *Warehouse*, *Product*, and *Size* (if applicable) fields.

Press F21 (Override Default) to temporarily change the inventory types assigned to supply and/or demand.

Press Enter to continue.

12/04/97		10:42:23		Display Available To Promise		PRGATPD	PRDATPD
Company	IS1	Warehouse	ISW1	Product	PROD02	Size	
Description	APPLE	PIE		Onhand		778.0000	EA
				Other Inventory		.0000	EA
1=Select							
Opt	Date	Supply	UM	Demand	UM	ATP	UM
-	08/07/1997	12.0000	EA	.0000	EA	790.0000	EA
-	12/03/1997	.0000	EA	100.0000	EA	690.0000	EA
-	12/15/1997	.0000	EA	15.0000	EA	675.0000	EA
1	12/16/1997	.0000	EA	15.0000	EA	660.0000	EA
-	99/99/9999	.0000	EA	132.0000	EA	528.0000	EA
							Bottom
F2=Function keys F3=Exit F10=QuikAccess F12=Cancel F24=More keys							

Figure 5-30: Display Available To Promise screen

Other Inventory

This field represents the inventory types defined with a value of 3 (on hand) in the Inventory Type file.

The system calculates available to promise for the first line on the display as on hand, plus other inventory, plus supply, minus demand. For subsequent lines, the system calculates available to promise from the previous line, plus supply, minus demand.

The system lists batches on their planned production date, orders on their required delivery date, and purchase orders on their date needed. The system includes any order with an unspecified required delivery date in the last line with a date of **99/99/99**.

Press F21 (Override Default) from this screen to temporarily change inventory types assigned to supply and/or demand.

Type **Y** in the *Available to Promise* field in the Control files in Infinium MC, Infinium OP, Infinium CA, and Infinium PM to automatically maintain a file used to generate the Available to Promise and Master Production Schedule displays and the Product Requirements report available in Infinium MP. If you type **N**, the systems do not maintain the file. Be aware that you cannot display or print available to promise, master production schedule, or product requirement information retroactively if you change the value in this field from

N to Y. If you ever plan to use available to promise, type **Y** to accumulate information into the Available To Promise file.

Displaying Product Availability

Use the *Display Product Availability* option to identify shortages of raw materials and products when you assemble or repackage products. The system determines the required amount of each ingredient or line item in a product or formula and re-scales the ingredients to the amounts needed to assemble the product quantity you specify.

The system checks the inventory for each item to determine if there are any shortages. The item with the highest shortage determines the total quantity that you can assemble. The system then calculates and displays the amount of the product that you can assemble with the available materials.

For example, assume you have a kit that produces a dinette set. The kit contains 4 chairs, 1 table top, and 1 pedestal table base.

You have the following quantities in inventory.

Chairs	Table Top	Pedestal Base
300	80	60

On the *Display Product Availability* option you enter a required quantity of **70**.

The system compares your required quantity for the 70 dinette sets to the available inventory and then computes any shortages.

Items and Inventory	Chairs	Table Top	Pedestal Base
Available Inventory	300	80	60
Required Quantity for 70 Dinette Sets	280	70	70

You have a shortage of 10 pedestal bases, so you can assemble only 60 dinette sets with your given inventory.

Use the menu path below.

- ▶ *Inventory Displays*
 - ▼ *Display Product Availability [DPA]*

```

7/10/98  11:26:02  Display Product Availability  ICGPAD  ICDPAD
-----
Company . . . . .  IS1  +
Warehouse . . . . .  ISW1  +
Product / Formula . . . . .  GOLF KIT  EA  +
Required Quantity & UM . . . . .  50.0000  EA  +

-----
F2=Function keys  F3=Exit  F4=Prompt  F10=QuickAccess  F18=Message line
    
```

Figure 5-31: Display Product Availability prompt screen

The system requires entries in the *Product/Formula* and *Required Quantity & UM* fields. Type the product or formula and the quantity in the appropriate unit of measure to assemble or repackage.

If you specify a formula and you have multiple instances of the formula, the system checks the system date against the formula instance effective dates to determine which formula instance to use. The following resolution hierarchy is used:

- 1 Formula at the warehouse level with effective dates
- 2 Formula at the warehouse level without effective dates
- 3 Formula at the company level with effective dates
- 4 Formula at the company level without effective dates
- 5 Formula at the entity level with effective dates
- 6 Formula at the entity level without effective dates

Press Enter to calculate the availability and continue to the next screen.

7/10/98		11:33:16		Display Product Availability		ICCPAD	ICDPAD
<hr/>							
Company	:	IS1					
Warehouse	:	ISW1					
Formula	:	GOLF KIT FORMULA					
		GOLF KIT FORMULA					
Converted Formula Quantity			50.0000	EA			
Required Quantity			50.0000	EA			
Ingredient	Size	UM	Required Qty	Available Qty	Shortage Qty		
GOLF IRONS	EA	EA	50.0000	547.0000			
GOLF WOODS	EA	EA	50.0000	972.0000			
GOLF BAG	EA	EA	50.0000	42.0000	8.0000		
Total Available Quantity EA				42.0000	Bottom		
<hr/>							
F2=Function keys F3=Exit F10=QuikAccess F12=Cancel F18=Message line							

Figure 5-32: Display Product Availability screen

The maximum quantity you can assemble or repackage with the ingredients currently in inventory displays in the *Total Available Quantity* field at the bottom of this screen.

Shortage Qty

The system displays ingredient shortages in this field.

Displaying Lots

You use the *Display Lots* function to display lot information that is maintained using the *Work with Lots* function in Infinium CA.

Use the menu path below.

- ▶ *Inventory Displays*
- ▼ *Display Lots [DLI]*

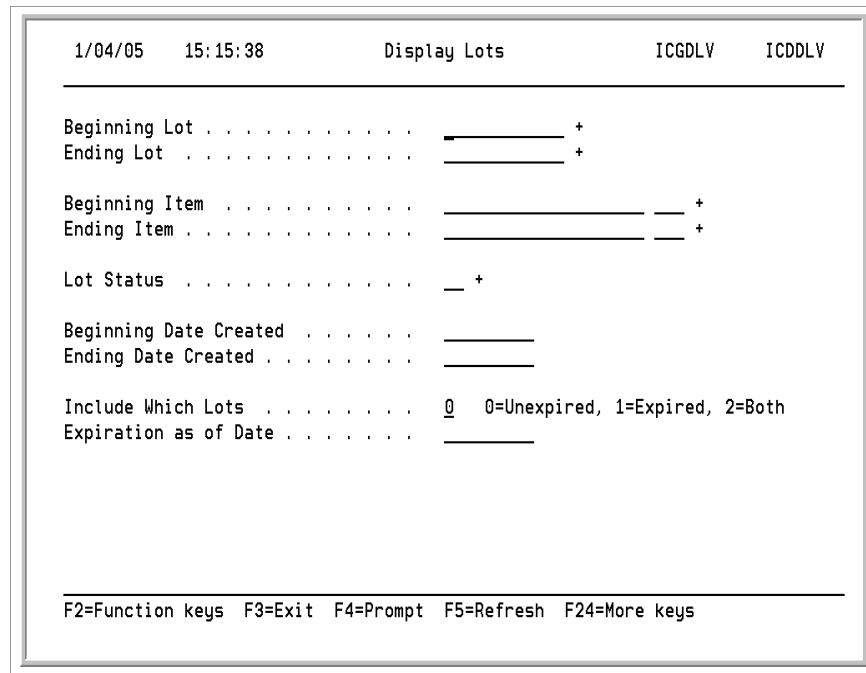


Figure 5-33: Display Lots prompt screen

You use this screen to specify the selection criteria for those lots you want to view.

To select all lots, leave all of the fields blank and press Enter.

Beginning Lot

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

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

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

Ending Lot

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

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

Beginning Item

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

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

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.

Lot Status

To display the list of lots for a single lot status only, specify that lot status.

Leave blank to select the lots regardless of their status.

Beginning Date Created

Type the value for the first date if displaying a list of lots for a range of dates.

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

Ending Date Created

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

Include Which Lots

Specify whether to change expired or unexpired lots.

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

Expiration as of Date

Type the date to compare with the lot's expiration date to determine if the lot is expired.

Leave blank to use the current system date.

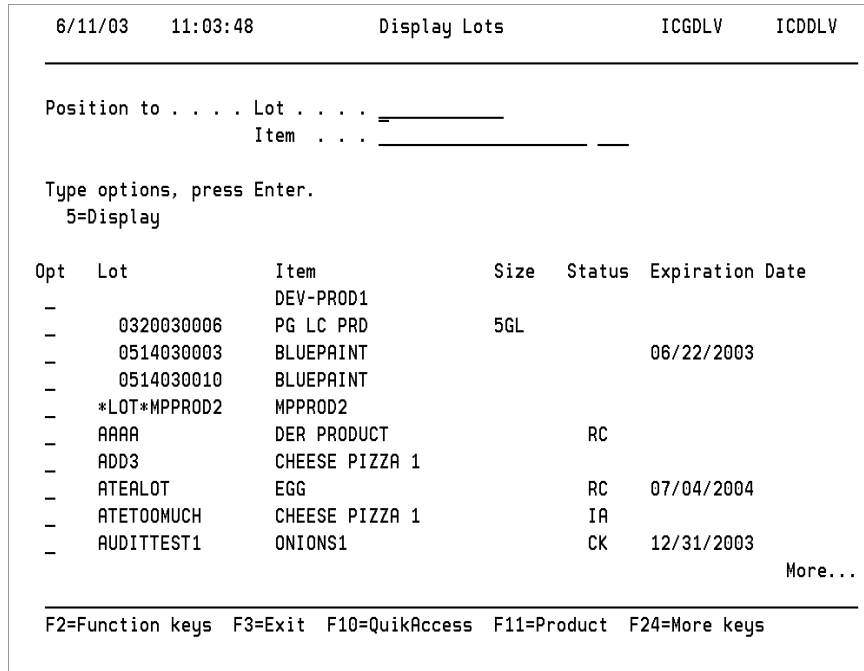


Figure 5-34: Display Lots selection screen

The system displays this screen when you press Enter from the Display Lots prompt screen.

To view the list of lots sorted by item, press F11.

Type **5** in *Opt* next to the lot to display and press Enter. You can view the lot definition, lot balance, and lot transaction summary and detail information. For information about these screens, refer to Chapter 12, "Working with Lots", in *Infinium CA Guide to System Controls and Materials Maintenance*.

Displaying Lot Traceability

If you establish items as lot controlled, the system tracks all transactions involving those items by lot number. You use the *Display Lot Traceability* function to perform:

- **Forward Trace**

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

- **Backward Trace**

You can trace a finished product from the customer that purchased it, through batch production and to the purchase of raw materials from a vendor.

Use the menu path below.

- ▶ *Inventory Displays*

- ▼ *Display Lot Traceability [DLT]*

8/14/03	09:38:38	Display Lot Traceability	ICGDLTB	ICDDLTB
<hr/>				
Beginning Lot	_____	+		
Ending Lot	_____	+		
Beginning Item	_____	__	+	
Ending Item	_____	__	+	
Lot Status	__	+		
Include Which Lots	2			0=Unexpired, 1=Expired, 2=Both
Expiration as of Date	_____			
Vendor	_____	+		
Vendor Lot	_____			
Company	_____	+		
Warehouse	_____	+		
Beginning Mfg Batch	_____	+		
Ending Mfg Batch	_____	+		
Customer	_____	+		
<hr/>				
F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F18=Message line				

Figure 5-35: Display Lot Traceability prompt screen

You use this screen to specify the selection criteria for those lots you want to view.

To select all lots, leave all of the fields blank and press Enter.

Beginning Lot

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

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

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

Ending Lot

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

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

Beginning Item

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

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

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

Ending Item

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

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

Lot Status

To display the list of lots for a single lot status only, specify that lot status.

Leave blank to select the lots regardless of their status.

Beginning Date Created

Type the value for the first date if displaying a list of lots for a range of dates.

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

Ending Date Created

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

Include Which Lots

Specify whether to change expired or unexpired lots.

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

Expiration as of Date

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

Vendor

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

Vendor Lot

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

Company

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

Warehouse

To select manufacturing batches for a specific warehouse only, specify that warehouse identifier. You must specify a company if you specify a warehouse.

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

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

Beginning Mfg Batch

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

To select only one manufacturing batch, type that batch number in this field only.

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

Ending Mfg Batch

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

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

Leave this field blank to select all manufacturing batches.

Customer

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

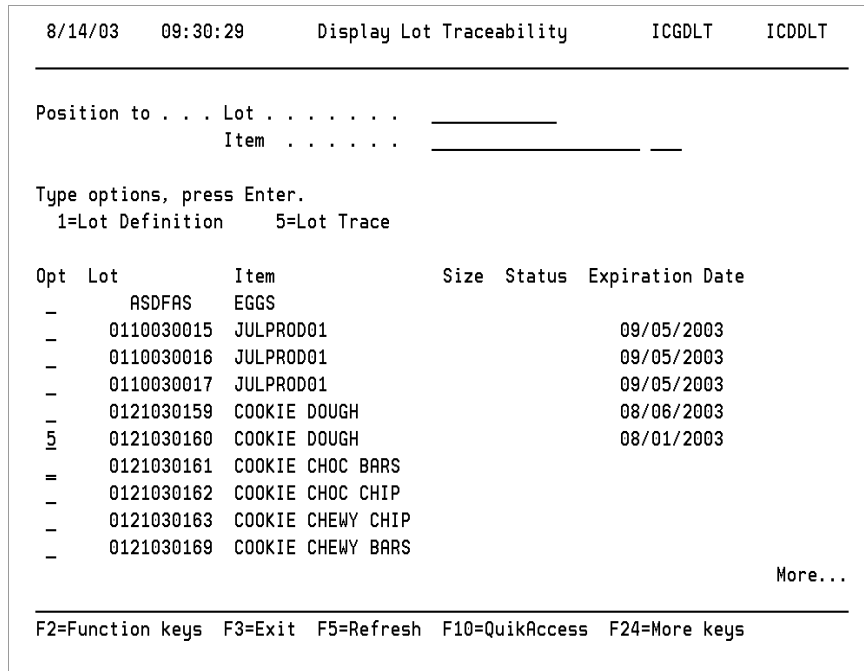


Figure 5-36: Display Lot Traceability selection screen

The system displays a list of lots that meet your selection criteria when you press Enter from the Display Lot Traceability prompt screen.

If the lot item is exploded in a forward trace, the transactions are listed from the lot item to the final product produced in a subsequent level.

If the lot item is exploded in a backward trace, the transactions are listed from the lot item to the base product or raw material that produced the lot item.

Level 1 represents the activities of the lot item about which you are inquiring.

In a Forward Trace, level 2 and higher represent the activities of the lot item that was manufactured or repackaged from the lot item in level 1 and the previous level.

In a Backward Trace, level 2 and higher represent the activities of the lot item that were used to manufacture or repackage to the lot item in level 1 the previous level.

From this screen you can:

- View the lot definition by typing 1 in *Opt* next to a lot
- Perform a forward trace by typing 5 in *Opt* next to a lot
- Re-sort the list of lots by item by pressing F11

```

_ 8/14/03 09:31:24 Display Lot Traceability ICGDLT ICDDL
-----
                                FORWARD TRACE
Lot . . . . . : 0121030160
Item . . . . . : COOKIE DOUGH          basic cookie dough
Lot UOM . . . . : EA                    Expiration Date . : 08/01/2003
Current Balance . : 10.0000
Lvl To Product / Customer  Lot      Date   Act Reference
1  COOKIE DOUGH            0121030160 07/28/03 FIL -012103-0160
1  COOKIE DOUGH            0121030160 07/28/03 FIL -012103-0160
1  COOKIE CHOC BARS       0121030161 07/28/03 USG -012103-0161
1  COOKIE CHOC CHIP      0121030162 07/28/03 USG -012103-0162
..2 COOKIE CHEWY CHIP     0121030163 07/28/03 USG -012103-0163
..3 CGK001                0121030163 07/28/03 SLD 000000295-00
..3 COOKIE CHEWY BARS    0121030169 07/28/03 USG -012103-0169
..4 CGK001                0121030169 07/28/03 SLD 000000296-00

Bottom

-----
F2=Function keys F8=Fwd/Bwd Trace F10=QuikAccess F24=More keys

```

Figure 5-37: Display Lot Traceability Forward Trace screen

The system displays the list of activities associated with a forward trace for the lot you selected with 5 from the Display Lot Traceability selection screen.

You can trace a raw material or finished product from its original entry in the system through batch creation and customer sales. Press F11 to view additional details about each activity.

If this lot is for a manufactured product, you can perform a backward trace by pressing F8. To toggle back to the forward trace, press F8 again.

```

_ 8/14/03 09:32:05 Display Lot Traceability ICGDLT ICDDL
-----
                                BACKWARD TRACE
Lot . . . . . : 0121030160
Item . . . . . : COOKIE DOUGH          basic cookie dough
Lot UOM . . . . : EA                    Expiration Date . : 08/01/2003
Current Balance . : 10.0000
Lvl From Product      Lot      Date  Act Reference
1  COOKIE DOUGH       0121030160 07/28/03 FIL -012103-0160
.2 EGGS               L-630-001 07/07/03 PUR LOT.01237.07072003
.2 EGGS               L-630-001 06/30/03 PUR LOT.01215.06302003
.2 WHITE FLOUR       VL-728-002 07/28/03 PUR LOT.01505.07282003
.2 VANILLA EXTRACT   L-630-004 06/30/03 PUR LOT.01220.06302003
.2 BUTTER             000000000478 07/25/03 PUR LOT.01501.07252003
.2 BUTTER             000000000478 07/25/03 PUR LOT.01499.07252003
1  COOKIE DOUGH       0121030160 07/28/03 FIL -012103-0160
.2 EGGS               L-630-001 07/28/03 USG -012103-0160 ***
.2 WHITE FLOUR       VL-728-002 07/28/03 USG -012103-0160 ***
.2 VANILLA EXTRACT   L-630-004 07/28/03 USG -012103-0160 ***
.2 BUTTER             000000000478 07/28/03 USG -012103-0160 ***
                                Bottom
-----
F2=Function keys F8=Fwd/Bwd Trace F10=QuikAccess F24=More keys

```

Figure 5-38: Display Lot Traceability Backward Trace screen

The system displays the list of activities associated with a backward trace when you press F8 from the Display Lot Traceability Forward Trace screen.

You can trace a finished product from the customer that purchased it, through batch production and to the purchase of raw materials from a vendor. Press F11 to view additional details about each activity.

To view the forward trace again, press F8.

Notes

Chapter 6 Transferring Inventory between Warehouses

6

The chapter consists of the following topics:

Topic	Page
Overview of Transferring Inventory between Warehouses	6-2
Creating Transfer Orders	6-5
Modifying Transfer Orders	6-13
Printing Pick Lists	6-18
Shipping Transfer Orders	6-23
Receiving Transfer Orders	6-28

Overview of Transferring Inventory between Warehouses

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

- Create and modify a transfer order
- Print pick lists
- Ship a transfer order
- Receive transferred inventory into a warehouse

Transferring Inventory between Warehouses

Using the *Warehouse Transfer Orders* options, you can transfer inventory from one warehouse to another using a transfer order. Using orders to transfer inventory allows you to generate pick slips and record the stages of entering, picking, shipping, and receiving the order.

Updating Infinium MP MRP/MPS

All of the transfer order quantities that you process update the Materials Requirement Planning (MRP), Materials Production Scheduling (MPS), and Available to Promise (ATP) files within Infinium MP. The automatic update feature makes it easier for you to include these transaction quantities in your planning processes.

Inventory Transfer Calculations

You must create a transfer order before you can print a pick list and ship the order. You receive the transferred inventory into a destination warehouse. The tables below illustrate how the system processes an inventory transfer from one warehouse to another.

FOB Origin

Warehouse Transfer Orders Option	From Warehouse Inventory Calculation	To Warehouse Inventory Calculation
<i>Create Transfer Order</i>	Increase Committed Issue/Transfer	Increase On Order From Warehouse
<i>Ship Transfer Order</i>	Decrease Committed Issue/Transfer	Decrease On Order From Warehouse
	Decrease On Hand Inventory	Increase In Transit Inventory
<i>Receive Transfer Order</i>	None	Decrease In Transit Inventory
		Increase On Hand Inventory

Infinium CM

The system stores and displays inventory values in the base currency defined in Infinium CA. If you have Infinium CM on your system, you can transfer inventory and associated costs between companies with different base currencies. For more information refer to the “Using Multiple Currencies in Infinium Inventory Control” appendix.

Infinium CA Controls

Infinium IC looks at the value in the *Core Manufacturing* field in Infinium CA. This field is on the System Information screen in the *Work with Entity Controls* option.

Type S2K in the Core Manufacturing field to indicate you use Infinium MC.

If you type **S2K** or **OTH** in the *Core Manufacturing* field, the system allows negative calculated available inventory. In Infinium IC, the system displays the following message if your proposed inventory transaction forces on-hand inventory to go negative:

Quantity can not be greater than On Hand Quantity.

If you leave the *Core Manufacturing* field blank, the system prevents negative available inventory. The system verifies that you have sufficient available inventory for inventory adjustments, issues, returns, and transfers. In Infinium IC, the system displays the following message if your proposed inventory transaction forces the available inventory to go negative:

Quantity can not be greater than available quantity.

The system computes available inventory using your calculation definition in Infinium IC's *Work with Inventory Type File* option.

Completing Prerequisites

This section explains the processes and options necessary to transfer inventory from one warehouse to another. Before you can complete the transfer, you must complete the Infinium IC options listed below in the order shown.

Step	Menu Option to Perform
1	<i>Create Transfer Orders</i>
2	<i>Modify Transfer Orders (optional)</i>
3	<i>Print Pick List</i>
4	<i>Ship Transfer Orders</i>
5	<i>Receive Transfer Orders</i>

Creating Transfer Orders

When you create a transfer order, committed issue/transfer inventory increases at the originating warehouse. At the destination warehouse, the on-order-from-warehouse inventory shows an increase. Determine which inventory type the system reduces by the way you set up your Inventory Type file within the Control Files.

The system allows negative inventory balances when using this function.

The system generates accounting transactions at each step of the transfer order process. When you complete a transfer, necessary adjustments are made for unequal ship and receive quantities. Define the Adjustment type for the unequal quantities in the *Receive Transfer Orders* option.

Use the menu path below.

- ▶ *Inventory Control*
 - ▼ *Create Transfer Orders [CTO]*

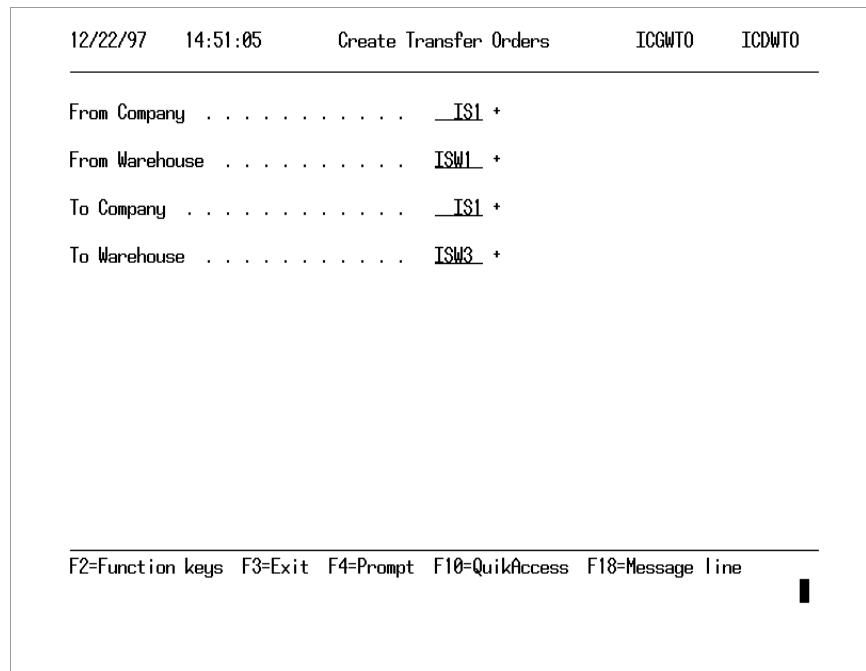


Figure 6-1: Create Transfer Orders prompt screen

You must complete all the fields on the prompt screen.

Press F4 to prompt on the *From Company*, *From Warehouse*, *To Company*, and *To Warehouse* fields to display a list of valid company and warehouse identifiers; or, type the appropriate codes in the fields.

Press Enter to continue to the next screen.

Warehouse Transfer Order Detail

The system displays this screen when you press Enter from the Create Transfer Order prompt screen.

```

12/22/97  14:51:39      Create Transfer Orders      ICGWTO  ICDWTO
-----
Order Number . . . . : 000000080      Back Order Number . . : 00
From Company . . . . : IS1             To Company . . . . . : IS1
From Warehouse . . . : ISW1           To Warehouse . . . . : ISW3
From Base Currency : USD             To Base Currency . . : USD

Requester ID . . . . . : PJT           Order Type . . . . . : TFR
Order Date . . . . . : 12221997

Required Delivery Date . . _____
Scheduled Ship Date . . . . _____

Bill of Lading Number . . . _____
FOB Code . . . . . : _____ +
Charge Type . . . . . : _____
Charge Amount . . . . . : _____

Load Description Code . . . _ +
Transportation Mode Code . _ +
Trailer Codes . . . . . : _ + _ + _ + _ + _ +

F2=Function keys  F3=Exit  F4=Prompt  F7=User Fields  F24=More keys

```

Figure 6-2: Create Transfer Orders detail screen

The system automatically assigns order numbers to new orders and assigns **00** to the *Back Order Number* field.

Order Date

The system requires a value in this field. This field defaults to the current system date. You can override the default by typing another date, but be sure to use the date format you established in Infinium CA.

FOB Code

Use the *FOB Code* field to identify the owner of the in-transit inventory. Be sure to set up the FOB code type in the Infinium CA *Work with Code Tables*

option. Within the FOB code type, define the *FOB Obligation* field to be either **D**, Destination, or **O**, Origin. This ensures that appropriate inventory and accounting transactions occur.

Charge Type, Charge Amount

You can add a transfer order charge type and amount to the transfer order. For example, you can add a freight charge of \$100. The data is informational only. The system generates accounting entries through Infinium PL.

To edit and display the warehouse address, press F9.

Press Enter to continue.

You can press F7 to view and complete any active user-defined fields. You can set user-defined fields to require entries or build general ledger account numbers. Set up user-defined fields in the *Code Files* menu in Infinium CA.

Warehouse Address Information

The system displays this screen if you press F9 from the Create Transfer Orders detail screen.

```

12/22/97  14:52:14      Create Transfer Orders      ICGWTO  ICDWTO
-----
Order Number . . . . : 000000080      Back Order Number . . : 00
From Company . . . . : IS1              To Company . . . . . : IS1
From Warehouse . . . : ISW1             To Warehouse . . . . : ISW3
From Base Currency : USD                To Base Currency . . : USD
From Warehouse
Name . . . . . : INFINIUM WAREHOUSE #1
Address Line 1 . . . . : 500 MAIN STREET
Address Line 2 . . . . :
Address Line 3 . . . . :
Address Line 4 . . . . :
City State Zip . . . . : HYANNIS MA 02660
To Warehouse
Name . . . . . : INFINIUM WAREHOUSE #3
Address Line 1 . . . . : CORPORATION RD
Address Line 2 . . . . :
Address Line 3 . . . . :
Address Line 4 . . . . :
City State Zip . . . . : DENNIS MA 02638
-----
F2=Function keys F3=Exit F10=QuikAccess F12=Cancel F18=Message line
    
```

Figure 6-3: Create Transfer Orders Warehouse Address screen

Displaying Storage Indexes

To display the Create Transfer Orders Storage Index detail screen, press F9. If you do not know the storage indexes from which the inventory will ship, press F4 on a storage index field to display an Inventory by Storage Index prompt window. This shows only locations where the item currently exists in the Product Inventory file.

Displaying All Available Inventory by Storage Index

To display available inventory by storage index for a specific item, press F21.

When you create a transfer order, the system looks at the available inventory to validate the order quantity.

To display the Override Default window, press F7.

Press F3 to display a window where you can specify whether to exit and save, exit without saving or resume. Press F6 to save the order without having the same options as F3.

The Create Transfer Orders Storage Index detail screen is shown next.

Transfers from Multiple Storage Indexes

This screen displays when you press F9 on any line item that displays on the Create Transfer Orders Line Item screen.

```

12/22/97  14:55:29  Display Inv. by Storage Index  INR07S  INR07SFM
-----
Type options, press Enter.
1=Select

```

Opt	Co	Loc	Product	Size	Available Inventory	On Hand Inv	UM
-	IS1	ISW1	PROD03	LOT#	550.0000	550.0000	LB
-	IS1	ISW1	PROD03		198.0000	198.0000	LB
	AISLE	8	BIN 6				
-	IS1	ISW1	PROD03	LOT 9	243.0000	243.0000	LB
	AISLE	9	BIN 9				
-	IS1	ISW1	PROD03		75.0000	75.0000	LB
	A3		B3				

More...

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

Figure 6-6: Display Inv. by Storage Index screen

Type 1 in the *Opt* field to display the Inventory Type selection screen.

Press F12 or F3 to redisplay the Create Transfer Orders Line Item screen.
 Press F7 to override defaults.

Overriding Line Item Costs

This window displays when you press F7 from the Create Transfer Orders Line Item screen.

```

12/22/97  14:57:21      Create Transfer Orders      ICGWTO  ICDWTO
-----
Order Number . . . . : 000000080      Back Order Number . . : 00
From Company . . . . : IS1              To Company . . . . . : IS1
From Wa
From Ba
Product . . . . . : PROD01
Quantity & UM . . . . : 10.0000      EA
Product
PROD01
PROD03
BAW09
-----
From Company . . . . : IS1
To Company . . . . . : IS1
-----
From Warehouse . . . : ISW1
To Warehouse . . . . : ISW3
-----
Cost & UM . . . . . : .071120      EA
-----
F2=Function keys  F4=Prompt  F7=User Fields  F24=More keys
-----
F2=Func
Enter key only validates information.  Press function key to process.
re...

```

Figure 6-7: Override Defaults window

Press F7 again to access user fields.

You can override the numeric value in the *Cost & UM* field.

Press Enter to save the adjusted cost and redisplay the Create Transfer Orders Line Item screen.

You can change the cost amount, not the unit of measure.

Modifying Transfer Orders

You can add items to an order or change fields on an order using the *Modify Transfer Orders* option.

The system allows negative inventory balances when using this function.

Use the menu path below.

- ▶ *Inventory Control*
- ▶ *Warehouse Transfer Orders*
- ▼ *Modify Transfer Orders [MTO]*

```

12/22/97  14:59:24      Modify Transfer Orders      ICGWT0  ICDWT0
-----
Company . . . . .  IS1 +
Transfer Order Number . . . . .  000000000 +
Back Order Number . . . . .  00

-----
F2=Function keys  F3=Exit  F4=Prompt  F10=QuickAccess  F18=Message line
    
```

Figure 6-8: Modify Transfer Orders prompt screen

You must complete all the fields on the *Modify Transfer Orders* prompt screen.

Type the order number you want to modify in the *Transfer Order Number* field, or press F4 to display a list of transfer orders from which you can select a valid entry.

After you complete these fields, press Enter.

You cannot modify a transfer order once you print the pick list.

Line Item Details

Press F9 to display the Modify Transfer Orders Line Item screen where you can modify warehouse addresses.

```

12/22/97  14:59:59      Modify Transfer Orders      ICGWTO  ICDWTO
-----
Order Number . . . . : 000000080      Back Order Number . . : 00
From Company . . . . : IS1              To Company . . . . . : IS1
From Warehouse . . . : ISW1            To Warehouse . . . . : ISW3
From Base Currency : USD                To Base Currency . . : USD

Requester ID . . . . . : PJT            Order Type . . . . . : TFR
Order Date . . . . . : 12221997

Required Delivery Date . . _____
Scheduled Ship Date . . . . _____

Bill of Lading Number . . . _____
FOB Code . . . . . : _____ +
Charge Type . . . . . : _____
Charge Amount . . . . . : _____

Load Description Code . . . _ +
Transportation Mode Code . _ +
Trailer Codes . . . . . : _ + _ + _ + _ + _ +

-----
F2=Function keys  F3=Exit  F4=Prompt  F24=More keys

```

Figure 6-9: Modify Transfer Orders detail screen

You must complete the *Exchange Rate Type* field if you have Infinium CM on your system. This field along with base currency fields only displays if you use Infinium CM. For more information on warehouse transfer orders and Infinium CM refer to the “Using Infinium Currency Management with Infinium Inventory Control” appendix in this guide.

Press Enter to continue.

Modifying Line Items

This screen displays when you press Enter from the Modify Transfer Orders detail screen.

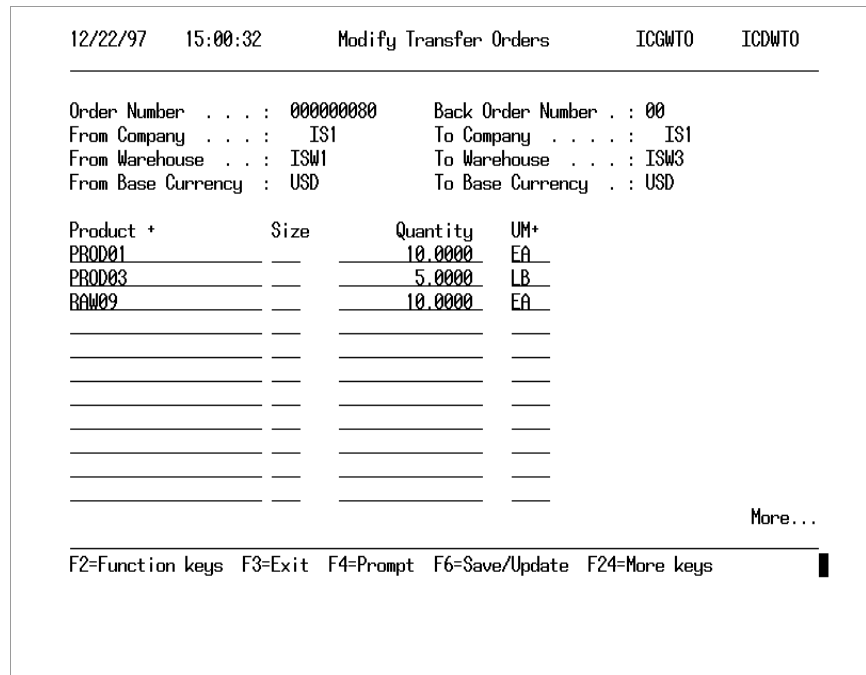


Figure 6-10: Modify Transfer Orders Line Item screen

Use this screen to modify line items or add items to an order.

You cannot transfer more than the available inventory. If you do try to transfer more than available inventory, a message displays at the bottom of the screen indicating that the quantity you are requesting exceeds available inventory.

If you change the value in the *Quantity* field, the system adjusts the committed issue/transfer and on-order-from-warehouse inventory for each item that you modify on the transfer order.

From the Modify Transfer Orders Line Item screen, you can perform several tasks via function keys.

The following table defines the available function keys:

Function Key	Purpose
F3	Press F3 to display a window where you can specify whether to exit and save, exit without saving or resume.
F6	Press F6 to update the warehouse transfer order. The transfer order immediately updates without the options available with F3.
F7	Press F7 to override inventory costs and user-defined

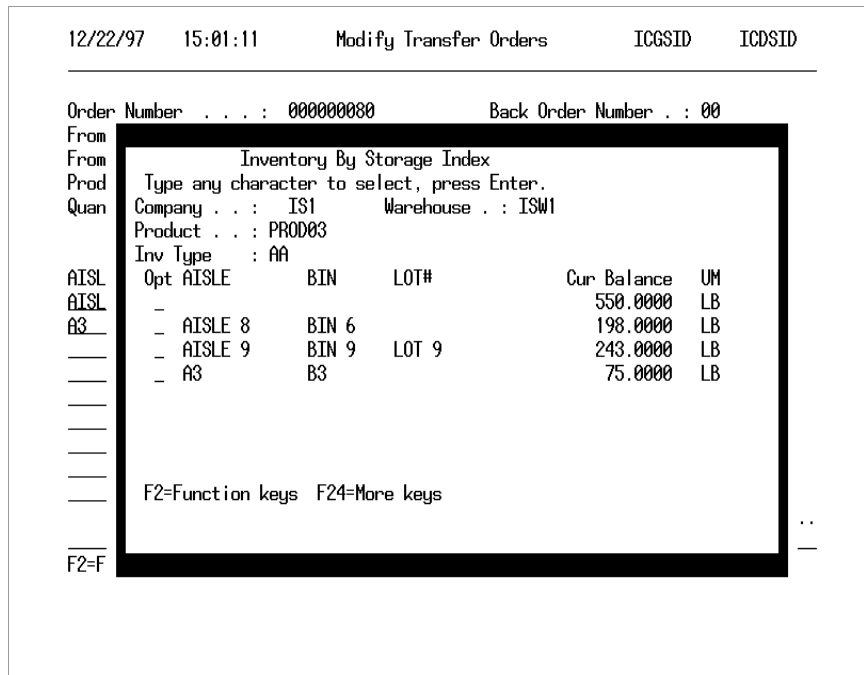


Figure 6-12: Inventory by Storage Index window

The system displays this screen when you press F4 on any storage index field from the Modify Transfer Orders Storage Index details screen.

Printing Pick Lists

Building the Pick Selection Display

Before shipping a transfer order, you must use the *Print Pick List* option to print the pick list of all items in the transfer. You can specify which items to pick and the order in which they print.

The system bases all transactions from this option on parameters you type, and you can select the individual transactions you want to print.

Use the menu path below.

- ▶ *Inventory Control*
- ▶ *Warehouse Transfer Orders*
- ▼ *Print Pick List [PPL]*

12/22/97	15:03:49	Print Pick List	ICGPKP	ICDPKP
				Page 1 of 5
Type options, press a function key				
Company		IS1 +	INFINIUM SOFTWARE (INSTRUCTOR)	
Warehouse		ISW1 +	INFINIUM WAREHOUSE #1	
Pick List Sequence	1	1=Item 2=Storage Index ascending 3=Storage Index descending		
Consolidate Pick List:				
To one pick list	Y	(Y=Yes, N=No)		
To one pick list per item	N	(Y=Yes, N=No)		
To one pick list per pick type	N	(Y=Yes, N=No)		
To one pick list per transaction	N	(Y=Yes, N=No)		
Process Issue	N	(Y=Yes, N=No)		
Process Transfer	Y	(Y=Yes, N=No)		
Process returns	N	(Y=Yes, N=No)		
F2=Function keys F3=Exit F4=Prompt F8=Print F24=More keys				

Figure 6-13: Print Pick List screen 1

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

Type **Y** in only one of the four *Consolidate Pick List* fields and **N** in the remaining three. To create a particular sequence of items, press F13.

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

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

Sort Codes

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

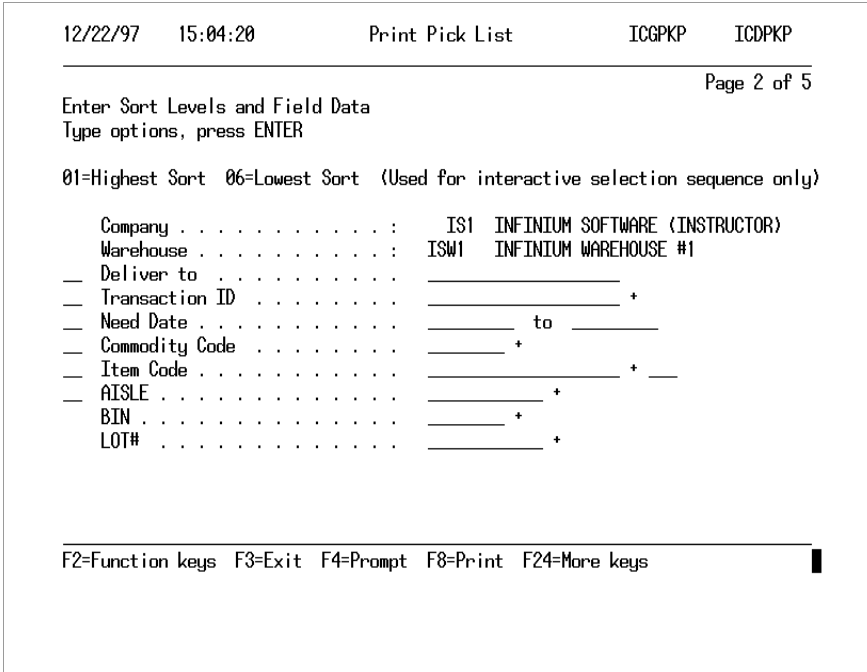


Figure 6-14: Print Pick List screen 2

Determine sort codes based on a scale of 01 to 06, where 01 is the highest sort and 06 is the lowest sort. The codes you type to the left of each field establish the pick list item sequence and display.

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

Press F8 to print the pick list. Press F12 to return to Print Pick List screen 1. Press F14 to work with items on the pick list.

Defining Your Pick List with Specific Items

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

Opt	From Whse	To Whse	Type	Item Code	Size	Need date	Quantity	UM
-	ISW1	ISW3	T	GOLF KIT	EA	12/22/1997	1.0000	EA
-	ISW1	ISW3	T	RAW09		12/22/1997	5.0000	EA
-	ISW1	ISW3	T	PROD01			10.0000	EA
-	ISW1	ISW3	T	PROD03			2.0000	LB
-	ISW1	ISW3	T	PROD03			3.0000	LB
-	ISW1	ISW3	T	RAW09			10.0000	EA

12/22/97 15:05:04 Print Pick List ICGPKP ICDPKP
Page 3 of 5
Company IS1 INFINIUM SOFTWARE (INSTRUCTOR)
Type options, press ENTER
1=Select 4=Deselect 5=Display transaction
Bottom
F2=Function keys F3=Exit F8=Print F10=QuickAccess F24=More keys

Figure 6-15: Print Pick List screen 3

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

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

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

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

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

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

Defining Your Pick List with Specific Storage Index Locations

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

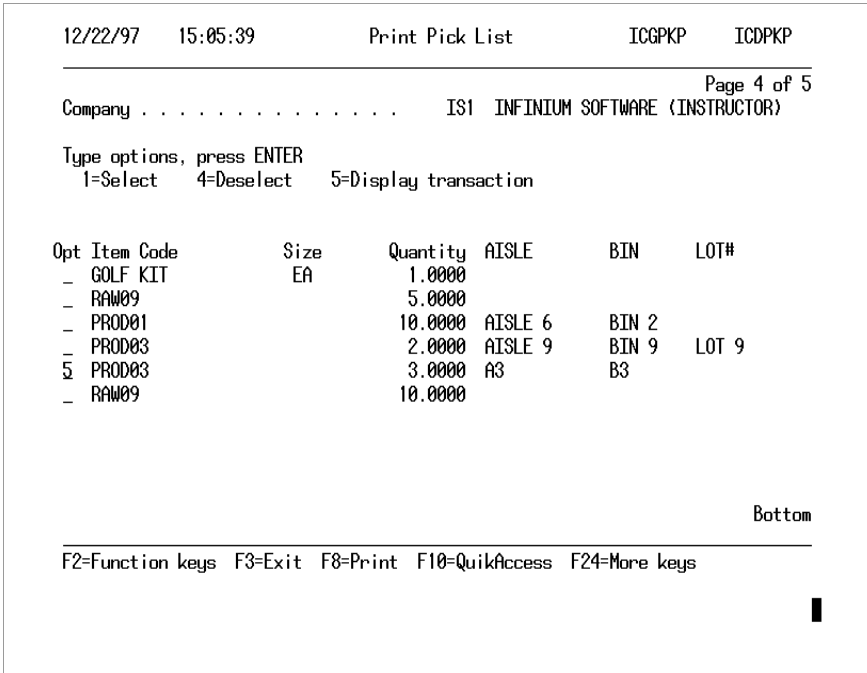


Figure 6-16: Print Pick List screen 4

Press F19 to redisplay Print Pick List screen 3. Press F8 to print.

Viewing Pick Items

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

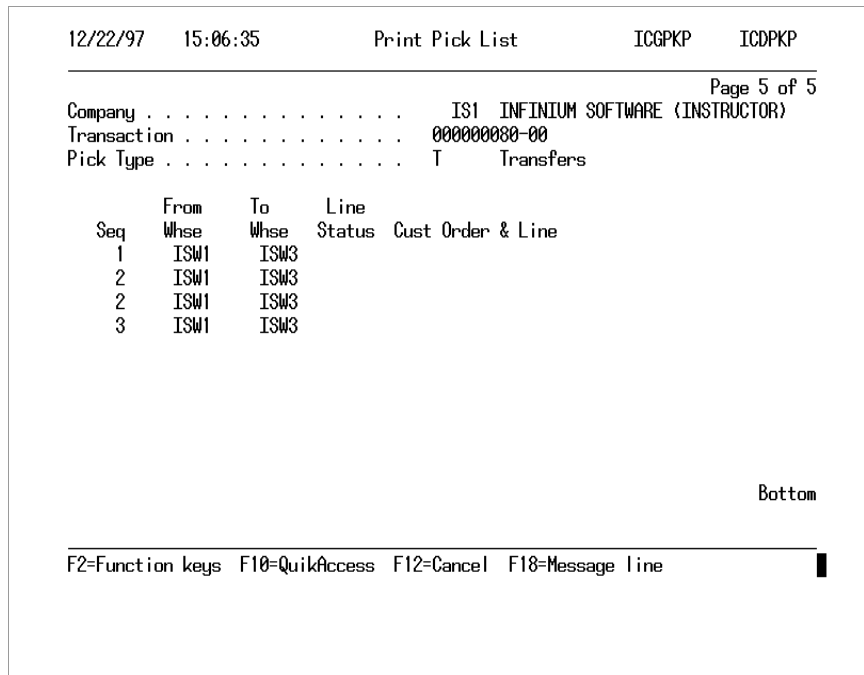


Figure 6-17: Print Pick List screen 5

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

Print a pick ticket by pressing F8 from any of the first four Print Pick List screens.

Shipping Transfer Orders

Use the *Ship Transfer Orders* option to display and ship orders marked ready to ship after you print their pick list and pick their inventory. When you ship orders, the system reduces the on hand and committed inventory of each item at the source warehouse by the quantity being transferred. At the destination warehouse, the system increases the in-transit inventory and decreases the on order inventory.

The system allows negative inventory balances when using this function.

Use the menu path below.

- ▶ *Inventory Control*
- ▶ *Warehouse Transfer Orders*
- ▼ *Ship Transfer Orders [STO]*

12/22/97	15:08:30	Ship Transfer Orders	ICGSTO	ICDSTO
<hr/>				
Company		IS1 +		
Transfer Order Number		000000000 +		
Back Order Number		00		
<hr/>				
F2=Function keys F3=Exit F4=Prompt F10=QuickAccess F18=Message line				

Figure 6-18: Ship Transfer Orders header screen

When you type the order number in the *Transfer Order Number* field, or press F4 to display a list of order numbers from which you can select a valid entry, only orders that are ready to ship display on the next screen.

Complete all the fields and press Enter to display the order.

```

12/22/97  15:15:11      Ship Transfer Orders      ICGSTO  ICDSTO
-----
Order Number . . . : 000000080      Back Order Number . : 00
From Company . . . : IS1              To Company . . . . : IS1
From Warehouse . . : ISW1            To Warehouse . . . : ISW3

Product      Size      Ord Quantity  UM      Ship Quantity  BO
PROD01                      10.0000    EA      10.0000      N
PROD03                      5.0000     LB      5.0000      N
RAW09                      10.0000    EA      8              Y
-----
Bottom
F2=Function keys  F3=Exit  F6=Update  F24=More keys

```

Figure 6-19: Ship Transfer Orders detail screen

Displaying Order Detail

The *Ship Quantity* field defaults to the order quantity, which you can override to ship a different quantity. You cannot ship more than the quantity available from the source warehouse.

BO

If you ship less than the order quantity, create a backorder for the balance. Type **Y** in the *BO* field on the line item you want to backorder. When you exit this option, the system automatically creates a backorder for the item and quantity you type on this screen.

Backorders are similar to transfer orders you create through the *Create Transfer Order* option, except that the backorder number increases by one. The original order number remains with the backorder.

Backorder Transfer Req

If the value in this field in the Item Warehouse file is **N** for the item being shipped, the *BO* field defaults to **N**. You can override the default.

From the Ship Transfer Orders detail screen you can perform several tasks via function keys. The following table defines the function keys available and their use:

Function Key	Purpose
F3	Press F3 to display a window where you can specify whether to exit and save, exit without saving or resume.
F6	Press F6 to ship and update the warehouse transfer order. The transfer order immediately updates without the options available with F3.
F7	Press F7 to display defaults.
F9	Press F9 to display detail storage index information.
F13	Press F13 to modify order header and warehouse address information.
F20	Press F20 to modify backorder quantities.
F21	Press F21 to view available item quantities.

The Ship Transfer Orders Storage Index details screen is shown below.

Storage Index Information

The system displays this screen when you press F9 or F20 from the Ship Transfer Orders detail screen.


```

12/22/97  15:16:40      Ship Transfer Orders      ICGSTO  ICDSTO
-----
Order Number . . . : 000000080      Back Order Number . : 00
From Company . . . : IS1              To Company . . . . : IS1
From Warehouse . . : ISW1            To Warehouse . . . : ISW3

Product      Size      Back Ord Qty  Description
PROD01                      _____  CHERRY PIE
PROD03                      _____  KITTY LITTER
RAW09                      _____  2.0000    PIE TIN COVER

Bottom

F2=Function keys  F3=Exit  F6=Update  F10=QuikAccess  F24=More keys

```

Figure 6-21: Ship Transfer Orders back order screen

Back Ord Qty

The backorder quantity defaults as the order quantity minus the ship quantity if you type Y in the *BO* field on the Ship Transfer Orders detail screen. Complete the *Back Ord Qty* field with the amount of each item to backorder to override the default.

When you press F6 and exit this option, the system creates a backorder.

If you establish the user exit point with a packing slip program name, the system prints the packing slips for each item transferred.

Receiving Transfer Orders

To complete a transfer, you must receive inventory from one warehouse at another warehouse. Use this option after you ship a warehouse transfer order. For each item received on the order, the system reduces the in-transit inventory and increases the on-hand inventory at the destination warehouse.

The system allows negative inventory balances when using this function.

Use the menu path below.

- ▶ *Inventory Control*
- ▶ *Warehouse Transfer Orders*
- ▼ *Receive Transfer Orders [RTO]*

12/22/97	15:17:58	Receive Transfer Orders	ICGRT0	ICDRT0
<hr/>				
Company		__IS1	+	
Transfer Order Number		00000000	+	
Back Order Number		00		
<hr/>				
F2=Function keys F3=Exit F4=Prompt F10=QuickAccess F18=Message line				

Figure 6-22: Receive Transfer Orders header screen

You must complete all the fields on the Receive Transfer Orders header screen.

Transfer Order Number

Type the transfer order number in this field and then press Enter. You can also prompt on this field.

Transfer Quantity Adjustments

The system displays this screen when you press Enter from the Receive Transfer Orders header screen.

```

12/22/97  15:18:33      Receive Transfer Orders      ICGRTO  ICDRTO
-----
Order Number . . . : 000000080      Back Order Number . : 00
From Company . . . : IS1              To Company . . . . : IS1
From Warehouse . . : ISW1             To Warehouse . . . : ISW3
From Base Currency : USD              To Base Currency . : USD

To Co To Wh Product      Size  Ship Qty Due UM      Receive Qty
AISLE AISLE  AISLE
IS1 ISW3 PROD01          10.0000 EA      8 _____
IS1 ISW3 PROD03          5.0000 LB      2 _____
IS1 ISW3 RAW09          8.0000 EA      8 _____

Bottom
-----
F2=Function keys F3=Exit F4=Prompt F6=Update F24=More keys
    
```

Figure 6-23: Receive Transfer Orders detail screen

Receive Qty

You can receive less than the shipped quantity but you cannot receive more. If you type less than the shipped quantity, press F20 and the system automatically enters an Adjustment type. You can change the Adjustment type.

To receive the transfer order into different storage indexes, press F9.

Press F13 to display the storage indexes.

If you press F4 to prompt on the Storage Index fields, the system displays the Storage Index Prompt window. This window shows only locations in the Storage Index file for which the item is valid. Define storage index locations in the *Work with Storage Index* option. Define the validations in the storage index validation hierarchy settings in Infinium CA.

If you perform a partial transfer receipt, the system displays the message:

This transfer order has been partially received.

If transferring...	...to	...then the lot number is...	and the expiration date is...
Lot controlled item	Warehouse that is lot controlled	Displayed by the system and is the same number as in the transferring warehouse	Not recalculated
Non-lot controlled item	Warehouse that is lot controlled	Specified by you	Recalculated
Non-lot controlled item	Warehouse that is not lot controlled	Not applicable	Not applicable

If lot control is enabled and you receive transferred inventory that will create a new lot, a warning message is displayed. You can override the warning message and complete the transaction by pressing F11 or cancel the transaction. If you press F11, the system recalculates the lot expiration date using the item shelf life and the transaction date.

If the lot you specify is expired, the system displays a warning message. Press F11 to override the message and complete the transaction or press F12 to cancel it.

After you complete your entries, press Enter to return to the Receive Transfer Orders detail screen.

Viewing Where the Transfer Originated

The system displays this screen when you press F13 from the Receive Transfer Orders detail screen.

```

12/22/97  15:21:14      Receive Transfer Orders      ICGSID  ICDSID
-----
                Display Storage Index Detail of From Warehouse
Order Number . . . : 000000080      Back Order Number . . : 00
From Company . . . : IS1              To Company . . . . . : IS1
From Warehouse . . : ISW1            To Warehouse . . . . : ISW3
Product . . . . . : PROD01          Size . . . . . :
Quantity . . . . . :                UM . . . . . : EA

AISLE+      BIN+      LOT#+      Quantity
AISLE 6     BIN 2     _____  _____  10.0000

                                                    Bottom
-----
F2=Function keys  F4=Prompt  F10=QuickAccess  F12=Cancel  F18=Message line

```

Figure 6-25: Receive Transfer Orders From Storage Indexes screen

Use this screen to view the storage indexes from where inventory is transferred for each line item.

This is a display only screen. You cannot modify the data on this screen.

Press Enter to redisplay the Receive Transfer Order detail screen.

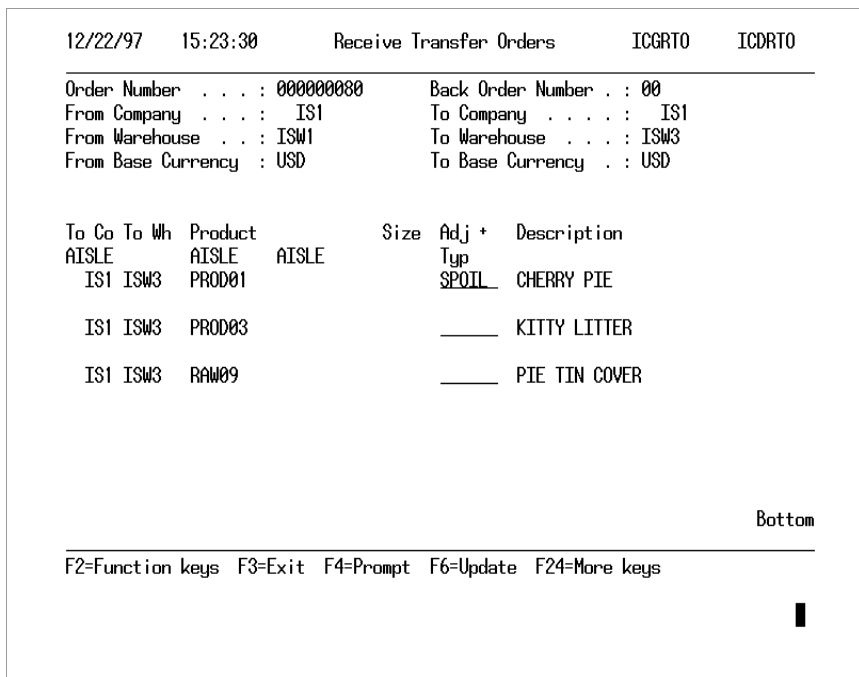


Figure 6-26: Receive Transfer Orders description screen

The system displays this screen when you press F20 on the Receive Transfer Orders detail screen.

If you specified on the Receive Transfer Orders detail screen a value in the *Receive Qty* field that is less than the value in the *Ship Qty Due* field, press F4 to display a list of Adjustment types from which to select a valid entry.

Press Enter or F6 to establish where you will store the inventory just received.

Press F3 to display a window where you can specify whether to exit and save, exit without saving or resume. Press F6 to complete the receipt. The receipt is immediately saved without the same option as F3. The system may display the Receipt Complete window.

Receipt Complete Window

This window and some of its fields only display if certain conditions exist. These include:

- If your ship quantity does not equal the receive quantity for all line items, the system displays the Receipt Complete window. If your ship quantity equals your receipt quantity you can close and complete this transfer.

When you exit this option the system processes the receipt and closes the transfer order.

- The *Enter Default Adjustment Code* field only displays on the Receipt Complete window if you did not enter an Adjustment type on the detail line for items with varying ship and receive quantities.
- If the Receipt Complete window displays, and you type Y in the *Is this receipt complete?* field, the system checks to see if the ship quantity differs from the receive quantity and whether the Adjustment type was entered on the detail line for such items. If an Adjustment type was not entered, then the system requires an entry in the *Enter Default Adjustment Code* field. You can prompt on the *Enter Default Adjustment Code* field.

```

12/22/97  15:24:11      Receive Transfer Orders      ICGRTO  ICDRTO
-----
Order Number . . . : 000000000      Back Order Number . . : 00
From Company . . . : IS1              To Company . . . . : IS1
From Warehouse . . : ISW1             To Warehouse . . . : ISW3
From Base Currency : USD              To Base Currency . . : USD

To Co To Wh Product      Size  Ship Qty Due UM      Receive Qty
AISLE AISLE  AISLE
IS1 ISW3 PROD01                10.0000 EA      8.0000

IS1
IS1
Enter Default Adjustment Code . . . SCRAP +
F4=Prompt F10=QuikAccess F12=Cancel

Bottom

F2=Function keys F3=Exit F4=Prompt F6=Update F24=More keys

```

Figure 6-27: Receipt Complete window

If you type N in the *Is this receipt complete?* field, the system retains the Adjustment types, but does not create the adjustment or complete the transfer. You can complete the order later.

Press F3 to complete the order.

If this is a multi-line transfer order, you can press F12 on the Receipt Complete window and enter a “Lost” Adjustment type on specific detail lines that were lost and then press F3. The system then redisplay the Receipt Complete window and you can enter a “Damaged” Adjustment type, which applies to all lines with varying receipt and ship quantities and with no Adjustment types.

Chapter 7 Printing and Verifying Pick Lists

7

The chapter consists of the following topics:

Topic	Page
Overview of Printing and Verifying Pick Lists	7-2
Printing Pick Lists	7-6
Reprinting Pick Lists	7-12
Verifying Pick Lists for Infinium PM	7-14
Receiving Transfer Orders for Infinium PM Transfer Requisitions	7-22
Resetting the Pick Number Lock File	7-27

Overview of Printing and Verifying Pick Lists

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

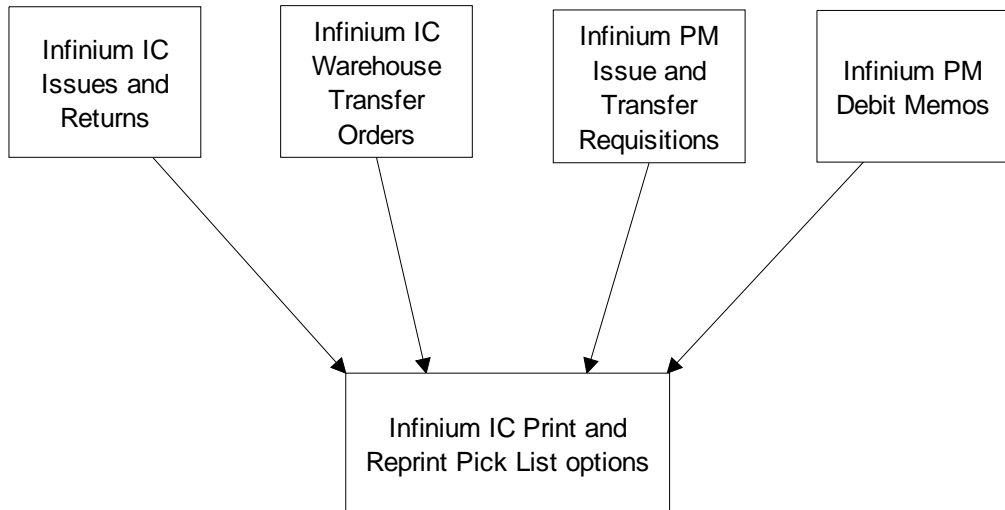
- Print pick lists
- Reprint pick lists
- Verify pick lists to update inventory files with Infinium PM generated data
- Reset the Pick Number Lock file

Pick Lists Overview

All three *Pick Processing* options are available for use with Infinium PM. However, only the *Print Pick List* and *Reprint Pick List* options work with Infinium IC generated data.

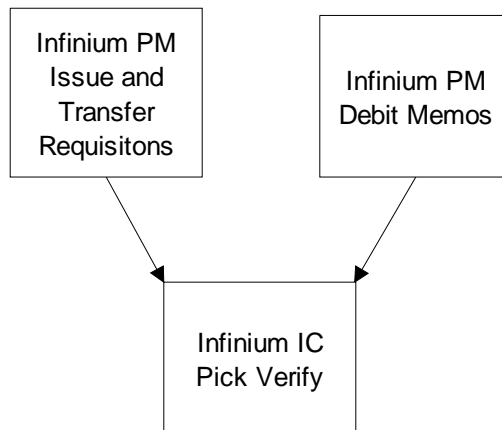
On the pick lists, you can designate not only the items to print, but also the order that they appear on the printed list. The *Print Pick List* and *Reprint Pick List* options allow you to print and reprint pick lists as needed. The *Pick Verify* option allows you to update and delete inventory items. See “Processing Stock Allocations” in the *Infinium Purchase Management Guide to Setup and Processing* for more information.

Print and Reprint Pick List Function Availability



Infinium IC issues and returns can be generated from the *Work with Issue/Return Req* option or through the *Work with Mass Activity Entry* option.

Verify Pick List Function Availability



Infinium PM Requisition and Debit Memo Processing Flows

Use the *Pick Processing* options in Infinium IC to designate a pick list, print a pick list, and verify a pick list. You can also reprint pick lists, as needed.

While you must print and verify pick lists from Infinium IC, you must create issue and transfer requisitions in Infinium PM. This makes it possible to relieve and update the appropriate inventory files for each item you requisition.

Processing Issue Requisitions

You must follow the steps below to process issue requisitions that you create using the *Work with requisitions* option in Infinium PM. The system commits inventory when you exit and save.

- 1 Use the *Print Pick List* option from the *Pick Processing* menu in Infinium IC.
- 2 Use the *Reprint Pick List* option (optional) from the *Pick Processing* menu in Inventory Control.
- 3 Manually pick inventory items from stock within your warehouses. This is not an option in the system.
- 4 Use the *Pick Verify* option to decrease committed and on hand inventories from the *Pick Processing* menu in Infinium IC.

Processing Transfer Requisitions

You must follow the steps below to process transfer requisitions that you create using the *Work with requisitions* option in Infinium PM. The system commits inventory and increases on order inventory in the To warehouse when you exit and save.

- 1 Use the *Print Pick List* option from the *Pick Processing* menu in Infinium IC.
 - 2 Use the *Reprint Pick List* option (optional) from the *Pick Processing* menu in Infinium IC.
 - 3 Manually pick inventory items from stock. This is not an option in the system.
 - 4 Use the *Pick Verify* option in the *Pick Processing* menu to decrease committed and on order inventory in the To warehouse. This also decreases on hand inventory in the From warehouse and increases in transit inventory in the To warehouse.
 - 5 Use the *Receive Transfer Order* option from the *Warehouse Transfer Orders* menu to increase on hand inventory and decrease in transit inventory in the receiving warehouse.
-

Processing Debit Memos

You must follow the steps below to process debit memos that you create using the *Work with debit memos* option in Infinium PM.

- 1 Use the *Print Pick List* option from the *Pick Processing* menu in Infinium IC.
 - 2 Use the *Reprint Pick List* option (optional) from the *Pick Processing* menu in Inventory Control.
 - 3 Manually pick inventory items from stock within your warehouses. This is not an option in the system.
 - 4 Use the *Pick Verify* option to decrease committed and on hand inventories from the *Pick Processing* menu in Infinium IC.
-

Printing Pick Lists

Specifying Pick List Sequence

Use the *Print Pick Lists* option to indicate picking order. You can print pick lists for Infinium IC issues and returns and warehouse transfer orders. You can also print pick lists for Infinium PM issue and transfer requisitions and debit memos. You can select from a transaction list and print either a group of transactions, consolidating all transaction types for a specific item, or you can choose to print a pick list for each transaction type.

Use the menu path below.

- ▶ *Inventory Control*
- ▶ *Pick Processing*
- ▼ *Print Pick List [PPL]*

12/05/97	14:52:51	Print Pick List	ICGPKP	ICDPKP
				Page 1 of 5
Type options, press a function key				
Company		IS1 +	INFINIUM SOFTWARE (INSTRUCTOR)	
Warehouse		ISW1 +	INFINIUM WAREHOUSE #1	
Pick List Sequence	1	1=Item 2=Storage Index ascending 3=Storage Index descending		
Consolidate Pick List:				
To one pick list	Y	(Y=Yes, N=No)		
To one pick list per item	N	(Y=Yes, N=No)		
To one pick list per pick type	N	(Y=Yes, N=No)		
To one pick list per transaction	N	(Y=Yes, N=No)		
Process Issue	N	(Y=Yes, N=No)		
Process Transfer	Y	(Y=Yes, N=No)		
Process returns	N	(Y=Yes, N=No)		
F2=Function keys F3=Exit F4=Prompt F8=Print F24=More keys				

Figure 7-1: Print Pick List screen 1

Defining Your Pick List

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

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

To create a particular sequence of items, press F13.

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

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

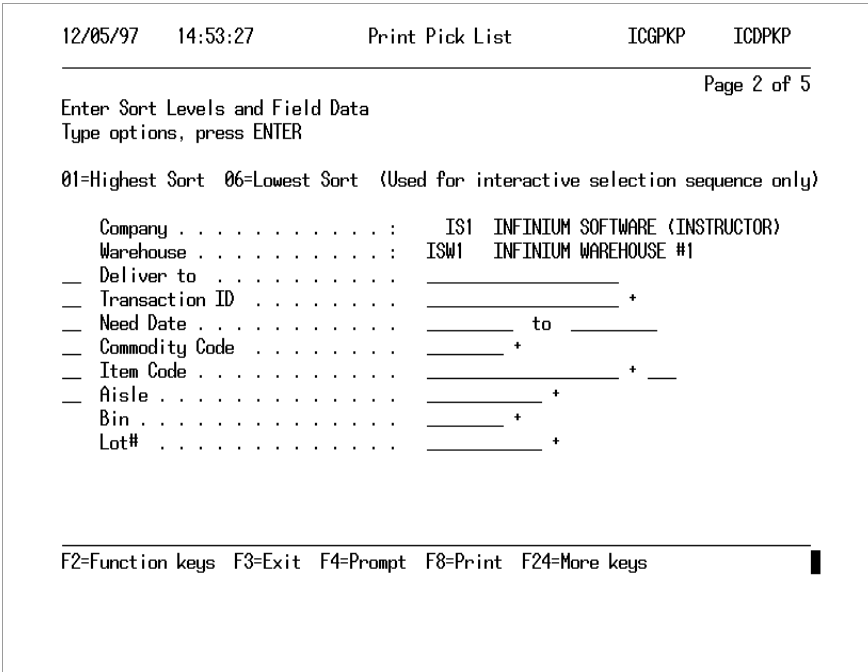


Figure 7-2: Print Pick List screen 2

Sort Codes

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

Determine sort codes based on a scale of 01 to 06; where 01 is the highest sort and 06 is the lowest sort. The codes you type to the left of each field establish the pick list item sequence and display.

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

Press F8 to print the pick list.

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

Press F14 to work with items on the pick list.

```

12/05/97  14:54:03          Print Pick List          ICGPKP  ICDPKP
-----
                                           Page 3 of 5
Company . . . . . IS1 INFINIUM SOFTWARE (INSTRUCTOR)

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

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

                                           Bottom

-----
F2=Function keys F3=Exit F8=Print F10=QuickAccess F24=More keys

```

Figure 7-3: Print Pick List screen 3

Defining Your Pick List with Specific Items

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

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

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

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

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

Press F8 to print pick lists for selected items. When you print pick lists, the system marks those items as ready for picking. You cannot modify transfer orders once items are ready to ship.

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

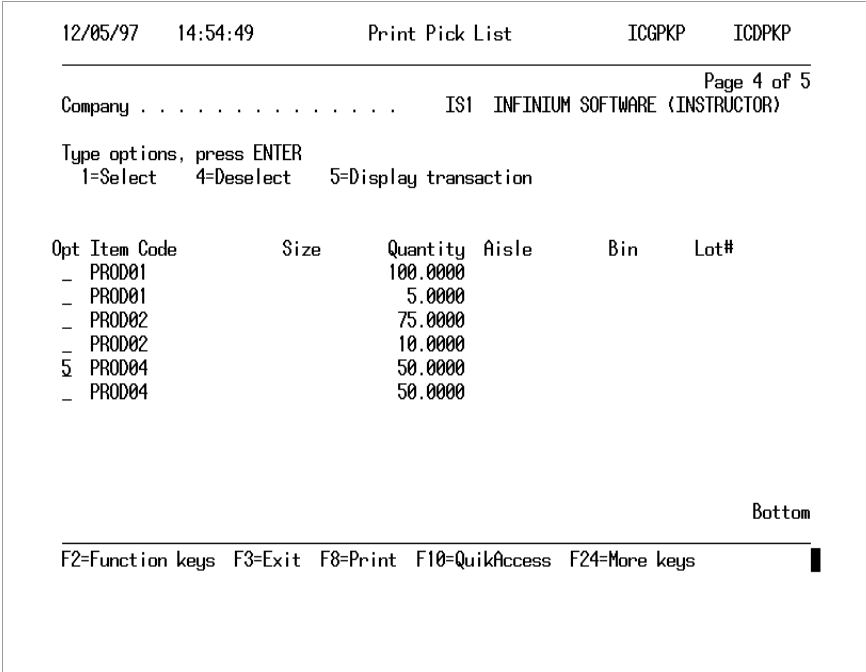


Figure 7-4: Print Pick List screen 4

Defining Your Pick List with Specific Storage Index Locations

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

Press F19 to redisplay Print Pick List screen 3.

Press F8 to print.

```

12/05/97  14:55:20          Print Pick List          ICGPKP  ICDPKP
-----
Page 5 of 5
Company . . . . . IS1 INFINIUM SOFTWARE (INSTRUCTOR)
Transaction . . . . . 00000063-00
Pick Type . . . . . T      Transfers

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

Bottom

-----
F2=Function keys F10=QuickAccess F12=Cancel F18=Message line

```

Figure 7-5: Print Pick List screen 5

Viewing Pick Items

If you type **5** in the field to the left of a transaction line item from the Print Pick List screen 3 or 4, you can view individual transactions.

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

To print a pick ticket, press **F8** from any of the first four Print Pick List screens.

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

ICGPLL ICTPLL
10/16/00 14:20:45

P I C K T I C K E T

PAGE 1
RLL

Pick control : 3055
From Company : S2K
From Warehouse : S2KW1 WAREHOUSE "1" (INSTRUCTORS) Picker : _____

ITEM / DESCRIPTION	LOT	SUBLOT	BIN	TO-BE-PICKED	UM	PICKED QTY
Tran Id / Line	Ship Date	To Comp/Whse	Pick Type	Deliver To	Sales Order/Receipt#/line	
S2KITEM1 000000987	ITEM#1 2 10/13/2000	A1	ROW1 Issues	BIN1	45.0000	EACH _____
S2KITEM4 000000987	ITEM#4 3 10/13/2000		Returns		456.0000	EACH _____

Reprinting Pick Lists

Use this option to reprint pick lists. Print pick lists as many times as necessary.

Use the menu path below.

- ▶ *Inventory Control*
- ▶ *Pick Processing*
- ▼ *Reprint Pick List [RPL]*

```

12/05/97  14:57:06          Reprint Pick List          ICGPKP3  ICDPKP3
-----
Company . . . . .  IS1 +  INFINIUM SOFTWARE (INSTRUCTOR)
Position to Pick Control . . . . .  _____

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

      Pick      Reprint      From
Opt    Control  Number      Whse
-      1451      1          ISW3
5      2063      1          ISW1
-      2070      2          ISW1

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

```

Figure 7-6: Reprint Pick List prompt screen

To select multiple pick lists, type 1 in the *Opt* field adjacent to the pick lists you want to reprint.

The system assigns a pick control number to a pick list when the list first prints and each time thereafter. The reprint number increases by one each time you reprint a pick list. This number displays in the *Reprint Number* column on this screen.

Press F8 to reprint the pick lists.

To display transactions, type 5 in the *Opt* field to the left of the pick list.

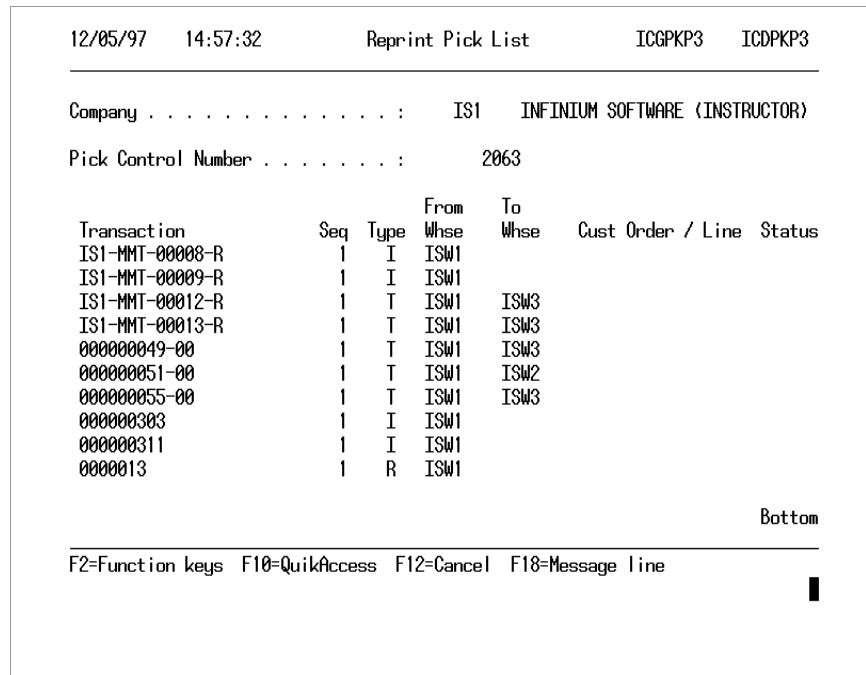


Figure 7-7: Reprint Pick List screen

Transaction Detail

The system displays this screen when you type **5** in the *Opt* field on the Reprint Pick List prompt screen. The type of transaction for each item on the pick list displays on this screen. For details, see the table below.

Type	Transaction	Description
T	Transfer	Inventory transferred from one location to another
I	Issues	Inventory removed from the warehouse to ship or to use
R	Returns	Inventory returned to the warehouse and/or to a vendor (Infinium PM debit memos)

Press Enter to return to the previous screen.

Verifying Pick Lists for Infinium PM

Use the *Pick Verify* option to update inventory files for only issue and transfer requisitions or debit memos created in Infinium PM. This option adjusts appropriate inventory balances at the proper locations for each transaction item on a pick list.

Zero Quantities on Infinium PM Issues or Transfers

If you pick a quantity of **0** for either issues or transfers, the system deallocates the inventory for the line item and goes to Infinium CA to check the backorder controls. In Infinium CA type **Y** in the *Back Order Issue Requisition* and *Back Order Transfer Requisition* fields. If you have **N** in the appropriate field, depending on whether you have issues or transfers, and you have a quantity of **0**, the system closes the requisition to a **92** Infinium PM status thus deallocating the inventory.

If you have **Y** in the appropriate field, depending on whether you have issues or transfers, Infinium PM keeps the requisition header open and at a **01** status. The Infinium PM requisition detail goes to a backorder status of **06**. The system reallocates the inventory when you run backorder allocations using the *Work with Stock Allocations* option in Infinium PM or when you go into the requisition, exit, and then save.

Use the menu path below.

- ▶ *Inventory Control*
- ▶ *Pick Processing*
 - ▼ *Pick Verify [PV]*

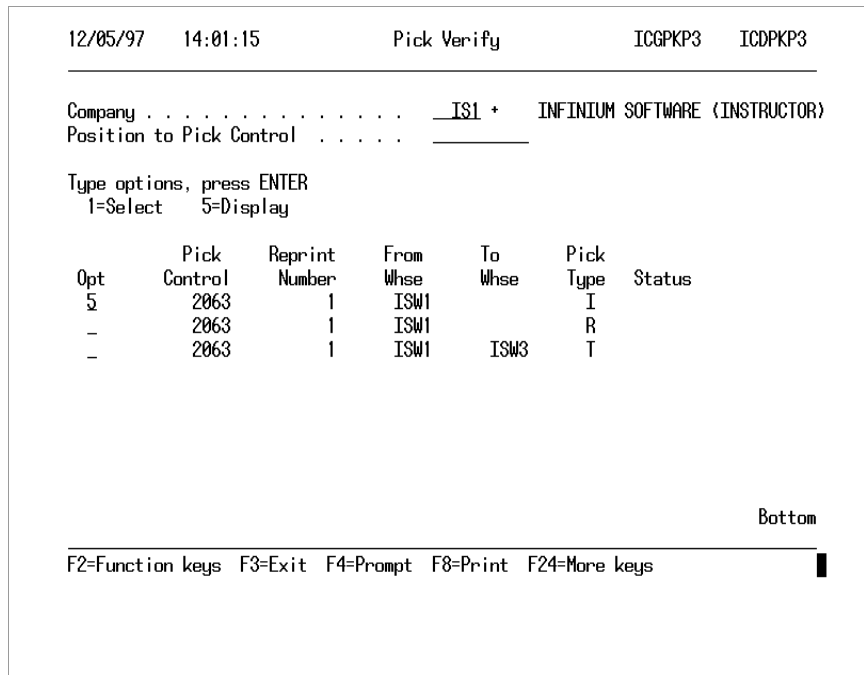


Figure 7-8: Pick Verify selection screen

Type 1 in the *Opt* field adjacent to the pick list that contains the requisition records that you choose to add to the Inventory file.

Press F8 to begin transaction verification and update inventory files.

Type 5 in the *Opt* field and press Enter to display individual transactions.

The *Pick Type* column displays I for issue requisitions, T for transfer requisitions, and R for returns (debit memo).

```

12/05/97  14:02:12          Pick Verify          ICGPKP3  ICDPKP3
-----
Company . . . . . :      IS1  INFINIUM SOFTWARE (INSTRUCTOR)
Pick Control Number . . . . . :          2063

Transaction          Seq  Type  From  To  Cust Order / Line  Status
IS1-MMT-00008-R      1    I   ISW1
IS1-MMT-00009-R      1    I   ISW1
IS1-MMT-00012-R      1    T   ISW1  ISW3
IS1-MMT-00013-R      1    T   ISW1  ISW3
0000013              1    R   ISW1

                                                                 Bottom
-----
F2=Function keys  F10=QuikAccess  F12=Cancel  F18=Message line

```

Figure 7-9: Pick Verify Transaction screen

The system displays this screen when you type **5** in the *Opt* field on the Pick Verify selection screen. All the fields on this screen are display only.

Press Enter to redisplay the Pick Verify selection screen.

Verifying Infinium PM Issue Requisitions

When you type **1** in the *Opt* field on the Pick Verify selection screen to select an issue transaction type (**I**) to update, the Pick Verify Issue screen displays. This screen is similar to the Issue/Return Header screen. Use this screen to update inventory files with Infinium PM issue requisitions.

```

12/05/97  14:05:32          Pick Verify          ICGIRR  ICDIRR
-----
Company . . . . .  IS1
Warehouse . . . . .  ISW1
DEPARTMENT . . . . .  _____ +
Numeric Field 1 . . . . .  _____
DATE . . . . .  _____
Adjustment Type . . . . .  IS/REI +
Date of Transaction . . . . .  12051997

Last Transaction Number . . . . . :
-----
F2=Function keys  F3=Exit  F4=Prompt  F7=User Fields  F24=More keys
    
```

Figure 7-10: Pick Verify Issue screen

To complete all required fields, either type the information in the fields or press F4 to prompt. When you press Enter, the system displays the Pick Verify Storage Index screen.

The remainder of the *Pick Verify* option functions are similar to the *Work with Issue/Return* option. Refer to the “Performing Inventory Processing” chapter for more information.

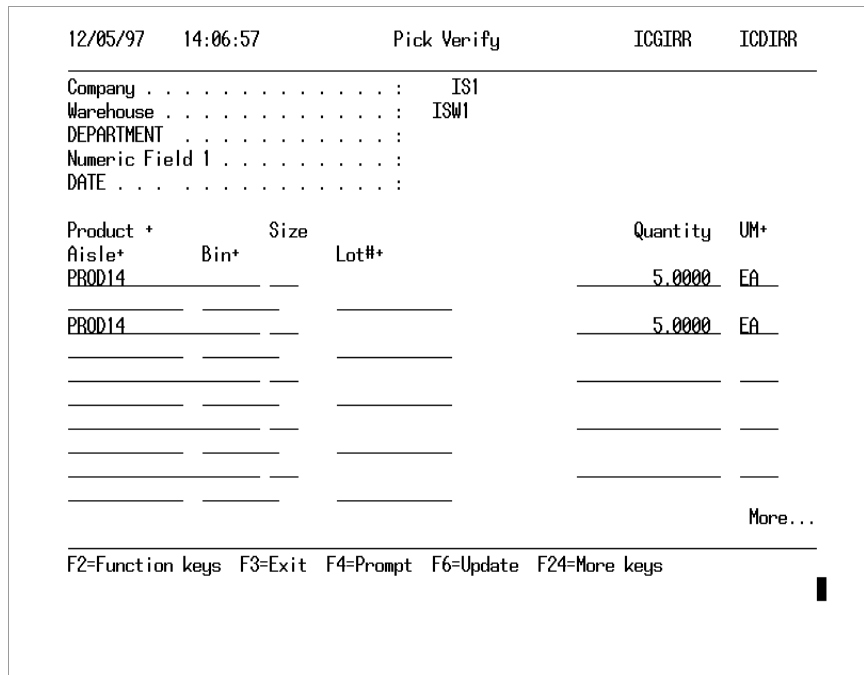


Figure 7-11: Pick Verify Storage Index screen

The system displays this screen after you complete the Pick Verify Issue screen and press Enter. Use this screen to pick or relieve inventory. If you pick an item from more than one location, distribute the original quantity from here.

Deleting

Press F22 to delete the pick control number without changing the inventory allocation. The committed inventory allocation remains intact so you can run a pick list later and include this information on it. The system generates a new pick control number for this item the next time you work with pick processing. Pick a quantity of zero to delete the inventory allocation.

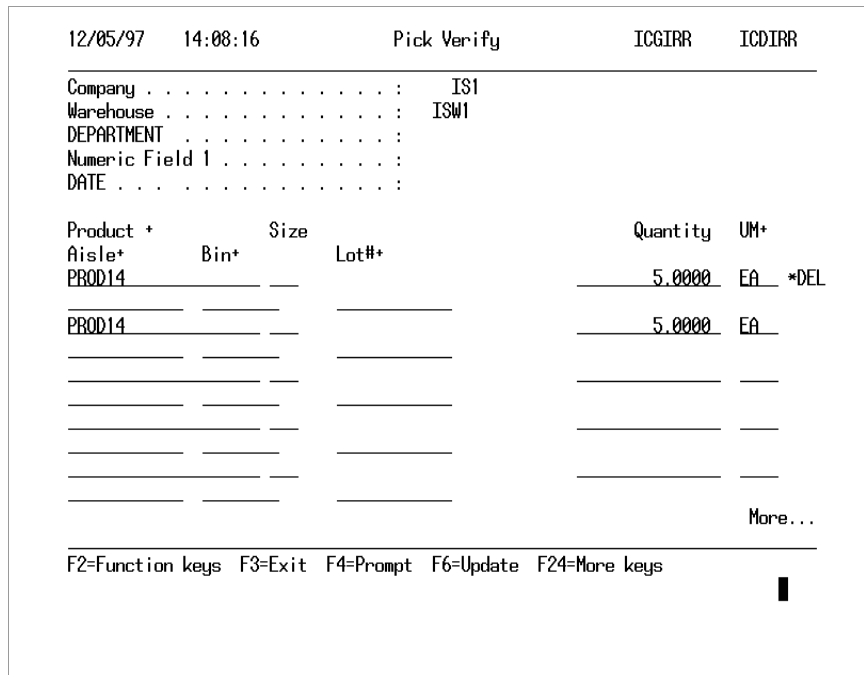


Figure 7-12: Pick Verify deletion screen

Deleting

The system displays ***DEL** to the right of the *UM* column after you press F22 from the Pick Verify Storage Index screen. From the Pick Verify deletion screen, press F6 to update or F3 to save.

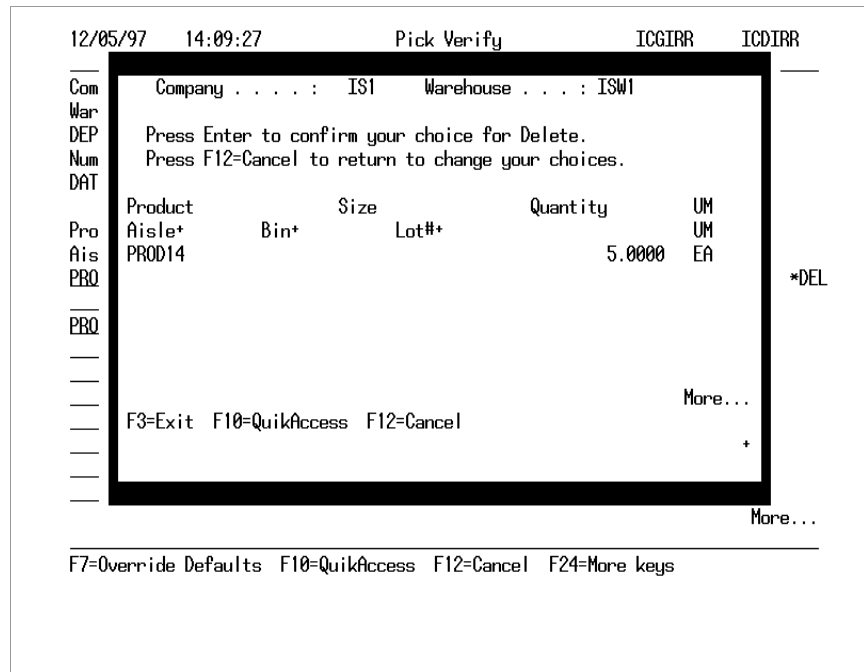


Figure 7-13: Pick Verify Delete confirmation screen

The system displays this screen after you press F6 to update, or after you press F3 to exit and save from the Pick Verify deletion screen.

When you press Enter or F3 to exit, the system deletes the pick control number and allows you to use it in the next pick list. The system reassigns it when you run the *Print Pick List* option again. When you press F12 the system cancels the delete and displays the message:

Pick Verify did not get updated.

If you establish the user exit point with a packing slip program name, the system prints packing slips for each verified transaction when you complete this option.

Verifying Infinium PM Transfer Requisitions

When you type 1 in the *Opt* field on the Pick Verify selection screen to select a transfer transaction type (T) to update, the Ship Order detail screen displays. Use this screen to update inventory files with shipping details for Infinium PM transfer requisitions.

12/05/97	13:58:15	Pick Verify	ICGSTO	ICDSTO
Order Number . . . :	000000064	Back Order Number . . :	00	
From Company . . . :	IS1	To Company :	IS1	
From Warehouse . . :	ISW1	To Warehouse :	ISW3	
Product	Size	Ord Quantity	UM	Ship Quantity
PROD13		5.0000	EA	<u>5.0000</u>
PROD13		5.0000	EA	<u>5.0000</u>
				Bottom
F2=Function keys F3=Exit F6=Update F24=More keys				

Figure 7-14: Pick Verify Transfer screen

The remainder of the *Pick Verify* option functions is similar to the *Ship Transfer Orders* option. Refer to the “Transferring Inventory between Warehouses” chapter for more information.

If you press F13 you access the Pick Verify Transfer header screen where you can perform modifications.

If you establish the user exit point with a packing slip program name, the system prints packing slips for each verified transaction when you complete this option.

You can mark a pick list item for deletion from the pick list by pressing F22. When you press F22 to delete the pick control number, you do not alter the inventory allocation. The committed inventory allocation remains intact so you can run a pick list later and include this information on it. The system generates a new pick control number for this item the next time you work with pick processing.

Receiving Transfer Orders for Infinium PM Transfer Requisitions

To complete an Infinium PM transfer requisition, you must receive inventory from one warehouse at another warehouse. For each item received on the order, the system reduces the in-transit inventory and increases the on-hand inventory at the destination warehouse.

Use the menu path below.

- ▶ *Inventory Control*
- ▶ *Warehouse Transfer Orders*
- ▼ *Receive Transfer Orders [RTO]*

12/22/97	15:17:58	Receive Transfer Orders	ICGRT0	ICDRT0
<hr/>				
Company		IS1 +		
Transfer Order Number		000000000 +		
Back Order Number		00		
<hr/>				
F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F18=Message line				

Figure 7-15: Receive Transfer Orders header screen

You must complete all the fields on the Receive Transfer Orders header screen.

Transfer Order Number

Type the transfer order number in this field and then press Enter. You can also prompt on this field.

Transfer

```

12/05/97  15:20:40      Receive Transfer Orders      ICGRT0  ICDRTO
-----
Order Number . . . : 000000066      Back Order Number . : 00
From Company . . . : IS1             To Company . . . . : IS1
From Warehouse . . : ISW1           To Warehouse . . . : ISW3
From Base Currency : USD             To Base Currency . : USD

To Co To Wh Product      Size  Ship Qty Due  UM      Receive Qty
Aisle Aisle  Aisle
IS1 ISW3  PROD02          9.0000  EA      9.0000
IS1 ISW3  PROD01          5.0000  EA      5.0000
IS1 ISW3  PROD04          50.0000 GL     50.0000

Bottom

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

Figure 7-16: Receive Transfer Orders detail screen

The system displays this screen when you press Enter from the Receive Transfer Orders header screen.

Receive Qty

The shipped quantity value defaults to the *Receive Qty* field. If this field specifies less than the *Ship Qty Due* field, the system displays the Pass Adjustment Entry For Less Received window.

You can receive less than the shipped quantity, but you cannot receive more. If you type less than the shipped quantity, press F20 and the system automatically enters an adjustment type on the Adjustment Type screen, which follows.

If there is a variance between the shipped quantity and the received quantity and you enter the adjustment type on the next screen, the system attaches the adjustment to the transfer order.

To receive the transfer order into different storage indexes, press F9.

To display the locations from which inventory comes, press F13 to display the storage indexes.

If you press F4 to prompt on the Storage Index fields, the system displays the Storage Index Prompt window. This shows only locations in the storage index file for which the item is valid. Define storage index locations in the *Work with Storage Index* option. Define the validations in the Storage Index Validation hierarchy settings in Infinium CA.

Press F6 to update and save the transfer receipt.

If you perform a partial transfer receipt, the system displays the message:

This transfer order has been partially received.

To Co	To Wh	Product	Size	Adj +	Description
Aisle	Aisle	Aisle		Typ	
IS1	ISW3	PROD02		_____	APPLE PIE
IS1	ISW3	PROD01		_____	CHERRY PIE
IS1	ISW3	PROD04		_____	WHITE PAINT

Bottom

F2=Function keys F3=Exit F4=Prompt F6=Update F24=More keys

Figure 7-17: Receive Transfer Orders description screen

The system displays this screen when you press F20 on the Receive Transfer Orders detail screen.

If you specified on the Receive Transfer Orders detail screen a *Receive Qty* that is less than the *Ship Qty Due*, press F4 to display a list of adjustment types from which to select a valid entry.

Dividing the Received Transfer Order

This screen displays when you press F9 from the Receive Transfer Orders detail screen.

```

12/05/97  15:22:44      Receive Transfer Orders      ICGDSI  ICDDSI
-----
Order Number . . . : 000000066      Back Order Number . . : 00
From Company . . . : IS1              To Company . . . . . : IS1
From Warehouse . . : ISW1            To Warehouse . . . . : ISW3
Product . . . . . : PROD01          Size . . . . . :
Receive Quantity . . : 5.0000      UM . . . . . : EA

Aisle+      Bin+      Lot#+      Receive Qty
-----
_____      _____      _____      5
_____      _____      _____      _____
_____      _____      _____      _____
_____      _____      _____      _____
_____      _____      _____      _____
_____      _____      _____      _____
_____      _____      _____      _____
_____      _____      _____      _____
More . . .

F2=Function keys  F4=Prompt  F10=QuickAccess  F12=Cancel  F24=More keys
    
```

Figure 7-18: Receive Transfer Orders Into Storage Indexes screen

Use this screen to split the received transfer order into different storage indexes. The quantities received into each storage index cannot exceed the total quantity received.

If you establish storage indexes with a put away order, the system displays the valid storage indexes on this screen in the order in which you specified. Maintain a put away order through the *Work with Storage Index* option in Infinium CA.

After you complete your entries, press Enter to return to the Receive Transfer Orders detail screen.

Viewing Where the Transfer Originated

The system displays this screen when you press F13 from the Receive Transfer Orders detail screen.

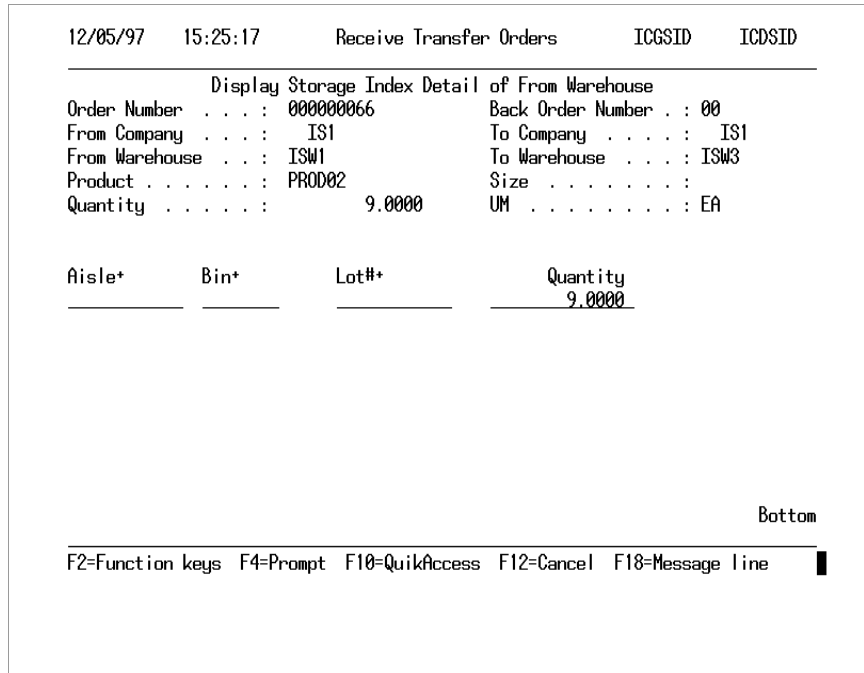


Figure 7-19: Receive Transfer Orders From Storage Indexes screen

Use this screen to view the storage indexes from where inventory is transferred for each line item.

This is a display only screen. You cannot modify the data on this screen.

Press Enter to redisplay the Receive Transfer Order detail screen.

Resetting the Pick Number Lock File

Use the *Reset Pick Number Lock File* option to unlock the Pick Number Control file. The *Pick Verify* option places a lock on the Pick Number Control file to prevent more than one person from accessing it at a time. The system normally removes the lock when you complete Pick Verify. If for some reason a system error occurs while the Pick Control Number file is locked, the file remains locked and no one can access this option.

Use the menu path below.

- ▶ *Control Files*
 - ▼ *Reset Pick Number Lock File [RPNLF]*

Notes

Chapter 8 Performing System Operator Tasks for Inventory Processing

8

The chapter consists of the following topics:

Topic	Page
Overview of Performing System Operator Tasks for Inventory Processing	8-2
Purging Inventory Transactions	8-3
Purging Adjustment Journal	8-5
Purging Zero-Balance Inventory Records	8-7
Purging Physical Inventory Files	8-9
Rebuilding Inventory Balances	8-12
Clearing Application Files	8-13
Purging the Task Coupling History File	8-15

Overview of Performing System Operator Tasks for Inventory Processing

After you complete this chapter, you should be familiar with how to purge:

- The Product Transaction Journal file (by date)
- Inventory records that have a zero balance
- The Physical Inventory file
- The Task Coupling History file

System Operator Tasks Overview

As you use Infinium IC, you perform transactions that create records the system stores in various files in your computer. Periodically delete old or unused transaction records from these files to prevent overloading your computer storage capacity.

This chapter covers the options you can perform to purge records and files from the system. Perform these options at intervals you determine based on the capacity and configuration of your system.

WARNING: Perform these tasks only when there are no other users on the system. Prepare a backup of the database library (PRDBFA at standard installations) or of the specific files you are purging.

Purging Inventory Transactions

You can purge inventory transactions in the Product Transaction Journal file (PRDJRNL) by date through the *Purge Inventory Transactions* function. For example, at the end of every month purge the information for the previous month, leaving information for the month just ended on file. Purging affects all companies and warehouses.

Caution: The system uses the Product Transaction Journal file for SARA calculations, ABC Analysis, lot transactions, and historical inventory control reports and displays. Coordinate with users to be sure you are not purging information they need.

Use the menu path below.

- ▶ *Inventory Control Utilities*
 - ▼ *Purge Inventory Transactions [PPTJ]*

6/11/03	10:15:17	Purge Inventory Transactions	PG01R1	PG01RFM
---------	----------	------------------------------	--------	---------

Cut-off Date _____

Purge Theoretical Inventory Only . N Y=Yes, N=No

Include Lot Transactions In Purge . N Y=Yes, N=No

WARNING:
 BE SURE TO HAVE BACKUP OF DATABASE LIBRARY BEFORE PROCEEDING.
 LOT TRACKING IS BASED ON THIS FILE

F2=Function keys F3=Exit F10=QuikAccess F18=Message line
 WARNING: Lot Tracking is based on this file.

Figure 8-1: Purge Inventory Transactions screen

Cut-off Date

Specify the latest date you want the system to use to select the transactions to purge. The system deletes all transactions whose transaction date is on or before the date you specify.

Purge Theoretical Inventory Only

Specify yes to purge theoretical inventory transactions only. To purge both real and theoretical inventory transactions, specify no.

Include Lot Transactions In Purge

This field is displayed if lot control is enabled in Infinium CA.

Specify whether or not to purge lot transactions.

To exclude lot transactions from the purge, specify no.

To purge lot transactions that are associated with inactive lots, specify yes. The status of the lot must be **IA** for the lot transactions to be purged. After purging the lot transactions, the lot status is changed to **TD** to indicate that transactions associated with the lot have been deleted by the purge.

When you press Enter after typing a date, the system displays a confirmation message at the bottom of the screen. Press Enter again to submit the request to the batch job queue.

The purge process automatically generates the Inventory Transaction Purge report.

Purging Adjustment Journal

The system records each inventory adjustment, such as issue, return, transfer, or adjustment made through the *Work with Adjustments* option, in the Inventory Adjustment Journal (ICPAJ).

Over time, this journal may become quite large. Use this option to periodically purge adjustment transactions from the Inventory Adjustment Journal.

Use the menu path below.

- ▶ *Inventory Control Utilities*
 - ▼ *Purge Inventory Adjustments [PAJ]*

6/02/00	11:18:03	Purge Adjustment Journal	ICGIAP	ICDIAP
<hr/>				
Company		<u>INF</u> +		
Warehouse		<u>INFW1</u> +		
Beginning Product		_____ +	Size .	___
Ending Product		_____ +	Size .	___
Cut-off Date		_____		
Adjustment Type		_____ +		
Run type		<u>1</u>	(0 = Purge only, 1 = List only, 2 = List and purge)	
WARNING: BE SURE TO HAVE BACKUP OF DATABASE LIBRARY BEFORE PROCEEDING				
<hr/>				
F2=Function keys F3=Exit F4=Prompt F8=Print F24=More keys				

Figure 8-2: Purge Adjustment Journal screen

Complete the *Beginning Product* and the *Ending Product* fields to purge adjustment journal transactions for a range of products or complete the *Beginning Product* field to purge adjustment journal transactions for one specific product.

To purge adjustment journal transactions of one type, complete the *Adjustment Type* field.

Cut-off Date

The system requires an entry in this field. The system purges adjustment dates on or before the date you type.

Run type

Type **0** in this field to purge the inventory adjustments that match the criteria you type.

Press Enter to perform the purge.

Purging Zero-Balance Inventory Records

When you first assign an inventory balance to an item at a specific storage index, the system creates an inventory record in the Product Inventory Master file (PRDINVEN). The record remains on file even after the inventory balance becomes zero. You cannot purge obsolete or incorrect products or raw materials/resources that have an inventory record. Therefore, you should run this purge immediately before purging the Raw Material or Product file, and on a periodic basis for housekeeping purposes.

Caution: If you track inventory by storage index, run this purge only after you perform a final close for all partially or fully closed batches, and after you invoice all shipped orders.

Use the menu path below.

- ▶ *Inventory Control Utilities*
 - ▼ *Purge Inv. with Zero Balance [PIWZB]*

12/04/97	10:56:59	Purge Inv. with Zero Balance	PG03R1	PG03RFH
<hr/>				
List Records With Zero Balances . .	Y	Y=Yes, N=No		
Delete Records With Zero Balances .	Y	Y=Yes, N=No		
WARNING:				
BE SURE TO HAVE BACKUP OF DATABASE LIBRARY BEFORE PROCEEDING.				
<hr/>				
F2=Function keys F3=Exit F10=QuickAccess F18=Message line				
█				

Figure 8-3: Purge Inv. with Zero Balance screen

The system requires both fields on this screen. To print but not purge the zero-balance records, type **Y** in the first field and **N** in the second. To print

and purge the records, type **Y** in both fields. To purge the records without printing them, type **N** in the first field and **Y** in the second.

Press Enter after you complete the fields. If you type **Y** in the second field, the system displays a confirmation message at the bottom of the screen. Press Enter to submit the request to the batch job queue.

List Records With Zero Balances

If you type **Y** in this field, the system prints the Inventory Records with Zero Balances report.

Purging Physical Inventory Files

Use the *Purge PI Files* option to delete the files that Infinium IC creates when you perform *Physical Inventory* options.

The system keeps tag entries and frozen costs and balances on file for each control identifier after you post or close the physical inventory. This allows you to print adjustment and variance reports. After you print the reports, run the *Purge PI Files* option, which deletes the following information for all control identifiers that were posted or closed on or before the date you specify:

- Tags
- Frozen balances
- Frozen costs
- Selection criteria
- Control identifier

The *Purge PI Files* option also prints a report that lists selection criteria and a posting date for each control identifier the system deletes. This report can be useful when you enter selection criteria for the next physical inventory.

You can create new control identifiers and run your next physical inventory even if you have not run the *Purge PI Files* option.

Use the menu path below.

- ▶ *Inventory Control Utilities*
 - ▼ *Purge PI Files* [PPIF]

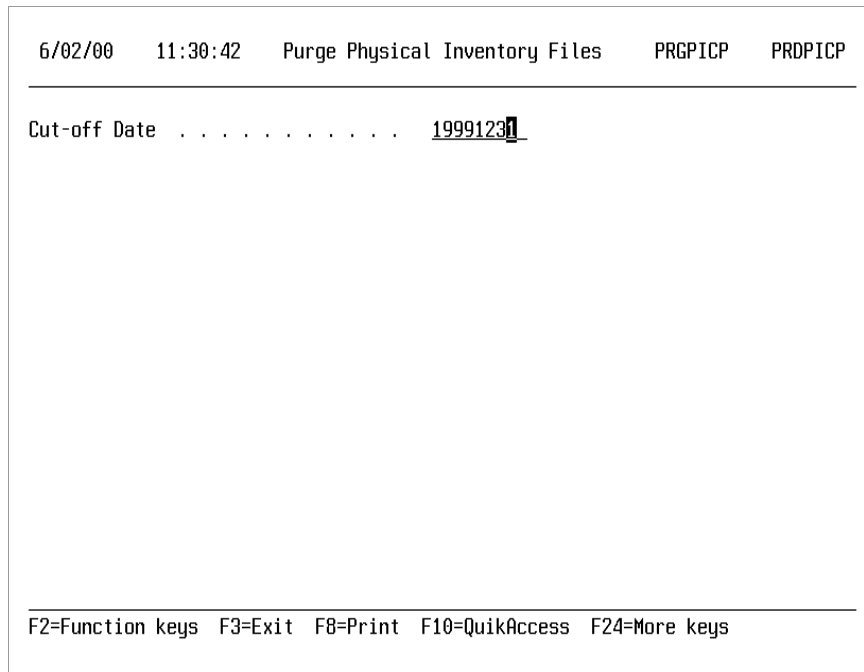


Figure 8-4: Purge Physical Inventory Files screen 1

The system requires a value in the *Cut-off Date* field. The system deletes all physical inventory transactions recorded from the file on or before the date you type.

Press Enter to display the transactions that match the cut-off date criteria.

Press F22 to purge all matching transactions.

Purging Transactions

Security Code	Control Id	Description	Posted Code	Posting Date
MLKABC	MLKABC	MLKABC	2	1999/12/22
MLKXYZ	MLKXYZ	MLKXYZ	2	1999/12/29
MLK10	MLK10	MLK10 - Test RJ04301516	1	1999/12/22
MLK11	MLK11	MLK11 - Test RJ04301516	1	1999/12/22
MLK12	MLK12	MLK12 - Test prod. RJ04301516	2	1999/12/29
MLK22	MLK22	MLK22	2	1999/12/29
MLK23	MLK23	MLK23	2	1999/12/29
MLK4	MLK4	MLK4	2	1999/11/08
MLK6	MLK6	MLK6	2	1999/10/19
MLK7	MLK7	MLK7	2	1999/11/08
MLK9	MLK9	MLK9 - Test RJ04301516	2	1999/12/22

Bottom

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

Figure 8-5: Purge Physical Inventory Files screen 2

The system displays **1** in the *Posted Code* field when you post the control identifier. The system displays **2** in this field when you close the control identifier without posting.

Press F11 (Alternate View) to display the selection criteria (that is, company, warehouse, material type, Cycle code, ABC code, and class type) for each control identifier listed.

Press F8 to print the Physical Inventory Files Purge report.

Press F22 to delete all the control identifiers that display. When the purge is complete, the system displays the following message:

Request completed normally.

Rebuilding Inventory Balances

Use the *Reset & Rebuild Inventory Balances* option to reset and/or rebuild incorrect theoretical inventory balances.

When you use this option, the system reads the Transaction files and reprocesses all transactions that are open or not shipped to recreate the correct inventory balance.

Use the menu path below.

- ▶ *Inventory Control Utilities*
 - ▼ *Reset & Rebuild Inventory Balances [R&RIB]*

12/04/97	10:59:01	Reset & Rebuild Inv Balances	ICGRIB	ICDRIB
<hr/>				
Committed Sales	_	(Y=Yes, N=No)		
Committed Issues/Transfers	_	(Y=Yes, N=No)		
Future Sales	_	(Y=Yes, N=No)		
On order from warehouse	_	(Y=Yes, N=No)		
<hr/>				
F2=Function keys F3=Exit F6=Update F10=QuickAccess F24=More keys				
█				

Figure 8-6: Reset & Rebuild Inv Balances screen

Type **Y** in each of the inventory type fields you want to rebuild. Press **F6** to rebuild the selected inventory type balances.

Clearing Application Files

Use the *Clear Application Files* option to clear all members in the default library or the library you specify. This option does not clear the following files:

Files

ADJTYPFL	ICCMDSRC
ICPEN	ICPCO
ICDDSSRC	ICPLC
ICRPGSRC	ICPPL
QCLSRC	PRDHSTYP
QDDSSRC	QCMDSRC
QYPTAGFL	QYPTAGF
QRPGSRC	

Use the menu path below.

- ▶ *Inventory Control Utilities*
 - ▼ *Clear Application Files [CLRF]*

```
12/04/97  10:59:54      Clear Application Files      ICGCF      ICDCF
-----

Default Library . . . . . ICDBFA____

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 8-7: Clear Application Files screen

Type the name of the library whose members you want to clear and press F22.

Purging the Task Coupling History File

Each time you submit an inventory control batch job (for example, when you submit a report request to the batch job queue) the system updates the History file. Purge this file every month or so, following the steps listed below. Steps 1 and 2 ensure that you do not purge a record from the History file before the associated batch job runs. Step 3 purges the History file.

- 1 Type **WRKJOBQ** on a command line. Press F4. Type **QBATCH** in the *Jobqueue* field. QBATCH is the default job queue for inventory control batch jobs. Confirm that no jobs starting with "IC" are in the queue.

If you divert inventory control batch jobs on your system to job queues other than QBATCH, repeat step 1 for each such job queue.

- 2 Type **WRKACTJOB** on a command line. Press Enter. Confirm that no batch jobs starting with "IC" are running in any subsystem.
 - 3 Type **CLRPFM** on a command line. Press F4. Type **ICPLK** in the *Physical file* field. Type the name of the database library (PRDBFA at standard installations) in the *Library* field. Type ***First** in the *Member* field. Press Enter.
-

Notes

Chapter 9 Maintaining Physical Inventory Control Files

9

The chapter consists of the following topics:

Topic	Page
Overview of Maintaining Physical Inventory Control Files	9-2
Maintaining the Physical Inventory Security Control File	9-3
Maintaining the Physical Inventory Selection Criteria Control	9-7

Overview of Maintaining Physical Inventory Control Files

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

- Maintain the Physical Inventory Security and Selection Criteria Control files
- Explain how your entries impact physical inventory processing

Physical Inventory Control Files Overview

In physical inventory, establish security in the form of a password to prevent inclusion of an item in two simultaneous inventory counts. You must enter information in two control files before you perform physical inventory processing.

The physical inventory selection criteria you type in these control files enable you to better control inventory. Use company, warehouse, material type, Cycle code, ABC code, and Class code as selection criteria. You can further narrow your cycle count selection by typing the number of items to count within this selection and specifying the latest date from which to select items to perform cycle counts.

Maintaining the Physical Inventory Security Control File

Use the *Work with PI Security* option to create a unique control identifier for each inventory count you make. For example, create control identifier RM119801 for the raw material count at Warehouse 11 for the first quarter of 1998, RM119802 for the second quarter, and so on. Use this control identifier at each step of the physical inventory process. Often, you keep them for years (at least one year) to generate reports.

You must assign a security code to each control identifier. The security code is a password that you create using this option. You must type the password at each subsequent step of physical inventory processing.

You can assign the same security code to multiple control identifiers. For instance, if the same person is responsible for the RM119801 and RM119802 counts, you can use the same security code for both control identifiers.

Use the menu path below.

- ▶ *Control Files*
 - ▼ *Work with PI Security* [WWPIS]

Modifying/Displaying a Control Identifier

```

12/04/97  11:27:09      Work with PI Security      ICGSSM      ICDSSM
-----
Position to . . . Security Code . . . . . _____
                        Control Id . . . . . _____
Type options, press Enter.
  2=Change  5=Display

  Opt      Security      Control
  Code     Code          Id          Description
  2        1297         MONPRODUCT Monthly Product Count

                                                    Bottom
-----
F2=Function keys  F3=Exit  F5=Refresh  F6=Create  F24=More keys
  
```

Figure 9-1: Work with PI Security prompt screen

Type a Security code and a unique control identifier, and then press F6 to create a new control identifier. Your entry in the *Control Id* field must start with a letter and cannot contain embedded blanks.

Type 2 or 5 in the *Opt* field and press Enter to modify or display an existing control identifier.

Describing the Physical Count

This screen displays when you type 2 in the *Opt* field on the Work with PI Security prompt screen to select a security ID to change.

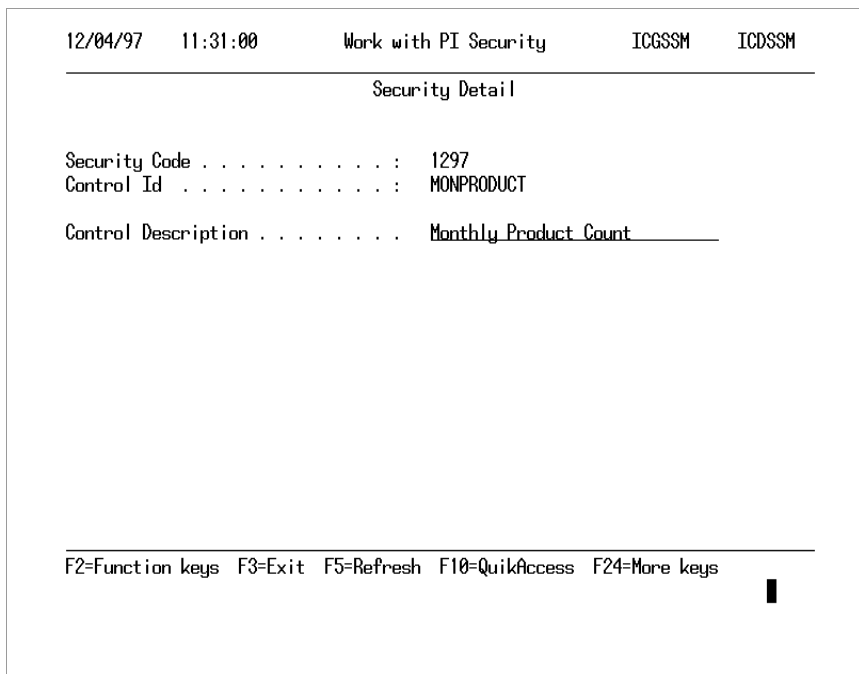


Figure 9-2: Work with PI Security detail screen

Type a description of the physical count that this control identifier represents and press Enter. The description displays on physical inventory screens and reports.

Displaying a Security ID

This screen displays when you type 5 in the *Opt* field on the Work with PI Security prompt screen to select a security ID to display.

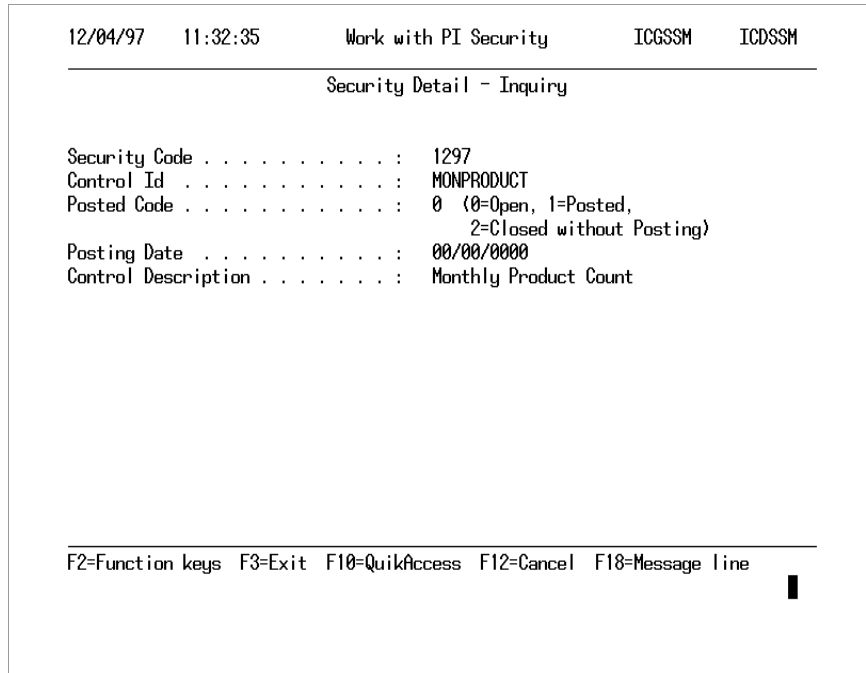


Figure 9-3: Work with PI Security detail-inquiry screen

Press Enter to redisplay the Work with PI Security prompt screen.

Maintaining the Physical Inventory Selection Criteria Control

Use the *Work with PI Security* option to specify which items the system should include in the physical count for the control identifier you created using the *Work with PI Security* option.

You cannot include an item in the selection criteria of a control identifier if the item is already included in the selection criteria of another control identifier for which physical inventory has not yet been closed or posted.

Use the menu path below.

- ▶ *Control Files*
 - ▼ *Work with PI Selection Criteria [WWPISC]*

Modifying a Control Identifier

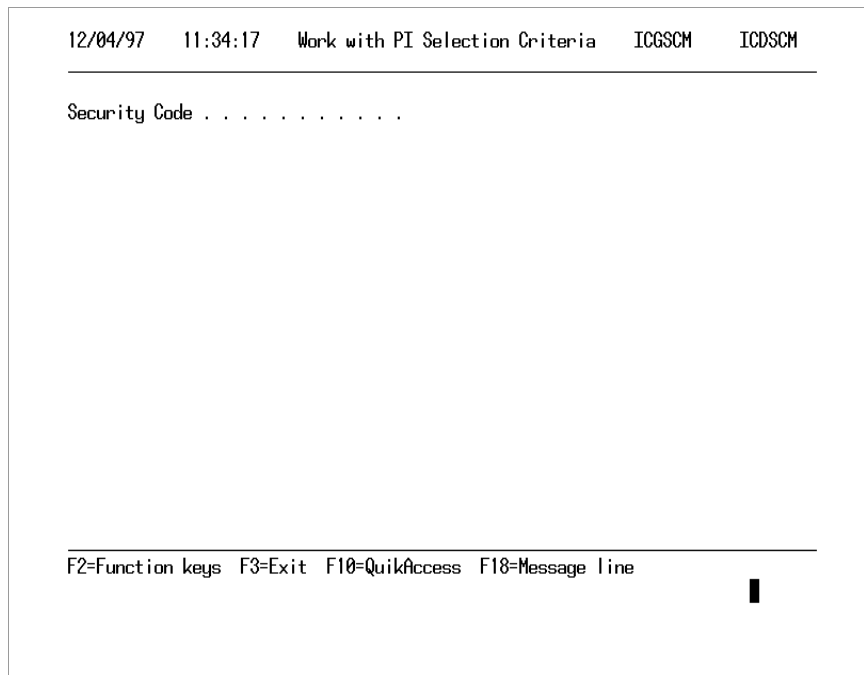


Figure 9-4: Work with PI Selection Criteria Security screen

Type the security code associated with the control identifiers that you want to modify. Because the security code is a password, your entry does not display on the screen.

Control ID Information

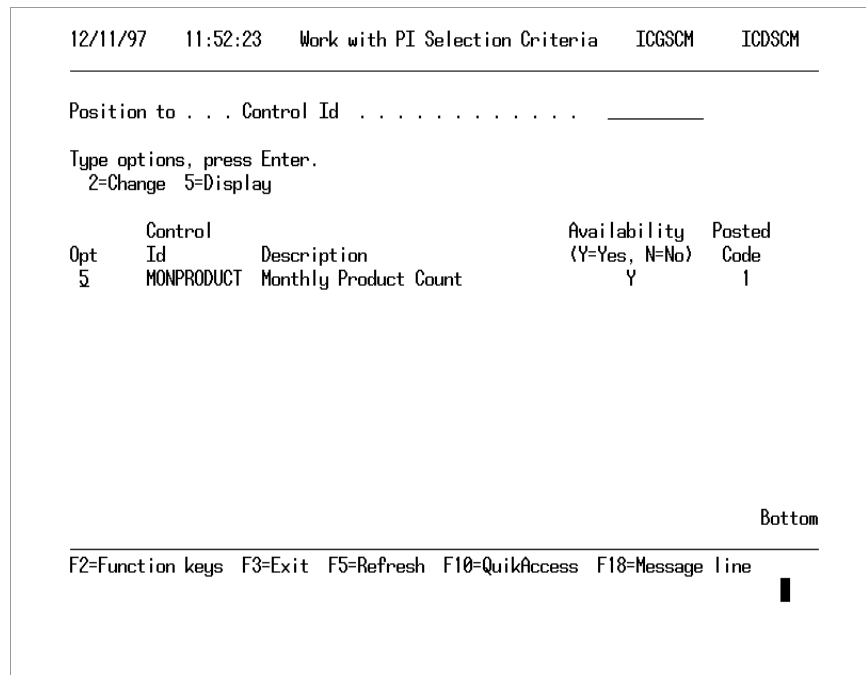


Figure 9-5: Work with PI Selection Criteria selection screen

All of the control identifiers associated with the security code you typed on the previous screen display.

Availability

This field is **N** until you assign selection. You cannot perform physical inventory processing for a control identifier that has an availability of **N**.

Posted Code

The *Posted Code* field for a control identifier is **0** until you post or close the control identifier, at which time the *Posted Code* field changes to **1** (if you post) or **2** (if you close without posting).

Type **2** or **5** in the *Opt* field to work with or display selection criteria for one or more control identifiers. You cannot change selection criteria for a control identifier that has a posted code of **1** or **2**. You cannot display selection criteria for a control identifier that has an availability of **N**.

Press Enter to continue.

Entering Detail Criteria

```

12/11/97  11:46:21  Work with PI Selection Criteria  ICGSCM  ICDSCM
-----
                        Selection Criteria - Inquiry

Control Id . . . . . : MONPRODUCT
Control Description . . . . . : Monthly Product Count

Company . . . . . : IS1
Warehouse . . . . . : ISW1
Material Type . . . . . : 2      (1=RM, 2=FG, 3=Both)
Inventory cycle code . . . . . :
ABC Code . . . . . :
Class Type . . . . . :

By Next Cycle Count Date . . . . . : N      (Y=Yes, N=No)
Latest Date to include . . . . . : 00000000

Number of Items . . . . . :      0

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

Figure 9-6: Work with PI Selection Criteria detail screen

If you have authorization to only one warehouse, *Company* and *Warehouse* are display-only fields. If you have authorization to all warehouses, *Company* is a required field. Leave the *Warehouse* field blank to perform a company-wide physical inventory.

Your entries indicate which items the system counts in the physical inventory represented by this control identifier. If your entries include one or more items already selected for a control identifier that has not been closed or posted, the system displays an error message.

Define valid Inventory Cycle codes, ABC codes, and class types using the Infinium CA *Work with Code Tables* option. Assign them to raw materials/resources and products in the Item Warehouse file and through ABC Analysis.

By Next Cycle Count Date, Latest Date to include

If you perform a cycle count with the same criteria using the same number of items to count, the system retrieves the same items each time. To select a different number of items, complete the *By Next Cycle Count Date* field with

Y, and complete the *Latest Date to include* field with the date of the last cycle count. Then the system retrieves only those number of items counting back from the date you type.

Number of Items

To perform a cycle count on only a certain number of items that fit the criteria you type, complete this field with the number of items you want to count.

If the criteria are wrong and you have started physical inventory processing, do the following:

- Use the *Post to On Hand* option to close without posting
- Create a new control identifier with the correct selection criteria
- Repeat physical inventory processing using the new control identifier

After you start physical inventory processing for this control identifier, you cannot change these selection criteria.

Press Enter to save the selection criteria.

Selection criteria for open physical inventory controls cannot overlap. If they do, the system displays a message to select another control ID. You must change your selection criteria or close the other physical inventory.

Chapter 10 Performing Physical Inventory Processing

10

The chapter consists of the following topics:

Topic	Page
Overview of Performing Physical Inventory Processing	10-2
Freezing Inventory Balances and Costs	10-4
Creating Tags for Frozen Inventory	10-7
Creating Tags for Work in Process	10-10
Processing Tags	10-12
Using Physical Inventory Reports	10-18
Printing Tags or Cycle Count Sheets	10-19
Printing the Error Tag Listing	10-25
Printing the Missing Tags Report	10-28
Printing the Physical Inventory Tag Listing	10-30
Listing Materials That Have an On Hand Balance but No Physical Count	10-33
Printing the Inventory Adjustment Quantity Report	10-36
Printing the Cost Variance Report	10-39
Printing the Physical Inventory by Material Accumulation Report	10-44
Printing the Physical Inventory by Warehouse Report	10-48
Printing the Physical Inventory by Control Batch Number Report	10-52
Posting or Closing	10-56

Overview of Performing Physical Inventory Processing

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

- Freeze inventory balances and costs
- Create tags for frozen inventory
- Create tags for work in process
- Enter tags
- Correct tag errors
- Post to on hand

Physical Inventory Processing Overview

Performing physical inventory is a process where you physically count inventory items to ensure system quantities match actual inventory quantities.

Using the physical inventory options, you can freeze, or take a “snap-shot” of system inventory balances, enter actual counts, print reports on inventory differences, and then adjust counts with the correct quantities and locations.

To perform a physical inventory, follow the steps listed in the table below.

Step	Option or Task to Perform
1	<i>Work with PI Security</i> Use this option to create a Control ID; refer to the “Maintaining Physical Inventory Control Files” chapter for details.
2	<i>Work with PI Selection Criteria</i> Use this option to specify which items to include; refer to the “Maintaining Physical Inventory Control Files” chapter for details.
3	<i>Freeze Inventory Balances and Costs</i>
4	<i>Create Tags for Frozen Inventory (optional)</i>
5	<i>Create Tags for WIP (optional)</i>

Step	Option or Task to Perform
6	<i>Work with Tags</i> Use this option to enter tag quantities.
7	Print reports and check for errors Refer to the “Using Physical Inventory Reports” topic for additional information.
8	<i>Work with Tags</i> Use this option to correct tags.
9	Reprint reports Refer to the “Using Physical Inventory Reports” topic for additional information.
10	<i>Post to On Hand</i> Use this option to update inventory balances.

You can repeat steps 3 through 9 prior to posting or closing. However, recreating tags may result in duplicate tags.

Freezing Inventory Balances and Costs

When you perform this option, the system creates temporary files containing current inventory balances and inventory costs. The system uses this “snapshot” of inventory as the inventory base count. Then you can enter your actual count and the system generates adjustments to remedy any differences between the two counts.

When you post your physical inventory results, the system adjusts actual inventory by the difference and writes an Infinium JP record for use with Infinium GL. The accounting entry is for the inventory difference based on the frozen cost.

Frozen inventory consists of any of the real inventory types. Real inventory includes the following:

- On-Hand
- Returned
- Distressed
- Rework
- Inspection
- In-Transit
- Scrapped
- Quarantine

Before you freeze inventory balances, enter any transactions that have already physically taken place. For example, if you have taken orders, then complete the invoicing steps in Infinium OP. If you freeze the balances and then find that you have not entered all completed transactions, you can enter the transactions and repeat this step at any time before you print final Physical Inventory reports and use the *Post or Close* option.

Remember, when you re-freeze, the system makes a copy of the inventory balances and costs based upon your re-freeze time.

The frozen file that this option creates contains only those products and raw materials/resources that:

- Satisfy the selection criteria of the control identifier you specify
 - Have been entered in the Item Warehouse file at the entity, company, or company/warehouse level
-

- Have an inventory record

Caution: If you have inventory for a raw material or product and it does not have an item warehouse record, then the system does not include it in your physical inventory. The system includes in the physical inventory only items that have an item warehouse record.

Use the menu path below.

► *Physical Inventory*

▼ *Freeze Inventory Balances [FIB]*

```

12/04/97  11:43:01  Security and Selection Check  ICGSSC  ICDSSC
-----
Security Code . . . . .
Control Id . . . . . MONPRODUCT

-----
F2=Function keys  F3=Exit

```

Figure 10-1: Security and Selection Check screen

This screen displays for each *Physical Inventory* option. The system requires entries in both fields. Type the Security code associated with the control identifier. Because the Security code is like a password, your entry does not display on the screen. Type the control identifier associated with the inventory count you are taking.

When using the *Freeze Inventory Balances* function, the system checks the values for the *Security Code* and *Control Id* fields to ensure there are no missing members for those physical inventory files. If there are missing members, an error message is displayed.

If you are re-freezing inventory balances and costs, the *Freeze Inventory Balances* screen displays when you press Enter. Otherwise, the system displays a message indicating completion.

Re-freezing Inventory Balances

```
12/04/97  11:47:31      Freeze Inventory Balances      ICGFIN      ICDFIN
-----
Control Id . . . . . : MONPRODUCT
Control Description . . . . . : Monthly Product Count

Inventory Balances have been frozen already for this Control.
The frozen records can be cleared and balances frozen again.

Freeze Inventory Balances again . .  N  (Y=Yes, N=No)

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

Figure 10-2: Freeze Inventory Balances screen

Press Enter if you do not want to re-freeze inventory balances or costs for this control identifier. Otherwise, type **Y** in the *Freeze Inventory Balances again* field and press Enter.

Creating Tags for Frozen Inventory

To create tags for frozen inventory, select the *Create Tags for Frozen Inventory* option after you freeze inventory balances and costs. This option creates an entry in the Tag file (and optionally prints a tag or a cycle count sheet) for every item in the Frozen Inventory Balance file. This is an optional feature of physical inventory; however, using this option can significantly reduce your data entry time in the *Work with Tags* option.

Use the menu path below.

- ▶ *Physical Inventory*
 - ▼ *Create Tags for Frozen Inventory [CTFFI]*

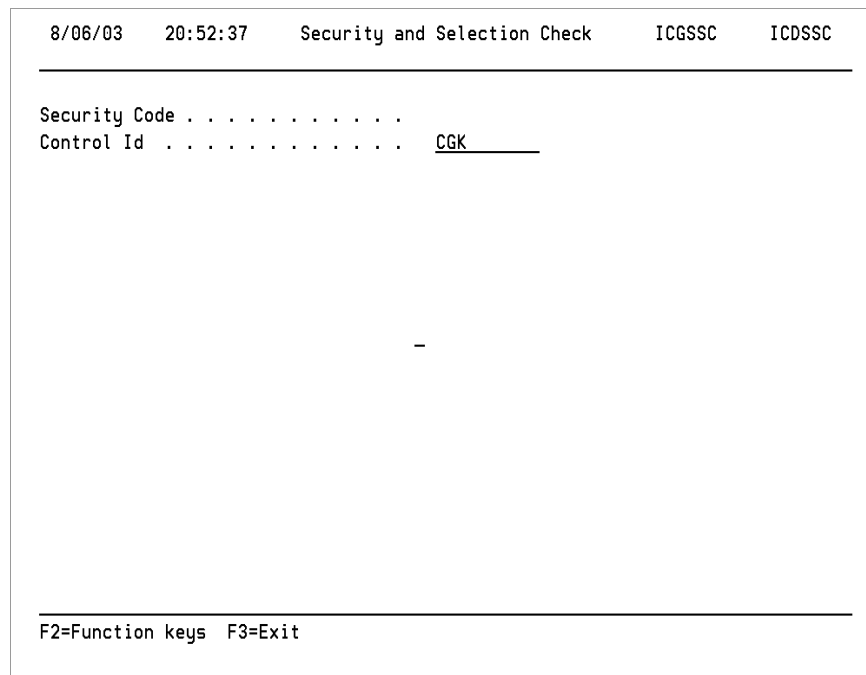


Figure 10-3: Security and Selection check screen

Type the security code and control identifier for the selection criteria you want to use to create the tags and then press Enter.

If you repeat this option, the system duplicates tags the system created the first time you used this option. If you refreeze inventory, manually enter tags for the items added since the previous inventory freeze.

```

7/17/03   13:46:38   Create Tags for Frozen Inventory   ICGCTN   ICDCTN
-----
Control Id . . . . . :   CGK
Control Description . . . . . :   carol

Beginning Tag . . . . . :   _____
Print Option . . . . . :   0 (0=None, 1=Tag, 2=Cycle Count Sheets)
Sort Sequence . . . . . :   1 (1=Item, 2=Location)

-

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

```

Figure 10-4: Create Tags for Frozen Inventory screen

The system requires a value in the *Print Option* field. Type **0** if you do not want to print either tags or cycle count sheets. Type **1** to print tags or **2** to print a cycle count sheet. Regardless of your entry in this field, you can also print tags and cycle count sheets using the *Print Tags/Cycle Count Sheets* option.

Beginning Tag

If you leave this field blank or type a tag number that is already in use, the system creates tags beginning with the next available tag number.

If you create tags and then perform the actual physical count several days later, the frozen balances will not accurately reflect the system inventory balance. Any transactions that have taken place in the time between creating tags and physically counting the inventory are also included in the balance.

The system prints inventory balances on each tag and cycle count sheet if the *Print Inventory Balances on Tag* field contains **Y**. This field is in the Infinium IC Company Control file. The system does not print any system quantities on physical inventory tags or cycle count sheets if you complete the field with **N** or leave it blank. Maintain this field on the Base Application Information screen through the *Work with Company Controls* option.

Print Option

Valid values are:

- 0** Do not print tags or cycle count sheets
- 1** Print tags
- 2** Print cycle count sheets

Sort Sequence

Valid values are:

- 1** Print tags or cycle count sheets sorted by item
- 2** Print tags or cycle count sheets sorted by location

Press Enter when you complete your entries.

Creating Tags for Work In Process

```

12/04/97  12:05:10  Create Tags for Work In Process  ICGCTWN  ICDCTWN
-----
Control Id . . . . . : MONPRODUCT
Control Description . . . . . : Monthly Product Count

Beginning Tag . . . . . : 900
Sort Code 1 . . . . . : WIP

-----
F2=Function keys  F3=Exit  F5=Refresh  F10=QuickAccess  F18=Message Line
    
```

Figure 10-6: Create Tags for Work In Process screen

The system requires a value in the *Sort Code 1* field. Your entry flows to the Tag file and prints on reports, allowing you to identify the tag as representing work in process.

Beginning Tag

If you leave the field blank or type a tag number that is already in use, the system creates tags beginning with the next available tag number.

If you create tags and then perform the actual physical count several days later, the frozen balances will not accurately reflect the system inventory balance. Any transactions that have taken place in the time between creating tags and physically counting the inventory are also included in the balance.

Press Enter when you complete your entries.

Processing Tags

Use the *Work with Tags* option to enter actual counts from completed tags or count sheets, to correct tag errors, and to void tags that you do not want to post to on hand. Also, use this option to manually create tags. You should manually create tags for inventory item transactions that take place after you initially freeze inventory.

All tags are initially created with an error status. You must go into each tag and either add the actual inventory quantity or void the tag. If the tag is for an item without a cost, you must manually enter the cost or the tag will be in error and no posting to Infinium GL will occur. You cannot post until all tags are no longer in error.

With this option, you can mass enter tag quantities or perform mass voiding of tags.

Use the menu path below.

- ▶ *Physical Inventory*
 - ▼ *Work with Tags* [WWT]

```
8/06/03    21:44:21    Security and Selection Check    ICGSSC    ICDSSC
-----
Security Code . . . . .
Control Id . . . . .    CGK_____
-----
F2=Function keys  F3=Exit
```

Figure 10-7: Security and Selection Check screen

Type the Security code and control identifier for the selection criteria you want to use to process the tags and then press Enter.

Tag Mass

Opt	Tag	Whse	Material	Size	Quantity	UM	Status (1=Void)
-	1	WHSE1	ANCHOVIES01		123.0000	EA	1
-	2	WHSE1	ANCHOVIES01		45.0000	EA	2
-	3	WHSE1	CHEESE PIZZA 1		567.0000	EA	2
-	4	WHSE1	CHEESE PIZZA 1		555.0000	EA	2
-	5	WHSE1	CHEESE PIZZA 1		654.0000	EA	2
-	6	WHSE1	CHEESE PIZZA 1		321.0000	EA	2
<u>2</u>	7	WHSE1	CHEESE PIZZA 1		999999999.9999-	EA	2
=	8	WHSE1	CHEESE PIZZA 1		999999999.9999-	EA	2
-	9	WHSE1	CHEESE PIZZA 1		999999999.9999-	EA	2
-	10	WHSE1	CHEESE1		999999999.9999-	EA	2

More...

Figure 10-8: Work with Tags screen

If you used the *Create Tags for Frozen Inventory* and/or the *Create Tags for Work In Process* option, the tags created by the system display. All system-created tags display a status of 2 (error) because you need to establish a quantity for them. These tags also initially display as negative **999999999.9999**. Make sure you update the tag amount. Once you select a tag, update it, and then exit this option, the system updates the quantities on the Work with Tags screen.

You cannot post to on hand until you correct all tag errors. However, you can close a physical inventory with tags in error.

You can sort the list of tags by either location or item.

- To sort the list of tags by location, press F13.
- To sort the list of tags by item, press F14.

Default Control Batch Number

The system requires a user-defined control batch number for each tag. Use this value to identify data entry batches. For example, with this batch number, you can identify the personnel who performed the actual count. Your entry in the *Default Control Batch Number* field displays on each tag you create or change in this count. Every tag needs a control batch number so a default value saves data entry time. You can override the default control batch number on each tag. You must complete this field before you press F9 to enter tag quantities.

Quantity

To type tag quantities for several items at once, press F9. The system positions the cursor at the first *Quantity* field in the tag list.

In the *Opt* field, type **2** to change, **4** to void, or **5** to display a tag.

Tag

To create a new tag with a number that is one higher than the highest existing tag number, press F6. To create a new tag with a number you specify, type the number in the *Tag* field and press F6.

Status

The *Status* field identifies tags that are void and tags that contain errors. You cannot close or post to on hand until you correct all tag errors.

Tag Details

This screen displays when you type **2** in the *Opt* field on the Work with Tags screen.

8/06/03	21:53:21	Work with Tags	ICGTM	ICDTM
Tag Detail				
Control Id	:	CGK	carol	
Company	:	LOT1	LOT CONTROL = VALIDATE/FI	
Warehouse	:	<u>WHSE1</u> +	LOT1 WAREHOUSE1	
Tag	:	7		
User	:	CGK		
Material and Size	:	<u>CHEESE PIZZA 1</u>		+
Quantity and UM	:	<u>999999999.9999- EA</u>		+
Inventory Transaction Code	:	<u>20</u> +		
Aisle	:	<u>MC1113020005</u> +		
Row	:	_____ +		
Bin	:	_____ +		
Physical Location	:	_____		
Sort Code 1	:	_____		
Sort Code 2	:	_____		
Void Tag	:	_____ (1=Void)		
Control Batch Number	:	<u>24</u>		
F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More keys				

Figure 10-9: Work with Tags Tag Detail screen

The system requires entries in the *Warehouse*, *Material and Size*, *Quantity and UM*, *Inventory Transaction Code* and *Control Batch Number* fields. If the control identifier you specified includes only one warehouse, *Warehouse* is a display-only field.

Your entries must meet the selection criteria for the control identifier. For example, if the control identifier includes only products, you cannot enter a tag for a raw material/resource.

Control Batch Number

If you typed a default control batch number on the previous screen, it displays in the *Control Batch Number* field (unless this tag already had a control batch number).

Tags you create using the *Create Tags for Work In Process* option have default values for the *Warehouse*, *Material and Size*, *Quantity and UM*, *Inventory Transaction Code*, *Sort Code 1* (specified when you create tags for frozen inventory), *Sort Code 2* (the two-character and four-digit portions of the batch number), *Control Batch Number (999999)*, and the storage index fields.

The tags you create using the *Create Tags for Frozen Inventory* option have default values for the *Warehouse*, *Material and Size*, *Quantity and UM*, *Inventory Transaction Code*, and storage index fields.

Use the *Sort Code 1* and *Sort Code 2* fields as selection criteria for the Physical Inventory by Warehouse report.

Void Tag

Type 1 to void a tag.

If you void a tag for an item in the Frozen Inventory Balance file, the inventory balances for the voided item are adjusted to zero when you post to on hand. You can void a tag with the quantity remaining at negative 999999999.9999. The system still updates the inventory balances to zero when you post to on hand.

If a tag was generated for an item that you are not going to count, update the tag with the inventory balance on file. After the freeze inventory is calculated, the on-hand balances on the report reflect only what is in the frozen inventory file. Any changes to the on-hand inventory after the freeze inventory is calculated do not affect the report quantities.

Void tags only when you want a zero inventory balance to display.

If there are errors on the screen (required fields that you did not complete, for instance), press F21 (Override Error), to override the zero quantity. The system prints tag errors on reports and you must correct them before you post to on hand. However, you can close a physical inventory if tags are in error.

You must make an entry in the Item Warehouse file for a product or raw material/resource before you can enter a tag for the item. The entry can be at the entity, company, or company/warehouse level. If no entry exists, the system displays an error message on this screen. Press F21 to temporarily override the error or use the Quick Access feature to create the Item Warehouse entry.

Control Batch Number

The system places a value of **999999** in the *Control Batch Number* field of tags created with the *Create Tags for Work In Process* option.

Tags with zero quantities print on reports as being in error but you can still post them. If all tags for an item in the Frozen Inventory Balance file have zero quantity, the system adjusts the inventory balance for that item to zero.

Quantity Mass Entry

This screen displays when you press F9 from the Work with Tags screen.

Tag	Whse	Material	Size	Quantity	UM	Status (1=Void)
1	WHSE1	ANCHOVIES01		<u>123.0000</u>	EA	1
2	WHSE1	ANCHOVIES01		<u>45.0000</u>	EA	2
3	WHSE1	CHEESE PIZZA 1		<u>567.0000</u>	EA	2
4	WHSE1	CHEESE PIZZA 1		<u>555.0000</u>	EA	2
5	WHSE1	CHEESE PIZZA 1		<u>654.0000</u>	EA	2
6	WHSE1	CHEESE PIZZA 1		<u>321.0000</u>	EA	2
7	WHSE1	CHEESE PIZZA 1		<u>99999999.9999-</u>	EA	2
8	WHSE1	CHEESE PIZZA 1		<u>99999999.9999-</u>	EA	2
9	WHSE1	CHEESE PIZZA 1		<u>99999999.9999-</u>	EA	2
10	WHSE1	CHEESE1		<u>99999999.9999-</u>	EA	2
11	WHSE1	CHEESE1		<u>99999999.9999-</u>	EA	2
12	WHSE1	CHEESE1		<u>99999999.9999-</u>	EA	2

More...

F2=Function keys F3=Exit F6=Create F9=Selection Mode F24=More keys

Figure 10-10: Work with Tags Quantity Mass Entry screen

Quantity

Type the quantity of each tag in the *Quantity* field with the same tag number.

Default Control Batch Number

After you type all of the quantities for the tags, press F9 again. The system repositions the cursor at the *Default Control Batch Number* field.

Using Physical Inventory Reports

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

The Security and Selection Check screen discussed in the “Performing Physical Inventory Processing” chapter displays for each option. Thus, each report contains information for the specified control identifier only.

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

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

Printing Tags or Cycle Count Sheets

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

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

- Control identifier and description
- Company and warehouse
- Tag number
- Product or raw material/resource identifier
- Item description
- File quantity (You can select to have the system print or not print system inventory quantities on the tags in the *Work with Company Controls* option on the *Control Files* menu.)
- Counted quantity (blank until you type a value using the *Work with Tags* option)
- Transaction code
- Storage index and physical location
- Sort codes and control batch number (blank until you type a value using the *Work with Tags* option)

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

- Company and warehouse
 - Tag number
 - Product or raw material/resource identifier
 - Item description
 - File quantity (You can select to have the system print or not print system inventory quantities on the tags in the *Work with Company Controls* option on the *Control Files* menu.)
 - Actual count (blank until you type a value using the *Work with Tags* option)
-

- Transaction code
- Storage index
- Total number of tags

Use the menu path below.

- ▶ *Physical Inventory*
- ▶ *Physical Inventory Reports*
 - ▼ *Print Tags/Cycle Count Sheets [PTCCS]*

Selecting a Security Code

```
8/06/03   21:37:24   Security and Selection Check   ICGSSC   ICDSSC
-----
Security Code . . . . . 
Control Id . . . . . CGK
-----
F2=Function keys  F3=Exit
```

Figure 10-11: Security and Selection Check screen

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

Printing Tags and Cycle Count Sheets

This screen displays when you complete the security fields and press Enter from the Security and Selection Check screen.

```

8/06/03  21:39:37  Print Tags/Cycle Count Sheets  ICGTCSL  ICDTCSL
-----
Control Id . . . . . : CGK
Control Description . . . . . : carol

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

Print Option . . . . . _ (1=Tags, 2=Cycle Count Sheets)
Sort Sequence . . . . . 0 (0=Tag, 1=Item, 2=Location)

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

Figure 10-12: Print Tags/Cycle Count Sheets screen

Beginning Tag, Ending Tag

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

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

Print Option

Valid values are:

- 1** Print tags
- 2** Print cycle count sheets

Sort Sequence

Valid values are:

- 0** Print tags sorted by tag identifier
- 1** Print tags or cycle count sheets sorted by item
- 2** Print tags or cycle count sheets sorted by location

ICGFITL ICTFITL T A G S F O R F R O Z E N I N V E N T O R Y

10/17/00 11:45:44

PJT

CONTROL ID : MAIN Main Warehouse

COMPANY : IS1 INFINIUM SOFTWARE (INSTRUCTOR)

TAG : 1

WAREHOUSE : ISW1

MATERIAL : CLEANSER WINDOW WASHING CLEANSER

TRANSACTION CODE : 20

Aisle : _____

Row : _____

Bin : _____

PHYSICAL LOCATION : _____

SORT CODE 1 _____

SORT CODE 2 _____

CONTROL BATCH NUMBER _____

COUNTED QUANTITY AND UM _____ EA

ICGCCSL ICTCCSL C Y C L E C O U N T S H E E T

PAGE 1

10/17/00 11:45:55

PJT

COMPANY : IS1

TAG	WHSE	PRODUCT	SIZE	DESCRIPTION	UM	TRN	Aisle	Row	Bin	ACTUAL	COUNT
1	ISW1	CLEANSER		WINDOW WASHING CLEANSER	EA	20				_____	_____
2	ISW1	HAZRAW1		ALCOHOL	GL	20				_____	_____
3	ISW1	HAZRAW02		XYLENE	GL	20				_____	_____
4	ISW1	HAZRAW04		ETHYL BENZENE	LB	20				_____	_____
5	ISW1	HAZRAW05		CHLORINE	GL	20				_____	_____

Printing the Error Tag Listing

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

This report includes the following information:

- Company and warehouse
 - Product or raw material/resource identifier
 - Quantity
 - Control batch and tag numbers
 - Type of error
 - Total number of errors
 - Total number of voided tags and tags with errors
 -
 - Use the menu path below.
 - ▶ *Physical Inventory*
 - ▶ *Physical Inventory Reports*
 - ▼ *Print Error Tag Listing [PETL]*
-

```
12/08/97   9:18:35   Security and Selection Check   ICGSSC   ICDSSC
-----
Security Code . . . . .
Control Id . . . . . MONTHLY
-----
F2=Function keys  F3=Exit
```

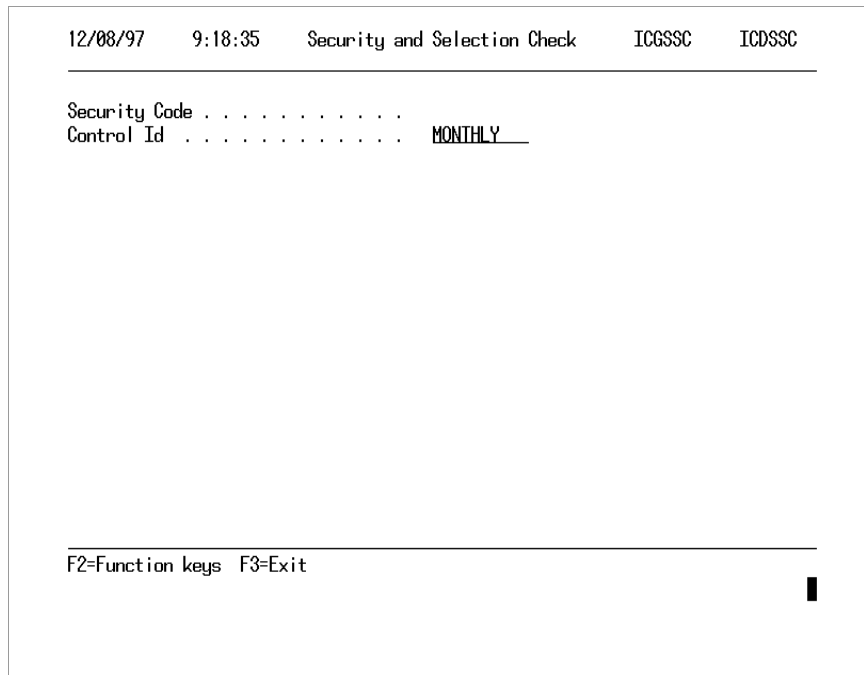


Figure 10-13: Security and Selection Check screen

Complete the security fields and press Enter.

A sample report is shown on the next page.

ICGETR ICTETR

PHYSICAL INVENTORY TAGS

PAGE 1

10/17/00 11:27:13

EXCEPTION REPORT

RLL

COMPANY AND WAREHOUSE S2K S2KW1

MATERIAL	SIZE	QUANTITY	UM	aisle	row	bin	NUMBER	TAG	CONTROL BATCH (1=VOID; 2=ERROR)	TYPE OF EXCEPTION REASON
S2KITEM9				GL				1	178	2 ZERO QUANTITY
S2KITEM10				GL				2	179	2 ZERO QUANTITY
S2KITEM11				GL				3	180	2 ZERO QUANTITY

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

Printing the Missing Tags Report

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

This report includes the following information:

- Missing tag numbers
- Total number of tags missing
- Use the menu path below.
- ▶ *Physical Inventory*
- ▶ *Physical Inventory Reports*
- ▼ *Print Missing Tag Numbers [PMTN]*

```
12/08/97   9:19:30   Security and Selection Check   ICGSSC   ICDSSC
-----
Security Code . . . . .
Control Id . . . . . MONTHLY
-----
F2=Function keys  F3=Exit
```

Figure 10-14: Security and Selection Check screen

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

ICGMTR ICTMTR
10/17/00 11:37:06

M I S S I N G T A G S R E P O R T

PAGE 1
RLL

STARTING FROM ENDING AT
128 199
TOTAL NUMBER OF MISSING TAGS . . : 000072

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

Printing the Physical Inventory Tag Listing

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

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

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

Use the menu path below.

- ▶ *Physical Inventory*
- ▶ *Physical Inventory Reports*
 - ▼ *Print Physical Inventory Tags [PPIT]*

```
12/08/97   9:20:24   Security and Selection Check   ICGSSC   ICDSSC
-----
Security Code . . . . .
Control Id . . . . . MONTHLY
-----
F2=Function keys  F3=Exit
```

Figure 10-15: Security and Selection Check screen

Complete the security fields and press Enter.

A sample report is shown on the next page.

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

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

This report includes the following information:

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

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

Use the menu path below.

- ▶ *Physical Inventory*
- ▶ *Physical Inventory Reports*
 - ▼ *Print Materials with On Hand [PMWOH]*

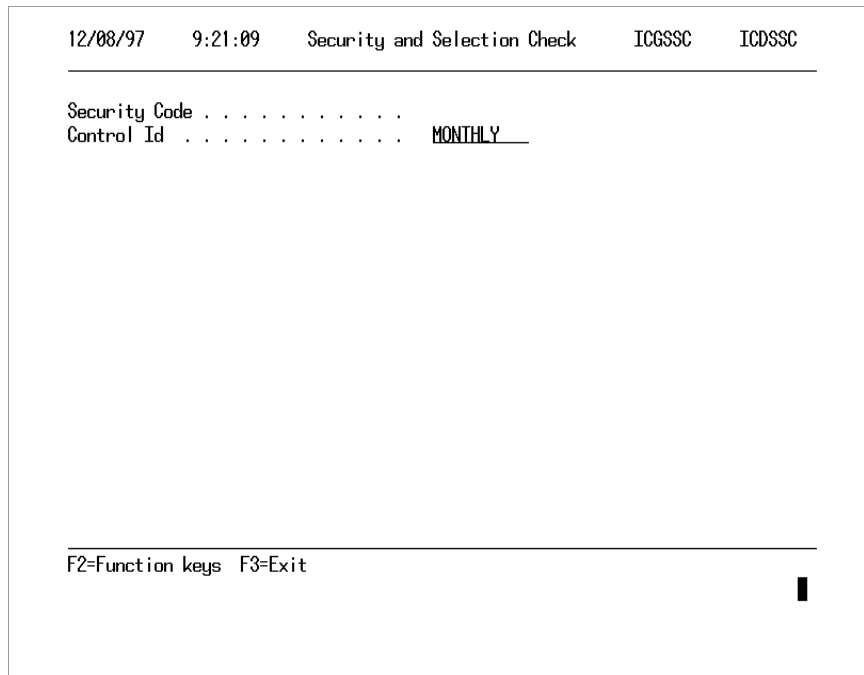


Figure 10-16: Security and Selection Check screen

Complete the security fields and press Enter.

A sample report is shown on the next page.

ICGZPCR ICTZPCR

M A T E R I A L S W I T H O N H A N D B A L A N C E

PAGE 1

10/17/00 9:14:21

A N D Z E R O P H Y S I C A L C O U N T

AM2000

COMPANY AND WAREHOUSE 3 1

PRODUCT	SIZE	INVENTORY TYPE	Row	Shelf	Bin	ONHAND QUANTITY	UM
S2KITEM9		ON HAND INVENTORY				4.0000	EA
S2KITEM10		ON HAND INVENTORY				10.0000	EA
S2KITEM11		ON HAND INVENTORY				23.0000	EA

***** RECORDS SELECTED 000003

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

Printing the Inventory Adjustment Quantity Report

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

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

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

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

Use the menu path below.

- ▶ *Physical Inventory*
- ▶ *Physical Inventory Reports*
 - ▼ *Print Inventory Adjustment Qty [PIAQ]*

```
12/08/97   9:21:56   Security and Selection Check   ICGSSC   ICDSSC
-----
Security Code . . . . .
Control Id . . . . . MONTHLY
-----
F2=Function keys  F3=Exit
```

Figure 10-17: Security and Selection Check screen

Complete the security fields and press Enter.

A sample report is shown on the next page.

ICGIAQR ICTIAQR INVENTORY ADJUSTMENT QUANTITY REPORT
 10/17/00 11:37:43
 RLL

COMPANY AND WAREHOUSE S2K S2KW1

PHYSICAL		ADJUSTMENT							ONHAND		
UM	PRODUCT	UM	SIZE	INVENTORY	TYPE	aisle	row	bin	QUANTITY	UM	COUNT
	QUANTITY										
GL	RAW11			ON HAND	+				5.0000	GL	1143.0000
GL	1138.0000	GL		ON HAND	+				5.0000	LB	815.0000
LB	RAW12			ON HAND	+				5.0000	GL	5212.0000
LB	810.0000	LB		ON HAND	+				5.0000	EACH	12768.0000
GL	RAW13			ON HAND	+				5.0000	GL	10656.0000
GL	5207.0000	GL		ON HAND	+				5.0000	LB	321.0000
EACH	RAW2			ON HAND	+				5.0000	EACH	469.0000
EACH	12763.0000	EACH		ON HAND	+	A1	ROW1	BIN1	5.0000	EACH	1443.0000
GL	RAW7			ON HAND	+				5.0000	EACH	2185.0000
GL	10651.0000	GL		ON HAND	+	A1	ROW1	BIN2	5.0000	EACH	11111.0000
LB	RAW8			ON HAND	+				5.0000	EACH	931.0000
LB	316.0000	LB		ON HAND	+	A1	ROW1	BIN2	5.0000	EACH	12450.0000
EACH	S2KITEM1			ON HAND	+				5.0000	EACH	521.0000
EACH	464.0000	EACH		ON HAND	+				5.0000	EACH	8680.0000
EACH	S2KITEM1			ON HAND	+				5.0000	EACH	
EACH	1438.0000	EACH		ON HAND	+				5.0000	EACH	
EACH	S2KITEM2			ON HAND	+				5.0000	EACH	
EACH	2180.0000	EACH		ON HAND	+				5.0000	EACH	
EACH	S2KITEM2			ON HAND	+				5.0000	EACH	
EACH	11106.0000	EACH		ON HAND	+				5.0000	EACH	
EACH	S2KITEM3			ON HAND	+				5.0000	EACH	
EACH	926.0000	EACH		ON HAND	+				5.0000	EACH	
EACH	S2KITEM3			ON HAND	+				5.0000	EACH	
EACH	12445.0000	EACH		ON HAND	+				5.0000	EACH	
EACH	S2KITEM4			ON HAND	+				5.0000	EACH	
EACH	516.0000	EACH		ON HAND	+				5.0000	EACH	
EACH	S2KITEM6			ON HAND	+				5.0000	EACH	
EACH	8675.0000	EACH		ON HAND	+				5.0000	EACH	

***** RECORDS SELECTED 000014
 ***** END OF REPORT *****

Printing the Cost Variance Report

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

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

This report includes the following information:

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

Use the menu path below.

- ▶ *Physical Inventory*
- ▶ *Physical Inventory Reports*
 - ▼ *Print PI vs On Hand Variance [PPIVSOHV]*

Selecting a Security Code

```

12/08/97   9:22:39   Security and Selection Check   ICGSSC   ICDSSC
-----
Security Code . . . . .
Control Id . . . . . MONTHLY

F2=Function keys  F3=Exit
    
```

Figure 10-18: Security and Selection Check screen

Type your security code and control ID and press Enter.

```

12/08/97   9:23:11   Print PI vs On Hand Variance   ICGCVB   ICDCVB
-----
Control Id . . . . . MONTHLY
Control Description . . . . . MONTHLY RAW MATERIAL COUNT
Company . . . . . IS1
Warehouse . . . . . ISW1
Cost Type . . . . . C +
Inventory Type . . . . . _ +
Material Type . . . . . 1 (1=RM, 2=FG, 3=Both)

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

Figure 10-19: Print PI vs. On Hand Variance prompt screen

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

When you freeze inventory balances and costs, the system converts items with differing cost and inventory unit of measures to the inventory unit of measure. Variances print in the inventory unit of measure.

A sample report is shown on the next page.

S2KITEM1	A1	ROW1	BIN1	1443.0000	EACH	5.0000	EACH	6.000000	EACH	8658.00000	30.00000
8628.000000	1438.0000										
ITEM#1		*** MATERIAL TOTAL ***		1912.0000		10.0000				11472.00000	60.00000
11412.000000	1902.0000										

S2KITEM2				2185.0000	EACH	5.0000	EACH	8.850000	EACH	19337.25000	44.25000
19293.00000	2180.0000										
S2KITEM2	A1	ROW1	BIN2	11111.0000	EACH	5.0000	EACH	8.850000	EACH	98332.35000	44.25000
98288.100000	11106.0000										
ITEM#2		*** MATERIAL TOTAL ***		13296.0000		10.0000				117669.60000	88.50000
117581.100000	13286.0000										

Printing the Physical Inventory by Material Accumulation Report

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

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

This report includes the following information:

- Warehouse
- Product or raw material/resource identifier
- Storage index
- Quantity from tag
- Unit and extended costs
- Tag and control batch numbers
- Indicator for tags in error
- Totals at the warehouse, item, and report levels

Use the menu path below.

- ▶ *Physical Inventory*
 - ▶ *Physical Inventory Reports*
 - ▼ *Print Material Accumulation [PMA]*
-

Selecting a Security Code

```

12/08/97   9:23:49   Security and Selection Check   ICGSSC   ICDSSC
-----
Security Code . . . . .
Control Id . . . . . MONTHLY

F2=Function keys  F3=Exit
    
```

Figure 10-20: Security and Selection Check screen

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

```

12/08/97   9:24:27   Print Material Accumulation   ICGPIAB   ICDPIAB
-----
Control Id . . . . . MONTHLY
Control Description . . . . . MONTHLY RAW MATERIAL COUNT
Company . . . . . IS1
Warehouse . . . . . ISW1
Material Type . . . . . 1 (1=RM, 2=FG, 3=Both)

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

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

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

Figure 10-21: Print Material Accumulation prompt screen

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

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

A sample report is shown on the next page.

ICGPIAR ICTPIAR
 10/17/00 11:45:56
 RLL

PHYSICAL INVENTORY BY MATERIAL ACCUMULATION

PAGE 1

TAG	PRODUCT CONTROL BATCH	ERROR	SIZE	aisle	row	bin	QUANTITY	UM	COST / UNIT	UM	EXTENSION COST
100	RAW11 123						234.0000	GL		GL	
114	RAW11 123						75.0000	GL		GL	
200	RAW11 123						834.0000	GL		GL	
		S2KW1					WAREHOUSE TOTAL				
	PROCESS RAW MATERIAL-water						*** HASH TOTAL ***				
101	RAW12 123						543.0000	LB		LB	
115	RAW12 123						37.0000	LB		LB	
201	RAW12 123						235.0000	LB		LB	
		S2KW1					WAREHOUSE TOTAL				
	PROCESS RAW MATERIAL						*** HASH TOTAL ***				
102	RAW13 123						1234.0000	GL		GL	
116	RAW13 123						3254.0000	GL		GL	
202	RAW13 123						724.0000	GL		GL	
		S2KW1					WAREHOUSE TOTAL				

Printing the Physical Inventory by Warehouse Report

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

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

This report includes the following information:

- Warehouse
- Product or raw material/resource identifier
- Storage index
- Quantity from tag
- Unit and extended cost
- Tag and control batch numbers
- Indicator for tags in error
- Totals at the item, warehouse, and report levels

Use the menu path below.

- ▶ *Physical Inventory*
- ▶ *Physical Inventory Reports*
 - ▼ *Print by Warehouse [PBW]*

Selecting a Security Code

```

12/08/97   9:27:52   Security and Selection Check   ICGSSC   ICDSSC
-----
Security Code . . . . .
Control Id . . . . . MONTHLY

F2=Function keys  F3=Exit
    
```

Figure 10-22: Security and Selection Check screen

Complete the *Security Code* and *Control ID* fields and press Enter.

```

12/08/97   9:26:34   Print by Warehouse   ICGPIWB   ICDPIWB
-----
Control Id . . . . . : MONTHLY
Control Description . . . . . : MONTHLY RAW MATERIAL COUNT
Company . . . . . : IS1
Warehouse . . . . . : ISW1
Material Type . . . . . : 1 (1=RM, 2=FG, 3=Both)

Specify range of Materials:
Beginning Material . . . . . _____ + ___
Ending Material . . . . . _____ + ___

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

Sort Code 1 . . . . . _____
Sort Code 2 . . . . . _____
Cost Type . . . . . C +
Transaction Code . . . . . 20 +

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

Figure 10-23: Print by Warehouse prompt screen

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

A sample report is shown on the next page.

ICGPIWR ICTPIWR
 10/17/00 11:45:56
 RLL

PHYSICAL INVENTORY BY WAREHOUSE

PAGE 1

TAG	PRODUCT CONTROL BATCH	SIZE ERROR	aisle	row	bin	QUANTITY	UM	COST / UNIT	UM	EXTENSION COST
100	RAW11 123					234.0000	GL		GL	
114	RAW11 123					75.0000	GL		GL	
200	RAW11 123					834.0000	GL		GL	
						*** HASH TOTAL ***				
101	RAW12 123					543.0000	LB		LB	
115	RAW12 123					37.0000	LB		LB	
201	RAW12 123					235.0000	LB		LB	
						*** HASH TOTAL ***				
102	RAW13 123					1234.0000	GL		GL	
116	RAW13 123					3254.0000	GL		GL	
202	RAW13 123					724.0000	GL		GL	
						*** HASH TOTAL ***				
103	RAW2 123					765.0000	EACH		EACH	
117	RAW2 123					9767.0000	EACH		EACH	
203	RAW2 123					2436.0000	EACH		EACH	
						*** HASH TOTAL ***				
104	RAW7 123					986.0000	GL		GL	
118	RAW7 123					23.0000	GL		GL	
204	RAW7 123					9647.0000	GL		GL	
						*** HASH TOTAL ***				

Printing the Physical Inventory by Control Batch Number Report

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

This report includes the following information:

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

Use the menu path below.

- ▶ *Physical Inventory*
 - ▶ *Physical Inventory Reports*
 - ▼ *Print by Batch Control [PBBC]*
-

Selecting a Security Code

```

12/08/97   9:28:35   Security and Selection Check   ICGSSC   ICDSSC
-----
Security Code . . . . .
Control Id . . . . . MONTHLY

F2=Function keys  F3=Exit
    
```

Figure 10-24: Security and Selection Check screen

Complete the *Security Code* and *Control ID* fields and press Enter.

```

12/08/97   9:29:09   Print by Batch Control   ICGPIBB   ICDPIBB
-----
Control Id . . . . . MONTHLY
Control Description . . . . . MONTHLY RAW MATERIAL COUNT
Company . . . . . IS1
Warehouse . . . . . ISW1
Material Type . . . . . 1 (1=RM, 2=FG, 3=Both)

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

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

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

Figure 10-25: Print by Batch Control prompt screen

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

A sample report is shown on the next page.

ICGPIBR ICTPIBR
10/17/00 16:56:47
RLL

PHYSICAL INVENTORY BY CONTROL BATCH NUMBER

PAGE 1

```
-----  
-----  
CONTROL BATCH      TAG      PRODUCT      SIZE ROW      SHELF      BIN      QUANTITY  UM      COST / UNIT  UM  
EXTENSION COST    ERROR  
123                100        RAW1          LB  
2387.017600  
123                101        RAW2          GL  
1535.513070  
123                102        S2KITEM1     LB  
247.731030  
123                103        S2KITEM2     LB  
99.820736  
123                104        S2KITEM3     GL  
5527.847052  
  
123                105        S2KFORM1     LB  
2.192310  
TOTAL TAGS                6  
9800.121798  
GRAND TOTAL TAGS        6  
9800.121798
```

*** CONTROL BATCH TOTAL ***

***** GRAND TOTAL *****

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

Posting or Closing

Use the *Post or Close* option after you have entered all tags, printed the Physical Inventory reports, and verified that there are no tag errors. Select this option to do the following:

- Adjust balances for on hand inventory and other real inventory types you specify on tags.
- Update the Product Transaction Journal file.
- Create general ledger transactions for any balances that are adjusted. This is accomplished through Infinium JP.
- Free the items that meet the specified selection criteria so that you can select them for a different control identifier.

You can post or close only one time for each control identifier. If you want to reuse the same control identifiers over and over again, you must post or close for the particular control ID, purge the control identifier, and then create a new control ID with the same name. Once you do this, you can reuse the same control identifier for a physical inventory.

Refer to the “Purging Physical Inventory Files” topic in the “Performing System Operator Tasks” chapter for more information on how to purge physical inventory control ID’s.

Use the menu path below.

- ▶ *Physical Inventory*
 - ▼ *Post or Close [POC]*

Selecting a Control Identifier

```

12/04/97  15:25:27  Security and Selection Check  ICGSSC  ICDSSC
-----
Security Code . . . . .
Control Id . . . . .  MONPRODUCT

-----
F2=Function keys  F3=Exit

```

Figure 10-26: Security and Selection Check screen

The system requires entries in both fields on this screen. Press Enter after you complete your entries.

1/15/98	9:50:26	Post to On Hand	ICGPIPM	ICDPIPM
<hr/>				
Control Id	:	MONPRODUCT		
Control Description	:	Monthly Product Count		
Company	:	IS1		
Warehouse	:	ISW1		
Material Type	:	2	(1=RM, 2=FG, 3=Both)	
Inventory cycle code	:			
ABC Code	:			
Class Type	:			
Process Type	:	2	(1=Post, 2=Close without Posting)	
<hr/>				
F2=Function keys F3=Exit F10=QuikAccess F18=Message Line				

Figure 10-27: Post to On Hand screen

Posting to On Hand

The system requires an entry in the *Process Type* field. Type **2** to close this control identifier without making any automatic inventory adjustments. Type **1** to post adjustments shown on the Inventory Adjustment Quantity report.

You must correct all tag errors, prior to posting or you cannot post. You can, however, close a physical inventory if tags are in error. Remember that closing a physical inventory simply releases the selection criteria so it can be used again for a different control identifier. Closing does not update inventory or write general ledger accounting transactions.

If you specified no in the *Allow Neg on hand with PI post* field in *Work with Entity Controls*, the system generates a proof report when you run the *Post or Close* function for physical inventory. For each company and warehouse combination, the report lists the following:

- Material and location
- Frozen balances
- Posting balance
- Current on hand balance
- Adjusted balance

This value represents the current on hand inventory plus any physical inventory postings.

If errors exist, no physical inventory is posted.

Because posting or closing does not delete the Physical Inventory files, you must purge these files. Refer to the ‘Purging Physical Inventory files’ topic in the “Performing System Operator Tasks” chapter for more information.

Notes

The chapter consists of the following topics:

Topic	Page
Overview of Performing ABC Analysis	11-2
Creating a Control Identifier	11-4
Calculating Proposed ABC Codes	11-6
Updating the Item Warehouse File with ABC Codes	11-12
Calculating Proposed Cycle Count Dates	11-13
Understanding the Assign Cycle Count Report	11-15
Updating the Item Warehouse File with Cycle Count Dates	11-17
Printing the ABC Detail Report	11-18
Printing the ABC Class Report	11-21
Printing the ABC Summary Report	11-24
Printing the Cycle Count Report	11-27
Resetting the Control Identifier	11-30
Deleting the Control Identifier	11-32

Overview of Performing ABC Analysis

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

- Create a control identifier
- Calculate and print proposed ABC codes
- Update the Item Warehouse file with ABC codes
- Calculate and print proposed cycle count dates
- Update the Item Warehouse file with dates
- Print detail, class, and/or summary reports
- Reset and delete the control identifier

ABC Analysis Overview

Use the *ABC Analysis* menu to automatically assign ABC codes and cycle count intervals to records in the Item Warehouse file. Perform ABC Analysis at the entity, company, or company/warehouse level after you create records in the Item Warehouse file at a corresponding level. Select one of the following three methods to analyze inventory: extended cost usage, extended inventory cost, or item cost.

To calculate an ABC Analysis, create a control identifier for each analysis and perform a series of options on that control identifier. After you perform each of the options, the system assigns a stage number to the control identifier to ensure accuracy in the calculations. The table below lists the stage that control identifiers are in after you perform each option.

Stage	Last <i>ABC Analysis</i> Option Completed
0	<i>Work with ABC Control ID</i>
1	<i>Assign ABC Code</i>
2	<i>Update ABC Code</i>
3	<i>Assign Cycle Count Intervals</i>
4	<i>Update Cycle Count Intervals</i>

The system determines cycle count dates for items based on an item's assigned ABC code and the count interval you specify for that code.

For more information on ABC Analysis concepts with examples, refer to the "Understanding ABC Analysis" appendix in this guide.

Creating a Control Identifier

The purpose of the control identifier is to prevent inclusion of an item in two simultaneous ABC analyses, and to ensure that you perform ABC Analysis steps in the right order. Create a unique control identifier for each group of items you want to analyze.

Use the menu path below.

- ▶ *ABC Analysis*
 - ▼ *Work with ABC Control ID [WWABCCID]*

```

12/04/97  12:56:05  Work with ABC Control ID  ICGACN  ICDACN
-----
ABC Control Id . . . . . INFABC1 +

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

Figure 11-1: Work with ABC Control ID prompt screen

The system requires an entry in the *ABC Control ID* field. Type a new control identifier and press F6 to create. To modify an existing control identifier, type it in the *ABC Control ID* field and then press Enter, or press F4 to display a list of control IDs from which you can select a valid entry.

This screen displays for all of the *ABC Analysis* options.

Control ID Information

This screen displays when you type a control ID and press Enter on the Work with ABC Control ID prompt screen.

```

12/04/97  12:58:14      Work with ABC Control ID      ICGACN  ICDACN
-----
ABC Control Id . . . . . : INFABC1
Description . . . . .   Raw Material Cost ABC
-----
F3=Exit  F12=Cancel  F22=Delete  F23=Reset Control Id  F24=More keys
    
```

Figure 11-2: Work with ABC Control ID description screen

Description

The system requires an entry in this field.

To repeat the ABC Analysis process for the control identifier that displays on this screen, press F23. You can reset a control identifier only if it is at stage 2 or 4.

To delete the control identifier, press F22. Until you delete a control identifier, you cannot include items associated with that control identifier in the selection criteria of another control identifier. You can delete a control identifier regardless of its stage.

Press Enter to save your entry.

Calculating Proposed ABC Codes

This option accomplishes the following three tasks:

- Allows you to indicate which items are associated with the specified control identifier and to specify parameters that affect ABC Analysis
- Calculates proposed ABC codes
- Prints the proposed codes on a Detail or Class report

You can calculate ABC codes at the entity, company, or company/warehouse level. However, you must first enter each item in the Item Warehouse file at a corresponding level. The system calculates proposed ABC codes only for items that have an Item Warehouse record at the same level as the ABC Analysis you are performing. You can select multiple warehouses for a company under one control ID.

Until you update the Item Warehouse file using the *Update ABC Code* option, you can repeat this step for a control identifier as many times as necessary, changing the criteria each time to obtain different proposed ABC codes. Once you update the Item Warehouse file, you cannot repeat this step until you reset the control identifier.

Use the menu path below.

- ▶ *ABC Analysis*
 - ▼ *Assign ABC Code [AABCC]*

```
12/04/97 13:00:43      Assign ABC Code      ICGAACD  ICDAACD
-----
ABC Control Id . . . . . INFABC1____

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

Figure 11-3: Assign ABC Code screen

The system requires an entry in the *ABC Control ID* field. Type the control identifier created using the *Work with ABC Control ID* option, and then press Enter.

Assign Percentage Information

```

12/04/97  13:02:18          Assign ABC Code          ICGAACD  ICDAACD
-----
ABC Control Id . . . . . : INFABC1  Raw Material Cost ABC
Company . . . . .       :  IS1  +
Warehouse . . . . .    :  ISW1  +
Analysis Type . . . . . : 3  1. Extended Cost Usage
                          2. Extended Inventory Cost
                          3. Item Cost

Item Types . . . . .   : 1  _  1. Raw Material
                          2. Manufactured Product
                          3. Purchased Product

Cost Type . . . . .    :  C  +
Reporting Code to Use . . . . . : 3  1. Calculated, 2. Override, 3. Both
Generate Report . . . . . : 1  1. Detail, 2. Class
      ABC Code+          Percent
      A  _              _ 20
      B  _              _ 20
      C  _              _ 60
-----
F2=Function keys  F3=Exit  F4=Prompt  F6=Assign  F24=More keys

```

Figure 11-4: Assign ABC Code Percentage screen

The system requires entries in the following fields: *Analysis Type*, *Cost Type*, *Reporting Code to Use*, *Generate Report*, *ABC Code*, and *Percent*.

Company, Warehouse, Item Types

If your selections for these fields overlap those of another control identifier, the system displays an error message.

If you type an analysis type of 1, or if you left the *Warehouse* or *Company* field blank, the Assign ABC Code Date Range screen displays. Otherwise, the system displays the Assign ABC Code prompt screen, calculates ABC codes, and prints a Detail or Class ABC report.

Reporting Code to Use

ABC reports can include either the previously calculated (that is, stored) ABC code or the override ABC code from the Item Warehouse file, or both. Indicate your choice in the *Reporting Code to Use* field.

Analysis Type

Complete this field with the calculation method that the system should use to calculate the ABC Analysis. The table below describes each analysis type.

Type	Calculation Method
1	Extended Cost Usage. The system multiplies each manufacturing or sales usage transaction (from the Product Transaction Journal file) for an item by the unit cost from the Cost file and then totals the resulting extended costs for the item over a date range you specify.
2	Extended Inventory Cost. The system multiplies the on hand inventory balance for an item by the unit cost. This calculation includes all the inventory types you define as on hand in the Inventory Type file.
3	Item Cost. The system uses the unit cost of each item.

Item Types

The system includes those items that have Item Warehouse file entries for the companies and warehouses you specify in the ABC Analysis. Complete the *Item Types* fields with one or more of the following values to specify the items on which to perform the ABC Analysis:

Type	Items to include in the analysis
1	Raw Materials
2	Manufactured products
3	Purchased products

If you leave all three *Item Types* fields blank, the system includes raw materials, manufactured products, and purchased products in the ABC Analysis.

Percent

Your entries in these fields must total 100. Type 20% as **20**.

You can press PgDn and PgUp to type up to 12 ABC codes and percentages.

Press F6 to continue.

If you are repeating this step for a control identifier, the system displays your previous entries as defaults.

12/04/97	13:04:32	Assign ABC Code	ICGAACD	ICDAACD
ABC Control Id		INFABC1	Raw Material Cost ABC	
Company		IS1		
Warehouse		ISW1		
Analysis Type		1		
Cost Type		C		
From Date		_____		
To Date		_____		
<hr/> F2=Function keys F3=Exit F4=Prompt F6=Assign F24=More keys				

Figure 11-5: Assign ABC Code Date Range screen

Assigning a Date Range

This screen displays when you type 1 (Extended Cost Usage) in the *Analysis Type* field and then press Enter from the Assign ABC Code Percentage screen.

Cost & Inventory Company Code, Cost & Inventory Warehouse Code

If you typed a warehouse on the Assign ABC Code Percentage screen, these fields do not display. When these fields display, the system requires entries in them.

Indicate the warehouse on which the system should base company or entity-wide ABC Analysis calculations. Type only one warehouse. Although the cost and inventory information is based on the specified warehouse, the items the system includes in the ABC Analysis are still determined by your company level or entity level entries in the Item Warehouse file.

From Date, To Date

The *From Date* and *To Date* fields display only if you type 1 in the *Analysis Type* field on the Assign ABC Code Percentage screen. The system uses records entered in the Product History file during the date range you specify for the ABC calculations.

Enter dates in your company's date format or in the MMY format if the *Date Format* field in the Infinium IC Entity Control file is 3.

Press F6 after completing your entries. The system calculates ABC codes and prints a Detail or Class ABC report for system proposed ABC codes.

Updating the Item Warehouse File with ABC Codes

Perform the *Update ABC Code* option after you are satisfied with the proposed ABC codes that you calculate and print using the *Assign ABC Code* option. This option defaults the proposed ABC codes in the *Calculated ABC Code* field in the Item Warehouse file. You can manually type information in the *Override ABC Code* field in the Item Warehouse file at any time. This option does not affect that field.

Caution: Perform this step only when no other users are accessing the Item Warehouse file.

Use the menu path below.

- ▶ *ABC Analysis*
- ▼ *Update ABC Code [UABCC]*

12/04/97 15:50:35 Update ABC Code ICGUAC ICDUAC

ABC Control Id INEABC1

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

Figure 11-6: Update ABC Code screen

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

Calculating Proposed Cycle Count Dates

When you select the *Assign Cycle Count Intervals* option, the system accepts your entries specifying a cycle count interval for each ABC code and prints the Assign Cycle Count report. The report lists the proposed cycle count interval and proposed next cycle count date for each item.

Perform this option only after completing the *Update ABC Code* option.

If you have type an override ABC code in the Item Warehouse file, the system uses it instead of the calculated ABC code to determine the cycle count interval and date.

Repeat this step as many times as necessary before you update the Item Warehouse file, changing the criteria each time to obtain different proposed cycle count dates. Once you update the Item Warehouse file using the *Update Cycle Count Intervals* option, you cannot repeat this option.

Use the menu path below.

- ▶ *ABC Code*
 - ▼ *Assign Cycle Count Intervals [ACCI]*

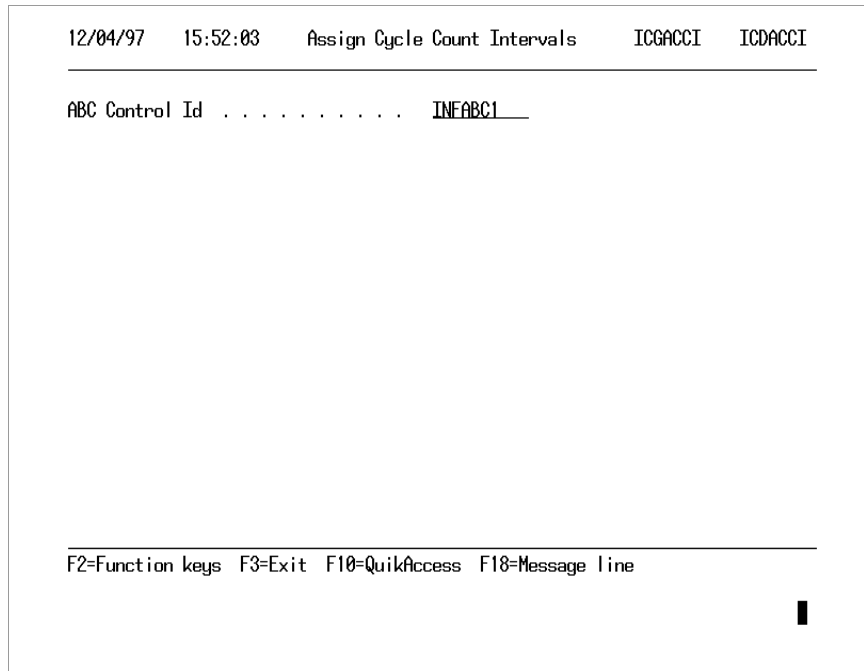


Figure 11-7: Assign Cycle Count Intervals screen

The system requires an entry in the *ABC Control ID* field. Press Enter to continue.

Assigning Cycle Count Detail

This screen displays when you select a control identifier on the Assign Cycle Count Intervals screen.

```

12/04/97  15:53:07  Assign Cycle Count Intervals  ICGACCI  ICDACCI
-----
ABC Control Id . . . . . : INFABC1  Raw Material Cost ABC

      ABC Code+          Cycle Count Interval
      A_____          30_____
      B_____          60_____
      C_____          120_____
      _____          _____
      _____          _____
      _____          _____
      _____          _____
      _____          _____
      _____          _____
      _____          _____
      _____          _____

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

Figure 11-8: Assign Cycle Count Intervals detail screen

Cycle Count Interval

The system requires an entry in this field. Type the interval in days.

The ABC codes that you selected for this control identifier (using the *Assign ABC Code* option) display as defaults. If you typed additional ABC codes in the *Override ABC Code* field in the Item Warehouse file, type them here as well.

If you are repeating this step for a control identifier, the system defaults your previous *Cycle Count Interval* option entries.

Press F6 to complete your entries and print the Assign Cycle Count report.

Understanding the Assign Cycle Count Report

The Assign Cycle Count report prints automatically when you complete the *Assign Cycle Count Intervals* option. This report lists the proposed cycle count interval and proposed next cycle count date for each item specified by the control identifier.

This report includes the following information:

- Company and warehouse
- Raw material/resource or product identifier and description
- Stored values for ABC code, cycle count interval, last cycle count date, and next cycle count date
- Proposed values for cycle count interval and next cycle count date

A sample report is on the next page.

Updating the Item Warehouse File with Cycle Count Dates

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

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

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

Use the menu path below.

- ▶ *ABC Analysis*
 - ▼ *Update Cycle Count Intervals [UCCI]*

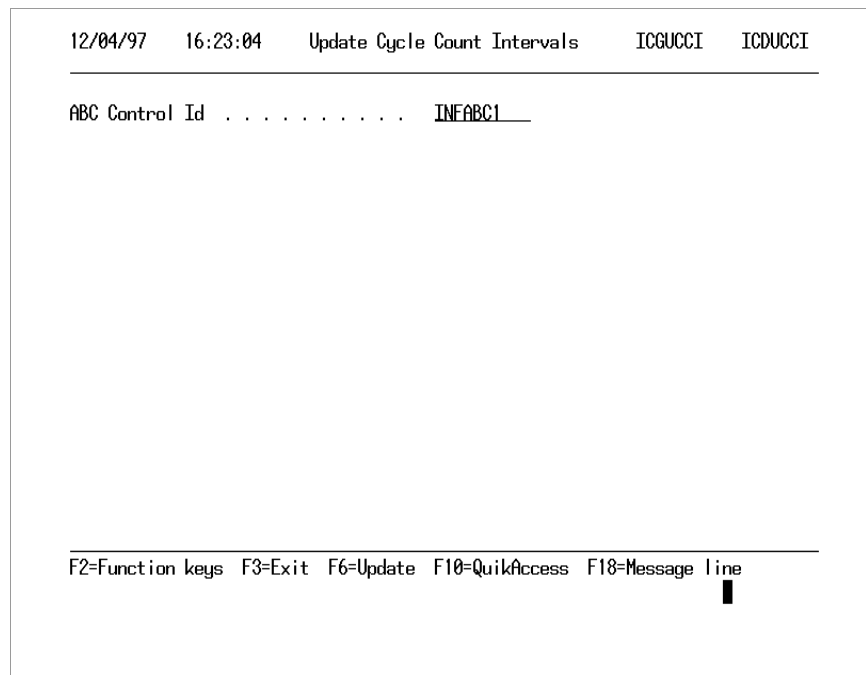


Figure 11-9: Update Cycle Count Intervals screen

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

Printing the ABC Detail Report

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

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

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

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

Use the menu path below.

- ▶ *ABC Analysis*
- ▶ *ABC Analysis Reports*
 - ▼ *Print ABC Detail Report [PABCDR]*

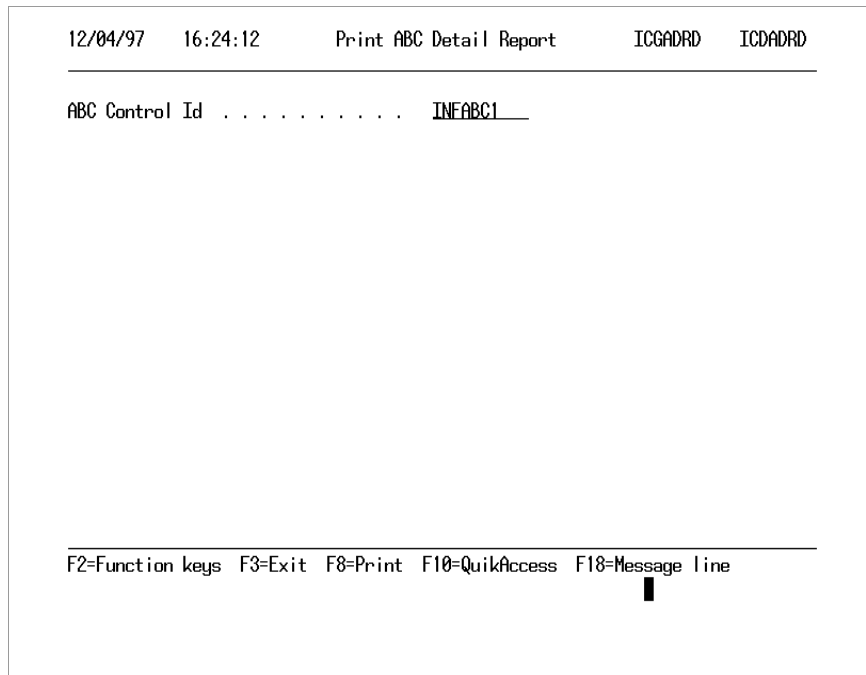


Figure 11-10: Print ABC Detail Report screen

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

A sample report is on the next page.

ICGADR ICTADR
 10/03/00 12:48:24
 RLL

A B C D E T A I L R E P O R T

Company	S2K	Warehouse	S2KW1						Props	Store	Overd	Cha
Product	Size	Description		Converted Cost	Total Units	Extended Cost	Units	UM	Value	Value	Value	nge
RAW1		RAW MATERIAL #1						EACH B				*
RAW11		PROCESS RAW MATERIAL-water						GL C				*
RAW12		PROCESS RAW MATERIAL						LB C				*
RAW13		PROCESS RAW MATERIAL-alcohol						GL C				*
RAW14		RAW MATERIAL - CAN						EA C				*
RAW15		RAW MATERIAL - LID						EA C				*
RAW16		RAW MATERIAL - LABEL						EA C				*
RAW2		RAW MATERIAL #2						EACH B				*
RAW3		RAW MATERIAL #3						EACH B				*
RAW7		HAZARDOUS RAW MATERIAL #1						GL B				*
RAW8		HAZARDOUS RAW MATERIAL #2						LB C				*
S2KITEM1		ITEM#1		9.750000	595.0000	5801.2500		EACH A				*
S2KITEM2		ITEM#2		8.850000	246.0000	2177.1000		EACH B				*
S2KITEM3		ITEM#3		8.900000	1888.0000	16803.2000		EACH A				*
S2KMFGP1	GL	MFG PRODUCT #1						GL C				*
S2KMFGP2	LB	MFG PRODUCT #2						LB C				*
S2KMFGP3	DR	MFG PRODUCT #3						GL C				*

Total for Company/Warehouse

 24781.5500

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

Printing the ABC Class Report

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

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

- Includes all ABC codes
- Does not include summary information
- Sorts the report by ABC code
- Prints a cover sheet that lists the control identifier and the selections made for the control identifier

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

The ABC Class report contains the following information:

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

Use the menu path below.

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

```
12/04/97  16:25:04      Print ABC Class Report      ICGACRD  ICDACRD
-----
ABC Control Id . . . . . INFABC1__
ABC Class Code . . . . . A__ +

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

Figure 11-11: Print ABC Class Report screen

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

A sample report is on the next page.

ICGACR ICTACR
 10/04/00 14:40:06

A B C C L A S S R E P O R T

PAGE 1
 RLL

Proposed ABC Code	C	Company	S2K	Warehouse	S2KW1						Props Store Overd Cha
Product	Size	Description	Converted Cost		Total Units	Extended Cost	Units	UM	Value	Value	Value
RAW11		PROCESS RAW MATERIAL-water						GL	C	C	
RAW12		PROCESS RAW MATERIAL						LB	C	C	
RAW13		PROCESS RAW MATERIAL-alcohol						GL	C	C	
RAW14		RAW MATERIAL - CAN						EA	C	C	
RAW15		RAW MATERIAL - LID						EA	C	C	
RAW16		RAW MATERIAL - LABEL						EA	C	C	
RAW3		RAW MATERIAL #3						EACH	C	C	
RAW7		HAZARDOUS RAW MATERIAL #1	12.45		325	4046.25		GL	C	C	
RAW8		HAZARDOUS RAW MATERIAL #2						LB	C	C	
S2KMFGP1	GL	MFG PRODUCT #1						GL	C	C	
S2KMFGP2	LB	MFG PRODUCT #2						LB	C	C	
S2KMFGP3	DR	MFG PRODUCT #3						GL	C	C	
Total for Company/Warehouse						4046.25					
Total for ABC Code						4046.25					

ICGACR ICTACR
 10/04/00 14:40:06

A B C C L A S S R E P O R T

RLL

ABC Code	C	CLASS CODE C	*
Total Items	12		
Total Amount Value	4046.25		
Percentage	70.0000		

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

Printing the ABC Summary Report

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

This report contains the following information:

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

Use the menu path below.

- ▶ *ABC Analysis*
- ▶ *ABC Analysis Reports*
- ▼ *Print ABC Summary Report [PABCSR]*

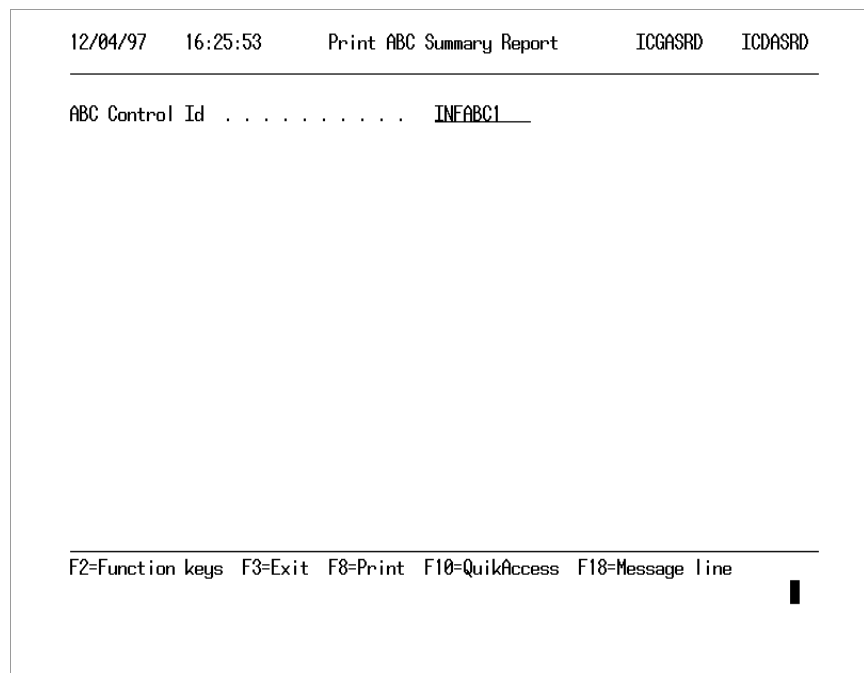


Figure 11-12: Print ABC Summary Report screen

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

A sample report is on the next page.

```

ICGASR      ICTASR                A B C  S U M M A R Y  R E P O R T
10/04/00    14:45:32
-----
Control ID          S2KABC1          Software 2000 ABC #1
ICGASR      ICTASR                A B C  S U M M A R Y  R E P O R T                PAGE    1
10/04/00    14:45:32                RLL
-----
ABC Code          A          CLASS CODE A          *
Total Items              2
Total Amount Value      8298.2500
Percentage              10.0000
ABC Code          B          CLASS CODE B          *
Total Items              3
Total Amount Value      2769.0000
Percentage              20.0000
ABC Code          C          CLASS CODE C          *
Total Items              12
Total Amount Value
Percentage              70.0000
***** END OF REPORT *****

```

Printing the Cycle Count Report

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

This report includes the following information:

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

Use the menu path below.

- ▶ *ABC Analysis*
- ▶ *ABC Analysis Reports*
 - ▼ *Print Cycle Count Report [PCCR]*

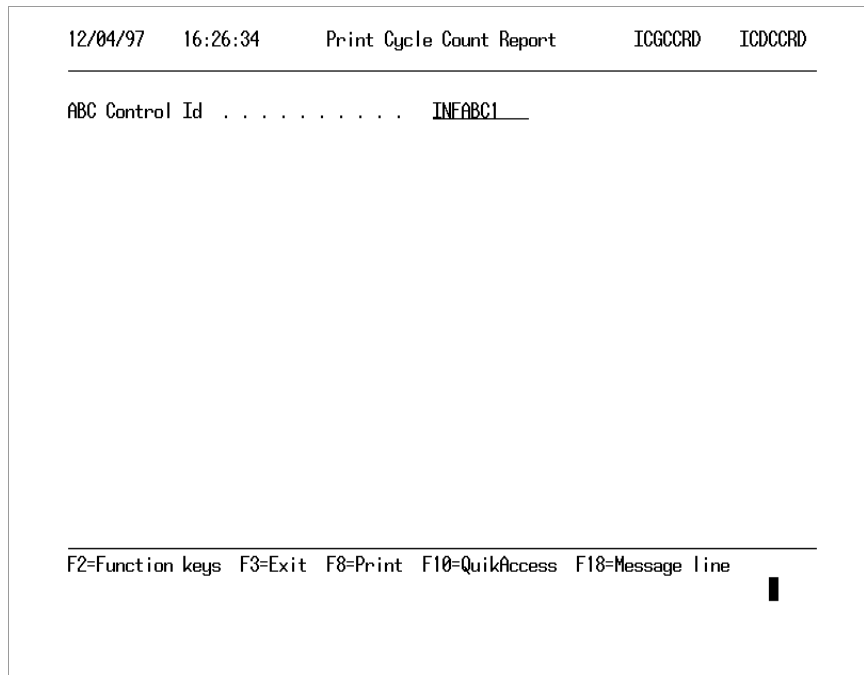


Figure 11-13: Print Cycle Count Report screen

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

A sample report is on the next page.

ICGCCR ICTCCR PRINT CYCLE COUNT REPORT VHR
 10/19/00 9:53:38

Control ID CO2RM Company 2, Raw Materials
 ABC Codes & Cycle Count Interval A 30 CLASS CODE A *
 B 60 CLASS CODE B
 C 120 CLASS CODE C

ICGCCR ICTCCR PRINT CYCLE COUNT REPORT PAGE 1
 10/19/00 9:53:38 VHR

Company 2 Warehouse

Product	Size	Description	ABC Value	Stored Cycle Count	Last Cycle Count	Next Cycle Count	Date
PG-RM1		Rawmaterial PG-RM1	*	B	60	12182000	
PG-RM2		PG-RM2, raw material 2	*	C	120	2162000	

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

Resetting the Control Identifier

Select the *Work with ABC Control* option to repeat the *Assign ABC Code* option for a control identifier for which you have completed the *Update ABC Code* or *Update Cycle Count Intervals* option. Completing this option allows you to re-use a control identifier.

Until you repeat the *Assign ABC Code* option, you cannot print reports for a control identifier that you have reset.

Use the menu path below.

- ▶ *ABC Analysis*
 - ▼ *Work with ABC Control ID [WACN]*

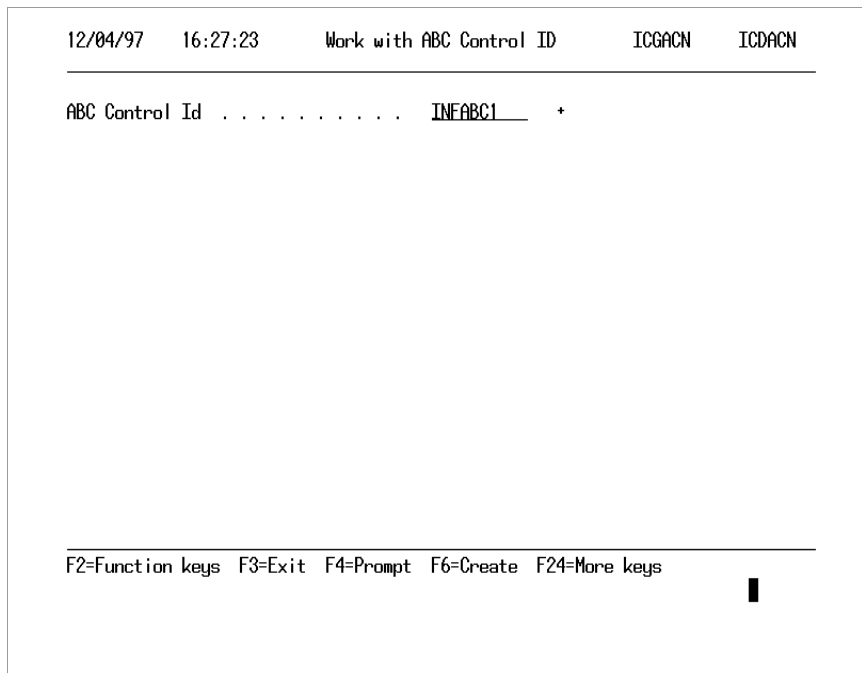


Figure 11-14: Work with ABC Control ID screen

The system requires an entry in the *ABC Control ID* field.

If you press F4, the *Stage* field displays for each control identifier.

Refer to the table at the beginning of this chapter for more information on stages. You can reset a control identifier only if it is in stage **2** or **4**.

Press Enter after you type or select the control.

Confirmation Information

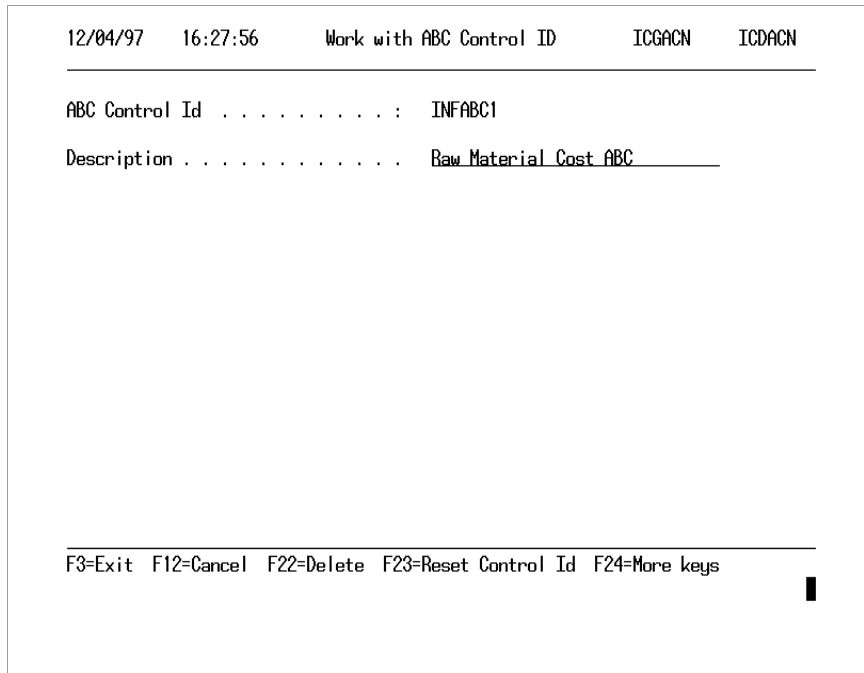


Figure 11-15: Work with ABC Control ID description screen

Press F23 to reset. The system displays a confirmation message. Press F23 again to reset the control identifier status to 0.

Deleting the Control Identifier

If you do not plan to re-use or complete the remaining *ABC Analysis* options for a control identifier, delete the control identifier. Until you delete it, you cannot perform or repeat ABC Analysis for any of the items associated with that control identifier.

You can delete a control identifier regardless of its stage.

You cannot print ABC reports for a control identifier after you delete it.

Use the menu path below.

- ▶ *ABC Analysis*
 - ▼ *Work with ABC Control ID [WACN]*

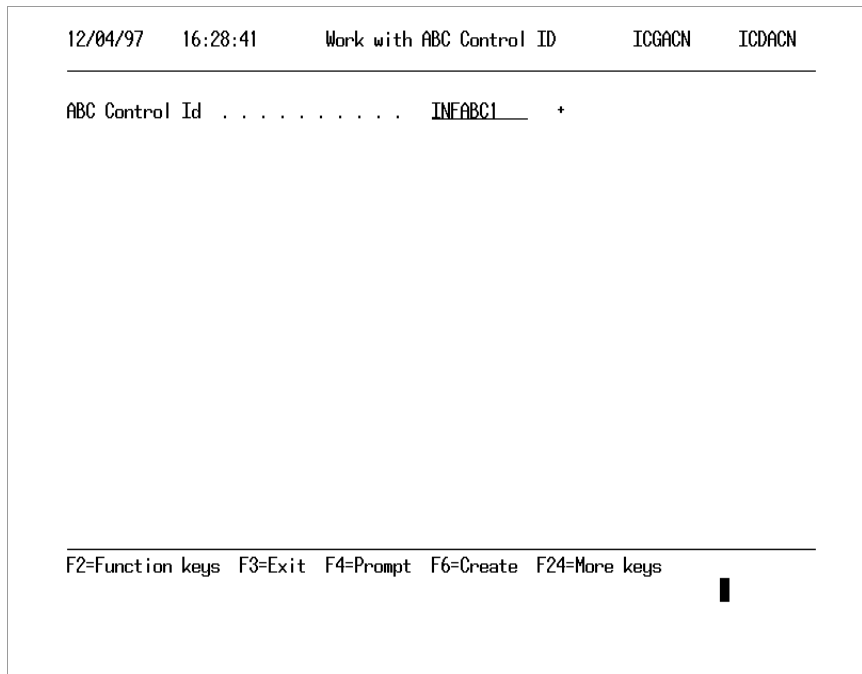


Figure 11-16: Work with ABC Control ID screen

The system requires an entry in the *ABC Control ID* field. Press Enter after you type or select the control identifier.

Confirmation Information

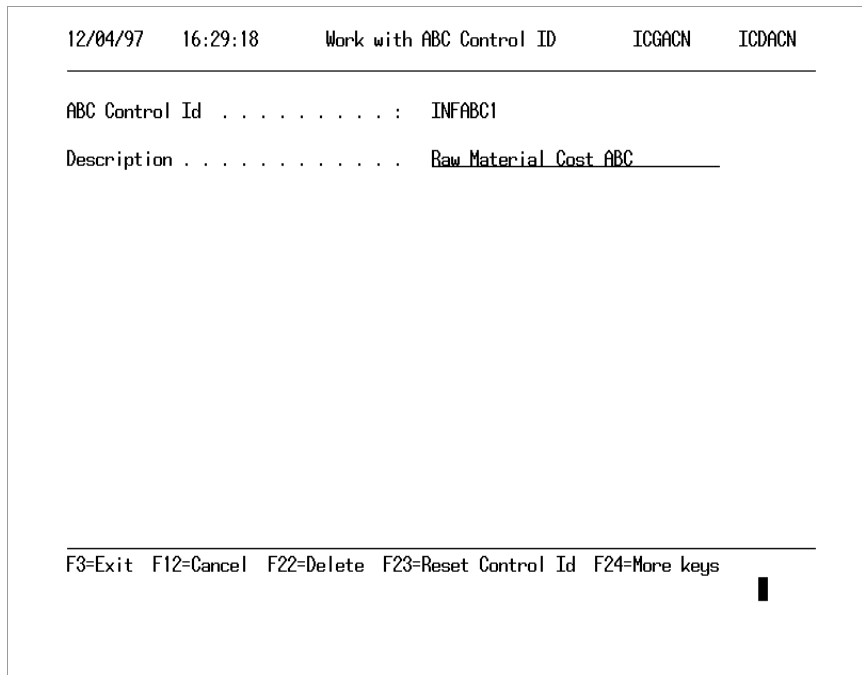


Figure 11-17: Work with ABC Control ID description screen

Press F22 to delete the control identifier. The system displays a warning or confirming message. Press F22 again to confirm deletion.

Notes

Chapter 12 Performing Reorder Point Processing

The chapter consists of the following topics:

Topic	Page
Overview of Performing Reorder Point Processing	12-2
Creating Reorder Point Requirements	12-4
Using Reorder Point Processing Reports	12-7
Working with Suggested Requisitions	12-13
Working with Infinium PM Requisitions	12-16

Overview of Performing Reorder Point Processing

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

- Create reorder point requirements
- Work with suggested requisitions

Reorder Point Processing Overview

Reorder Point Processing determines which items in the specified warehouse the system should replenish and lists each item on a purchase, transfer, or manufacturing report. This feature can also create a file of suggested requisitions and/or create purchase or transfer requisitions in Infinium PM.

Your entries in the Item Warehouse and Inventory Type files affect reorder point processing results. Refer to the “Maintaining the Item Warehouse File” chapter in this guide for details on setting up the Item Warehouse file. Refer to the “Maintaining Control Files” chapter for details on setting up the Inventory Type file.

Before you can create requisitions using Reorder Point Processing, you must verify or establish the following:

- In Infinium CA, the *Work with Code Tables* option, ensure the code types **RTP** and **DSC** exist. Code values for **RTP** should include **P** and **T**. Code values for **DSC** should include **PRO** and **XRO**.
- In Infinium PM, the *Work with Requisition Type* option, ensure the requisition types **PRO** and **XRO** exist.
- In Infinium PM’s Entity Control file, type **1** (use requisitions) in the *Using requisitions* field.
- In Infinium PM, ensure your user profile has authority to update requisitions.
- In Infinium CA, the *Work with Item Warehouse* option, ensure that on the Work with Item Warehouse General Information screen, you type **3** (ROP) in the *Order Strategy* field.

Requisitions that you create using Reorder Point Processing have a status of **00** (work in progress) and cannot be sourced until you complete mandatory fields in Infinium PM. If Infinium PM does not require fields on the **PRO** or

XRO requisition type that are not available in ROP, then the requisition status is **01** (open) and you can immediately source the requisition in Infinium PM.

Only items you enter in the Item Warehouse file print on reports and requisitions that Reorder Point Processing generates. Make Item Warehouse file entries at the company and/or company/warehouse level for transfer items, and at the entity, company, and/or company/warehouse level for purchased and manufactured items. Reorder point programs retrieve information from this file using the company/ warehouse, company, entity hierarchy.

Reorder Point Processing assumes that Item Warehouse file records you create at the entity level are stocked at all companies and warehouses. The system assumes that all Item Warehouse records you create at the company level are stocked at all warehouses associated with that company.

Before you work with reorder point processing, you must make decisions about how your company will replenish stock:

- Is each individual warehouse a separate unit, or do transfers come from a central stocking warehouse? The structure affects how you set up reorder point information.
- Will the system create requisitions automatically within Infinium PM, or do you want the ability to view and modify prior to creating the requisitions?

To modify the requisitions before the system generates them, you must complete the *Requisition Creation Method* field in the Item Warehouse file with **2** (Send to Work File).

If one primary warehouse stocks all other warehouses, complete the *Restocking Method* field in the Item Warehouse file with **2** (for transfer) for any secondary warehouses, and complete the field with **1** (for purchase) on the primary warehouses.

Creating Reorder Point Requirements

The *Create Reorder Point Requirement* option performs the following:

- Prints a Suggested Purchases report
- Prints a Transfers and/or Manufacturing report
- Creates a file of suggested requisitions
- Creates requisitions in Infinium PM

You specify which companies and warehouses to include in the reports and requisitions. You can limit the items considered for reorder point calculations by Buyer code, Planner code, and product range.

Reorder Point Processing calculates available quantity for each item as follows:

On hand balance

- + Balance for inventory types assigned to other on hand using 3 in the Inventory Type file
- + Balance for inventory types assigned to supply using 1 in the Inventory Type file
- Balance for inventory types assigned to allocation (that is, demand) using 2 in the Inventory Type file (optional, based on the value in the *Subtract allocation* field)
- Safety stock (optional, based on the value in the *Subtract safety stock* field)
- = Available Quantity

This option creates requisitions when an item's available quantity is less than or equal to the minimum quantity you specified in the Item Warehouse file. Also in the Item Warehouse file, determine whether or not an item is available for Reorder Point Processing and if so, how should the system replenish its stock.

Use the *Create Reorder Point Requirement* option to create reorder point requirements for only those items with order policies established as Reorder Point Processing in the Item Warehouse file. Refer to the "Maintaining the

Item Warehouse File” chapter for more information on establishing Reorder Point Processing.

Use the menu path below.

- ▶ *Reorder Point Processing*
 - ▼ *Create Reorder Point Requirement [CRPR]*

```

12/05/97   7:46:52   Create Reorder Point Requirement   ICGRPP   ICDRPP
-----
Company . . . . .   IS1  *
Warehouse . . . . .   ISW1 *

Buyer Selection . . . . .   _____ *
Planner Selection . . . . .   _____ *

From Product . . . . .   _____ *
To Product . . . . .   _____ *

Increase minimum quantity by . . .   _____
Subtract safety stock . . . . .   Y (Y=Yes, N=No)
Subtract allocation . . . . .   Y (Y=Yes, N=No)
Purchase Report . . . . .   Y (Y=Yes, N=No)
Transfer Report . . . . .   Y (Y=Yes, N=No)
Manufactured Report . . . . .   Y (Y=Yes, N=No)

Create Requisitions . . . . .   Y (Y=Yes, N=No)

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

Figure 12-1: Create Reorder Point Requirement screen

You must type **Y** in at least one of the following fields: *Purchase Report*, *Transfer Report*, *Manufactured Report*.

You can make multiple selections for company and warehouse when you press F4 in the *Warehouse* field. You can leave *Company*, *Warehouse*, *Buyer Selection*, *Planner Selection*, *From Product* and/or *To Product* fields blank to indicate “all,” but you can select only one value in the *Buyer Selection* and *Planner Selection* fields.

Subtract safety stock

Type **N** or leave this field blank if you do not want the safety stock quantity to be part of the reorder point calculation. Type **Y** in this field if you want the reorder point calculation to subtract your entry in the *Safety Stock Quantity* field in the Item Warehouse file from the available quantity before determining whether an item should be replenished.

Subtract allocation

Type **N** or leave this field blank if you do not want the system to subtract the inventory balances before determining whether an item should be replenished. Type **Y** in this field if you want the reorder point calculation to subtract the inventory balances for all demand inventory types from the available quantity before determining whether an item should be replenished.

Create Requisitions

Type **N** in this field to print reports only so you can verify the results of the suggested ROP before creating requisitions. Type **Y** to create a file of suggested requisitions and/or Inifinium PM requisitions (depending on your entries in the *Requisition Creation Method* field in the Item Warehouse file).

Item Warehouse File

In order to view the requisitions using the *Work with Suggested Requisitions* option, you must type **Y** in the *Create Requisitions* field and the value in the *Requisition Creation Method* field in the Item Warehouse File must be **2** for each item.

This option creates reorder point requirements for only those items with **3** (reorder point processing) in the *Order Strategy* field in the Item Warehouse file. The value in the *Order Policy* field in the Item Warehouse file must be **1** or **2**.

Press F8 to create reorder point suggestions, print reports, and return to the *Reorder Point Processing* menu.

When you create suggested requisitions using this option, you delete any suggested requisitions created in Reorder Point Processing that exist for the companies and warehouses you specify.

Using Reorder Point Processing Reports

You can generate three reports in Reorder Point Processing: the Purchase Product report, the Transfer Products report, and the Manufactured Products report.

An item can print on any ROP report even if it does not have an inventory record.

Purchase Product Report

The Purchase Product report identifies items that are low in inventory that you normally purchase.

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

- Contain an entry of **3** in the *Order Strategy* field in the Item Warehouse file
- Contain an entry of **1** or **2** in the *Order Policy Code* field in the Item Warehouse file
- Have the specified buyer and Planner codes as indicated on the Create Reorder Point Requirement screen
- Are in the specified item range as indicated on the Create Reorder Point Requirement screen
- Contain **1** in the *Restocking Method* field in the Item Warehouse file
- Contain an available quantity less than or equal to the minimum quantity at one or more of the specified warehouses

A sample report follows.

ICGRPPR ICTRPPR
 11/24/00 11:01:22

R E O R D E R : P U R C H A S E D P R O D U C T S

Page 1

Co	Whse	Product	Size	Ord Pol	Create in PM	Buyer	Planner	Onhand	Supply	Demand	Safety Stock	Available	Minimum Quantity	Suggested Quantity	Inv UM	
INF	INFW1	PROD1		1	Y			50.00				50.00	1000.00	1000.00	EA INF	INFW1
PROD12		2	Y				1000.00			250.00	1000.00	1250.00	500.00	EA		

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

Transfer Products Report

The Transfer Product report identifies items that are low in inventory that you normally transfer from one warehouse to another.

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

- Have an entry of **3** in the *Order Strategy* field in the Item Warehouse file
- Have an entry of **1** or **2** in the *Order Policy Code* field in the Item Warehouse file
- Have the specified buyer and planner codes as indicated on the Create Reorder Point Requirement screen
- Are in the specified item range as indicated on the Create Reorder Point Requirement screen
- Have **2** in the *Restocking Method* field in the Item Warehouse file
- Have an available quantity less than or equal to the minimum quantity at one or more of the specified warehouses

A sample report follows.

ICGRPPR ICTRPPR
 11/24/00 11:03:22

R E O R D E R : T R A N S F E R P R O D U C T S

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

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

Manufactured Products Report

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

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

- Have an entry of **3** in the *Order Strategy* field in the Item Warehouse file
- Have an entry of **1** or **2** in the *Order Policy Code* field in the Item Warehouse file
- Have the specified Buyer and Planner codes as indicated on the Create Reorder Point Requirement screen
- Are in the specified item range as indicated on the Create Reorder Point Requirement screen
- Have **3** in the *Restocking Method* field in the Item Warehouse file
- Have an available quantity less than or equal to the minimum quantity at one or more of the specified warehouses

A sample report follows.

ICGRPPR ICTRPPR
 11/24/00 11:05:23

R E O R D E R : M A N U F A C T U R E D P R O D U C T S

Page 1

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

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

Working with Suggested Requisitions

The *Working with Suggested Requisitions* option allows you to create, modify, or delete requisitions from suggested requisitions that you generate using the *Create Reorder Point Requirement* option.

Use this option to access suggested requisitions for only items with 2 (Send to Work File) in the *Requisition Creation Method* field of the Item Warehouse file. To access requisitions for items established with 1 (Send to PM), use Infinium PM.

Use the menu path below.

- ▶ *Reorder Point Processing*
 - ▼ *Work with Suggested Requisitions [WWSR]*

Requisition Sort Information

```

12/05/97   7:51:16   Work with Suggested Requisitions   ICGWWSR   ICDWWSR
-----
Enter Sort Levels and Field Data
01=Highest Sort   06=Lowest Sort

Company . . . . .   _IS1 +
Warehouse . . . . .   ISW1 +
_ Commodity Code . . . . .   _____ +
_ Item . . . . .   _____ _ +
_ Item Description . . . . .   _____
_ Date Needed . . . . .   _____ to _____
_ Requisition Type . . . . .   -
_ Requester ID . . . . .   _____ +

-----
F2=Function keys  F3=Exit  F4=Prompt  F10=QuickAccess  F18=Message line
  
```

Figure 12-2: Work with Suggested Requisitions prompt screen

The system requires entries in the *Company* and *Warehouse* fields.

Use this screen to specify the sort order for the list of suggested requisitions that displays on the Work with Suggested Requisitions screen.

Type the sort levels to the left.

To limit the selection to a specific Commodity code, item, need date range, requisition type, or requester identifier, make your entries to the right, except in the *Date Needed* and *Requisition Type* fields. You can type partial values.

Press Enter to build and display the selection list on the Work with Suggested Requisitions screen.

Suggested Requisitions Information

This screen displays when you press Enter from the Work with Suggested Requisitions prompt screen.

```

12/05/97    7:52:49    Work with Suggested Requisitions    ICGWWSR    ICDWWSR
-----
Company . . . .    IS1    Warehouse . . .    ISW1
Type options, press Enter.
1=Create Requisition    4=Delete

1 Item Code . . .    PROD17                BOX, 12 SQ.        (VIP/ROP/IC)
Reorder Qty . .    500.0000    Run # & Date . .    40 8/04/1997
                    (Purchase Req) Commodity Code .    INVIP

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

```

Figure 12-3: Work with Suggested Requisitions screen

The system displays suggested purchase and transfer requisitions you generated using the *Create Reorder Point Requirement* option and sent to the Work file.

Type 1 to the left of one or more suggested requisitions to create requisitions in Infinium PM.

Type 4 to the left to delete a suggested requisition from this reorder point run.

Reorder Qty

You can type a different reorder quantity in the *Reorder Qty* field and override the calculated default value.

Run # & Date

The system automatically increments the *Run # & Date* field value each time you run reorder point processing for a warehouse. The *Run #* field becomes the default for the *Last Requisition Run Number* field in the Infinium IC Entity Control file. This value also defaults in the *Requisition Header Description* field for any Infinium PM requisition that you create using Reorder Point Processing. The *Date* field value is the date that you ran the *Create Reorder Point Requirement* option. When you create a requisition, the system calculates its need date as the value in the *Date* field plus the lead time you specify in the Item Warehouse file.

All items you select with 1 show on the same requisition as long as you do not exit from the *Work with Suggested Requisitions* option.

Press Enter after making your entries.

If you send purchase and transfer requisitions to Infinium PM via the Work file, Infinium PM creates purchase and transfer requisitions by company/warehouse with different Run #s differentiating either a purchase or transfer requisition. If you send requisitions from ROP directly to Infinium PM, the system uses a single Run # for both requisition types.

If you use Infinium CM and you do not establish exchange rate types in Infinium PM's requisition type controls, company controls, or entity controls, the system displays the following message:

Rate type invalid.

Working with Infinium PM Requisitions

The following screens display the requisition in Infinium PM created from reorder point processing.

Use the menu path below.

- ▶ Infinium PM
- ▶ Requisitions
 - ▼ Work with requisitions [WWRQ]

Selecting a Requisition

This screen displays when you select a requisition through the *Work with Requisitions* option in Infinium PM.

```

12/05/1997  8:45:15      Purchase Requisition      PMGRHM  PMDRHM
                          Header
-----
Company . . . . . : ..IS1 INFINIUM, SOFTWARE. (INSTRUCTOR)
Requisition ID : IS1-AM2-00019-R.....
Status . . . . . : 01 OPEN.....
Type . . . . . : PRO PURCHASE.REORDER-POINT.REQ....
Line Type . . . . : P. ...
Need Date . . . . :
Description . . . : BOP_Bun # 0000038
Requester ID . . : AM2000 * Security.Administrator.....
Total Cost/Curr :          USD
Total Lines . . . : 1
Project ID . . . : _____ *
Department ID . . : _____ *
Phrase Codes . . : _____ * _____ * _____ * _____ *
Action Messages : Appr 0 Quote 0 Pur 0 Rcv 0 Insp 0 Inv 0
Notes . . . . . : 0

-----
F3=Exit F4=Prompt F5=User Fields F8=Approval Notes F9=Notes F10=QuikAccess
F11=Fast Entry F12=Cancel F15=Action Messages F24=More keys
  
```

Figure 12-4: Purchase Requisition Header screen

Requisition Header

The system completes the following fields in the requisition header:

- *Description* field with **ROP Run #** followed by the run number created when you use the *Create Reorder Point Requirement* option in Infinium IC
- *Requester ID* field with the user profile of the person who created the requisition by running the *Create Reorder Point Requirement* option
- *Department ID* based on the default from Item Warehouse file
- *Status* field with one of the following values:

00	In Progress
01	Open
10	Approval Pending

If errors exist on the requisition, the system sets the status to Progress (**00**). You must correct the errors in order to source the requisition into a purchase order. If no errors exist, the system sets the status to Open (**01**). If approvals apply and no errors exist, the system sets the status to Approval Pending (**10**).

After you complete the Purchase Requisition header screen, press Enter to access the Purchase Requisition detail screen 1. Press PgDn to access Purchase Requisition detail screen 2.

Requisition Detail

The system completes the following fields on the Purchase Requisition detail screens:

- *Cost Per Unit* field based on the Commodity code value
- *Inventory Material* field based on the default from the Raw Materials file in Infinium CA
- *Receipt Activity* field based on the requisition type (**PRO**)
- *Capital Item* field based on the default from the Product file or **0** for raw materials
- *Inspect* and *Vendor ID* fields based on the default from the Item Warehouse file in Infinium CA
- *Quantity* field based on the reorder point processing calculation
- The automatic sourcing capable setting based on the default from the Product or Raw Materials file

For more information refer to the *Infinium PM Guide to Setup and Processing*.

Notes

Chapter 13 Performing Inventory Processing Tasks

13

The chapter consists of the following topics:

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Performing a Physical Inventory	13-4
Performing an ABC Analysis and Calculating Cycle Count Dates	13-7
Transferring Inventory Between Warehouses	13-10
Performing Reorder Point Processing	13-12

Overview of Performing Inventory Processing Tasks

After you complete this chapter, you should be able to perform the following tasks:

- Physical Inventory
- ABC Analysis
- Transferring Inventory Between Warehouses
- Reorder Point Processing

Inventory Processing Tasks Overview

Use this chapter as a guide for performing inventory processing tasks using various Infinium IC options. This chapter contains step by step procedures for performing specific tasks. These procedures do not list screen information, field descriptions, and function key information. The procedures in this chapter consist of five topics:

- Overview
- Task Planning
- Pre-performance Requirements
- Processing Steps
- Additional Considerations

Each topic describes a process, how the system performs the processing, and why to perform the processing task.

Inventory processing task planning includes management and enterprise level decisions to consider prior to performing processing tasks. These decisions affect how you use Infinium IC to perform a task and how your business uses the information.

You can meet your pre-performance requirements or check them before you begin performing the inventory processing tasks. These checks ensure that appropriate files or inventory records exist, or that you create certain settings in the control files.

Inventory processing tasks list the steps you perform to complete the individual tasks. These steps consist of mandatory and optional steps with notes describing what the system is doing and why.

Additional considerations list any relevant information you need after you complete the inventory processing tasks. These may include purging instructions, informational flows, or post-procedure error checks.

Performing a Physical Inventory

When performing a physical inventory, you physically count inventory items periodically to ensure system quantities match actual inventory quantities. Use this procedure to complete the physical inventory processing tasks.

Task Planning

Before you begin, determine whether the inventory count is an annual physical inventory or periodic cycle count. Usually, annual physical inventory counts are more complex than cycle counts because they involve more personnel and they affect enterprise wide decisions.

If you are performing an annual physical inventory, determine whether your organization suspends operations during the count or count while operating. Assemble your count teams and assign responsibilities and tasks to individual team members.

Pre-performance Requirements

Pre-performance requirements include the following:

- Ensure that the person performing the physical inventory options in Infinium IC has authority to access all companies and warehouses for the physical inventory being performed. Maintain user warehouse access using the *Work with User/Warehouse File* in Infinium CA.
 - Each item for which you perform a physical inventory must be in the Item Warehouse file. Maintain item warehouse records using the *Work with Item Warehouse* option in Infinium IC or Infinium CA.
 - You must close, complete, or receive the following transactions prior to freezing inventory and costs:
 - Inventory Transfers
 - Adjustments
 - Issues>Returns
 - Order Final Invoicing
 - Purchase Order and Warehouse Receiving
-

Processing Steps

Follow the steps below to perform a physical inventory.

- 1 Create a control ID and Security code. Run the *Work with PI Security* option in the Infinium IC Control files.
- 2 Create the selection criteria that the system uses to determine the items to count. Run the *Work with PI Selection Criteria* option in the Infinium IC Control files.

Selection criteria for open physical inventory counts cannot overlap.

- 3 Before you begin the physical inventory count, freeze the inventory balances and their costs. Within the *Physical Inventory* menu, perform the *Freeze Inventory Balances* option.
- 4 If transactions occur after you freeze inventory and costs, re-freeze inventory balances and their costs.
- 5 Determine and assign the control batch number scheme.
- 6 Before you begin the count, create the tags for frozen inventory. Run the *Create Tags for Frozen Inventory* option.
- 7 If you are going to count work in process items, create the tags for items that are in process. Run *Create Tags for WIP*.
- 8 Print the tags or cycle count sheets using *Print Tags/Cycle Count Sheets*.
- 9 Distribute the tags or cycle count sheets to the persons performing the count.
- 10 After the count, collect the tags or sheets and sort them to ensure that the tags are in tag or storage index order.
- 11 Type the tag or cycle count quantities for each item using *Work with Tag*.

If you spoil a tag, void the spoiled tag and manually create a new tag using this same option and recount the item.

- 12 Print the following reports:
 - Error Tag Listing [PETL]
 - Missing Tag Numbers [PMTM]
 - Materials with On Hand [PPO]
 - Inventory Adjustment Qty [PIAQ]
-

- PI vs On Hand Variance [PPIOV]
- 13 Use these reports to ensure that all tag quantities are correct, eliminate all tag errors, and void all items with zero quantities or ensure it really is a zero quantity.
 - 14 If you find any tags in error or you want to change any tags, run *Work with Tags* and make corrections.
 - 15 After you make corrections to the tags, reprint the reports listed in step 13.
 - 16 Once there are no tag errors you can adjust the inventory balances for each tag item with the new balances. Run *Post to On Hand*.

Additional Considerations

Selection criteria cannot overlap. You cannot use the same physical inventory selection criteria in another control ID until you post the original physical inventory. This closes the control ID and allows another control ID to use the same selection criteria.

You must purge the Physical Inventory files before performing another physical inventory using the same control ID you used to perform this physical inventory. To do this, perform the *Purge PI Files* option within the *Inventory Control Utilities* menu.

If you perform quarterly counts you might want to retain previous physical inventory control identifiers. You can still run physical inventory reports on past physical counts as long as the control identifier is on the system. This allows you to do comparative analysis on your physical counts.

Refer to the “Performing Physical Inventory Processing” chapter for additional information on how to perform each physical inventory option.

Performing an ABC Analysis and Calculating Cycle Count Dates

When you perform ABC analysis, the system groups inventory by one of three analysis methods based on the criteria you specify. With additional criteria that you supply, the system then calculates cycle count intervals for each of the groups providing the date on which you should count the inventory of those groups. Use this procedure to complete the ABC Analysis tasks.

Task Planning

Determine whether your organization values inventory based on extended cost usage, extended inventory cost, or item cost. Select one of these ABC Analysis methods each time you perform an ABC Analysis.

Prerequisites

Prerequisites include the following:

- Ensure that the person performing the *ABC Analysis* options in Infinium IC has authority to access all companies and warehouses for the ABC Analysis being performed. Maintain user warehouse access using the *Work with User/Warehouse File* option in Infinium CA.
 - Each item for which you perform an ABC Analysis must be in the Item Warehouse file, at the level for which you want the analysis performed. Maintain item warehouse records using the *Work with Item Warehouse* option in either Infinium CA or Infinium IC.
 - Optional: Complete the *Inventory Cycle Code* field in the Item Warehouse file depending on how you want the system to group items for the cycle count. Maintain Inventory Cycle codes using the *Work with Code Tables* option in Infinium CA.
-

Processing Steps

Follow the steps below to perform an ABC Analysis and to calculate cycle count dates.

- 1 Create a control ID and security code. Run the *Work with ABC Control ID* option within the *ABC Analysis* menu.
- 2 Create the selection criteria that the system uses to determine the item ABC groupings. Run the *Assign ABC Code* option within the *ABC Analysis* menu.
- 3 Review the ABC Analysis report that prints when you complete the *Assign ABC Code* option.
- 4 Run the *Assign ABC Code* option as many times necessary until you obtain the ABC code assignments you need.

After you run the *Update ABC Code* option, you cannot run the *Assign ABC Code* option again until you reset the control *ID*.

- 5 Run the *Update ABC Code* option.
- 6 Run the *Assign Cycle Count Interval* option.
- 7 Review the Assign Cycle Count report.
- 8 Run the *Assign Cycle Count Interval* option as many times as necessary until you obtain the cycle count intervals you need.

After you run the *Update Cycle Count Intervals* option, you cannot run the *Assign Cycle Count Interval* option again until you reset the control *ID*.

- 9 Run the *Update Cycle Count Intervals* option.
 - 10 Print the following reports:
 - ABC Detail Report [PADR]
 - ABC Class Report [PACR]
 - ABC Summary Report [PASR]
 - Cycle Count Report [PCCR]
 - 11 Use these reports to ensure that the ABC code assignments and cycle count intervals are correct.
-

- 12 If you find any assignments in error, run the *Work with ABC Control ID* option to reset the control *ID* and then perform each of these steps starting with step 2.

Additional Considerations

You must delete or reset the control ID before performing another ABC Analysis using selection criteria that overlaps the ABC Analysis you just performed.

Refer to the “Performing ABC Analysis” chapter for additional information on how to perform each *ABC Analysis* menu option.

Transferring Inventory Between Warehouses

Use this procedure to transfer items from one warehouse to another by using a transfer order.

Task Planning

Before you transfer inventory between warehouses, develop an inventory distribution map of your organization. Determine if you use one or more warehouses as a supply warehouse and also determine which warehouses can send and receive stock to other warehouses.

Prerequisites

Prerequisites include the following:

- Ensure that the person performing the warehouse transfer options in Infinium IC has authority to access all companies and warehouses for the To and From locations. Maintain user warehouse access using the *Work with User/Warehouse File* option in Infinium CA.
- Verify that the validation for the storage index locations where you transfer inventory accepts the transferred items.

Processing Steps

Follow the steps below to transfer inventory between warehouses.

- 1 Create a transfer order using the *Create Transfer Order* option from within the *Warehouse Transfer Orders* menu.
 - 2 To change a transfer order, perform the *Modify Transfer Order* option from within the *Warehouse Transfer Orders* menu.
 - 3 Run the *Print Pick List* option from within the *Warehouse Transfer Orders* or the *Pick Processing* menu.
-

- 4 Select the items to transfer and print the pick list from the option mentioned in step 3.

Once you print a pick list for the items to transfer, you cannot change the transfer order on which those items reside using the *Modify Transfer Order* option. Also, you must pick all the lines on a transfer order before you can ship the order.

- 5 Run the *Ship Transfer Order* option from within the *Warehouse Transfer Orders* menu.
- 6 Complete the *Quantity* field and the storage index fields with the quantity and location from where you are transferring inventory.
- 7 If you ship less than the quantity on the transfer order, complete the *BO* and *Back Order Quantity* fields if you want to back order the remaining quantity.

If you back order, the system creates a transfer order for the back ordered quantity.

- 8 Run the *Receive Transfer Orders* option from within the *Warehouse Transfer Orders* menu.
- 9 Complete the *Receive Qty* field and the storage index fields with the quantity and location to where you are transferring inventory.

If you receive less than the quantity shipped, complete the *Adj Typ* field with the Adjustment Type code that describes the reason for the quantity difference.

You can receive a transfer order multiple times when you receive them in multiple shipments. However, the total receipt quantity cannot exceed the shipped quantity.

- 10 To confirm the transfer, run the *Display Inventory Transaction* option from the *Inventory Displays* menu.

Additional Considerations

Refer to the “Transferring Inventory between Warehouses” chapter for additional information on how to perform each inventory transfer option.

Performing Reorder Point Processing

Use ROP to determine the items and quantities to restock based on the reorder point processing method of stock replenishment. The system determines which items and the replenishment quantities by the criteria you specify.

Task Planning

Before you perform reorder point processing, first determine what inventory reorder method your organization uses; reorder point processing, materials requirements planning, or master production scheduling.

If your organization uses the reorder point processing method, determine the companies, warehouses, and items on which to perform reorder point processing. Also decide if you want to view the recommended reorder point items and quantities before you create requisitions, or if you want the system to immediately create requisitions in Infinium PM once you perform reorder point processing.

Prerequisites

Prerequisites include the following:

- Ensure that the person performing the *Reorder Point Processing* options in Infinium IC has authority to access all companies and warehouses for which you perform reorder point processing. Maintain user warehouse access using the *Work with User/Warehouse File* option in Infinium CA.
 - Each item on which you perform reorder point processing must be in the Item Warehouse file. The value in the *Order Strategy* field must be 3. The value in the *Order Policy* field must be 1 or 2.
 - In the Item Warehouse file complete the *Requisition Creation Method* field with 1 and the system creates a requisition in Infinium PM. Complete the field with 2 and the system sends the requisition to a Work file. Maintain item warehouse records using the *Work with Item Warehouse* option in Infinium CA or Infinium IC.
 - Ensure that the RTP, DSC, PRO, and XRO code types exist. Maintain the RTP and DSC code types using the *Work with Code Tables* option in
-

Infinium CA. Maintain the PRO and XRO code types using the *Work with Requisition Type* option in Infinium PM.

- Select the inventory types to use in the available inventory calculation performed during reorder point processing. Maintain the Inventory Type file using the *Work with Inventory Type File* option.

Processing Steps

Follow the steps below to perform reorder point processing.

- 1 Run the Create Reorder Point Requirement option within the Reorder Point Processing menu.

To create and view the suggested requisitions, be sure to complete the *Create Requisitions* field with Y in the *Create Reorder Point Requirement* option.

- 2 If you sent requisitions to the Work file, perform the *Work with Suggested Requisitions* option. View and create the requisitions from this option.

Additional Considerations

Refer to the “Performing Reorder Point Processing” chapter for additional information on how to perform each reorder point processing option.

Notes